

Minutes

**Faculty Senate Meeting
Friday, February 1st 2013
Ferrell Hall 305
1:30 p.m.**

- I. **Call to Order:** The Faculty Senate Meeting was called to order by Senate chair, Dr. Tim Ruhnke at 1:30 p.m.
- II. **Reading and Approval of Minutes:** Minutes from the previous Senate Meeting were read. **Motion to approve the minutes was carried with a few minor corrections.**
- III. **Reading and Approval of Agenda:** **A motion to approve the Agenda carried**
- IV. **Reports:**

- a. **PRESIDENT** – President Hemphill, Began his report by letting the Senate know that although he tries to have at least some “good” news, unfortunately, most of the information he had to share was not of that variety. He began by discussing the initially proposed 7.5% across the board cuts the governor had ordered. Not only would Higher Education NOT be exempt from the cut, the actual percentage would be higher than expected. (Some had thought that due to other income, the number would come down). Besides looking towards other revenue streams, Dr. Hemphill reported that the cuts should not drastically effect WVSU as we are in the process of an internal budget cut to “practice” for the known situation. However, the governor also announced a possibility that these cuts would not just be for the upcoming year, but also extend into FY2015.

To further alleviate the financial burden, Dr. Hemphill had discussed the situation with the other University Presidents, most of whom agreed that a tuition increase will be needed. Although no one is in favor of increasing tuition, not doing so would definitely mean a reduction of services for the University. Dr. Hemphill will be meeting individually with each member of the BOG to discuss the issue.

Not wanting the entire report to be bad news, Dr. Hemphill informed the faculty that during his open forums with students, they had mentioned a change in attitude around campus, becoming more positive. According to the students, this attitude is evident in the faculty, staff, and administration and is felt and appreciated by the students.

Dr. Ruhnke stressed to the President that if he has bad news, the faculty would much rather be informed about the situation then lied to and made to think everything is fine. He then thanked Dr. Hemphill for all of his efforts so far.

- b. **PROVOST / VP of ACADEMIC AFFAIRS.-** A written report is available on-line. Dr. Byers began his report by informing the faculty senate on the addition

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of several new 2+2 articulation agreements with area CTC's. He also announced that Dr. Lois Lucas had taken the position of interim Dean of Business and Social Science. In other announcements, Dr. Byers called special attention to several faculty members whose contributions via grant awards had been finalized (the full list of members can be found in the on-line report). Dr. Byers also discussed the progress of adding pre-requisites into the Banner system. He stated that the chairs and deans will be verifying pre-req's and once done, they would be added. Members of the Registrar's office were currently undergoing training to make changes.

- c. **BOG** - Dr. Guetzloff discussed the minutes and reports from the most recent Board of Governors meeting (all available on-line). Highlighted in his report was the current state of the budget which seems to be "all good" right now. One matter of concern came in the "materials" budget for Academic Affairs. This budget had been reduced too far and there was no longer any money available for materials. Dr. Byers stated that he had made the president aware of the situation and it was already in the process of being fixed.
- d. **EPC** - (Written report available on-line). Dr. Anderson presented the recommendations of the EPC to the faculty. All recommendations were accepted by the senate.
- e. **ADVISORY CONUCIL OF FACULTY (ACF)**. Dr. Ford that no new issues have come about in ACF since last meeting. He expects the ACF activity to ratchet up when the state begins legislative sessions. He also reminded the Senate that any new activity will be posted on the Faculty Senate web-site.
- f. **LIBRARY** - Mary Horn reported for the Library Committee. Although no on-line report was given, she would send the information to the historian to post online. During her report, she noted that the biggest issues in the library stemmed from the lack of a budget. The library is doing what it can to add new material and is still working on a state-wide consortium for access to academic journals.
- g. **PROGRAM REVIEW**. Dr. Baker reported as chair for the program review committee. Although he did not provide an on-line report at the meeting, he stated that he would send the report to be posted on line. Dr. Baker admitted that the committee was "running a little behind" in terms of program review, however, they will have three reports ready for the next BOG meeting and the rest at the meeting after that. In general, he reported that each of the programs had done a pretty good job submitting the required information, including a plan to reduce major hours to 120. The biggest place programs were lacking was in assessment, identified as a university-wide problem.

V. New Business:

- a. **REVISION OF FACULTY HANDBOOK - CONSTITUTION AND BYLAWS** - The faculty senate discussed a possible need for reviewing the current faculty handbook, constitution and by-laws. Several members discussed the

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problems with the current document, namely that what is written in descriptions for committees and directions concerning faculty promotion. It was determined that the last time these documents were revised was during the split between the university and the CTC. A glance at the documents showed that they were not written in one coherent voice and that there was information that was out of date. The senate also discussed how specific the language should be for committee descriptions and duties. It was determined that the Faculty Senate Executive Committee would take a look at the documents and propose changes to the Senate over the course of a several meetings.

VI. Old Business:

- a. **ISSUES WITH SHIP, OTHER EMERGENCY PROCEDURES** – The senate took up the matter of the university's readiness for SHIP or other emergency procedures. Many members voiced concerns that they did not feel proper preparations or training is in place in the event of an emergency. Faculty members in the Chemistry Department had comprised a list of changes that could be made (some specific to Hamblin Hall) to improve readiness. It was suggested that this type of action take place in every building on campus so that the safety committee had a hard document to begin working from. Although this was a start, it was concluded that an outside review of safety and procedures would be a much better solution to the issue. As a SHIP drill will take place before the next meeting, the senate would take up the issue again to identify problems during that drill.
- b. **PRE-REQUISITE ENTRY IN THE BANNER SYSTEM** – Dr. Byers had mentioned progress during his report, but it was once again emphasized that the need for inclusion of pre-requisites was tantamount in proper advising and not setting up students for failure.
- c. **EXTENDING DROP/ADD PERIOD** – Because of the work being done to properly advise students and the inclusion of pre-requisites into the Banner system, many faculty members felt that it was important to extend the current drop / add period. Currently, this period only runs through the first two days of classes. However, as many noted, some classes would have only met once during this period, and some not at all. Some discussion ensued about how long the drop/add should be extended, but no specific deadline could be reached. Dr. Byers said that AA would look at the situation and see what could be done.
- d. **DISCUSSION OF DEGREE COMPETITION TASK FORCE ACTIVITIES** – Dr. Ruhnke gave a quick assessment of the current activities of the Degree Completion Task Force. He informed the faculty that the task force was currently looking at improving advising and other ways to ensure that our students stay on track to graduate in 4 years. As the work progresses and a report is finalized, he promised that he would keep the senate informed.

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- e. **WVSU WEB – OLD PAGES, LOST LINKS FROM OLD SITE, ETC.** – The faculty began a discussion concerning problems and issues that they encountered after the launch of WVSU’s web-site. Many of the issues stemmed from long wait times for pages due to the inclusion of pictures and the web management system that is being used. Others noted issues with lost servers and old information. During this discussion, it was announced that the information and images on the current web-page were a “starting point” and that departments should be working with a content manager who has been trained to update any information. A long discussion ensued on the loss of faculty-controlled web-pages (all lost during the switch). Several senate members voiced their opinion that faculty should be able to have individual web-pages where they control the content. Dr. Ruhnke suggested that anyone who encounters issues with the new web-site should send their concerns to him and he would speak directly to Donna Simon to see what could be done.

- VII. **Adjournment:** There being no further business or announcements, **a motion to adjourn the general faculty meeting. Motion carried.**

Respectfully submitted,

Jeff Pietruszynski, Secretary
Faculty Senate