

## Faculty Senate Minutes

Monday, September 21, 2015, 3:10 p.m., Cumberland Room

**Senate Roster for 2014-16:** Kurtis Adams (MUSC), Andro Barnett (HPERS), Sally Brasher (HIST), Chris Coltrin (ART), Kathy Corpus (BADM/FACS), Amy DeWitt (SOC/GEOG), Rhonda Donaldson (LIB), Karen Green (SCWK), Jeff Groff (IEPS), Max Guirguis (PSCI), Osman Guzide (CME), Roger Hamood (ACCT), Mary Hancock (NURS), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Chris Lovelace (PSY), Kathy Reid (ECON), Sylvia Shurbutt (ACF), J.B. Tuttle (EDUC), Kevin Williams (COMM), David Wing (BIOL)

**Officers:** J.B. Tuttle (President), Sylvia Shurbutt (Parliamentarian), Jeff Groff (Secretary)

**Meeting Schedule (2015-2016):** 9/21, 10/5, 10/19, 11/2, 11/16, 2/1, 2/15, 3/7, 3/21, 4/4, 4/18 (Cumberland Room)

### Attendance

Kurtis Adams	(MUSC)	present
Andro Barnett	(HPERS)	x
Sally Brasher	(HIST)	present
Chris Coltrin	(ART)	present
Kathleen Corpus	(BADM/FACS)	present
Amy DeWitt	(SOC/GEOG)	present
Rhonda Donaldson	(LIB)	present
Karen Green	(SCWK)	x
Jeff Groff	(IEPS)	present
Max Guirguis	(PSCI)	present
Osman Guzide	(CME)	present
Roger Hamood	(ACCT)	present
Mary Hancock	(NURS)	x
James Lewin	(ENG)	present
Mengyang Li	(CHEM)	present
Chris Lovelace	(PSY)	present
Kathy Reid	(ECON)	present
Sylvia Shurbutt	(ACF)	present
J.B. Tuttle	(EDUC)	present
Kevin Williams	(COMM)	present
David Wing	(BIOL)	present

**Guests:** Tina Miller, Tom Segar, Sylvia Manning, Christopher Sedlock, Cynthia Copney, and others.

### 0. Introductions of Senators and a summary of modification to the Cumberland Room by Tom Segar

#### I. [suspend agenda] Interim President Manning addresses the Senate Announcements

The VPEM search is underway. We hope to hire an interim VPEM to cover the position until the search for a permanent appointment can conclude. The permanent appointment cannot reasonably be finalized until the new President is known. Three candidates for the interim position will be on campus Tuesday, September 29 for interviews.

Groff: How do you see the absence of a VPEM affecting the enrollment picture this year?

Manning: The team in place is good but the lack of supervisory oversight may prevent some initiatives from going forward. But, I don't foresee the transition having a significant negative affect on the enrollment picture in the immediate future.

Manning: The number of Title IX cases coming before us has increased dramatically. To deal with this increase we will be hiring a Title IX coordinator.

Lewin: Is this a ombudsperson?

Manning: It is more than that. It is a highly technical position concerned with compliance with Title IX.

Lewin: Many Title IX violations involve criminal behavior. Is it really the University's role to deal with criminal behavior?

Manning: Unfortunately yes, according to the position of the current administration. Plus, institutions are morally obliged to respond to situations even when victims do not want to pursue legal options. Currently, there are about 100 institutions under investigation for Title IX violations.

Corpus, Manning and Segar: To clarify, this is not a VP level position. The title will be Title IX Coordinator.

Segar: We are eliminating a different assistant-VP-level position so there will actually be a savings by hiring this Title IX coordinator.

Guirguis: Who currently handles these issues?

Manning and Segar: They are currently handled by a variety of individual including personnel in HR.

Tuttle: The senate has been briefed on Title IX issues in the past few years by Dave Cole and Rhonda Jackson. Will they continue to be part of the Title IX network?

Segar: Yes.

Manning: One of the benefits of getting an external candidate for an interim position is the fresh pair of eyes they bring with them. With my "fresh eyes" I see many wonderful things about Shepherd. One of the strengths I see is the way Shepherd has combined the Liberal Arts and Professional programs. We should be celebrating this combination. I feel that we combine the two without diminishing either. I do think we could add value to the Shepherd experience for students by adding something like a jobs boot camp that would give students tangible takeaways such as a portfolio and resume.

## **II. Announcements**

A. SU conversion to Wordpress/unit web control is underway. Many units have already converted, including the Senate.

Lovelace: While Groff is maintaining most of the Senate website, I will be maintaining the Core Curriculum page.

