

# Glenville State College Faculty Senate Meeting Minutes

Date: August 31, 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 MCCC 319 and via Teams.
- Senators present: Brian Perkins, Kevin Evans, Marjorie Stewart, Jonathan Minton, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, John McKinney, and Tim Konhaus.

Also in attendance: Gary Morris

## II. Approval of Minutes; Reports

Motion to approve the minutes for August 17, 2021 meeting by Marjorie Stewart; seconded by Wenwen Du. Discussion included a correction on the draft replacing the word infostructure with infrastructure. All voted; motion approved. Maureen Gildein abstained.

- Reports:
  - Board of Governors (BOG): Kevin Evans was not able to report at the meeting due to technical difficulties, but noted he had emailed Faculty Senate members a summary of the August 17<sup>th</sup>-19<sup>th</sup> BOG meeting that morning.
  - Advisory Council of Faculty Representative (ACF): Marjorie Stewart noted there was a correction and that there was an ACF meeting in July. Noted issues with getting minutes from meetings; reviewed her notes from the meeting. Marjorie Stewart stated some ACF officers were new and listed Charles Puckett (Southern WV CTC) – Chair, Vice Chair position left vacant, Joel Farkas (WVUP) – Secretary, Barbara Ladner (WV State) – Web Master and Great Teachers Coordinator. Items/initiatives ACF was working on included: Globalization, reaching out to the Council of Presidents and the legislature for support on international initiatives, looking at a model from a law in Ohio, having faculty representatives serve on an international committee within ACF for international education, and webinars. Clark Egnor and Matthew Turner spoke about the goal of the international initiative was to encourage international students to stay in West Virginia and help to increase international enrollment and help compensate for our decreasing population and workforce numbers.

Marjorie Stewart noted no formal legislative agenda was devised, but there was discussion on getting input from institutions' Faculty Senate of the following items: Globalization, campus carry (and institutions ability to regulate own campus), broadband, fair and transparent employment practices, protection and discussion of tenure, and health insurance. She further noted that some colleges were granting tenure to faculty based only on length/time of service. Others were using different models, but there was no standard practice. Marjorie Stewart commented that merit pay and teaching policies were very different between institutions and noted they wanted more discussion on the subject. Marjorie Stewart commented further discussion revolved around Bluefield State College mandating three courses be taught on patriotism for every student. Putnam county threatened to cut funding to the Extension Service because WVU professors taught critical race theory.

- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Brian Perkins spoke to the request from Gary Morris for a Provost evaluation/feedback, and working with Faculty Senate on it. Gary Morris noted the position of Provost was a unique position on campus, and that during his time at Glenville State College there had not been any evaluations on Provosts. Gary Morris noted he thought it was a good idea and could help to education the campus the responsibilities and duties of a provost, and remarked on the value of feedback from faculty. He further noted that he usually only heard about things after they became a problem. Conducting an anonymous survey/evaluation from faculty would allow for them communicate to him on things that were good, along with things that could be improved. Brian Perkins asked Gary Morris if he had a document or draft of an evaluation. Gary Morris said he felt it should be independent of him to be valid and have value. Discussion followed about modeling the evaluation after the department chair's evaluation or the GSC president's evaluation, or a combination. Discussion included researching to see what other institutions might use. Brian Perkins asked Gary Morris for a description of Provost description and stated that might be helpful in developing an evaluation. Gary Morris noted that was a good question, but there was not a clearly defined; it was position that changed as the organizational chart changed and responsibilities were shifted. Gary Morris stated that Tegan McEntire might be able to provide a job description from when he applied for the position and information related to his job tasks from the contract he signed. He further noted there were some traditional definitions of what a provost was and the job duties expected and that a general description had been added to the handbook but it needed to be reviewed. Discussion followed that included comments on the value of an

evaluation and defining the job description. Marjorie Stewart commented that she would research models from other institutions and check with Tegan McEntire/Human Resources. Brian Perkins noted information could be circulated through Faculty Senate and the ability to administered an evaluation as a survey. Brain Perkins asked for feedback from departments to be brought back to Faculty Senate.

Gary Morris – COVID-19 updates: We have 10 students with COVID-19. Gary Morris noted he had sent out a document with protocols and some terminology. He hoped it was helpful, but if we find that something is missing or needs updated to let him know. Gary Morris commented on the difference between ‘isolation’ (people who have tested positive) and ‘quarantine’ (awaiting testing results but not confirmed). Brian Perkins questioned about the length of time students spent in quarantine? Gary Morris stated that if you were nonvaccinated and come into contact with someone who was positive with COVID-19, you had to quarantine 14 days. Those were the guidelines set by the CDC. If you are vaccinated, you do not need to do anything unless you test positive or become symptomatic. Gary Morris noted 10 students with COVID-19 in Pickens, 13 students in quarantine, and 15 students who live off campus were positive, and 20 off campus students were in quarantine at that time. We are not directly involved in the contact tracing. They were helping Tegan McEntire answer questions and emails regarding general questions.

