

Annual Spring Meeting of the Shepherd Assembly MINUTES

Monday, April 14, 2008

4:10 p.m.

Robert C. Byrd Center for Legislative Studies Auditorium

Agenda

I. Call to Order/Approval of [Minutes, Fall 2007](#) Dr. John Adams

With no amendments, MSP to approve as distributed.

II. Approval of Candidates for Graduation Ms. Tracy Seffers

With no objections, faculty MSP to approve as distributed.

III. Calendar Committee Ms. Tracy Seffers

At the Fall 2007 Assembly, the Calendar Committee opened up a discussion within the various constituent groups that make up the Committee, regarding a proposal to shift to a 14-instructional week semester calendar, and incorporating a shift of class times to maintain the requisite instructional minutes. At that time, we said that we would bring to the Spring 2008 Assembly the results of those discussions:

- After meetings within the departments and schools, the Faculty Senate endorsed the proposed plan on December 3, 2007, by a slim margin. On the one hand, some disciplines (math and sciences, business and economics, and music, among others) expressed serious concerns about the impact of extended times on student learning, or a week less of lab or rehearsal on instruction, research, and performance. On the other hand, other disciplines in humanities, professional education, and the social sciences felt that the extension of class times would be a benefit.
- In January 2008, the Student Government Association also endorsed the proposed plan, by a wider margin.
- January 16, 2008, I met with the Classified Employee Council to discuss the proposal and answer questions. The Council members expressed concerns about compressed workload, shorting hours on hourly employees, possible negative impact on retention, and difficulties for students with disabilities. Some of these (hourly employees, students with disabilities) had already been addressed in discussions within Student Affairs, and were felt to be manageable.
- Recently, the Director of Academic Advising has expressed strong concern regarding the impact that fewer instructional periods may have on scheduling sufficient seats in general studies courses—particularly given the intersection between increasing freshman enrollments, and the challenges of hiring adjunct instructors for general studies sections at times when the institution would need to increase (non-prime slots) to accommodate those numbers.
- On April 16, 2008, the CEC will meet again to ask additional questions, debate, and vote on the proposal.

At this point, then, we don't have all the constituent groups represented, but we're getting there. Once we do, we will inform the Administrative Council and the Executive Staff.

The committee will be continuing some of the work this summer:

- A more detailed analysis of the revised schedule's impact on the availability of General Studies sections for incoming students. It will be interesting to see if the COPLAC review process will bring about changes in our General Studies structure that may impact this analysis.
- Though this is not a popular suggestion, we will look at the possibility of drafting one more set of traditional calendars for Academic Year 2009-2010. The additional year gives us time to work out as many of the concerns under the new proposal as possible, while seeing if we can incorporate some of the other ideas that have come up through the discussion process: a longer Spring Break for travel, a Convocation or Honors Day in late Spring, etc.
- Establishing working groups in Fall 2008 to address the concerns brought forward in the campus-wide discussions, particularly those based within the disciplines.

IV. Elections

Dr. John Adams

A. Moderator- 1 position

Dr. John Adams nominated; MSP nominations closed.

Dr. John Adams elected Assembly Moderator by acclamation.

B. Secretary – 1 position

Dr. Jason McKahan nominated; MSP nominations closed.

Dr. Jason McKahan elected Assembly Secretary by acclamation.

C. Parliamentarian – 1 position

Dr. Anders Henriksson nominated; MSP nominations closed.

Dr. Anders Henriksson elected Assembly Parliamentarian by acclamation.

D. Student Life Council – 1 position

Dr. Alan Tinkler nominated; MSP nominations closed.

Dr. Alan Tinkler elected 2008-2010 Student Life Council representative by acclamation.

[A check of the constitution confirmed that faculty members holding this position may not serve consecutive terms. Dr. Tinkler withdrew himself from this position, and nominations re-opened.]

Dr. Tim Nixon nominated; MSP nominations closed.

Dr. Tim Nixon elected 2008-2010 Student Life Council representative by acclamation.

