**Faculty Senate Minutes**

Monday, March 22, 2021, 3:10 p.m., online via Zoom

**Senate Roster for 2020-2022:**

Kurtis Adams (MUSC), Robert Anthony (SCCJ), James Broomall (HIST), Larry Daily (PSYC), Rhonda Donaldson (LIB), Karen Green (SOWK), Jeff Groff (DEPS), Michael Groves (MG1, NURS), Max Guirguis (MG2, PSCI), Osman Guzide (CME), Heidi Hanrahan (ENGL/LANG), Desmond Lawless (RSES), Mengyang Li (CHEM), Belinda Mitchell (EDUC), David Modler (ART), George Ray (BADM), Kathleen Reid (ECON), John Steffen (BIOL), Cindy Vance (ACCT), Kevin Williams (COMM), Max Guirguis (ACF).

**Officers:** Heidi Hanrahan (President), John Steffen (Secretary), Jeff Groff (Parliamentarian)

Kurtis Adams MUSC Present

Robert Anthony SOCI/GEOG Present

James Broomall HIST Present

Larry Daily PSYC Present

Rhonda Donaldson LIB Present

Karen Green SOWK Present

Jeff Groff DEPS Present

Michael Groves NURS Present

Max Guirguis PSCI Present

Osman Guzide CME Present

Heidi Hanrahan ENGL/LANG Present

Desmond Lawless RSES Present

Mengyang Li CHEM Present

Belinda Mitchell EDUC Present

David Modler ART Present

Tim Nixon CORE x

George Ray BADM x

Kathleen Reid ECON Present

John Steffen BIOL Present

Cindy Vance ACCT Present

Kevin Williams COMM Present

Guests: Emily Gross, Scott Beard, Richie Stevens

Meeting called to order in the presence of a quorum at 3:10 p.m.

**Meeting Schedule (2020-2021):** 9/7, 9/21, 10/5, 10/19, 11/2, 11/16, 12/7, 2/1,2/15, 3/1, **3/22**, 4/5, 4/19

**I.** **Approval of March 1, 2021 and March 5, 2021 minutes**: Before March 1 minutes could be approved, members of senate make following suggestions for revision: Because two senate members have same initials, abbreviate Michael Groves as MG1, and Max Guirguis as MG2. Senator ML suggest secretary JS put results of CSTEM polls (conducted by parliamentarian JG, related to propane tank discussion from College mtg on Feb 22, 2021) in the senate minutes from March 1, 2021. Also add letter from chem dept, add letter that ML sent to Senate President HH. Senator Li stated that he obtained a recording of the CHEM meeting from the Provost’s office showing that the dept and Dean Warburton encouraged him to bring the issue to the Senate. Senator Li says that Dean Warburton explicitly said “from Chemistry.” Senator Li disagreed with the Chemistry department’s characterization in their letter. March 1 and March 5 minutes approved at 3:15 on 3/22.

**II. Committee reports (note: NR = no report)**

**Assembly Committees and Representatives**

A. Admissions & Credits (Senator Reid). NR

B. Curriculum & Instruction (Senator Groves) Series of changes from school of education coming through C&I, will have 2nd reading in April. An addition of a course has caused other curricula to change.

C. Core Curriculum (Tim Nixon). NR

D. Advisory Council of Faculty (Senator Guirguis). NR

**Faculty Senate Committees and Representatives**

E. Library Liaison (Senator Donaldson). NR

F. Professional Development, Faculty Salary, and Welfare (Senator Reid). NR

G. Scholarship & Awards (Senators Vance and Adams):

1). The Committee held its third meeting for the academic year on March 11, 2021.

2). Kurtis Adams stated that no Faculty Scholarship application forms were received again this year. The committee discussed amending the scholarship criteria to broaden the eligibility criteria. Cindy Vance agreed to take the amendments discussed to Faculty Senate for review and approval (See the Proposed Changes Document for the Faculty Scholarship Award).

3). The McMurran Scholar nomination process has been completed. There were no faculty challenges for the nominated McMurran Scholars. There are 26 McMurran Scholars for the 2021 year. The scholars have been notified. The citation writers and presenters have been named for the virtual convocation. Scholars will email a photo to Sytil Murphy to be used for the virtual convocation which will be displayed with the presenter’s audio file of the citation reading. The presenters will not be “on camera” for the convocation. The presenters have been notified of the change and the process for submission of the Zoom audio file to the TEAMS site for the McMurran Convocation by April 2nd. The citation writers have been notified of the March 25 due date for the citation submission to Tauna Cole and of the template to use for the citation. The TEAMS Site has student folders that will house the student’s photo, citation, and presenter’s audio file to streamline the creation of the video for the virtual convocation. Tauna will upload the citations and Sytil will upload the student photos to the TEAMS site.

4). The bookstore has been notified to order the hoods for the scholars. The alumni office has the McMurran pins for the hoods. The Registrar’s office has been sent a list of the scholars. The script is being worked on for the convocation presenters. Dr. hannah has been contacted for the recording of the last lecture.

