

Glenville State College Faculty Senate Minutes

September 20, 2011

I. Call to Order and Roll

President David O'Dell called to order the Glenville State College Faculty Senate at 12:30 p.m on September 20, 2011 in the Mollohan Center Multipurpose Room, Room 319.

Senators present: Paul Peck, Liza Brenner, David O'Dell, Larry Baker, Ida Mills, Joseph Wood, Arthur deMatteo, Greg Cronce, Dennis Wemm, Kevin Evans, Jared Wilson, J Morgan, Brian Perkins, George Hoshell and Shelly Ratliff

Senators absent: Jonathan Minton, Cinda Echard

Others present: Dr. John Peek

II. Approval of Minutes and Ongoing Reports

Motion to approve minutes of September 6, 2011 Faculty Senate meeting. Motion passes and minutes approved.

Reports:

David O'Dell (President Reports):

- O'Dell has spoken to Annaliza Marks regarding the problems with Blackboard 9 such as slow responsiveness and lack of attendance module.
- Morgan states slowness the issue will eventually be resolved as soon as a new internet provider is chosen for the college.

ACF/Board Representative Paul Peck

- There will be an ACF meeting October 19th. Board of Governors meeting October 12th.
- Motion to endorse ACF issues. m/s (Perkins/Baker)

Other Officers

Larry Baker (Vice President Reports):

- Survey Monkey has been purchased for GSC for \$200.
- Committee is working on GSC's policy for catastrophic leave. The chancellor suggests all colleges make their own policy.

Dennis Wemm (Parliamentarian Reports):

No report at this time.

J. Morgan. (Director of Self Study - Self Study Report)

- The drafting process has begun. Rough drafts will be available by the end of the semester.

III. UNFINISHED BUSINESS

No unfinished business at this time.

IV. NEW BUSINESS

Revised Committee Appointments

- (see attached) Motion to accept changes to the draft. m/s (Wood/Wilson)

Bylaws of Academic Affairs and Curriculum Committee:

- Suggested lines of reporting (see attached).
- Correction to Article 7. Forward to Faculty Senate for review and comment and forward to CLC for action. Motion to approve language change. m/s (Perkins/Morgan)
- Article 4 has been revised for the bylaws of the Academic Affairs committee.
- Motion for Article 4 to reflect the same language change as Article 7. m/s (Baker/Wilson)
- Article 5 revised. Put chair in front of Provost. Motion to approve language. m/s (Mills/Morgan)

V. Adjournment

Meeting adjourned at 1:30 p. m; motion to adjourn by Perkins/Wilson (m/s). Motion passed unanimously.

**Faculty Senate Committee Appointments
As Approved August 23, 2011**

Academic Affairs

Taylor 2011-12
Evans, K. 2011-12
Vavrek 2011-12
Zane 2011-12
Cronce 2011-13
Treece 2011-13
Dody 2011-13

Academic Appeals

Gazal 2011-12
deMatteo 2011-12
Minton 2011-12
Curtis 2011-13
Lewis 2011-13
Wilson 2011-13
Bonnett (alternate) 2011-12
Witte, A. (alternate) 2011-13

Assessment

Batson 2011-12
Morgan 2011-12
Smith 2011-12
Curry 2011-13
Dody 2011-13
Perkins 2011-13
Conover 2011-13

Athletic

Min 2011-12
Ratliff 2011-13

Curriculum

Evans, J. 2011-12
Brenner 2011-12
Jones 2011-13
Wemm 2011-13

Enrollment Management

Arbogast 2011-12
Peck 2011-13

Financial Aid Appeals

Daniel 2011-12
Haddox 2011-12
Abraham 2011-13

Retention

Bonnett 2011-12
Sambu 2011-13

Scholarship

Echard 2011-12
Bone 2011-13

Student Life

Wood, J . 2011-12
Cosco 2011-12
Stout 2011-13
Baker 2011-13

Textbook Affordability

Walborn 2011-12
Hoshell 2011-12
Heaster 2011-13

Diversity

Heaster 2011-2013

**BYLAWS OF THE CURRICULUM COMMITTEE
OF GLENVILLE STATE COLLEGE
(January 10, 2008)**

Article I. Name

The name of this committee is “The Curriculum Committee of Glenville State College.”

Article II. Membership

The members of the Curriculum Committee shall be: the Department Chairpersons, the Dean of Teacher Education, the Director of the Academic Support Center, four faculty members (each from a different department) appointed by the Faculty Senate, and two students appointed by Student Government Association. The Certification Analyst is an ex-officio member.

Article III. Liaison

The Provost and Senior Vice President will serve as Administrative liaison. After review for completeness and accuracy of all documentation, the Provost will submit all proposals for curricular consideration to the Committee. The Provost shall have full privileges of discussion of all issues which come before the Committee. The liaison, however, has no voting rights and may not serve as an officer.

