**Faculty Senate Minutes**

Monday, December 2, 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 Present

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:** Dr. Mary Hendrix, President; Dr. Scott Beard, Provost; Dean Rob Tudor; Pam Stevens, CFO

1. **Suspended agenda: President Hendrix**

President Hendrix provided a PowerPoint presentation as a perspective or “big picture” of the current state of Shepherd University. The presentation included information on state-appropriated funds and how they have been distributed and used, key leadership turnover history and current leadership list, major capital and critical campus renovations, clarification of the reduction of administrative staff, financially-related vulnerabilities being addressed, a broad perspective on the decline of enrollment over the past eight years, as well as ideas on “not repeating the past”. The decline in overall enrollment can partially be attributed to better financial packages being offered at other institutions. President Hendrix invited questions from the Senators and discussion took place regarding improvements to the food service, Student Center, Residence Halls, and providing better amenities for our students. President Hendrix also stated that retention rates are the most stable they have been over the past decade.

1. **Approval of November 18, 2019 Faculty Senate minutes (Senator Kendig) (attachment)**

Senator Hanrahan noted that, in the discussion of the English and Modern Languages lecturers, the word “fired” should instead read “not retained”.  
It should be noted that this wording had already been used in the minutes that were distributed to the Faculty Senate following our last meeting.

**Dean Rob Tudor** provided the following information regarding recommendations from the Board of Governor’s Task Force.

Pursuant to the highlights of the Faculty Senate Meeting (Monday, November 18, 2019) from the Chair of the Faculty Senate to all full-time and part-time faculty, the Dean of the College of Arts, Humanities, and Social Sciences wishes to add this information to provide more context to the challenges faced by the Department of English and Modern Languages.

On Monday, September 11, 2019, Provost Beard, Dr. Robert Tudor, and Dr. Betty Ellzey met to discuss the recommendations from the Board of Governors’ task force.

Among other issues, we discussed staffing of English classes. Two English lecturers were hired in late-July and August of 2019. Of these, one (possibly two) would not be retained in the next academic year. Dr. Ellzey said that she must inform at least one (possibly two lecturers) as soon as possible, before December 1. We agreed that it was up to her and her department to decide who she would notify.

We discussed five solutions to the challenge of having fewer lecturers:

1. Hire more adjunct faculty.
2. Offer fewer sections on the schedule.
3. Increase enrollment by two students per section.
4. Perhaps 2/3 to 3/4of the incoming freshmen would take ENGL 101 in the fall semester and the remaining third take it in the spring semester.
5. If we offered ENGL 101 in the spring in the Martinsburg Center, that would also be helpful.

Dr. Ellzey shared that they have a need for fewer adjunct faculty in the spring semester.

We left that meeting:

1. With an understanding that Dr. Ellzey would think on this, consult with her department, and inform at least one lecturer that the contract would not be renewed in the timeline that she felt was appropriate.
2. We would explore further the solutions we discussed and remain open to any opportunities to retain the additional lecturer.

In the days that followed, Dr. Hendrix asked us to explore a summer program for incoming freshmen, and that perhaps it might be a way to keep one of the lecturers. That scenario is still being explored.

November 18 Faculty Senate Minutes were approved as distributed

1. **Committee reports***Assembly Committees and Representatives*
2. Admissions & Credits (Senator Hancock) **No report**
3. Curriculum & Instruction (Senator Hanrahan) **- will meet on 12/9 at 2:00 (different time for exam week schedule)**
4. Core Curriculum (Tim Nixon) **– See below**
5. 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) **No report**
4. Senate Bylaws (Jeff Groff) **No report**
5. Washington Gateway (Senator Sandy) **No report**

*External Committee Representatives*

1. Calendar Committee (Senator Reid) **No report**
2. Diversity & Equity Committee (Senator Hanrahan) **- will meet on 12/3**
3. Enrollment Management Committee (Senator Hargrove) **– See below**
4. Graduate Council (Senator Sandy) **No report**
5. Student Success Committee (Senator Anthony) **No report**
6. Technology Oversight Committee (Senator Guzide) **– See below**

*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**

**Core Curriculum (Tim Nixon)**

The Core Curriculum Committee held its third and final meeting of the semester before the Thanksgiving recess. The chairs of the assessment and appeals subcommittees seem to indicate that their processes are moving along smoothly. The larger committee has processed four separate proposals this semester:  PSYCH101 has been taken out of the Core as a FYEX option; APST345 has been added as a Tier II, Arts option; ENGL271 has been added as a Tier II, Arts option; and THEA490 has been added as a Tier III, Capstone class. The first meeting of the spring semester will be on January 15th with proposals and agenda items due to Tim Nixon one week earlier (i.e., January 8th).

