

Fairmont State University Faculty Senate

Minutes

August 14, 2012

303 Education Building

3:00-5:00 p.m.

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

Visitors: M. Rose, C. Lavorata

- I. Welcome by President Webb-Dempsey. New members are asked to introduce themselves. S. Rafferty, C. Bista, D. Tobin, C. Edwards. New members were also informed that there will be an orientation prior to the September meeting.
- II. Reading and approval of minutes of May 2012 meeting – Long moved to accept and Kelley seconded. Motion carried.
- III. Announcements / Information / Discussion
 - **BOG representative** – Mild reported:
 - First meeting of the year to be held Thursday, Aug. 16.
 - BOG will begin looking at the future budget issues, especially housing
 - **ACF representative** – Kelley reported:
 - ACF – Reported on the issues related to Mountain State University. Plans are in the pipeline to take care of the military students and all other students from MSU.
 - ACF is looking at potential budget cuts for all state funded organizations. ACF is planning to ask for exclusion for higher education institutions from this budget cut.
 - ACF is still discussing faculty raises, “K-20” education is also under discussion.
 - Hemler asked about the current status of MSU. It is reported that MSU will be closing in December and FSU will take any students that may need or want to transfer. It is anticipated that the bulk of the 4,000 students will go to University of Charleston. MSU filed an appeal, but will probably be denied.
 - **Student Government** – Rafferty reported that the Student Government is busy planning the homecoming.
 - **Convening committees** – Webb-Dempsey noted the purpose for Special August meeting.
 - So that Faculty Senate could verify that all Senate committees meet soon and a committee Chair is elected. Webb-Dempsey requested that all committees notify her who the Chair will be for the academic year.

- Roof also requested the Chair information be submitted to the Webmaster (Roof) to keep all apprised of Committee membership and Chairs.
 - Senate members were encouraged to communicate with their departments that committees need to convene in the near future.
 - Sapp – Asked if Committee Chairs are currently listed.
 - Webb-Dempsey – Reported they are not currently listed, but that is in the plans for the future.
- **Plagiarism** – Abbott asked the Senate if there is a concern across campus about student plagiarism.
 - Long – Suggested maybe there should be a discussion of adopting an Honor Code across campus.
 - Lavorata – Will make copies of current policies and forward to Faculty Senate for review and discussion at the next meeting.
 - Hansen – Asked if faculty recognize an increase in student cheating?
 - Long – Suggested that Faculty autonomy is helpful to give faculty the latitude to handle the situation appropriately.
 - Millen-Penn – Agreed with Long.
 - Hansen – suggested that students be reported and it goes on their “record”.
 - Hemler – Asked, what does it mean to have a “record” on the student?
 - Long – Concerned that it begins to label students with “records”.
 - Kelley – Suggested students will respond to being “labeled” and most students plagiarize because they are overwhelmed.
 - Webb-Dempsey – requested Senators review the policies to be provided by Lavorata and continue the discussion next meeting.
 - **Student Judicial Process** – Last year Dr. Johnson proposed to faculty senate that a committee convene to review the judicial process. Several faculty members volunteered for the committee, but the committee never met.
 - Webb-Dempsey asked what actions the senate wants to take regarding this unfinished business.
 - President Rose reported that she has met with Chief Clayton and Cindy Curry in HR and they are currently moving forward with a policy. She suggested that Chief Clayton is planning to put a policy in place that will forward all student complaints to J. Kropog. It was also suggested that perhaps the plagiarism issues could fall under this policy.
 - President Rose requested that Webb-Dempsey forward to her the list of faculty that volunteered to serve on the committee last year. They would be contacted to see if they are interested in serving on the committee for this academic year. Webb-Dempsey also asked if there were any other volunteers for the Student Judicial Process Committee.

IV. Old Business

- **Constitution By-Laws Committee**

- Shields agreed to Chair and review the Constitution By-Laws. G. Jones and D. Long also volunteered to serve on the committee.

