

Faculty Senate Minutes
September 8, 2015

Attendance: Robin Payne (Soc. Sci.), Dan Eichenbaum (SoFA), Matt Hokom (L&L), Donna Long (L&L), Crystal Smith (SoEHHP), John McLaughlin (Soc. Sci.), Chris Kast (Beh. Sci.), Charles Shields (President), Veronica Gallo (Nursing), Galen Hanson (CSMP), Harry Baxter (ACF), Jim Weekley (BCG), Mark Flood (BCG), Kaitlynn Davis (SGA), Connor Haberland (SGA), Bob Mild (Academic Affairs), Joe Kremer (Business), Jessica Alsup (HHP), Amanda Metcalf (SoEHHP), Carolyn Crislip-Tacy (Academic Affairs), Fran Young (Nursing), Anthony Yost (Tech), Jennifer Yerdon-LeJeune (SoFA), Tony Gilberti (Tech)

Guests: Maria Rose, Chris Lavorata, Jack Kirby, John Lympany, Sam Spears, Cherri Wemlinger, Sue Kelley, Kaye Widney, Shayne Gervais, Rick Harvey, Tim Oxley

- I. Senate President Charles Shields called the meeting to order at 3:00
- II. The Senate accepted the minutes for the May 2015 meeting without further revisions.
- III. Introduction of New Senators and Introduction of New Personnel
 - A. There was a round of introductions from senators.
 - B. Kaye Widney introduced Shayne Gervais, the newly hired registrar, to the Senate. Gervais stressed his desire to work closely with faculty and to ensure that the Registrar has a more visible role on campus.
- IV. Announcements/Information/Discussion
 - A. President Rose Updates
 1. President Rose welcomed back the Faculty Senate for the fall semester.
 2. The university did not have a cut to state appropriations for this year's budget; however, the state legislature anticipates a shortfall of \$200 million between revenue and budget. In light of this, the chancellor has warned FSU to anticipate a mid-year cut. At this point, it is unknown when the likely cut will be announced.
 3. There has been no drop-off in enrollment thanks to hard work in retention and recruitment initiatives. Thanks and congratulations were extended to those who have been involved in that process.
 4. Enrollment has stabilized, which means that the university will not experience a revenue shortfall from lost tuition. This is significant progress from last's year enrollment, which was down by 200 (which had translated into a \$1 million deficit).
 5. Phase One of the OASIS project went live as of July 1, 2015. There are still some glitches, but it has been well-implemented overall. The second phase will involve the payroll system. Higher Education is slated to go live with this in mid-November with the first changes to payroll taking effect on December 11. This may be a difficult transition because of the many variables universities have regarding payroll. Rick Porto is currently in Charleston working with HEPC to help implement this aspect of OASIS. He is speaking up for higher education interests, including the impact of the use of the time clock, which will affect staff, but not faculty.
 - a) After completing her announcements, President Rose fielded questions regarding the changes to the pay calendar. With phase two of the OASIS system the university will switch from having 24 bi-monthly pay periods each year to have 26 biweekly pay periods. The state auditor is currently conducting an investigation to ensure that this change will not adversely affect salary earned in response to a grievance that was filed previously. It is unclear at this point if the

investigation will delay implementation of phase two. Faculty who do not have their salary spread out over 12 months are encouraged to consult Ginger Burns to discuss the impact of this change on benefits and taxation. Faculty will no longer be able to escrow a tax-exempt portion of their salary to be applied towards benefits and taxes outside of the 9 month academic year calendar. They will either need to escrow money for such purposes individually or switch to the 12-month salary distribution.

