

Glenville State College Faculty Senate Meeting Minutes

Date: November 10, 2020

I. Call to Order and Roll

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:25 p.m. in MCCC 319 and via conference call.
- Senators present: Brian Perkins, Kevin Evans, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, John McKinney, Marjorie Stewart, and Tim Konhaus. Jonathan Minton was represented by Marjorie Stewart.
- Also in attendance: Gary Morris, Jason Gum, and David O'Dell

II. Approval of Minutes; Reports

- Motion to approve the minutes for October 27, 2020 meeting from Marjorie Stewart, seconded by Maureen Gildein. All approved. Motion carries. Marjorie Stewart noted corrections to change Blueridge trail to Bluefield trial under ACF section.
- Reports:
 - President's report: Brian Perkins had Maureen Gildein report on faculty survey completion. There were four questions, the same as the 2018 survey. First three questions were closed. The fourth question was open ended with the results sent to Brian Perkins who shared with Faculty Senate. Brian Perkins asked if ready to send on to all faculty. Maureen Gildein noted all comments to the open-ended question (29 responses) was shared with no names associated with the comments. Duane Chapman noted it did not look like there were any names in the comments, and the point was to send it out to everyone. Brian Perkins noted he would email it out to faculty and administrators. Asked Kevin Evans to share with BOG.
 - Board of Governors (BOG) Representative Kevin Evans: Noted that after last Faculty Senate meeting he emailed with Steve Gandee from the BOG and learned that the data for the discounts came from audit reports, and was asked if needed more breakdown on the details. Kevin Evans met with Bert Jedamski and President Manchin last week and had discussed the discounts rates, so college was aware. In an email, he had stated that because of the discount rate the college lost \$1.9 million. Trying to track down how discounts have grown so much and that President Manchin questioned the relation to enrollment. Brian Perkins noted that Kevin Evans suggested to have Bert Jedamski present on the budget process and Brian Perkins suggested that it be at the November 19 Meet and Confer. Relay to colleagues. Brian Perkins will send out a Teams invite. Kevin Evans noted Bert Jedamski will also talk about the current budget, his concerns on the

budget already passed by the BOG, and how we can hopefully remedy these problems.

- Advisory Council of Faculty (ACF) Representative Marjorie Stewart: Noted nothing at this time.
- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Brian Perkins recognized Gary Morris and asked if he had any updates. Gary Morris noted the academic calendar was given to Brian Perkins to share with Faculty Senate for recommendations as part of shared governance. These are for the next two years and will go into the catalog. Look and share calendar with departments and have feedback by next Faculty Senate meeting. Noted these calendars do not take COVID-19 into account. Maureen Gildein asked for highlights of major changes. Gary Morris commented no major changes; removed some of the nonacademic events (example: homecoming). Wants more eyes to see check for issues, look at the dates, check that the holidays in place are ok. Tried to be in line with 16 weeks of instruction. Make sure everyone is aware of what is being proposed. Brian Perkins shared governance diagram. Gary Morris shared with Brian Perkins following discussion on committees and hopes it will help to educate everyone on how information flows on campus and help with preparation for HLC visit 2023. The shared governance we have now was put in place by President Powell and has not changed, but has eroded. That is the challenge and hence why bringing these proposed changes to committees forward for discussion. The committees have a role in shared governance but have not been used as such and need to be part of a broader discussion. Understanding these connections and the roles they play are part of the definition of transparency for this college. They are connected to the college and the sharing of information through a process in which everyone has the chance to partake, either through department representatives or directly depending on roles. Brian Perkins asked if he wanted us to update it. Gary Morris noted we could make recommendations to the president since ultimately it is his call. Gary Morris noted he wished there was a resource allocation committee. It was noted we did not have a board of advisors/directors, just BOG. Discussion reviewing diagram and how communication flows up to administration and to departments via the committees as part of the discussion. One of the main jobs of department heads now is for them to help faculty understand how information is supposed to flow on campus and the right channels for communication. Duane Chapman asked if Gary Morris was looking for Faculty Senate to adjust the shared governance process. Gary Morris stated it was just information because it tied into the committees we were asked to review and this information was needed for that discussion. Duane Chapman asked if administration was looking to update and use it. Gary Morris noted he had presented it to the president. Recommendations would be part of a

good discussion. Brian Perkins still needs to read shared governance policy and noted that this seemed like it would go with that and see if any recommendations were needed. Brian Perkins asked if there were any other updates. Gary Morris stated there were none that were not already on agenda.