Gary Morris also commented on the BOG policy on Overload Pay. Kristin Boggs, general counsel for WVHEPC, observed that the language in the policy was not consistent between two sections (5.3 and 6.1) and needed to be corrected before it was flagged at the HEPC level. Discussion followed. Brian Perkins asked about rate of pay process. Gary Morris responded that the pay was based on the classes the faculty member was teaching. Discussion on how to adjust language. Ken Lang commented he could adjust it since he had done the work on edits before. It was noted that we are still in the 30-day comment period for BOG and Faculty Senate could still submit comments on the policy. Duane Chapman wanted note his thanks and appreciation for Ashley Nicholas and her for assistance in working with him to help resolve issues in Brightspace and with book issues. He further stated she was doing a really good job.

### III. Old Business:

- Faculty Handbook – Brian Perkins noted review of Faculty Handbook, pages 1-24, and commented on page 7 about the duties of BOG and the bullet point that

referenced the Compact and questioned if that language needed to be removed. Gary Morris confirmed that the Compact was not part of that anymore. Brian Perkins further commented on the term of Classified employees and noted those do not exist anymore. Brian Perkins and Marjorie Stewart noted the use of different fonts in a few sections; Marjorie Stewart further noted a number of grammar edits and stated she would send out tracked changes on those. Brian Perkins noted the Student Life Committee had gone through CLC and not active any more. Duane Chapman noted there needed to be consistent language used when referring to student life and that it was also referenced as student affairs in some sections; titles/offices needed to be clarified to reflect the correct language. The TOC showed Student Life, but when referring to the Vice-President of Enrollment it was Student Affairs, other references included Director of Resident Life and Director of Student Activities. Noted we might need to have Vice-President of Enrollment clarify some of these titles. Duane Chapman further commented that it referenced the Director of the RBA, but there was nothing regarding who was over the IDS Program. Kandas Queen noted that information was located on page 16 and that she was over both degree programs. Maureen Gildein noted on page 22 it referenced the Director of Campus Life and that was another issue on the consistent language used for titles/offices. Brian Perkins noted the Library Committee was now called the Library Advisory Committee. Kevin Evans questioned the length of term served by the members on the Library Advisory Committee and if the Director of the Library was the chair. Brian Perkins noted it should be a staggered term of two year. Duane Chapman commented on layout of titles and whether they should follow the organizational chart versus alphabetical. Discussion followed. Brian Perkins questioned whether or not the Athletic committee still existed. Duane Chapman noted inconsistency in the use of title/office for Athletic Director / Director of Athletic. Kevin Evans commented on the Academic Appeals Committee language and that it did not reflect the changes made last year to include membership from each department. Duane Chapman commented that all the new bylaws of committees be reviewed and make sure it matched what was in the new catalog. Discussion followed on how to communicate suggested changes/corrections to Academic Affairs and Gary Morris to applying changes. Marjorie Stewart questioned language on page 4 under Enrollment Management about what the “profile and persistence rate” meant in that context. Discussion followed that noted it needed to be clarified more about what ‘profile’ meant. Kevin Evans suggested we cover changes to Faculty Handbook in the meeting and have them listed in the minutes to reflect recommended changes (Listed below):

- TOC – Which title - Student Life or Student Affairs. Discussion followed related to notes above.
- Page 7 – Duties of BOG as mentioned above.

- Page 9 – Include a link to a website for all the bylaws (including SGA) to match others that were listed. Marjorie Stewart commented on the statement that Senate shares information and discusses issues and suggested it reflect the many other things we do such as approve and create.
- Page 11 – Duane Chapman noted the issues with titles again on Student Affairs and Student Life. Discussion followed that related to the use of titles in some areas and offices in others areas (Example: Director ## or Office of ##.)
- Page 16 – the omission of the IDS Program as noted above.
- Page 17 - Academic Appeals Committee needs to be updated to include new language about membership.
- Page 19 – Marjorie Stewart noted grammatical error.
- Page 21 – Faculty Development needed to have the responsibilities and the membership language updated based on changes approved last year.
- Page 23 – The Library Advisory Committee and update membership needed as noted above.
- Page 24 - Student Life Committee was revoked.
- Gary Morris noted he would like to have a copy of all the bylaws available at the end of the next Faculty Handbook/catalog.
- Faculty Handbook pages 25-59 needs to be reviewed by next Faculty Senate meeting (September 14).

#### IV. New Business:

- Committee Reports – Brian Perkins tracked down and emailed committees from last year requesting reports. He has received reports from: Assessment Committee, Academic Policy Committee, Academic Appeals Committee, and Library Advisory Committee. Three he had not heard back from yet were Curriculum Committee (Sara Sawyer), Financial Aid (Stephany Harper), and Scholarship Committee (Dave Hutchinson). Kandas Queen referenced the email Kevin Evans had forwarded from pertaining to Curriculum Committee, but Ken Lang noted it was not all encompassing and discussion followed that included comments that a full report was still needed.
- Future Committee Appointments – Brian Perkins noted his opposition to the process of selecting committee appointments at the end of the term. He stated there could be issues with faculty not returning and this process would be more work at a time of the year when faculty were already busy at the end of the year with final projects, grading papers, and submitting final grades. Kevin Evans noted it would be more, but if timed correctly it could provide faculty/committees the ability to start immediately when the fall semester began. Kevin Evans further noted he felt it would benefit new faculty to not be appointed to a committee their first year as they needed to concentrate more on developing their curriculum. Marjorie Stewart agreed. Discussion followed. Brian Perkins questioned if the first week in April would work as a good time to appoint new committee members. Discussion followed. Kevin Evans noted committees review their bylaws to make sure

