**Faculty Senate Minutes**

Monday, September 16, 2013, 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 (ACCTG) 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), J.B. Tuttle (EDUC), Yanhong Wang (LIB), David Wing (BIOL)

Officers: J.B. Tuttle (President), Rob Parkinson (Parliamentarian), Jason McKahan (Secretary)

Guests: Christopher Ames (VPAA), Scott Beard (Graduate Dean), Virginia Hicks (Education Dean), Ann Legreid (Business and Social Sciences Dean), Cynthia Copney (TRIO), Sara Maene (Institutional Research)

**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. **Executive Session:** President Shipley addresses the Senate
2. **Approval of April 15, 2013 Senate Minutes:** Passed unanimously.
3. **Guests/Unfinished/New Business**

A.     Senate Parliamentarian Parkinson: Elections

1.     Senate Chairs

a. Admissions and Credits - Corpus

b. Curriculum and Instruction - Shurbutt

c. General Studies - Daily

2.    Institutional Review Board representative - Coltrin

B.     Director of Institutional Research Maene: revisions to administrative evaluation process (proposal/action)

 1. Policy revision does not substantially affect evaluations

a. Requires that results come in no later than one week after finals

b. Materials must be submitted in designated envelope

2. Evaluations have been sent in campus mail or slipped under door late in past

a. Discussion:

i. It seems a burden on faculty, whereas students and administrative assistants actually impact return of evaluations; students are the weakest link/gap in chain of custody (Some faculty avoid this weakness by having colleagues proctor evaluations or by requiring student proctors to confirm drop-off)

ii. Senate agreed that revision was well written for purpose and moved to endorse

iii. Senate advised that information regarding proper return delivery of evaluations be provided to deans, chairs and administrative assistants.

iv. Senate advised that information regarding alternative drop-off locations be printed on designated envelope

v. Senate raised corollary concerns of evaluation instruments *per se* – Maene reminded senate that faculty determines the form and content of evaluations; Institutional Research is charged with distributing and conducting evaluations determined by faculty

C.   Senator Shurbutt: Advisory Council of Faculty (report/proposal/action)(attachment)

1. Senator Shurbutt addressed “Creating a Continuum of Learning,” stressing higher education as important as K-12.

a. State can cut higher education, but not K-12

b. By 2018, 49% jobs in West Virginia will require higher education

2. Senate voted to support ACF Continuum of Learning platform

D.   Senator Shurbutt: Curriculum and Instruction: SU Online Teaching Policy

 1. Make sure to go online and follow C&I guidelines

a. Guidelines have been distributed and posted online for Senate

 b. Share with faculty

 2. VPAA Ames:

 a, Make sure instructors have training

b. Six week training

c. Exemptions for experienced online instructors

 3. Discussion

 a. Two colleagues took course and reviews were terrible

b. 18 instructors started the training but only three completed

c. Training is not well-designed and taught use of online software

Shepherd does not support.

d. Training needs basic Sakai and basic theory of online teaching and learning (three weeks of each?)

e. Different people with differing experience need to be addressed on different levels

f. Online teaching policies must address consistency between online and “brick and mortar” courses

i. Senate would endorse SU Online Teaching Policy with condition

that weaknesses be addressed and training be assessed for rigor and

rationale.

ii. Endorsement tabled: Senators charged to take to department for

discussion with faculty – to be put on October 21 agenda.

E.   Senator Parkinson/HIST department: CTL direct support during austerity (proposal)

1. Austerity has led to cuts in departmental materials - markers & paper. Who can help?

a. Issue is more acute for departments (such as History) that do not reside in specified building – becomes a “turf problem”

2. Proposal that CTL might provide auxiliary support

3. Discussion:

a. Department chairs could draft an emergency budget.

b. Departments are at liberty to reallocate resources in department budgets

c. Senate needs separate discussion on conditions leading to budgets

i. What is the standard procedure in determining budgets?

ii. Tends to vary by the departments.

iii. Can we get print outs of budgets of departments?

iv. Possibility of pooling budgets?

v. Senate voiced continuing concern regarding cutting of professional development funds

d. VPAA: Cuts have been campus wide proportionally by areas

i. Shepherd has labor-intensive budgets

ii. Cuts have been pulled out of operational, in contrast to other schools

that have cut labor budget (jobs)

iii. Budget gaps first met with capturing surpluses

F.   Senator Corpus: Admissions and Credits Issues (report/proposal)

 1. Information sent via e-mail

G.   TRIO Student Support Services Director Copney: year in review 2012-3/preview 2013-4 (report)

 1. Copney reviewed of TRIO terms of eligibility

2. Glory Days fund raiser: take receipts to Trio for 10% donation

3. Services: student emergency funds and book sharing program

**IV.   Committee Reports:**

A. Admissions & Credits (Senator Corpus) – Report via e-mail

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

C. General Studies (Senator Daily) – Senator Tuttle was summer interim; several petitions; one issue before steering committee.

D. Honors Committee (Senator Parkinson) – No Report

E. Institutional Review Board: 72 proposals last year - mostly students. Compliance to IRB is essential to retention of research grants

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) – Summer camp had number of kids and went well. Summer camps are important for Shepherd recruitment.

K. Calendar Committee (Senator Reid) – No Report

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

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

N. Graduate Council (Senator Shurbutt) – Graduate population up 10%. Up from 78-100 FTE. Martinsburg is up and running. Graduate teaching policy is being implemented. Graduate students will have representation on Student Life Council. Incorporation of graduate culture at Shepherd is key to meeting HEPC mandates.

O. Technology Oversight Committee (Senator Guzide) – Cloud computing has not turned out to be effective. No proposals will be accepted this year due to uneven lab cycle needs.

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) - See above

 **VIII. Adjournment**

Respectfully submitted by,

Jason McKahan

Senate Secretary

Dept of Communication