Faculty Senate Minutes

The Faculty Senate met on Monday, 9/15/03

**Senators present for the meeting:** Bruce Kelley, Liam Kennedy, Bob Warburton, Sylvia Shurbutt, Rick Gibson, Jason Best, David Wing, Doug Horner, Larry Daily, Nick Martin, Bob Willgoos, Joyce Webb, Meg Galligan, Kathleen Reid, JW Thatcher, Kit Romano, Dennis Woods, Sonya Evanisko, Karen Pugsley

Senators not present: Robin Good, Roland Bergman

**Guests:** Mark Stern, Haydon Rudolf, Don Rohel

**AGENDA**

**Approval of Minutes:** Motion: Approve minutes as distributed (mPugsley, sWing) motion approved.

**COMMITTEE REPORTS**

a) Admissions & Credits (Warburton) The committee met numerous times since the last senate meeting, and has considered 108 petitions. One recurring problem has been noted by the committee: the lack of a clear and coherent guidelines regarding internship programs. The committee would like the senate to form a subcommittee to examine the process of awarding credit and codifying student work. Concern was also expressed about Shepherd’s liability or responsibility regarding students in internship programs during times when they are not literally registered in Shepherd classes. There was also concern about how these internships are reported to and perceived by state oversight.

Motion: Leave internships “as is” with departments (mRomano, sHorner) motion failed, 8 votes for, 9 against.

Motion: Move to postpone further discussion until the next senate meeting (mPugsley, sDailey) motion approved.

b) Curriculum & Instruction (Shurbutt) The committee has met, and has updated the C&I forms. These forms may now be downloaded from the registrar’s website, and guidelines for use have been provided. A new policy has been enacted which requires that C&I proposals receiving a single nay vote be referred to the senate.
Honors 488 and Honors 489 were referred to the senate for the above reason.

**Motion:** Approve listed changes to Honors 488 and Honors 489 (mRomano, sThatcher) motion withdrawn.

**Motion:** Approve listed changes to Honors 488 and Honors 489 as modified by rewording the catalog description of Honors 489 to say: After completing a proposal in the Directed Readings course, a candidate in Honors shall have one semester to complete the Honors Thesis, the final requirement for graduation from the Honors Program. The thesis topic should be chosen within the candidate’s major or minor field of study. The document must include a carefully prepared argument in support of the thesis statement. Rather than a document, certain students in certain fields of study (e.g. graphics design) may choose to design a project. Such a project must also include an initial proposal that will support the design of that project. The thesis or project shall culminate in a formal presentation to an audience consisting of faculty, students, friends, and family. Prerequisite: HNRS 488. (mDaily, sWoods) motion approved.

Movement has been made to form the faculty pool for the Grade Appeals process. The pool is not quite complete. To expedite senate confirmation of this pool, the following motion was made:

**Motion:** The Senate will approve the Grade Appeals faculty pool via e-mail (mPugsley, sThatcher) motion approved.

c) Affirmative Action (Galligan) No report.

d) Assessment (Kelley) See below.

e) By-laws (Shurbutt) No report.


g) Honors Board: Larry Daily was nominated to serve as the senate representative to this committee.

g) Ethics (Willgoos) No report.
h) Library (Evanisko) On October 9 there will be a grand opening celebration at 1:15 in the lobby. The Scarborough Society has provided money to purchase books. The committee will continue to press for a student library fee to help fund library acquisitions. On September 29 the Scarborough Society and Phi Kappa Phi will host one of the Writer in Residence Events. Library rooms may now be checked out by faculty and students.

i) Professional Development, Faculty Salary and Welfare (Horner) Information is currently being collected regarding the amount of money that will be available.

j) Research Ethics (Best) The committee is in the process of being reconstituted.

k) Scholarship & Awards (Gibson) No report.

l) Washington Gateway (Pugsley) There are still funds available for Gateway programs. The committee is moving to a quarterly meeting cycle to facilitate the application process.

