

WCU FACULTY SENATE MEETING

Date: March 8, 2012

Time: 3:00 p.m. – 5:00 p.m.

Location: FHG Library Room 613

Facilitator:

Julian Onderdonk,
President

Type of meeting:

Scheduled Monthly Meeting

Note Taker:

Stacie Metz, At-Large
Exec Committee Member;
Eleanor Brown, Vice
President, Exec Committee
Member

Misc.

Attendees:

Members Present: *designated by an X*

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| Alessandria, Tina | <i>Proxy, D. Forbes</i> | Means, Jennifer | <i>Absent</i> |
| Bill, Debra | <i>Absent</i> | Metz, Stacie | <i>X</i> |
| Brown, Eleanor | <i>X</i> | Morgan, Tanya | <i>Proxy, M. Gilboy</i> |
| Cooke, Lynne | <i>Absent</i> | Murphy, Corinne | <i>Proxy, T. Seifried</i> |
| Cressler, Walter | <i>Absent</i> | Nadolny, Larysa | <i>X</i> |
| DeHope, Eli | <i>X</i> | Nitica, Viorel | <i>X</i> |
| Dobrzelewski, J. C. | <i>X</i> | Onderdonk, Julian | <i>X</i> |
| Ghetie, Dora | <i>Absent</i> | Pierlott, Matthew | <i>Absent</i> |
| Gilboy, Mary Beth | <i>X</i> | Sanz-Sanchez, Israel | <i>X</i> |
| Haggard, Cynthia | <i>X</i> | Schugar, Heather | <i>X</i> |
| Heinerichs, Scott | <i>Proxy, J. Brenner</i> | Sharpe, Heather | <i>Proxy, K. Stewart</i> |
| Kara, Orhan | <i>Proxy, H. Li</i> | Shivde, Geeta | <i>X</i> |
| Kelly, Leonard | <i>Proxy, L. Staruch</i> | Smith, Paul K. | <i>Proxy, J. Brenner</i> |
| Kolasinski, Kurt | <i>Proxy, M. Gefur</i> | Staruch, Liz | <i>X</i> |
| Lawton, Bessie Lee | <i>Proxy, J. Brenner</i> | Stiefel, Van | <i>X</i> |
| Leonard, Robin | <i>X</i> | Verden, Claire | <i>Absent</i> |
| Li, Huimin (Amy) | <i>X</i> | Winterton, Sally | <i>Proxy, C. Haggard</i> |
| Martin, Gerardina | <i>X</i> | | |
| | Bill Hanrahan, Student Gov't | | <i>X</i> |
| <i>Guests in Attendance: Matt Chancler, Temporary Adjunct Faculty; Robert Thornton, Physics</i> | | | |

AGENDA ITEMS

| Topic | Discussion | Action |
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| <p>Welcome to Senators, Proxies, and Guests (Senate President)</p> | <ul style="list-style-type: none"> • Introduction of new and old Senate members, proxies, and guests | |
| <p>Dr. Riu Li, Executive Director of Distance Education</p> | <ul style="list-style-type: none"> • Dr. Li presented on Distance Education <ul style="list-style-type: none"> • Current course online enrollment: 19 online courses (>80%), 9 hybrid (30-79% online); 2 ITV courses (videoconferencing); 30 total across campus • Online course enrollment Projection: Fall 2011 (total n=19), Spring 2012 (total n=30), and expected to increase in Fall 2012 • Current online programs: <ol style="list-style-type: none"> (1) MBA – launched in 2010 (2) M.Ed. in special education – launched Sum 2011 (3) Grad Certificate in universal design for learning and assistive technology (concentration in M.Ed.) – launched in Sum 2011 • New Online programs (full online) in Fall 2012 <ol style="list-style-type: none"> (1) Graduate Certificate in Educational Technology (2) Graduate Certificate in Health Care Administration (and Health Care Administration concentration in MPH program) (3) Graduate Certificate in GIS (4) Sports Psychology Concentration in MS Exercise and Sport Sciences • Future Online Programs: <ol style="list-style-type: none"> (1) Master of Music Education (Spring 2013) (2) Graduate Certificate in Business Ethics (Spring 2013) (3) Graduate Certificate in Adapted Physical Education (4) Nutrition Concentration in MPH program (5) Communicative Disorders Grad Qualifier Program (6) China Program with GuiZhou University via HD videoconferencing • Online Faculty Development: <ol style="list-style-type: none"> (1) First online faculty development program launched in Jan 2012 – hybrid format – combo of face-to-face instruction and online lectures, discussion, and group activities (2) Second training program scheduled for August 6-17, 2012 – fully online program with a list of D2L training sessions as prerequisites; cover range of topics such as e-learning technologies, online course design, online student engagement, online assessment, copyright issues, etc. | |

