

## Fall 2007 Meeting of the Shepherd Assembly

4:10 pm  
Monday, September 10, 2007

Erma Ora Byrd Nursing Building  
Auditorium

### MINUTES

- I. **Call to Order ( Dr. John E. Adams, Assembly Moderator)**—approximately 4:10pm.
- II. **Approval of [Minutes of the Spring 2007 Assembly Meeting](#)**—MSP to approve, by acclamation.
- III. **Introduction of [New Faculty](#) (Dr. Mark Stern)**--all present were warmly welcomed by the Assembly. Dr. Stern also welcomed Dr. Shipley, who has a faculty appointment.
- IV. **Introduction of New Employees (Mr. Brian Hammond)**—all present were warmly welcomed by the Assembly.
- V. **Reading of the [Proposed Constitutional Amendment](#) (Ms. Tracy Seffers, Assembly Secretary)**

**Comments/Questions (Dr. Jason Best, Faculty Senate Parliamentarian)**—Numerous concerns about the changes to Article IV, Section 7, were raised by faculty members in attendance: the principal issue was whether the constitutional language and/or process was clear enough to prevent a unilateral change by the GS Committee to a department or school's GS offerings or to the overall curriculum?

Dr. John Stealey made a friendly amendment (accepted by Faculty Senate President Shurbutt) to separate the amendments on the ballot, so as to have separate votes on each section. This was approved by the Assembly, after further discussion and clarification by Dr. Daily.

Dr. Don Henry made an additional friendly amendment (also accepted by Senate President Shurbutt) to separate Section 7, so as to have separate votes on each of the three changes within that Section. This was approved by the Assembly as well.

Dr. Alan Tinkler (Chair of the General Studies Subcommittee of C&I) addressed the newly-endorsed Program Change form of C&I, pointing out that any and all proposals to change anything in GS can proceed to C&I **only** with the approval of the departments and schools whose courses are affected by the proposal (as well as the usual approvals from PEUC, if necessary, and the GS Subcommittee itself). Dr. Shurbutt noted that since the GS Subcommittee was created to oversee and assess the GS curriculum and since the GS curriculum serves the whole faculty rather than any single school, the rationale for some change in the University Constitution that clarified curricular procedure appeared appropriate; however, the faculty should come to some consensus regarding that procedure.

A ballot, calling for separate votes on each of 5 proposed amendments to Article IV, will be sent to the voting members of the Assembly on Monday, September 17; and will be gathered and counted by three appointed members of the Assembly Cabinet on Monday, September 24. Results will be reported back to the Assembly Cabinet, the Faculty Senate, and the Assembly.

**RESULTS OF VOTING:** On Tuesday, September 25, 2007, ballots were tallied by Cabinet members Adams, Hammond, and Seffers. 95 ballots were returned from the membership:

Amendment 1 (ACF representation on Senate) passed 79 for, 14 against, 2 not voting  
Amendment 2 (GS subcommittee and C&I proposals) passed 64 for, 30 against, 1 not voting  
Amendment 3 (2/3 majority vote for C&I proposals) passed 73 for, 20 against, 2 not voting  
Amendment 4 (Director of Academic Advising on C&I) passed 83 for, 11 against, 1 not voting  
Amendment 5 (Senate committees) passed 84 for, 8 against, 3 not voting

**All amendments passed with a 2/3 majority of returned ballots required by the Constitution.**

**VI. Calendar Committee (Ms. Tracy Seffers)**—Members of the Calendar Committee of the Assembly were recognized. The committee distributed a proposal, inviting the campus community to a conversation within each of the constituent groups about adjustments to the overall calendar structure (*See Attachment 1*). The results of those conversations will be reported back to the Assembly at the Spring 2008 meeting.

**VII. Civility Response Team (Dr. Alan Tinkler)**—Dr. Tinkler introduced the members of the Civility Response Team:

- Betsy Sheets
- Richie Stevens
- Dee Rivera
- Sharon Kipetz
- Dave Cole
- Joe Jefferson
- Irene Kenny
- Karen Crowell
- Chris Johnson
- Wendy Weaver
- Quincy Adams
- Dot Hively
- Heidi Dobish

Dr. Tinkler then stated the mission of the Team--to promote and foster a respectful campus community—and described its goals:

- To promote respectful treatment of all Shepherd community members
- To value and appreciate diversity
- To advocate
- To educate

Finally, he invited all present to the Team's first Brown Bag Lunch, September 11, 2007, 12:30-1:30. Topic: Valuing Other Voices. Location: The Rumsey Room.

