

Glenville State College Faculty Senate Meeting Minutes

Date: October 27, 2020

I. Call to Order and Roll

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:25 p.m. via conference call.
- Senators present: Brian Perkins, Kevin Evans, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, John McKinney, Marjorie Stewart, Tim Konhaus, and Jonathan Minton.

(Brian Perkins stated Dana Wilson asked to be represented by the Education Department (Maureen Gildein).

- Also in attendance: David O'Dell, and Gary Morris

II. Approval of Minutes: Reports

- Motion to approve the minutes for September 29, 2020 meeting from Marjorie Stewart, seconded by Jonathan Minton. All approved. Motion carries.
- Reports:
 - President's report: Brian Perkins had Maureen Gildein present the results on the Promotion and Tenure committee – those elected were Jonathan Minton, Sara Sawyer, and Wenwen Du. Thanks to Maureen Gildein and Ken Lang for their work on the survey. Brian Perkins noted the next survey was the Faculty (Moral) Survey, let faculty in your department know about it. It will be the same as before and will go out this week.
 - Board of Governors (BOG) Representative Kevin Evans: Noted he had sent an email out with a summary of BOG meeting. Began with committee meetings. Kevin Evans was only able to attend two of the four due to time conflicts. Attended the Enrollment meeting, which Steve Gandee is the chair. Looked at enrollment and recruitment efforts. Kevin Evans noted there was a point that summarized the money made from enrollments which listed the total amount for discounts. It showed that discounts had increased from 2.7 million in 2011 up to 5.9 million. While there has been an increase in tuition revenue, the net is less based on the discounts that were given this year. He noted the BOG needs to focus on why on the discounts were given and to investigate it more. Noted part of it could be due to the merit scholarship. Duane Chapman asked if they break down the discounts? Kevin Evans stated no that the form he was given just listed the discounts total number. This was what we need to look at concerning where the

discounts are reported. Duane Chapman noted it would be good to see what those were to learn if it was based on raising housing scholarship, academic scholarships, waivers for rates (metro or out of state). Kevin Evans will email the BOG expressing the questions from Faculty Senate and see if it can be figured out. Kevin Evans also attended the Academic Affairs committee meeting and noted the big things were the two master's programs. November 20th will be the date West Virginia Higher Education Policy Commission decides if we have approval for the two master's degrees we are wanting to offer. Then we can move on with the intent to plan in the spring and be ready to offer these in the fall of 2022. Still investigating the nursing program and are looking at a joint program with WVU. We are waiting on a follow up from the Dean of Nursing at WVU.

Kevin Evans noted that Gary Morris shared a copy of the Planning and Prioritization Analysis document which looks at how the programs we have are working towards enrollment, how many advisees you have, what the graduation and retention rates are of students, etc. Noted that it was a draft copy started by James Bradley and that while the data in it was solid, there were some errors in the text. Board members have not had time to investigate the document fully, but had some discussion on preliminary questions about where the data came from. What it looked at was areas of weaknesses and how we can strengthen those areas

Got a brief report on the CAEP accreditation and that it went well overall. Anticipate a good report from that visit. Also received a copy of the National Survey of Student Engagement (NSSE), which was shared with department heads and should be going to all faculty. It related GSC to our group of southeast institutions and was noted by Gary Morris that we compared higher on faculty – student interaction than the group. Board commented on our positive relationships with our students. In the report, most areas were comparable to our peer institutions. Tim Konhaus raised a question related to the discussion on discounts and how much of it could be related to dual enrollments. He noted that since high schools cannot give out federal aid and as we have been growing the dual enrollment program rapidly that it could count for a significant portion of the discounts. Kevin Evans noted it has grown some, as had the prison program. He was not sure of how much the Pell Grant covers, but we could be getting larger discounts because of that. The Board also spent a lot of time on getting updates. Maureen Gildein was there for updates from alumni. Updates help to keep the BOG more informed on what is going on campus. Marjorie Stewart referenced the document Kevin Evans gave the BOG and spoke about faculty burnout and the 15 credit hours. Mark Manchin assured them that it would be talked about more in spring. Mike Russ is pushing for Bert

Jedamski, GSC CFO, to start now on figuring out how to get faculty back to 12 credit hours.