B. VPEM Payne has resigned and a search committee has been established and is working to find both an interim and permanent replacement.

C. The Presidential Search is ongoing. See the PSC link from the SU website.

Perdue: We are striving to keep the website current so the community remains updated on the process.

D. President Manning email RE: Title IX position (see above)

E. Pilot Results of the Spring 2015 Administrator Evaluation: 48 faculty responses vs. ~3 during the previous year.

F. Beacon: Beacon presentations/immersion are/will be happening in Schools/Departments this year, coordinated by Ms. Holly Frye.

Segar: With the recent rollout of Beacon we are already seeing an increase in our ability to respond to students efficiently.

## **III. Action Items**

A. Approval of April 20 and May 6, 2015 Senate Minutes (Senators Tuttle/Groff)

**April 20<sup>th</sup> minutes: Motion to approve minutes made, seconded, and unanimously carried.**

**May 6<sup>th</sup> minutes: Motion to approve minutes made, seconded, and unanimously carried.**

B. Vote Senate approval of 2015-6 ACF state faculty issues (Senator Shurbutt)

Shurbutt: We are asking the Senate for endorsement of this document (distributed electronically, see attachments).

Shurbutt summarized the content of the document for the Senate highlighting the need and desire to the many misconception regarding the origin and purpose of the statewide common core. See the electronically distributed document for more details.

**Motion to endorse the 2015-2016 ACF State Faculty Issues document made and seconded.**

Guirguis: What is the \$30 million cut to PEIA mentioned in the document?

Shurbutt: There is a state fund that can be invested to cover the PEIA shortfall. However, the plan of the legislature at this time seems to be to cover this shortfall using additional deductions from our paychecks. We want the legislature to reconsider this.

Guirguis: So we are petitioning the legislature to pay the \$30 million instead of having these shortfalls come out of our paychecks.

Shurbutt: Yes, there is money in the state to pay the PEIA shortfall. Specifically, money from the state rainy-day fund can be used. We want the legislature to consider using these monies.

**Motion carried with unanimous support.**

C. Endorse edits to the Senate Bylaws to change CCC language and add the new Assembly-approved A&C member from financial aid to the document. (Senator Shurbutt)

Tuttle: The bylaws need to be updated to reflect the renaming of the General Studies Committee to the Core Curriculum Committee and the Assembly-approved addition of a member representing financial aid to A&C. The University Assembly has already approved these changes. A version reflecting these changes was distributed today.

Shurbutt: A second version of the Senate Bylaws was distributed as well that included additional proposed changes, but these changes are not under consideration today.

**Motion to approve the proposed changes to the Senate Bylaws made by Lovelace and seconded by Wing. The motion carried with unanimous support.**

D. Elections: Senator Shurbutt

1. Secretary of the Faculty Senate - Groff nominated and elected.
2. Bylaws committee - Groff and Guirguis nominated and elected to serve with Tuttle and Shurbutt.
3. Chair, A&C - Corpus nominated and elected.
4. Chair, C&I - Shurbutt nominated and elected.
5. Chair, CCC - Lovelace nominated and elected.
6. Chair, PDC - A replacement for Horner is needed because he stepped off of PDC and the Senate. Reid nominated and elected.

#### **IV. Guests/Unfinished/New Business**

A. VP University Advancement: Christopher Sedlock

Sedlock: I am already thinking about development opportunities arising from, and coinciding with, the University's sesquicentennial (150<sup>th</sup> anniversary) in 2021. I hope to continue cultivating our relationship with the 10,000+ alumni that live within 50 miles of campus. I aim to work with faculty to cultivate grant writing. Shepherd has a good brand and needs to figure out ways to better leverage this brand.

Williams: I am interested in the topic of branding. My students are interested and involved in publishing electronic texts. We have found the repeated efforts to rebrand the school confusing and counterproductive. It would be helpful if a straightforward branding approach can be developed and maintained for an extended period of time.

**B. TRIO: Cynthia Copney**

Copney Passed around a brochure highlighting the TRIO program.

Copney: Shepherd was recently awarded a five-year \$1 million+ TRIO grant. TRIO serves students who are first-generation college students, low-income students, or students with documented disabilities. Our goals are to keep students in good academic standing and to graduate them in four to six years. All TRIO services are free to students. There is a TRIO computer lab that is freely available to students. In 2013-14 we served 164 students with 86% retention and 93% of these students in good academic standing.

Shurbutt: These statistics are to be commended.