Article IV. Duties of the Committee

1. Review, study, and approve any requested curricular changes.
2. Review, study, and approve all courses and programs offered by the College.

Article V. Officers and their duties

Section 1. The officers of the Committee shall be the Chair of the Curriculum Committee and the Vice-Chair of the Curriculum Committee. The Chair and Vice-Chair shall be elected by a majority vote of those members present at the first meeting of the Committee each fall semester. However, officers shall first be elected upon adoption and approval of these bylaws.

Section 2. The Chair of the Committee shall ordinarily preside at all meetings. The Chair, in consultation with the Provost, shall prepare the agenda for the meeting and shall assemble the documents necessary for the Committee members to use. The Chair shall be responsible for communications from the Committee to administrative officers of the College, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the Committee.

Section 3. The Vice-Chair serves in the Chair’s absence. In the Vice-Chair’s absence, the Committee shall select a member present to serve as Chair for that meeting.

Section 4. The office of the Provost will provide the secretarial duties for the Committee. The Secretary of the Committee shall maintain adequate minutes of the work of the Committee. The minutes of the Committee shall be shared with the college community in an efficient manner to be determined by the Committee. A copy of all minutes of the Committee shall be maintained in the office of the Provost. The Secretary shall also assist the Chair in the preparation of communications from the Committee to administrative officers of the College, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the Committee.

Section 5. In the event that a vacancy should occur in any office, the Committee shall elect a replacement at the next meeting after the vacancy occurs.

Article VI. Procedures for meetings

Section 1. A quorum for meetings shall consist of seven (7) members of the Committee where membership is defined in **Article II**.

Section 2. Meetings shall be called as needed by the Chair. The Chair shall honor requests from the President of the College, the Faculty Senate, or the Liaison to call a meeting.

Section 3. Normally the Chair shall give at least 48 hours notice of the date, time, place, and agenda of meetings to the membership and to the campus community. Notice shall be given in an efficient manner to be determined by the Committee. Emergency meetings may be called by the Chair with less than 48 hours notice.

Section 4. Meetings of the Committee will be open. Persons present other than members of the Committee and liaison to the Committee may be recognized to speak to issues before the Committee by the Chair.

Section 5. Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

Article VII. Lines of Reporting

Section 1. All action taken by the Committee relative to policy and curricular changes will be ~~published on the campus I mail and published on the College website within five (5) working days of the date the action was taken. If no petition challenging the reported actions taken by the Committee is received within ten (10) working days of the publication date, the Committee's recommendations will automatically be forwarded to the College Leadership Council~~ **Faculty Senate**.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed when they have received a majority vote of the Curriculum Committee of Glenville State College at a meeting where voting on the bylaws has been listed on the official agenda.

Article IX. Ratification

These bylaws shall be officially adopted when they have received a majority vote of the Curriculum Committee of Glenville State College, and have been approved by the Faculty Senate, the College Leadership Council, and the President of the College.

Chairperson, Curriculum Committee

Date

Administrative Liaison, Provost and Senior Vice President

Date

**BYLAWS OF THE ACADEMIC AFFAIRS COMMITTEE
OF GLENVILLE STATE COLLEGE
FEBRUARY 10, 2011**

Article I. Name

The name of this committee is “The Academic Affairs Committee of Glenville Sate College.”

Article II. Membership

The membership of this committee shall be comprised of a faculty representative from each Academic Division or Department appointed by the Faculty Senate, the Director of the Academic Support Center, and two student representatives appointed by the Student Government Association. Ad hoc and ex officio members may be approved by the Faculty Senate as needed. Each appointed member will serve for a term designated by the appointing body.

Article III. Liaisons

The Provost and Senior Vice President shall be administrative liaison to the committee. The Provost shall communicate issues or proposals for consideration by the committee from administrative officers of the college. The Provost shall have full privileges of discussion of all issues which come before the committee. The liaison, however, is not a voting member of the committee and may not serve as a committee officer.

Article IV. Duties of the Committee

- ~~1. To advise in the development and revision of academic policies.~~
- ~~2. To receive related policy proposals~~
- ~~3. To review and advise on other issues as assigned by the Faculty Senate.~~

The responsibility of the Academic Affairs Committee is to advise the Faculty Senate on the development and revision of academic policies.

Article V. Officers and their duties

Section 1. The officer of the committee shall be the Chair of the Academic Affairs Committee. The Chair shall be elected from the membership of the committee by plurality vote of those members present at the first meeting of the committee each Fall semester – provided, however, that the officer shall be elected upon the adoption and approval of these bylaws, In order to assist in orderly and efficient flow of information between the committee and the liaison and to provide clerical

assistance, the Executive Secretary for the Provost will serve as secretary to the Academic Affairs Committee.

