

# Glenville State University Faculty Senate Meeting Minutes - Final

Date: December 7, 2023

## I. Call to Order and Roll

- a. President Maureen Gildein called the meeting to order at 12:25 pm in MCCC 315 and via Teams.
- b. Senators in attendance: Liz Matory, Maureen Gildein, Schuyler Chapman, Pai Song, Josh Squires, Kandas Queen (online), Nabil Nasserri (online), Mark Sarver
- c. Senators absent: Duane Chapman, David Lewis, Shelly Ratliff, Jennifer Wenner
- d. Others in attendance: Mari Clements, JD Carpenter (online), Scott Beatty (online), Matt Thiele (online), Tracy Chenoweth (online), Shalika Silva, Gerda Kumpiene (online), Robert Regalado (online), Ed Wood (online)

Note: This meeting constituted a special meeting to address exclusively the Faculty Handbook revisions for 23-24. Maureen Gildein served as chair of the meeting, as president, but left about halfway through. As Ratliff (vice president) was unable to attend, S. Chapman took over duties and ran the remainder of the meeting.

## II. Section II

- a. 2.2.1
  - i. Changes to titles (VP of Administration and General Counsel and VP for Enrollment Management) were caught in bolded line, but in the description of the position the titles remained unchanged. This happens a couple times
  - ii. Dean of Health Sciences needs added.
- b. 2.2.4
  - i. Curriculum Committee will require updating based on decisions at the most-recent (12/5/23) meeting regarding membership.
- c. 2.2.6
  - i. Last sentence in first paragraph should be updated to reflect new status of chair re: expectation of service.
- d. 2.2.7
  - i. Cut the Interim Director of Graduate Studies.
  - ii. Add descriptions.
  - iii. Director of Campus Health will experience period of vacancy

## III. Section III

- a. 3.2
  - i. Senior Lecturer should be added – the position does and does not exist at the moment (process for promotion not yet hammered out but BOG has approved the creation of these positions). The task-force started last year needs to be reconstituted to address this.

- b. 3.4
  - i. This should be struck, not necessary.
- c. 3.6.4
  - i. Add “accredited institution” after “discipline” in first sentence.
  - ii. In the *Special Cases* section (next page from where section starts) the line for Business needs to be updated. Sentence should now start “For undergraduate courses,”. There should be, in addition, a second sentence that states qualifications for teaching graduate courses.
  - iii. On that same page, re: *Interdisciplinary Programs*: After the colon in the first line, add an “e.g.” and CUT all examples listed. Instead, please list Appalachian Studies, Natural Resource Management, etc.
- d. 3.6.5
  - i. Change the “we” to “Glenville State University” to maintain consistency
- e. 3.6.6
  - i. Cut the (5)
  - ii. In the final paragraph end sentence after “syllabus.” Start new sentence “Resident faculty should also post office hours on...” At the end of the paragraph add a sentence that reads “Remote faculty schedules, including office hours, should be held in both the faculty member’s department and in the Office of Academic Affairs.”
- f. 3.6.7
  - i. Following #17, start a new paragraph that begins, “in addition to these responsibilities, remote faculty are to:” and include the list that has been prepared to cover this.
- g. 3.6.8
  - i. Replace “undergraduate” in final sentence of first paragraph with post-secondary
  - ii. In the fourth/fifth paragraphs, (“college teaching...”) should replace the “college teaching” language with post-secondary or university.
  - iii. In the fifth paragraph (“Like other professionals...”), the language re: “full credit load” should be consistent with the language in contracts and in points 1-5 included in Appendix N. Essentially, those points 1-5 from the appendix should appear in this section somewhere. The language on this topic needs to be consistent.
  - iv. Note: Sarver raised the issue that a body that accredits business programs, which our department of business is currently seeking accreditation through, indicates that a full course load for graduate-level faculty is nine credit hours. Clements and Sarver agreed to kick this can down the road as the department of business has yet to receive accreditation through this body but I considered it worth recording here for future reference if necessary. Nasseri [provided a link](#) that might be useful for this discussion.
- h. 3.6.8.1
  - i. Because the method of payment may change in light of recent efforts to remunerate faculty in the semester in which they have the overload (not after

they've gone over their "contractual obligations ... for the academic year" as currently defined in this section).

- i. 3.6.10
  - i. Add a #17: Exit interview with Provost and/or Department Chair or survey prior to separation
- j. 3.6.12
  - i. Retitle: Student Retention and Recruitment
- k. 3.6.13
  - i. Link to Series 11 needs updated
- l. 3.7.1
  - i. Strike the line Bachelor Degree Program Faculty
- m. 3.7.2
  - i. After the sub-section Criteria for promotion, Promotion to Senior Lecturer should be listed. It should be first. Then the next should be "Promotion to Assistant Professor" followed by Promotion to Associate Professor and finally Promotion to Professor. In other words, it should follow ascending titles as in 3.7.1 re: expectations for Lecturer and Assistant Professor.
- n. 3.7.3
  - i. In the Review Procedure section, #6a strike the phrase "in handbook" and replace with "as set forth above"
  - ii. Same section #7, revise the first sentence to read as follows: "The University Tenure and Promotion Committee will conduct a full review of all recommendations for promotion and/or tenure and, in turn, indicate agreement or disagreement with the department chairperson or dean's recommendation."
    - 1. Note that there "chairperson's" is changed to "department chairperson or dean's"—this is a change that should be made universally to reflect fact that a dean may have to make the recommendation (in the College of Health Sciences for ex.) and not a chair.
- o. 3.8
  - i. This section will require updating per Mark Sarver, who would likely be the person to ask re: how it needs updated (specifics not mentioned in the meeting).
- p. 3.9
  - i. The pay raise associated with promotion from lecturer to senior lecturer should be included here.
- q. Appendices should include Faculty Senate Constitution, likely alongside the by-laws to all the Faculty Senate Committees

#### **IV. Adjournment**

- a. S. Chapman adjourned the meeting at 1:44 pm.