**Faculty Senate Minutes**

Monday, December 1, 2014, 3:10 p.m., Storer Ballroom

**Senate Roster for 2014-16:** Kurtis Adams (MUSC), Andro Barnett (HPERS), Chris Coltrin (ART), Kathy Corpus (BADM/FACS), Amy DeWitt (SOC/GEOG), Rhonda Donaldson (LIB), Jeff Groff (IEPS), Max Guirguis (PSCI), Osman Guzide (CME), Roger Hamood (ACCT), Mary Hancock (NURS), Andy Henriksson (HIST), Doug Horner (SCWK), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Chris Lovelace (PSY), Kathy Reid (ECON), Sylvia Shurbutt (ACF), J.B. Tuttle (EDUC), Kevin Williams (COMM), David Wing (BIOL)

**Officers:** J.B. Tuttle (President), Andy Henriksson (Parliamentarian), Jeff Groff (Secretary)

**Meeting Schedule (2014-15)** 9/15, 10/6, 10/20, 11/3, 11/17, 12/1, 2/2, 2/16, 3/2, 4/6, 4/20 (Storer Ballroom)

**Kurtis Adams (MUSC) present**

**Andro Barnett (HPERS) present**

**Chris Coltrin (ART) present**

**Kathleen Corpus (BADM/FACS) X**

**Amy DeWitt (SOC/GEOG) X**

**Rhonda Donaldson (LIB) X**

**Jeff Groff (IEPS) present**

**Max Guirguis (PSCI) X**

**Osman Guzide (CME) present**

**Roger Hamood (ACCT) present**

**Mary Hancock (NURS) X**

**Andy Henriksson (HIST) present**

**Doug Horner (SCWK) present**

**James Lewin (ENG) present**

**Mengyang Li (CHEM) present**

**Chris Lovelace (PSY) present**

**Kathy Reid (ECON) present**

**Sylvia Shurbutt (ACF) present**

**J.B. Tuttle (EDUC) present**

**Kevin Williams (COMM) present**

**David Wing (BIOL) X**

**Guests: VPAA Ames**

**I. Announcements**

**A. Dec. 1-5 is the last week of classes for Fall 2014; Dec. 8-12 is exam week for Fall 2014.**

**II. Action Items**

**A. Senators Tuttle/Groff: Approval of Nov. 17, 2014 Senate Minutes (attachment)**

Motion to approve made, seconded, and carried.

**III. Guests/Unfinished/New Business**

**A. Senator Tuttle: request for search committee member for VP Advancement: Spring 2015**

Kurtis Adams volunteered to serve on the VP for Advancement search committee.

**B. All Senators: feedback on new SU website (discussion)**

See below for feedback submitted electronically via email.

Lovelace: It took weeks to notice the content below the fold, that is, below the big picture. Also, the homepage should feature more important content like real Shepherd people and use less garish colors.

Tuttle: In conversations with students, they wish the new site still had a site index.

Williams: There doesn’t seem to be any logic to the links that are included versus excluded in the very long lists that appear when one hovers over a tab.

Lewin: There is no obvious link to the academic calendar.

Horner: It is unfortunate that the Google Search feature returns some results from the wider world, not just results from within the Shepherd domain.

Hamood: It is less than desirable that email is inaccessible and only a menu bar is visible on many mobile devices.

Lovelace: The donate button needs to be removed. It gives the impression that we are crass and desperate.

Coltrin: The images on the homepage should have captions to give them context.

Ames: It is worth pointing out that the new website is designed first and foremost with a focus on the experience of perspective students.

Tuttle: It would be nice if links for RAIL, Sakai, and email appeared when one hovers the mouse over the faculty and staff tab.

Groff: It seems that the current Shepherd logo (which simply reads Shepherd with university in small font below) is ineffectual. It uses a completely different font than the rest of the website and the word “university” is too small to be legible on many devices.

Several: The logo the athletic department uses may be more suitable for the new homepage.

Lewin: When will it be possible to update department-landing sites? Also, a link to the student newspaper should be placed on the homepage.

**C. All Senators: feedback on proposed 2-hour delay schedule (discussion)**

See below for feedback submitted electronically via email.

This proposal will be voted upon at the February 2nd Senate meeting.

Henriksson: My department liked the idea of this delay schedule.

Hamood: My department liked the idea as well. Our only concern is potential confusion on the part of the students if such a policy were to be put into place.

