**Faculty Senate Minutes**

Monday, March 20, 2017, 3:10 p.m., Cumberland Room

**Senate Roster for 2016-2018:**

James Broomall (HIST), Chris Coltrin (ART), Kathleen Corpus (BADM/FACS), Gerri Crawley-Woods (SOWK), Robert Anthony (SOCI/GEOG), Rhonda Donaldson (LIB), Jeffrey Groff (IEPS), Max Guirguis (PSCI), Osman Guzide (CME), Roger Hamood (ACCT), Mary Hancock (NURS), Rhonda Hovatter (HPERS), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Chris Lovelace (PSYC), Kathleen Reid (ECON), Sylvia Shurbutt (ACF), Georgiann Toole (EDUC), Rob Tudor (MUSC), Kevin Williams (COMM), David Wing (BIOL)

**Officers:** Chris Lovelace (President), Mary Hancock (Secretary), Jeff Groff (Parliamentarian)

**Meeting Schedule (2016-2017):** 9/19, 10/3, 10/17, 11/7, 2/6, 2/20, 3/6, 3/20, 4/3, 4/17

James Broomall (HIST) Present

Chris Coltrin (ART) Present

Kathleen Corpus (BADM/FACS) Present

Gerri Crawley-Woods (SOWK) Present

Robert Anthony (SOCI/GEOG) Present

Rhonda Donaldson (LIB) Present

Jeffrey Groff (IEPS) Present

Max Guirguis (PSCI) Present

Osman Guzide (CME) Present

Roger Hamood (ACCT) Present

Mary Hancock (NURS) Present

Rhonda Hovatter (HPERS) Present

Jim Lewin (ENGL/LANG) Present

Mengyang Li (CHEM) Present

Chris Lovelace (PSYC) Present

Kathleen Reid (ECON) Present

Sylvia Shurbutt (ACF) Present

Georgiann Toole (EDUC) Present

Rob Tudor (MUSC) Present

Kevin Williams (COMM) X

David Wing (BIOL) Present

**Visitors:** Provost Ames, Tracy Seffers

1. **Announcements**

Lovelace: Member of Campus Safety Committee. Campus safety walks being scheduled. First campus walk is scheduled on April 6th at 6:30PM for the East Campus. April 20th  is the West Campus safety walk. Contact Don Rohel if anyone has any issues to be investigated during the scheduled walks.

Administrative Help: Barbara Kandalis now assisting Faculty Senate with various administrative duties. Mainly posting items to website.

1. **Action items**
2. Approval of March 6, 2017 Faculty Senate minutes (Senators Lovelace/Hancock) (attachment) Minutes approved.
3. **Unfinished business**
   1. Senator Lovelace: Archiving of Faculty Senate minutes.

Lovelace: Archiving of minutes. C. Toms is archiving minutes from several departments and university committees. Will archive Faculty Senate minutes. Will have Toms go through the Faculty Senate website and archive minutes.

Electronic Backing up of Faculty Senate Minutes: Website backed up daily.

* 1. Senator Lovelace: Update on faculty representation on campus-wide committees.

Lovelace: Reviewed handout outlining campus-wide faculty service responsibilities. Currently, each school must supply 24 representatives to committees whose membership is specified as either one or two faculty per school. There are two committees that require a representative from each department, Faculty Senate and the Core Curriculum Committee. The College of Business, out of their 12 faculty, will need to cover 30 committee positions. The College of Social and Behavioral Sciences, out of their 22 faculty, will need to cover 34 positions.

Faculty senators had a discussion regarding how to proceed among faculty. Senators also discussed what faculty senate committees are important, committee member numbers, and potential faculty representative number changes.

Shurbutt: C&I and Core Curriculum work together and much of the work is similar. Perhaps two representatives per school instead of per department would be sufficient for Core Curriculum.

Corpus: We need to ask the faculty members of each committee to determine if the committees are working well. We also need to look at tenured vs. non-tenured faculty. And we need to look at faculty positions that will be filled for those faculty retiring and/or leaving.

Shurbutt: We need to take this question back to the faculty committees and discuss at our next meeting.

Lovelace: We can redefine quorum to allow for more flexible attendance. This would require a change to the Shepherd University Constitution.

