

# Glenville State University Faculty Senate Meeting Minutes - FINAL

Date: November 8, 2022

## I. Call to Order and Roll

- a. President Elizabeth Matory called the meeting to order at 12:25 pm in MCCC 319 and via Teams.
- b. Senators in attendance: Liz Matory, Maureen Gildein, Schuyler Chapman, Leslie Ward, Pai Song, David Lewis (online), Donal Hardin, Jen Wenner, Kristen Mullins, Kevin Evans, Josh Squires, Nabil Nasser (online)
- c. Others in attendance: Mari Clements, Robert Regalado, Mark Sarver

## II. Approval of Minutes

- a. Motion by Jennifer Wenner to approve 10/25/22 meeting minutes. Donal Hardin seconded. All voted in favor except Jen Wenner and Kevin Evans who abstained.

## III. Reports

- a. Officers
  - i. Liz Matory
    1. Matory shared a run-down of achievements thus far. She flagged that we have one more meeting remaining. She requested that we gather information from ourselves and our departments.
      - a. She announced among other things that we will need to alter the Constitution of the Senate to reflect University status. See p. 4-5 for full overview.
- b. Board of Governors (Kevin Evans)
  - i. The BOG met on October 13. One of the agenda items was Policy 47. He reminded that any comments on the policy need to be submitted soon. If no comments are received it will go into effect. If there are comments they will look over it. The policy adds an Athletics Committee officially to the BOG committees.
  - ii. They also discussed the funding formula and approved it.
  - iii. The BOG approved the intent to approve the MS-Criminal Justice. It will need to come back for official approval to submit. They approved the intent to submit for the MBA.
  - iv. The BOG approved selling old vehicles that are out of date and unnecessary.
- c. ACF (Kristin Mullins)
  - i. The ACF met November 4 and 5.
  - ii. The International Education Advisory Council is being developed.
  - iii. House Bill 2978 (approving open-carry on campus) and the ACF was mostly opposed.
  - iv. Two internship opportunities are available through the ACF. One of the internship opportunities is specifically for masters' students.

- v. They will meet four times next year and those dates are set.
- d. Administrative/Academic Updates
- i. Mari Clements did not have any significant updates. Registration is keeping them busy. If there are issues with registration, she asks that people let them know. There is a Biology for Nursing search and a search in Exercise Science, as well as two positions each in Education (early education and special education), Business, and Criminal Justice.

#### IV. Old Business

- a. Provost Evaluation Taskforce Update
  - i. Meeting today
- b. Overload Policy Subcommittee Update
  - i. Hardin shared an earlier document related to overload pay and tenure/promotion benchmarks at Glenville State (dated 1997) and encouraged us to share with our departments to see whether it would be appropriate.
    - 1. Matory discussed how we have responsibility for advising but that we have an uneven distribution.
    - 2. Hardin mentioned a load-release for chairs as another example of things that we could consider.
  - ii. Wenner offered that the issues with overload came up through Meet & Confer and then at the request of the president. She mentioned that we're running into a lack of data and that we're looking to gather that data through official means.
  - iii. Hardin explained that the subcommittee might create a survey to gather information as well.
  - iv. Ward said that issue of people receiving an overload by year or semester is of less importance than timely remuneration for the overload.
  - v. Wenner moved that we approve the memo to collect information (see pgs. 5-8 for the memo). Squires seconded. Ward asked whether we need to take the information back to the departments. Evans suggests that we do not need additional data from administration in order to make a recommendation. Hardin replied that we ought to take into consideration the data and the faculty. Evans agreed that a survey of faculty would be most direct and appropriate. Matory thinks that we should have more data to understand how the policies have changed. Ward stressed the importance of data since it can give info re: whether people are actually using the flexibility to how faculty teach (overload vs. underload), which has been presented as a potential benefit of this. Matory closed the discussion. The motion is to file an official request for data. Evans, Lewis, and Song oppose. No abstentions. Others approved. Motion passes.
  - vi. Hardin motioned to develop a survey for faculty to gather information from faculty re: their feelings about overload pay. The survey will be reviewed by faculty senate. Wenner seconded. Hardin requested that if passed to send

him questions people would like to see. No opposition, no abstention. All support. Motion passes.

- c. FAR Taskforce Update
  - i. Maureen Gildein has requested to be removed. Kandas Queen has requested to be her replacement.
- d. Department Administrative Support Update
  - i. Matory tried to neutralize as much as possible the responses about how administrative support has been working. She shared a document titled Summation of Administrative Support Analysis by Departments (see pg. 8 of these notes for the draft document).
  - ii. Nasserri said their department met with Administrative Affairs and that the conversation highlighted that the departmental concerns primarily made to having a presence in the department. The department voiced many different concerns, per Clements.
  - iii. Matory asked that we review the document and provide feedback.
  - iv. Evans mentioned that the issues highlighted under desires in the document are mostly things that the administrative support will handle but that we need to ask.
  - v. Matory said maybe we might have a meeting at the beginning of the semester to have departments and administrative staff to cover duties.
  - vi. Wenner moves to share the document with Academic Affairs. Ward seconded. No opposition, no abstentions. All approve. Motion passes.

