**Faculty Senate Minutes**

Monday, December 2, 3:10 p.m., Storer Ballroom

**Senate Roster for 2012-14:** Kurtis Adams (MUSC), Chris Coltrin (ART), Kathy Corpus (BADM/FACS), Larry Daily (PSY), Amy DeWitt (SOC/GEOG), Paula Donohue (NURS), Max Guirguis (PSCI), Osman Guzide (CME), Roger Hamood (ACCT), Doug Horner (SCWK), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Jason McKahan (COMM), Rob Parkinson (HIST), Greg Place (HPERS), Kathy Reid (ECON), Sylvia Shurbutt (ACF), Ed Snyder (IEPS), J.B. Tuttle (EDUC), Yanhong Wang (LIB), David Wing (BIOL)

Officers: J.B. Tuttle (President), Rob Parkinson (Parliamentarian), Jason McKahan (Secretary)

Kurtis Adams (MUSC) X

Chris Coltrin (ART) present

Kathleen Corpus (BADM/FACS) present

Larry Daily (PSY) present

Amy DeWitt (SOC/GEOG present

Paula Donohue (NURS) present

Max Guirguis (PSCI) present

Osman Guzide (CME) present

Roger Hamood (ACCT) X

Douglas Horner (SCWK) present

James Lewin (ENG) present

Mengyang Li (CHEM) X

Jason McKahan (COMM) present

Robert Parkinson (HIST) present

Greg Place (HPERS) present

Kathy Reid (ECON) present

Sylvia Shurbutt (ACF) present

Ed Snyder (IEPS) present

J. B. Tuttle (EDUC) present

Yanhong Wang (LIB) X

David Wing (BIOL) X

**Guests:** Chris Ames (VPAA), Scott Beard (Graduate Dean), Tim Haines (Assistant Director, University Communications), Valerie Owens (University Communications Executive Director), Virginia Hicks (Education/Professional Studies Dean).

**Meeting Schedule (2013-14)** 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 2/3, 2/17, 3/3, 3/17, 4/7, 4/21 (Storer Ballroom)

1. **Approval of November 18, 2013 Senate Minutes.** Passed unanimously.
2. **Announcements**
	1. Final Exam Week: December 9-13. Fall 2013 final grades due 9 am December 16.
	2. Evaluation of Administration Task Force: at request of Deans/Chairs, a second Dean and a second Department Chair will be added by VPAA Ames.
	3. Perks/Waivers: Senator Guirguis will act as liaison to VP of Finance, research dependent waivers and related faculty recruitment/retention tool issues, and will present this research at Senate March 17, after which formal action will be considered.
3. **Guests/Unfinished/New Business**
	1. University Communications Executive Director Owens and Assistant Director Haines: University Web presence, vision, strategies, tactics, current issues
		1. University Communications is formulating a plan to migrate from HTML based University webpage to CMS system WordPress.
			1. Wordpress is currently being used by approximately 84 colleges. Wake Forest and WVU are two examples.
		2. Propose a five year transitional period.
			1. Phase One undertaken in year one for $10K
				1. Planning and revamping university home page to WordPress
				2. Working with Adam Leviton (Adjunct Faculty in Graphic and Web Design) in consulting on approach to implementing CMS
				3. Will outsource server for WordPress
			2. Following phases
				1. $10k a year for 3-4 years to overhaul complete Shepherd University web to CMS
		3. Feedback
			1. Senate suggests importance of incurring no data loss during the transition
			2. Need to eventually host CMS on a Shepherd Server with databases to run CMS
			3. Importance of clear navigability and simple access to CMS website
				1. CMS will allow individual offices and departments access to content management.
				2. Use of departmental and university site templates.
				3. Importance of current and accurate institutional information on web – especially in light of accreditation requirements.
				4. Include links to Picket
			4. Senate voices concern with long, 5-year rollout.
				1. The relationship between web presence and university recruitment and admissions is unquestionable and too important to wait for five years.
				2. It is prudent to step up transition within a shorter time span
				3. Web presence is on top of strategic priorities and should be funded correspondingly

Possibility of treating web transition as capital investment, and hence funded by Reserves?

Distinguish initial outlay as Capital expense and future maintenance as Operational expense

* + 1. Motion
			1. **Faculty Senate proposes motion to “Explore alternative funding to bring about a shorter term rollout for university website improvement.”**
				1. **Action**: Senate President Tuttle will meet with President Shipley to discuss possibility of employing alternative funds and will report back to Senate via email
				2. **Vote:** Motion is endorsed by all, except for one abstention
1. **Committee Reports:**
	1. Admissions & Credits (Senator Corpus) – No Report
	2. Curriculum & Instruction (Senator Shurbutt) – Steady stream of items before C&I. Committee is working on streamlining on student permissions on forms. Looking into limits on “course shopping.” Also looking into minors with double majors; some students with comprehensive degree still want minors, but this is not in catalog.
	3. General Studies (Senator Daily) – Currently discussing form that will have a new draft at next meeting. Language to framework to add major courses to Core Curriculum.
	4. Honors Committee (Senator Parkinson) - Honors Directorship Committee has met; Ad will be out soon. New Honors Director will be in place by early Spring semester.
	5. Institutional Review Board (Senator Coltrin) – 23 Student proposals. 3 were Education Students; 2 faculty proposals.
	6. Library Committee (Senator Guirguis) – No Report
	7. Professional Development (Senator Horner) – Mini grant requests under review. New due dates will come fairly early in next semester.
	8. Scholarship & Awards (Senator Adams) - Faculty scholarship applications due March 1st.
	9. Senate Bylaws (Senator Parkinson) – No Report
	10. Washington Gateway (Senator Donohue) – No Report
	11. Calendar Committee (Senator Reid) – Working on tools to assess calendar.
	12. Diversity & Equity Committee (Senator Lewin) – Meeting Wednesday, Dec 4
	13. Enrollment Management Committee (Senator Reid) – No Report
	14. Graduate Council (Senator Shurbutt) – Holding Graduate Studies information and advisement sessions.
	15. Technology Oversight Committee (Senator Guzide) – Four year computer cycles underway. Modern Languages and Education did not apply.
	16. Assessment Task Force (Senator Wing) – No Report
	17. President’s Budget Council 2014 (Senators Guzide, Snyder and Wing) – No Report
	18. Internationalization Committee (Senator Place) – See email from VPAA Ames regarding meetings with Dr. Clark Egnor, Director of International Programs at West Virginia Higher Education Policy Committee, on December 3.
	19. Student Success Committee (Senator Li) – No Report
	20. Advisory Council of Faculty (Senator Shurbutt) – Meeting of Common Ground committee December 9th. Propositions regarding SB330. Fox-Lawson will present peer comparison data in December.

**V. Adjournment**

Respectfully submitted by,

Jason McKahan

Senate Secretary

Dept of Communication