- b) Other changes that will result from the new pay scale will affect student workers and adjunct faculty. Student workers will no longer be allowed to work for more than one department. Moreover, OASIS will run a report at the end of each semester to determine where adjunct instructors have taught and how many course hours were taught per semester so as to ensure that they are not exceeding the 9 hour limit per semester. The Provost's Office is currently devising a new contract for adjuncts in which they will have to acknowledge that they have insurance elsewhere and that they cannot teach for multiple institutions. It is unlikely that adjuncts will have the option of waiving health coverage in order to work more than 9 credit hours per semester; however, if they can prove that they have insurance coverage through different means (ie a personally purchased policy or through a spouse's employment), they may be able to exceed the 9 credit hours per semester.
6. The new housing project is progressing well and is scheduled to open July 15, 2016. The campus community should begin to see major progress within the month. John Lypany is setting up a time-lapse camera project so that progress can be charted on the web.
 7. The construction on Locust Avenue is largely complete with paving finished; however, traffic lines are still be painted and the parking lot across from campus will be leveled off and painted as well.
 8. The one room school house renovations are also progressing. The exterior renovations are nearly complete with the interior renovations commencing soon. There are plans to hold a re-dedication ceremony during Homecoming week.
 9. Homecoming will also observe the sesquicentennial There will be a ceremony for the time capsule. A large turnout is expected for the emeritus club.
 10. The Education Building will have a new HVAC system by the end of the academic year. Colebank will have a new HVAC system by the Thanksgiving or Christmas break. Jaynes Hall is also slated to have a new HVAC system; however, installation will be more complicated with long-term evacuation of the building necessary. As a result, those renovations will likely occur during the summer months.
 11. The Falcon Center just celebrated its 10th anniversary. There are plans to address some water damage problems and to perform necessary maintenance by winter.
 12. Pierpont will begin its presidential search soon. Pierpont is one of several state institutions that is currently engaged in an on-going presidential search with an interim president currently serving.
 13. Last year's CFO search failed. The committee has reconvened and will soon schedule Skype interviews from the new applicant pool. The goal is to schedule on-campus interviews by the end of September.
- B. Report from Dr. Oxley
1. The HLC report on the May 2015 site visit has been submitted. The university did receive kudos for progress made since the 2012 accreditation study, with particular accolades extended regarding the Critical Friends group, the development of

assessment infrastructure and processes, as well as the effort to broaden assessment to non-academic areas.

2. HLC's recommendation is, however, that we need to go further to extending the process from last year to the current academic year. In the next visit, HLC will expect to see an integrated assessment plan that has a more comprehensive approach to courses and programs as well as non-academic areas.
3. Among the major issues the university must contend with are implementing assessment of General Studies at an institutional level and to have a more clearly defined strategic planning process. In particular, the HLC calls for a "robust planning process" that can be better sustained from year to year.
4. The report also included recommendations to institutionalize the Critical Friends group.
5. We expect a final letter in response to our response to the report. A follow-up visit is scheduled for next fall. Consequently, there is much riding on the assessment process for this academic year with the main goal to demonstrate we are making positive movement forward.
6. Oxley reported that the Critical Friends have already met once this year and are working towards the implementation of three subcommittees. Work on the assessment matrix continues with major attention on assessment of non-academic programs.
7. The other major initiative for this academic year involves the development of the strategic planning process. This will include the convening of a steering committee and an institutional leadership council that will involve all entities on campus. The goal is to have a plan developed, endorsed, and approved by the end of the fall term.
8. In preparation for the 2016 HLC meeting, five criterion committees have been established. Chairs for each committee have been appointed and members of the committees will be nominated or volunteer. The Criterion Committees focus on the following: Mission; Integrity: Ethical and Responsible Conduct; Teaching and Learning: Quality, Resources, and Support; Teaching and Learning: Evaluation and Improvement; Resources, Planning, and Institutional Effectiveness.
9. All data for the 2016 HLC visit must be uploaded into TaskStream by September 15, 2016 — changes cannot be made after that point.

C. BOG Update — Budd Sapp

1. Dr. Sapp provided handouts regarding the construction updates previously presented by President Rose.
2. Sapp also drew attention to W.VA. Code 18B-6-3 (2015), which calls for an annual meeting between the Faculty Senate and the Board of Governors. This meeting is tentatively scheduled for the November Senate meeting and will be an important step towards having faculty "meaningfully engaged" in the work of the BOG.
3. All information regarding BOG meetings is available on the Senate website.

