

# Glenville State College Faculty Senate Meeting Minutes

Date: September 28, 2021

## I. Call to order and Roll.

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

Also in attendance: Gary Morris and David O'Dell (in place of Duane Chapman – as faculty-at-large)

## II. Approval of Minutes; Reports

Motion to approve the minutes for September 14, 2021 meeting by Wenwen Du; seconded by Kevin Evans. All voted; motion approved. David O'Dell abstained.

- Reports:
  - Board of Governors (BOG): Kevin Evans noted BOG met by Zoom to get a financial update from Bert Jedamski. Enrollment was at 90% of what was projected, down \$110,000 from what we had projected; housing was down, but we were close to the projected budget. Noted Bert Jedamski would be attending a Faculty Senate meeting soon and provide further updates.
  - Advisory Council of Faculty Representative (ACF): Marjorie Stewart noted ACF had met but she was unable to attend as she had class during that time. She further noted passing the legislative agenda was on the meeting agenda, but she had not seen the minutes from that meeting and was not sure how they handled the matter of it only being a draft.

Marjorie Stewart noted in the Cabinet meeting Mark Manchin raised the question of whether we wanted to go to virtual classrooms after Thanksgiving break. Discussion followed. Comments related to understanding the need to take classes virtual after Thanksgiving. While there were concerns about moving virtual, most noted they would be able to accomplish this task. Only a couple of faculty members from various departments had expressed they were against going virtual. Several noted that if the institution was to make the decision to go virtual after Thanksgiving there needed to be an announcement made soon. Faculty and students needed to prepare and plan for the change in delivery. Discussion continued on issues related to students returning after the break. Kandas

Queen motioned to move to online after Thanksgiving break; Kevin Evans seconded. All voted; motion approved.

- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Brian Perkins recognized Gary Morris for updates. Gary Morris stated there were two general taskforces created. One was a general education taskforce to continue the work on revising the general education curriculum. The work of the last committee died in curriculum. The new general education committee will be given latitude to work on the curriculum over the next two years to put forward some recommendations. The second committee was a gender identity taskforce. Ann Reed would be leading that committee and would work with Jason Yeager to put the committee together and draft a gender identity policy that would go through shared governance.

Gary Morris sent an email to Faculty Senate regarding COVID-19 cases on campus after Labor Day and noted he expected an increase again after fall recess. Additional information included Gary Morris noting the new Vice-Chancellor for Academic Affairs at West Virginia Higher Education Policy Commission (HEPC) had called for a Provost meeting and he would share with the committee if there were any updates. Gary Morris mentioned that a nursing team taskforce was being created. Meeting with Marshall University on October 11 to finalize the consortium agreement and then share it with the BOG to review before signing. If all goes well it could be signed in November. Glenville State College was awarded the SIP Grant. This was a grant to strengthen institutional programs with funds of about \$400,000 a year for five years. These funds would be used to upgrade classrooms and the computer lab in AB, Clark Hall, and technology in buildings across the campus. The grant allowed up to 10% of the grant to be matched for endowments; \$40,000 matched each year totaling \$80,000 for the five years of the grant. Gary Morris also noted GSC had received the ARC grant that will help to move us towards cyber security as a focus for the college.

### III. Old Business:

- Faculty Handbook – Review of the Faculty Handbook resulted in the following recommended changes (Listed below):
  - Page 62, Kandas Queen commented that on the bottom of the page it referenced section 4.11 and noted there was no such section listed.
  - Page 63, Kandas Queen noted under ‘Changing Schedules’ section there was a reference to “(See “Withdrawing From a Class)” and questioned where that section was located. She further noted an issue with the format on the list of numbers under the ‘Copyright’ section that included an additional space.

