

West Virginia Un **West Virginia University at Parkersburg**

**Faculty Senate Meeting Minutes**

*September 19, 2017*

**Senators present:**

Mary Beth Held (Chair), Cindy Watkins (Vice Chair), Andrew Walker (Secretary), Holly Dexter, Kathy Frum, Cheryl Mader, Al Newhart, Missy Spivy, Joel Farkas, and Gary Thompson. Guests, Dr. Lamkin and Chad Crumbaker. \*Note Joel Farkas is replacing Uta Hemple who resigned as a representative from STEM division.

The meeting was called to order at 11:03am.

**Update from Dr. Lamkin**

Announced Dr. Torie Jackson stepped down as Board of Governors Representative because of her new role as the Division Chair of the Humanities, Fine Arts, and Social Sciences. The BOG Representative is selected by the faculty. Dr. Lamkin stressed importance of understanding this individual is a representative of the faculty of WVUP.

Goal of Dr. Lamkin is to have the student come to the classroom prepared to learn. Desired to have all the administrative work completed. Completion of the FAFSA will be part of the “admission process.” This was identified as one area of concern for students who were registered but did not show for the start of classes.

Discussed the need to establish a stronger relationship with the community

Dr. Lamkin is confident WVUP is prepared for the HLC Accreditation visit. This will be used as a tool to identify potential areas of improvement for the institution.

Enrollment head count is down, but revenue is increased by \$22,000. The budget is balanced. The institution is doing well.

Dr. Lamkin supports the Health and Maternity Leave policies that the faculty senate has proposed to the administration.

The Center for Teaching Excellence is in place to aid the instructor/professors to be adequately prepared to teach. The first session is Wednesday, September 20, 2017, at 1300.

**Update from Chad Crumbaker**

Chad Crumbaker informed Faculty Senate the health policy and the maternity policy have been sent to Debbie Richards to begin the process of being approved by the Board of Governors.

HLC Town Hall meetings will begin in the near future. Criterion 1 and 2 will be the focus of these meetings. All faculty are to receive drafts via WVUP email to view prior to the meetings to allow time for input.

Chad has been requesting information from the Chairs for the HLC visit. He has requested that Senate be vigilant in returning the information and work to encourage other faculty to complete the process in a timely manner.

Next semester, the Center for Online Learning will be starting an online course review process, to include a review of the course to ensure instructors are using best practices for online learning. This is necessary to show the quality of our online courses and to work to make improvements where needed.

Discussed the changes in the spring schedule. The base schedule was completed last week and an engagement time has been added from 12:15 to 1:00.

### **Old Business**

Cindy expressed concerned of the position of Vice Chair of Faculty Senate. Andrew Walker agreed to be Vice Chair and Cindy Watkins will take on the responsibility of secretary.

An email will be sent to Faculty Senate from Mary Beth for recommendations for nominations for the BOG Representative. The election will be held in October.

There was discussion about the Faculty Evaluation process. The plan to is to continue the discussion and complete a working draft for comment from faculty.

### **New Business**

A discussion was held concerning the proposed templates for the Uniform Course Syllabi and the Class Syllabus as introduced by Chad Crumbaker. Gary Thompson made motion to accept the Uniform Course Syllabus and the Class Syllabus templates. Andrew Walker seconded motion. Motion carried. All Uniform Course Syllabi will need to be updated prior to the HLC visit.

Andrew Walker discussed the 8 hour Youth Mental Health First Aid class being offered to the public/faculty/staff on September 29, from 8am to 5pm. See the E-FYI email dated 09/19 for more information. This training is highly recommended for anyone that works closely with youth, and more will be offered.

Kathy Frum questioned if faculty will be able have input for the Health Policy and Maternity Leave policy. It was the thought the faculty will be able to comment when the policy is presented for public comment. After discussion it was suggested the policies be made available for faculty review rather than waiting until the policy is published per Debbie Richards for public comments. Gary Thompson made the motion to post the policies for public comment. Holly Dexter seconded. Motion carried.

Mary Beth Held submitted her verbal resignation as Chair of Faculty Senate.

Next meeting is October 3, 2017. Meeting adjourned at 12:20

Respectfully submitted: Cynthia A. Watkins