WCU FACULTY SENATE MEETING			Date: December 6, 2019	
			Time: 3:00 p.m. – 5:00 p.m.	
			Location: FHG Library Room 613	

Facilitator:		Bessie Lee Lawton, President	**Type of meeting:**	Scheduled Meeting
Note Taker:		Dan Forbes, Recording Secretary	**Misc.**	

Attendees:	**Members Present: *designated by an X***				
	Benedict, Kristopher	x	MacPhee, Graham		
	Bolton, David		Major, Marci	x	
	Brenner, James	x	Mandel, Deborah	*Proxy Cheryl Monturo*	
	Burns, Michael	x	Moriconi, Christine		
	Chang, Janet	x	Mraz, Megan	*Proxy Nancy Barker*	
	Cherry, Dan	x	Olejarski, Amanda	*Proxy Michelle Wade*	
	Cooke, Laquana	*Proxy Melissa Whidden*	Panichelli, Meg	x	
	Daltry, Rachel	x	Pierlott, Matthew	*Proxy Dan Forbes*	
	Forbes, Daniel	x	Raskauskas, Jenn		
	Guerriero, Tara	x	Riley, Kathleen	*Proxy Orkideh Mohajeri*	
	Haggard, Cynthia	x	Sanz-Sanchez, Israel	x	
	Harrison, Barbara	x	Schugar, Heather	x	
	Hill, Erin	*Proxy Megan Nolan*	Scythes, James	x	
	Houser, Mary	x	Sestrick, Timothy	x	
	Junius, Premalatha	x	Tennille, Julie	x	
	Kolasinski, Kurt		Wade, Michelle	x	
	Konigsberg, Lisa	x	Wilbur, Veronica		
	Lawton, Bessie Lee	x	Wiest, Julie	x	
	Adjunct Faculty Rep: Ann Hiloski-Fowler	x	Student Govt. Assoc. Rep: Elizabeth Schultz	x	
	Adjunct Faculty Rep: William Sawyer	x	Graduate Student Assoc. Rep: Montana Leaks		
	APSCUF Rep: Cynthia Haggard	x	ROTC rep: TBA		
	Guests in Attendance:				

AGENDA ITEMS

Topic	Discussion	Action
Welcome to Senators, Proxies, and	1. Bessie: Thanks for coming in at the end of the semester!	

Guests (B. Lawton)		
Associate Vice President for Identity, Health & Wellness Tony Delgado	1. Tony Delgado: I joined WCU this January. Many of you have interacted with the CARE team, and many have not. I want to talk about some other structures related to the CARE team. The CARE team addresses student absences, disruptive behaviors, distress/troubled behavior, and dangerous behavior. We coordinate care for students who are absent for more than 3 days due to illness or other extenuating circumstances. We find out what is going on, refer students to other resources. We provide a letter to faculty, attending to students' privacy, making clear to students that faculty make their own course policies. We provide guidance about whether students need to consider withdrawing from courses, etc. If faculty have questions about a student's case feel free to contact us.	

Q: Some of my students say they have to miss class to go to work.

A: Tony: We don't deal with that, only with illness or other emergencies.

Q: If we have students who are missing classes, do we refer them to you?

A: Tony: Yes.

2. Tony: You have a disruptive student policy, and we deal with that with regard to the Student Code of Conduct.

3. Tony: With distressed or troubled behavior it is a bit fuzzy, because there is no specific policy to address it—changes in mood or behavior, decreases in academic performance, references to suicide, etc.—this is where the CARE team gets involved. It is when you recognize "something is not right" here.

Q: Do we contact the CARE team, or do we refer the student?

A: Tony: Depends. If you are comfortable engaging with the student, that is great. We have a rubric to help us to construct a picture of what the student's situation is. We don't approach it punitively, but from providing care and early intervention and connecting students with support. Virginia Tech had information in pockets, but nothing to integrate or coordinate.

Q: Could students perceive faculty as overstepping their bounds? Students may perceive themselves as being okay, and so they perceive intervention as punitive. So should I approach the CARE team first?