**Technology Oversight Committee Report**

There were meeting on November 1, 2019.

Information and decision. It will be left around $26K after take of labs and software pieces. Therefore, this committee is tasked to allocate around this money.

Committee are discussing the new evaluation criteria progress.

Committee chair suggest to extend the RFP deadline.

**Enrollment Management**

November 23, 2019

Spring 2020 build:

* Comparing Nov. 2018 to Nov. 2019
  + Applications are down (-15) – historically there is a spike in applications after Thanksgiving holidays so this is likely to change.
  + Accepted is up (+14)
  + Deposits are up (+20)

As of Nov. 18th:

* Approximately 82% of returning students have registered
  + 447 undergraduates have not registered
  + 62 graduate level students have not registered
  + This is in line with where we usually are this time of year.

Spring – Transfer and readmit student registration:

* 65 qualified for early registration
* Registration opened Nov. 18
* As of Nov. 22 – 40 of those students have registered

Fall 2020 Build:

* Applications 1,154 – This is up from this time last year (+180)
* Accepted 681 – This is up from this time last year (+252)
* Deposits 55 – This is about the same (-2)

Common App:

* Since we began using the Common App we received 280 applications through Common App
  + 70% from MD
  + 10% from VA
  + 10% from WV
  + 3% from DE

Upcoming Events:

* 2/29/20 – Accepted Student Day
* 3/28/20 – Open House

1. **Unfinished business**
   1. Revision of faculty workload policy:
      1. Discussion and approval of a measure of teaching workload.

Further discussion occurred regarding the SCH-based measure of faculty teaching workload proposed by the Board of Governors. That measure is not likely to be useful as a diagnostic tool for determining what faculty may not be “pulling their weight” as far as teaching goes. It was suggested that this workload should be measured in hours which will help to qualify workloads in a more familiar unit of measure.

It is critical not to “mask” low SCH numbers as some courses require lower enrollment maximums. That is, our measure must account for the fact that some courses (studio ART, honors, etc.) must, by design, have lower enrollments. Faculty who teach those classes should not be penalized or de-incentivized for doing so.

There was some suggestion that each department could develop their own system that would work with their particular curriculum. However, it was generally agreed there should be a “centralized” measure—that is, one system that is used by all academic units. Then, each academic unit will calculate their own SCH and courses. Further discussion occurred in reference to developing categories for measuring SCH, with all courses falling within a category receiving the same weight (see below).

Senator Groff introduced a program “My teaching hours” as an SCH measuring tool. The tool calculates hours spent working with students as well as hours spent working on course materials. A motion was made by Senator Wing to accept the model presented by Senator Groff to calculate total time teaching per week. The motion was seconded and a vote was taken. The results of the vote were 8-yes, 11- no, and 1 abstention. The motion did not carry. It was agreed that, while this approach doesn’t suit our current purpose, this could be a very useful tool for computing more accurate teaching workload estimates for individual faculty, perhaps for inclusion in the annual report.

There was general agreement that we should, for the time being, proceed with a simpler system whereby the SCH value for a given class is computed using a weight that either reflects the increased workload for that class (e.g., labs in the STEM classes) or accounts for the required low-enrollment of that class (e.g., studio art classes). There was discussion of the weights that different sorts of classes should get. There was some disagreement over whether classes taught online should be weighted more heavily than seated classes. It was suggested that life sciences lab classes might be weighted according to whether they are 2 vs. 3 hrs. The general agreement was that the largest weight will be 2.0.

First-draft SCH-weighting “buckets” and the weights were discussed:

Standard courses: 1.0

Lab/Studio/Production types of courses: 1.5

Research/Writing & Reading Intensive/Honors courses: 1.5

Writing in the Major and Capstone courses: 2.0

Graduate courses: 1.5

Please consult your departments and see if these bins will be sufficient, if these weights are acceptable, and make a list of classes that won’t fit in the bins.

Senator Lovelace will ask Rich Lanham to create a Sakai site for the Facultly Senate. Senator Hancock agreed to create a discussion board that we can use between Senate meetings to continue our discussion.

1. **Announcements**
   1. Remember, we have a special Faculty Senate meeting scheduled for Monday, January 13th at 3:10 p.m. in the Cumberland Room. Discussions will continue of faculty workload.