

# Fairmont State University Faculty Senate

## Minutes

October 9, 2012

303 Education Building

3:00-5:00 p.m.

**Attendance:** J. Webb-Dempsey (President), M. Abbott, J. R. Baker (for R. Harvey), C. Bista, J. Bolyard, C. Edwards, E. Gailey, , D. Hemler, M. Hokom, T. Hutchins, G. Jones, S. Kelley, G. Kirby, J. LeJeune, D. Long, B. Mild, K. Millen-Penn, J. O'Connor, C. Rohrbaugh, S. Roof, M. Ryan, B. Sapp, C. Shields, P. Snively, D. Tobin, C. White.

**Visitors:** M. Rose, C. Lavorata, J. Kirby, S. Brescoach

- I. Reading and approval of minutes of August 2012 meeting – Kelley moved to accept and Jones seconded. Motion carried.
- II. Announcements / Information / Discussion
  - **BOG representative** – Mild reported:
    - Retreat coming up on the 26<sup>th</sup> and 27<sup>th</sup>.
    - Continued discussions of budget and standard administrative actions.
  - **ACF representative** – Kelley reported:
    - ACF – requests approval to support the brochures printed provided to Faculty Senate by Kelley.
    - Next meeting Thursday, October 11, 2012. Plans to discuss the status of PEIA.
      - Hoping to get 10 million from Governor to protect premium increases and out-of-pocket increases. They are currently working with the Finance Board in PEIA and should hear something from the Governor soon. Concern is that if the request gets approved, it could impact the amount of future Higher Ed budget cuts.
  - **Student Government** – Bista reported that Constitution day was a success. Student government also held a fall retreat last weekend with some new inductions and they are continuing to prepare for Homecoming.
  - **General Studies Update** – J. Kirby reported the current status of GS committee actions.
    - The final list of approved courses has been published and distributed for faculty use with curriculum updates.
    - Committee is now starting to work on how the assessment efforts are going to work.
    - The Committee will still consider courses for review and inclusion in GS list.
    - Jones reported that some committee members are working with Task Stream to get the database cleaned up and easier to use for faculty.

- Webb-Dempsey reported that GS is invited to see how the Education programs do their assessment for examples.
  - Ryan reminded faculty that some of the approved classes on the GS list are restricted to course majors and require pre-requisites. Advisors may want to take the master list and remove any courses that are not applicable to their program of study.
  - Kirby stated that GS committee is also developing a format to present the GS courses in the catalog.
- **HLC Visit Overview** – Lavorata reported on the upcoming HLC visit on October 28-30, 2012.
    - She has met with 2 student groups to share Chapter overview, how to access report and ensure students are prepared for the meeting. HLC report process was very in-depth, but finding the progress of the institution was rewarding. Students asked what if FSU loses accreditation. Lavorata assured them that FSU is on track and explained to them the accreditation process.
    - Lavorata shared with Senate how to access the report and reviewed selected portions of the report with the Senate.
    - Mission posters have been distributed and hung across campus.
    - Webb-Dempsey asked what the findings for correction were from the last visit 10 years ago. Lavorata reported that there was a revisit in 2007 and a follow-up report submitted in 2010. Some of the items for correction included: increase library holdings, increase presence at Caperton Center and increase graduate studies.
    - Webb-Dempsey reviewed the steps of the visit and referenced that it will be similar to a general accreditation visit.
    - Rose stated that a schedule will be shared with all that includes the meeting times and constituencies that the HLC will meet. HLC auditors will be provided a resource room and also have open sessions.
    - Lavorata reported that the HLC visit has been published in the Times West Virginian, Clarksburg Exponent, Columns and the Maroon and White.
    - Jones emphasized the importance of faculty participation.
    - Webb-Dempsey requests the names of the visitors. Lavorata will share the names with the faculty.
  - **Ad Hoc Technology Committee** – Webb-Dempsey reported that all committee seats are almost filled. Once all names for volunteers have been submitted, (5 units still missing) then a meeting will be convened.

### III. New Business

- **Curriculum Proposal – 12-13-01** (Department of Behavior Sciences)
  - Roof moved to accept for first reading, Hemler seconded the motion.