Corpus: Can we take this to the April Faculty Assembly meeting?

Lovelace: I don’t want to rush this. We can take it to the faculty assembly for discussion. We need to have some flexibility for faculty attendance at meetings.

Groff: Discussed membership profiles-representing schools and departments. Might be a good way to test the waters in reducing membership by profile. Can we get any movement to dropping senate representatives from committees?

Lovelace: Faculty Assembly is a good place to start.

Corpus: Non-faculty also have multiple committee memberships. Discussed how non-faculty employees are over-worked on committees.

Faculty discussed committee attendance guidelines, what is essential, and what is required. Discussed how to decrease committee responsibilities, type of representation needed for each committee, and workload for each committee. Also discussed input from committee chairs to provide workload information-work during meeting and/or outside of committee meeting. Committee chairs need to discuss with faculty members regarding input.

Lovelace: Will place on agenda for next faculty senate meeting.

Senators discussed what committees need a faculty senate representative. Also discussed that representation provides service opportunities and interprofessional collaboration. Unintended consequence for reducing numbers would be decreasing opportunities for faculty collaboration.

Lovelace: Take back to departments: faculty committee representation. By-laws require a faculty senator to chair specific committees. Changes may require a change in the by-laws and/or constitution.

Provost Ames: IRB taking representation changes to faculty assembly in April. Good time to bring up faculty committee representation.

Faculty discussed timeline to place agenda item for Faculty Assembly on April 12th, 2017.

* 1. Senator Lovelace: Update on adding grading days either during or at the end of the semester.

Lovelace: Discussed issue with Calendar Committee. Came up with two options:

* + 1. We rework the exam schedule so that Wednesday is an open day. Will allow faculty to grade and provide an opportunity for students to study. Choosing this option will add one exam session per day. Not difficult to implement.
    2. Lengthen the semester by one week. Begin one week earlier in August and add week in May. Difficult to implement.

Anthony: Discussed having a 4-day work week. Monday/Wednesday and Tuesday/Thursday schedule and have a Friday off. For some disciplines the 4-day work week may not work.

There was discussion of having only graduating seniors’ grades be due the Monday morning after final exams and giving faculty more time to grade assignments for remaining students.

Seffers: Banner does provide the ability to run rosters for candidates for graduation. However, Banner will pull all grads for May, August, and December. That may create some confusion among faculty. Discussed spring and fall 2016 statistics for posting final grades. Fall 2016 had 1382 active sections: 96% of grades were in on time. Spring 2016: 1200 active sessions: 97.5% of grades were in on time. Faculty are doing well getting grades in on time. All grades are generally posted by noon on the day final grades are due.

Corpus: What percentage of grades are changed based on mistakes made by faculty?

Seffers: Will check into this.

Toole: Student feedback is sacrificed. Students do not obtain the feedback necessary to improve and learn.

Corpus: Lack of feedback ties into issues with grade appeals.

Discussion among faculty regarding workload in grading essay final exams, end-of-the-semester papers, and scheduling course assignments.

Lewin: Discussed his personal workload and inability to do a good job and provide substantial feedback.

Tudor: Why is deadline on Monday?

Seffers: Need time to certify students for graduation. Also, transcripts requests and other responsibilities happen after grades are in. Still need to certify students for graduation each semester.

Crawley-Woods: What is the best option is best for your staff?

Seffers: It does not matter. The workload remains the same. We do not want to solve one problem and add five others.

Corpus: What is the mistake rate?

Seffers: Certification for graduation is a very clear process. Mistakes do happen but that is rare.

Corpus: Does putting in grades later affect your staff’s ability to certify the grades?

Seffers: It would.

Discussion regarding how much time is needed to grade essay papers, workload, and combination of workload and final exams. Discussed capstone presentations, timing of assignments, and workload. Also discussed reading days, changing exam schedule.

Lovelace: We can make a motion to add two days to exam week or extend the semester by a week. This would add to student expenses-housing, dining services, etc.

Senators discussed how April has become the busiest month with grading projects, department chairs preparing faculty evaluations, prepping for final exams, and faculty attendance at various end-of-the-semester events. Also discussed moving the semester a week or moving graduation a week. Adding a week to the semester adds to faculty workload.