D. ACF Update — Harry Baxter

1. Dr. Baxter attending the ACF meeting on May 29, 2015. His report on the meeting was previously sent to faculty via e-mail.
2. Items of particular concern involved discussion regarding the state mandate that if 70% of the course content from outside institutions matches FSU course content, transfer credit must be granted. There has been much discussion regarding how to determine if 70% of course content matches. On this issue, Chancellor Hill has argued that "reason will prevail" and that state institutions should not be overly concerned with how this will affect accreditation.

- a) There was considerable discussion regarding this issue, with attention to whether the onus should be on faculty to build a case for or against matching content, who typically makes the determination (ie the registrar, deans, department chairs, or individual faculty), and how to handle the fact that institutions of higher learning sometimes have different standards of academic rigor. There was also discussion regarding how matching content will be established (ie via stated course outcomes and objectives, catalog descriptions, syllabi, etc.). Baxter encouraged faculty to include detailed learning objectives in their syllabi as a means of addressing this issue.
 - b) Several faculty expressed concern that we are moving towards having state-wide standardized learning objectives and outcomes — which has already been the result in some states, such as Kentucky, according to Provost Lavorata. For at least 10 years, West Virginia has already adhered to common core curriculum, where syllabi and courses must be approved. As a result, many of the issues regarding transferable credit are already addressed elsewhere.
 - c) If transfer credit is denied, students have the opportunity to appeal. Student appeals first must go through the Admissions and Credits Committee with the option of appealing to HEPC as well.
3. There was further discussion regarding the implementation of co-requisite courses in Math and English, that will allow students to master material while receiving credit and thus lessening the need for developmental courses.
 4. Baxter also circulated a handout that enumerates the ACF's 2015-2016 West Virginia Higher Education Faculty Issues.
- E. Sue Kelley (PEIA)
1. Dr. Kelley, emeritus Professor of English and former ACF representative, was in attendance to present the Senate with information regarding the impact of upcoming changes to PEIA on faculty and staff. The cuts PEIA has implemented to date have translated into an additional \$350 out-of-pocket expenses for faculty and there is a currently likelihood of even more significant cuts that will have a major impact on faculty and staff in the near future.
 2. Kelley outlined the timeline for this process. In October, the finance board of PEIA will meet and determine which cuts are imminent. In November, there will be public hearings where employees can respond to the proposed cuts. Sometimes there is room for change but often there is not. December is when the final decisions will be made for cuts to the upcoming fiscal year.
 3. This situation is further exacerbated by the fact that PEIA has not received any money from the state legislature since 2011. Since then, 3,632 additional participants have been enrolled. In order to accommodate all of the enrollees and taking into account 6% inflation rates, PEIA would need an additional \$60 million each year to function at its current level.
 4. In the past, PEIA has used its reserve fund to make-up for the shortfalls resulting from the lack of state funding; however, according to regulations, they cannot go lower than 15% of the plan and can therefore no longer utilize the reserve fund.
 5. Kelley outlined some of the potential cuts that are already being rumored, including a \$40 million cut to medical benefits, raising copays for prescription coverage, raising premiums on retirees and/or cutting services to retirees, raising deductibles, raising maximum out-of-pocket expenses, raising costs or eliminating coverage for “specialty drugs,” etc.
 6. Against this backdrop and with an election year looming, there are also rumors of state-wide raises. Such raises; however, would be minimal in comparison to the anticipated raised costs of health insurance coverage. For instance, a potential raise

may translate into \$500 per person, but increased out-of-pocket medical costs for faculty/staff already exceed \$350/year (see above) and are likely to rise even higher. With further PEIA cuts likely, the increased cost of healthcare will invariably cancel out the benefit of any potential raises.

