**Faculty Senate Minutes**

Monday, October 7, 2019, 3:10 p.m., Cumberland Room

**Senate Roster for 2018-2020:**

Kurtis Adams (MUSC), Robert Anthony (SOCI/GEOG), Geri Crawley-Woods (SOWK), Rhonda Donaldson (LIB), Jeff Groff (DEPS), Max Guirguis (PSCI), Osman Guzide (CME), Mary Hancock (NURS), Heidi Hanrahan (ENGL/LANG), Dori Hargrove (EDUC), Stacey Kendig (HPERS), Mengyang Li (CHEM), Chris Lovelace (PSYC), David Modler (ART), Kathleen Reid (ECON), Julia Sandy (HIST), Cinda Scales (BADM), Cindy Vance (ACCT), Kevin Williams (COMM), David Wing (BIOL), Max Guirguis (ACF)

**Officers:** Chris Lovelace (President), Stacey Kendig (Secretary), Jeff Groff (Parliamentarian)

**Meeting Schedule (2019-2020):** 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 2/3, 2/17, 3/2, 4/6, 4/20

Kurtis Adams MUSC Present

Robert Anthony SOCI/GEOG Present

Gerri Crawley-Woods SOWK Present

Rhonda Donaldson LIB X

Jeff Groff IEPS Present

Max Guirguis PSCI Present

Osman Guzide CME Present

Mary Hancock NURS X

Heidi Hanrahan ENGL/LANG Present

Dori Hargrove EDUC X

Stacey Kendig HPERS X

Mengyang Li CHEM Present

Chris Lovelace PSYC Present

David Modler ART Present

Kathleen Reid ECON Present

Sally Brasher HIST Present

Cinda Scales BADM Present

Cindy Vance ACCT Present

Kevin Williams COMM Present

David Wing BIOL Present

Guests: Pam Stevens, Alan Perdue, Rob Tudor, Virginia Hicks

1. **Approval of September 16, 2019 Faculty Senate minutes (Senator Hancock/Kendig) (attachment)**Approved as distributed.
2. **Suspended agenda: Pam Stevens, VP for Finance**

Based on most recent data, VP Stevens addressed and answered questions submitted by the Senate. There is no question about the more severe financial status SU faces, less than 90 days of cash on hand.

Here are the Senate’s questions and VP Stevens’ answers:

1. We understand that, while students in the dual-enrollment program pay substantially less for those classes than Shepherd students, the point is to try to aid enrollment by creating a “pipeline”. Can you tell us what the dual-enrollment students pay for those classes? Has an analysis been done to see if the dual-enrollment program is cost effective, accounting for the approximate number of those students who would have come to Shepherd regardless of having participated in the dual-enrollment program? If so, what’s our return-on-investment with that program?

Those students pay $84/credit. It is difficult to calculate the return on investment for the co-enrolled courses. The largest unknown is what might happen if these courses were not offered at all.

1. Is there a plan currently in place in case the state implements the 4.6% mid-year budget cut? What would be the impact on our budget?

The search for savings across the budget is the only way we can prepare for the current deficit and the potential higher shortfall should the state impose additional funding cuts.

1. We understand that we’re not currently (for the most part) filling vacant positions. Does that also apply to grant-funded positions (either administrative or faculty)?

Executive Leadership Team (ELT) will be deciding which positions to fill. Positions funded by grants are exempt from the hiring freeze.

1. Can you give us an estimate of how much we’re saving (or are likely to save) annually from having outsourced dining services and the bookstore?

Outsourcing dining services and the bookstore has at least moved those money loosing functions out of SU’s books. There is not enough data to judge cost effectiveness. SU does get a commission on the dining service sales. There is a contractual financial agreement that is being followed.

1. Given that some faculty travel to do the work of the University rather than professional development, how much of that subtotal went for professional development vs. other travel?

The $275K figure presented by the BOG and others as money targeted for cuts and attributed to faculty travel is inaccurate. The amount is what has been spent on all travel and training across the campus. VP Stevens could dig down and find what faculty actually spent on travel. Through other calculations, an estimate of faculty travel could be made, it might be around $180K. Senate would like the BOG to know the details of the $275K “travel” and make informed decisions about cuts.

1. You mentioned that we hope to be in good shape (have a balanced budget?) by 2022. Can you tell us about some specific cuts and other changes that are planned to make that happen, or are we too early in the process? Are there things faculty can do (and could encourage our students to do)?

