

# Glenville State College Faculty Senate Meeting Minutes

Date: August 17, 2021

## I. Call to order and Roll.

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:26 p.m. in MCCC 319.
- Senators present: Brian Perkins, Kevin Evans, Marjorie Stewart, Jonathan Minton, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Luke Bendick for Maureen Gildein, and Tim Konhaus.

Also in attendance: Gary Morris

## II. Approval of Minutes; Reports

Motion to approve the minutes for May 4, 2021 meeting by Marjorie Stewart; seconded by Ken Lang. All voted; motion approved.

- Reports:
  - Board of Governors (BOG): Kevin Evans emailed faculty a summary of June 16 BOG meeting. He noted there were four main BOG committees:
    - The Enrollment and Student Life Committee discussed the projections for the academic year. Kevin Evans commented that Tim Henline had projected credit hours billed at 19,335 based on trends and we are close to that number. He further noted that number could grow as with dual enrollment courses. Kevin Evans noted that Jesse Skiles provided updates to the BOG and how he was looking to improve retention, and improve the GPA. Kevin Evans commented that Jesse Skiles had done a remarkable job of looking at the number of 4.0 students, particularly in athletics.
    - Academic Affairs Committee reported that GSC had passed CAEP accreditation. Kevin Evans noted the GSC strategic plan was completed. Ongoing discussion with the nursing program. GSC has signed a two-year MOA with Marshall University regarding the nursing program.
    - Board Governance and Human Resources Committee reappointed Mike Rust as BOG Chair and Steve Gandee as Vice-Chair. Housing Corporation and Research Corporation been reinvigorated. Bob Marshall will serve on the Housing Corporation and Skip Hackworth will serve on the Research Corporation. Kevin Evans commented on BOG minutes that showed Board approval on policies 6A (Social Justice: Sexual Harassment and Title IX) and 25B (Overload Pay).

Noted he had questions on Policy 25B (Overload) and whether it was fully approved. Kevin Evans stated he remembered there were questions raised by Greg Smith regarding the definition of what constituted a teaching load, and concern that the provost assigned overloads and the remuneration for overload pay. Kevin Evans noted he would follow up on it at the BOG retreat scheduled to start the next day.

- Business and Finance Committee stated GSC received a third installment of CARES HERSA funds. These funds helped GSC end the past year 2020/2021 in good shape. GSC is expecting to have a strong financial year 2021/2022 primarily due to federal funding. Kevin Evans further noted there were a lot of one-time donations totaling about \$2.5 - \$3 million. The BOG is working on what happens next year without these additional funds.

Kevin Evans stated that GSC Faculty Senate voted this summer on the president's evaluation. He noted that Marjorie Stewart and himself took the lead on drafting it and sending it around to solicit faculty opinions. Brian Perkins thanked Kevin Evans for serving on BOG. Brian Perkins asked Gary Morris about the strategic plan going through Faculty Senate. Gary Morris thought he had spoken about it at Faculty Senate. Duane Chapman noted Faculty Senate reviewed it. Duane Chapman asked Kevin Evans if he expected any main items to be part of the BOG retreat. Kevin Evans commented that originally it was supposed to have a legislative session, but he was notified that day there would not be a legislative session. Kevin Evans commented there was an orientation for new BOG members today, Wednesday would be like a regular BOG meeting, and on Thursday they were talking about the GSC president's evaluation and his direction for GSC in the coming year. Gary Morris would also be talking about HLC on Thursday.

- Advisory Council of Faculty Representative (ACF): Marjorie Stewart noted they were still working heavily on international issues (such as visa problems) and recruiting. The Zoom meeting noted in the May 4, 2021 Faculty Senate Minutes was the last time ACF met. An ACF meeting was scheduled for Friday, August 20, but she would not be able to attend due to having class at that time. Marjorie Stewart stated she would try to get minutes from the meeting, but noted minutes on meetings was not always regular. Kevin Evans asked if there was a new secretary. Marjorie Stewart said there were new executive members.
- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Gary Morris spoke about the HLC visit on Monday, August 23 regarding

GSC delivering graduate programs. He noted we were doing mock interviews to help prepare. Both Duane Chapman and Tim Konhaus served as mock interviewers and this process was a good experience to help identify things we did not think about or to help clarify questions. Brian Perkins, Marjorie Stewart, and Kevin Evans will be part of the HLC visit representing Faculty Senate. Gary Morris commented that others were welcome to attend. Noted that the HLC team were looking for shared governance and the impact of the graduate program in the shared governance process. He further noted some of the questions that came up in the mock interviews included items such as Graduate Assistants, Graduate Student Council, and a Graduate Committee composed of faculty as topics faculty were open to exploring to support the graduate program.

