Faculty Senate Minutes

The Faculty Senate met on Monday, December 1, 2003 in the Storer Ballroom.

Senators present for the meeting: Liam Kennedy, Denis Woods, JW Thatcher, Doug Horner, Kathleen Reid, Meg Gallagan, Joyce Webb, Tom Patterson, Rick Gibson, Kit Romano, David Wing, Jason Best, Sonya Evanisko, Sylvia Shurbutt, Bob Warburton, Robin Good, Karen Pugsley.

Senators not present: Bob Wilgoos, Nick Martin, Larry Daily, Bruce Kelley.

Guests: Anders Henriksson, Mark Stern.

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AGENDA

1. APPROVAL OF THE PREVIOUS MEETING MINUTES: Motion: to approve minutes as distributed (mThatcher, sReid). Change of date on Minutes to 11/17/2003. Motion APPROVED.

Motion: To suspend agenda to allow Anders Henriksson report to the Senate on the meetings of the Board of Governors (BOG)(mShurbutt, sPugsley).

BOG has met twice since the last Senate meeting. On 11/23 BOG approved the proposed change of name from Shepherd College to Shepherd University.

BOG discussed the issue of banks marketing credit cards to students on campus. BOG reached a compromise with Student Affairs (SA), wherein SA will attempt to hire a new Assistant Dean for Judicial Affairs/Orientation within the classified staff structure before posting the vacancy as a non-classified position.

BOG continued discussion of the developing College Master Plan.

Henriksson indicated that he only gets the BOG minutes from previous meetings a few days before the next meeting, and only in print form, not electronically. He puts a print copy on reserve at the Library. Senators asked Henriksson if he might provide hardcopies of BOG minutes to either Warburton or Shurbutt, who would then xerox them for senators, who might then disperse the information among constituents. Henriksson agreed to make regular reports to the Senate and provide BOG minutes.

Henriksson encouraged Faculty to use the Senate as a mechanism for communicating with the BOG.

BOG will next meet on 2/11/2003.

2. COMMITTEE REPORTS

   a. Admissions & Credits(Warburton): Dealt with 24 petitions. Chair indicated he no longer had time to act as Chair. He nominated S. David Wing (Biology) to replace him. The Senate approved Wing as the new Chair of A&C.
b. **Curriculum & Instruction** (Shurbutt): Chair reported the committee will next meet on 12/8/2003.

c. **Affirmative Action** (Gallagan): Chair reported that the committee will meet 12/10/2003; electing a chair and reviewing the by-laws will be on the agenda.

d. **By-Laws** (Shurbutt): Chair stated that the review of Senate by-laws is almost complete. The committee is still waiting on committee membership information for the Ethics committee. When the revision draft is completed, S. Shurbutt will forward to senators electronically for discussion the next senate meeting.

e. **Honors Board** (Daily): No Report.


g. **Library** (Evanisko): Chair reported that the Library has spent the $11,000 provided by the Scarborough Society. Faculty should note the 3/01/2004 deadline for submitting requests for new books, etc., during the fiscal year. S. Kennedy encouraged Faculty to engage in the process of requesting new materials and to contact him or their departmental liaison for additional information or help.

h. **Professional Development, Faculty Salary & Welfare** (Horner): Chair reported the committee evaluated 3 proposals and 6 mini-grant proposals. There will be additional mini-grant monies available in Spring 2004.
   Motion: to accept changes to Faculty Handbook regarding “Master Faculty Professor” status (mHorner, sShurbutt). Wording amended slightly. Motion approved. See Appendix A for text of approved changes.
   Motion: to add to Faculty Handbook wording that would provide for “Honorary Associate Professor” status for eligible faculty (mHorner, sPatterson). Concern over and support for the changes was voiced. Committee emphasized the use of the term “honorary.” Motion failed. See Appendix B for text of approved changes.
   Motion: to delete the required 1 year delay before retiring eligible faculty can be granted “emeritus” status (mHorner, sWing). Discussion followed. Motion: to postpone the vote on said changes until meeting March 15, 2004, by which time the Committee will have reviewed and proposed a substantive list of criteria for “emeritus” status (mThatcher, sPugsley). Motion approved.

i. **Research Ethics** (Best): Chair reported that new by-laws had been submitted and that the Committee is working to clarify their jurisdiction over student research projects and disseminate that information.

j. **Scholarships and Awards** (Gibson): Chair reported that the committee is working to select a speaker for the MCMurran Scholarship ceremony.

k. **Washington Gateway** (Pugsley): No Report

3. **REPORTS FROM SENATE REPRESENTATIVES TO THE TECHNOLOGY OVERSIGHT COMMITTEE (TOC) AND ASSESSMENT TASKFORCE:**
   Shepherd College is working on a sizable technology grant request. TOC is evaluating proposals for computer lab equipment upgrades.

4. **UNFINISHED BUSINESS:**
Discussion of the updated and simplified inclement weather policy proposal. Concern was expressed over the short turn-around time for submission of grades following a snow cancellation. MOTION: to postpone a vote on the current proposal until the first meeting in March 01, 2004, during which time Steve Phillips will be contacted in order to clarify the language of the policy (mWarburton, sBest). Motion approved.

Discussion of a possible Faculty dependent Scholarship Fund. SC Foundation has offered an initial $1,000.00 if the Faculty takes the project. It was suggested that such a project really needs 1 or 2 dedicated persons to keep things moving along and promote the Fund. S. Kennedy volunteered to further research the facts behind creating such a Fund and report back to the Senate.