## V. **New Business**

- a. Confirm Invitation of President Manchin to attend 11/29 Faculty Senate Meeting
  - i. Ward moves to invite him to the 11/29 meeting. Nasserri seconded. Evans asked if we would have questions and if we would we'd want to give him a week to respond. Wenner says to have questions. Evans said that we should give him at least a week to gather any necessary info. Nasserri suggested that we also solicit info from him about what he might want to get from us. No opposition, no abstentions. All approve. Motion passes.

## VI. **Departmental Updates**

- a. Business
  - i. MBA is proceeding forward—BOG approved intent to submit the proposal.
- b. Criminal Justice
  - i. Curriculum approved MS in CJ.
- c. Education
  - i. No updates
- d. Fine Arts
  - i. Choral concert 11/16/22.

- e. Land Resources
    - i. No updates
  - f. Language and Literature
    - i. The play is occurring Thursday, Friday, and Saturday. Submissions for Halloween writing and art were received and posted in Administration Building.
  - g. Science and Math
    - i. No updates
  - h. Social Science
    - i. They will host an election-watch party in the Musket along with some games. They're considering to do a debate club in conjunction with Language and Literature.
- VII. Adjournment
- a. Liz Matory adjourned the meeting at 1:15 pm.
- VIII. Appendices
- a. GSU Faculty Chair Report

**GSU Faculty Chair's Report**  
For Period July 2022-October 2022

Date: November 8, 2022

Below are the items that our faculty senate has accomplished during the first quarter (Q1) of its tenure has a representative body. Great Work Everyone!

**July/August**

- Met with fellow senators to get a sense of their perspectives and initial thoughts about the new term
- Held organizational meeting during faculty orientation week (8.11.22)

**August/Sept**

- Considered concerns of newly formed faculty senate related to discourse and transparency
- Administered faculty committee appointments and elections
- Prepared for HLC Visit; Mock interviews; Attendance/Participation during visit
- Consideration of department administrative support

**Sept/October**

- Consideration of Overload Policy implementation
- Considered whether to speak on Amendment 2 as member of ACF
- Senior Lecturer Position, Academic Affairs and Promotion and Tenure Committees

**Committee Work:**

- Approved Academic Policy Committee Bylaws University nomenclature change

**Subcommittees/Taskforces Established:**

1. Elections
2. FAR Taskforce
3. President Evaluation
4. Provost Evaluation

**Upcoming Matters to Consider:**

- Change Nomenclature of Senate Constitution to reflect University status

Respectfully Submitted,  
*Elizabeth Matory*  
Chair  
Faculty Senate 2022-24

b. Memo to Request Data re: Overload

MEMORANDUM

To: Gary Z. Morris, Provost  
Office of Academic Affairs  
Glenville State University

From: Faculty Senate  
Glenville State University

Date: November 8, 2022

Re: Request for Overload Data to Evaluate the Efficacy and Benefit of Current Compensation for Faculty

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Dear Sir,

This memo serves to formalize and document the reiteration of the data request for the faculty senate to further evaluate the implementation of overload determination and compensation.

The initial request was in the form of a recommendation by the chair at the October 25<sup>th</sup> meeting.

During the November 8, 2022 senate meeting, a motion to request the data indicated by this memo was

Approved: \_\_\_\_\_

The faculty senate's request stems from its nature, authority, responsibility and duties to "***strive to procure the best conditions possible*** for instruction and research" as articulated in Article I,

Section 3 of the Constitution of the Glenville State College Faculty Senate (emphasis added). The request also stems from the authority under Section 9 of the aforementioned article which states that “(t)he Senate shall have broad investigatory powers to call upon members of the college community to enhance its understanding of college matters and to carry out its duties of oversight and policy review.”

The faculty Senate requests that data is received by this body by the November 29<sup>th</sup> 2022 senate meeting.

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### **DATA REQUESTED:**

1. The number of faculty members who are teaching more than 12 credits or 15 credits for lecturers
  - a. Please provide FA 22, SP 22, FA 21, SP 21, FA 20, and SP 20
  - b. If possible, can you indicate whether the same faculty members are teaching above 12 or 15 (lecturers)? If the figure includes unique members, please note - to determine whether faculty teach back-to-back over 12 or 15 (lecturers) from fall to spring.
2. Also, since the issue of some faculty members not teaching their total credits per their annual contracts through Spring Semester, has been referenced as a major reason why annual contract language was changed,
  - please provide the Faculty Senate with the number of faculty who have not reached their contractual obligation for the following:
    - a. - AY 21-22, AY 20-21, and AY 19-20.
3. We are only requesting the number not the individual faculty members. You can choose to include the departments if that would help your data collection, but we do not desire the individual members.