5). Next committee meeting is scheduled for Thursday, April 8 at 8:30 am via Zoom.

H. Senate Bylaws (Senators Anthony and Groves). NR

I. Washington Gateway (Senator Williams). NR

**External Committee Representatives**

J. Calendar Committee (Senator Mitchell) NR

K. Diversity & Equity Committee (Senator Green) NR

L. Enrollment Management Committee (Senator Broomall). NR

M. Graduate Council (Senator Williams). NR.

N. Student Success Committee (Senator Hanrahan): The SSC met on March 11. Beacon alerts will be triggered for students with D and F midterm grades. Faculty are encouraged to continue sending alerts. The Success Academy reported 11 of 51 of their fall cohort are on probation and will continue to meet with their coach. Plans for Summer Advising and Registration and Orientation continue to take shape.

O. Technology Oversight Committee (Senator Guzide). NR.

**Other Committees**

P. Assessment Task Force (Senator Donaldson): On March 22 & 23, over the lunch hour, the Center for Teaching and Learning will host the 14th Annual Celebration of Student Learning. Everyone is welcome. This is a great way to see how the assessment process impacts student learning at Shepherd University.

Q. Budget Advisory Council (Senator Adams, Senator Groff, Senator Williams). NR.

R. Internationalization Advisory Council (Senator Lawless). NR.

S. Threat Assessment Task Force (Senator Daily). NR. Request for feedback on past winters snow days: did they make right call? Announcements done effectively? Send senator LD emails.

**III. Old business**
A. Evaluations of BOG and Administrators. Group continues to work.

**IV. New business**

A. Endorsement of Summer 2024 Calendar (Senator Mitchell). Need more time between end of last summer session and new fall session. Calendar is endorsed.
B. Thresholds for “in-person” component of hybrid courses. Pres. Hendrix: Why are there so few F2F classes in fall? SB: our %’s of F2F are close to 50% (47%), & + hybrids are close to 75%. In future fully online courses will be ~ 20%. JG: Fall: most courses are ‘hybrid’, but we’re going to do as much in-person as possible. Glad to hear that 3 feet distancing may come into play, which will increase # students per room. KG: schedule was due early, and F2F #s were determined before plans have improved. MG2: can’t syllabi be available to students at registration, so they know what % is F2F? Also, teaching with masks is physically difficult and limits the # of faculty who can teach F2F. MG1: the opposite is also true (some classes are in-person mostly, but have some virtual)…perhaps it all balanaces . Is there another area where we can put another 30-40% into F2F & inform students what # are F2F…LD: Started teaching F2f in spring, but switched to hybrid mid-way…soon in-person student classes got emptied…do #s reflect student preference? M li: approve of LD health comments / concerns. OG: fall chose hybrid (10% hybrid) and students choices reduce the # coming to F2F class. Sb: reminder: inform students about COVID services / policy & Jacob Mellow….HH: tell Pres Hendrix: folks in dept prefer F2F, but not sure we’re there yet. Don’t know what fall will look like & are willing to move to in person when possible. RA: trying a course modality called HYFlex that contains all modalities, to see how students choose…HH: sometimes students think they want something, but aren’t sure….

C. Policy on instruction during inclement weather. Any new feedback on inclement weather policy? DM: equip & studio space: are sciences experiencing same problem? Inclement weather causes sick day lesson plan. SB…some things would change…could there be alternate equipment plans in case of inclement weather? HH: need policy that says if you can do it, do it, if you can’t do it, find another way to make it work for you and your students. DM: is there a way to offer material that is long term, so that it can be done over time.
D. Reminder re: Shepherd’s 150th Anniversary planning. Reach out to HH, Stacy Kendig, SB & Amy DeWitt if you have ideas.

E. Faculty Scholarship Award (Senator Vance). Sent an email out for fac scholar awards; received no applications. Discussion: maybe broaden criteria so more faculty could use it? Include for part-time students, too? Include dependents, relatives, or spouses of adjunct & FT faculty. Amount available to award for FY 2021 = $800. Last award was FY 2019 ($1000), 2017 ($1300): have changed how endowment works. Funds are there…we would like it to be used. Kurt: at most there have been 2 applicants competing for the awards. 12 faculty/employee waivers, in general. Revised Award policy endorsed.
F. Capstone policy for double-majors (Senator Guirguis): Equity issue of a different kind: some dbl majors have to 2 capstones, others have to do one, or work as group projects, or other depts have no requirement. Need consistent policy. LD: some students are interdisciplinary & if it meets need of both dets why not? KG: some courses are not paper or project based, or course based. MG2: still just need a consistent policy…place this issue on agenda next week & bring back to departments.
G. Endorsement of terminology change (“Undeclared” to “Exploratory”) (Emily Gross, Academic Support Center). EG: language change in catalog: use ‘exploratory’ in place of ‘undecided/undeclared’. Motion to approve. Approved.

**V. Announcements.** Commencement still need 20+ volunteers. if you want to see your students graduate this is the way to do it.

Meeting adjourned at 4:50 pm.