**C. SU Bookstore: Tina Miller**

Miller: The bookstore is constantly striving to remain competitive and to reduce costs for students. Some relatively new services we offer are textbook rentals and price compare with online vendors (giving students the best price on a book if it is purchased through the bookstore website). Being diligent in regard to textbook adoption helps us to find lower-cost sources for textbooks and pass the savings onto students. Textbook costs are actually linked to retention. Students are paying attention to textbook costs. I am happy that an increasing number of faculty are adopting textbooks by the adoption deadline. We will be having faculty open houses and encourage you to stop by on one of these days.

Corpus: Do you have a policy regarding the distribution of textbooks to faculty members should they require a copy?

Miller: If a faculty member needs to borrow a book they can sign out a copy and we give them information about acquiring a desk copy. As soon as the desk copy comes, the faculty member can return the borrowed book.

Williams: Can the bookstore deal with subscriptions to web-archived sources?

Miller: Probably. The bookstore already handles access codes for many online textbook supplements.

**D. Unfinished Business**

1. Election of subcommittee of five to review documents provided by the administration to the faculty in the spirit of the unissued FOIA requests of last spring (Senators Guirguis/Tuttle).

Tuttle: VP Ames and Perdue responded to our request for information in the spirit of the unapproved FOIA request debated by this body last academic year.

Guirguis: For example, Perdue shared some documents with us that were essentially detailed budget spreadsheets. It is my understanding that documents such as these will be supplied to the subcommittee once it is set.

Nominated and elected Brasher, Guirguis, Hamood, Reid, and DeWitt to serve on this document review subcommittee.

**V. Committee Reports:**

A. Admissions & Credits (Senator Corpus)

The addition of a financial-aid member to the committee has been of tremendous value.

B. Curriculum & Instruction (Senator Shurbutt)

no report

C. Core Curriculum (Senator Lovelace)

Our first meeting was last week and we had a discussion regarding assessment. If a department plans to change or add a course in the core curriculum, then an assessment plan is required. This plan must outline, for two of the competencies addressed by the course, how you would assess each of these two competencies if called upon to do so by the Core Curriculum Committee.

D. Advisory Council of Faculty (Senator Shurbutt)

no further report

E. President's Budget Council 2016 (Senators Barnett, Guzide, and Wing)

During the summer meeting we had to figure out how to deal with a moderately severe shortfall. The two major reasons for this shortfall were another State cut and an accounting mistake that resulted in double counting of approximately \$500k of Martinsburg Center revenue.

Tuttle: Now that the accounting mistake is corrected, can we tell if the Martinsburg Center is running at breakeven, losing money, or turning a profit?

Several Senators: No, the numbers are still sufficiently obfuscated to be useful for making such a determination, and this is a problem.

Guirguis: Do we know how the mistake was discovered?

Wing: The VP of finance discovered the mistake combing through documents.

Tuttle: Who would be the best individual to ask for an update on the finances of the Martinsburg Center?

Several Senators: The VP for Finance and CFO.

F. Honors Committee (Senator Brasher)

no report

G. Institutional Review Board (Senator Coltrin)

no report

H. Library Committee (Senator Guirguis)

The Dean of Library search was successful. We hired a capable and highly-qualified candidate named David Gansz.

I. Professional Development (Senator Reid):

Reid: I will get the updated language regarding scholarship and P/T decisions for the rank of Professor from Doug and pass that along.

J. Scholarship & Awards (Senator Adams)

no report

K. Senate Bylaws (Senator Shurbutt)

no report

L. Washington Gateway (Senator Coltrin)

no report

M. Calendar Committee (Senator Reid)

no report

N. Diversity & Equity Committee (Senator Lewin)

You should have received notice to submit candidates for the Storer Award. Also, I hope that the D&E Committee can make some progress on addressing adjunct inequity this year.

O. Enrollment Management Committee (Senator Reid)

no report

P. Graduate Council (Senator Shurbutt)

no report

Q. Technology Oversight Committee (Senator Guzide)

The call for submission of TOC proposals went out this week.

R. Assessment Task Force (Senator Wing)

Three assessment mini-grants were awarded last week for assessment-related teaching activities happening on campus this year. Assessment reports are due around mid-January. There will be some changes to the application process for assessment mini-grants this coming year involving a change to a double-deadline process. One deadline will be in the summer for assessment projects starting in the fall and one will be in November for assessment projects to be carried out during the spring semester.

S. Internationalization Committee (Senator Li)

no report

T. Student Success Committee (Senator Li)

no report

U. Student Life Council (Senator Barnett)

no report

**Motion to adjourn made, seconded, and carried: Adjourned at 4:55 pm**

Respectfully submitted by,

Jeff Groff

IEPS Senator and Senate Secretary