- Page 64, Marjorie Stewart commented under the section ‘Course Syllabus/Guidelines’ the points were more general and questioned if we were to follow those or continue to use the template provided for the syllabus. Brian Perkins thought it would be to use the template and questioned Gary Morris on the matter. Gary Morris responded the points there were more of a carryover from previous guidelines. He further commented that there had to be uniformity in where this information was found in the syllabus; they also needed to look professional as we shared them with other institutions and with HLC. Gary Morris noted there could be further discussion on how prescribed they needed to be rather than “a one size fits all” approach. Kandas Queen noted at the bottom of the page there was ‘see attached sample syllabus’ and suggested adding language on what appendix the sample syllabus was located. Brian Perkins noted it was in Appendix O. Marjorie Stewart commented she understood about uniformity, but not all information would be relevant for every course.
- Page 65, Marjorie Stewart stated that on the section ‘Electronic Digital Communication Devices’ there needed to be an exception noted for when such devices were used in the classroom by the instructor. Kandas Queen agreed with that comment and that a number of faculty in the Department of Business that used technology, such as Kahoots, where students needed to use their phones to participate. David O’Dell questioned if that needed to be added in writing as an exception. Marjorie Stewart responded that based on the current language it stated “all electronic digital communication devices must be turned off and out of sight” which currently did not allow for individual faculty to make the decision allow it. Kandas Queen suggested adding the phrase “unless otherwise directed by the instructor” to that sentence to correct.
- Page 66, Kandas Queen referenced the need to align the language under ‘Final Exams’ with what was posted on the ‘Final Exams’ document on the website, which stated that arranged and web-based courses could have the final examination period include the week before finals. David O’Dell questioned the language in the section ‘Grade and Attendance Records’ regarding the use of gradebooks and whether faculty were being mandated at this time to use the gradebook in the Brightspace LMS. Gary Morris noted we do not provide gradebooks any more, but thought the important thing to note in this section was that gradebooks and student information was the property of the college regardless of the format. Brian Perkins followed up on the question noted by David O’Dell and asked if Brightspace was to be required to be used by all faculty for a gradebook. Gary Morris responded the implication was that all faculty should do so, but it had not been clearly verbalized. He further noted the language was to state that all faculty should follow what was implemented by the college.

Kevin Evans questioned if we still had access to our gradebooks in Blackboard, and whether faculty should be required to download a copy of their gradebooks each semester from whichever LMS the college used. Tim Konhaus noted Blackboard was still accessible to faculty. Maureen Gildein questioned if the language needed to be updated in the first part under the section 'Grade and Attendance' as faculty were not being given gradebooks from their academic departments. Marjorie Stewart noted it could be cut down to just state that "instructors would keep attendance records, and post grades in Brightspace." Maureen Gildein agreed and stated it could include the language about faculty keeping "an electronic gradebook." Brian Perkins stated to strike out the first sentence, but felt the second sentence should stand. Discussion included smoothing out the paragraph.

- Page 67, Kandas Queen questioned if there should be a link to Policy 11 referenced in the first sentence to keep it consistent with changes previously recommended. Marjorie Stewart noted it was good to have consistency.
- Page 68, Kandas Queen suggested adding a policy regarding COVID-19. Discussion followed that resulted in tabling that suggestion for now. Kevin Evans commented that the section on 'Robing' needed to be updated as robes were now ordered online and were not done by the bookstore.
- Page 69, David O'Dell questioned how GSC would handle a situation related to 'Consensual Relationships' and used himself if he took a course his wife taught. He noted there was no language in there for preexisting conditions such as that. Discussion followed regarding supervision roles and language that would address such a situation. Gary Morris noted there was a BOG policy and this language was an attempt to align policies, but he did not think it addressed such a preexisting condition. Gary Morris commented that these instances were so rare they could be treated on a case-by-case basis. Kevin Evans noted there was language in the BOG policy that states there can be exceptions made and we could add something similar that would address this. Discussion followed.
- Page 76, Kandas Queen suggested adding a link for the reference to Policy 8 under section 'Parking'; and noted the "See Section 6.16" under section 'Protection of Human Subjects" be revised as there did not appear to be a Section 6.16.
- Page 77, Ken Lang suggested under section "Public Safety" in the second to the last sentence adding language that if it was an emergency to call 911.
- Page 80, Kandas Queen noted adding a link to the reference for "Policy 21" in the last paragraph under section 'Vehicle Management Policy' to be consistent with other suggestions.
- Page 81, under section 'Further Assistance' to revise the reference to Robin Cottrill. Discussion followed that resulted in changing it to reference the

title rather than a name. Brian Perkins suggested it say the Office of Technology.