Gary Morris noted that during opening week the business office and Bert Jedamski were working diligently on account receivables for students. These are being reviewed daily to determine where the students were in terms of collection and what issues they were having, such as financial aid issues, or if they decided to not to attend. Discussions continue on account receivables involving Admissions, Registrar, Academic Affairs, Business department, and Athletics working together to help resolve student balances. Gary Morris commented that currently as of this morning there were about 179 students on the list of account receivables and they wanted to have that list cleared up by next week.

Marjorie Stewart asked about students who test positive for COVID-19 and if they would be listed as part of the Institutional Absences list sent from Academic Affairs. Gary Morris noted there was a committee convening on Friday, August 20, to discuss COVID-19 issues. He further explained that last year contact tracing was completed on campus, but this year it is being conducted by the local Health Department and that local department would determine who was not able to come to campus. This process does not always include notifying GSC. This puts the onus on the students to notify faculty and provide evidence to support their absence. In the meeting scheduled for Friday, August 20, they will discuss to determine if a better process can be implemented. As of now, if Academic Affairs learns about a student, they are notifying faculty. Duane Chapman noted we are in a different environment this year compared to last and with limited staff in some departments we are lacking the infrastructure to carry out the same tasks as before. Gary Morris commented it was a struggle even last year to keep up with notifications and noted ASC was now down to three people, who were currently reporting directing to him while they were working on getting positions filled. He noted Human Resources were covered up with

new hires and the position postings occurring. He further asked that if you hear of a COVID-19 student over the next week to let Academic Affairs know so they can reach out to the student and faculty. Brian Perkins asked where students were going to get tested. Gary Morris responded that Minnie Hamilton, Walgreens, Gil-Co, and Hilary Miller were places where students could get tested and then these health care professionals notified the local Health Department. After students have tested positive, it was the local Health department that followed up with the students on what needed to be done.

Kevin Evans noted issues with Barnes & Noble and asked if there was any progress being made regarding issues with books, such as the wrong the editions being ordered, and when would students get a book. Discussion followed on communication and emails. Gary Morris noted that Missy Kellar was doing her best. He commented we had some issues with connectivity to certain platforms, such as Cengage, and that progress was being made to resolve issues. Discussion followed regarding issues that were still a work in progress. Gary Morris stated that Ashley Nicholas was the point of contact for textbook issues. Kevin Evans asked to send out a notification to all faculty so everyone would know to contact Ashley Nicholas about textbooks. Marjorie Stewart noted there were also issues with the adoption process due to courses being added late. Gary Morris noted the adoption process was new. Duane Chapman commented that the process with Barnes & Noble regarding the First Day Complete was a first in the state of West Virginia. He further noted that with our limited infrastructure and newness of the program we should expect to have a learning curve associated with the process. Gary Morris remarked that what occurred was a blended process of the old adoption from Follett with the new adoptions and there were some technical breakdowns when they tried to clean up things in the new system. He further stated a big thing was to make sure students were not paying out of pocket for books when they were part of the First Day Complete program as part of their tuition and fees. Gary Morris noted he would follow up with Missy Kellar and try to improve communications. Gary Morris noted a lot of things had happened all at once including the bookstore and Brightspace. He further noted there were issues with Brightspace. He stated that Robin Meadows had 142 of emails the day before regarding Brightspace. Ken Lang had questions about Brightspace and issues with Panopto videos not transferring over into Brightspace. Gary Morris commented he would talk to Robin Meadows, and stated that Jeff Hunter was the point of contact for online issues. Brian Perkins asked about COVID-19 and the number of students that were positive on campus. Gary Morris said he only knew of one because they

were housed on campus and they were in Pickens. He further stated there were others, but they were quarantining in their own residences off campus. Kevin Evans commented on mock interviews conducted for the HLC visit and the role of Faculty Senate and shared governance. He further noted that Faculty Senate was not getting committee reports back from the Faculty Senate committees. Discussion followed about the need to set deadlines for them to present and report committee activities to Faculty Senate. Duane Chapman commented on having an all-inclusive meeting every semester by main committees to know what items they were working on. In the discussion it was noted that some committees, such as the Assessment Committee, might only need to report once a year. Brian Perkins noted he had tried to create a report last year for committees to use and Ann Reed was the one of the few that reported back to Faculty Senate. Further noted he had difficulty getting names of committee chairs to communicate with them about reports. Kevin Evans noted this had been an issue with committees and reports from committees for a number of years. Gary Morris noted that the process should include committees reporting to Faculty Senate and from Faculty Senate to CLC to complete the shared governance process. Marjorie Stewart commented that as committees are being reorganized this year it was important to share these expectations with the committee chairs. Brian Perkins noted he would add that to the agenda for the next Faculty Senate meeting. Discussion followed as to who current or last year chairs were for committees.

