**Faculty Senate Minutes**

Monday, February 17, 2014, 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) present

Douglas Horner (SCWK) present

James Lewin (ENG) present

Mengyang Li (CHEM) X

Jason McKahan (COMM) present

Robert Parkinson (HIST) present

Greg Place (HPERS) Ed Fincham for Dr. Place

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), Laura Renninger (Dean CTL), Colleen Nolan (Dean, SNSM), Emily Gross (Director, Academic Center).

**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 December 2, 2013 Senate Minutes [University closed 2/3; no Senate minutes].**
   1. **Core Curriculum Committee requests emendation of December 2, 2013 notes to the effect that the committee seeks to avoid adding courses to the core that are limited to a specific major.**
2. **Announcements:**
   1. **President Shipley and Senator Tuttle: GCTWF Survey:** Results indicate similar rating patterns for all areas, whereas dialogue reflects salary/compensation priority. This survey represents important faculty statements and data points. Please encourage all faculty members to complete the GCTWF each year, and to complete it as assiduously as possible, in the interests of getting the most accurate and effective results.
      1. GCTWF Survey should be out soon – March. Encourage department participation.
      2. Make sure link to GCTWF Survey is distributed to all full-time employees.
         1. Faculty dissatisfaction was due to lack of compensation for past couple years and this discontent is reflected in other areas of the survey as well.
   2. **Vice President Ames:** For full-time faculty with a March 1 deadline for annual reports and applications for merit pay: since the deadline falls on the weekend, please consider Monday, March 3 as the official deadline for this year.
   3. **Assistant Vice President for Student Affairs Johnson: Student Success/Advising Alerts update:** The survey went out Feb. 10th, ahead of the Advising Workshops Dr. Warburton will be sponsoring on Feb. 20th and 21st, per his request.  The survey won't close until March 5th; however, alerts which have been received by February 21st will be sent to faculty by Feb. 26th.  Alerts received by March 5th, when the survey closes, will be sent to faculty by March 12th, well before the advising period begins.
      1. Faculty voices disappointment with last semester’s Advising Alerts.
      2. Need clarity the process and chain of process in sending out Advising Alerts
      3. Make sure students get alerts, not just chairs or advisors. (There seems to be a correlation between alerts and no-show advisees).
      4. Make sure there is ample time between Student Success Alertsand advising
         1. **Action: Contact Johnson and request update.**
   4. **President Shipley: Use of Alternative Funds to support CMS early/expedited rollout:** President Shipley has communicated with the Senate that this initiative can be addressed as part of this semester’s Budget Advisory Council work.
      1. **Action: Senators Guzide, Wing and Snyder will follow up on expedited CMS rollout in Budget Advisory Council.**
   5. **Senator/GSC Chair Daily: GSC to CCC re-titling endorsement:**  This item was processed electronically by Senate, and passed unanimously (17-0-4). The General Studies Committee is now endorsed to be the Core Curriculum Committee, and this item will move to Assembly this semester. Thanks to all Senators for expediting this vote.
      1. Nonresponsive was taken as abstention.
   6. **Vice President Ames: Snow closures/makeup days:** we will be using the Spring Recess Weekend days (April 17 and 18) as make-up days for the snow closures on January 21 and 22.  April 17 will follow the Tuesday schedule and April 18 will follow the Wednesday schedule.
      1. Students will be alerted to specifics of make-up days.
         1. **Faculty Senate recognizes with thanks Facilities for the quick and expeditious work in clearing snow on campus.**
   7. **President Shipley and Vice President Ames: Listening Tours:** We have set aside the following times and places for us to come to you, but these are not limited exclusively to the faculty working in those buildings.  Please come at the time that makes the most sense for you.

