

Glenville State College Faculty Senate Minutes

Date: Sep 10, 2019

I. Call to Order and Roll

- President Tim Henline called to order the Glenville State College Faculty Senate at 12: 25pm in the Mollohan Conference Room, Room 319.
- Senators present: Tim Henline, Marjorie Stewart, Jonathan Minton, Dennis Wemm, Adam Black, Jeremy Keene, Shelly Ratliff, Chris Cosner, Megan Darby, Kandas Queen, David O'Dell, Amanda Chapman, Kevin Evans, WenWen Du, Arthur DeMatteo, Dana Wilson, Jeffrey Bryson
- Also in attendance: Kathy Nelson, Gary Morris

II. Approval of Minutes; Reports

- Motion to approve minutes for August 27, 2019 from David O'Dell, seconded by Marjorie Stewart, carried.
 - Kandas Queen notes that Sharepoint continues to give us difficulties when accessing the minutes. Jeremy Keene suggests that Sharepoint might not allow access depending on the user's location. Tim Henline will be contacting IT regarding the issue.
- Reports
 - President's Report: Tim thanks those who attended the second Meet and Confer. Of the August 1 Meet and Confer, Tim notes that he focused on the issues the senate has been discussing specifically as regards faculty concerns. At the second Meet and Confer, Gary Morris asked us to pause on the issue of committee reduction. Tim notes, however, that it is urgent that faculty have the time to do what we were hired to do, which is to teach students. Too much of our time is devoted to meetings. Gary Morris had a great idea for how to reduce committees. Tim also notes that Kathy Nelson has facilitated progress on salary compression by adjusting the salaries of eight faculty members to where they should have been. Tim has also asked that Kathy Nelson help us develop a Faculty Strategic Plan that lays out a set of action items to move towards solving important faculty issues. Tim believes Kathy's openness to faculty concerns will help us make progress. Tim offers us copies of the minutes and agenda from the Meet and Confer we can take back to our departments. Further regarding the second Meet and Confer, Tim asks if Gary Morris would like to say something about using language consistent with HEPC guidelines. Gary notes that our catalog uses a variety of language regarding programs, and we should shift towards aligning with the HEPC-determined hierarchy of categorization for

things like degrees, disciplines, majors, etc. For instance, we often use the term “concentrations” when we should use “major.” We also use terms like “specialization” and “focus” that do not align with HEPC terminology. Gary Morris will be continuing to discuss removing these instances of ambiguous language with us in forums like the Curriculum Committee. Many of these are artifacts of old catalogs. Gary also notes that we have twenty-one degree programs on campus. Tim passes around the current enrollment breakdown and comparison. He points that we’ve had an obvious issue with retention, which continues, but that new student numbers are up, and our total numbers are slightly above those of fall last year. Marjorie Stewart asks if we have disaggregated data for new online v. traditional students. Gary replies that our online students number around forty. Tim thanks Kathy Nelson for addressing other of our issues as faculty, such as communicating clearly about pay schedules. Tim passes out the payroll schedule for overload and adjunct pay. Gary Morris notes we will use the current schedule as a template for future semesters. Tim notes that December graduation has been a point of confusion; many students want to hold it in the Fine Arts Building despite complaints in the past that it was unsuitable. However, Kathy Nelson relates that we will allow the students to decide if they want a December graduation (they do), and where they want it to be held (which is the FAB). We expect around forty graduating students this December.

- Board of Governors/ACF Representative Dr. Kevin Evans: No meetings since last Faculty Senate. Nursing Committee met with the Board to further talks about establishing a nursing program. The Committee recommended hiring a consultant to investigate the possibility.
- Administrative/Academic Updates: Gary Morris relates that the President’s Cabinet has approved hiring a full-time Administrative Assistant for Language and Literature. Academic Affairs sent out org charts, but Gary notes that the charts omitted the fact that the Registrar falls under Academic Affairs. Despite the presence of some errors, Gary asks us to review the charts in preparation for the HLC visit on Monday. A series of mock interviews have been helpful as well for preparing us for the HLC visit. Participants learned of the gaps in their knowledge and had time to fill those gaps. A second HLC visit Nov. 4 & 5 will address specifically our online degree programs. Kathy Nelson notes that she was pleased with the conversation about online learning at the last Meet and Confer. Faculty had a chance to relate concerns and questions. It became clear that we need to focus in on particular aspects of the online programs. Gary Morris notes that Kathy Nelson is a true supporter of academics on campus. Kathy adds that in preparation for the Monday HLC visit, she sent out talking points for departments to review. One of

our weakest points going into this department is institutional communication and planning, so she included some examples of ways her administration has been working to correct those weaknesses. Some of the items on those list will be new to many of the Senators.