they have language in them to reflect the new timing of committee membership appointment and chair selection. Discussion followed and Brian Perkins asked for senators to let your colleagues know about this process change. Maureen Gildein asked about the rationale behind this change and Brian Perkins responded that it was to let committees 'hit the ground running' in the fall rather than waiting 2-3 weeks after Faculty Senate determines committee membership.

- Overload Form Use – Brian Perkins questioned how the overload form was being used; just a verbal commitment initially and then following up with the forms. Gary Morris noted we are not doing overloads until after the fall semester per since overload pay would not be applicable until after the 24<sup>th</sup> credit hour taught. Brian Perkins clarified that overload forms would not in use then until the spring semester. Brian Perkins noted some faculty were unhappy with this arrangement. Discussion followed. Kevin Evans noted it was part of the discussion last year, but he did not remember if a definitive statement/policy regarding this change and the expectations was shared with faculty. Brian Perkins stated having a written policy outlining the process and expectations should be communicated to faculty. Kandas Queen commented it should also include language of when faculty would be paid for the overload. Ken Lang referenced the BOG Overload Policy. Discussion followed on overloads, pay, and clear expectations. Gary Morris stated he would draft something for Faculty Senate to review and share with faculty.
- Secretarial Support – Brian Perkins raised concerns about adequate secretarial support. Kevin Evans noted his department was struggling to get support in a timely fashion. He noted this was not to blame their departmental secretary, but felt it was a result in her being pulled in too many directions. Kevin Evans further commented on the processes involving work orders and getting ordering supplies ordered in a timely process, and he was questioning if other departments were having the same struggles and being overwhelmed as much he and his department were experiencing issues. Duane Chapman noted his department was working with student workers a lot. Maureen Gildein noted her department also relied on student workers and while they did a good job, they required a lot of monitoring from Connie O'Dell, who does a good job of outlining duties for the students. Brian Perkins stated the issue with student workers was they do not have access to all systems/process from which faculty and departments might need information retrieved/submitted. Discussion followed regarding issues involving the new process of shared secretaries that included problems getting students registered to keeping the department in supplies from Kevin Evans and Marjorie Stewart. Concerns were expressed that this current process did not work well for departments. Kandas Queen commented that she had not experienced any issues with getting work orders filed, supplies ordered, or getting students registered under the new process. Kandas Queen noted the use of the Academic Affairs Secretaries email made the process work well as it allowed for many to work on an issue/project rather than just relying on one person. She further expressed concerns that she had heard from her department focused more on bigger issues, like reports for ABRE or information needed major projects. Tim Konhaus remarked on the distinction between secretaries and administrative assistants. Brian Perkins noted if it becomes a long-term problem, we could get faculty burnout and high

chair turnover. Brian Perkins asked Gary Morris to comment on the process. Gary Morris noted the new process had only been in place for about a year and it had been a very challenging time with COVID-19. He further noted that some of the problems he was hearing could be resolved with communication and some additional training. Reminded Faculty that this process came about as an effort at cost saving and efficiencies. Discussion followed on the process and ways to improve. Brian Perkins questioned the cost savings and the hiring of a new Dean. Gary Morris noted we were not replacing the Director of Academic Success Center so it was more resource allocation than allocating new spending. Marjorie Stewart commented on students that come into their office all the time that needed help, such as during the first week of school when they are directing students to various classrooms. Kevin Evans questioned if this was an issue we wanted to try to resolve. Duane Chapman noted he was not a fan of it, but thinks we need to live with it as it is for now. Discussion followed regarding training and/or support needed to improve the current process, or look at going back to departmental secretaries. Maureen Gildein remarked on refining the communication and training process might help the current situation. Kandas Queen commented it was still a relatively new process and it might require us to work on reworking it more before considering the need to completely revise, especially based on the need for cost saving measures the college needs to follow. Gary Morris remarked he wanted to address issues where things were not working so it could be improved. He further noted it was not his intent for the restructure to create heavier workloads for faculty, and he could discuss it in chairs too to help identify areas needing addressed. Tim Konhaus asked for departments to conduct a needs assessment to identify issues and get a better idea of what and where the need is and find ways to improve (secretarial, administrative support, or procedural). Brian Perkins asked if there was a form for that approach, or information. Duane Chapman stated he felt it was Faculty Senate members talking with department to assess needs and then comparing notes at the next meeting (September 14). Discussion followed that noted this needed to be addressed again on the next Faculty Senate Meeting Agenda.

#### V. Adjournment:

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

Meeting adjourned at 1:28 p.m.