**Faculty Senate Minutes**

Monday, November 18, 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 Present

Heidi Hanrahan ENGL/LANG Present

Dori Hargrove EDUC Present

Stacey Kendig HPERS Present

Mengyang Li CHEM Present

Chris Lovelace PSYC Present

David Modler ART Present

Kathleen Reid ECON Present

Julia Sandy HIST Present

Cinda Scales BADM Present

Cindy Vance ACCT Present

Kevin Williams COMM Present

David Wing BIOL Present

**Guests:** Dean Rob Tudor

1. **Approval of November 4, 2019 Faculty Senate minutes (Senator Kendig) (attachment)**November 4 Faculty Senate Minutes were approved as distributed.
2. **Committee reports***Assembly Committees and Representatives*
3. Admissions & Credits (Senator Hancock) **No report**
4. Curriculum & Instruction (Senator Hanrahan) **Met on 11/11. Next meeting is 12/9**
5. Core Curriculum (Tim Nixon) **No report, next meeting is 11/20**
6. Advisory Council of Faculty (Senator Guirguis) **No report**

*Faculty Senate Committees and Representatives*

1. Library Committee (Senator Crawley-Woods) **No report**
2. Professional Development, Faculty Salary, and Welfare (Senator Reid) **No report**
3. Scholarship & Awards (Senators Vance and Adams) **See below**
4. Senate Bylaws (Jeff Groff) **No report**
5. Washington Gateway (Senator Sandy) **No report**

*External Committee Representatives*

1. Calendar Committee (Senator Reid) **endorsement of 2023-2026 calendar (see attached)**

Motion made by Senator Sandy to endorse the 2023-2026 academic calendars, S/P.

1. Diversity & Equity Committee (Senator Hanrahan) **See below**
2. Enrollment Management Committee (Senator Hargrove) **No report, next meeting 11/22**
3. Graduate Council (Senator Sandy) **No report**
4. Student Success Committee (Senator Anthony) **See below**
5. Technology Oversight Committee (Senator Guzide) **No report**

*Other Committees*

1. Assessment Task Force (Senator Donaldson) **No report**
2. Budget Advisory Council (Senator Adams, Senator Groff, Senator Williams) **No report**
3. Internationalization Advisory Council (Senator Li) **No report**

*Additional Reports*

1. Honors Advisory Board (Senator Sandy) **No report**

**Diversity & Equity Committee (Senator Hanrahan)**

The Diversity and Equity Committee met on 10/30/19. At the meeting, Annie Lewin was elected chair. The committee discussed ways to more fully incorporate Academic Affairs into their charge. The committee also discussed ways to assess and address issues of diversity and inclusion for students, faculty, and staff, including conducting a campus climate survey based on student identities and their experiences, adding an Affinity Groups tab to the “prospective students” section of the website, and requiring diversity and inclusion training for all faculty and staff. The committee also discussed joining the “Choose Clean Water Coalition.” Finally, the committee once again asserted its full support of the All Gender Restroom initiative. The next meeting is set for the first week of December.

**Students Success Committee (Senator Anthony)**

* Continue to use BEACON.  It is working.
* January 10th: Orientation is coming up!  Make sure to attend and participate.
* For June:

Session A June 8th

Session B June 11

Session C June 18

Session June D 23

Session E 26th

*Student Success Committee*

* The academy is making an effort to create a consistent brand (they have a new SSA logo!).  They have updated the web site.  They are helping students organize classes, including finals, so that they are prepared.
* They are also working with transfer students.

*Open Discussion*

Several faculty discussed finding ways to fill classes more efficiently in order to know how to anticipate balancing course offerings.  It was argued that not staffing some sections of intro courses or continuing courses in a sequence within the core may impact student success.  It was suggested that the SSC might address how a reduction in courses will impact how we advising students.

Midnight Breakfast

*Academic Advising* surveys have been sent out. Please try to encourage students take them.  Dr. DeWitt will be sending out lists of students that have yet to register by advisor.  Please look for those emails and be sure to contact students.