- O'Connor – Confusion on the 3 hours electives v. 9 hours on other pages.
    - Approved for first reading.
  - Mild moved to suspend the time for 2<sup>nd</sup> reading. Sapp 2<sup>nd</sup> the motion.
    - O'Connor emphasized that if this is going to be routine during this flooding of Curriculum proposals, faculty need to come to meetings prepared and review the proposals prior to the meeting.
    - Webb-Dempsey re-emphasized that faculty are asked to come to meetings prepared to discuss the proposals.
    - Motion approved.
  - O'Connor motion to move forward for 2<sup>nd</sup> reading. Kelley 2<sup>nd</sup> the motion.
    - Long asked to reference proposal needs.
    - Rohrbaugh stated that the following changes are included:
      - Using the national standard from APA criteria to expand more courses on a regular basis, so more electives are being offered.
      - The Statistics class and Experiment class were overloaded in content so an additional course was created for students to take between the two courses.
      - Statistics was decreased to align with other institutions.
    - Approved for 2<sup>nd</sup> reading.
- **Curriculum Proposal – 12-13-02** (Department of Language and Literature)
  - Long moved to accept for first reading, Kelley seconded the motion.
    - O'Connor – pg. 10, Outcome #5 has an incomplete sentence. Brescoach reported that will be corrected.
    - Shields asked if FSU has the faculty to teach the courses. Brescoach stated yes.
    - Approved for first reading.
  - Mild moved to suspend the time for 2<sup>nd</sup> reading. Sapp 2<sup>nd</sup> the motion.
    - Motion approved.
  - O'Connor motion to move forward for 2<sup>nd</sup> reading. Long 2<sup>nd</sup> the motion.
    - Approved for 2<sup>nd</sup> reading.

#### IV. Open Forum

- O'Conner asked if faculty wanted to act as a body to approve the suspension of 2<sup>nd</sup> reading for future proposals this semester. Long suggested not suspending the rules
- Kelley stated that WVU Faculty Senate has approved to send a letter to the Governor in response to the 7.5% higher education budget cut.
  - Would FSU Faculty Senate be interested in doing the same thing? If so, it needs to be acted upon quickly.

- Kelley moved to send a letter to the Governor as disapproval of the 7.5% budget cut. Long 2<sup>nd</sup> the motion.
  - Jones asked who would write the letter. Kelley suggested using WVU's letter as a model.
  - Webb-Dempsey suggested that the letter include; considering financial burden on students and Pre-K-20 reference.
  - Kelley and Long will work on draft. Jones and Webb-Dempsey volunteered to review the draft.
  - Motion approved.
  - Webb-Dempsey will share a copy of the letter with faculty and ask for a response. Jones suggested that a silence will be considered permission to send the letter.
- Kelley shared with faculty the Women's Studies efforts from Drexel University.
  - She is encouraging administration and legislation to the support the efforts. Kelly shared with Faculty Senate information regarding the efforts including online teaching tools and a list of participating speakers.
- Edwards asked faculty senate to remind everyone that the GS attribute for fine arts has a requirement of 3 hours.
- Long informed the faculty senate that an upcoming reading for those interested will be "Paradise Lost".
- United Way campaign will be hosting a "Pot Luck meal" and folks will be asked to vote for the best dish with dollars.
- White asked if it would be appropriate to add in a special meeting date in November to assist in curriculum actions.
  - Shields stated that the Senate President is permitted to call a special meeting at any time. Therefore it does not require action of the committee.
  - Webb-Dempsey stated that she will send curriculum proposals in the near future so that faculty can get started on the review process.
  - Sapp reported that there are possibly 10 or more for the next meeting.
  - Kirby stated that he will forward them to Senate as soon as he gets them from committee.
  - Webb-Dempsey suggested faculty meet on 10/23/12 for a special meeting to review curriculum proposals. She will review the calendar for a date and time and notify faculty. A proposed date and time of 10/23/12 at 3:00 pm is suggested.

V. Meeting adjourned 4:09 pm Tuesday, October 9, 2012.

Next Meeting: 13 November 2012

Rm. 303 ED

3:00-5:00 p.m.

*\*If you have items for the agenda please send your request to the President of the Senate by Tuesday morning, one week prior to the next Senate meeting, for consideration at the Executive Committee Meeting.*

Respectfully submitted by Mit Abbott, Faculty Senate Secretary

5 November 2012

# Fairmont State University Faculty Senate Special Meeting

## Minutes

October 23, 2012

303 Education Building

3:00-5:00 p.m.