Every effort is being made to reach a balanced budget by 2022. In addition to budget cuts, new revenue streams are being sought.

Senate: When will professional development funds be completely restored? Does it fall into mandatory or discretionary spending? A date cannot be determined. Mandatory spending is spending that SU must legally do. Paying utility bills, hiring to meet federal standards of operation, etc. Administration recognizes the value of professional development to the university, but for the short term, some reductions will have to be made.

“Rolled over” funds are not saved cash. SU is spending all available cash.

Senate: Is faculty and staff morale being considered by the BOG? President Hendrix is our representative and within her role as president, representing the faculty.

Senate: We thank and appreciate VP Stevens for her attendance and presentation. The discussion was valuable and helpful.

1. **Committee reports***Assembly Committees and Representatives*
2. Admissions & Credits (Senator Hancock) – no report
3. Curriculum & Instruction (Senator Hanrahan) – no report
4. Core Curriculum (Tim Nixon) – no report
5. Advisory Council of Faculty (Senator Guirguis) – documents distributed by email, Discussion: ACF member suggested using the projected major data submitted by high school students with SAT tests as a mechanism for post-secondary education institutions to prepare for incoming freshmen classes. Prepare by having enough course sections and resources for particular majors. Senate comment, high school students would be an unreliable predicator of actual numbers of majors. They have not been exposed to choices available in college.

*Faculty Senate Committees and Representatives*

1. Library Committee (Senator Crawley-Woods) – Efforts will be made to promote and publicize the progress the library makes. There seems to be recognition and appreciation for the major improvement, the installation of solar panels.
2. Professional Development, Faculty Salary, and Welfare (Senator Reid) - website lists the available resources for professional development for 2019-2020. Look often for updates. The name of the committee was listed in correctly in the recently-distributed BOG policy 19 changes; taken from Faculty Handbook (possibly changed in error).
3. Scholarship & Awards (Senator Modler) – no report
4. Senate Bylaws (Jeff Groff) – no report
5. Washington Gateway (Senator Sandy) – no report

*External Committee Representatives*

1. Calendar Committee (Senator Reid) – next 3 summer sessions have been planned
2. Diversity & Equity Committee (Senator Hanrahan) – no report
3. Enrollment Management Committee (Senator Hargrove) – report sent prior to meeting:

(Senator Hargrove wasn’t yet on the membership list prior to the most recent mee/ng; below is a message to her from chair Bill Sommers summarizing what was discussed. This will serve as her report.)

“There were two agenda items, summarized the fall 2019 enrollment (updated since Fall Assembly) and I walked everyone through first-/me in college enrollment projec/on model I created while at Shippensburg University. The model is a way to predict FTIC (HS seniors) enrollment for fall. In short, I use high school enrollment data from the Department of Educa/on for each state, I feed that data into the model that calculates how many student will apply to Shepherd. The model is broken down by state and county. From there I calculate four scenarios using a variance of conversion percentages. Conversion points include applied....to accepted....to deposited...to enrolled. I spent about 40 minutes on this but those are the basics.”

1. Graduate Council (Senator Sandy) – no report
2. Student Success Committee (Senator Anthony) – no report
3. Technology Oversight Committee (Senator Guzide) – applications and instructions for TOC grants have been distributed.

*Other Committees*

1. Assessment Task Force (Senator Donaldson) – report sent prior to meeting:  
   The Center for Teaching and Learning is pleased to announce that we will be accepting applications for mini-grants once again (up to $1000) to support initiatives linked to the assessment of student learning. Proposals that tie in directly with department or unit assessment plans are preferred. In the past, grants have been used by departments to do the following:

* Revise a course or program to meet student learning goals/program review goals.
* Attend or organize a workshop or retreat that will advance the unit's student learning goals.
* Fund a special test, survey, technological tool, or guest presenter that will help units meet their assessment goals.

Mini-grant proposals will be accepted now through November 1, 2019.

More information and application materials may be found at: http://www.shepherd.edu/ctl2/ctl-mini-grants

Grants may be submitted electronically to [shollida@shepherd.edu](mailto:shollida@shepherd.edu) or via hard copy to the Center for Teaching and Learning.