Issues of mental health were discussed.  There is an upcoming event being hosted by Crystal.  Attendance is encouraged.

**Scholarship & Awards (Senators Vance and Adams)**

1. The Committee held its initial meeting for the academic year on November 13, 2019.
2. Cindy announced that the McMurran Sakai sites created by Dr. Crawley-Woods will be used for the committee’s activities, communications, and citations.  The two sites are McMurran Convocation and McMurran Citations.
3. Committee discussed the mission of the Scholarship and Awards Committee as outlined in the Bylaws of the Shepherd University Faculty Senate, Article VI, Section 6.3 (d).  Recommended changes to Senate are denoted below:

The Scholarship and Awards Committee devises the criteria and appropriate ceremonies for the citation of McMurran Scholars, develops appropriate methods for recognizing outstanding academic scholarship and manages the Faculty Scholarship.  Membership includes two voting faculty representatives from each ~~School~~College, serving a two-year term, a voting chair, and three non-voting members including the Provost, the Foundation Executive Vice-President, and a representative from the McMurran Scholars Association.

1. Sytil completed and sent the Presidential Participation Request Form for Dr. Hendrix to participate in the McMurran Convocation.
2. Committee reviewed, discussed, and assigned duties and responsibilities to members for the Convocation. Cindy will prepare a detailed listing of the duties and responsibilities and distribute to members before the Christmas break.
3. Committee discussed the reception following the convocation.  Cindy and Kim will discuss funding for providing heavy hors d'oeuvres and beverages with the McMurran Scholars Association in January. Dustyn will contact the Wellness Center to see if the multi-purpose room or a section of the court area is available for the reception.

Amy will provide the list of retiring faculty for the Committee to decide on a faculty member to invite to speak for the Last Lecture.  Cindy will create a Sakai poll for committee voting by the end of the semester.

1. **Unfinished business**
	1. Continued discussion of voting rights for lecturers.

Motion made by Senator Hanrahan to postpone discussion until February 17 meeting, S/P.

Suspended agenda: Discussion of cuts to adjuncts and lecturers in the Department of English and Modern Languages (Senator Hanrahan).

Senator Hanrahan noted that their department was asked to not retain two of their lecturers for the 2020-2021 academic year and that they have cancelled four spring sections of first-year writing classes that were to be taught by adjunct instructors. There is a concern that this will make hiring enough instructors for the fall first-year writing courses more difficult.

* 1. Revision of faculty workload policy:
		1. Discussion of workload as it relates to teaching.

Discussion continued regarding faculty workloads in relationship to “teaching” for 2 and a half hours. Discussion occurred in reference to the translation of student credit hours to a dollar value as a measure of output. Over a period of time, faculty workloads would be optimized using “contact hours” in terms of new course prep, lab and class prep, as well time used for grading. Further discussion occurred regarding faculty “effort” needing to be quantified and the possibility of faculty keeping track of the actual time they spend on each course they teach. There was additional discussion on how faculty can use labor more effectively with regard to how many students can be taught effectively. The term “adequate” teaching is being looked at in an effort to develop a comprehensive measure for faculty workloads. Additionally, another discussion occurred to identify and change the language of a new policy that describes the teaching workload measure to be used across the campus but that each department will work directly with the Provost to develop a measure and benchmark specific to their respective area. This policy would be re-assessed after one year. It was determined to leave the original SCH benchmark at 220 as each course is weighted differently

* + 1. Discussion of next steps in this process.

Senator Lovelace requested that each Senator develop teaching workload models as a measure of weight using a scale of 1 (being the least amount of work per course) to 3 (being the most amount of work per course). Senators will add their respective department/school workload models to Dropbox by November 22.

1. **New business**
	1. Endorsement of 2023-2026 academic calendars.

See above.

1. **Announcements**
	1. Additional Senate meeting scheduled for January 13, 2020.