7. In light of these possibilities, Kelley urged faculty/staff to take action by contacting their representatives and attending the PEIA open hearings in November en masse in order to ensure that faculty/staff concerns are heard. The November hearings are scheduled for November 2 at the Ramada Inn in Morgantown. If attendees would like to speak, they should arrive by 5:00. The open forum will begin at 6:00.

F. Student Government

1. SGA Faculty Senate representatives Davis and Haberland arrived ready to offer student suggestions regarding the Fall Break proposal. Their proposal for making changes to the calendar that would allow for a Fall Break included the possibility of changing when Welcome Weekend is typically held, starting classes mid-week, beginning the fall semester a week earlier, and extending finals week by two days. They suggested putting this issue on the ballot for the upcoming SGA elections to see if they could narrow it down further.
 - a) During later discussion, the SGA representatives noted that most students who voiced opinions on this matter did not seem to think a Fall Break was necessary (though they stressed that this was anecdotal evidence) and that they did not foresee students responded very favorably to any of their proposed alternatives, such as extending finals week or beginning the semester earlier.
2. Dr. Sam Spears, who was in attendance to discuss this issue on behalf of the Faculty Welfare Committee, addressed the lingering question of how many instructional hours the university is legally required to have. Provost Chris Lavorata reported that her investigations into the matter revealed that if Fall Break consisted of one day off, the fall semester hours would balance with the spring semester hours, which would negate the on-going issue of where to recoup the lost hours. As such, the proposed calendar (which was slated for discussion later in the Senate meeting) had already built in a Fall Break on Friday, Oct. 7, 2016.
 - a) Discussion followed regarding whether or not one day was sufficient for a break as well as whether or not acceptance of the proposed calendar would therefore negate the Faculty Welfare Committee's current proposal for a four-day break.
 - b) Further discussion led to questions regarding whether or not shortening Faculty Development Week was still a potential solution — which brought to the fore the on-going issue of when, exactly, faculty are under contract.
 - c) For the benefit of new senators, the resultant discussion also involved an overview of the origination of the Fall Break discussion, which has proven to be a contentious debate. The proposal originated in the Faculty Welfare Committee in response to concern over faculty fatigue during the fall semester with the long haul between Labor Day and the Thanksgiving recess. Moreover, the Faculty Welfare Committee's investigation of this issue revealed that most of our peer institutions do indeed include a fall break, with as many as 70% of them having a four day weekend mid-semester. In response, the Faculty Welfare Committee devised a proposal for FSU to implement a Fall Break.

G. Proposed Calendar for 2016/2017 Academic Year

1. The discussion that was sparked by the SGA report (outlined above) naturally segued into a discussion of the proposed calendar for the 2016/2017 academic year.

2. The calendar currently before the Senate is still technically a draft; however, recruitment measures are already requiring that the university send out materials with these dates and it is therefore unlikely that any changes will be made at this time. The decision to include a one-day break in October was seen as the most expedient solution to the on-going Fall Break discussion with the understanding that there is still room for further negotiations for a lengthier break in upcoming years.
3. Faculty also raised questions about the emerging trend with the fall semester seeming to end earlier in August each year. Provost Lavorata explained that this partially has to do with the necessity of having enough time between the fall and spring semesters for proper communication with students regarding financial aid, academic probation, and other relevant matters.

(1) One suggestion from the Senate was that the fall semester could begin one week later — which would also rectify the fact that Faculty Development Week often begins outside of the faculty contract period and provide two weeks of instruction after Thanksgiving (which many faculty felt could be beneficial, since student attention seems to wane dramatically after Thanksgiving when only one week of instruction remains).

H. Committee on Committees Survey

1. Though not an official agenda item, Senate President Shields reminded the Senate that the Committee assignment survey had been resent the week prior in order to accommodate for the low response rate when it was initially sent last spring. Senate Webmaster Chris Kast was still awaiting the official IT report, but the Committee on Committees will be circulating the list of Committee assignments soon. Faculty should double-check their assignments and contact the Committee on Committees if any changes are necessary. Assignments are based on two-year terms.

