**Faculty Senate Minutes**

Monday, October 21, 2019, 3:10 p.m., Cumberland Room

**Senate Roster for 2018-2020:**

Kurtis Adams (MUSC), Robert Anthony (SOCI/GEOG), Sally Brasher (HIST), Geri Crawley-Woods (SOWK), Rhonda Donaldson (LIB), Jeff Groff (DEPS), Max Guirguis (PSCI), Osman Guzide (CME), Mary Hancock (NURS), Heidi Hanrahan (ENGL/LANG), Dori Hargrove (EDUC), Stacey Kendig (HPERS), Mengyang Li (CHEM), Chris Lovelace (PSYC), David Modler (ART), Kathleen Reid (ECON), Cinda Scales (BADM), Cindy Vance (ACCT), Kevin Williams (COMM), David Wing (BIOL), Max Guirguis (ACF)

**Officers:** Chris Lovelace (President), Stacey Kendig (Secretary), Jeff Groff (Parliamentarian)

**Meeting Schedule (2019-2020):** 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 2/3, 2/17, 3/2, 4/6, 4/20

Kurtis Adams MUSC Present

Robert Anthony SOCI/GEOG Present

Gerri Crawley-Woods SOWK Present

Rhonda Donaldson LIB X

Jeff Groff IEPS Present

Max Guirguis PSCI Present

Osman Guzide CME Present

Mary Hancock NURS Present

Heidi Hanrahan ENGL/LANG Present

Dori Hargrove EDUC Present

Stacey Kendig HPERS Present

Mengyang Li CHEM Present

Chris Lovelace PSYC Present

David Modler ART Present

Kathleen Reid ECON Present

Sally Brasher HIST Present

Cinda Scales BADM Present

Cindy Vance ACCT Present

Kevin Williams COMM Present

David Wing BIOL Present

**Guests:** Mr. Alan Purdue, General Council, Mr. Quincy Adams, Interim?, Dean Tudor, Dean Stevens

1. **Approval of October 7, 2019 Faculty Senate minutes (Senator Kendig/Wing) (attachment)**Approved as distributed
2. **Committee reports***Assembly Committees and Representatives*
3. Admissions & Credits (Senator Hancock) – reviewing petitions from summer, applications for summer graduation and December are due to the same time. Please
4. Curriculum & Instruction (Senator Hanrahan) – Be sure to follow the policy for all changes in programs and courses if it involves another department. Communicate among departments with changes.
5. Core Curriculum (Tim Nixon) – This past Wednesday, the Core Curriculum Committee held its second meeting of the semester. It appears that processes are flowing smoothly at this point. One proposal has already moved through its second reading, and three new proposals underwent their first reading on Wednesday. A number of new representatives were seated as part of the Committee at September’s meeting, and subcommittees, which are once again active and operational, have been reconfigured to reflect the Core Curriculum Committee’s current composition.
6. Advisory Council of Faculty (Senator Guirguis) – no report

*Faculty Senate Committees and Representatives*

1. Library Committee (Senator Crawley-Woods) – no report
2. Professional Development, Faculty Salary, and Welfare (Senator Reid) – applications have been submitted
3. Scholarship & Awards (Senators Vance and Adams) – no report
4. Senate Bylaws (Jeff Groff) – no report
5. Washington Gateway (Senator Sandy) – no report

*External Committee Representatives*

1. Calendar Committee (Senator Reid) – summer schedules distributed, 2021, 2022, and 2023 endorsement M/S/A
2. Diversity & Equity Committee (Senator Hanrahan) – first meeting is October 30
3. Enrollment Management Committee (Senator Hargrove) –

*The following is a report that I also didn’t think to send. It was drafted by Senator Hanrahan and comes from a meeting between Senators Hanrahan and Sandy, with me tagging along, and Bill Sommers & Kristen Lorenz from Enrollment Management. This was the result of a discussion we had at our 9/16 meeting regarding enrollment numbers not matching up.*

Dr. Lovelace, Dr. Sandy, and I met with Bill Sommers and Kristen Lorenz on 10/10/19. On behalf of Chris and Julia, I am happy to convey that summary.

The meeting went well. Bill and Kristen listened to and addressed all of our questions and concerns. They were eager to do so. I will state (again!) that I am not a numbers/stats person—and certainly not an admissions professional, so this summary is bound to be a bit simplistic.