A: Tony: There's no formula for this. Disruptive behavior is different from distressed behavior, and we approach those differently. Students do not actually meet with any member of the CARE team; they work behind the scenes, reviewing information and making determinations. This way we can address biases. We draw on various partners to help according to the information we have reviewed. If the situation is elevated, FERPA allows us to contact family and solicit their support.

Q: Is the student's advisor part of this?

A: Tony: We may reach out if it relates to academic performance. If it is behavior that shows up in say the residence hall then faculty may not be informed. We might contact faculty if we need information about the level of risk for the student.

Q: But the advisor is in a role where they may need to know this in order to help the student in the advisory role.

A: Tony: Thank you for that feedback!

Q: Bessie: Can students refer themselves? Should I say go to the CARE team rather than the Counseling Center?

A: Tony: Sometimes we recommend the Counseling Center too quickly. We need to build layers of other interventions first. We have a Wellness Promotion Office that is now fully staffed; we refer students to Counseling Center when appropriate, but when a student is just having a hard time that may not be appropriate. We're still working on this.

4. Tony: If you see actively dangerous behavior, contact Public Safety who do threat assessment, and they will contact the CARE team about what is happening.

5. Tony: We use Maxient to communicate, and we have a smooth information flow with this.

Q: Can the CARE team help with students on off-campus sites? If the student makes threats in that situation, we have to contact the police.

A: Tony: We should think about this; I've run into these before. If Senate can assemble some of this information this could help us. We would like to be partners in this community.

	6: Tony: To contact us, go to http://wcupa.edu/icare.	
	Q: Elizabeth: How will this be communicated to students?	
	A: Tony: We need SGA as partners; we want to build a sense of community, watching out for each other. Right now we market from each department, and we need to build solutions that help lead students to the appropriate department. Rachel Daltry: I am on the CARE team and can answer questions too. The CARE team can help if you don't have traction with the student and don't know how to refer them—this respects students' privacy. Anyone can submit a CARE report through the website.	
Executive Director of Distance Education Rui Li	1. Rui Li: We support online course development. There are 20 fully online programs now, listed on our website. We have grown a lot—quadrupled student seats in the last five years. Some of you have utilized our instructional design support. We have four instructional designers who are experts in technology integration, and can give you more options. We do technology training, and we can help with CAPC course approval process for online courses.	
	2. CAPC requires faculty teaching online and hybrid courses to be trained. We run these five times a year (Online Faculty Development Program and Quality Matters training and certification); we certify faculty and they need to be recertified every five years.	
	Q: Are there alternatives to the original course?	
	A: Rui Li: There are many options for recertification; if it has been five years I recommend a refresher since technology changes so quickly.	
	3. Rui Li: We do Lunch & Learns with TLAC, as well as self-paced training online. Navigating Digital Learning is a D2L course that is a training site for students to use to learn how to use technology. There are lot of modules; all students are automatically enrolled. You can send students to this course, even to do a specific module; they will receive a completion certificate and you can ask them to submit that to you.	
	4. Rui Li: Some initiatives: we have some new "NextGen Classrooms," which have screens around the classroom and movable furniture, so you can assign students to project to their own screen through Ramcast, and the instructor can control this. There is an eTextbook initiative to replace traditional textbooks. The Quality Matters initiative is a national organization with standards for online courses; we encourage faculty to send their online courses for certification and quality control. We had 18 courses approved.	
	Q: Does the review process take into account undergraduate versus undergraduate? Pedagogically this is different.	
	A: Rui Li: No.	
	Q: There is an expectation of significant time commitment; how much?	
	A: Rui Li: Depends on the course. Some courses need more revision than others. Mary: It is a significant time commitment. The more detailed your submission the better; also depends on your reviewers. Rui Li: We have some certified folks to train faculty in this process. We do not recommend the QM online courses; do the one-day workshop instead. The process for submitting your course is not difficult or time-consuming. Our designers can help you with revising a course for submitting the course to QM.	
	5. Rui Li: We have Network of Distance Educators initiative as well. And there is the Faculty Focus video series.	
	6. Rui Li: We have extended technology support hours; share this information with your students. Pat Brander sends out a newsletter and updates on a monthly basis. We are also on social media.	
	7. Rui Li: We have a "one button studio" where you can record yourself, including with a green screen. It will save a file to a thumb drive for you.	
	Q: Bessie: Can you clarify adding captioning in videos—who helps with this, Distance Ed or D2L?	
	A: Rui Li: We can help with captioning videos. There's not an official process or office for this on this campus. We have some students helping with this; it helps if you give us this work in the summer so we have time to do it.	
	8. Rui Li: We also have an audio booth that gives very good audio quality.	
	Q: Is Camtasia available for adjunct faculty?	
	A: Rui Li: I think so.	
	Q: What about SRIS for online instructors, or teaching observations?	

