**Faculty Senate Minutes**

Monday, November 4, 2013, 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) X

Roger Hamood (ACCT) present

Douglas Horner (SCWK) X

James Lewin (ENG) present

Mengyang Li (CHEM) present

Jason McKahan (COMM) present

Robert Parkinson (HIST) present

Greg Place (HPERS) present

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:** Scott Beard (Graduate Dean), Colleen Nolan (NSM Dean), Ann Watson (Library Dean), Ken Harbaugh (ACCE Rep/Classified Employees), Alan Purdue (Univ Counsel), Robert Warburton (Asst Dean Teaching, Learning & Instructional Res), Marie Dewalt (Human Resources), Chris Ames (VPAA), Tracy Seffers (Registrar

**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 October 21, 2013 Senate Minutes.** Passed unanimously.
2. **Announcements:**

**A. Due to exigent circumstances, Executive Director of UC Owens and Asst. Director Haines will present plans for university conversion to CMS (Content Management System) at Senate December 2 rather than today as originally scheduled.**

1. **Guests/Unfinished/New Business**
   1. **Registrar Seffers: DegreeWorks advising platform/system** (informational presentation)
      1. Background
         1. Before 2003 Shepherd did not have a one-stop degree evaluation system; during advising one had to compare the transcript (courses, transfer credit, matriculation) and catalog manually to advise students. The Registrar worked to implement an electronic system for Banner Degree Evaluation.
         2. Registrar is now looking for greater improvement with the clearest web-based degree evaluation available, DegreeWorks, which will allow users to monitor progress towards graduation through a degree audit plan.
         3. DegreeWorks is a degree evaluation system from Banner/ Ellucian that has been offered on a statewide contract. Some schools have been running DegreeWorks for a year.
         4. Initial training in DegreeWorks was held at Shepherd in 2010, during the time that GS was being revised to the new Core Curriculum.
      2. DegreeWorks allows users to plan future classes.
         1. The degree evaluation system links with Shepherd’s Catalog descriptions and Schedule of Classes.
         2. System includes Notes feature for advisor to record advising decisions.
         3. Look Ahead feature allows them to plan ahead GPA calculation
         4. Recommended Courses will show all classes and electives that meet a certain requirement in the university Core and Major.
         5. System identifies student attributes such as honors, athletes, veterans, Trio, RBA, RN, BSN etc.
         6. Grades will remain confidential and will be refreshed nightly with Banner.
      3. DegreeWorks will go live in Fall 2014:
         1. Training sessions will expand in spring, as the Registrar begins to share information about DegreeWorks with constituents and partner with students and advisers.
         2. Tutorials for faculty and students will also be available as videos online.
      4. **Feedback:**
         1. Senate suggested that DegreeWorks tutorials for students be included in FYEX courses.
         2. Senate requested a functionality to show cycle rotation for periodic courses.
   2. **Senator Parkinson: Elections** 
      1. **Senate rep to Extended Learning Integrity Committee –** SenatorWang elected
      2. **Senate rep to Honors Director Search Committee -** SenatorParkinson elected
   3. **Senator Shurbutt: ACF update** (report) Common Core / Smarter Balance
      1. **Update on Smarter Balance/Common Core Standards**
         1. Across the country, West Virginia has been one of the leading states in adopting Common Core Standards: currently being used by 46 states and DC.
         2. Next Generation standards assessment will be used with Common Core, replacing the WESTEST (in WV) in 2014-15.
         3. The goal is to complete developmental work in senior year of high school **and have students prepared for college.** This should reduce or obviate developmental or remediation classes at the college level.
      2. **Update on SB 330**
         1. Still consistency and definitional problems with the relative market equity component of SB330.
            1. Relative market equity requires 5% relationship within peer groups
            2. “Peer groups” and the position of faculty in SB 330 still not clearly defined; Market structure will probably be based national average workforce profiles.
            3. Mercer has been called to serve as a watchdog and offer advice to Fox Lawson, which is conducting a with market study.
      3. Feedback
         1. Senate suggested potential weaknesses of market study that does not consider cost-of-living - Shepherdstown has 13% higher costs than our WV peers.
         2. Market study should also consider differential salaries across disciplines
         3. Credibility of upcoming results questioned: Fox-Lawson appears to be measuring a 5% variance with a 10% margin of error.
      4. Action
         1. Faculty is asked to read through Sylvia’s reports and provide feedback
   4. **Senator Corpus, Chair, Admissions & Credits: update on current issues** (report)
      1. A&C was concerned that several petitions were overturned by the VPAA. VPAA and A&C resolved these issues in discussion. There were only a few of these cases statistically, they sometimes involved personnel issues to which A&C isn’t privy, and efficiency was a goal. VPAA stated also his understanding of need to support/validate A&C decisions.
      2. A&C is receiving 60 petitions a month
         1. Advisor, instructor, and chair provide three checkpoints
         2. Departments can help by providing more detailed comments, proper signatures and making sure that student letters are complete; Committee should have all signatures or it will send back petitions
      3. A&C committee wishes to extend drop period so it is consistent with extended add period (instructor approval only)
         1. extend drops into the second week
      4. A&C proposed eliminating instructor signature on withdrawal form.
         1. Helps students avoid “Shepherd shuffle” when seeking to withdraw
         2. Students feel embarrassment when having instructors sign forms
      5. Feedback
         1. Senate suggested that keeping the instructor signature on the withdraw form is important.
            1. Helps instructor track attendance; if students come and go without instructor’s knowledge, it will cause confusion.
            2. Withdrawal has ramifications (athletics, housing, financial aid) - don't cut faculty out of the process as instructor oversight is probably as important as advisor
            3. Students need to be professional and communicate with instructors. Need to reduce occurrence of situation where students attend through 10th week then withdraw - culture of withdrawal
         2. Senate inquired whether book return will also be extended along with drop/add extensions.
      6. Action
         1. Send back to A&C for revision then bring to senate for feedback from faculty
   5. **Senator Guirguis: Possibility of enhanced perks in lieu of raises deleted from budget** (proposal)
      1. Faculty have seen several years without raises
         1. Perks could be granted to offset lack of salary enhancements
            1. Parking fee waiver
            2. Gym membership
            3. Cafeteria benefit
            4. Free tuition for dependents for both grad and undergrad (especially nursing)
         2. Feedback
            1. Art had similar discussion
            2. Tuition waiver perks can affect faculty differently (e.g if faculty don’t have dependents and therefore don’t benefit); let faculty choose benefits
            3. Senate voiced reservation that perks could seen be a trade-off for raises
            4. Alan Perdue noted that state law on parking required students and faculty to pay same
            5. Since there is no longer a statewide cap on tuition waivers, it is up to faculty
         3. Action:
            1. Craft a document that excises perks with potential legal issues
            2. Layout basic recommendations
            3. Have faculty feedback
2. **Committee Reports:**