Lewin: Motion: Call on the administration to add 2 business days in the academic calendar at the end of the semester to grade assignments.

Discussion: Does this motion add 2 days for the spring, summer, and fall semesters? Yes, only for fall and spring. Summers not included.

Vote: 3-for. 12-against. Motion did not pass.

Groff: The idea of going from five exam days to four is probably not a good idea because I calculate it would approximately double the chances of any given student having three or more exams on the same day.

1. **New business**
2. Senator Crawley-Woods: Suggestions for changes to Senate procedures: Discussed length of senate meetings. Robert’s Rules of Order not being followed. Faculty Senate meets to discuss business which occurs at the end of our meetings. Because of the time, we are rushed and not discussing committee reports and other business.

Lovelace: Provided a sample Faculty Senate agenda using Robert’s Rules of Order.

Crawley-Woods: Motion: Reinstate as the order of business as outlined in Robert’s Rules of Order. Seconded. 19 for. 0 against. Motion passed.

Crawley-Woods: Discussed time limit to guest presentations. Faculty Senate not the body to present information if presentation given in departments and/or schools.

Lovelace: Shepherd University Constitution, Article IV, Section 6: “Any member of the University community may place items on the Faculty Senate agenda by informing the Faculty Senate President four business days in advance of the meeting.” One option would be to interpret “items” as “business”. Restrict purely informational visits, and only allow visits when our input is needed.

Shurbutt: I prefer setting the time limit.

Discussed time limit and the term “item” as outlined in the Faculty Senate Constitution. Business items should be in a presentation format.

Crawley-Woods: Motion: Limit guest presentations to 10 minutes. 14 for, 1 against. Motion passed.

Discussion: Wing: Guest presenter should have worked with Faculty Senator and appropriate committee.

Groff: Presenter cannot speak unless acknowledged by Faculty Senate Chair. Perhaps we need to be more formal. Hovatter: If someone wants to present at the Faculty Senate, we should be open to the presentation. Gruguis: Presenter usually has something substantive to present. Corpus: How many people do we ask to come to present? Lovelace: Not that many. We will ask presentations be kept to the

10-minute time frame unless the presenter needs more time. If so, we can suspend the 10-minute rule.

1. Full Senate: Discussion of allowing students to participate in the commencement ceremony prior to having completed the requirements for graduation.

Lovelace: In the interest of time, we will carry this topic over to next meeting.

1. **Committee reports***Assembly Committees and Representatives*
2. Admissions & Credits (Senator Corpus): No report.
3. Curriculum & Instruction (Senator Shurbutt): No report.
4. Core Curriculum (Senator Williams): No report.
5. Advisory Council of Faculty (Senator Shurbutt): Reviewed report (electronic copy attached).

*Faculty Senate Committees and Representatives*

1. Honors Committee (vacant): No report.
2. Library Committee (Senator Guirguis): No report.
3. Professional Development, Faculty Salary, and Welfare (Senator Reid): 3rd call for mini-grants.
4. Scholarship & Awards (Senator Crawley-Woods): McMurran Convocation is April 21. Citations are due Friday, 3/24.
5. Senate Bylaws (Senator Groff): No report.
6. Washington Gateway (Senator Coltrin): No report.

*External Committee Representatives*

1. Calendar Committee (Senator Reid): Summer 2019 calendar. Take back to faculty for endorsement at next meeting.
2. Diversity & Equity Committee (Senator Lewin): April 12th meeting.
3. Enrollment Management Committee (Senator Toole): No report.
4. Graduate Council (Senator Shurbutt): No report.
5. Institutional Review Board (Senator Coltrin): No report.
6. Student Success Committee (Senator Donaldson): No report.
7. Technology Oversight Committee (Senator Guzide): No report.

*Other Committees*

1. Assessment Task Force (Senator Hancock): No report.
2. Budget Advisory Council (Senators Hovatter, Guzide, and Wing): Go to BOG meetings menu. Access the financial report and review.
3. Internationalization Advisory Council (Senator Li): No report.

Adjourned at 5:14PM.

Respectfully submitted,

Mary E. Hancock, PhD, RNC-OB

Faculty Senate Secretary