**Faculty Senate Minutes**

Monday, December 4, 2017, 3:10 p.m., Cumberland Room

**Senate Roster for 2016-2018:**

Chris Coltrin (ART), Kathleen Corpus (FACS), Gerri Crawley-Woods (SOWK), Gordon DeMeritt (BADM), Amy DeWitt (SOCI/GEOG), Rhonda Donaldson (LIB), Max Guirguis (PSCI, ACF), Osman Guzide (CME), Roger Hamood (ACCT), Mary Hancock (NURS), Heidi Hanrahan (ENGL/LANG), Rhonda Hovatter (HPERS), Mengyang Li (CHEM), Chris Lovelace (PSYC), Clarissa Mathews (IEPS), Kathleen Reid (ECON), Julia Sandy (HIST), Georgiann Toole (EDUC), Rob Tudor (MUSC), Kevin Williams (COMM), David Wing (BIOL)

**Officers:** Chris Lovelace (President), Mary Hancock (Secretary), Georgiann Toole (Parliamentarian)

**Meeting Schedule (2017-2018):** 9/18, 10/2, 10/16, 11/6, **12/4**, 2/5, 2/19, 3/5, 3/19, 4/2, 4/16

Chris Coltrin ART Present

Kathleen Corpus FACS Present

Gerri Crawley-Woods SOWK Present

Amy DeWitt SOCI/GEOG Present

Rhonda Donaldson LIB Present

Max Guirguis PSCI, ACF Present

Osman Guzide CME Present

Roger Hamood ACCT X

Mary Hancock NURS X

Heidi Hanrahan ENGL/LANG Present

Rhonda Hovatter HPERS Present

Mengyang Li CHEM Present

Chris Lovelace PSYC Present

Clarissa Mathews IEPS X

Kathleen Reid ECON Present

Julia Sandy HIST X

Georgiann Toole EDUC Present

Rob Tudor MUSC Present

Kevin Williams COMM Present

David Wing BIOL Present

Gordon DeMeritt BADM Present

Vistors:

Scott Beard, Interim Provost

Bill Sommers, Chair, Strategic Planning Committee

1. **Approval of November 6, 2017 Faculty Senate minutes (Senator Hancock) (attachment)**

Approved as distributed

1. **Committee reports***Assembly Committees and Representatives*
	1. Admissions & Credits (Senator Corpus): Recent discussion has included the need for careful advising of students who want to file a petition. Christina Reich indicated, at the last A&C meeting, that an increasing number of students are surprised when their petition is denied because they believe, with their advisor’s support, that the petition is automatically approved, and that returning the paper work to the AAC is just a paperwork formality.  Advisors should make students aware that the A&C committee makes the final determination regarding a petition, not the advisor. Advisors and faculty members should call Christina if they have any questions. Documentation is necessary for petitions which involve health issues, residence life issues, and/or student affairs issues. Specific details are not necessary especially if they involve confidential matters. However, the committee cannot accept student accounts of a situation without a letter or some other type of substantiation regarding student situations from a doctor, counseling center, DSS, etc. Sometimes there are petitions that require changing prior semesters grades, which are already in the “record book” so-to-speak. The Registrar needs documentation when changes of this nature are made in case there is an audit, federal inspection, or financial aid question.

The committee requests that Senators share A&C issues with their departments, and request that A&C representatives keep their respective colleges aware of A&C issues. There’s a possibility that the Senate will discuss the deadline to withdraw from a course during the spring semester.

* 1. Curriculum & Instruction (Senator Hanrahan): The chair of C&I reminded us that the hardcopy printouts of submissions to that committee should go to Donna Semler in the Registrar’s office and electronic versions should go to the chair, Heidi Hanrahan. For program changes, faculty are reminded to submit a copy of the relevant text from the current catalog with changes marked in red.
	2. Core Curriculum (Senator Williams):
* Dr. Nixon presented a proposal for changing the catalog description of ENGL301 to Induction to Literary Study, for Writing-in-the-Major in the English program.
* Professor Green reported on the Core Curriculum Appeals Subcommittee. Appeals are being considered in an expeditious manner; the process clarified for the Dean and the Core Committee on the process for filing appeals with the subcommittee.
	+ Bring appeals to registrar.
* Dean Renninger discussed core competency assessment. Looking at the assessment matrix, there is a need for more departments and programs to assess Teamwork as a competency. Several departments were glad to assess teamwork, or create teamwork assessment using existing courses.
	1. Advisory Council of Faculty (Senator Guirguis): Meeting held on 11/17; report has been sent to faculty (see below).

