

Minutes, Faculty Assembly Meeting  
Orndorff Hall  
November 7, 2013

Chairman: Asad Davari  
Secretary: Barbara Douglas

Chairman Davari called the meeting to order at 1:00 PM

- I. The minutes of the October 3, 2013 Faculty Assembly meeting were approved.
- II. Announcements/Achievements
  - Dr. Deborah Beutler
    - The Biology Club will be having a food drive for Human and Animal food. Faculty might consider offering bonus points for participation. Also asking for any used towels, curtains, blankets that can be used for bedding for the animals. This drive will go from 11/18/13 – 12/18/13. An email will follow.
  - Dr. Bing Yang
    - The Math and Science Fair will be held on 11/19/13. There is a need for a science judge. If you are interested in serving as the science judge contact Dr. Yang.
  - Dr. Sandra Elmore
    - Please have the minutes reflect recognition of the Men's Soccer National Championship. Congratulations! The Women's Soccer team upended the #7<sup>th</sup> ranked team and was then beat by the #2.
  - Mr. Mark Jones
    - There will be an Art and Science Fair on Saturday November 16, 2013.
- III. Administrative Report – Report by Dr. Asad Davari for Ms. Carolyn Long (another commitment)
  - Thanks to all who were involved in making the Open House a success!
  - Congratulations to the Men's and Women's Soccer Teams!
- IV. Chair Report – Dr. Asad Davari
  - As of 11/5/13 the Faculty Assembly website is operational! This will be the site to most the Faculty Assembly minutes, agendas, committee reports, constitution and other faculty assembly information.
  - First year advising is very important. It is important for the counselors in the Student Success Center to have the appropriate information to accurately advise the students. Today Kelly Hudgins will provide a review of the Student Success Center.
  - The Faculty Assembly Council reported a concern in regard to students requesting an early out from final exams.
    - This item will be addressed under new business.
  - Nigel Clark will be on campus after Thanksgiving to discuss the search for WVU Tech Associate Provost.
  - Based on the number of Senators from this campus, faculty can be nominated for Outstanding Teacher. The monetary award is \$5000.00. See Asad Davari if interested.
    - Question – “Has anyone on this campus applied?”
      - Answer – not sure if faculty from Tech have ever applied
    - Question – “The award is \$5000.00? Where does this money come from?”
      - Answer – Not sure, it might come from the Provost funds.
- V. Committee Reports
  - Athletic Committee – Dr. Deborah Beutler
    - Clarification on discussion of behavioral issues at last meeting. If faculty have disciplinary issues, the faculty deals with them, it is not necessary to go through

Dr. Beutler. It may be necessary to get Dean Carpinelli involved with some disciplinary issues.

- If there are issues with coaches, contact Dr. Beutler and she will address at the Athletic Committee Meeting
- Report from October 24, 2013 meeting
  - There was a discussion of requests by student athletes who want to schedule final exams at times earlier than those on the schedule, in order to allow them to make earlier airline flights for the Christmas break. Faculty members are under no obligation to honor such requests, and exam times may be rescheduled only by following certain procedures.
  - Kenny Howell received a call from the AII, which wants Tech to participate in its baseball tournament in Boston May 1-5, 2014. Tech is currently scheduled to participate in the USCAA tournament the prior week.
  - Drug testing has started, there will be testing five more times during this academic year.
  - Congratulations to the Soccer teams!
  - Swimming and wrestling schedules were approved. Basketball was tabled to the September meeting because they were not finalized.
  - The athletic department has hired a new Sports Information Director, assistant Women's Basketball coach and head Softball coach.
  - Frank Pergolizzi announced he was leaving Tech for a job in Maine at Husson University. Kenny Howell will serve as acting Athletic Director until a full search can be conducted in the spring.

#### VI. Senate Report – Dr. Sandra Elmore

The Senate meets at 3:15 on Monday, November 11, 2013. Two items on the agenda which affect WVU Tech:

- Math curriculum revision
- Department of Physical Education name change to Department of Sport Studies in on the Alterations Report
- Follow-up to Provost Wheatley's email marked "for Morgantown only" on 3 items that were sent
  - The NSF-ADVANCE Grant is specific to only two colleges in Morgantown
  - The WVU Dependent employee Scholarship Program is only for staff and funded by WVU
  - The WVU Sponsorship Program is the same as the first bullet

#### VII. Advisory Council of Faculty (ACF) – Dr. Sandra Elmore

- ACF 2013-2014 brochures were handed out to faculty
- A flyer on the 2014 WV Great Teachers Seminar was handed out to faculty. Faculty are encouraged to this seminar.
- The ACF is working on power point presentations for LOCEA, CTCC, and HEPC.
- Talking points that are being developed:
  - We can't well sustain quality programs and hire and retain new faculty if budgets continue to be cut and the 5% RME (relative market equity) negatively impacts our institutions next year.
  - We have serious educational goals to accomplish (49% of the population with some higher education by 2018) if we are able to be workforce ready in the 21<sup>st</sup> Century)
  - Faculty is key to accomplishing WV workforce and economic goals in these harsh economic times (which are only going to become worse in the coming years as coal continues its downward cycle...which is all the more reason to educate the populace)
  - WV can no longer sustain a one- or two- resource economy. (In the long run, the death of coal may be our savior, if leadership puts resources and faith in higher education. There is the 100,000 question!)

- A report on Achieving and Maintaining Relative Market Equity from ACF is available and will be sent to faculty.
- Question – “By funding education to some degree – What will happen to those graduates?”
  - Answer – Many graduates have left the state for employment.

#### VIII. Strategic Planning Report – Dr. Lisa Ferrara

- The Strategic Planning website is up for comments/feedback in regard to the Strategic Plan. Please provide feedback by way of the website.

#### IX. Agenda

- Student Success Center (SSC): Presentation by Kelly Hudgins
  - Joined WVU Tech in February 2013
  - Looking into an outreach program to students with Midterm concerns
  - There will be an orientation for new students for the Spring 2014 semester on November 4, 2013 and January 6, 2014
  - The Nursing Department recently had an even to meet students interested in Nursing
  - There has been a revision to the PIN policy to prevent students from changing courses after meeting with advisor.
  - First Year Cohort - Tracking 352 students in SSC
    - 250 (71%) came to the center for Academic Advising
    - 204 have registered
  - The holds that were initially placed on student records for not completing the mandatory Alcohol education have been lifted.
  - Have been following the Advising Retention Plan identified by Noel Levitz Consulting
  - Instituted a Student Advising Agreement where the student commits to a contract
  - Reminding athletes that in addition to the Institutional Excuse that is sent via email – for athletes to remind faculty face to face about absences.
  - As of October, the SSC is fully staffed for Academic Advising.
  - Peer tutoring is up and running
  - The SSC has extended hours: Sunday – Thursday they are open until 10:00 PM
  - Vending machines have been an addition to the center; students can use the meal plan card to purchase items from the machines.
  - Jen Wood Cunningham provides ongoing support to the Student Success Center
  - If there are any questions please contact Kelly.
- New Business
  - Students requesting early exams
    - There is no specific policy; how to handle this is up to the individual faculty member
    - Consider putting a statement in the syllabus that students are to be present to take the final exam when it is scheduled
    - Question – “Do we need an official policy?”
      - Answer – Possibly refer to Academic Affairs for recommendations
  - Due to the late hour of the meeting, there was no action taken on this topic. Please send Asad Davari any questions or concerns you might have.

#### X. Adjournment

- There being no further new business, the meeting was adjourned at 1:55 PM

Respectfully submitted,  
Barbara Douglas RN MSN