III. Old Business

- Ad hoc financial committee – Brian Perkins has not done any bylaws yet. Duane Chapman noted he did not see a reason to look into it until we do all the others so as to be holistic with it as we review committees.
- Non-Meeting Committee Review – Brian Perkins shared email last Tuesday from Gary Morris on bylaws for these committees. He noted Gary Morris also provided synopsis of the committees and if they had not been meeting who had taken over the functions of the committee. Noted that Retention tasks taken over by Marty Carver as an ad hoc committee; Scholarship & Financial Aid dealt with by Marty Carver as an ad hoc; Textbook Affordability had not met; and Enrollment Management had not met, which had fell under Marty Carver. Library Committee had met, but there was no action from that committee for the past three years. Student Life was handled by Trae Sprague and Adrian Duellley. Faculty Development went to the Provost. Talked about bringing forth suggestions, justification and reasons for these committees to exist. Brian Perkins opened floor for discussion. Duane Chapman commented the Library Committee had met. He thinks it is a good committee. Need to look at the bylaws and that the Director of the Library should be the chair, not selected by Faculty Senate. Discussion followed on faculty engagement and role of committee. Jason Gum discussed his interest in faculty involvement and his willingness to serve as chair of the Library Committee. Duane Chapman motioned to adjust and update the bylaws for the committee. Send Word.doc copy of bylaws to Faculty Senate. Brian Perkins asked if there were other comments on other committees. Information from faculty in departments on the viability of keeping these committees. Talked about Faculty Development and keeping that committee. Duane Chapman asked who was assigned to that committee now; Brian Perkins commented no one was assigned. Duane Chapman noted it seemed a dead committee and asked why. It was noted the committee changed under Tracy Pellett who did away with it and assigned Gary Morris to distribute funds. Gary Morris noted one of the reasons for the change was the long time it took following the committee process to distribute funds to faculty and stated it could be a couple of months before the committee would meet to discuss. Maureen Gildein asked Gary Morris if he needed assistance from this committee to do his job more effectively. He replied no from a funding perspective, but Marjorie Stewart had brought up a good point of other aspects the committee could serve to help across the board with faculty development. Kandas Queen commented that it needs to have the bylaws and

purpose of committee reviewed. Marjorie Stewart agreed and commented she was gathering documents and information regarding the committee. Brian Perkins asked if there were any comments on Student Life. Gary Morris noted he would like to know how faculty feel about it and if it is a valuable committee. Brian Perkins noted maybe do a survey to gather faculty input campus wide. Tim Konhaus thought that would not be productive and based on what he was hearing we need to review the bylaws since some of the committees under discussion are seen to be of value, but the functions of them are currently outdated. For example, the Faculty and Development Committee has merit to help show faculty development activities on campus, but if bylaws are only about money then that is problematic. If we ask faculty to survey all these bylaws it will get bogged down quickly. Duane Chapman noted this was what we had been elected to do. He asked if Student Life Committee had people from Faculty Senate assigned to it? It was answered yes, they do. Suggested they need to meet, along with Jason Yeager, to discuss. Let committees do some of the work on the bylaws. Brian Perkins noted some of the committees have not met, such as Enrollment and Management Committee because there is no committee. Student Life and Textbook Affordability Committee could meet and discussed email requesting them to so. Noted the Textbook Affordability Committee does not even have bylaws. Gary Morris noted it was started as an ad hoc and grew into a permanent status, but it never really had any direction. Discussion followed noting if faculty wanted to be engaged in the process, they need to start writing bylaws; questioned if it was still a state mandated committee, which is why it was formed. Gary Morris noted it was in transition for now; they have not asked for a report. Tim Konhaus noted it might not need much review, but want to make sure we are prepared if needed for accreditation. Kandas Queen asked if there were any faculty doing anything related to this committee and noted Leslie Ward had reached out the Department of Business about textbook options, such as Cengage. Questioned if there were dual activities happening on campus but are not being communicated with this committee. Brian Perkins stated we would assign committees to members and assigned Marjorie Stewart - Faculty Development, Duane Chapman - Library, Wenwen Du - Enrollment Management, Tim Konhaus - Student Life, Maureen Gildein - Textbook, Ken Lang - Retention, and Brian Perkins - Scholarship and Financial Aid. Review bylaws and state in a paragraph or so what needs to be next steps and if we think these committees can be done away with. Bring this information back to Faculty Senate by our next meeting on Dec. 1 and we can move forward from there. Should involve faculty involved/assigned to committees. Kevin Evans asked if there was a list of faculty that used to be on committees, especially if it was one that has not been meeting to see what their roles used to be within that committee. Jason Gum noted there should be a list in the Fact Book for committee rosters.