*Faculty Senate Committees and Representatives*

* 1. Library Committee (Senator Guirguis): No report
	2. Professional Development, Faculty Salary, and Welfare (Senator Reid): 8 minigrants totaling $4000 have been awarded; another call will be issued in February. Applications for sabbatical will be considered next week.
	3. Scholarship and Awards (Sen. Crawley-Woods): President Hendrix has transferred $5000 to the Faculty Senate Scholarship fund.
	4. Senate By-laws (Sen. Toole): no report
	5. Washington Gateway (Sen. Coltrin): Coltrin will investigate whether spring bus trips can be scheduled and announced in time to be included in semester syllabi.

*External Committee Representatives*

* 1. Calendar (Sen. Reid); Meets Dec. 8.
	2. Diversity & Equity Committee (Sen. Tudor):

1.     Anne Lewin, Title IX Coordinator:

·      She responds to reports or complaints of gender-based discrimination or interpersonal violence.

·      She offered us the Title IX presentation, is available online.

·      She showed us the web page, resources, reporting forms, and procedures.

·      Detailed discussion regarding scenarios for faculty, staff, and students and how Title IX laws and procedures apply.

·      Over 300 faculty and staff have completed the Title IX training.

·      There was a discussion about how we can create incentives to get the faculty and staff to complete their Title IX training.  The suggestion of withholding the parking permit of those who have not completed the training seemed to be well-received.

2.     Indigenous People Day

·      Instead of Columbus Day, some regions and cultures celebrate indigenous peoples.  There are some state institutions around the country that have adopted a proclamation of Indigenous People Day.

·      Columbus Day is a Federal Holiday, celebrating Europeans coming to North American and taking over the civilizations present. Discussion: are there ways to celebrate and explore the history, culture, and contributions of Indigenous Peoples.

* 1. Enrollment management (Sen. Toole): No report
	2. Graduate Council (Sen. DeMerritt): Committee is considering Graduate Commencement speakers
	3. Student Success (Sen. DeWitt): No report
	4. Technology Oversight Committee (Sen. Guzide): No report

*Other Committees*

* 1. Assessment Task Force (Sen. Hovatter): No report
	2. Budget Advisory Committee (Sen. Hovatter, Guzide, and Wing): Meets Dec. 8; reminder that this is the ‘first stop’ for fee proposals. Provost Beard reminded that fee proposals should be reviewed by Deans.
	3. Internationalization Advisory Council (Sen. Li): No report
	4. Honors Advisory Board (Sen. Sandy): No report
	5. Restructuring Task Force (Sen. Donaldson and Acting Provost Beard): Task force is working in groups to develop models for consideration. These will be posted and feedback solicited in Feb/March.
	6. Boyer Model of Scholarship Task Force: Meeting Dec. 5
	7. Faculty Workload and Qualifications Task Force (Sen. Lovelace): Has not met; awaiting information from restructuring work.
	8. Strategic Planning Committee (Sen. Lovelace): results from the recent survey have been presented to the President. A working group is incorporating her feedback, with a draft to come soon.
1. **New Business:**

Dr. Beard suggested implementation of a faculty recognition ceremony and/or publication, to recognize faculty awards (Storer, Graduate Faculty Awards, CTL Awards) and accomplishments. This would allow focus at student ceremonies to remain on the students. A possible date is Monday, 4/30.

Senator Lovelace led discussion of the possibility of removing the requirement that the chairs of C&I, A&C, and Core Curriculum committees come from the Faculty Senate. This discussion was tabled until a later date, pending more information on the academic restructuring.

Bill Sommers provided an update on the Strategic Planning Committee activity, which is charged with developing

a 3-5 year plan to stabilize the financial position of the university, and provide a roadmap for implementation

guidelines. The timeline for doing so was presented, with implementation to begin in Spring 2018.

[Http://www.shepherd.edu/strategic-plan/](http://www.shepherd.edu/strategic-plan/) Sen. Williams indicated the need for support for departmental use of

university brands. Senator Lovelace commended the work of the committee.

