

Glenville State College Faculty Senate Meeting Minutes

Date: January 26, 2021

I. Call to Order and Roll

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

II. Approval of Minutes; Reports

- Motion to approve the minutes for January 12, 2021 meeting from Marjorie Stewart, seconded by Ken Lang. John McKinney and Wenwen Du abstain. Approved. Motion carries.
- Reports:
 - President's report: Brian Perkins noted a meeting on February 2 with Mike Rust, Marjorie Stewart, Kevin Evans and himself on 15 credit hour loads for faculty. He thought Gary Morris might be there too. Brian Perkins will update us afterwards. Marjorie Stewart commented that Mike Rust has been determined to get faculty back to 12 credit hours, if we can justify it financially. Brian Perkins recognized Duane Chapman who noted help was still need with the COVID-19 meal delivery for students under quarantine throughout Goodwin and PB. Please contact Jay Zimmerman and Jake Walker at (304) 462-4636 if you would like to help. Just have to pick up food and deliver to door, just knock and go. Duane Chapman further noted he was delivering food Friday, Saturday, and Sunday. Coaches have all sport teams in session and there are a lot of open spots to help deliver food. Noted this was also good for retention and appreciated by students.
 - Board of Governors (BOG) Representative Kevin Evans: Reported there was nothing new. The Executive Committee meets next Wednesday and then the next official Board meeting is February 17 on a Wednesday.
 - Advisory Council of Faculty (ACF) Representative Marjorie Stewart: Passed out handouts from the ACF meeting previous Thursday. Noted they have been working to establish agenda for this semester, they will not be able to meet with the legislature like in previous years due to COVID-19. Reviewed the established priorities (quoted from list of WV ACF handout):
 - To extend and improve broadband capabilities to ensure West Virginia students, colleges, and industries have access to the technology needed to develop, innovate, and grow

- To continue adapting to the challenges brought forth by the pandemic through working to sustain, improve, and protect the health and education of our students
- To address IT needs at the institutional level through funding and trainings for faculty and staff
- To study and improve access to mental health resources for our students, faculty and staff statewide
- To encourage and support recruitment for post-secondary education globalization initiatives
- To provide transparency in campus governance, initiate faculty and staff evaluations of Board of Governors, and all administrators at the Dean level or higher

Marjorie Stewart noted there was a bill to support globalization of student recruitment, and mentioned in the Cabinet meeting that Chelsea Stickelman had stated there was a need for that. Kevin Evans asked Marjorie Stewart about ACF seeking approval and support from institutions about the priorities and noted that was the practice in past years. Marjorie Stewart noted these were just put out and that might be a topic for the next ACF meeting. Brian Perkins noted he would put this on the agenda for the next Faculty Senate meeting. Duane Chapman asked Marjorie Stewart to email it out to faculty. Faculty Senate Members should communicate with departments and get approval from them before the next meeting when we can make a motion to approve ACF priorities.

Marjorie Stewart noted there was a lot of talk about finances from cabinet meeting that day. Our enrollment is steady even though it did not increase, a lot of institutions are losing students. Significant progress in collecting Account Receivables. Brian Perkins asked what it was down to – Marjorie Stewart noted it was down to \$793,000, which is down from \$1.5 million. Duane Chapman commented on enrollment numbers being steady even through COVID 19 and felt that was impressive. Noted he would like to see those numbers, and Marjorie Stewart said she would find them for him. She further noted that they talked with Aramark and are planning major renovations for the cafeteria by next year. They are planning to have the bookstore ready by August. Athletic retention is up. They are planning a formal inauguration for President Mark Manchin in April. Does not know the date, but there is a committee working on it. On February 1 the 10 % testing for COVID will begin again. At the end of this week 160 faculty and staff members will have received at least the first COVID vaccine shot, which is about $\frac{3}{4}$ of them. Also, this week or next start second round for those who got the first round. They feel confident that there will be enough vaccine to give a second round to everybody.