V. FYEX Committee: Common Reading

Ms. Judi McIntyre

The FYEX Taskforce would like to thank everyone who voted for the Common Reading this year. We sincerely appreciate your participation. The process we used for selecting the Common Reading was fairly simple. Last Fall Semester we asked for book suggestions from the university community. We received about 80 suggestions. Selection criteria demanded that the book should be of broad interest, readily available at a reasonable cost and hopefully 300 pages or less. This helped us narrow the list down to about 22. Over the Winter Break, the FYEX Taskforce read the books and returned in January with their suggestions. This narrowed the 22 down to 5. These five books were put up on the Shepherd website for a vote by faculty, students and staff. We received almost 200 votes with a close race between first and second place. As you may know, the winner is *Persepolis*. Free copies will be available for faculty and staff who would like to use the book in their classes. When the books arrive, I will send out an email letting you know where to pick up your copy. Again, thank you for your support of the Shepherd University Common Reading.

VI. Reports to the Assembly

Here the agenda was amended slightly to allow individuals making multiple reports to do so consecutively:

A. Advisory Council of Classified Employees Mr. Ken Harbaugh

Brian Hammond gave a brief report on Ken's behalf. The ACCE has been monitoring recent legislation, but it is most interested in the Classification/Compensation restructuring effort underway.

B. Chair of Classified Employees Council Mr. Brian Hammond

The CEC is also looking with interest at the restructuring of the Classification/Compensation system, hoping that some of the past problems will be addressed. In addition, the CEC has been working very hard at building bridges with various parts of the administration, and is very appreciative of Dr. Shipley's outreach.

C. Advisory Council of Faculty Dr. Sylvia Shurbutt

- I. HEPC Initiatives: Dr. Flack has highlighted some **special projects at the HEPC**, including **focus on global learning** and **the new round of compacts and reports**. Flack has noted the impact that **SB 595 (Vision 20/20)** would likely have in terms of reporting and informing the legislature about higher education, and he has stressed the influence of the new HEPC/CTC compacts on **institutional compacts**. He also has apprised faculty of the **State Board of Education's new initiative, using the WesTest as a measurement for the need of Developmental Education rather than ACT/SAT scores**. Dr. Flack said that while conceptually the idea of focusing developmental education on the senior year of high school was good, this would **not** likely eliminate the need for higher education developmental programs though it might improve student literacy. He also noted that at least two years of field-testing the WesTest against the

ACT would be necessary before we know whether the WesTest will be a useful instrument for determining developmental needs for college level work.

II. Report on the 2008 Legislative Session: **Below are bills that passed 2008 Legislative Session and will impact Faculty and Staff.**

- 1) **Higher Education Budget and Faculty and Staff Raises:** A 3% raise (\$11.5 million) was budgeted for higher education salaries. Local BOGs will determine how that money is to be distributed, per their salary plans. **Additional money was included for the annual increment (AEI), which will be raised from \$50 per each year of service to \$60—and it will now be given after only one year of service** rather than the required three years. Thus everyone should get the increment in July who has worked at least a year in the system.
- 2) **SB 564 (Tuition Waivers for Faculty, Staff, and Dependents):** The 5% cap on waivers will be lifted for faculty, staff, and their dependents; however it is up to each BOG to determine whether waivers will be used as hiring and retention incentives.
- 3) **SB 780 (Grievance):** Some tweaking of procedures was included in this bill but no major changes.
- 4) **HB4094 (Pay Back by Employees for Job Training):** Some payback to the State for training expenses will be required if one leaves his position before a full year has expired.
- 5) **HB 4623 (Employee Retirement Funds):** This bill allows institutions (employers) to pay more than the 6% minimum to employee retirement plans, exceeding the contribution of the employee. BOGs will have the responsibility of acting on the new retirement match rules.
- 6) **SB 595 (Vision 20/20):** This bill will allow for a reporting system to keep legislators more in the loop regarding higher education policy and performance.

