


West Virginia University®
POTOMAC STATE COLLEGE

SPECIAL SESSION MINUTES

December 15th, 2017

1. **Call to Order:** The Special Session Meeting of December 15, 2017, was called to order by Chair Ballard at 1:05pm in Science Room 220.

Faculty Executive Committee Members Present:

Badenhoop, J.	Goff, N.	Pritts, C.	Wilcox, G
Ballard, D.	Johnson-Olin, M.	Sydow, T.	
Chisholm, S.	Jones, J.	Vogtman, J.	

Voting Members Present

Armentrout, D.	Hudgins, C.	Meadows, Y.	Schafer, A.
Bane, L.	Huffman, V.	Merrifield, J.	Schafer, D.
Beck-Roth, S.	Hunt, R.	Miller, J.	Snider, C.
Butcher, A.	Julian, C.	Moore, M.	Upton, R.
Chandler, N.	Lawrence, C.	Oberlechner, S.	Weaver, A.
Cheves, R.	Little, D.	Plitnik, B.	Westfall, K.
Douthitt, P.	Martini, M.	Samuels, H.	Whitacre, K.

Voting Members Absent:

Arjel, K.	Gilbert, J.	Moore, K.	Starcher, S.
Armstrong, C.	Kline, V.	Ninesteel, J.	Stone, J.
Cunningham, E.	Matlick, D.	Peterson, R.	Vandenberg, M.
Falkowski, H.	Mehra, D.	Saifi, M.	Walker, A

Non-Voting Members Present:

Ochoa, G.	Orlikoff, J.
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2. Prof. Jones moved to approve the WVU-PSC Promotion and Tenure Guidelines document, as submitted to the Faculty Assembly on November 27th, 2017. After some discussion, a motion was made to approve the document. Motion carried. (*Annex 1*).
3. Prof. Jones moved to approve the WVU-PSC Evaluation Guidelines Rubric document, as submitted to the Faculty Assembly on November 27th, 2017. Motion carried.
4. **Adjournment:** The meeting was adjourned at 2:06pm. (*Annex 2*).

-Kay Jones

Faculty Assembly Administrative Secretary