**Faculty Senate Minutes**

Monday, April 7, 2014, 3:10 p.m., CUMBERLAND ROOM

**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) X**

**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) present**

**Douglas Horner (SCWK) present**

**James Lewin (ENG) present**

**Mengyang Li (CHEM) present**

**Jason McKahan (COMM) present**

**Robert Parkinson (HIST) X**

**Greg Place (HPERS) X**

**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:** Chris Ames (VPAA), Scott Beard (Graduate Dean), Colleen Nolan (Dean, SNSM), Ann Legreid (Business and Social Sciences Dean),

**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 March 17, 2014 Senate Minutes.**
   1. A motion was made and seconded to approve the minutes as distributed. Motion carried.
2. **Announcements:**
   1. In response to senate request, VPAF Judd will attend April 21 (final) senate meeting RE: Waivers for Dependents/Partners: UG and Graduate Options. She requests that specific questions be sent to her in advance so she can prepare complete responses. Please copy Senators Guirguis and Tuttle.
   2. (VPAA Ames/Senator Tuttle) Evaluation of Administration Task Force update
      1. Has not moved forward since March 17 minutes
   3. Clarification: effective May 1, James Vigil is the new VP Administration (Auxiliaries);
      1. Reports to the president, but new structure splits duties:
         1. VP Finance (CFO): search committee being assembled now
         2. VP Administration Vigil will handle Auxiliaries
3. **Guests/Unfinished Business:**
   1. **Senator Parkinson et al: Elect Search Committee Representatives:** 
      1. **VP Finance/CFO (Procurement and Finance) -** Sylvia Shurbutt elected
      2. **Directors: Admissions, Financial Aid -** Jason McKahan elected
      3. **Internationalization -** J.B. Tuttle elected
         1. **Update:** McKahan will serve on Admissions, Financial Aid, and Internationalization director searches.
   2. **VPAA Ames: Franklin Guo/Internationalization Roles (Clarification/Report)**
      1. Franklin Guo was on campus as representative of University in China about possible 2+2 agreement
         1. Economy, Business, English in China; complete Econ degree at Shepherd
         2. Considered and discussed draft agreement; have to arrange articulation
         3. Similar agreement just signed with Florida Institute of Technology
      2. Guo has worked in the field and is looking for a job as specialist
         1. However, he was not here as job candidate
         2. This issue was not related to the Internationalization Director Search, which will begin soon.
   3. **VPAA Ames: Study Tour Recommendations (report)** 
      1. Task force to design clear of set of policies regarding study tours
      2. Proposal has been put together, circulated, and responses edited.
      3. Seeking feedback on draft
         1. Senate agreed that it was a great idea. The only suggestion is re the form signatures: make department chair OR program coordinator signature, instead of just department chair signature.
         2. Clarify policy re community member joining the travel group
            1. unclear process for community travelers
            2. Invite community travelers as audit, or continuing education? Sign-up through study abroad? Whatever is cheaper for community members to be involved in study tour?
         3. Will Study Tour leadership count as course load credit for faculty?
            1. Course load accepted based on credit of course

Three hours most common

English travel groups often count course with material, plus practicum credit for six hours

Art generally only has three hours with optional participation in course

* + - * 1. Syllabus submission for Study Tours assures three hours is three hours of work load.
        2. Syllabi requirement can be more generic draft in light of earliness of the Study Tour proposal and a schedule not yet set in stone
      1. Is there a “traffic control” on number of trips at one time?
         1. Concern about how many trips being offered simultaneously
         2. Required Proposal approval process of no later than six months prior to trip will help identify number of trips per year
      2. Can Study Tour Recommendationsmonitorfor-profit EF tours?
         1. Student paying for faculty travel has potential ethical problems; Study Tour Recommendationsproposal should protect faculty from ethical dilemma.

Faculty remuneration for travel expenses is approved by committee

Faculty need stipends for travel before internationalization staff leader try to bring policy together

* + - 1. Invite Karen Rice to visit Senate?
         1. Pre-send her questions?
    1. **Senator Daily, Commencement Committee: December Graduation (Report)**
       - 1. Commencement committee moving toward planning and implementing December commencement ceremony

Limits of capacity in Butcher Center; Recent limit of four tickets per student.

* + - * 1. Would like to get faculty feedback

Get to department for comment

Is there anything special done in December?

Should students have choice about December or spring?

Faculty level of involvement (attendance, regalia)?

Potential inclement weather in December?

Certified graduation of not?

Handling of auxiliary ceremonies: Nursing, educational, social work?

* + 1. **Senator Corpus, A&C Committee: Response to Disenrolment Dilemma Letter (Report)**

Dr. Gordon and Dr. Tuttle presented a letter to A & C, as follows, describing the long-standing dilemma for professors: should students disenrolled for non-payment be allowed to attend pending payment? Excerpt follows:

Reasons not to allow a disenrolled student (non-payment) to attend classes pending payment:

1. Grade shopping: if they’re acing the class, they may pay late in the semester; if they’re not doing well, they’ll remain off the roll and not pay.
2. There may be a liability issue for the university if a student taking a science lab injures themselves in the course of an experiment.
3. The instructor has to spend extra time and energy grading--and possibly assisting in office hours--a student who may or may not wind up re-enrolling for the course.  This takes away time and energy that could be focused on currently enrolled students instead.
4. Students who are disenrolled are automatically taken off of Sakai, leading the instructor to have to provide the materials that are posted on Sakai in some other fashion.  The advantage of Sakai is that an instructor can reach all students in a class at once—but having to email one or two students PDFs of readings, make special arrangements for on-line quizzes, etc. undercuts that.  In a way, this is an extension of point #3 about the time/energy that an instructor devotes to the non-payers.