- Kandas Queen asks that we once more give feedback on the online course evaluations, with a focus on the content. David O'Dell asks if Kandas has seen a positive impact from the online system in terms of getting results back, and notes that he has not gotten his results. Others report the same. Dana Wilson notes that far fewer students responded once it moved to online. Gary Morris reports that we are looking at a program that would allow us to do both physical and digital evaluations. Blackboard may not be the right platform, but we're probably stuck with it this semester. Jeremy Keene notes that some institutions hold grades until students submit evaluations. Kevin Evans notes GSC tried that before and it didn't work well. Kandas repeats her request for feedback on content. Dana Wilson suggests that for online courses, we could block access to final Blackboard assignments until evaluations were submitted. Gary Morris observes that he welcomes suggestions, but that we eventually all have to agree on and support a set of procedures. Kandas Queen relates that Robin Cottrill has suggested we extend the availability of the evaluations. Gary Morris asks whether those of us who set aside class time for evaluations got better results. Amanda Chapman and others did so with good results. Kandas Queen says we might make that part of best practices.

III. Old Business

- Faculty Senate Constitution: Tim shows us an example of how the document will look as we edit it. We can see each other's comments, who made the comment, and when they made it. The document is in "Faculty Drafts"; click on the left column, go to "Documents," then "Faculty Senate Constitution." Once we have made comments we will come back together for further discussion. Especially those Senators who have been working under this constitution for many years will have valuable feedback. At the moment only Faculty Senate has access to the document. Senators get feedback from their department, then make changes accordingly. David O'Dell asks whether people are still experiencing problems working collaboratively on documents through Sharepoint, and Amanda Chapman notes that it worked fine over the summer for the HLC report. Tim offers to help us individually if we have problems.

IV. New Business

- Committee Appointments and Elections: Tim points out that committee membership has changed since our last meeting. For now, we will hold off on further changes until elections for Tenure and Promotion, etc., are finished. The committee structuring is incredibly complicated. When we reduce committee size, things will get simpler. Last year 48 of 57 faculty members served on committees. This year 42 out of 60 faculty members are serving. Tim also categorized committees by workload to get an idea of who is serving on high workload committees. David O'Dell has served on the most and the most high workload committees for the last two years, for example. Tim tried to reach out to faculty who were serving on four or more committees to ask them if they actually wanted to serve on all of them. (None of this even counts non-Faculty Senate committee membership.) Dennis Wemm notes that 45 out of 59 faculty members have responded to the election surveys, and asks that anyone who did not receive the email with the survey link contact him. A reminder will come on Wednesday. Regarding the Academic Policy Committee, David asks why the PE position has been combined with education. Tim replies that they were given the option to send one rep for conjoined departments, though Gary Morris notes that no formal arrangement has been made. Essentially PE and Ed share a secretary and a chair. Ultimately, the merger will go before the College Leadership Council. Dana offers to serve on the committee if HPE needs representation. Dana relates that she's been told not to call HPE a department. Tim asks Gary whether he is still working on the Ed/HPE issue. Gary says it's coming soon.
- Faculty Handbook: Tim and Gary Morris have been discussing the need to change/update the faculty handbook. Gary Morris notes that the handbook was "updated" last two years ago, and does not reflect changes made recently to things like the Honors Program. The org charts are outdated. Gary asks for feedback from faculty about cleaning it up, and suggest the Senate review it and offer their thoughts, if we like. He defers to the Senate. Kathy Nelson adds that some sections will need broader administrative discussion, but for now we should clean up the easy stuff, and lead the bigger revisions for later. Gary notes that especially we can remove extraneous material like information on Staff Council. Kathy Nelson suggests maybe we need both a Faculty Handbook and also an Employee Handbook. Gary thinks for now we should stick with what we have for the 2019 handbook and work on these issues for the 2020 handbook. David O'Dell notes that committee bylaws also need work.

V. Departmental Representative Concerns

- Marjorie Stewart notes the lack of air conditioning in AB, which leads to open windows that inevitably let in allergens and the very disruptive sound of lawnmowers.

- Chris Cosner notes that parking needs sorted.

Meeting adjourned at 1:21 pm