- Issues brought by Faculty Senate Members to Dr. Li during her presentation:
 - (1) CAPC approval for distance education courses: Dr. Li reported that you need CAPC approval if you do 15% or higher online. For CAPC, a hybrid course is defined as 16-99% online, and an online course is 100% online. For more details, see CAPC policy on distance education and/or WCU Distance Education website on the WCU website at <http://www.wcupa.edu/distanceed/>.
 - (2) What courses are currently online? Can search current online courses, their descriptions, and instruction mode (online – 100%, blended/hybrid, etc.) by going to: Departments>Distance Education>Online courses>Search by Term to identify the online courses, description, instruction, etc.
 - (3) Quality of online courses?
 - (4) Office hours if teach all online courses – many faculty use Skype for office hours; however, if faculty teach both online and in-person courses Dr. Li refers faculty to CAPC to identify if a certain percentage of office hours can be held off-campus via Skype
 - (5) Assessment of faculty who teach online courses – Dr. Li on an ASPCUF committee to develop assessment tools for student rating assessments; no standard assessment at WCU yet – speak to Dr. Li about using an informal assessment to help improve online teaching methods
 - (6) Workload issues: how many students per class?
*Dr. Li recommends 10-15 students upon first try; 20-30 reported in literature; Dr. Li reports that 25 is reasonable
 - (7) Tenure-track faculty fear of trying an online format – any leeway for faculty to try it out, and if it doesn't work for them, to go back to traditional format without tenure and promotion consequence? Dr. Li to take back to ASPCUF Assessment committee
 - (8) Resources to see other faculty's online classes as examples? Annual open houses with current online faculty or go to Dr. Li for in-house examples
 - (9) How will practicum/internships work in an online program? Skype is a possibility.
- 2012 Informational Sessions:
 - (1) Friday, March 23, 2012 from 11-2pm – Engaging the Online Learner: Activities for Creative Instruction – Sykes Ballroom 117C, Lunch included
 - 11-12pm: Seminar: Engaging Online Learner and Instructors
 - 12-12:30pm: Lunch
 - 12:30-1:30pm: Workshop: Engaging the Online Faculty: Effective Modeling Strategies for Success
 - RSVP to Patricia Brander at 610-436-2948 by Mon, 3/19 to reserve your seat and lunch. You may attend one or both sessions.
 - (2) April 2012 Informational Session will be on Emerging Technology Tools
 - (3) Two Fall 2012 Informational Sessions will be on: Assessment and Academic Integrity

