**Faculty Senate Minutes**

Monday, October 21, 3:10 p.m., Storer Ballroom

**Senate Roster for 2012-14:** Kurtis Adams (MUSC), Chris Coltrin (ART), Kathy Corpus (BADM/FACS), Larry Daily (PSY), Amy DeWitt (SOC/GEOG), Paula Donohue (NURS), Max Guirguis (PSCI), Osman Guzide (CME), Roger Hamood (ACCT), Doug Horner (SCWK), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Jason McKahan (COMM), Rob Parkinson (HIST), Greg Place (HPERS), Kathy Reid (ECON), Sylvia Shurbutt (ACF), Ed Snyder (IEPS), J.B. Tuttle (EDUC), Yanhong Wang (LIB), David Wing (BIOL)

**Officers:** J.B. Tuttle (President), Rob Parkinson (Parliamentarian), Jason McKahan (Secretary)

Kurtis Adams (MUSC) present

Chris Coltrin (ART) present

Kathleen Corpus (BADM/FACS) present

Larry Daily (PSY) present

Amy DeWitt (SOC/GEOG present

Paula Donohue (NURS) present

Max Guirguis (PSCI) present

Osman Guzide (CME) present

Roger Hamood (ACCT) X

Douglas Horner (SCWK) present

James Lewin (ENG) present

Mengyang Li (CHEM) present

Jason McKahan (COMM) present

Robert Parkinson (HIST) present

Greg Place (HPERS) present

Kathy Reid (ECON) present

Sylvia Shurbutt (ACF) present

Ed Snyder (IEPS) present

J. B. Tuttle (EDUC) present

Yanhong Wang (LIB) present

David Wing (BIOL) present

**Guests:** Scott Beard (Graduate Dean), Colleen Nolan (NSM Dean), Ann Watson (Library Dean), Ken Harbaugh (ACCE Rep/Classified Employees), Alan Purdue (Univ Counsel), Robert Warburton (Asst Dean Teaching, Learning & Instructional Res), Marie Dewalt (Human Resources), Chris Ames (VPAA), Diane Melby (VP Advancement)

**Meeting Schedule (2013-14)** 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 2/3, 2/17, 3/3, 3/17, 4/7, 4/21 (Storer Ballroom)

1. **Approval of October 7, 2013 Senate Minutes.** Passed unanimously.
2. **Announcements:**

**A. University Advising Period is October 23-November 6.**

**B. Executive Director of UC Owens and Asst. Director Haines will present plans for university**

 **conversion to CMS (Content Management System) at Senate November 4.**

1. **Guests/Unfinished/New Business**

**A. President Shipley/Senators Tuttle/Parkinson: VPEM Update/Search** (election; report) (e-handout)

 1. Senators Corpus and McKahan volunteered for VPEM search committee and were elected unanimously.

**B. VPAA Ames: Salary Compression Task Force** (report/feedback) (e-handout)

1. Improving faculty salaries is the top priority of strategic plan; just under that is salary compression, a subset of salary. Senators Parkinson and Evanisko served on task force during Spring and Fall 2013 meetings.

2. Central focus of task force was on the salary compression for full, and for associate, professors. While less emphasis was placed on assistant professors, the task force did consider the possibility of competitive sabbaticals or release time for assistant professors following third year review.

3. Three key causes of salary compression:

a. Competitive salaries for new hires in order to attract best candidate. This pressure creates Assistant professors at same rate as Associate.

b. Historically low starting salary - reality of past. This hit those who are now full Profs the hardest, but starting salaries are more competitive now—yet without addressing structural weaknesses, this could also lead to friction with Associates at or near levels of starting Assistants.

c. Raises distributed by percentage of salary tend to reduce compression, whereas flat amount increases expand compression.

3. Subcommittee devised strategy to counter salary compression:

a. Revise formula for larger equity adjustments.

b. Adjust merit formula to replace flat with percentage or graduated shares.

c. Revise handbook to include distinguished faculty status with a 10% raise

4. Feedback:

a. Senate was excited about 10% for distinguished faculty, as it encourages continued development and growth.

b. Salary compression is also due to years without any salary enhancement or merit pay and then promotion enhancements based at 10 percent of that base salary.

5. Action: **Take Salary Compression Task Force recommendations to faculty for feedback by November 4th. Senate will return to detailed discussion of salary compression on November 18.**

**C. VPA Melby: Strategic Planning Committee Timelines** (report)

1. New strategic planning was the result of last year’s work and was distributed to the campus in April 2013.

2. During September through November 2013 groups will be working on implementation plans at a fast pace.

a. October 21: Implementation plan posted to SAKAI for review/feedback

b. November 1: Comment period closed; groups prepare second draft

c. November 13: Second read of the implementation plan.

d. November 15: All campus budget retreat will formulate a better idea of the implementation.

e. November 15: Implementation plan posted to SAKAI for review/feedback

f. November 21: Board of Governors will vote to endorse strategic initiatives (not implementation plan, on which BoG does not vote).

 3. Feedback

a. Senate voiced concern regarding timeframe - incredibly tight. Will there be enough time to get into content? Enough time for dialogue? Tight timeline might inhibit adequate reflection.

b. Will feedback through SAKAI be anonymous?

