

**West Virginia University at Parkersburg**  
**Faculty Senate Meeting Minutes**  
*March 14, 2017*

**Senators present:**

Mary Beth Held (Chair), Andrew Walker (Secretary), Rob Anderson, Rose Beebe, Aaron Crites, Uta Hempel, Jeff Holland, Missy Spivy, Gary Thompson, and Cindy Watkins.

The meeting was called to order at 2:06pm.

**Updates:**

Torie Jackson could not attend but provided Mary Beth an update from the Board of Governors February meeting. There, the Board discussed that the college had received a clean financial audit, President Lamkin provided details on the evaluation of administrators, and examined budget concerns in light of the current legislative session.

**Old business:**

The administration is eagerly awaiting a final health policy and faculty evaluation policy to be submitted.

A total of fourteen faculty and staff members are retiring this year. Senate will need to put together a fundraiser to purchase bricks for these individuals. We will need to raise approximately \$1,400. Torie Jackson will be working on this fundraiser and all senators are asked to help promote the fundraiser once organized.

Alice Harris sent an email, forwarded by Mary Beth to all senators, asking Senate to review a list of policy updates. These are updates being made in preparation of next year's HLC visit. Alice has requested Senate to be part of the review process of these policy changes and would like for Senate to either approve or comment. Each senator should review the email and respond to Mary Beth by Wednesday, March 29, so we can respond to Alice. If a majority of senators respond and approve the policy changes, Mary Beth will send Alice notice that Senate has approved these changes.

We have been asked to develop an intellectual property policy and some have started this process. It is not as pressing at this time, but a draft should be completed by the end of the semester.

A discussion was held about the health policy. There were some concerns regarding the section regarding short-term leave with no compensation in Dr. Dunn's policy; however, the original intent of the policy was to focus on catastrophic leave, which was originally defined as anything beyond two calendar weeks. The sub-committee decided to remove the section on short-term leave, but recommended a policy for short-term leave when a faculty member is sick or has a planned absence. That policy should spell out what is an acceptable absence, its length, and acceptable ways to make up lost class time. Members present also suggested the current draft of the policy should remove the section on written requests for absences and replace it with a statement that all absences should be documented with the faculty member's division chair. It

was agreed there should be three separate leave policies: catastrophic (two or more calendar weeks), short-term (less than two calendar weeks), and absences (planned time away from campus, such as meetings and conferences). It was proposed that requesting compensation for catastrophic leave should be four calendar weeks of the academic term (not to include pre-scheduled breaks such as Thanksgiving, Christmas, and spring breaks). Mary Beth will take the suggestions made so far, clean up the draft, simplify where appropriate, and send out to full senate.

The meeting was adjourned at 3:00pm to attend a meeting with Dr. Lamkin regarding the 360 evaluation process.

**New business:**

The Senate reconvened at 3:44pm to discuss the selection process for the interim Vice President of Academic Affairs. Mary Beth noted that an executive committee should be formed to guide the process. Normally, this committee would consist of the Chair, Vice Chair, and Secretary; however because there is not a current Vice Chair, Mary Beth suggested that she (the Chair, representing HFASS) and Andrew Walker (Secretary, representing BAPS) should be joined by the senior senators from the remaining three divisions, including Missy Spivy (Education), Rose Beebe (Nursing), and Al Newhart (STEM). The senate agreed to forming this committee and tasked it with determining the process for selecting candidates for the position. All senators may accept nominations and should share with Mary Beth. The full senate will reconvene during the week of March 27 to vote on candidates. Additional information will be sent via email once this committee meets.

The meeting was adjourned at 3:55pm.