**VIII. Reports to the Assembly:**

▪ **Advisory Council of Faculty (Dr. Sylvia Shurbutt)— Highlights of Current Faculty Issues:**

I. Series 9 Revision: To address the overuse and abuse of the expanding adjunct system in higher education, unlimited term positions at the four-year universities and colleges have been approved. There will be a 10% cap on such positions, and they are not meant to replace tenure-track positions, but all Faculty senates should be mindful of how these new positions are utilized.

II. Senior Professor and Associate Professor Ranks: These new rankings are being utilized at Fairmont, WVU, and Marshall in order to reward highly productive tenured faculty who have already achieved their highest rank and whose salaries are not comparable to their accomplishments. The Shepherd Senate is currently discussing and researching system to encourage longer-lasting productivity.

III. WV Higher Education Strategic Plan Draft (copy available at Shepherd Senate website at <http://www.shepherd.edu/employees/senate.html>):

Several important areas of focus include: Economic Growth, Access, Cost and Affordability, Learning and Accountability, and Innovation. Specifics that will emanate from these broad goals and that will affect faculty are 1) improving assessment and retention rates, 2) increasing admissions standards, 3) acquiring qualified faculty and enhancing their compensation, 4) developing life-long learning and continuing educational programs, 5) enhancing the STEM fields (science, technology, engineering and math), and 6) developing programs that tap into global issues and the global economy.

How specifically will the system master plan affect Shepherd and institutions across the state?

- 1) More focus will be placed on the non-traditional students and life-long learning, as the population of WV actually declines in the 0-35 range. From 2007-2012, there will be 1500 fewer in-coming freshmen across the state.
- 2) There will be a greater need for enhanced Modern Language education, both to prepare public school teachers to address the new modern language college admission requirement and to address the new emphasis on global education.

- 3) More focus will be placed on STEM fields (science, technology, engineering and math) to enhance technology competence of the workforce.
- 4) More focus will be placed on global experiences in higher education to ready the population for the increasingly smaller and more interconnected world in which we live.
- 5) More focus on retention and graduation percentages, which include enhancing literacy and critical thinking skills.
- 6) More focus will be placed on enhancing and upgrading faculty and staff salaries and work conditions, particularly in areas like the Eastern Panhandle where the cost of living is rising rapidly.
- 7) Institutions will be asked to refine their missions, goals, and values to be consistent both with the state master plan and their own service area.

IV. Advisory Council of Faculty Legislative Issues for 2007-2008: The following faculty issues were adopted for the 2008 session:

1. Increase legislative funding to the National Average in order to
  - improve student access and retention,
  - compensate for inflation that annually affects each institution,
  - fund appropriate merit increases for full-time faculty,
  - provide for new full-time and tenured faculty positions,
  - fund raises for adjunct faculty salaries.
2. Amend State Code to eliminate the cap on tuition waivers as a recruitment and retention strategy for faculty and staff:
  - ♣ Amend 18B-10-6A so that the removal of tuition waiver limitation that WVU and Marshall currently enjoy can be extended to any institution whose BOG chooses to broaden the scope of waivers;
  - ♣ Repeal 18B-10-5 and 18B-10-6, which mandate the 5% waiver restriction for undergraduate and graduate institutions respectively.
3. Increase the State's share of retirement contribution from 6% to 7.5% for higher Education employees.
4. Allow Higher Education Employees the right to serve in the legislature.

- **Faculty Senate (Dr. Sylvia Shurbutt)**—Dr. Shurbutt reported on items on the Senate docket for Fall 2007, most of which are covered in the ACF Report.
- **Advisory Council of Classified Employees (Mr. Ken Harbaugh)**—The ACCE is planning to meet with the HR Directors from higher education to discuss issues of common interest.