V. Unfinished Business

A. Major Business

1. Fall Break Proposal

- a) In a continuation of the discussion sparked by the SGA report, the Senate engaged in further conversation regarding how to handle the Faculty Welfare Committee's proposal — which had passed for first reading at the May 2015 Senate meeting. It was unclear whether further discussion was necessary since the proposed calendar for 2016/2017 had already incorporated a one-day break (see above).
- b) The Faculty Welfare Committee had indicated that the proposed one day was a good temporary solution for purposes of expediency, with the possibility for further discussion for proposed changes to the 2017/2018 academic calendar.
- c) Dr. Sam Spears, on behalf of the Faculty Welfare Committee, requested a motion to return the proposal to the Faculty Welfare Committee so that they could determine how to best proceed. Such a motion was made, seconded, and accepted (with one opposing vote).
- d) The question of whether or not the Senate should seek a proposal to shorten Faculty Development Week was also raised. Provost Lavorata stated she was willing to compromise without a formal proposal and announced that beginning with the Spring 2016 semester, Faculty Development Week will be shortened in length to three days rather than five. President Rose concurred.

VI. New Business

A. Minor Business

1. Proposed ACF Faculty Issues
 - a) Dr. Baxter had discussed this at length during his ACF Report. The faculty quickly moved to endorse the ACF statement and the motion passed unanimously with no further discussion.
2. Faculty Representative to Student Publication Board
 - a) The Executive Committee of the Faculty Senate has been asked to find a faculty representative for the Student Publication Board. The Board is supposed to govern student publications on campus, with one faculty representative who has "appropriate credentials to bring expertise to the board." This is a one year renewable term and the representative cannot be a faculty advisor to any of the three student-edited publications (*The Columns*, *The Mound*, and *Whetstone*).
 - b) There were no volunteers from the Senators in attendance, so Senate President Shields requested that Senators solicit volunteers from their respective units.

VII. Open Forum

- A. Dr. Donna Long announced that the Department of Language and Literature will host the Haiku Deathmatch in the Musick Library, MMA on Friday, September 11.
- B. Long also reminded the Senate that the Marion County Humane Society, which is a no-kill animal shelter, is collecting new or gently used shoes for an on-going benefit.
- C. Dr. Jennifer Yerdon-LeJeune asked on behalf of a concerned constituent if it is a conflict of interest for the head of HR to also be the university's Title IX representative. President Rose will check with the university's attorneys to confirm this is not the case. To alleviate any concerns in the meantime, President Rose reminded the faculty that Title IX grievances are typically handed over to Jessica Kropog in Public Safety who is also a trained Title IX administrator. Associate Provost Jack Kirby also noted that there are several deputy administrators, including himself and Ginger Burns, who can handle grievances. Kirby believes it is not uncommon for the head of HR to also be the Title IX administrator, but agreed that it is best to confirm this with the attorneys.
- D. Associate Provost Jack Kirby asked if the slate of Committee membership is available. There are committees, such as the Curriculum Committee, who would like to meet but are unsure of current membership. The Committee on Committees survey only reflects committees with voluntary membership. Elected committees, such as the Curriculum Committee, should be available. If units have not yet forwarded the names of their elected committee members to the Executive Committee of the Faculty Senate they should do so that the appropriate lists can be updated.
- E. Dr. Galen Hansen announced that some of the local churches will hold a Preparedness Exposition on September 19. He asked if the university currently has any emergency preparedness plans in action and suggested that students be encouraged to have emergency preparedness items on campus. President Rose said that the university is following through with HEPC requirements to submit an emergency preparedness report each year. Jack Clayton and Matt Swain are responsible for this and will implement an emergency preparedness drill sometime this year.

VIII. Senate President Shields adjourned the meeting at 5:10 p.m. New Senators were asked to remain for a short orientation.