**WVSU Faculty Senate Meeting**

**Friday, November 2, 2012**

**1:30pm**

**305 Ferrell Hall (A305)**

1. Call to order
2. Review/approval of minutes
3. Approval of the agenda
4. Comments from the Chair
5. Committee Reports
* Provost/Academic Affairs-Dr. Byers
* EPC – Dr. Anderson
* BOG Report – Dr. Guetzloff
* ACF Report – Dr. Ford
* Honors Committee – Dr. Sklute
1. Old Business
* Change in C&B language for Cultural Activities Committee
* Office Hours policy
* Status of 2012-13 University Catalog

7. New Business

* Status of student exit interviews
* Implementation of Degree Works
* Creation of a calendar for Fleming Hall construction (parking, possible power/network outages)
* General Education Task Force – Dr. Pietruszynski

Adjourn

**CULTURAL ACTIVITIES AND EDUCATIONAL ASSEMBLIESCOMMITTEE: (amended 10/2012)**

It shall be the function of this committee to plan, organize and develop programs for the university educational assemblies and to be responsible for the presentation each year of the Artists Series programs and other programs for the University. This committee shall consist of the Chairpersons of the Departments of Art, Communications, and Music, six (6) elected faculty members elected at large, and two to four (2-4) students, and a nonvoting advisory member from the Gus R. Douglass Institute who shall be appointed by the Provost/Vice-President for Academic Affairs and shall serve for one year. The Director of Cultural Activities and the Director of the Gallery serve as *ex officio* members.

**POLICY ON FACULTY OFFICE HOURS.** Faculty office hours are an opportunity for student-faculty interaction outside of the classroom, as well as for campus staff, faculty, administration, and individuals external to the campus to make personal and direct contact. This policy applies to all full-time instructors teaching credit-bearing courses (including those with administrative course releases).

**I. Number of Office Hours**

1. During any semester in which a faculty member is appointed full-time, he or she shall hold a minimum of five (5) office hours per week. Faculty with an administrative course release shall hold an additional one (1) hour per course release. The full-time faculty member’s office hours shall be held over at least two days and at least in half-hour blocks.
2. During summer and intersession, three (3) hours per week are required for faculty teaching credit-bearing courses.
3. When the campus final examination schedule is in effect, faculty office hours may be scheduled “by appointment only.”
4. Typically, office hours are held in the faculty member’s office at a time that is likely to be accessible to the students. However, if arranged with the Department Chair, faculty may hold office hours in other student-centered academic locations (i.e. English Department faculty may volunteer to work in the Writing Center as part of their office hour requirements). Any changes to location should be clearly identified in the proper locations (see section II.A)
5. Faculty teaching online must hold office hours and make alternative arrangements with the Department Chair to be available online or by telephone. Online faculty’s office hours must include at least one hour of availability by telephone per week.
6. Faculty teaching hybrid courses should schedule an appropriate mix of in-person and online hours determined in consultation with the department chair.
7. Faculty members should also attempt to accommodate students who are unable to meet the instructor during scheduled office hours on a “by appointment” basis and/or via email.

**II. Posting of Office Hours**

1. Office hours, including schedule, location, and contact information, shall be listed on the syllabus for each course.
2. Departments shall also post a listing of all faculty office hours in a public location near the department office and/or on the department website.
3. Faculty shall provide office hours to the department office no later than the end of the first week of instruction.

**III. Cancellation of Office Hours**

1. Faculty shall notify their department office (e.g., by e-mail, phone, or in person) in the event that they are unable to meet scheduled office hours. Preferably, an e-mail should be sent to all affected classes, and copied to the department chair, notifying of the cancellation of hours. A notice shall be posted on the faculty member’s door when office hours are cancelled. For online office hours that cannot be honored, a message shall be sent via e-mail to all enrolled students and/or posted on Learning Management System.
2. Repeated failure to adhere to this policy is a breach of professional responsibility.

**IV. Exceptions**

1. Any exceptions to this policy shall be subject to the approval of the Vice President of Academic Affairs, College Dean, and Department Chair, after consultation with the faculty member.