- The next section of the Faculty Handbook up for review are pages 83-111.

#### IV. New Business:

- Faculty Development Funds – Marjorie Stewart commented the Faculty Development Committee had met the previous week and she noted they were looking at issues where the method currently in place to distribute funds was not the same in the handbook or the new committee bylaws. Marjorie Stewart noted they were brainstorming on ways to meet those requirements without completely disrupting the system and make sure that funds were being dispensed in a timely fashion. They hoped to develop some viable options at their next meeting. Brian Perkins questioned if it was the plan to move awarding of funds back to the committee. Marjorie Stewart noted that many faculty members felt that would be the appropriate thing to do; otherwise, the new bylaws would have to be revised. Marjorie Stewart commented that if anyone had ideas or strong feelings about the matter to let her know and she would share with the committee. Kandas Queen questioned the amount of discussion that had been had with faculty on changing the process regarding the funds and noted it was her understanding that the committee would be part of the process, not take over the process. She further commented on the role of the committee and that it was to help create development opportunities for faculty. Marjorie Stewart noted they were working on ways to develop those opportunities and that the new bylaws stated they were to be involved with awarding the funds. She further commented that the faculty she had heard from on the matter felt that was the better method. Discussion followed that related to soliciting more faculty input on the process, and improving the process. Marjorie Stewart noted an issue with the process for the committee before related to information on the budget. Kevin Evans commented that he was not sure the faculty in his department agreed with changing the process and stated that most of them supported the current system. He further questioned the number of faculty that would support a change and suggested that we might need to poll faculty to see where they stand on it. Marjorie Stewart noted she thought faculty views were represented by departmental committee members, but she might have misread their views. Marjorie Stewart further commented that faculty could send their views via committee members or they could poll faculty, but she thought that the approval of the bylaws that were written last spring indicated their agreement with changing the process. Discussion followed on the bylaws, structure of the committee, and getting faculty opinions on it. Maureen Gildein noted it seemed like we were all over the board on this and that we might need to have Faculty Senate report out on this again at the next meeting. Marjorie

Stewart commented that the committee was looking at several proposals that could be shared with departments and Faculty Senate. Brian Perkins noted Marjorie Stewart could share the ideas from the committee at the next meeting. He further noted this looked like something we needed to review further and then survey faculty to get feedback in a formal manner.

- Elections – Brian Perkins referenced the Promotion and Tenure Committee and stated that we needed to get elections underway in the next couple of weeks. He commented that there could not be more than two faculty from the same department. Sara Sawyer and Wenwen Du were already part of the committee so no one else from Science and Math could be elected. Discussion followed who could serve on the committee, which included one Associate Professor and one Professor. Brian Perkins further noted that Ken Lang, Lloyd Bone, and Amanda Chapman could not serve as they were going up for promotion.

Brian Perkins noted we needed to nominate someone for CLC 2021–2024 term. Kevin Evans asked if Brian Perkins had sent a notice to faculty to ask for nominations. Brian Perkins commented he thought he had sent out an email that also covered the Promotion and Tenure committee. David O’Dell noted the email Brian Perkins sent out was not an actual call for nominations. Brian Perkins noted he would send it out again. Discussion followed with Brian Perkins stating the deadline for CLC nominations be by the next Faculty Senate meeting.

- FAR – Brian Perkins noted that a draft of the FAR had been sent around and asked to discuss in departments and provide feedback. Discussion followed on the FAR. David O’Dell suggested a revision in Part III.2 noting that the language fit more with a goal rather than a reflection.

Brian Perkins noted items for the next Faculty Senate meeting included: Bert Jedamski reporting, feedback on the FAR, finish up review of the Faculty Handbook, and CLC nominations.

V. Adjournment:

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

Meeting adjourned at 1:28 p.m.