Specific insights/points:

* The “Perfect Storm” explanation given at Assembly (our enrollment numbers are down because of free community college in WV and MD and because of declining HS graduation numbers).
  + Some faculty did their own research and found that free community college in WV and MD is not being taken advantage of by that many students yet. We also found that the number of high school graduates is increasing (not decreasing) in the counties around Shepherd. We showed Bill that research and he agreed it backed up his own numbers.
  + Bill did say that initially free CC in WV was supposed to be just for certain programs but now the “floodgates are open” and virtually all AA programs are eligible. In other words, this isn’t a problem that is hitting us \*yet\* but it will.
* What else is going in that is hurting our recruitment? The answers here are complicated, but  include:
  + Shepherd’s tuition increases make it less of a bargain than it used to be (my words/phrasing). Why would a VA student, for instance, come to Shepherd when it might be cheaper to stay in VA?
  + Competition is fierce. Schools that might cost more but appear more prestigious can offer bigger aid packages. Students feel like they are getting a better deal even if they aren’t.
  + Students are nervous about debt (something Kristen backed up).
  + They see that they can make good money in trades.
  + Students in VA and MD counties are often put off by the very idea of WV school (not realizing that we are so close).
  + We talked about how Admissions counselors sell Shepherd and the answer Kristen provided was good, but she also said lots of schools (all of them!) say, “We give individual attention.”
* Bill talked us through the projection models he uses for enrollment. I won’t try to explain those, but they made sense to me as I looked at them and I think we left feeling that he (of course!) knows what he is doing and has some good plans, as does Kristen. It is just tough work.
* We asked what we can do to help recruit.
  + Bill and Kristen both explained that “cold calls”/visits to high schools don’t work as well or do as much as individual outreach to students who have accepted but not yet deposited. They recommended departments really focus on those students. (Though Admissions is open to ideas for all stages of recruitment.)
  + Invite these students to classes, introduce them to current students, call, text, or email them. Be creative and welcoming.

 All in all, it was a good meeting. We encourage departments/individuals who have specific questions and ideas to meet with Bill and/or Kristen.

1. Graduate Council (Senator Sandy) – no report
2. Student Success Committee (Senator Anthony) – no report
3. Technology Oversight Committee (Senator Guzide) – no report

*Other Committees*

1. Assessment Task Force (Senator Donaldson) – no report
2. Budget Advisory Council (Senator Adams, Senator Groff, Senator Williams) – no report
3. Internationalization Advisory Council (Senator Li) – 59 students enrolled in 2018/2019, now up to 76. Meets the national average of 5.3%.

*Additional Reports*

1. Honors Advisory Board (Senator Sandy) – no report
2. Workload Taskforce (Senator Lovelace) – The Faculty Senate members will reconvene this committee
3. **Unfinished business**
   1. Discussion of proposal for improved working conditions for lecturers (Senator Hanrahan, **attachment**)

A discussion took place among the senators regarding multi-year contracts and title change. Thoughts and comments are suggested to improve working contracts; no funding for travel for lecturers. There is concern about lecturers leaving for other opportunities. Contracts offered contingent on funding and enrollment. Mr. Purdue clarified the verbiage in contracts regarding length of contracts offered to lecturers. Multi-year contracts could be a detriment. Suggestion was made to offer contracts for 3 year contracts; see Shepherd policy for full time faculty; term status needs to be audited, based on seniority, department approval with support of Dean and Provost. Discussion of modifying the current policy from 6 years to 3 years; voting rights; Li suggested more investigation of “voting rights”. Visiting professor voting rights discussed. Take back to departments for discussion,

* 1. Continued discussion of changes to BOG Policy 19

Suggested to encourage faculty to forward ideas and comments to the President’s office. Senator Hancock; clinical, labs, etc. needs to be considered in this policy; DNP Chair projects? Faculty workload needs to be defined and clarified from a financial standpoint; chair/directors make decision on eliminating adjuncts and giving full time faculty more classes; minimum and maximum student numbers 220/280. BOG wants to know what faculty are doing to earn their salaries; receptive to suggestions and open to ideas; President Lovelace suggested that Faculty Senate reconvene the Faculty Workload Taskforce with a policy statement to forward to the BOG. Senate members submit ideas for November 4 meeting.

1. **New business**
   1. Tobacco-Free Campus policy for Faculty Handbook (VP for Student Affairs Adams, **attachment**)

Mr, Adams presented the Tobacco Free Campus policy to the senate. It is ready to be implemented. The Senate endorsed the revised policy M/S/A

* 1. Endorsement of summer 2021, 2022, and 2023 calendars. (Summer 2020 already endorsed; included for informational purposes.) (Senator Reid, **attachments**) – M/S/A
  2. Motion to form a Senate special committee to investigate solutions for more flexible and equitable faculty loads (Senator Groff)- see discussion above, proposal withdrawn.

1. **Announcements**

Campus carry policy is being initiated by the Student Council

Students demand action council created

Meeting adjourned at 5:11 p.m.