The ACCE's legislative agenda includes:

- Increasing state funding for higher education
- Equalizing retirement contributions with those of other state employees
- Establishing the right of higher education employees to serve in the legislature
- Adding a member of the ACCE and ACF to the HEPC

The ACCE is also making suggestions on how to make the new grievance process fairer to all employees. Members were very pleased with the elimination of the salary schedule cap during the August special session. This change will allow institutions to set pay rates equitably.

Personnel studies mandated by SB603 are proceeding, with sub-committee reports already starting to come in. Those committees are studying issues of market conditions, classification and compensation, performance management, statute and rules, and other components of personnel management.

- **Classified Employees Council (Mr. Brian Hammond)**—In the previous year, the CEC pursued these goals, which have largely been met:
  - Improvements in pay.
  - Education of the campus community about pay schedule. This year's increase brings us to full funding of a 2001 pay schedule, based on 94% of the West Virginia market.
  - Inclusion of part-time staff into the decision-making of the Classified Employee Council. This brings us into compliance with WV code.

This year's goals include:

- Continue education process about pay.
  - Improve supervision on campus in terms of education supervisors and supervisees.
  - Work closely with Dr. Shipley to bring her up to speed on classified employee issues.
- **Student Life Council (Dr. Alan Tinkler)**—Students have formed two additional student organizations, which are applying for formal recognition: Cross-Country/Track and Field, and Film-Making. In addition, in response to student concerns, the Council has amended Student Handbook language regarding sexual consent, using an Antioch College model.

## IX. President’s Report (Dr. Suzanne Shipley)

President Shipley opened her remarks with a summary of what new presidents do: apparently, they go to parties and meet people! She has spent a great deal of time over the past few months meeting many, many people in the area—including a July meeting with WV legislators. That meeting in particular was a great help to her during the recent Legislative Oversight Committee on Education Accountability (LOCEA) meeting held in Martinsburg.

She expressed thanks to Tim Haines for developing a very effective Shepherd University presentation, used in many of these regional meetings, and on display during her remarks to the Assembly as well. The images help her convey the exciting things going on at Shepherd.

The facilities at Shepherd University are undergoing constant and dynamic improvements:

- ✓ The new [Center for the Contemporary Arts](#) is now being faced with its copper tiles.
- ✓ The new tennis courts and intramural fields are complete.
- ✓ We will soon have groundbreaking for the expansion of the Butcher Center
- ✓ The beautiful Erma Ora Byrd Nursing building was dedicated on June 12 [inadvertently omitted from condensed remarks]

She expressed thanks as well to Robin Zanotti and her Advancement team for a dynamic campaign already underway. Giving has increased by 92%, and includes \$1/2 million for the faculty excellence fund, and \$300K to the new Center for the Contemporary Arts. The Annual Fund last year saw increases in both total gifts (\$103K, a 30% increase) and in the number of donors (1648, a 20% increase).

Enrollment growth is also a part of our funding picture. Put in perspective, 80% of potential college students will choose to go to Research I institutions—meaning that the many public and private institutions like Shepherd are competing against each other for a very small piece of the overall enrollment pie. At the same time, high school graduation rates are on the decline. Our own marketing efforts will be expanding to radio, TV, and billboards to ensure that we are as visible as possible to our potential students.

Salary improvements are invariably tied to enrollment growth. This year’s salary increases will total over \$800K: \$268K to classified employees, \$345K to faculty, and \$193K to non-classified employees.

President Shipley unveiled the results of the recent campus survey to select a new University Seal, which was overwhelmingly approved by the community.



She announced a “[Stakeholders Survey](#)”, to be released to members of the campus community as well as surrounding communities, as a way of soliciting feedback, advice, and direction as she makes her transition into the presidency of the institution. Results of the survey will be tabulated and shared with the community as a whole throughout the year.

Finally, she thanked the campus community and the Assembly for their work, their welcome, and their trust as she takes on her new role.

The Assembly adjourned at approximately 5:35pm.