### **REASON FOR REQUESTED DATA:**

In order to evaluate the efficacy of the Board of Governors Policy 25b:

"25B.3. Defined 3.1 An overload is defined as the addition of a course that would result in more contact hours than are required in the faculty member's 9-month contract period. A faculty member's teaching load (credit hours) is calculated based on contact hours as shown in the faculty handbook." (Board of Governor's Policy 25b)

As Policy 25b refers to both the annual contractual obligations and the faculty handbook to define the term "**overload**", members of the faculty senate have identified the change in the language of annual contracts:

**Academic Year 21-22 Contracts did not indicate Overload in contracts (Faculty and Lecturer):**

"This appointment is subject to approval of the Expenditure Schedule of the Higher Education Commission, the State Budget Office, Department of Revenue and contingent upon adequate funding. Consistent with the provisions of the Higher Education Policy Commission (HEPC) Procedural Rule Series 9, your employment throughout this appointment is subject to the fulfillment of the faculty duties as delineated in the Faculty Manual, adherence to all applicable rules and policies of the Glenville State College Board of Governors and the HEPC, and your specific position responsibilities determined by the President, the Vice President of Academic Affairs, and your Department Chairperson. You are expected to teach a minimum of 12 semester hours during the fall and spring semesters respectively, as assigned." - FY22 Faculty Template (emphasis added)

"This appointment is subject to approval of the Expenditure Schedule of the Higher Education Commission, the State Budget Office, Department of Revenue and contingent upon adequate funding. Consistent with the provisions of the Higher Education Policy Commission (HEPC) Procedural Rule Series 9, your employment throughout this appointment is subject to the fulfillment of the faculty duties as delineated in the Faculty Manual, adherence to all applicable rules and policies of the Glenville State College Board of Governors and the HEPC, and your specific position responsibilities determined by the President, the Vice President of Academic Affairs, and your Department Chairperson. You are expected to teach a minimum of 15 semester hours during the fall and spring semesters respectively, as assigned." - FY22 Lecturer Template (emphasis added)

**Whereas the Academic Year 22-23 Contracts stated overload compensation after the annual contractual obligation (Faculty and Lecturer):**

"You are expected to teach a minimum of 24 hours during the academic year, maintain office hours, perform committee work, and other duties described in the Faculty Handbook. Overload compensation is offered for courses taught in excess of 24 credits hours per academic year." (Draft Contract\_Professor; emphasis added)

"You are expected to teach a minimum of 30 hours during the academic year, maintain office hours, perform committee work, and other duties described in the Faculty Handbook. Overload compensation is offered for courses taught in excess of 30 credits hours per academic year." (Draft Contract\_Lecturer; emphasis added)

Through the several meetings and review of minutes from the prior Faculty Senate, what remains unclear is how/why the contractual languages changed between one year to the next. One year 9-month contracts included the semester language and then the next year it did not. Indeed, contracts are personnel matters, but the fact that there is this linkage from the policy to the annual contract as it relates to overload calculation and compensation, members of the faculty senate acknowledge and would like to determine whether there has been an adverse impact on faculty from the change in language.

The continued support and transparency by the Provost and the Office of Academic Affairs are valued by the faculty senate.

Thank you again for your time and attention.

c. Draft Summation of Administrative Support Analysis by Departments

**Summation of Administrative Support Analysis by Departments**

Shared beliefs:

- Every department appreciates the work secretaries do for them.
- Want more opportunity for connection and collaboration to enhance the learning experience of students and the efficiency of administrative management of departments.

Common desires:

- More input from the secretaries
- Cohesion with departments
- More interaction and/or physical presence of secretaries in departments (meetings/locations)
- Help with coordination/planning of special events
- Assistance with receiving course evaluation results
- Data collection and cleaning of majors/minors, prerequisite verification
- Continued support with advising and curriculum monitoring

Identified needs:

- Training, guidance, and management of student workers.
- Automated systems to support advising, assessment, recruiting, and accreditation
- Help with paperwork, communication, and social media
- When more graduate programs are added, potentially secretaries that specialize in graduate programs.
- Mail delivery
- Streamline equipment ordering
- Help answering department telephones

Important Note:

- Much of the duties above fall on the department chairs to administer, which has a detrimental affect on the effectiveness of both the departments and the chairs as individuals.
- Possible solutions identified will only enhance the capacity and ability for faculty to focus on instruction.



d.