



POTOMAC STATE COLLEGE

FACULTY ASSEMBLY MINUTES

April 27th, 2018

1. **Call to Order:** The Faculty Assembly meeting of April 27, 2018, was called to order by Chair Ballard at 3:03pm in Science Room 220.

Faculty Executive Committee Members Present:

Badenhoop, J.	Johnson-Olin, M.	Vogtman, J.
Ballard, D.	Pritts, C.	
Goff, N.	Vandenberg, M.	

Voting Members Present:

Armentrout, D.	Douthitt, P.	Mehra, D.	Schafer, D.
Bridges, C.	Hudgins, C.	Moore, M.	Upton, R.
Butcher, A.	Lawrence, C.	Oberlechner, S.	Walker, A.
Chandler, N.	Little, D.	Saifi, M.	Weaver, A.
Cheves, R.	Kline, V.	Samuels, H.	Westfall, K.
Cunningham, E.	Martini, M.	Schafer, A.	Whitacre, K.

Voting Members Excused:

Voting Members Absent:

Arjel, K.	Gilbert, J.	Meadows, Y.	Petersen, R.
Armstrong, C.	Huffman, V.	Merrifield, J.	Plitnik, B.
Bane, L.	Hunt, R.	Miller, J.	Starcher, S.
Beck Roth, S.	Julian, C.	Moore, K.	Stone, J.
Farhat, T.	Matlick, D.	Ninesteel, J.	

Non-Voting Members Present:

Ochoa, G.	Orlikoff, J.
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Guests:

Shapiro, A.

2. Secretary Vogtman moved for the approval of the minutes from the March 23, 2018 Faculty Assembly meeting (*Annex I*). **Motion Carried.**
3. **President Orlikoff reported the following:**
 - Congratulated faculty on a successful semester.
 - Congratulated Professor Oberlechner on being awarded the 2018 Outstanding Professor award for WVU-Potomac State College.
 - WVU-Morgantown used data to adjust staff and faculty salaries at WVU-PSC close to the 90th percentile of the job median.

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- WVU-PSC graduation commencement is Saturday, May 5. Joyce McConnell will be the keynote speaker.
 - Thanked the agriculture department for the wonderful breakfast provided for the faculty and staff on April 24. Was very impressed with all of the ingredients coming directly from WVU-PSC. Also announced that there are items such as beef and spinach for sale, if you are interested in purchasing them.
 - The BSN buildout is looking very good.
 - The NSO of the day, April 27, brought in 129 students. There were 10 no shows but 12 drop-ins to offset the loss.
 - Really enjoyed hearing in faculty candidate interviews about the positive communication and friendly demeanor found at WV-PSC.
 - There will be an interview period May 10th between 2:00pm-3:00pm at the Davis Conference Center for any questions one may have for President Orlikoff.
4. **Dean Ochoa reported the following:**
- Also congratulated Professor Oberlechner on being awarded the 2018 Outstanding Professor award at WVU-PSC.
 - Briefly outlined the EOS meeting schedule.
 - BOG ruled any faculty or staff that will be working with children under 18 are required to complete a training program. This training will be held May 10th at the Davis Conference Center and will take one hour to complete. If staff or faculty cannot make the arranged training times provided, there is online training available as well. To complete this training an individual must take the training, pass a test, and complete a background check afterwards.
 - Thanked all the search committees that have been fielding interviews for new faculty members. Also commented on enjoying the feedback from interviewed candidates about the positive communication and friendly demeanor at WVU-PSC between faculty-staff-and student interactions.
5. **Chair Ballard reported the following:**
- Was glad to report half of the full-time faculty was nominated for Outstanding Professor award.
 - Acknowledged the faculty that will not be returning for the 2018-2019 year.
 - Celebrate is on Wednesday, May 9 at WVU-Morgantown. There will be teaching workshops and discussions for anyone who is interesting in attending. A shuttle bus is available to transport faculty from WVU-PSC campus or from Lavale, MD.
 - Thanked the faculty for their hard work and dedication during the 2017-2018 year.
6. **Senate Report:**
- President Gee reported the following:
 - The preliminary HLC report has been received. WVU is setting the standard for land-grant institution of the future.
 - Provost Joyce McConnell reported the following:
 - She thanked everyone who worked on the HLC accreditation process and attended public meetings.
 - About a year ago, the legislature passed a statute requiring the Higher Education Policy Commission to submit a report on a funding formula. We heard from HEPC in October to schedule a meeting in November. HEPC provided a presentation, but we were not given any data at that time nor were we given any sort of preliminary report. When we appeared before the legislature in January to begin talking with the House and Senate chairs of the education committees, we were surprised to learn that they had received copies of the report as well as some financials that were run using the possible model. The model does not

recognize the distinct mission of various colleges and does not look at the entire landscape of higher education in West Virginia to determine what kind of investments the state wants to make. A 30-day comment period opened on March 23. We submitted a preliminary list of objections that we had from seeing the original report. We have filed a data request so that we have more information with which to respond. Will be filing a full report whether or not we receive that data. The proposed funding formula only uses student access, student success, and student impact in its measures, so that our research activities and our service mission as a land-grant university are not being fully credited.