D. President of Faculty Senate

Dr. Sylvia Shurbutt

Senate Report Card, Academic Year 2007-2008

All documents pertaining to the business of the senate noted below are located at <http://www.shepherd.edu/employees/senate.html>

Senate Bylaws determine the scope, limits, and functions of the Shepherd University Senate. On September 10, 2007 the Shepherd Assembly approved an updating of the Shepherd Constitution so that Senate Bylaws are consistent with this document.

- 1) **Centralized Scheduling** was discussed in the Senate, with Registrar Seffers informing senators of various software and updates to streamline the process.
- 2) **Summer Pay Raise:** The Senate drafted a proposal (September 10, 2007 letter) requesting a raise equivalent to 10% of a full-time faculty member's annual salary per 3-hr. course taught in summer. This item follows actions occurring in spring 2007. **On January 9, 2008, Vice-President Stern informed the Senate that an increase for summer pay for all faculty will be recommended for phasing in over a three-year period, effecting a 30.12% raise for summer teaching.**
- 3) **ACF Legislative Issues:** On August 20, 2007, the Senate unanimously endorsed the 2008 Legislative issues:
 - To sustain quality West Virginia higher education:**
 - ♣ **Increase legislative funding** to the National Average in order to fund
 - o Improved student access and retention at each institution
 - o Yearly merit increases for full-time faculty,
 - o New full-time and tenured faculty positions,
 - o Raises for adjunct faculty salaries,
 - o The cost of inflation that annually affects each institution;
 - ♣ **Amend §18B-10-5 and §18B-10-6** to make faculty and staff and their dependents exempt from the 5% cap on tuition waivers;

- ◆ **Increase the State's share of retirement contribution from 6% to 7.5%** for Higher Education employees;
- ◆ **Allow Higher Education employees the right to serve in the legislature.**

The March 10, 2008 ACF Report noted that the Legislature provided \$11.5 million for a 3% raise to higher education employees. **SB 564 (Tuition Waiver Cap Removal for Faculty, Staff and their Dependents)** passed; this issue was driven by the Shepherd University faculty. **HB 4623 (Retirement Contributions)** passed, giving BOGs the discretion to provide an employer match of more than 6%. **HB 4076 (AEI Increase)** passed, giving faculty and staff a raise from \$50 to \$60 per year of service, with only one-year of service required rather than three. The Legislature provided funding for the annual increment.

- 4) **Senior Professor Award:** After studying HEPC data indicating the average salary of Shepherd senior professors (\$65,777) falls below the state average (\$69,345) and below the SREB average (\$89,836), the Senate charged Senators Gaberson, Jacobson, and Shurbutt to draft an equity/award proposal similar to that utilized by Marshall and WVU in order to address inequities and encourage continued faculty excellence once the highest rank has been achieved. Specifically, the purpose of the enhancement is to allow one more opportunity for productive senior professors to apply for the 10% raise after six years in rank. The draft proposal, "Senior Professor Award for Excellence: A Salary Enhancement Award for Continued Academic Achievement," was discussed among various groups across campus and in academic departments. **On April 7, 2008, the Senate voted not to request the award since that body was concerned that funds would be depleted in the equity pool if the award came from that source.**
- 5) **Shepherd University Mission Statement:** The new mission statement was unanimously endorsed by the Senate on September 17, 2007.
- 6) **Faculty Handbook:** Senate requested September 21, 2007, that all changes in the Faculty Handbook be referenced and tracked. **October 1, 2007, University Counsel Alan Perdue stated that a list of changes would be noted in the front of the handbook for easy reference.**
- 7) **Presidential Inauguration:** The senate president represented the faculty on the Inauguration Committee and issued the faculty welcome at the October 26 inauguration.
- 8) **Faculty Scholarship:** At the request of The Foundation the Senate charged Scholarship and Awards to research and get clarity on the Faculty Scholarship. Dr. Berenschot and Committee drafted a document, approved unanimously February 18, 2008, that clarified the scholarship application process and the first announcements went out to faculty calling for applications. **The process and application forms can be located on the Senate webpage.**
- 9) **Student Critical Thinking Skills:** On November 5, 2007, Dean Renninger presented results of CLA and explained comparisons with SAT/ACT scores that provide information concerning students critical thinking skills.
- 10) **Fourteen + One Week Calendar:** After discussion across campus and among departments, the Senate passed an endorsement of a new academic calendar, December 3, 2007.
- 11) **Assessment:** The Senate passed a resolution on February 4, 2008, that faculty and administration act in a timely fashion to finish assessment reports, due January 10, 2008, and that the administration provide support and resources toward achieving this end.
- 12) **Enhancing Benefits and Engaging Retired Faculty:** Mindful of the changing personnel demographics, the Senate charged an adhoc committee (Tuttle, Horner, Shurbutt) to work with classified staff to develop some recommendations to address the situation where large numbers of faculty will soon be retiring.
- 13) **General Studies Committee as a Senate Standing Committee:** The Senate charged C&I to explore the issue of the GSC (which serves under C&I) being reconstituted as a standing committee and thus reporting directing to the Senate rather than through C&I.