There were three action items. Kevin Evans noted they got the auditor's report back from 2020 and approved. The report showed we are still struggling financial, which part of it includes COVID-19 and the CARES act. Approved Policy 6a on Social Justice. If there are any comments, faculty have 30 days to make comments about the policy before it goes on to HEPC. If there are comments, it will return to the BOG to address them before going on to HEPC. They approved the International rate proposal to reduce it to the state rate. In the past it had been discounted and now that discount will disappear. Kevin Evans questioned the decision noting that lowering the rate had been done before and did not result in an increase. Due to COVID we were not able to recruit as usual but the issue was that reducing tuition will not make those international students come to GSC. Athletics had a solid, very detailed plan for recruiting internal students, especially in areas of soccer and track. Their goal is to have 35 international students for next year. Based on this the BOG approved the rate. Duane Chapman questioned when the rate would apply, is it for next spring or fall. Kevin Evans clarified it would be for next fall. Duane Chapman noted conversations with coaches recruiting for spring already using that rate and noted three different versions mentioned between emails and this decision. Will follow up with VP. Kevin Evans noted the BOG approved starts for next academic 20/21 year.

- Advisory Council of Faculty (ACF) Representative Marjorie Stewart: Noted there was no meeting, but got an email we will not be doing regular legislative sessions since they are just talking about budgets and going home. It was suggested that each college hold their own individual forum with the representative from their areas involving faculty, staff, students, and administrators. Bluefield is doing a trial run and will report on whether or not to recommend. Brian Perkins noted Mark Manchin may already be ahead on it by interacting with a lot of legislators.
- Administrative/Academic Updates (GSC President, GSC VPAA, Others): (Gary Morris arrived later in meeting).

III. Old Business

- Ad hoc financial committee – Brian Perkins noted that Duane Chapman had requested bylaws for that committee, but those were not developed yet – WIP. Duane Chapman noted could ask Patty Snyder to see if there was something already available that could serve as a starting point, such as the ones he had referenced and that John McKinney had spoken about before.

IV. New Business

- Non-Meeting Committee Review – Brian Perkins noted Gary Morris had brought the matter of committees that were not functioning or meeting and recommends terminating and wanted it to go before Faculty Senate. The committees are: Retention, Scholarship and Financial Aid, Textbook Affordability, Enrollment Management, Library, Student Life, and Faculty Development. Jonathan Minton commented that some might be dead, but Faculty Development was something that most faculty would like to see revived. Marjorie Stewart commented that changed under Tracy Pellet when he notified senate that administration would be managing those funds, quoted him saying, “he would rather go to administration rather than grovel to his colleagues.” Marjorie Stewart noted that the method of dispersement under the committee was more effective than this current method of distribution. Also, we would make efforts from time to time to expand the role of the committee to have activities on campus and other ways to support the faculty on campus. It not only needs to be brought back, but reinvented. Duane Chapman commented on the Student Life Committee as one to watch regarding athletes who want to transfer and need to make an appeal and that the process might include this committee. Also, unless it changed it was the appeal for judicial. There has to be an appeal process and ours was developed with faculty, administration, and students to be in line with other institutions’ Student Life Committees. He was not sure why it is being not used, need to check for changes in the student handbook. Duane Chapman noted the Library Committee was meeting the following week. Enrollment Management Committee was developed to help support the strategic plan. Scholarship and Financial Aid used to award all the scholarships and involved representatives from all departments. Duane Chapman stated not sure why these are not being used and that it would be good to have the Provost available to answer these questions. Maureen Gildein asked if that was under Foundations now? Duane Chapman noted if that was the case, then the committee would no longer be needed. Further stated that a rationale from the Provost as to why these committees are not needed should be supplied before making a decision on these. Tim Konhaus noted concern over not having a rationale for why they are being cut and that it was difficult to debate the merits of them without that information. David O’Dell commented that from a history stand point the Textbook Affordability was something added after he arrived and he thought something changed at the state level and they mandated that we have such a committee. John McKinney shared his thought that all the work and decisions these committees should have been a part of will still have to be made. If we are not careful and knowing how much everyone loves serving on committees, but otherwise this work and our access to it will be transferred to administration. We would lose our voice. He stated it needs to be answered why they do not want us to be involved and then who was going to administer that process. David O’Dell provided history based on time served on the College Leadership Council that recommended to merge Enrollment Management with the Retention and Recruitment Committee. Discussion on if they were combined