A. Admissions & Credits (Senator Corpus) – No Report

B. Curriculum & Instruction (Senator Shurbutt) – No Report

C. General Studies (Senator Daily) – “Work as usual”

D. Honors Committee (Senator Parkinson) – Honors Committee meeting to organize Honors Director search committee

E. Institutional Review Board (Senator Coltrin) – No Report

F. Library Committee (Senator Guirguis) – No Report

G. Professional Development (Senator Horner) – No Report

H. Scholarship & Awards (Senator Adams) – No Report

I. Senate Bylaws (Senator Parkinson) – No Report

J. Washington Gateway (Senator Donohue) – No Report

K. Calendar Committee (Senator Reid) – Approved summer 2014; Fall 2014 waiting on last two years of three-year plan

L. Diversity & Equity Committee (Senator Lewin) – No Report

M. Enrollment Management Committee (Senator Reid) – No Report

N. Graduate Council (Senator Shurbutt) – No Report

O. Technology Oversight Committee (Senator Guzide) – No Report

P. Assessment Task Force (Senator Wing) – No Report

Q. President’s Budget Council 2014 (Senators Guzide, Snyder and Wing) – No Report

R. Internationalization Committee (Senator Place) – No Report

S. Student Success Committee (Senator Li) – No Report

T. Advisory Council of Faculty (Senator Shurbutt) – No Report