

Glenville State College Faculty Senate Meeting Minutes

Date: April 20, 2021

I. Call to order and Roll.

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:30 p.m. in MCCC 319 and via conference call.
- Senators present: Brian Perkins, Kevin Evans, Marjorie Stewart, Jonathan Minton, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, and Tim Konhaus.

Also in attendance: Gary Morris, Mari Clements, and David O'Dell.

II. Approval of Minutes; Reports

Motion to approve the minutes for April 6, 2021 meeting by Marjorie Stewart; seconded by Wenwen Du. All voted; motion approved.

- Reports:
 - President: Brian Perkins noted CLC met on Friday and passed the Shared Governance Diagram, Advanced Standing Policy update/deletion, and the Attendance Policy. May 7 will be the next meeting.
 - Board of Governors (BOG): Kevin Evans stated they were meeting today and following day. Elections were on the agenda and we needed to elect BOG and ACF, nominations needed. Duane Chapman noted that Maureen Gildein could send out a Survey Monkey on it. Brian Perkins noted it was on the agenda for new business.
 - Advisory Council of Faculty Representative (ACF): Marjorie Stewart noted they have announced the Great Teacher's Seminar, and that it will be online again as it was last year. It will be August 2-4. Gary Morris will send out an announcement on it. Marjorie Stewart has attended before and felt it was an excellent seminar. ACF held the meeting about globalization and there is a recording that Marjorie Stewart will share with anyone interested in it. They are following a model from Ohio and wanted HE institutions to support it.
 - Cabinet Notes: There will be another open house on May 7, the day before graduation. They are hoping departments will send representatives. They are wanting to involve graduates to help with it since they might have siblings interested in attending GSC. There will be more details to follow.
 - Administrative/Academic Updates (GSC President, GSC VPAA, Others): Gary Morris the only thing that has recently come up was the student evaluations email going out about course evaluations. Students did not receive the email as there was a technical issue, which caused it to go into

the junk/clutter folder. Gary Morris will be sending out an email from Academic Affairs about the issue. Brian Perkins confirmed these are the main course evaluations. Gary Morris said they had been working on this software for about a year. Previously, we were dependent on an old software package that was saved on a specific computer, which only Neal Benson knew how to operate the software. If that computer failed there was no way to replace it, so they began looking at other options. Noted that Blackboard was not designed to do evaluations and other things we wanted to do. Went with software from Scantron that was supposed to allow us to do evaluations electronically and on paper. It sounded like a good idea for us, but there have been a number technical issues and challenges in implementing it. The salutation that went out was not the one that was supposed to have gone out, but was one that had reverted back to the generic message. Marjorie Stewart noted it caused her to move it to the delete box because she did not recognize where it came from. Maureen Gildein suggested we remind students to complete the evaluations. Kandas Queen questioned if the reminder should come after we know students have access to the evaluations. Gary Morris noted he will notify faculty when the process was completed and students have access.

III. Old Business:

- Part-time Faculty Handbook – Brian Perkins asked if anyone had anything new to add to this. Gary Morris asked if it looked good to go forward with it. Duane Chapman asked if it was a voting item. Gary Morris stated he would like to address any issues with the language of it now, in hopes of avoiding an issue with it a year from now. Many senators had just skimmed through it, but not fully evaluated the language of it. Brian Perkins noted there were no part-time faculty in Senate and questioned how it directly related to this body. Gary Morris noted some of the language from the Part-time Faculty Handbook could make its way into the Faculty Handbook. Kandas Queen questioned if senators would have time to review it now that advising was completed. Discussion followed. Marjorie Stewart commented we make it a priority to read it over by the next Faculty Senate meeting regarding a decision. Mari Clements noted the current Attendance Policy will be substituted with the actual adopted Attendance Policy.

IV. New Business:

- Department Chairs – Brian Perkins noted concerned with items related to department chairs and questioned the reasoning on the limit of six year terms. Gary Morris noted the document was still a WIP. Noted had shared with chairs multiple times and he asked for feedback. Commented that he needs help in drafting the document. Gary Morris noted it was not where they wanted it be a