4. VP Melby emphasized that the process must be grassroots and organic.

a. Documents will continually be under development

b. Ongoing process balanced by the input of various committees.

c. Faculty participation is vital (little more than 1/3 faculty response last time was troubling)

d. SAKAI feedback will be anonymous.

**D. SU Counsel Perdue and HR Director DeWalt: Affordable Care Act Implementation** (report)

1. PEIA has crunched numbers including range of coverage expected and affordability and has found PEIA is a compliant plan. Insured employees may proceed with existing health coverage.

2. Part-time and students can go online and use exchanges.

3. Adjunct faculty: IRS formula still to be determined – employment status will probably will be based on credit hours instead of timesheets.

**E. Asst. Dean TLIR Warburton: University Advising Procedures** (information/feedback)

1. Advising survey will be sent to students on the first day of registration, November 4.

2. Previous surveys showed that 70% of students believed that advisors are important; 70-80% felt that they received accurate information during advising; 70-80% felt that advisors spent adequate time with them.

3. Academic progress and success, as well as degree completion, are linked to advising.

4. Advisor reviews help the Advising office to plan ahead and are also useful for evidence of service in faculty P&T and annual folios

5. The 2011 survey had 1059 respondents for 104 advisors; some advisors did not receive any feedback.

6. Some advisees received both departmental and university surveys - and were under the impression that they had already participated in the university survey.

7. Senator Tuttle asked for a summary page of results to be made for ease of use and for inclusion at the discretion of faculty members in P and T portfolios.

8. Faculty alerts provided through surveys will be sent to advisors to aid in advising.

9. Action: **Faculty urged to inform students of the importance of the university advising survey and encourage them to participate**.

**F. Senator Shurbutt: C & I/SU Online Teaching Policy** (final editing/action) (e-handout)

 1. There are concerns how online courses get approved. Are they basically brick-and-mortar classes that are offered online or wholly new classes? Do all go C&I?

a. If courses are considerably different online than on campus, then they would need to go to C&I. New courses definitely have to go to C&I.

b. Brick-and-mortar courses/blended courses currently have no review: there would thus be a two-tiered system of (potentially inconsistent) review.

c. Shepherd’s online class policy seeks to address training and best practices of teaching online, not content.

d. Once an instructor is certified, one can move a course online without prior approval, but the course will need a review within two (2) years.

2. There is the expectation of more and more online classes, but Shepherd University also looks to the Chancellor’s preference of a mix of both campus and online classes. Shepherd’s niche is face-to-face instruction and residential student body. Data indicate student preference of blended to fully online courses.

 a. Online courses will be a focus for summer offerings

 b. Online courses are also vital for Martinsburg and RBA students.

 3. Feedback:

a. Senate suggested that the online course two-year review should have disciplinary input beyond the campus Instructional Technologist, in the form of a committee made up of faculty from schools.

i. An online course review committee would make sense because it's about instructional methods. Committee would provide structure, credibility and buy-in. This group would also validate online courses in the storm of increased HLC scrutiny of online learning sparked by for-profit online controversies.

ii. Committee members could be elected at school meetings; the committee could be a subset committee of C and I.

b. Need to plan for growth in instructor certification and online course review and be aware of potential bottleneck.

c. It was noted that there are other paths to online certification in addition to this path.

4.Action: **Office of Instructional Technology will produce final draft of online teaching policy document and then bring back to Senate with proposal to endorse.**

**G. Senator Guzide/Tuttle: meeting with VPAA in re: evaluation of Deans/Chairs/Admin** (report)

1. positive response to request for language and process parallels for all levels of evaluation

 2. positive response to request for regular/systematic implementation

 a. Evaluation of deans and chairs should parallel the language of VPAA evaluations in handbook.

b. Need much more regular evaluations through systematic implementation. VPAA may send reminders of Deans/Chairs/Admin reviews consistently, encouraging faculty to write annual reviews of each.

 **III. Committee Reports:**

A. Admissions & Credits (Senator Corpus) – Continued dialogue on extended drop deadline

B. Curriculum & Instruction (Senator Shurbutt) – No Report

C. General Studies (Senator Daily) – No Report

D. Honors Committee (Senator Parkinson) – No Report

E. Institutional Review Board (Senator Coltrin) – No Report

F. Library Committee (Senator Guirguis) – No Report

G. Professional Development (Senator Horner) – No Report

H. Scholarship & Awards (Senator Adams) – No Report

I. Senate Bylaws (Senator Parkinson) – No Report

J. Washington Gateway (Senator Donohue) – No Report

K. Calendar Committee (Senator Reid) – No Report

L. Diversity & Equity Committee (Senator Lewin) – No Report

M. Enrollment Management Committee (Senator Reid) – No Report

N. Graduate Council (Senator Shurbutt) – No Report

O. Technology Oversight Committee (Senator Guzide) – Sent email on submitting TOC and lab cycle proposals

P. Assessment Task Force (Senator Wing) – No Report

Q. President’s Budget Council 2014 (Senators Guzide, Snyder and Wing) – No Report

R. Internationalization Committee (Senator Place) – No Report

S. Student Success Committee (Senator Li) – No Report

T. Advisory Council of Faculty (Senator Shurbutt) – No Report