

Glenville State College Faculty Senate Minutes

November 1, 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 November 1, 2011 in the Mollohan Center Multipurpose Room, Room 319.

Senators present: Paul Peck, Liza Brenner, David O'Dell, Larry Baker, Ida Mills, Arthur deMatteo, Cinda Echard, Greg Cronce, Kevin Evans, Jared Wilson, J Morgan, Brian Perkins,

Senators absent: Jonathan Minton, Joseph Wood, Dennis Wemm, George Hoshell and Shelly Ratliff

Others present: Dr. John Peek

II. Approval of Minutes and Ongoing Reports

Motion to approve minutes of October 18, 2011 Faculty Senate meeting. Motion passes and minutes approved.

Reports:

David O'Dell (President Reports):

- No report at this time.

ACF/Board Representative Paul Peck

The Advisory Council of Faculty met at 7:00 p. m. at Blue Ridge Community and Technical College's Technical Center. Members present were Erik Root, ACF Chair, Deidre Morrison, ACF Vice Chair, Sylvia Shurbutt, ACF Legislative Advisory Coordinator, Mike Ditchen, ACF Webmaster, Paul Peck, ACF Secretary, Rich Ford, Jim Hoey, Sue Kelley, Nancy Lawler, and Charles Puckett. No official business was done since a quorum was not present.

Jim Hoey gave everyone present a copy of Senate Bill No. 695 which had been passed on May 28, 2009. This bill specifically excluded nine-month faculty who had accumulated sick leave while previously serving in a 12-month position from participating in a State buy-back of sick leave program. He expressed concern that the ACF had not been made aware of this bill and its provisions while it was being considered by the Legislature.

The group discussed whether the ACF wishes to do its LOCEA presentation before the end of the year or in January 2012. The consensus was that the presentation should be done as early as possible.

Sue Kelley mentioned the importance of having faculty present to speak at the PEIA hearings in November. She promised to send all ACF members a schedule for the hearings. Sylvia Shurbutt gave everyone present a photo copy of an article on the proposed PEIA plan written by Phil Kahler which had appeared recently in the *Charleston Gazette*.

Nancy Lawler is serving on a committee which is preparing a job description for the Provost for Pierpont CTC. She asked the ACF members present to share their institution's job description for the position of Provost and/or Vice President for Academic Affairs with her.

November 18 was tentatively set as the date for the next ACF meeting. This date was later changed to November 14 due to the scheduling of the LOCEA presentation.

The presentation to HEPC is scheduled for December 9.

Most of the meeting was devoted to reviewing, discussing, and revising the presentation to be made the next morning to the West Virginia Council for Community and Technical College Education.

Erik Root made the ACF presentation to the West Virginia Council for Community and Technical College Education at that group's meeting the next morning. He received one question from the WVCTCE chair about his interpretation of "shared governance."

Other Officers

Larry Baker (Vice President Reports):

- No report at this time.

Dennis Wemm (Parliamentarian Reports):

- Not present

Cinda Echard (Treasurer Reports):

- We have \$550 left.

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

- No report at this time.

III. UNFINISHED BUSINESS

Academic Affairs Committee Bylaws

- The name has changed to Academic Affairs Policy Committee.
- Correction of Article 5 Section 1. Remove comma.
- Motion to approve changes to the article. Wilson/Mills m/s

IV. NEW BUSINESS

Formation of committee regarding change of Faculty Role Model timeline to academic rather than calendar year.

- The majority of faculty voted to change to the academic year but the changes have not been put into effect.
- There are a number of items that need to change such as dates for the tenure committee and reviews for new faculty.
- We need to form an ad hoc committee to deal with these date changes.
- The following people will be a part of this committee: Joe Evans, Mike Gherke, John Taylor, David O'Dell, and John Peek.
- Motions to form this committee. Baker/Peck m/s

Shared Governance

- O'Dell opens the floor to the senators for their opinion on this issue. He asks are we bothered by it and how should we proceed?
- Dr. Peek addresses and defends several of the points on the document.
- O'Dell states that the FIW letter sent to students contradicts individual faculty attendance policies. The letter implies the student can come back to the class and this is not the case.
- Baker states he has had several students confused about the document.
- O'Dell states the issue is not the policy; it's the manner in which the policies are being passed without faculty input.
- Morgan suggests that the Provost provide a written response. We should have a formal response with reasoning behind each argument.

V. Adjournment

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

**BYLAWS OF THE ACADEMIC POLICY COMMITTEE
OF GLENVILLE STATE COLLEGE
OCTOBER 13, 2011**

Article I. Name

The name of this committee is “The Academic Policy Committee of Glenville State 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

The responsibility of the Academic Policy 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 Policy 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 Policy 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. Meetings 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 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 forwarded to the Faculty Senate for review and comment and to College Leadership Council for action.

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 Policy 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 Policy Committee of Glenville State College, and have been approved by the Faculty Senate, the College Leadership Council, and the President of the College.

Shared Governance Issues
November 1, 2011

A new policy (Administrative Withdrawal) has been added to the 2011-12 college catalog. However, that policy was not brought to either Academic Affairs Committee or College Leadership Council. I recently discovered that policy by accident. How many other policies have been added or modified that we are unaware of?

Dr. Peek does not enforce the attendance policy as written. His view is that the college does not have an attendance policy because the policy uses the word “standard practice” (not policy) and allows faculty to modify the policy for their classes. Thus, the letter that he forwards to students that are to be removed from the course due to excessive absences contradicts the recommendation by the faculty member.

Recently, the Academic Affairs (Policy) Committee modified the approval process for the Interdisciplinary Studies degree. We currently have at least one student interested in the IDS degree. Dr. Peek indicated that approval process for this student would go through the new process even though the revised procedure has not received approval from College Leadership Council. Perhaps he is delaying review of that case until the process is approved at College Leadership Council, but that would be based upon the presumption that the process will be approved.

Questions on the student evaluation forms were modified last year without input from any faculty committees. This resulted in student evaluation questions having little correlation with the teaching section of the Faculty Role Model.

During the 2010-2011 academic year, the Provost worked with department chairs to develop a new evaluation instrument for faculty. Chairs were reportedly told not to share these drafts with faculty. When asked at what stage the Faculty Senate would be involved in this process, the Faculty Senate President was told by the Provost that we would be shown the instrument upon its completion. While the intent may have been to give the Senate an opportunity for serious input, the inference was that the faculty at large was being excluded from the process.