

# **Glenville State College Faculty Senate Minutes**

March 27th, 2012

## **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 March 27th, 2012, in the Mollohan Center Multipurpose Room, Room 319.

**Senators present:** Joseph Wood, David O'Dell, Liza Brenner, Larry Baker, Ida Mills, Jared Wilson, Greg Cronce, Dennis Wemm, Kevin Evans, J Morgan, Cinda Echard, Paul Peck, Jonathan Minton, Art de Matteo, George Hoshell, and Shelly Ratliff.

**Absent:** Brian Perkins

**Others present:** Dr. John Peek

## **II. Approval of Minutes and Ongoing Reports**

Motion to approve minutes of March 13th, 2012 meeting (Secretary Liza Brenner). Motion passes and minutes approved.

### **ACF/Board Representative Paul Peck:**

- April 12<sup>th</sup> will be the next ACF meeting
- The Board of Governor's is having a special meeting March 28<sup>th</sup> act on a resolution approving the expenditure by Glenville State College of up to \$28,596 to allow the acceptance of a USDA Community Facilities Grant to construct a safer entryway to the parking lot adjacent to the Heflin Administration building.

### **David O'Dell (President Reports):**

- O'Dell has emailed Jerry Burkhammer, Bob Hardman and Deb Spence about the potential financial impact to students that could result if faculty and staff are given free parking and fitness center membership.
- Currently waiting for the faculty workload committee to meet and has given them information from other institutions.
- The next meeting with Dr. Barr is scheduled for April 10<sup>th</sup>. This will be the last meeting of the current Senate. The new Senate will meet April 24<sup>th</sup>.

### **Other officers**

### **Larry Baker (Vice President Reports):**

- No report at this time.

**Dennis Wemm (Parliamentarian Reports):**

- No report at this time.

**Cinda Echard (Treasurer Reports):**

- No report at this time.

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

- The 1<sup>st</sup> draft of the three sections is being circulated and returned for comment. Criteria 4 and 5 will be sent out. Attending conference in Chicago where they will be finalizing criteria.

**II. NEW BUSINESS**

**Scholarship Bylaws**

- See attached
- See attached
- Peck suggested making recommendations to the Scholarship Committee to revise Articles VIII and IX of their draft as follows:

**Article VIII. Amendment Procedure**

These bylaws may be amended from time to time as needed. An amendment to the bylaws shall be officially adopted when they have received a majority vote of the Scholarship Committee of Glenville State College at a meeting where voting on the amendment has been listed on the official agenda, and have been approved by the Faculty Senate, the College Leadership Council and by the President of the College.

**Article IX. Ratification**

These bylaws shall be officially adopted when they have received a majority vote of the Scholarship Committee of Glenville State College at a meeting where voting on the bylaws has been listed on the official agenda and have been approved by the President of the College.

Baker/Wilson (m/s) to endorse the recommendations to the Scholarship Committee.

**V. Adjournment**

Meeting adjourned at 1:25 p. m; motion to adjourn by Morgan/Wilson m/s. Motion passed unanimously.

**BYLAWS OF THE ~~COLLEGE~~ PROMOTION AND TENURE COMMITTEE  
OF GLENVILLE STATE COLLEGE  
January 17, 2003**

**Article I. Name**

The name of this committee is "The ~~College~~ Promotion and Tenure Committee of Glenville State College."

**Article II. Membership**

~~The members of this committee shall be eight faculty members; seven elected by the faculty (three must hold the rank of Professor, six must be tenured, and no more than two can be from the same division) and one appointed by the Provost and Vice President for Academic Affairs. Elected members will serve two year terms and be eligible for reelection following a one year absence from the committee. The committee member appointed by the Provost and Vice President for Academic Affairs will serve a one year term and be eligible for service through election by the faculty or reappointment following a one year absence from the committee.~~

**Section 1:** The members of this committee, elected by the faculty for two year terms, shall be five tenured faculty members and one tenured alternate faculty member.

**Section 2.** No more than two of the six faculty *members* elected may be from the same department.

**Section 3.** Three of the five members must hold the rank of Full Professor and two members must hold the rank of Associate Professor. After the determination of the three Full Professors and two Associate Professors, the alternate member shall be the Full Professor who received the next highest number of votes from the faculty and who is qualified to serve on the committee subject to the provisions of Section 2 of this article.

**Section 4.** The elected members may serve no more than two consecutive years on the committee and are eligible for re-election following a two year absence from the committee.

**Article III. Duties of the Committee**

1. To review the portfolio credentials of all faculty applying for tenure and/or promotion.
2. To make recommendations to the Provost and Senior Vice President for Academic Affairs on the applications of faculty applying for tenure and/or promotion.
3. ~~To review and make recommendations to the Provost and Vice President for Academic Affairs on the credentials of all tenured faculty as part of the post-tenure review process~~

**Article IV. Officers and their duties**

**Section 1.** Each year the committee will select a chairperson from the elected membership. If the chair, for whatever reason, is unable to serve, the committee shall select another chair.

