

Glenville State University Faculty Senate – minutes

Meeting Date: December 3, 2024

Meeting Place: 319 MCCC

Meeting Time: 12:30 PM

I. CALL TO ORDER

- a. President S. Chapman called the meeting to order at 12:27 pm.
 - i. Senators in Attendance: M. Sarver, G. Lieving, D. Lewis, J. Wenner, S. Silva, D. McEntire, M. Gildein, K. Queen, S. Beatty,
- b. Administrators in Attendance: M. Clements
- c. Others in Attendance: J.D. Carpenter, R. Regalado, B. Perkins (Proxy for Nasseri), B. Hutton, T. Chenoweth (proxy for Haynes)

II. Approval of Minutes

- a. The minutes of Nov 12 presented for approval. Queen motioned to approve. Gildein Seconds. Perkins abstains. Approval – All remaining

III. Reports

- a. President – S. Chapman
 - i. Survey results on mandatory attendance tracking.
 1. 23 Yea, 29 Nay. Faculty Senate will not be making a recommendation on this matter. FS does need to meet with faculty over specific concerns, some related to usage of attendance tracking.
 - a. Some were not fully trained on using the attendance tracker. This means it takes longer to use and this is an easy fix.
 - b. People responded that they do not want to be “babysitters” in their classes.
 - c. Chapman would like to know who those people are, to have conversations with them regarding the need to take attendance. so that we can get better feedback.
 - d. Taking attendance or methods of taking attendance? Which is the problem?
 - e. Gildein asked for updates on Brightspace communicating with Banner, as one of the hold ups on using attendance tracking. Chapman had no updates on that.
 - f. Queen asked where it was written that attendance is required to be taken. Sarver said it in writing. Chapman said it is in Title IV of the Higher Education Policy. No one else has seen it, and have faculty have stated this.
 - g. Queen forwarded emails to Financial Aid about how long we need to take attendance, and the process for this, as it is a Financial Aid requirement. Wenner said it is written in WV Higher Education Policy Commission 133.23-1.
 - h. Chapman said schools that receive certain kinds of financial aid from the federal government are required to attend class. Sarver said that financial aid is required to certify that the students have attended class and that they are eligible for the dispersment of funds. That happens week four. After that there is no requirement to take attendance. Queen says that faculty, at that point are supposed to determine the student’s intention to continue attending or not.

- i. Clements said we can and actually do have to take back the aid if students are not actually attending class. That is part of the administrative withdrawal process. It is not OK for us to take federal aid for students who we know are not attending classes.
 - ii. Academic Affairs updates
 - 1. Thanksgiving break discussion from previous meeting. A large number of students applied for LoA after Thanksgiving break. AA is considering a 15-week semester, so classes would end prior to Thanksgiving. This would require classes to begin a week earlier in August.
 - 2. Wenner stated Dr. Clements had requested names of students who had not returned for the week after Thanksgiving, and asked for clarification. Was that to be noted for the entire week, or just Monday? Looking for the total number of students who do not return for the last two weeks of classes. It becomes a particular problem as we attract more international students and out-of-state students. Flights can be expensive closer to holidays, and not all of the world celebrates Thanksgiving, causing large expenses.
 - 3. Wenner asked how 15-week classes would affect Spring Break. There was no suggestion of losing Spring Break.
 - 4. Chapman said there would be no Fall Break. Clements agreed.
 - iii. Furniture Budgets
 - 1. It was noted previously that in the office moves the Business Office received new furniture, but other departments were told new furniture was not in the budget.
 - 2. Tim Henline is working with departments that are moving. While there is no budget for furniture, they will work with departments to replace old and word out pieces.
 - iv. Student Life/Enrollment management
 - 1. Applications are up by almost 150 for Spring, to around 900 students. This does not include dual enrollment and FCI students. Retention is also up to 79% for fall to spring.
 - v. Academic Policy.
 - vi. Policy 32.5.2.12 states instructors will upload their syllabi to the LMS for each class they teach prior to the first day of the semester. The practice has not universally been in compliance. In the past, courses were not open to students until the first day of classes. Both the online committee and the academic policy committee have agreed that courses need to be made available to students earlier so that the university will be in compliance with the policy. For the Spring Semester courses, coursework will open at 1201 the Saturday before classes begin. Faculty need to have syllabi posted to the LMS before the courses are available to students. Early access allows the students to decide earlier in the course whether they need to drop the course or not, allowing waitlisted students to be added to classes sooner. Academic policy will be revising the existing policy to include the specific times and with the expectation that all classes, regardless of modality, are to meet this deadline.
- b. ACF - K. Queen
 - i. ACF has not met again since November, although, some sub committees have shared information.
 - 1. Faculty evaluations- looking at/for best practices. Please send to Dr. Queen.