- 14) Great Teachers Seminar:** The Senate announced the Great Teachers Seminar, facilitated and run by WV faculty, sponsored by the HEPC, and held at North Bend State Park, June 23-26, 2008.
- 15) Faculty Representation on University Budget Committee:** The Senate charged Senator Meg Galligan to represent the faculty on the University Budget Committee and make regular reports.
- 16) Updating of Senate Website:** The Faculty Senate Webpage has been updated to include a link to C&I reports, as well as postings of all major senate activity. The website functions as an official record of faculty business at Shepherd University.
- 17) Tuition Waivers for Faculty, Staff, and Dependents:** On April 7, the Senate voted to request that the administration explore the feasibility of issuing tuition waivers as hiring and retention measures. On April 14, the Senate President sent notification to Dr. Stern, President Shipley, and BOG Chair McMillan.
- 18) Senate Standing Committees:** The business of the Senate was carried forward during the 2007-2008 academic year through its standing committee structure, with timely reports rendered at each meeting:
- A. Admissions & Credits (Senator Wing)
 - B. Assessment Task Force (Senator Tuttle)
 - C. Bylaws (Senator Best)
 - D. Calendar Committee (Senator Jacobs)
 - E. Curriculum & Instruction (Senator Beard)
 - F. Equity & Diversity (Senator Guizide)
 - G. Honor's Committee (Senator Daily)
 - H. Institutional Review Board (Senator Best)
 - I. Library Committee (Senator Reid)
 - J. Professional Development (Senator Horner)
 - K. Scholarship & Awards (Senator Berenschot)
 - L. Technology Oversight (Senator Webb)
 - M. Washington Gateway (Senator Willgoos)

Dr. Shurbutt further thanked President Shipley for her leadership, as well as the committee chairs.

E. Student Life Council

Dr. Alan Tinkler

Student representative Jade Wheeler gave a report of the work done by the Student Life Council this past year, including approving new student groups (a Rugby Club, the Fellowship of Christian Athletes, a running club, and SU Photographers), and assessing night-time lighting and safety across campus.

F. Office of the President

Dr. Suzanne Shipley

The January 2008 Board of Governors' retreat covered several topics:

- Results of the Stakeholders' Survey
- Students' First-Year Experience
- "Life at Shepherd" presentations to Board of Governors
- Balancing reliance on full-time/adjunct faculty
- Addressing infrastructure challenges

Advancement efforts at the University have brought our total philanthropy in FY 08 to \$2,446,519, as compared to \$1.7M in February 2007. The FY08 figure includes \$160,365 in Field Turf gifts.

For the Comprehensive Campaign: we are at \$5,033,610, which represents 26.5% of goal after 21 months of the “quiet” phase of the campaign.

The [Field Turf](#) Project was successfully funded and installed, and provides both enhancement of Rams Football and provides the opportunity to develop a Women’s Lacrosse program (initially as a club, then as varsity program).