V. New Business

- **Faculty Annual Review and Evaluation Process**

- Webb-Dempsey indicated faculty have stated they are concerned that the merit process is not credible. The current Faculty Annual Review process does not offer data requested by NCATE report (peer review and assessment). It was also reported that this concern has been conveyed to the Deans. Webb-Dempsey stated it would be nice to have the annual review process and promotion/tenure process work together.
- President Rose indicated that the Annual Review process has been designed for ease with promotion and tenure and to not duplicate methods. Rose also reported that electronic portfolios are being considered for future promotion and tenure applications.
- Webb-Dempsey stated that an electronic process would be desirable as an option. During her application process she requested the option to submit an electronic portfolio, but one committee member denied the request.
- Feedback on promotion and tenure applications is lacking.
- Sapp stated that the "Annual review" posted in Task Stream by October 15 should be considered in the Promotion/Tenure process.
- Hokom expressed that Task Stream does not contain all information for P/T.
- Jones suggested that faculty have a choice to use Task Stream as a part of their P/T packet.
- Kelley supported the portfolio process because it allows for more narrative and supporting information.
- President Rose stated that she would review the current process and report back to Faculty Senate.

- **General Studies Implementation** – Faculty Senate asked Tim Oxley to report on the current status of the General Studies Committee and implementation.

- Oxley reported that the committee is currently looking at a user friendly implementation and assessment method. He reported that an updated list of course approvals was provided to the Deans in May 2012. The first GS meeting is scheduled to review the list and look at implementation options. He reported that there are still a few weak areas and they are considering courses that meet attributes for undeclared majors.
- Webb-Dempsey stated that faculty senate will help with providing subcommittees and make GS a standing discussion item.

- Long expressed concern with GS for undeclared students. She is concerned that some courses will become overloaded. She emphasized that FSU does not want to become a “120 seat per course” institution.
- Shields stated concerns that faculty do not understand the criteria for determining if a course is “approved”. There is also a concern that the committee may overstep boundaries by questioning classroom management.
- Oxley stated that these concerns have been addressed within the committee.
- Oxley reported that the committee is not designed to be the “police” and the Deans/programs should be responsible for making sure the course outcomes are met.
- Jones suggested that “Attribute” interpretations need to be discussed within the committees so that all members understand the “Attribute”.
- Hemler expressed concern that courses are not being approved but faculty are not given feedback for corrective action. Long also expressed concerns for limited feedback.
- Jones suggested that faculty communicate concerns with the department representative on the General Studies committee.
- Oxley offered definition for two terms the committee is currently using.
 - Denial = Course will not meet attribute
 - Not Approved = Course evidence has not convinced committee members attribute has been met.
- Oxley indicated that committee will communicate with “Non-Approval” courses back to faculty for follow-up.
- Webb-Dempsey summarized comments by two actions:
 - Materials need to be made available to faculty. She will verify these will be posted online.
 - GS Committee may need additional volunteers. Webb-Dempsey will attend the next GS meeting and ask for a proposal on how Faculty Senate can offer additional assistance.
 - Shields moved to approve the two actions summarized by Webb-Dempsey. Kelley seconded. Motion carried.

VI. Open Forum

• Faculty/ Student Evaluations –

- Millen-Penn asked where Administration stands right now on faculty evaluations.
- Lavorata referenced faculty senate had agreed to use the IDEA evaluations again for future evaluations.
- Long asked how these evaluations would be used.
- President Rose indicated that these would be considered by the Faculty Evaluation Committee.
- White suggested an Ad Hoc committee be convened to review this process again.

- Tobin suggested that we determine purpose of tool before any decisions are made.
- Shields indicated the purpose is for feedback and making improvements.
- **Curriculum Proposals**
 - Edwards – inquired about the status of the mandatory 120 hours by the HLC.
 - Lavorata stated that the Curriculum committee is open to suggestions on how to streamline the process so that it does not take 4 months to pass a curriculum proposal. J. Kirby will be assisting in the curriculum proposal process.
 - J. Kirby reported that GS needs to be clearly defined before Curriculum proposals can be successfully passed. All proposals need to have final approval by the third week of March 2013.
 - Webb-Dempsey suggested that J. Kirby attend the GS meeting. Oxley noted that Kirby is an ex officio member on the GS committee.

VII. Meeting adjourned 4:24 pm Tuesday, August 14, 2012.

Next Meeting: 11 September 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

11 September 2012