year ago, but this was where they were with it now and need to make it work. Currently, the chairs are in kind of a hybrid position as we are working through this process/mechanism, but would like to have it clarified by fall. Need to build the document more regarding what is reasonable for the duties of the chair. Duane Chapman suggested sharing it with previous chairs for input. Gary Morris felt it needed to be done with current chairs, as they are the ones that had to live with it. Stated he wants to get it completed so it can be added to the Faculty handbook over the summer. Discussion followed regarding term limits and whether or not it would be best to just have one-year terms. Gary Morris noted it takes more than one year to get a sense of what was needed as a chair and to be effective. Duane Chapman noted Faculty Senate was for a term of two years. Gary Morris noted chairs can capitalize on what they learnt the first year to make the second year productive. Brian Perkins asked if there was any way to raise the stipend for chairs. Gary Morris stated that was part of the discussion in determining what was reasonable, and noted there were more things on the list for chairs than needed to there. Brian Perkins commented he thought it should be a ten-month appointment since they have to work some over the summer, make it \$5,000 more per chair, which would be a \$40,000 overall added cost. Gary Morris noted that was equal to one more staff position campus. Brian Perkins noted it was a lot of work and should be compensated fairly. Duane Chapman asked if Faculty Senate would be vetting the document for chairs. Gary Morris noted it would be part of the Faculty Handbook, which Faculty Senate will vet. Gary Morris noted there was a misunderstanding at the chairs meeting with them thinking he was asking for all chair positions to go up, when really it was just about replacing those stepping down. Further commented he was happy with all the chairs currently serving.

- Faculty Marshalls – Brian Perkins noted Jonathan Minton’s term was up, but was willing to be reappointed. Also, noted that Connie O’Dell’s name was added for consideration. Kevin Evans noted the decision was up to Faculty Senate. Brian Perkins asked how we wanted to make this decision. It was decided to write on a piece of paper to place vote and Maureen Gildein tallied the votes. It was a tie. A coin toss served as the tie-breaker. Connie O’Dell won and will serve as Faculty Marshall.
- BOG/ACF election - Kevin Evans noted we needed to have a call to all faculty for nominations. Term limit for BOG was eight years. Noted he was willing to still serve, having only served for three years. Commented there needed to be a campus wide email go out about it. There was no term limit for ACF. Brian Perkins will email faculty to ask for nominations, give a week time frame to respond. Then Maureen Gildein can send out the Survey Monkey for people to vote upon. Brian Perkins requested Senators take that information back to department colleagues, so they would be aware of the pending email and survey.

- Curriculum Updates - Gary Morris was working on a memo, and will have it for our next meeting. Noted some minors becoming dormant, and a new major for Appalachian Studies in Social Science was being introduced. Other changes were in education, which had to be completed due to state code. Kevin Evans posed a question on the minors and if a student that was currently at the senior, junior, or sophomore level who wanted one of the minors that was now dormant, but still under their catalog and whether they could still do so. Noted that some might have been taking classes toward it, but not declared it yet. Gary Morris noted it would have to be on a case-by-case and review of the catalog they were under. New students would not be eligible. Duane Chapman noted they were just being made dormant. Gary Morris noted they were not like majors, which include assessment, etc. and there could be adjustments made as needed. Further noted that per the catalog, once the minor was declared we as an institution would work to make the curriculum available.
- Gary Morris noted working on budgets and that Faculty Senate had \$500 allocated, but only spent \$300 for Survey Monkey. Questioned if \$500 was what the Senate really needed. Kevin Evans replied the only time Faculty Senate had ever used more was when we had to do mailings, but that had only happened once in the last 20 years that he was aware of. Gary Morris noted Academic Affairs would support extra expenses if they arose, and asked if it would be agreeable to reduce budget to \$300 for Survey Monkey. Discussion followed with a consensus that would work.
- Duane Chapman commented that FAR was coming along, and he had been working with Provost. Noted the document was still WIP, but thinks it will be a viable tool for us, and help be a guide towards tenure and promotion. Might be fall before ready to deploy.
- Meeting with BOG tomorrow. Brian Perkins noted a laundry list of things we have done this year, noted some highlights and getting things accomplished. Kandas Queen asked he could share the list he was presenting to BOG. Brian Perkins shared his appreciation to senators for all the work this past year and noted our accomplishments.
- Duane Chapman raised the question that the president's cabinet was different from what it used to be, and that this was more like the college cabinet from previous years. Questioned if cabinet was focused on just updates or was there conversations about making (hard) decisions. Duane Chapman asked if it was more than just letting everyone have representation on the cabinet. Marjorie Stewart noted they did do more than just provide updates and there had made decisions regarding a number of issues discussed. Brian Perkins noted CLC was the process for shared governance.

VI. Adjournment:

Tim Konhaus motioned to adjourn the meeting. Duane Chapman seconded the motion. Motion carried.

Meeting adjourned at 1:05 p.m.