Reasons to allow a disenrolled student to continue attendance pending payment:

1. Students ask professors to allow them to continue until payment is received: this includes scenarios where the student is legitimately not at fault (system glitch of some kind, late disbursement of Financial Aid, e.g.). It is impossible for the professor to determine the veracity of individual stories.
2. Students can expect to fail any course they can’t attend for a significant period of time.
3. If some professors are allowing students to attend pending payment, and others are not, students can make a valid case they’re being treated in a punishing/discriminatory way.
4. There is significant pressure on the university to maximize its revenues: keeping the students often results in payment.

A & C presented its findings that:

1. Student issues should be resolved within 10 days of removal from roll;

2. Faculty are not liable or culpable in any case described above,

3. Sakai drop can be circumvented by adding dropped student as “guest.”

4. It shall continue to be the case that each case will be decided at the discretion of instructor: no policy change recommended.

1. **Committee Reports:** 
   1. Admissions & Credits (Senator Corpus): See above.
   2. Curriculum & Instruction (Senator Shurbutt): Last Monday meeting of C&I; University curricular proposal flow chart has continued to be vetted and organized by CCC and C&I.
      1. Would like to see recommended start dates also on flowchart
      2. Introduce curricular proposal process in new faculty forum?
   3. General Studies (Senator Daily): See above.
   4. Honors Committee (Senator Parkinson): No report.
   5. Institutional Review Board (Senator Coltrin): No report.
   6. Library Committee (Senator Guirguis):
      1. Ann Watson, Dean of the Library, invited Lorraine Viar, President of the Student Library Advisory Board (SLAB), to report to the committee on the activities and achievements of SLAB. SLAB is an advisory group made up of students who provide creative ideas, plan events, and engage in a variety of hands-on activities that make the library more enriching to students and the community. Some of the activities sponsored and organized by SLAB include:
         1. Bake Sale. All proceeds benefited the Red Cross and the Philippines Typhoon relief efforts.
         2. Food for Fines. $1.00 in library fines was forgiven with the donation of one non-perishable food item per $1.00 up to a maximum of $20. SLAB collected almost 300 pounds of food that was donated to the Jefferson County Food Bank. Food for fines is currently going on now through April 14th.
         3. Shep-or-Treat participation. Over 50 children and parents attended the event on Halloween evening. SLAB provided food and created games and a story time program for children. SLAB members and Library Staff dressed in Wizard of Oz costumes.
         4. Coffee & Cookies for Finals. SLAB provided coffee and homemade cookies for students studying late at night in the library, which was open until 2:00 during the finals week. This free service will also be provided during the finals week of the current semester.
         5. Relay for Life. SLAB sponsored a Relay for Life team and has raised approximately $1,000 as of today.
            1. In its three years of existence, SLAB has been operating as a student club but is currently seeking student organization status.
      2. Second, the Scarborough Library Newsletter was sent to employees at the end of March. The spring edition is the first in a new format featuring a newsletter for the library's friends group, the Scarborough Society. It can be accessed off the library's home page <http://www.shepherd.edu/libweb/pdf/newsletters/NewsletterSpring2014.pdf>
      3. Third, the library has completed the "Digitization Project" of the Shepherd University Yearbooks and the Shepherd University catalogs. The Picket student newspaper is the next Shepherd University archival resource that will be digitized. The newspaper project should be completed by the beginning of Fall 2014. The Scarborough Society has funded this important project.
      4. Fourth, the seven group study rooms located in the library have been repainted and the wiring for connecting laptops to the LCD monitors has also been simplified. Dean Watson noted that the group study rooms are heavily used during library hours.
      5. Finally, it was good to know that the library has been able to retain all of the current electronic subscriptions, thanks to a generous monetary gift from the Scarborough Society. However, funding for the upcoming fiscal year is still uncertain at this time.
   7. Professional Development (Senator Horner): No report.
   8. Scholarship & Awards (Senator Adams): McMurran Convocation, April 25.
   9. Senate Bylaws (Senator Parkinson): No report
   10. Washington Gateway (Senator Donohue): No report.
   11. Calendar Committee (Senator Reid) : No report
   12. Diversity & Equity Committee (Senator Lewin):
       1. Exploring issue of sexual assault on campus. Frequently not reported year after year. Seeking more realistic approach.
       2. Storer Award for Faculty Diversity and Inequity nominations
       3. Diversity Day: April 16
   13. Enrollment Management Committee (Senator Reid): No report
   14. Graduate Council (Senator Shurbutt): No report
   15. Technology Oversight Committee (Senator Guzide): No report
   16. Assessment Task Force (Senator Wing): Program assessment plans are due in May.
   17. Budget Advisory Council (Senators Guzide, Snyder and Wing): No report
   18. Internationalization Committee (Senator Place): See above.
   19. Student Success Committee (Senator Li): No report
   20. Advisory Council of Faculty (Senator Shurbutt): No report

**V. Adjournment**

Respectfully submitted by,

Jason McKahan

Senate Secretary

Communication and New Media