and not sure why Pete Barr did not sign. Gary Morris comes in. Brian Perkins asks about rationale behind the committee proposal. Gary Morris stated that a lot of the committees have not met in a while and not sure what actions were coming out of them. Questions how they fit in with the shared governance model. If they are not making recommendations, what are the outcomes of these committees. Hoping to have good healthy discussion about it, but if committees are not active why have faculty assigned to them. Brian Perkins goes over the committees with Gary Morris. He noted we had talked about Faculty Development and that it had went away under Tracy Pellett. Stated there was a desire to bring that back and asked if administration would not be opposed to that committee. Gary Morris stated he did not have an objection to it, although it might be redundant. He stated this was the amount of money we have and I award based on what requests come in. If committee is to stay, the challenges are when will they meet. As it stands now, I approve requests as they come across my desk. However, if faculty are more comfortable being involved Gary Morris was fine with it. Duane Chapman noted we might need to be farsighted with it stating that if someone else was in that position it might not be the same and noted that as John McKinney had said it takes away faculty's voice on the matter. Agreed that Gary Morris does sign them, but expressed concern the long-term need for faculty voice on it might be needed. Gary Morris noted the challenge during the first year he had this was that approvals were held up until the committee was able to meet, along with discussion of how much to allocate from semester to semester. Further noted that if everyone was ok with that as the mechanism for the process he did not have a problem with it. Marjorie Stewart noted if the committee knew the budget earlier the process might not have needed changed. Discussion on budgets. Kandas Queen noted in the discussion earlier it was mentioned about revamping the committee, which might allow for a more collaborate process with the committee and the provost. Marjorie Stewart noted she had said that when they met before they had tried to start different kinds of initiatives and programs across campus, but they never got anywhere. She still thinks these are important and should be part of a Faculty Development Committee since we do not have a Faculty Development Director. Gary Morris commented that it was not just about the allocation of funds, but initiatives that help with faculty development. Marjorie Stewart agreed and Gary Morris stated he thought that was a great idea. Brian Perkins noted the next one was the Student Life Committee and references Duane Chapman's concerns, who reiterated those discussed earlier about athletes who wanted to transfer and were denied needing an appeal process. He also noted this was the body that approved student life activities and budgets. This was the process for the judicial and those decisions. Asked where these decisions are being made now. Gary Morris noted he could not remember the last time that committee met. He noted that judicial was now under Trey and that he had a committee that handles judicial cases. Discussed how if transfers worked with academic involving admissions and registrar. Duane Chapman raised questions for athletes. Gary Morris stated there was not a committee for that right now. Brian Perkins commented it used to be Student Life. Discussion centered around the