Marjorie Stewart wanted to make two announcement/promotions.... Jeff Bryson is holding auditions for “All My Sons”, if know people interested, please let him know. Marjorie Stewart also commented that if a reporter from the Phenix calls a faculty member, please encourage them to respond quickly. It is important for the students to meet deadlines, which is part of a journalism class and it is part of the student’s assignments for the class. The students really need us to participate.

Jason Gum asked Marjorie Stewart if there were any discussion in Cabinet about the location of the bookstore? She responded they were thinking about the LBH conference room. Mark Manchin had wanted it downtown, but there seems to be a problem with that. Others commented that LBH was a nice space that was underutilized.

- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Brian Perkins asked Gary Morris for updates. Gary Morris noted that Marjorie Stewart did a wonderful job of sharing information. He commented that we finally submitted the applications for Graduate programs to HLC. They will review in March and we should hear back by April on their findings. Gary Morris noted we should send him an email on things for the weekly updates. Maureen Gildein asked Gary Morris for clarification about the memo that comes from Academic Affairs on institutional absences. When it states they are excused, she assumed it did not mean they were excused from hybrid or online courses, unless they were physically not able to do the work. Asked Gary Morris if that was his expectation as well. Gary Morris noted institutional absence meant students were still responsible for work, but they are excused in terms of being absent. Noted this was more directed towards face-to-face classes. Students should still be able to meet deadlines that have been set for them and the assignments. The purpose of institutional absences is to protect students from unexcused absences being counted against them by the instructor. Gary Morris questioned if the issue was about students being absent or work completion. Maureen Gildein noted that if they were just in quarantine, they were not actually sick and should be able to be in Teams for class. Some students were participating, but others were not. Kandas Queen mentioned the Department of Business had similar comments from faculty and it seemed some students had the expectation that there were excused from attending online and completing work by the due date. Gary Morris noted there were two separate things occurring there. One was not completing assignments, which was not excused. Students are responsible for completing deadlines or working with faculty to make other arrangements. Students should not make assumptions on the deadlines but check with the instructor for consent. The other issue was attendance and

Gary Morris noted he had not considered all the issues with virtual/synchronous courses and attendance. Gary Morris asked if Faculty Senate would like to make a recommendation to him that might work. He further noted an issue would be trying to find something that would work for everyone. Duane Chapman made the point that if a student was quarantined, they could still get online from home. Gary Morris stated that institutional absences could be from more than just quarantine, and that due to HIPPA law he cannot disclose that the student was just quarantined, or if it was COVID-19, etc. Discussion followed on what was excused as it related to attendance and completion of work. Gary Morris noted the difference between attendance and completion of work and that faculty tracked online attendance in a variety of ways, not everyone did Teams. Thus, tracking attendance (especially for online/virtual) is difficult. Students are still responsible for getting the work done and faculty should hold students accountable for turning in the work. Kevin Evans shared that he had experienced this problem in the past and now notes in his syllabus that excused absences do not extend the due date of assignments and that helped resolve the problem for him.

III. Old Business

- Non-Meeting Committee Review – Brian Perkins noted still working on committees. Recognized the bylaws
 - Marjorie Stewart had revised for the Faculty Development Committee bylaws. Marjorie Stewart explained the old bylaws allowed for Faculty Senate to participate in planning workshops and professional development activities, but to the best of her knowledge they never did while she was on the committee. She pulled that out and listed it separately since it is different from just funding. Marjorie Stewart noted she had spoken with Dave Hutchinson during the Grant Writing event and that he was interested in helping with grants to help cover faculty development. Marjorie Stewart questioned about all bylaws needing to be approved by the College Leadership Council and how that committee meets infrequently. Discussion followed that meetings are tied with things that flow from Faculty Senate. Jonathan Minton motioned to approve the new bylaws for Faculty Development Committee. Wenwen Du seconded the motion. Motion carried.
 - Brian Perkins asked Wenwen Du about the Retention Committee. Wenwen Du noted that Duane Chapman had shared a lot of information. Found in the minutes of January 2013 they had submitted bylaws. Later that year in the minutes from August 27, it stated David O'Dell commented that Peter Barr had not signed off on the bylaw. Wenwen Du noted it was the intention and motion by the Retention Committee to be moved to the