**Attendance:** J. Webb-Dempsey (President), M. Abbott, J. Blankenship, C. Edwards, E. Gailey, D. Hemler, M. Hokom, T. Hutchins, G. Jones, S. Kelley, J. LeJeune, D. Long, D. Kirchoff, B. Mild, K. Millen-Penn, S. Roof, B. Sapp, C. Shields, P. Snively, D. Tobin, C. White.

**Visitors:** M. Rose, C. Lavorata, J. Kirby

**Electronic Voting:** R. Harvey, J. Bolyard.

### I. Focus Items

- **Curriculum Proposal – 12-13-04** (School of Nursing)
  - Long moved to accept for first reading, Kelley seconded the motion.
    - Long asked what are the total GS hours outside the major. Boni reported 30 hours. Long asked why the HLCA 1170 and BIOL 2205 are counted outside major. Hemler reminded faculty senate the major courses are only courses with a “major” prefix and these courses do not have a NURS pre-fix.
    - Approved for first reading.
  - Long moved to suspend the time for 2<sup>nd</sup> reading. Sapp 2<sup>nd</sup> the motion.
    - Motion approved.
  - Long moved to ask for 2<sup>nd</sup> reading. Sapp 2<sup>nd</sup> the motion.
    - Motion approved
  - Long moved to approve the proposal. Sapp 2<sup>nd</sup> the motion.
    - Approved for 2<sup>nd</sup> reading.
  
- **Curriculum Proposal – 12-13-05** (Department of Behavior Sciences)
  - Long moved to accept for first reading, Kelley seconded the motion.
    - Tobin stated that the numbers do not add up. Sapp reviewed the numbers with senate and clarified the math and formatting of the proposal.
    - Approved for first reading.
  - Long moved to suspend the time for 2<sup>nd</sup> reading. Kelley 2<sup>nd</sup> the motion.
    - Motion approved.
  - Long moved to ask for approval of 2<sup>nd</sup> reading. Kelley 2<sup>nd</sup> the motion.
    - Motion approved
  - White requested that Rohrbaugh clean up the formatting to show the correct math on credit hours.

- **Curriculum Proposal – 12-13-06** (School of Fine Arts, Department of Music)
  - Kelley moved to accept for first reading, Jones seconded the motion.
    - Long asked why is Attribute III have a designated course. Edwards stated that it was only a suggested course because it meets two attributes.
    - Long asked where Humanities was listed on page 6. Edwards stated 1<sup>st</sup> year, 2<sup>nd</sup> semester, HIST 1107.
    - Approved for first reading.
  - Kelley moved to suspend the time for 2<sup>nd</sup> reading. Long 2<sup>nd</sup> the motion.
    - Motion approved.
  - Kelley moved to ask for approval of 2<sup>nd</sup> reading. Long 2<sup>nd</sup> the motion.
    - Motion approved.

## II. Open Forum

- Future Proposals
  - Webb-Dempsey suggested that faculty senate consider reviewing curriculum proposals for first reading via electronic voting.
  - Kirby suggested it was good idea because there are approximately 11 proposals to be approved for the next meeting.
  - Blankenship suggested that if any faculty has a question regarding the proposal, forward the question to all members.
  - Blankenship also asked what would be done if there was not a quorum voting electronically. Webb-Dempsey stated that she would call people and ask for them to vote electronically.
  - Blankenship asked if deadlines should be set. Kirby stated the authorization of electronic voting is acceptable and a case-by-case method would be used on determining deadlines. Webb-Dempsey stated that the deadline for all electronic voting should be by the next meeting of the Executive Committee.
  - Webb-Dempsey stated that the electronic voting will be set up via Bill Findley's office. The link to the survey will be emailed to all senators.
- HLC Visit – Lavorata reminded faculty that the HLC visit will be Oct. 29<sup>th</sup> and 30<sup>th</sup> and the all faculty meeting is scheduled with the HCL visitor at 3:00 pm both days. A schedule will be sent to all faculty this week.

## III. Meeting adjourned 3:57 pm Tuesday, October 23, 2012.

Next Meeting: 13 November 2012

Rm. 303 ED

3:00-5:00 p.m.

*\*If you have items for the agenda please send your request to the President of the Senate by Tuesday morning, one week prior to the next Senate meeting, for consideration at the Executive Committee Meeting.*

Respectfully submitted by Mit Abbott, Faculty Senate Secretary

5 November 2012