Continuing discussion of unionization of Faculty at SC. S. Good reported that the Teamsters reps had been contacted for informational purposes. The Teamsters have not represented any faculty at institutions of higher learning. They do currently represent roughly 12,000 blue-collar workers at the higher ed level. It was suggested that reps from the American Federation of Teachers (AFT) be invited to speak to both faculty and classified staff. Varying perspectives of whether the AFT could help SC faculty were shared. Shurbutt reported that the ACF is examining the question of unionization of WV higher ed faculty. MOTION: to cease further exploration of unionization and thank S. Good for her efforts (mThatcher, sGallagan). Motion withdrawn. MOTION: to charge S. Warburton to contact other Faculty Senate Presidents in WV to gather information (mThatcher, sGibson). Motion approved.

5. REPORT FROM THE ADMINISTRATIVE COUNCIL (AC) AND REQUEST FOR INPUT TO BUDGET ADVISORY GROUP (BAG)
AC meets the 3rd Thursday of each month. S. Warburton reported that AC has reactivated the BAG to address the 2.6% budget give-back requested by the Governor. Some discussion of leaving empty positions unfilled took place. Warburton has asked the Faculty to provide feedback from faculty for the BAG to be routed through him.

6. OTHER BUSINESS: none.

NEXT MEETING
Faculty Senate will next meet Monday, February 02, 2004 in the Cumberland Room, College Center.

APPENDICES

Appendix A

Shepherd College Faculty Handbook, Section II.A.17
17. Master Faculty Professor.

Designation of “Master Faculty Professor” shall be at the discretion of the Vice President for Academic Affairs. This position shall be a part-time, non-benefits employment status for one academic year. To be eligible for “Master Faculty Professor,” an individual must meet the following criteria:

a) have served Shepherd College as a full-time, tenured faculty member for a minimum of 5 years;

b) have tendered a letter of resignation from the full-time, tenured position held;

c) have a supporting recommendation by the department chair;

d) have a supporting recommendation by the school dean;

e) have an established Shepherd College record of achievement that meets the College’s Merit Pay criteria; and*

f) have a record of excellence in teaching.**

Persons who meet the above criteria shall be reviewed and assessed by the academic deans and the Vice President for Academic Affairs for candidacy as “Master Faculty Professor.” This review and assessment will include the candidate’s merit record and other criteria as appropriate. During a given academic year, the position of “Master Faculty Professor” shall only be issued in a department where the teaching assignment of a given appointee effectively replaces the equivalent of a department’s necessary adjunct faculty teaching load of nine credit hours. The “Master Faculty Professor” position will not be used as part of the justification for reducing faculty lines in a given academic department.

The “Master Faculty Professor” will teach a minimum of nine credit hours during the fiscal year, i.e., fall, spring, or summer terms. After consultation with the department chair, the candidate may teach a maximum six-hour load in fall or spring term and a maximum three-hour load during one summer term. However, tenured and tenure-earning full-time faculty members are to be given priority in the assignment of summer courses. Exceptions to this assignment will occur only under extraordinary circumstances and only upon the recommendation of the department chair and the school dean, with the approval of the Vice President for Academic Affairs.

As a regular member of an academic department, the “Master Faculty Professor” shall have full and equal voting and participation rights as to all affairs of the department, unless otherwise expressly provided for in this Handbook. The “Master Faculty Professor” will be expected to perform non-instructional service that is generally at or near 30% of the standard non-instructional duties of full-time faculty. This service might include one or more of the following: advisement, departmental business, or campus committee work. The specific allocation of non-instructional service shall be coordinated with the department chair and dean. The school dean shall administer institutional commitments of office space and other support for the “Master Faculty Professor”.

*Merit Pay criteria

**Record of excellence in teaching
The nine-month salary for a “Master Faculty Professor” shall be $10,000.00. Renewals following the first year shall be at the discretion of the Vice President for Academic Affairs. Generally, the maximum period of service as a “Master Faculty Professor” shall be five years.

After consultation with the department chair and the “Master Faculty Professor,” the school dean shall perform an annual review of the appointee’s completed work effort. If the appointee seeks an additional contract, the dean shall draft an agreement of specific duties to be performed by the appointee during the next contract yeas, should that contract be renewed. The written review and statement of duties, if applicable, shall be forwarded to the Vice President for Academic Affairs for examination and appropriate action.

*The College Merit Evaluation Committee recommendation for the applicant will be utilized in the assessment of the candidate meeting this criterion. (Until such time that the Merit Pay Committee is functioning, the department chair, dean, & V.P.A.A. shall review the candidate’s annual productivity reports to fulfill this requirement.)

** For the purpose of establishing “excellence” in teaching, the department chair, dean, & V.P.A.A will review the three immediate past years of the candidate’s student evaluations of teaching. To further support “excellence” in teaching, the candidate may submit additional materials.

Appendix B

PROPOSAL TO THE FACULTY SENATE FROM THE PROFESSIONAL DEVELOPMENT COMMITTEE
12/1/03

TITLE OF HONORARY ASSOCIATE PROFESSOR

“A retiring full-time faculty member who holds the rank of Assistant Professor and has taught at Shepherd College for a minimum of twenty years, may upon the recommendation of the V.P.A.A and the agreement of the President, be awarded at the completion of the retirement year the title of Honorary Associate Professor”.