Old business
(It was decided that it made more sense to move to item 4 before dealing with item 3)

4. a) Motion to Dissolve the Computer Services Committee.
   Review Senate By-laws (as approved March 4th, 2002)
   Article VII, Section 7.1

   **Motion:** Dissolve the Computer Services Committee (mThatcher, sPugsley) *motion approved.*

   b) Motion to Dissolve the Assessment Committee.
   See Item 4a. above for Senate By-law reference

   **Motion:** Dissolve the Assessment Committee (mThatcher, sBest) *motion approved.*

3. Motion to Re-instate reports by Senators for the following Committees
   i) Technology Oversight

   **Motion:** Re-instate report by senator (currently Pugsley) for the Technology Oversight Committee (mBest, sDaily) *motion approved.*

   ii) Assessment Task Force
Motion: Re-instate report by senator (currently Kelley) for the Assessment Task Force (mBest, sPugsley) motion approved.

5. Directive to Deans to call for election of faculty to the Merit Pay Committee

Motion: The senate directs the Deans to call for election of faculty to the Merit Pay Committee (mPugsley, sGibson) motion approved.

6. Establish a Special Committee to investigate Faculty Unionization
   (Senators Good & Kennedy)
   (failed previously to be acted upon due to lack of Quorum)

Motion: The senate moves to create a special committee to investigate the issue of faculty Unionization (mRomano, sWebb) motion approved.

The senate nominates senators Kennedy and Good to direct this special committee.

New Business:

The Vice President of Academic Affairs provided contextual information about the following issues to the senate. No action was taken on these issues, but future meetings will examine each of these issues in detail. See handout by VPAA for details.

7. Faculty Handbook Issues:
   a) Creation of the title: “Honorary Associate Professor”
   b) Pre-Tenure Review Process
   c) Uniformity within the handbook with respect to promotion criteria.
      Discussion of “Character above Reproach
   d) Promotion & Tenure Application Procedures
   e) Requirements for “Time in Rank”
   f) Requirements for promotion to rank FULL Professor
   g) Active Licensure at rank of ASSOCIATE Professor
   h) Master Faculty Status

8. Rescheduling of Final Exams due to Inclement Weather (see attachment)

Mark Stern presented this policy, which had been developed by the deans and the office of Academic Affairs, to the senate to take back to the individual departments.

9. Report from Shepherd ACF representative, Dr. Shurbutt.
Senator Shurbutt presented the following concerns which will be the focus of the 2003-2004 ACF committee (see handout for specific details):

- Annual Experience Incremental Pay for Faculty, WV Code 5-5-2
- Contribution Rates for TIAA-CREF
- Minimum 10% Salary Increase upon Faculty Promotion
- Adjunct Staffing Issue
- Representation of Faculty Point of View in Higher Education Decision-Making process.
- Legislative Enactment of the Role and Function of Faculty Senate.

10. Report by the Faculty Senate President on meeting with Chancellor Mullen

This report will be postponed until the next meeting.

11. Development of a College Center Faculty Senate Focus Group

(Haydon Rudolf & Don Rohel)

The college is preparing to renovate the Student Center, and wanted to get faculty input through focus groups. These groups will tentatively meet on Oct 7 at 3:15, and on another day to be determined. It was suggested that this request be e-mailed to all faculty, to insure full participation.

12. Course Evaluations (Dr. Myers)

The senate received the official notification that information regarding course evaluations have been mailed out to the faculty.

13. Discussion of status change from Shepherd College to “Shepherd University”

(Sen. Pugsley)

It was felt that the change to University in title was mostly a forgone conclusion, due to economic pressures brought on by actual and perceived peer institutions.

**Motion:** *The senate supports the change of name to Shepherd University* (mPugsley, sWillgoos) **motion withdrawn.**

It was decided that the senate needed more information, and to request Anders Henriksson, faculty representative to the Board of Governors, to report to the senate on this issue.

**Motion:** *Move to postpone discussion to next senate meeting* (mKelley, sThatcher) **motion approved.**
13. Other Business

The senate wishes to recognize Robert L. Jones, a graduate from the Communications Department at Shepherd. Robert was featured in B&W, the premiere magazine for black and white photography. His photographs have been displayed in art galleries in New York.

Motion: Move to adjourn (mRomano, sDaily) motion approved.

Meeting adjourned at 5:06
BCK, secretary.