	A: Rui Li: The original DE SRIS is five years old, and probably needs revising in collaboration with CAPC. We could use the QM rubric for addressing teaching observations. Perhaps we can develop a basic template. Cynthia: That would need to go through APSCUF. 9. Rui Li: We have a VR and AR experiment initiative. We also have loaner equipment including tablets. Examity is an online test proctoring service, and some of you have been using PollEverywhere. 10. Rui Li: We have the SoTLA conference, GAAD, and Teaching with Technology showcase events. 11. Rui Li: We are one of five institutions nationwide to be QM Certified for Online Teaching Support.	

Senate business	1. Approval of Faculty Senate meeting minutes (10/25/2019).
	
	2. Faculty Ombudsperson update – Julie Wiest: It has not been announced publicly yet, so cannot say anything about that. An offer has been made and accepted. Bessie: Jeff Osgood sent me an email to say that he has asked Joan Woolfrey to serve, and feel free to announce it. They are planning to ask someone else from the pool to serve as an alternate. Julie: This is probably why no other applicants have been notified.
	
	3. Administrative positions update
	
	    a. CESW Dean search – Senator Heather Schugar – We will have a decision soon. Bessie: This search was ongoing this week, with open forums. Cynthia: The pool is strong—the committee should be commended!
	
	    b. CBPM Dean search – Senator Janet Chang – Janet: We're having our first meeting soon.
	
	    c. AVP for Public Safety – Senator Michael Burns – Michael: No report.
	
	    d. Bessie: Associate Dean for Graduate Studies is now open, and it will be searched. Dr. Osgood says it may be an internal search.
	
	4. Chancellor's Open Forum – Bill Sawyer: I got the impression that other universities were not going to be able to dictate to WCU about programs. Rachel Daltry: He had the agenda to communicate about system redesign. Bessie: He talked about the system respecting each university's culture.
	
	5. Updates on meeting with President Fiorentino – Bessie: The president was grateful to faculty for attending open forums, so that they could send the message that things were going well here, including shared governance. The push for sharing services across the system is slowing down; there will be a bidding process for the student information system. Face-to-face services won't work when shared; Chris argued that disruption caused by sharing services would not be worth the small savings. There is still a push to centralize some things, such as course numbers across the system, which Chris argued is impossible. He acknowledged that Counseling Services is understaffed, but wants to know accreditation requirements. He talked about the MA versus Ph.D. model. Rachel: We are faculty; if we hire MA staff it is hard to be promoted. We're predominantly women, and MA staff would disadvantage more women. Bessie: He talked about the connection with raising fees. Elizabeth: Students have approved increases to student fees to fund this.
	
	6. Updates on meeting with Deputy Provost Osgood – Bessie: We discussed the ombudsperson committee, and he is looking into setting up a R2 working group. We recommended some constituencies. The idea is to have a group to consider the ramifications of the transition to R2. Israel: We said the charge should be to collect information internally and externally about how reclassification will impact programs, faculty and students in various ways; explore and articulate challenges and opportunities; make recommendations to administration on how to proactively address this. Bessie: This is a work in progress if you have any suggestions.
	
	7. Ram Initiative – Bessie: As of today, fundraising has reached more than \$35K; goal is \$50k; if they can meet that by the end of December it will be matched and will run another year.
	
	8. ODEI update – Bessie: Tracey (formerly Ray) Robinson of Office of Diversity, Equity, and Inclusion has brought up that there are faculty not complying with ADA. For example, changing class meeting times and places, and not carrying accommodations over to students. Please attend to this!	