Enrollment Committee. Discussion followed about the importance of the Retention Committee. Brian Perkins noted his vision was that faculty shared what they did in their departments to get more students to come to GSC. Kandas Queen confirmed with Wenwen Du it was the intention to roll the Retention Committee into the Enrollment Committee. Brian Perkins asked Duane Chapman, who had served on the committee, to explain about the decision/history on merging the committees. Duane Chapman noted that the Enrollment Management Committee was meant to close the loop on for those committees as the actions for the Enrollment Management Committee covered actions taken by the Retention Committee. Marjorie Stewart commented it needs to be combined into one committee and make it Enrollment Management. Brian Perkins noted next steps were to merge the bylaws of these committees. Wenwen Du noted that the Textbook Affordability Committee was now part of the Retention Committee and should have the bylaws reviewed as part the revised Enrollment Management Committee. Brian Perkins asked if anyone had a more recent record of the Retention Committee Bylaws. Ken Lang stated he had bylaws for the Retention Committee from 2014. Brian Perkins asked Ken Lang to send them to the committee members. Wenwen Du was asked to bring those together to review at the next meeting.

- Overload Policy/Procedures – Brian Perkins asked if there were any comments for Ken Lang or discussion on the revisions to the Overload Policy. Maureen Gildein had a few. She first thanked Ken Lang for his work on the drafts. She noted her department (Education) conferred with comments that were sent via email from the Fine Art Department. On 25B.2.1 of the draft, Maureen Gildein noted the role student teaching loads and how it worked with phrases like “unanticipated extenuating circumstances” language for overloads. On 6.2.1 – 6.2.3 there were a couple of typos noted. Kandas Queen noted comments from the Business Department and the use of the word ‘assign’ versus ‘offered’ as noted in 25B.5.1 and 5.3 and noted to change it to ‘offer’ would align the language with the use of the word ‘offer’ in 5.7. Kandas Queen further noted the language in 25B.5.1 “assign faculty teaching loads” and recommended it state ‘offer faculty teaching overloads’ for more accurate language in the policy since it just dealt with teaching overloads, not overall teaching assignments. Kandas Queen noted these comments had been sent to Ken Lang and thanked him for his great work on the drafts. Tim Konhaus commented that 25B.3 only defined for full time faculty and did not address adjuncts. Marjorie Stewart questioned if there was a limit to the number of hours an adjunct can teach. Gary Morris noted they should not teach more than 9 credit hours for the college a semester. Tim Konhaus provided a second comment from his department regarding the distinction made between pay for masters or doctorate level faculty. Requested to revise the language so it articulates a terminal degree. Kevin Evans suggested to eliminate the difference in pay between masters and doctorate. Recommended all full-time faculty be paid the