**Section 2.** The Chair of the Committee shall call and preside at all meetings. The Chair shall have the responsibility to assemble the documents necessary for the committee members' deliberations. The Chair shall be responsible for communicating, in writing all committee recommendations to the Provost *and Senior Vice President for Academic Affairs*.

**Section 3.** The Chair will appoint an elected member of the committee to serve as secretary. This individual will develop and maintain minutes of all committee meetings.

**Section 4.** In the event that a vacancy shall occur on the committee once the review process has begun, ~~the remaining members will constitute the committee~~ the alternate will fill the vacancy and assume full membership on the committee. *If an additional alternate is needed, the secondary alternate will be appointed based on the guidelines in Article II, Section III.*

## **Article V. 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.** Normally the Chair shall give at least 48 hours notice of the date, time, place for, and agenda of meetings to the membership. Notice shall be given in an efficient manner to be determined by the eCommittee. Emergency meetings may be called by the Chair with less than 48 hours notice. In order to allow for adequate consideration of a faculty member's credentials, no votes may be taken on a recommendation for tenure and/or promotion in an emergency meeting.

**Section 3.** Due to the sensitive nature of the review process, meetings of the Committee will be closed to non-committee members during review, discussion, and resolution of applications for promotion and tenure. The committee shall retain no written records of these proceedings.

**Section 4.** Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. No vote may be taken unless a quorum has been established as indicated in Section 1. *For routine business motions will be carried by simple majority voting in favor of a motion. For recommendation of promotion and/or tenure decisions of the Committee shall be made by majority vote of those present and voting on a recommendation at least four out of five members voting in favor voting for the of the decision.* Each recommendation of the committee regarding promotion or tenure shall require a separate motion and a separate vote.

**Section 5.** Any department chairperson who is a member of the Promotion and Tenure Committee will be replaced by the alternate member during the review of a faculty member from his or her department.

**Section 5 6.** When recommendations are developed, each participating member of the committee shall sign the letter to the Provost *and Senior Vice President for Academic Affairs* in support and/or opposition to the recommendation.

## **Article VI. Lines of Reporting**

**Section 1.** ~~Within~~ According to the ~~established~~ approved timelines, the committee will forward its recommendations to the Provost *and Senior Vice President for Academic Affairs*. ~~At the same time~~ In a timely manner, The Provost and Senior Vice President for Academic Affairs will provide faculty under review with a copy of the recommendations and comments of the Committee, also following approved timelines. *The President will notify the faculty member of the final tenure and promotion decision, based on the approved timelines.*

## **Article VII. Amendment Procedure**

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for the original ratification of these bylaws. However, the Committee may, by approved motion of the Committee, approve changes to titles of positions in these bylaws.

## **Article VIII. Ratification**

These bylaws shall be officially adopted when they have been approved by ~~Academic Affairs Committee~~, the Faculty Senate, the College Leadership Council and by the President of the College. (Revised November 8, 2011)

# **BYLAWS OF THE PROMOTION AND TENURE COMMITTEE OF GLENVILLE STATE COLLEGE March 20, 2012**

## **Article I. Name**

The name of this committee is “The Promotion and Tenure Committee of Glenville State College.”

## **Article II. Membership**

**Section 1:** The members of this committee, elected by the faculty for two year terms, shall be five tenured faculty members and one tenured alternate faculty member. Terms will be staggered to maintain committee continuity. Each year, three members will be replaced from the committee. **This will require that the alternate be elected every other year.**

**Section 2.** No more than two of the six faculty members may be from the same department.

**Section 3.** Three of the five members must hold the rank of Full Professor and two members must hold the rank of Associate Professor. After the determination of the three Full Professors and two Associate Professors, the alternate member shall be the Full Professor who received the next highest number of votes from the faculty and who is qualified to serve on the committee subject to the provisions of Section 2 of this article.

**Section 4.** The members may serve no more than two consecutive years on the committee and are eligible for re-election following a two year absence from the committee.

## **Article III. Duties of the Committee**

1. To review the portfolio credentials of all faculty applying for tenure and/or promotion.
2. To make recommendations to the Provost and Senior Vice President for Academic Affairs on the applications of faculty applying for tenure and/or promotion.

3. Members of the Committee are required to sign a confidentiality agreement regarding review of tenure and/or promotion applications.

**Article IV. Officers and their duties**

- Section 1.** Each year the committee will select a chairperson from the elected membership. If the chair, for whatever reason, is unable to serve, the committee shall select another chair.
- Section 2.** The Chair of the Committee shall call and preside at all meetings. The Chair shall have the responsibility to assemble the documents necessary for the committee members' deliberations. The Chair shall be responsible for communicating, in writing all committee recommendations to the Provost and Senior Vice President for Academic Affairs.
- Section 3.** The Chair will appoint an elected member of the committee to serve as secretary. This individual will develop and maintain minutes of all committee meetings.
- Section 4.** In the event that a vacancy shall occur on the committee once the review process has begun, a replacement will fill the vacancy and assume full voting membership on the committee. The replacement will be the qualified faculty member of appropriate rank who received the next highest number of votes, subject to the provisions of Article II, Sections 2 and 3. The replacement will serve for the remainder of the outgoing committee member's term.