Section 2. The Chair of the Committee shall ordinarily preside at all meetings. In the Chair's absence, the Committee shall select a member present to serve as Chair for that meeting. The Chair, in collaboration with the Provost and Senior Vice President, shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members to use. The Provost and Senior Vice President, in collaboration with the chair, shall be responsible for communications from the Committee to administrative officers of the College, to The Faculty Senate, to subcommittees of the committee, to other committees, or to the individuals or groups with an interest in the work of the committee.

Section 3. The Secretary of the Committee shall maintain adequate minutes of the work of the Committee. The minutes of the Committee shall be shared with the college community in an efficient manner to be determined by the Committee. A copy of all minutes of the Committee shall be maintained in the office of the Provost and Senior Vice President. The Secretary shall also assist the Chair in the preparation of communications from the committee to administrative officers of the College, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the Committee.

Section 4. In the event that a vacancy shall occur in the office of the Chair, the Committee shall elect a replacement at its next meeting after the vacancy occurs.

Article VI. Procedures for Meetings

Section 1. A quorum for meetings shall consist of five (5) members of the Committee where membership is as defined in **Article II**.

Section 2. Meeting shall be called as needed by the Chair. The Chair shall always honor requests from the President of the College, The Faculty Senate, or the Liaison to call a meeting. **Also,** ~~the Chair also~~ **shall** honor the request of any three members of the Committee to call a meeting. In the event of a vacancy in the office of the Chair, any three of the current members of the Committee may call a meeting.

Section 3. Normally the Chair shall give at least 48 hours notice of the date, time, place for, and agenda of meetings to the membership and to the campus community. Notice shall be given in an efficient manner to be determined by the committee. Emergency meeting may be called by the Chair with less than 48 hours notice.

Section 4. Meetings of the Committee will be open, unless the Committee is dealing with privileged information regarding employment, personnel development and/or specific student academic issues. Persons present other than members of the Committee and the liaison to the Committee may be recognized to speak to issues before the Committee by the Chair.

Section 5. Meetings shall be conducted according to generally accepted principles of Parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

Article VII. Lines Of Reporting

Section 1. All actions taken by the Committee relative to policy changes will be published on the ~~campus on the campus I-mail and published on the College website within five(5) working days of the date the action was taken. If no petition challenging the reported actions taken by the Committee is received within ten (10) working days of the publication date, the Committee's recommendations will automatically be forwarded to the Faculty Senate.~~

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed when they have received a majority vote of the Academic Affairs Committee of Glenville State College at a meeting where voting on the bylaws has been listed on the official agenda.

Article IX. Ratification

These Bylaws shall be officially adopted when they have received majority vote of the Academic Affairs Committee of Glenville State College, and have been approved by the Faculty Senate, the College Leadership Council, and the President of the College.

West Virginia Advisory Council of Faculty 2011-12 Issues “Moving West Virginia Forward”

In order to better serve our students, the community, the state, and our institutions of learning, West Virginia higher education faculty support and endorse the following—

For Our Institutions:

- ◆ Re-visioning and enhancing the quality and delivery of academic programs, including general studies programs and adult education courses, in order to improve student retention, graduation rates, and “time to degree”;
- ◆ Addressing those initiatives and recommendations from the September 2010 SREB report *No Time to Waste* that best serve our students and help achieve program learning goals and standards—see http://publications.sreb.org/2010/10E10_No_Time_to_Waste.pdf;
- ◆ Advocating for faculty personnel issues, including salary compression relief for faculty, engaging retiring faculty, creating fair and supportive faculty sick-leave policies, increasing the number of tenured faculty, and promoting shared governance.

For HEPC and CTC Councils:

- ◆ Encouraging shared governance at all higher education institutions in the State;
- ◆ Advocating for increased percentage of tenured faculty in order to maintain academic integrity for programs, to recruit high-quality faculty, to encourage a strong faculty voice in governance issues, and to provide consistency and oversight of programs;
- ◆ Addressing statewide the issue of faculty salary compression;
- ◆ Advocating for institutions to find creative ways to offer faculty job security in the event of catastrophic illness;
- ◆ Encouraging an increased number of CTC long-term contracts for full-time faculty or non-probationary faculty;
- ◆ Engaging and utilizing to a greater degree the Advisory Council of Faculty in the work and activity of HEPC and CTC Councils;
- ◆ Advocating for institutional support and release time for faculty to serve on the ACF.

For the West Virginia Legislature:

- ◆ Providing a systematic funding mechanism for capital projects funding and Higher Education initiatives mandated by the Legislature;
- ◆ Continuing to provide funding for faculty salary raises and addressing the problem of salary compression;
- ◆ Providing funding to bring WV institutions equality with Peer Institutions.
- ◆ Amending code concerning 20% Tenure issue for CTCs by increasing the limit to 30%.

The great aim of education is not only knowledge but action.

Herbert Spencer (1820 - 1903)