whether tasks had been reassigned and whether the committee was needed, but difficult to decide until know what it was about, and questions about why committee was not dissolved when tasks assignments transferred. Questioned need for bylaws. John McKinney asked why committees have not met... was it because of faculty refused to go meet or administrators in charge of that area had not called a meeting? Are they making decision on their own where it was easier not to ask a committee? Brian Perkins noted that was a good point. We have had a lot of new faces and turnover in administration and faculty and questioned if it fell off the radar. Gary Morris noted that the committees might need this type of a poke to be restarted. David O'Dell noted there were two major categories of committees from where senate stands. There are true senate committees and committees to which senate appoints membership. Asking Faculty Senate about non senate committees is really just a courtesy. Consideration between the two. Gary Morris also noted ones that faculty feel strongly about. David O'Dell noted that some, such as Textbook Affordability Committee, was state mandated and asked if eliminating that committee would make us out of compliance. Gary Morris replied no more so than the committee not meeting at all. Again, just want a healthy dialogue and mindful of peoples of time. Duane Chapman asked if it would be helpful for senate have a copy of the bylaws to review regarding these committees. Gary Morris stated there was a book, and it might be helpful for us to have. It was noted that it might be something we need to look at as a whole. Brian Perkins noted that was a good point on committee discussion and needing a rationale why. David O'Dell noted that previous senate had looked at removing committee loads, but questioned the removal of shared governance. However, if not meeting at all it needs fixed. Gary Morris asks what role does faculty want committees to have in the process. Are they an advisory group to administration and what are the committee member structure and roles. Would like to see things that come out of committees be useful and meaningful. Brian Perkins questioned if the Scholarship and Financial Aid Committee tasks are now done by Foundations? Gary Morris discussed how a group of people get together and decide. Also have a few separate awards that are department specific and that Faculty Senate had never been a part of those decisions. Duane Chapman asked who awards scholarships. Gary Morris commented that for department awards they (department) make the recommendation. Right now, others are automatic if you meet the requirements on the rubric. It was noted this could be part of reason for the discounts. Brian Perkins asked Gary Morris to email senate the bylaws and rationale on why. Asked senators to review and build reason on why we (if) want them to exist. Brian Perkins asked if Marjorie Stewart would like to look at Faculty Development. Asked Duane Chapman to look at Student Life and Retention and Enrollment. Duane Chapman noted that the first thing we need to do is get the bylaws and look at them as a group and might be able to move through them quickly. Kandas Queen noted it seemed best to review bylaws and then decide who would be responsible for further work on them.

- Faculty Burnout – Marjorie Stewart sent out a report on the causes of academic burnout and some suggestions for how to handle it for the institution and for

individuals. Talked about burnout at BOG where Kevin Evans noted faculty were exhausted and that this seemed to be across the board, not just us. COVID complicates things and the lack of feeling of control. Brian Perkins asked when she sent it out, response was Sunday or Monday. Brian Perkins referenced the survey and if there was any discussion. Duane Chapman noted the survey was getting ready to go out and need results to further discuss.

- Required online training – Faculty have noted that a lot of the trainings were somewhat redundant. Duane Chapman commented it was up to 32 modules now. Kandas Queen noted some could maybe be set up as fresher courses rather than doing the whole course to allow for meeting requirements. Gary Morris asked what would be the recommendation. Duane Chapman asked what was actually required. Does the whole college need to do all of them? Gary Morris noted some are important, such as Title 9. Brian Perkins asked if could push back due dates. Kandas Queen asked to have some that are mandatory training identified and then others be listed somewhere as optional. GM will get some more information to share regarding expectations.
- Committee Reports – Brian Perkins asked Kandas Queen to comment on this point. She noted that this might be need to be postponed as we look at committees. But we need to have senate reports from committees, feedback on important items and what they are doing. Brian Perkins noted it should also include updates to bylaws. Gary Morris suggest a template from senate about what they are looking for in reports. David O'Dell noted this helped with HLC compliance and what needed for the report. Work on a way to streamline these reports and use as evidence for HLC. Brian Perkins asked if there was link to those reports and how accessible and that it might be good to look at for developing a template. Kevin Evans noted these reports might not be on the same timetable, need to see these before they move on. Next step... look at examples: Kandas Queen noted that there were some already in the SharePoint. Duane Chapman noted these were once on the GSC website. Gary Morris agreed, we used to have shared drives... now we have SharePoint and OneDrive.
- Overload Policy/Procedures – Brian Perkins noted faculty members' concern on which classes counted as an overload. Courses were lined out and then others were added later. Faculty felt the one added should be the one for the overload. Discussion on having a more detailed written policy on what the procedure would be. Gary Morris noted this was a struggle every semester involving emails made with faculty and different agreements being made that people forgot about. It was not meant to hurt anyone. It was noted that there was inconsistency about how it was decided. Gary Morris noted again that it was not the intention to be harmful. Brian Perkins suggested a form come from administration outlining what course would be the overload. Discussion on what a fair procedure and addition to policy would look like and what would be expected. Noted there was a policy on the matter located on the BOG website.

V. Adjournment

- Brian Perkins asked if there were other concerns, with none given Marjorie Stewart made the motion to adjourn and Jonathan Minton seconded. Motion carried.

Meeting adjourned at 1:25 p.m.