- The campus read for next year is Station Elven by Emily St. John Mandel.
 - The new center for Humanities received an NEH grant. Thanked Ryan Claycomb, the Center director.
 - The five percent pay raise approved by the legislature is actually a five percent pool, not a guaranteed five percent pay raise for each person. The allocation is based upon the average salary of a West Virginia employee. Vice President Rob Alsop, our CFO, and the Provost's Office are working to pull together the best raise package possible. Raises will be based upon performance.
- Chair Valenti reported the following:
- Diversity Week will take place September 29-October 7, 2018. Lecture and activity proposals will be accepted until April 30, 2018.
 - PEIA has terminated its contract with GO365. You can continue to accumulate points until April 30, at which point you can cash them in. Rewards are considered taxable income.
 - The governor formed a task force charged with finding a solution for PEIA and its problems. WVU is represented by Rob Alsop, Vice President for Strategic Initiatives, and Board of Governors member Marty Becker. The task force held their first meeting on March 13, at which time they split into three subcommittees: Coverage and Plan, Cost and Revenue, and Public Outreach. Rob will be chairing the Coverage and Plan subcommittee. Their next meeting is April 10, where they will hear a presentation from Ted Cheatham on how PEIA works. WVU Senator Shine Tu plans to give a presentation on "Coverage and Plan" sometime soon.
 - Open enrollment for benefits started April 2 and will run through May 15. He encouraged everyone to use this year's freeze on PEIA as an opportunity to reevaluate your plan choices.
 - The University has officially unveiled the details of the Dependent Education Scholarship. The features of the program include: up to \$1650 per year for in-state students; the difference between out-of-state and in-state tuition for out-of-state students; the scholarship cannot exceed the total cost of attendance and cannot be combined with the benefit from WVU Medicine; the student must be a full-time, undergraduate, dependent child (not a spouse) under age 26, and maintain a minimum 2.75 GPA; the program starts in the fall 2018 semester; no minimum service is required; the student must apply each year; the application deadline for next year is May 1, but in subsequent years, the deadline will be February 1. For more information, go to talentandculture.wvu.edu and select the Dependent Education Scholarship from the Wellness and Perks pulldown menu.
 - The comment period for most of the faculty-related BOG rules expire on March 20. The comment period for the other rules, including reduction-in-force and some academic rules expire on April 11.
- Chair Valenti moved for approval of Annex ID, GPA Weighting Scale. The motion was carried. He commented that faculty are free to continue to use discretion in how they award grades. Moreover, the scale does not become effective until Fall 2021, so there is still time to turn off plus/minus grading before then, if that is what the faculty and students really would like to do.

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- Cris DeBord, Vice President for Talent & Culture, discussed the results of the 2016 and 2017 WVU Culture Surveys and actions the University is taking in response to the findings. Further information is available on the Bureaucracy Busters website.
 - Ralph Utzman, Chair of the Curriculum Committee moved for the approval of a new minor in Business Cybersecurity.

→ Full minutes of the April meeting can be found [here](#).

7. **Senate Executive Report:** No report.
8. **ACF Report:** (*Annex 2*)
9. **Academic Appeals Chair's Annual Report:** Secretary Vogtman moved to approve the annual report submitted (*Annex 3*). **Motion Carried.**
10. **Academic Standards Chair's Annual Report:** Dr. Badenhoop moved to approve the annual report submitted (*Annex 4*). **Motion Carried.**
11. **Instructional Resource Chair's Annual Report:** Secretary Vogtman moved to approve the annual report submitted (*Annex 5*). **Motion Carried.**
12. **Library Committee Chair's Annual Report:** Dr. Johnson-Olin moved to approve the annual report submitted (*Annex 6*). **Motion Carried.**
13. **Committee on Committee:**
 - Committee chair, J. Vogtman, explained how Committee on Committee works when choosing which areas they place faculty members in the various committees at WVU-PSC. (*Annex 8*)
14. **Instructional Programs Committee:** (*Annex 7*)
 - Course Approval: Dr. Chisholm moved for the B-Tech 405 course to be approved by the assembly. **Motion Carried.**
 - Program Changes: Professor Goff moved for the program changes in CJ AA, CJ AAS & CJ BAS be approved by the assembly. **Motion Carried.**
 - Intention to Plan: Dr. Chisholm moved for an intent to plan a Health Sciences program to be approved by the assembly. **Motion Carried.**
 - Distributed Changes: Dr. Samuels moved for all distributed changes listed in the annex be approved by the assembly for change. **Motion Carried.**
 - Name Change: Professor Goff moved for all introductory course name changes listed in the annex to be approved by the assembly. **Motion Carried.**
15. **Election of Officers for AY 2018-2019:**
 - Chair Elect: Professor Goff was voted by the assembly as the 2018-2019 Chair Elect.
 - Secretary: Secretary Vogtman will serve again during the 2018-2019 year.
 - Parliamentarian: Professor Pritts will serve again during the 2018-2019 year.
16. **New Business:** No report.
17. **Announcements:**
 - V. Kline provided a “menu” of library services provided.
 - A. Schafer wanted to take another moment to recognize retiring staff and thank them for all their hard work, commitment, and the compassion they've put into their time at WVU-PSC.
18. **Adjournment:** The meeting was adjourned at 3:58pm.

-Kay Jones

Faculty Assembly Secretary