**Friday, February 28 (3:15 – 4:45 p.m.) – White Hall, Room 112**

**Tuesday, March 4 (3:15 – 4:45 p.m.) – Butcher Center, Room 114**

**Wednesday, March 5 (3:15 – 4:45 p.m.) – Snyder Hall, Room 221**

1. **Guests/Unfinished Business:**
   1. **Dean Renninger:** Pilot program for electronic P&T Portfolios: Third Year Review proposal
      1. Idea came up in the New Faculty Learning Communities regarding the dissatisfaction with submitting hardcopy folios
      2. Electronic folios submission is cost-effective to faculty and accessible to reviewers on the P&T committee.
      3. Propose pilot with the NFLC for electronic submission of third year reviews portfolios.
         1. Documents would be secure on Sakai.
         2. Sakai upload limits would need to be expanded to allow for large-sized PDF file submissions.
         3. Hard items (journals, books, creative work) could still be submitted separately.
         4. Need to ensure secure backup copies of faculty portfolios. Although computer files can be corrupted or lost, hardcopies have been lost as well (in 2008).
            1. **Faculty Senate motions to endorse a pilot electronic folio for third year faculty review**

**Unanimous, with one abstention**

* 1. **Senator/ACF Representative Shurbutt:** ACF Report and SB 330 update (report)
     1. Much going on as January-April is a busy legislative period.
        1. Concern with state micromanagement: cuts in budget accompanied by more mandates
        2. Two laws of special concern
           1. SB409 - regarding alternative certification to fill a gap in teachers is a cause for concern
           2. HB4513: outcomes based funding is particular pro-community college and is characterized by a one-size-fits-all model.
        3. In addition, Sen. Unger’s bill (SB317), firearm preemption legislation that could restrict local governments' ability to enact gun regulations, is up for vote in the WV Senate.
           1. Faculty Senate expressed grave concern regarding people with concealed-carry permits being allowed to carry firearms onto campus as long as they securely store the weapon while using the facility.
           2. In the 2006 Pennington Murder/Suicide, two Shepherd University seniors were shot dead in a West Campus parking lot by their father, who then turned the gun on himself.
        4. SCR18 - resolution recognizing additional higher education funding cuts to be detrimental.
        5. SB330 will likely be postponed.
  2. **Senators Guzide, Snyder and Wing:** BAC Report/SU web initiative update (report)
     1. Faculty have received BAC Report via email
        1. There was another 300,000 state cut in the middle of the year to balance state budget
        2. Shepherd can balance budget for 2014, but need to make up shortfall in 2015.
           1. Under 5% tuition fees hike
           2. A portion of funds usually directed to depreciation reserve for use on capital expenses will be redirected to 2014 budget. However, underfunding depreciation for second year may draw careful eye of state auditors.
        3. Faculty Senate is concerned that 2014 salary enhancement will delayed until 2015 without prior notice
           1. What are the long-term plans for fiscal health?

Observing improvement over last year's enrollment

Hiring new VPEM and Admissions Director

Summer Courses

Martinsburg Center

1. **Committee Reports:** 
   1. Admissions & Credits (Senator Corpus): Talk to faculty about drop versus withdrawal. Stress extenuating circumstance in letters of support. Beware of faculty signature forgery on petitions.
   2. Curriculum & Instruction (Senator Shurbutt): Still addressing “course shopping” issue.
   3. Core Curriculum (Senator Daily): Motion to rename committee from General Studies to Core Curriculum Committee passed. Currently clarifying process of different types and stages of course proposals (C&I, CC). A draft proposal has been taken to C&I and now will go to CC.
   4. Honors Committee (Senator Parkinson): Interviews for director imminent.
   5. Institutional Review Board (Senator Coltrin): Reviewed IRB proposals.
   6. Library Committee (Senator Guirguis): No Report
   7. Professional Development (Senator Horner): Two rounds of requests for mini-grant reviewed. Release and sabbaticals. Professional Development grant proposals due soon.
   8. Scholarship & Awards (Senator Adams): Applications for the Faculty Scholarship Award are now due by March 3, 2014. <http://www.shepherd.edu/employees/senate/faculty-scholarship.html>. February 26, citations due. March 21
   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): Announced Storer College Faculty Award for faculty that address diversity.
   13. Enrollment Management Committee (Senator Reid): No Report
   14. Graduate Council (Senator Shurbutt): Fourth reporting period. Enrollment up. Higher Learning Commission has accepted progress report. Certification program for Appellation Studies created.
   15. Technology Oversight Committee (Senator Guzide): No Report
   16. Assessment Task Force (Senator Wing): No Report
   17. Budget Advisory Council (Senators Guzide, Snyder and Wing): See above
   18. Internationalization Committee (Senator Place): No Report
   19. Student Success Committee (Senator Li): No Report
   20. Advisory Council of Faculty (Senator Shurbutt): See above

**V. Adjournment**

Respectfully submitted by,

Jason McKahan

Senate Secretary

Dept of Communication