Sen. Guirguis presented a resolution opposing HB 2559 (see below) allowing concealed carry of firearms on

Campuses. The bill has also been opposed by ACF.

Following discussion, the senators voted unanimously to support this resolution to oppose the bill.

**Resolution to Oppose HB 2559, Relating to Concealed Carry on Campus**

***Whereas*,**this bill will override the ability of colleges and universities to regulate the carrying of deadly weapons on their campuses;

***Whereas***, firearms in the classroom are counterproductive to an open, effective learning environment;

***Whereas***, firearms on campus create an inherently dangerous environment and could negatively impact recruitment of new students to Shepherd and retention of current students as well as hiring and retention of staff and administrators;

***Whereas***, firearms in the classroom could negatively impact the faculty’s ability to encourage open, honest communication and could negatively affect faculty hiring and retention;

***Whereas***, the cost of securing buildings and public events would represent an undue financial burden on Shepherd University;

***Be it resolved***, that the Faculty Senate of Shepherd University urges defeat of HB 2559, which would permit possession of deadly weapons on the grounds of higher education institutions by all persons with valid licenses with exemptions to particular buildings or certain events.

*We so resolve.*

Meeting adjourned at 4:25 PM

Respectfully submitted,

*Georgiann Toole*

ACF November 2017 Meeting Report

The Advisory Council of Faculty (ACF) met on Friday, November 17, 2017 in Charleston, WV, following the HEPC meeting, which took place earlier the same day.  Below are the highlights of the meeting.

1) Marybeth Beller, ACF's Vice Chair, reported on the HEPC meeting:
        i. Enrollment is slightly down across the board in all West Virginia institutions.  West Virginia Tech and West Virginia State University stand out as anomalies with modest increases in enrollment, largely due to dual enrollment and 2+2 enrollment programs.
        ii. The replacement of HERA funds, as advocated by HEPC and ACF, now has the Governor's support.  While this is a positive development, it is still up to the state legislature to let the HERA funds expire or provide a replacement of some sort.  As explained in prior reports, HERA funds constitute a main source of HEPC revenue, which come from one and a half percent of all the tuition received by the higher learning institutions under HEPC oversight.
        iii. Dr. Corley Dennison, the HEPC's Vice Chancellor for Academic Affairs, reported on data concerning the cost of college textbooks that has risen steeply over the past 15 years, though the cost of publishing has declined during the same period.  This poses a financial challenge to students who have to deal with simultaneous increases in tuition and housing prices.  In an effort to ease the financial burden on students, the HEPC is encouraging West Virginia public institutions to transition from conventional expensive print textbooks to OER (Open Educational Resources), which are open-source, copyright-free textbooks and reading materials available online for free access and download.  The HEPC has charged ACF members to share this information with fellow faculty members in their respective institutions so they can start using OER whenever feasible and as soon as reasonably possible.  Alternatively, as suggested by an ACF representative, faculty members may adopt an earlier edition of a required textbook, unless the latest edition includes major changes or critical updates.
The HEPC is currently compiling a list of OER websites and repositories.  Meanwhile, ACF members have put together the following list:
     <https://openstax.org/subjects>
     [https://www.oercommons.org](https://www.oercommons.org/)
     <https://www.hewlett.org/strategy/open-educational-resources>
     <https://campustechnology.com/articles/2014/07/02/16-oer-sites-every-educator-should-know.aspx>
        iv. The HEPC has approved Valley College to begin offering bachelor degrees.  The HEPC has also approved Valley College's first baccalaureate program, a Bachelor of Science in Cybersecurity, which will be launched in Fall of 2018.  A primarily online institution, Valley College has some physical presence in Martinsburg, Beckley, and Princeton.  It currently offers an online Associate of Science Degree in Cybersecurity in which 260 students are enrolled.  In addition, the HEPC has approved a new Master of Science degree program in Computer Science at West Virginia State University for implementation in Fall of 2018.
        v. Governor Justice has asked HEPC to increase what he calls the "attainment goal," which is producing enough graduates to meet the economic needs of businesses that are already in the state as well as those that have signaled their intent to come to the state.  At present, 30 percent of West Virginians have at least some education beyond high school.  Governor Justice said that this number should be raised by 21 percent to meet the state's growing demand for skilled workers.
        vi. Presidents across the state have expressed grave concern over House Bill 2559, which would permit the carrying of firearms on all college campuses.  A number of police departments have echoed the same sentiment, indicating that the possession of guns on campus would compound the challenges they currently face and make their job harder.  A vote was taken on the matter at the ACF meeting, and all the faculty representatives but one voted against allowing guns on campus.  The ACF wants every college and university in the state to declare its position on the gun bill before the beginning of the 2018 legislative session, whether by a faculty senate resolution, a short online survey, or a vote at the faculty assembly meeting.  Formal resolutions opposing HB 2559 would help the ACF lobby the state legislature to ensure that campuses remain gun-free.
        vii. The HEPC is proposing a revision to the "D-F" course repeat policy of Series 22.  The current policy allows students to retake any courses with a "D" or "F" grade one time within the first 60 attempted (as opposed to earned) college credits.  This policy is being changed to allow students to repeat any course once, up to a maximum of 21 credits, anytime during their undergraduate tenure.  The new policy gives students the opportunity to improve their GPA in their junior and senior years by retaking the courses they failed or passed with a "D."  Community colleges will continue to follow the old course repeat policy.  However, the 21-hour stipulation will apply upon transfer to a four-year program.  This means that students who repeated 21 credit hours of coursework at a community college will not be able to repeat any courses after matriculating in a four-year institution.  After some discussion, the ACF endorsed the new policy with the modification that students could repeat any course for which they received a grade below an "A."  The rationale behind the ACF's proposal is to help all students, and not only weaker students, improve their GPA.  The ACF will submit this proposed modification in writing during the comment period.  As required under state law, the new policy will have a 30-day open comment period before it takes effect, presumably in the following academic year.