- Required online training – Brian Perkins noted Gary Morris paused it and will review more later. Duane Chapman noted still getting emails. Gary Morris noted to check date of email, it was just recently stopped.
- Committee Reports – Tim Henline sent old committee reports, which are in SharePoint. One nice report was from Assessment Committee. Has nice format. We need to decide on the format of how we want committee work to be reported and the dates of when to submit reports. Brian Perkins will email to senate to develop template. Asked David O’Dell if he had a Word.doc copy of the Academic Assessment Committee report. David O’Dell responded he was not sure and recommended to check with Melody Wise. Discussion on what options and information to include in reports. Brian Perkins noted it should show action items in report that need to go before Faculty Senate and could be an agenda item for Faculty Senate. Curricula changes are reported and go up the line.
- Overload Policy/Procedures – Brian Perkins talked about last time and maybe need to look at policy and procedure. He had requested a Word.doc from Teresa Sterns. Noted that if we modify this it has to go up for administration approval by the BOG. Ken Lang will take the lead on this action. Duane Chapman had sent Brian Perkins information about other colleges and Brian Perkins will share with Faculty Senate. Discussion on information. Brian Perkins asked if we had any recommendations. Duane Chapman noted we needed to let Ken Lang continue the work he was doing on it and then review to see about moving it forward. Brian Perkins noted we need ideas from colleagues regarding policy and/or procedures written down to share with Ken Lang and Faculty Senate. Brian Perkins asked Gary Morris if there were things needed regarding procedure or otherwise. Gary Morris commented that scheduling and overloads are evolving processes. There are things that come up indicating a need for another course, which leads to a conversation with faculty and willingness to teach overload but there was no formal document or paper trail. Could create a form regarding overloads for faculty to indicate what they agree to rather than rely on a conversation or from memory. Duane Chapman noted Academic Affairs should work on form and Ken Lang work on policy and then work together to get things done. Ken Lang noted, in relation to the form, where he worked before they used an addendum to the contract that enumerated the terms for the overload and that we could work up something like that to serve the courses affected by this. He also noted a wide range on things that are either in favor of the institution or the faculty. Expressed interest in seeing the information from Duane Chapman and reaching out to departments on what their perspectives were on it. Duane Chapman agreed with Ken Lang and noted this was not something to be worked through quickly and that we need to work on it logically. Brian Perkins will forward email from Duane Chapman to share information with everyone.

IV. New Business

- Alternates to Survey Monkey – Brian Perkins recognized Duane Chapman, who had a colleague ask why using Survey Monkey when Microsoft and other programs that were free. Gary Morris noted he used Microsoft forms, but noted a challenge was if we dropped the Survey Monkey subscription, we would lose data from past surveys. Discussion on how to save data and cost of Survey Monkey. Tim Konhaus noted he used Google forms. Gary Morris noted Microsoft had the same security measures as everything else and was linked to email. Kevin Evans noted one concern from the past was the IT department would then have access to all our surveys and questioned if they would still be anonymous. Duane Chapman agreed. Jason Gum noted he had used forms before and there are settings to make it anonymous. Gary Morris noted that Microsoft forms had two settings and one would not record information so it would be anonymous. Brian Perkins and Duane Chapman noted to defer matter to Maureen Gildein and Larry Baker to investigate.
- Strategic Enrollment Plan – Brian Perkins referenced Duane Chapman who had a colleague ask if we had we had a Strategic Enrollment plan that considered COVID-19 the cabinet was working on, and does it include faculty. Gary Morris was not aware of a plan. Duane Chapman noted a normal strategic plan would cover things based on one year to 5 years. Brian Perkins questioned emailing Jason Yeager to enquire about a plan. Duane Chapman commented the need to know and that it could be used for recruitment. Brian Perkins will email Jason Yeager to see about a plan.
- Administrator Attendance at Faculty Senate – Brian Perkins noted we had previously talked about having alternating weeks that Gary Morris (Provost/Administration) would attend. Gary Morris asked if he should leave for us to discuss. Duane Chapman stated he should stay and leave if we enter an executive session. Brian Perkins remarked that Kevin Evans had mentioned concerns about not having the provost present. Brian Perkins stated he was okay either way but could see both sides of the discussion. Noted there were times it might be easier to discuss things without, but others where it helped with communication. Brian Perkins opened up discussion on the matter. David O'Dell, from past experience, noted that at previous institutions where he had worked administrators did not attend, but here they did. He found this system worked better and helped to keep the meeting on track. Shared some history noting that John Peek became Provost while David O'Dell was Senate President and that John Peek came in thinking he would run the Senate meeting, which was the practice at the private institutions he came from. This issue was fixed and worked on over time. David O'Dell noted there were times he wanted the Provost to shut up, but there was never a time he did not want him present. Maureen Gildein noted that