Horner: It is worth pointing out that many faculty already deal effectively with missed classes without such a policy in place. In our department, a faculty member uses GoToMeeting and other technology so remote classes can be held.

Tuttle: Education was supportive of this proposed delay schedule. I also agree that many faculty already effectively use technology like Sakai to bring classes online in the case of inclement weather when possible.

Lovelace: The Psychology Department liked this proposal. One question we had is what would happen in the event of a noon opening?

Several: We would most likely just have canceled morning classes on those days.

Groff: My department is very critical of this proposal. First and foremost, there is no attempt to accommodate laboratories. Laboratories are not an optional part of laboratory science classes (just as similar extended instructional periods are not an optional part of many music and art classes) and omitting them ignores their significance. Neither is there any attempt to accommodate standing meeting schedules like the Faculty Senate. I believe that this delay schedule will also create a whole host of unintended conflicts for students and faculty. The reason such a schedule works in primary and secondary schools is that the majority of the individual affected (students, staff, and teachers) already have the entire block of time to be modified allocated for school related activities. Thus, any modifications within this block of time are easily accommodated. However, university students (and to a lesser degree faculty) have academic schedules that are tightly interwoven with other schedules like family schedules and work schedules. Modifying the academic schedule will not change these other schedules and lead to conflicts.

Coltrin: My department was largely against this policy too. It may be a situation where an attempt to solve one problem causes a host of additional problems. Also, faculty should be ready, willing, and able to use electronic resources to cope with missed classes.

Reid: The Economics Department was in favor of this policy

Li: Chemistry does not have a clear opinion. As Groff points out, laboratories are not easily shifted.

Lewin: Who will actually makes the decision to implement this policy?

Reid: The registrar will determine this working in conjunction with the Faculty Senate.

Lewin: It seems that any modified scheduling issue is made more troublesome by the 14-week semester. The shorter semester makes everything more rushed, and delayed starts and missed classes make attempts to make up for lost time even more difficult.

**D. Senator Shurbutt: review SU policy for reporting of rape/domestic violence (discussion)**

Shurbutt: Students have given me the impression that rape/domestic violence is something that happens all the time on this campus. I am unsure whether or not this is true, but I thought the Senate should have a discussion about the University’s policy and process for reporting and handling rape/domestic violence. Do we treat it as a crime? Is there an attempt to keep reported incidents quiet? Do we turn offenders over to the police?

Tuttle: Information for handling incidents of rape/domestic violence can be found in the following locations:

1) Page 13 of the Student handbook is dedicated to emergencies and includes the phone number for the sexual assault victim advocacy program.

2) The Shepherd homepage has links to an Interpersonal Violence Resource Center and resources regarding Sexual Assault under the Current Students section.

 3) The Shepherd homepage lists the sexual assault hotline number under the emergency link.

4) The Shepherd Police homepage has a link to the annual crime report, which includes summary statistics for various types of crimes.

 5) The VP for Student Affairs sends out information about 3D Thursdays.

6) A faculty member can contact Student Affairs anytime to get more information from individuals like Rhonda Jackson and Dave Cole.

Shurbutt: I would like us to invite the most knowledgeable person of persons to talk about how student complaints and reports are handled.

Tuttle: In preparation for this discussion at our next meeting, Senators should read through the materials above. I will invite Rhonda Jackson to come talk to us in the new year.

Lewin: I have questions about the University’s response to allegations of sexual assault and domestic violence including questions about the details of our internal judicial process. Are secret hearings being used? If so, are such hearings carried out because it is expedient or because they are effective?

Ames: In regard to reporting, it is each victim’s decision whether or not to report to the police. On the other hand, we must conduct an investigation within the University’s judicial system for all incidents whether a criminal investigation is conducted or not. The character of the internal investigation is very different than a criminal investigation. Any internal hearings may be secret as Jim Lewin points out and the burden of proof is less than in a criminal case.

Horner: Years ago I did a survey at Shepherd and found that 25% of students experience sexual violence during their time here. At that time the national average was 28%. There is a range of offenses built into this statistic but the results demonstrate the disparity between the number of cases reported and the actual number of incidents occurring according to the Shepherd Police crime statistics.

**IV. Committee Reports:**

A. Admissions & Credits (Senator Corpus): no report

B. Curriculum & Instruction (Senator Shurbutt): I will be bringing the changes made to the approval process for interdisciplinary programs to a future senate meeting.