Liaison reports	1. Presidential Cabinet liaison – Jim Brenner – Not present. 2. LGBTQIA+ Advocacy – Senator Julie Tennille – Karen Dickinson is the new faculty co-chair. 3. Campus Climate Intervention Team – Senator Erin Hill – Not present. 4. Faculty Mentoring Committee – No representative. 5. Sustainability Advisory Council – Senator Kurt Kolasinski – Not present. 6. ADA – Senator Matt Pierlott – Not present. 7. University Forum – No representative. 8. APSCUF – Senator Julie Wiest – Much conversation recently revolves around SRIS. New contract language includes mention of bias in SRIS, and so this language can be incorporated into department Teacher-Scholar Models. If you have ideas about improving attendance of APSCUF events, please share; also more outreach to adjuncts. 9. Multicultural Faculty Commission (MFC) – Senator Israel Sanz-Sánchez – No report. 10. Council for Diversity, Inclusion and Academic Excellence – No representative. 11. Budget Review Committee – Senator Kurt Kolasinski – Not present. 12. President's Commission on the Status of Women – Senator Kathleen Riley – Not present. 13. Student Government Association – Elizabeth Schultz – We met with a group of FYE students and some CAPC represetatives. We discussed feedback from a survey from which we got 60 responses. There were a lot of qualitative feedback. Inconsistency between sections. We discussed how to make the courses more beneficial for everyone. Some sections had attendance quizzes where one would get marked absent for getting the quiz wrong. We discussed why it was 4 credits; students are concerned about the cost and time spent. The three-hour night class FYEs will be eliminated, as well as early morning sections. The survey results were overwhelmingly bad, aside from students feeling that they knew more about the campus. I will be studying abroad next semester; Michaela Karlaeses will substitute for me if she is elected. 14. Graduate Student Association – Montana Leaks – Not present. 15. LMS Advisory Committee – Senator Dan Forbes – No report. 16. Strategic Plan – Senator Heather Schugar –We're in year one, we are looking at different cultural competency tools to evaluate our strengths and challenges. 17. Middle States Self-Study – Senator Heather Schugar – We are writing the Middle States self-study reports, due in February. You may have last minute requests for information. 18. United to End Racism – Senator Michael Burns – Not present. 19. Alumni Association – Adjunct Faculty Representative William Sawyer – No report. 20. Military Veterans Coordinating Committee – Senator Jim Scythes – No report. 21. Parking Task Force – Senator Jim Scythes – Ridership on Uptown Loop has grown; there is talking about expanding the loop to ACME or Shop Rite. There's been no riders for the Nursing center. Rideshare spots are getting regular use. If you can informally let me know if you see them full or empty, so we can figure out if we need more or less. Heather: They get filled by 9:00am. Jim: Ride Amigos has not been successful. We discussed charging stations for electric cars, perhaps Matlack Garage. We're not sure how to charge for them, or if we allow folks in the borough to use them as well. Elizabeth: Any discussion on the Commons? Jim: No news on that.	
Committee Reports	Faculty Welfare/Ethics – Senator Deborah Mandel (Chair) Student Welfare – Senator Julie Wiest (Chair) Membership and Elections – Senator Julie Wiest (Chair) Communications – Senator Kurt Kolasinski (Chair) Research – Senator Israel Sanz-Sánchez (Chair)	
Committees	Committee meeting: Faculty Welfare and Ethics – Chair: Student Welfare – Chair: Communications – Chair: Kurt Kolasinski Research – Chair: Israel Sanz-Sánchez	

	Membership and Elections – Chair:	
Senate Exec Committee	President: Bessie Lee Lawton Vice President: Julie Wiest Recording Secretary: Dan Forbes Corresponding Secretary: Kurt Kolasinski At-Large Members: Erin Hill and Israel Sanz-Sanchez Immediate Past President: Heather Schugar	
	5 pm adjournment	

NEXT MEETING

Day and Time:	Senate Meeting: February 7, 2020, 3-5 pm Open Forum: March 24, 2020 (Tuesday) 3-4 pm, Philips Autograph Library
Topics/ Presenters:	February 7, 2020: Nicole Bennett, Vice-Provost for Research and Creative Activity Joan Woolfrey, Ombudsperson