2) Fairmont State University has just hired a new president, Dr. Mirta Martin.  With a background in finance and higher education, Dr. Martin is committed to promoting the financial health of the University, particularly during these difficult economic times.

3) Utilizing input from various ACF members, Mike Ditchen of Bridge Valley Community and Technical College has produced a draft flyer that was discussed at the meeting.  The new ACF flyer will be printed before the beginning of the upcoming legislative session.

4) Dr. Corley Dennison joined the ACF meeting later in the afternoon to give some updates and answer questions.  He has reported the following:
        i. The state is trying every possible means to get the U.S. Department of Education to repeal the sanctions it recently imposed on West Virginia for noncompliance with reporting requirements.  Various state agencies are working hard to meet all the federal mandates and deadlines this academic year.
        ii. Textbook affordability is a key concern for the HEPC.  One of the goals of the HEPC is to save students the often-prohibitive cost of textbooks by promoting the use of OER (as explained above).  Faculty members across all institutions and academic disciplines are strongly urged to explore and experiment with OER.
        iii. Two committees will be put together to work on revising Series 17 (Transferability of Credits) and Series 21 (Placement Standards) of HEPC Rules and Policies.  Two ACF representatives have volunteered to serve on the committees.

5) Patricia Humphreys, the HEPC's Vice Chancellor for Human Resources, joined the ACF meeting toward the end.  She stressed the importance of assigning a beneficiary to all financial assets and keeping the beneficiary information up to date.  This includes the basic $10,000 life insurance policy provided by the employer, additional life insurance coverage purchased by the employee, the TIAA CREF retirement account, and any other policy that pays in the event of death.  Employees who pass away without designating a beneficiary may pay a higher percentage of estate taxes on their gross estate.  Those who fail to update their beneficiary information may unintentionally leave assets to their former spouse if they divorced and remarried.

6) Discussion of Co-requisite Courses: The need for developmental education in West Virginia is significant, particularly in community colleges that have an open enrollment policy.  In some community colleges, almost two-thirds of incoming students lack the basic skills to pass college-level mathematics.  Many struggle to read and write.  Unfortunately, despite the dire need for developmental education instructors, some math instructors are forced to resign because they do not have the requisite number of master's level math courses, as outlined in HLC qualification guidelines.  These minimum credential requirements apply to math and English but not to technology and social studies.  Unless a middle ground is found, community colleges will continue to experience a severe shortage of developmental math instructors.

7) The December meeting has been canceled.  The next ACF meeting will be held on January 25, 2018 in Charleston.