Possible membership in The Council of Public Liberal Arts Colleges ([COPLAC](#)) will serve to further position Shepherd as West Virginia’s public liberal arts university. On March 24-25, our campus hosted COPLAC Representative, Dr. Rosemary Barra of University of Mary Washington. Next steps could include submitting a formal application to become a COPLAC institution, and would include a visit from COPLAC representatives in Fall 2008. The Strategic Planning Process will continue to emphasize Shepherd’s positioning as a public liberal arts university.

The Strategic Planning process has moved from the larger Steering Committee to more focused work within sub-committees: Technology, Undergraduate Education, Graduate Education, Integrated Strategic Marketing, Master Plan-Physical Plant, Human Resources, Finance, Students Services, and Heritage.

Legislation passed during the year has included some items of interest. The budget bill provides for a \$309,586 increase for salaries on state lines. The increase allows us to earmark funds for salary increases and Annual Experience Increment (AEI). Other legislation eliminated the final linkages with Blue Ridge Community & Technical College, and provided legislative authorization for extending tuition waivers to employees’ dependents. This last item will need some analysis and conversation, to weigh it against other employee benefits and determine how best to implement it.

Finally, President Shipley expressed a heartfelt “Thank You!”... to all of our employees – both staff and faculty – for your commitment to Shepherd University and the students we serve.

VI. Recognition of Employee Milestones

Dr. Suzanne Shipley

Moderator Adams welcomed Mary Jo Brown, area representative from Governor Manchin’s office, who presented a certificate to each honoree on behalf of the Governor. President Shipley joined her, to present Shepherd University plaques to each honoree.

Retirements

Faculty—presented by Dr. Michael Austin, Dean of Graduate Studies

- Dr. John Schmidt (1968-2008)

Also celebrating 40 years of service to Shepherd University

- Dr. Patricia Stealey (1969-2008)
- Dr. John Landolt (1970-2008)
- Dr. Virgil James Brown (1971-2008)
- Dr. Suda Kunyosying (1985-2008)
- Dr. Kathleen Gaberson (2002-2008)

Classified Employees—presented by Brian Hammond, Chair of Classified Employees Council

- Ms. Henrietta Eby (1972-2007)
Ms. Eby is also celebrating 35 years of service to Shepherd University
- Mr. Grover Boyer (1989-2008)

Years of Service Milestones

Faculty—presented by Dr. Michael Austin, Dean of Graduate Studies

40 Years of Service

- Mr. David Finchman
- Dr. Hang Yul Rhee

30 Years of Service

- Mr. Roger Hamood
- Dr. Phillip Simpson

25 Years of Service

- Dr. Kathleen Reid

20 Years of Service

- Mr. Reza Mirdamadi
- Dr. John Schultz

Classified Employees—presented by Brian Hammond, Chair of Classified Employees Council

30 Years of Service

- Ms. Marsha Branch

25 Years of Service

- Ms. Nancy Cowherd
- Ms. Veronica Scott

20 Years of Service

- Ms. Paula Brown
- Mr. James Dunn, Jr.
- Ms. Jacqueline Grantham
- Ms. Mary Beth Walling
- Mr. Brian Hammond

The Assembly warmly applauded the honorees.

VII. Adjournment

Dr. John Adams

Moderator Adams thanked the Assembly for attending, and graciously thanked the outgoing Assembly Secretary for her work.

Dr. V. J. Brown invited the Assembly to attend the [Mid-Atlantic Undergraduate Social Research Conference](#), to be held at Shepherd University on Thursday, April 17, 2008.

Rhonda Smith invited the Assembly to the opening and dedication of the new [Center for Contemporary Arts](#) on Thursday, April 17, 2008.

Holly Frye announced that Shepherd University's [Relay for Life](#) teams had so far raised around \$65K, and will continue to raise funds to meet their \$85K goal. She expressed great thanks to faculty and staff who supported students in their efforts.

With no other announcements, the Assembly MSP to adjourn at approximately 5:00pm

Respectfully submitted,

Tracy Seffers
Secretary to the Shepherd Assembly