**Article V. 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.** Normally the Chair shall give at least 48 hours notice of the date, time, place for, and agenda of meetings to the membership. 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. In order to allow for adequate consideration of a faculty member's credentials, no votes may be taken on a recommendation for tenure and/or promotion in an emergency meeting.
- Section 3.** Committee meeting minutes involving policies and processes will be maintained. Due to the sensitive nature of the review process, meetings of the Committee will be closed to non-committee members during review, discussion, and resolution of applications for promotion and tenure. The committee shall retain no written records of these proceedings, other than the formal recommendations.
- Section 4.** Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. No vote may be taken unless a quorum has been established as indicated in Section 1. For routine business and recommendations of promotion and/or tenure, motions will be carried by simple majority voting in favor of a motion. Each recommendation of the Committee regarding promotion or tenure shall require a separate motion and a separate vote.
- Section 5.** Any department chairperson who is a member of the Promotion and Tenure Committee will be replaced by the alternate member during the review of a faculty member from his or her department.

**Section 6.** When recommendations are developed, each participating member of the committee shall sign the letter to the Provost and Senior Vice President for Academic Affairs.

## **Article VI. Lines of Reporting**

**Section 1.** According to the approved timelines, the committee will forward its recommendations of promotion and/or tenure to the Provost and Senior Vice President for Academic Affairs. The Provost and Senior Vice President for Academic Affairs will provide faculty under review with a copy of the recommendations by the Committee, also following approved timelines. The President will notify the faculty member of the final tenure and promotion decision, based on the approved timelines.

## **Article VII. Amendment Procedure**

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for the original ratification of these bylaws. However, the Committee may, by approved motion of the Committee, approve changes to titles of positions in these bylaws.

## **Article VIII. Ratification**

These bylaws shall be officially adopted when they have been reviewed by the Faculty Senate, and approved by the College Leadership Council and the President of the College. (Revised November 8, 2011)

**BYLAWS OF THE SCHOLARSHIP COMMITTEE  
OF GLENVILLE STATE COLLEGE  
12-Aug-04**

**Article I. Name**

The name of this committee is the Scholarship Committee.

**Article II. Membership**

The members of this committee shall be the Financial Aid Administrator who will serve as the non-voting chairperson except in the event of a tie when the chairperson will cast the deciding vote, the Director of GSC Foundation, the Registrar **Vice President of Enrollment Management**, two faculty representatives selected by faculty senate, and the ~~Director~~ **Supervisor** of Admissions.

**Article III. Liaisons**

The Financial Aid Administrator, as committee chairperson, shall be the administrative liaison to the committee.

**Article IV. Responsibilities of the Committee**

1. Identify students who meet the criteria for specific scholarships.
2. Make decisions regarding the awarding of monies to students who are eligible.
3. Make decisions on a case-by-case basis for students who do not fall within the parameters of "merit" eligibility for scholarships.
4. Monitor the awarding of each scholarship to avoid overdrawing the account.
5. Re-award monies that have been rejected.
6. Establish and follow a timetable for the award process.

**Article V. Officers and their duties**

**Section 1.** The officers of the committee shall be the Chair and secretary. The secretary shall be either a representative from the Admissions or Registrar's Office or the secretary of Foundation to be chosen by a plurality vote of the committee members.

**Section 2.** The Chair of the Committee shall ordinarily preside at all meetings. The Chair shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members to use.

**Section 3.** The Secretary of the Committee shall maintain adequate records of the work of the Committee.

**Article VI. Procedures for Meetings**

**Section 1.** A quorum for meetings shall be three voting members. Awards will be made based on eligibility criteria.

**Section 2.** Meetings shall be called as needed by the Chair **with 72 hours notice**. Potential recipients will be reviewed and awards determined within the established timelines of the committee.

~~**Section 3.** During the scholarship selection process, each attending member must commit to attend all meetings when scholarship awards are scheduled to be finalized.~~

**Section 4. 3** Meetings of the Scholarship Committee will be open unless the Committee is dealing with privileged information.

**Article VII. Lines of Reporting**

**Section 1.** The Committee Chair will report information about the activities of the Scholarship Committee to the President of the College as appropriate.

**Article VIII. Amendment Procedure**



These bylaws may be amended from time to time as needed. These bylaws shall be officially amended 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.

**Article IX. Ratification**

These bylaws shall be officially adopted when they have received a majority vote of the Scholarship Committee of Glenville State College at a meeting where voting on the bylaws has been listed on the official agenda, ~~been approved by the President of the College.~~ **and has been approved by the college's governance structure.**

Bylaws\_Scholarship