Respectfully submitted—

Tracy Seffers  
Secretary to the Assembly

## Who are we?

## Attachment 1

The Calendar Committee, a committee of the Shepherd Assembly, is made up of representatives appointed by the President from all of the institution's constituent groups: faculty, administration and staff, and students:

### Faculty

Roger Hamood, Accounting  
Mike Jacobs, HPERS, Faculty Senate  
Stephanie Slocum-Schaffer, Political Science, Director of the Honors Program  
Peter Vila, Environmental Science  
Bob Warburton, Chemistry, Director of Academic Advising  
(Previous year – Rhonda Smith, Art, Faculty Senate; Bruce Kelley, Music, Director of Academic Advising)

### Administration/Staff

Sharon Kipetz, Student Affairs  
Tracy Seffers, Registrar, Committee Chair  
Mark Stern, Academic Affairs  
Shelley Tharp, Administration and Finance  
Ellisa Woodbrey, Residence Life

### Students

Not yet appointed for the 2007-2008 year  
(Previous year – Claudia Funes)

## What is being discussed?

After a year or more of studying and discussing a variety of proposals internally, the committee wishes to begin a wider conversation with the campus community about the possibility of an adjustment to the existing calendar and schedule structure.

<b>First</b> , create slightly longer class periods, and slightly longer breaks between class periods:
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### Current

MWF	50 minutes per class period
TR or MW	75 minutes per class period
PM classes	160 minutes/class period
Breaks	10 minutes between periods

### Proposed

	60 minutes per class period
	90 minutes per class period
	165 minutes/class period
	15 minutes between periods

## What benefits could this model provide?

- Slightly longer class periods support improved teaching and learning, by facilitating increased discussion and interaction during each instructional period.
- By increasing the window of time between class periods to 15 minutes, this model allows students and faculty members to reach their next classes—often in different buildings or on a different campus—in a timelier manner.
- By reducing the daytime class periods by one (7 instead of 8 MWF; 5 instead of 6 MW or TR), this model helps spread out class offerings, maximizing our use of classroom/parking space beyond the heavily-subscribed “prime time” daytime hours.

**Second**, reduce by a single week the number of instructional weeks in a regular semester:

**Current**

15 weeks of instruction + 1 week of finals  
(with 1 full week of break, 17 weeks total)

**Proposed**

14 weeks of instruction + 1 week of finals  
(with 1 full week of break, 16 weeks total)

The overall increase in instructional contact minutes, created by the first part of the proposal, makes the second part of the proposal possible **without jeopardizing the minimum number of contact minutes required for a typical 3-credit course (2,250 minutes):**

	Current	Proposed		Current	Proposed
	15+1	<b>14+1</b>		15+1	<b>14+1</b>
	50-min MWF	<b>60-min MWF</b>		75-min TR/MW	<b>90-min MW or TR</b>
# periods = 2250 m	45	<b>37.5 (42 actual)</b>		30	<b>25 (28 actual)</b>
# weeks = 2250 m	15	<b>12.5 (14 actual)</b>		15	<b>12.5 (14 actual)</b>

**What are the other potential benefits of this model?**

Because the two-part proposed model allows us to meet and even exceed the minimum number of contact minutes over the course of the semester, the institution will have greater flexibility to address some of the longstanding requests and concerns regarding the Academic Calendar:

- In Fall semesters, recognizing the pedagogical need to include a brief Fall Break (closer to mid-term) while retaining the full Thanksgiving Week (near the end of the semester)
- In Spring semesters, ensuring that we can hold Commencement Exercises before Memorial Day Weekend
- Increasing the amount of time between sessions slightly to accommodate student employment; academic as well as personal travel; and time-sensitive, essential administrative processes: preparation of residence halls and physical plant; grading, graduate certification, and calculation of academic standing; billing and processing of financial aid; etc.
- Eliminating the awkward “wrapped” weeks at the beginnings and ends of semesters, which have often been necessary to reclaim instructional days lost to holidays and other breaks.
- Accomplishing these goals while avoiding early starts and late ends of semesters
- Bringing our calendar into closer alignment with the start of the local school year—an important concern for our many students, faculty, and staff with young families
- Bringing our calendar into closer alignment with over 70% of WV and regional institutions who have also adopted a 14+1 instructional calendar (source: research conducted in 2005 by Dr. Bruce Kelley, for the Committee)

**What’s the next step?**

Over the course of the academic year, committee members will be bringing more detailed examples of this model to different parts of the campus community for discussion and feedback. Results of those conversations will be shared at the Spring 2008 Shepherd University Assembly.

We look forward to meeting with you and receiving your input.

The Calendar Committee  
Presented to the Shepherd University Assembly

Fall 2007