1. Budget Advisory Council (Senator Adams, Senator Groff, Senator Williams) – no report
2. Internationalization Advisory Council (Senator Li) – no report

*Additional Reports*

1. Honors Advisory Board (Senator Sandy) – no report
2. Workload Taskforce (Senator Lovelace) – no recent meetings; may be called upon to help with SCH component of updated faculty workload from BOG Policy 19.

Threat Assessment Team (Senators Williams & Wing) – report sent prior to meeting:

The Senate representatives, Kevin Williams and David Wing, attended the Oct. 3, 2019 Threat Assessment Team meeting. We were asked to compile a list of direct threats to campus safety and functioning. We feel the faculty should take this opportunity to contribute to the list. Following guidelines established by Homeland Security, each threat will be evaluated by the TAT in terms of likelihood of happening, severity of the immediate impact on human life and to the institution, cost of recovery, and existing preventive measures. The TAT will use the evaluation to plan and prepare for the more probable and more impactful threats.

Attached is the FEMA companion workbook used for realizing the severity of potential threats. Representative Wing and Williams have been asked to complete the worksheet for their respective perceptions of threat. The other representatives to the committee will do the same. This allows the TAT to gather a wide-ranging survey of potential interests and perceptions into quantitative data that can be used to build an operational threat assessment plan.

1. **Unfinished business**
   1. Remaining election held over from our last meeting (Parliamentarian Groff):
      1. Scholarship & Awards Committee, Chair.

Nomination by Senator Crawley-Woods for Co-Chairs Kurtis Adams and Cindy Vance

No additional nominations made, nominees agreed to co-chair, motion to close nominations, seconded, elected by acclamation.

* 1. Outcome of Senate requests of the administration from our last meeting (Senator Lovelace)

Following our 9/16 meeting, the Senate President was asked to contact the administration regarding three points.

1. More equitable distribution of available travel funds across the colleges.

Senator Lovelace forwarded the Senate’s proposal for distributing the available travel money. The Provost was going to take this to the President; has yet to be decided, but he seemed open to the idea of more equitable distribution. Start by getting a handle on how many faculty from each college plan to travel; survey the Deans. Senator Lovelace suggested the Deans group into “tiers” with respect to how closely they meet the guidelines Scott sent out. President Hendrix wants this year’s travel funding to be half of last year’s.

2. Faculty representation on BOG Task Force, as well as subcommittee (earlier request).

BOG chair told the President “no”.

3. Task Force & open-meetings laws.

Task Force meeting are supposed to be open from now on; we should go to at least hear what’s going on. Most likely won’t be able to participate, but we can advise our rep. (Betty Rini) on how to respond to things that come up. Alan Perdue offered to send an e-mail to all employees to let us know when each Task Force meeting will be.

* 1. Motion to suspend the agenda and discuss impending changes to BOG Policy 19, seconded, passed.

Discussion: Handout “Developing a Model for Analysis of Student Credit Hours” (SCH) supplied by Counselor Alan Perdue. Responses should be sent to President Hendrix, email is acceptable. BOG has the ultimate authority to write and implement employment rules. Those rules only have to be within the legal bounds established by the State Legislature. Thirty day response period starts from October 2, 2019.

SCH calculation is administratively developed and controlled. It will change from semester to semester.

Senate:

* Full-time faculty workload needs to take into account contact hours, advising, service, professional development, necessarily small courses, preparation time for upper-division courses.
* A calculation by program might work better to take advantage of faculty expertise and teaching of upper division courses.
* Honors courses need special consideration.
* Summer school enrollment will nosedive, faculty will not want to siphon off next year’s students.
* It may get difficult to have students complete their majors if no one is willing to take on upper-division courses.
* Shepherd would become a community college as everyone will choose or be forced to teach 1st and 2nd year courses.
* This “system” is only basically forcing departments to let go of adjunct faculty, many who have over 10 years of service.
* Maybe simply identify full-time faculty not contributing to the “expected” (see above) workload and increase their teaching load.  It is too complex to calculate everyone else’s workload, but easier to identify faculty not contributing to areas outside of teaching.
  1. Discussion of proposal for improved working conditions for lecturers (Senator Hanrahan, **attachment**)

Postponed until the October 21st Senate meeting.

1. **New business**
   1. Motion to form a Senate special committee to investigate solutions for more flexible and equitable faculty loads (Senator Groff)

Postponed until the October 21st Senate meeting.

1. **Announcements**