C. Core Curriculum (Senator Lovelace): no report

D. Advisory Council of Faculty (Senator Shurbutt): My most recent report will be sent out via email.

A lot is happening across the state that will cause us some concern including the requirement that courses be transferable if content overlaps by at least 70% and the implementation of a process for students to appeal course transfer decisions.

E. President’s Budget Council 2016 (Senators Barnett, Guzide, and Wing): no report

F. Honors Committee (Senator Henriksson): We plan to talk about ways to allow Honors Capstones and Departmental Capstones to synergize better.

G. Institutional Review Board (Senator Coltrin): no report

H. Library Committee (Senator Guirguis): no report

I. Professional Development (Senator Horner): We awarded twelve mini-grants.

J. Scholarship & Awards (Senator Adams): no report

K. Senate Bylaws (Senator Henriksson): no report

L. Washington Gateway (Senator Coltrin): no report

M. Calendar Committee (Senator Reid): no report

N. Diversity & Equity Committee (Senator Lewin): no report

O. Enrollment Management Committee (Senator Reid): no report

P. Graduate Council (Senator Shurbutt): no report

Q. Technology Oversight Committee (Senator Guzide): no report

R. Assessment Task Force (Senator Wing): no report

S. Internationalization Committee (Senator Li): no report

T. Student Success Committee (Senator Li): The Beacon program is up and running and will be advertised to the schools soon.

U. Student Life Council (Senator Barnett): no report

**Motion to adjourn made, seconded, and carried: Adjourned at 4:09 pm**

Respectfully submitted by,

Jeff Groff

IEPS Senator and Senate Secretary

Addenda:

**SU Website Feedback Submitted Electronically via Email**

From: Education Department member

Sent: Wednesday, October 22, 2014 3:30 PM

To: James Tuttle

Subject: website concerns

Here are my list of concerns or annoyances with the new website:

It is not user friendly in that commonly needed components of the website need to be looked for—RAIL, SAKAI, Email.

There is no longer a Site Index which is so vital to getting around any website,

The front page doesn’t indicate we are an institution of learning of any kind. There are post card photos of Shepherdstown or the college, instead of the photos of students actively engaged in learning.

The calendar of events is not available, just the Shepherd Spotlight, which is limited to three things. This calendar was useful to community members who might see things they wanted to attend.

Given the dark blue background, the most prominent things on the front of the website are the Gold buttons asking for money.

My first year students have told me they don’t like the new website and find it hard to use. They also would have been ones to click on the RAIL and SAKAI buttons in order to get materials quickly and now those buttons require an additional step.

Academic calendars are so essential for faculty and students and now are difficult to find.

A lot of the space on the front page is blank space, blank blue space. I have a large screen and when I open the website the Shepherd Spotlight is not visible immediately, I have to scroll to get there. If we have 9 seconds to attract attention from prospective students we aren’t getting them because they aren’t going to Donate and they might not apply if they think Shepherd is a stodgy old campus (old print of Shepherd’s east campus), or just a place of buildings and bridges with no action.

From: Education Department member

Sent: Thursday, October 23, 2014 5:25 PM

To: James Tuttle

Subject: more on website

I have talked to a number of my advisees. The four I spoke with today said they don’t like the new website because it is not user friendly. They liked being able to access RAIL and EMAIL from the front page of the old website. One student said that when she tries to access the website from her phone, it requires additional clicks to get where she wants to go.

Since the majority of our students (and I daresay our prospective students) use their phones to access all websites, this is important to recognize. If there are too many steps to get to needed or desired information, prospective students, with that 9 second attention span, will move on to the next website. Those attention spans are only going to get shorter, so anything we can do to provide as much info as possible as quickly as possible is a must.

So much empty blue screen is going to be a turn off.

**Inclement Weather Alternative Schedule Feedback Submitted Electronically via Email**

From: Senator Hancock

Sent: Sunday, November 30, 2014 3:54 PM

To: James Tuttle

Subject: Faculty Senate 12/1

Here is the nursing department's feedback regarding the alternate schedule during inclement weather-late openings:

1. Schedule very confusing and difficult to follow.

2. Suggest faculty use Sakai to continue the classroom discussions via the discussion board, turn in assignments that would have been completed in class, and use the test/quiz feature to keep course content on track.

3. How will courses with a lab be handled? Not clear on proposed schedule.