Curriculum Committee - Sara Sawyer (last year); Ken Lang (this year)  
Academic Policy – Schuyler Chapman  
Academic Appeals – Ann Reed (liaison - not the chair)  
Assessment Committee – Melody Wise  
CLC – Gary Morris  
Financial Aid Appeals – Stephany Harper  
Library Committee – Jason Gum  
Scholarship and Financial Aid – Dave Hutchinson  
Faculty Development – (Marjorie Stewart Chair this year)

It was further noted that curriculum items needed to have action on them in the fall semester if they were to be ready for Fall 2022. Kandas Queen raised a question on committee appointments and whether there should be input from Faculty Senate or departments on appointments to make sure there was a diversified voice of faculty on committees. Discussion followed on the process and past practices. Gary Morris noted one of the things to make faculty aware of was that Academic Appeals and Financial Aid Appeals committees may have irregular meeting times that could include

meetings over the summer. Tim Konhaus added the Social Science Department had a number of new faculty members in their department and they took that into account when discussing committee appointments. Brian Perkins noted he would send out the spreadsheet by the end of the week and if departments had any vacancies, he asked that we work with our departments to help get names to fill them. He further noted that Gary Morris was interested in committees getting up and running. Gary Morris replied that some committees have a large workload and sometimes run into issues of not getting everything done within the allotted timeframe, such as the Curriculum Committee. He further asked that Faculty Senate might want to consider making arrangements on who would chair committees and serve on committees the following year before the spring semester ends. Kevin Evans thought that was a good idea. Kandas Queen noted there might be some turnover to consider, but agreed with Kevin Evans that it would help committees be ready by the fall semester. Brian Perkins noted we could review. Duane Chapman noted we should continue to review of committees and referenced a few that were noted as not meeting. Brian Perkins noted some were revised or formed last year. Kandas Queen noted that some were still recovering from over a year of COVID-19 issues. Brian Perkins noted that after he got the names collected that week for who would serve on committees, he would send it out for an email vote the following week so committees could move forward and start holding meetings. Discussion followed.

### III. Old Business:

- FAR – Duane Chapman noted the Faculty Senate FAR Subcommittee still had the latest updates to complete, but was close on having a draft ready. He commented that he was still needing feedback from Kevin Evans and David O’Dell to incorporate into the draft. Duane Chapman noted he felt the time-consuming part would be when departments try to determine what goes into the Appendix as examples for scholarship to help guide faculty, especially new faculty members. Discussion followed about the differences on scholarship in different departments. Brian Perkins asked if we were going to do a survey of faculty to see if they wanted a new FAR. Duane Chapman noted that was up to Faculty Senate, but commented he thought it was faculty’s dissatisfaction with the FAR that prompted the subcommittee. He further noted that removing some of the busy work from the FAR and allow for more focus on teaching, scholarship, and service would make it more positive. Kandas Queen noted the way the draft was coming together allowed for a reflective process that could help with areas related to tenure and promotion, and promote a meaningful discussion with faculty and goal setting. Gary Morris stated the only change to the FAR for this year involved adding a line for Academic Affairs/Provost signature and approval. Discussion followed that included the goal to have the FAR ready by the end of the academic year. Ken

Lang asked if work on the FAR would match with the changes made in the Faculty Handbook. Kandas Queen commented that she would try to match them as Faculty Senate moved forward on the catalog revisions (as needed). Gary Morris noted there were no changes made in the Faculty Handbook for this year regarding the FAR, but it would have to match as we moved forward. Discussion noted it would be a work in progress (WIP).

#### IV. New Business:

- Faculty Handbook – Brian Perkins commented we have the PDF and the Word version with tracked changes. Brian Perkins questioned how much of the Faculty Handbook had been reviewed by Faculty Senate Members (faculty). Kevin Evans made the suggestion that we assign sections to review for each meeting to help Faculty Senate members move through the material. Discussion followed on that process being a productive approach to accomplish the task of reviewing the handbook. Ken Lang noted some redundancies in the sections he had reviewed that might require some overall review to make sure material is not repeated. Discussion followed that noted some overview would be needed and sections were decided upon. The goal was that Faculty Senate would have reviewed pages 1-24 by the next Faculty Senate meeting (August 31). Future sections could be pages 25-59, in a following meeting 60-82, and then the Appendix on pages 83-106.

#### V. Departmental Representative Concerns:

- Kandas Queen noted a question from the Department of Business and whether any strategic plans were made regarding COVID-19 for this academic year. She further noted there were concerns about a repeat of faculty having to move to an online teaching platform when they might not be prepared, especially since we had just rolled out a new learning management system. Gary Morris noted these concerns and others referenced would be part of what the committee that was meeting on Friday, August 20, would help to address in terms of COVID-19. Discussion followed.

Brian Perkins asked for agenda items that needed to be added to next meeting. Kevin Evans commented on the committee appointments and making a decision regarding that process. Kandas Queen questioned if we needed to hold Executive Meetings and Marjorie Stewart responded we could set them as needed.

#### VI. Adjournment:

Kandas Queen motioned to adjourn the meeting. Marjorie Stewart seconded the motion. Motion carried.

Meeting adjourned at 1:20 p.m.