

Glenville State College Faculty Senate Minutes

Date: Nov 19, 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, Amanda Chapman, Marjorie Stewart, Chris Cosner, Kevin Evans, Jonathan Minton, Kandas Queen, Megan Darby, Dennis Wemm, Adam Black, Shelly Ratliff, Dana Wilson, Jeffrey Bryson, Lloyd Bone
- Also in attendance: Kathy Nelson, Gary Morris

II. Approval of Minutes; Reports

- Motion to approve minutes for November 5, 2019 from Marjorie Stewart, seconded by Kandas Queen. Minutes are amended following discussion, motion to approve seconded, motion carried.
- Reports
 - President's Report: President Tim Henline notes that the Meet and Confer sessions have cut down on what we need to address in Senate meetings, and offers copies of the notes from the last Meet and Confer to any interested Senators. Tim met with Gary Morris regarding workload compensation, and passed along the 2014 document we approved, with additions of our comments from the Senate meetings and emails from Senators. Tim and Gary will be discussing that further. The upcoming Meet and Confer has been rescheduled as noted in Tim's email.
 - Board of Governors/ACF Representative Dr. Kevin Evans: An October 24 meeting of the ACF in Charleston did not have enough members for a quorum, and was missing one of the most helpful contributors. Agenda items have been approved by most institutions. They discussed community college matters, and grievance procedures, with an eye to two recent cases. The ACF will be getting guidance on revising grievance policies. Higher Education Day is February 26, rather late in the legislative year. The ACF will be looking to add items to the legislative agenda at an earlier point. The Board met October 23; they approved the BoG best practices as discussed by Kathy Nelson at a previous Senate meeting. Kevin reviews some of the best practices adopted, which can be read about in previous Senate meetings. The Board approved the budget and planning timeline, and heard updates from across campus. Kevin notes that recruitment and retention is, as he

and others have said before, everybody's job. We should take note of the fact that Bluefield's 40% drop in enrollment will soon lead to faculty layoffs. Kevin notes that headcounts and FTEs are often misleading numbers. On-campus FTEs are more accurate gauges for the future of an institution. Our incoming freshman class numbers went up this year, which Marty Carver believes to be fairly atypical in the state, but retention went down last year. At a special BoG meeting on November 8, the timeline for a presidential search was approved. Tim Henline asks whether the Board discussed the proposed budget cuts. Kevin says the Board has requested a proposal for dealing with cuts to be presented at the December meeting. Kathy Nelson adds that the budget cut will apply to the full year. She is working to make those cuts as painless as possible. Chairs have more information they can share with us about the areas where cuts are proposed.

- Administrative/Academic Updates: Gary Morris acknowledges that course evaluations have been a recent concern, and points to an email that went out about evaluations recently. We have been using Blackboard for evaluations; because it was not originally designed for this purpose, there's no good way to track responses. We should get final evaluation data in March. If we don't use Blackboard, the old system is running on a single computer, which is the only one that can run the software, and would require Neal to operate it. Gary has been working with James Bradley and Lary Baker to work on a new Scantron system that would cost about \$20,000. The president's cabinet has agreed that this is how we should move forward, and hopefully it will be in place by time for spring semester course evaluations. It would remove our dependence on a single person to get evaluations done. Kandas and the course evaluation subcommittee made the recommendations on best practices that Gary sent out. Gary notes that we also need to address the current department structures. He will get something formal to us by the next Senate meeting. Right now we have seven departments, with seven department chairs, and Gary is planning to recommend that we stick with that. We can't afford more chairs. He would like to finalize the structure in early January to get it into the new catalogue, reflecting a merger of Health and PE and Education. Dana Wilson asks who is currently the chair of HPE. Gary says right now HPE and Ed are two departments with one chair, but he would like to see them be counted as one department, which will help with things like committee appointments. Criminal Justice is interested in remaining a separate department from Social Science, but sharing a chair and secretary. Dana is concerned that Jeff Hunter has a lot of work in chairing both Ed and HPE. Dana is

currently doing all the chair duties for HPE, but not getting compensated in a way commensurate with those duties. She wonders how many other departments have chairs that have to delegate some of their duties to other department members. Gary notes that these concerns would be appropriate for discussion within the Senate.

III. Old Business

- **Committee Reports:** Tim met with Gary to discuss how to move forward with committee reports, and shared our recommendation that chairs or secretaries do report. Gary suggested that the Academic Policies and Curriculum Committees should forward all of their decisions to the Senate immediately, so that we don't accrue a backlog to work through. Gary also suggested that the Senate create a form that tells the chair/secretary the type of information we want. They can fill out the form to communicate necessary information more efficiently. Jonathan agrees that the form makes a lot of sense. Dennis adds that a uniform process for submitting relevant portions of meeting minutes (such as motions regarding policies and procedures) would make this process even more streamlined. Kandas adds that it would streamline data gathering. Dennis notes that the instructions for submitting these reports should be included in revised by-laws. Kandas adds that digital reporting forms and digital copies of by-laws should be gathered in a central location. Tim has been working on streamlining much of the committee data, and notes that Victor Vega had started work on compiling by-laws. Gary says that all by-laws have been gathered into a single Sharepoint. Jeffrey Bryson agrees that the form would be very helpful. Kandas suggests that we vet the form before sending it out to committees. Tim agrees that he would like to start creating a form, have the Senate review and make changes, and then have it vetted by chairs and secretaries of committees. Tim asks if we also would like to see the Academic Policy and Curriculum Committees report each relevant motion to the Senate immediately. Marjorie agrees that it would be a good idea to keep abreast of developments from these crucial committees. Chris asks how the Senate would report back to the committees. Tim and Kevin suggest that we would report any concerns we had to the College Leadership Council, who would be next to consider the recommendations of the Academic Policy and Curriculum Committees. Tim will write up an overview of these proposals and bring it back to Senate for further consideration.
- **Course Evaluations:** Kandas notes that we've already mostly covered what has developed recently.
- **Faculty Senate Constitution:** Tim begins by passing out folders to collect all the documents he's about to give us. He's broken down each proposed change on

it's own sheet. First to address is "Vacancy in Senate At-Large Positions (Article II, Section 2)," which would be added to the current segment of the constitution. Chris Cosner notes that elections are complicated by the fact that not all faculty members know the background of all other faculty. Gary inserts that he is hoping to continue work on having bios linked for each faculty member in the website's directory. Jeffrey adds that having a link to the CV is also helpful. He also submits that the proposed change to the vacancy policy makes sense, and others agree. Tim will ask David O'Dell to draft the necessary language to add to the constitution. Next to address is "Departmental Representatives (Article II, Section 2)," which would replace the list of departments in the constitution with a procedure for determining the current number of departments from the current catalogue. Kandas asks what happens if a serving Departmental Representative's department is removed from the catalogue, does that terminate their term? Dennis notes that the current list of nine academic departments in the constitution was meant to obviate just those sort of dilemmas. "Departments" come and go, but these nine fields of study are more steady. We will need to put further thought into this one. Tim gave us the folders so that we can take these with us and think of other contingencies, draft language for needed modifications, etc. Third and last for today, we address "Representative to the State Advisory Council of Faculty and to the Glenville State College Board of Governors," which would assign these positions to two members rather than one. Tim asks that Kevin bring us an explanatory document that better expresses how going forward with this would work out. Remaining proposed changes will be addressed at the next Senate meeting.

IV. New Business

V. Departmental Representative Concerns

Meeting adjourned at 1:21 pm