the Education Department liked having administration present to answer questions. Duane Chapman noted it did not have to be the Provost, it could be other administrators. Tim Konhaus felt it was helpful if they were there to help answer questions, keeps communication open, and important for them to be present. Noted that like David O'Dell he had seen it done both ways and had been at one institution where all faculty had to attend. Finds this a happy medium. Marjorie Stewart thinks every other meeting would be best. Some people feel that faculty are afraid. Noted the last time talked about this was part of the Pellett years and some might feel it was not needed now based on current administration. Expressed concern that too often we make policy based on who is in the position, which might not be the correct structure or policy. Thinks it is important that we have our own time rather than just basing the decision on times when we might need information. Kevin Evans added that in addition to getting information from the Provost we need to remember that he was our voice to BOG. When the cabinet meets to make decisions, it is up to the Provost to share concerns from the faculty and the areas of interest of the faculty. Noted that the Provost needs to know where we as faculty stand to share concerns with upper administration. He sees great value having the Provost or Assistant VP present. Brian Perkins noted conversation with Gary Morris and that it had come up with past administration era from 2018-2020 and that we could always exercise the option to go into Executive Session. Duane Chapman commented that faculty should not be afraid to speak with administration. David O'Dell noted regardless of whether they are present, administration still hears what happens. Tim Konhaus noted we are open forum so our minutes are open and available for review. Gary Morris noted if present he could hear what our fears were and maybe address them. Stated he wanted a good working relationship with faculty. Brian Perkins commented that we would leave things the way they were unless someone has other ideas they wanted to pursue.

- Changes to FAR – Brian Perkins asked David O'Dell to discuss concerns with the Faculty Accomplishment Report (FAR). David O'Dell noted that over time he had noticed gradual changes on the FAR to where it had evolved into a document that does not look like the old FAR. Brian Perkins asked what are we looking for as a resolution, questioned changes during current academic year, but something for next year. Duane Chapman asked if the original FAR that was voted upon before changes applied by John Peek, and Brian Perkins responded yes. Marjorie Stewart commented we need to evaluate it to determine which is best. Duane Chapman noted we need to come up with something and stop changing it every year. David O'Dell discussed focus shifted regarding what changes faculty made as a key point. Discussion that sometimes change was not required, but FAR did not serve that response well. Brian Perkins asked where to take FAR issue... faculty? Duane

Chapman stated he would be willing to work on it at a later date and discussed possible subcommittee to review. Maybe discuss in Executive Members meeting; questioned if everyone knew about those meetings. Brian Perkins did not think all of Faculty Senate knew and noted that Kandas Queen had suggested that Executive Members hold meetings, which occur the Monday following Faculty Senate meetings and mainly discuss agenda topic items. Duane Chapman commented working towards setting a number of items to work on. Questioned if everyone had been sent a copy of the old and new versions of the FAR. Brian Perkins asked us to share with departments and see what they wanted to use, the old or new FAR. Discussion about how previous Provost had made changes year after year to get more of the FAR he wanted, which was not the one voted upon by Faculty Senate.

- Faculty Support for Graduate programs – Gary Morris noted needed information about how faculty felt regarding graduate programs. Brian Perkins asked Maureen Gildein to work with him and Gary Morris regarding a survey set up via Survey Monkey.

V. Adjournment

- Brian Perkins asked if there were other concerns. Duane Chapman motions to adjourn and Marjorie Stewart 2nd the motion. Motions carries.

Meeting adjourned at 1:32 p.m.