- c. BoG – M. Gildein
 - i. Committee updates from last meeting were shared with Faculty Senate
 - 1. Housing shortages for faculty and staff.
 - a. Member Dan Durbin would like a climate survey on housing from faculty and staff.
 - b. Currently 3 vacant homes
 - 2. Dr. Manchin reiterated committed to reevaluating salaries for faculty and staff.
 - a. Many staff at tier 1 should be at tier 3
 - b. Tim Henline stated that faculty salaries are also well below the standard.
 - i. Wage compression is an issue
 - ii. 5 CFOs are leaving WV colleges and Universities
 - iii. Can't increase salaries without increasing tuition. We have not increased significantly in several years.
 - iv. Utility increases are also a factor
 - 3. Board is discussing possible tuition increase
 - 4. Board meets again Friday Dec 13 and to F/S luncheon
- d. Academic Affairs – M. Clements
 - i. Dr. Clements is meeting with Tim Henline regarding salaries
 - 1. Overload pay is costing a lot, often for courses with less than 10 students
 - a. Reduce under-enrolled courses
 - b. Put money into salaries
 - c. Departments need to develop more robust plans of study that help reduce under-enrolled class numbers
 - d. Classes less than 10 will be pro-rated
 - 2. Housing is down to 2 vacant homes, and both need work
 - 3. University reorganization feedback
 - a. No administrative positions to be added
 - b. Majors to be grouped by discipline
 - c. Thirty-two responses received
 - d. No decision made
 - 4. Gildein asked about low enrollment courses
 - a. Some majors often do not have students for full class
 - b. Senior classes often under
 - 5. Clements responded
 - a. Applied lessons will always be low enrollment
 - b. Overload and adjunct pay to be adjusted/raised to be equaled to \$750 per CR.
 - c. But overload requirement is costly, and salaries are supplemented with overload
 - i. Not a good way to work
 - ii. Course rotations key to resolving issues
 - iii. Good planning helps raise salaries
 - iv. Guided by WVDEd requirements
 - v. Course substitutions also need to be expanded
 - vi. 282 under-enrolled classes out of 628 sections Fall 2024
 - d. Chapman – less course cancellation when course rotation reworked

- e. Wenner – Can we get a breakdown of the 282 sections to see which are applied instruction and which are upper level or rotational courses?
 - i. Clements- Yes. Most concerning are lower division course that students were not able to take earlier.
- f. Queen- Raising adjunct pay marvelous. Is there a plan to raise faculty pay?
 - i. Clements – Yes. The impetus behind better course rotation and plan of study is to shift the money to pay raises. Take the information back to departments
- g. Gildein – Should departments look at shifting overloads to adjuncts, or to experienced faculty
 - i. Clements- We will always have adjuncts and we often benefit from adjuncts. Business is working with industry leaders on what computer science classes should include.
 - ii. People working with the fields are often a better option as instructors. PHDs are often more expensive, particularly as full-time faculty, and often lack the experience professionals in the field have. But we do not want ALL classes taught by adjuncts.
 - iii. Faculty help guide students in ways that adjuncts cannot
 - iv. Adjuncts are carefully evaluated to make sure they are teaching the level of instruction expected of our faculty.
 - v. Lieving – Do we have particular hours that are more susceptible to time conflicts?
 - 1. We have course scheduling software that shows highest likelihood of time conflicts.

e. Old Business

- i. Salary Compression and competitiveness
 - 1. Sarver – Reached out about the data again. Requested all of it. We will analyze
- ii. PEIA Changes
 - 1. Dr. Manchin and Time Henline are looking at alternatives. But no details are available.
- iii. Degree Program Changes
 - 1. Chapman – had no questions about it. Changes made to language so it was more consistent with other policies. Students must adhere to one catalog for their full degree and minors.
 - 2. Degree program changes approved. No nays, no abstentions.
- f. Final meeting of the semester.
 - i. Remaining items from old items needs to be covered.
 - ii. Discussion on date to meet again.
 - 1. 1:30 13 December 2024 form final meeting to review documents that need to be finalized

IV. Adjourn – 1:20