same for overloads. Duane Chapman asked Ken Lang if he had seen anything on pay during his research of other institutions about pay. Ken Lang responded that he had not seen much stated about it and had assumed it was part another policy. Kevin Evans recommended to remove the language with numerical information about compensation from the policy so it could be more adaptable at the college level and not have to go through the BOG. Kevin Evans noted this information should be part of the Faculty Handbook and not in the policy for BOG, which should be general and not have specific pay values listed since it would require approval from the BOG to change it. He noted to keep the information listed under 25B. 6.1 general and generic, and that the information about the 10% reduction for less than 10 students would be ok. Ken Lang noted his rationale for putting this information in the policy was so that new faculty members would be able to find this information as it did not seem to be readily available, but he could remove it. Kandas Queen agreed with the statement Kevin Evans had made about moving the compensation information to the Faculty Handbook. Duane Chapman stated that Kevin Evans was “on point today” for the record. Kevin Evans further noted that the language 6.1-2 about compensation should be clarified based on credit hours teaching and the number of students in the course if it is moved to the Faculty Handbook. Ken Lang commented the only remaining issues with the draft stemmed from Fine Arts and questioned if eliminating the language about compensation resolved those issues. Duane Chapman noted it would take more communication with members in his department and that after Ken Lang redrafted the policy faculty could review it again. Duane Chapman commented there was no reason to rush this and we needed to make sure it was right. Gary Morris questioned whether the intent was that this draft/policy become a BOG policy or an internal policy. Brian Perkins noted that what Faculty Senate had been working on revising was the BOG policy 25B. Marjorie Stewart had a couple of comments from faculty she had talked to and some general knowledge of labor conditions that made her think we had rushed into making adjustments that cut all the limits on how many hours a faculty member can teach. Marjorie Stewart noted that there needs to be a limit on the number of hours a faculty member should teach and language in a BOG policy provided protection for faculty from future administration who could take advantage and pressure faculty if it is not stated in a policy with some permanence. She noted faculty had said they felt pressured to take overloads to meet student needs to graduate. Brian Perkins considered trying to figure out the average and that we needed to look at data to analyze it further. Discussion followed on limits for overloads, language for overloads, and faculty’s ability to say no, along with data to show administration the need for additional faculty. Brian Perkins noted talking about it could help bring awareness to faculty on the matter. Duane Chapman thanked Ken Lang for his work on the draft. Gary Morris asked if he should get a copy of the draft as the liaison for BOG. Brian Perkins and Duane Chapman noted it was still just a working draft, but they can send him a copy if he wanted, it was noted to include Gary Morris on next draft.

- Overload request form – Brian Perkins asked if there were any other questions or suggestion on the last form he had sent out for the overload requests. Gary Morris confirmed he had a copy of the Overload Request form and was trying it out to see how worked. He will provide feedback to Faculty Senate after the trial period on what worked, etc. and then Faculty Senate can make moves to finalize it. Brian Perkins asked if he was using it on a trial run this semester (Spring 2021) or waiting till fall. Gary Morris confirmed he was using it this semester.

Marjorie Stewart added another comment about compensation regarding prorating and stated that was harsh. She noted times when she had agreed to teach a course that was prorated due students needing it to graduate, but there were not enough students for a full course. Noted this still required faculty to teach a full course, sometimes creating a new prep. Brian Perkins agreed that it was a lot of work. Marjorie Stewart stated she felt only 10% per student was not enough. Discussion followed that centered on the tuition per credit hour that students pay for a course. Brian Perkins noted this could be an area that needs more review. Gary Morris commented this was a complicated process and reminded senate that students have banded tuition and may not be paying for extra classes. The way colleges can fix that is by adjusting tuition rate to compensate for the credit hour over 12. The policy is outdated because the state has moved institutions towards 15 credit hours but have not adjusted the banded tuition. This part of the discussion.

- Changes to FAR – Brian Perkins asked about those working the FAR. Duane Chapman commented he had finished some research and that Patty Snyder was able to go back and find the FAR from Kathy Butler’s time. He noted that all three working on the FAR have a copy of it and are reviewing and so we can move forward on it. The three things to look at include what was, what the document is that was created by David O’Dell, and what previous Provost have adjusted. Duane Chapman stated the three will meet as soon as they can on it. Discussion followed on changes and size of FAR from what was adopted by Faculty Senate. If you have any feedback on the FAR, please let these three (Duane Chapman, Maureen Gildein, and Kandas Queen) know.

IV. New Business

- Marjorie Stewart noted in the last cabinet meeting it was suggested we have one large meeting (faculty, staff, and students) rather than three separate Meet and Confer meetings, especially now that all three bodies are represented in the cabinet meetings. Everyone agreed this seemed to be a good use of time.

V. Adjournment

- Brian Perkins asked if there were other concerns and thanked everyone for their work. Duane Chapman motioned to adjourn. Kandas Queen seconded. Motion carried. Meeting adjourned at 1:18 p.m.