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| | <ul style="list-style-type: none"> • Dr. Li's Recommendations to get started with a class: <ol style="list-style-type: none"> (1) Go through Development Course in August – fully online – gives general idea of online course development to work with instructional designers to set-up courses (2) Once secure CAPC approval, Dr. Li's office will provide detailed support (will also provide guidance prior to CAPC approval – but the bulk will be provided following CAPC approval of online course) • There was a discussion that followed up on issues about Distance Education raised by Dr. Riu Li's presentation. Some issues that were raised: <ul style="list-style-type: none"> • What model of distance education will we subscribe to? • Will we seek to increase revenue or simply cover costs associated with running distance education courses? • Are there standards for faculty workload such as caps on class sizes? • Do we have sufficient infrastructure to support distance education? • How will faculty be evaluated for distance ed courses? • How will we increase tenure track faculty to meet needs of a new student population when currently we struggle to meet the needs of our existing student body? | |
| <p>Old Business (Julian Onderdonk)</p> | <p>Minutes of the last meeting on Friday, February 3, 2012 were not yet disseminated and approved.</p> | |
| <p>Update on Meeting with President about Academic Planning Process (Julian Onderdonk, Van Stiefel)</p> | <ul style="list-style-type: none"> • Julian Onderdonk and Van Stiefel reported on the last Senate Exec meeting with the WCU President, Greg Weisenstein. Julian and Van raised issues including those about the Academic Planning process raised in the letter to the Provost • The President expressed optimism about the state of WCU, recounting that there have been 40 hires this year. He expressed that the Retrenchment Letter on the table was symbolic and he did not feel obligated to rescind it. He said the Budget Stabilization Fund would not necessarily be used to avoid retrenchment but rather to promote growth, for example by investing in building projects. • Van talked about a BOG Advisory Board on Higher Ed and said PASSHE was poorly represented on that and the President seemed to agree but expressed he didn't want to press the Governor on that prematurely. The President said there were people on the BOG who really advocated for us and were true friends. • Julian asked whether the President would like Senate to do another Open Letter about the Governor's Budget and the President said he would get back to us about this. | |
| <p>Other Senate Business</p> | <ul style="list-style-type: none"> • Van Stiefel proposed that when Senate Exec is going to meet with President, Senators send lists of potential questions for us to ask. There was support for this idea. • Julian asked what feedback we received from colleagues on the letter we sent to the Provost. • One faculty member raised a point that although they have a high number of temps, their request for a new tenure track line was rejected based on how her department compared to others based on the Academic Planning quantitative data, which the Provost told us last meeting would not happen (that departments would not be compared based on just these quantitative measures). | |

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| | <ul style="list-style-type: none"> • There is a rumor that our Academic Plan will become a model for all the PASSHE campuses. Marc Gagne raised the question of why Program Review (PASSHE review process for programs without outside accreditation bodies) does not guide academic planning. Van noted that Program Review does not include the cost-revenue analysis. • Julian asked for volunteers to attend the meeting with the Provost to discuss the letter we sent. • Julian raised the issue of whether we should send another Open Letter about the Governor’s Budget and there was general support for this idea. He will look into contacting other PASSHE schools’ Faculty Senates about the matter. There was also support for the idea of student op-ed pieces and letters from students and parents to legislators. | |
| <p>Campus Climate Reports: University Committees with Senate Liaisons in 2011-2012 (Julian Onderdonk and Senate Liaisons)</p> | <ul style="list-style-type: none"> • Julian Onderdonk reported that although we passed the 9/16/11 minutes, they did not include Campus Climate Liaison reports. Motion passed to insert Campus Climate Liaison reports into those minutes. • Julian Onderdonk raised Hyoejin Yoon’s question of whether to have a Senate Liaison for Teaching, Learning, and Assessment (TLA) via the Assessment Advisory Committee (AAC). We decided to keep the communication arrangement between the AAC and Senate an informal one since TLA falls outside of the scope of the Campus Climate issues that currently represent our focus. We encourage Senators already serving on the AAC to communicate about Senate issues and also encourage those involved with TLA and/or serving on the AAC to attend Senate meetings and/or otherwise communicate with the Senate. • The Mental Health Awareness (MHA) Committee continues its efforts to raise awareness of mental health issues on campus by helping to sponsor and advertise Mental Health Awareness events and facilitating coordination among campus bodies taking steps to increase mental health awareness. Thanks to the MHA Committee, there is now a WCU website through Social Equity which is dedicated to Mental Health Awareness. The website includes a calendar of mental health awareness activities. Check out the site at: http://www.wcupa.edu/admin/social.equity/mentalHealth.asp Additionally, if you know of an activity that might be added to the calendar, you may contact the Chair of the MHA Committee, Kate Pawlowski (kpawlowski@wcupa.edu). • The New Faculty Orientation (NFO) Committee reports that the 2012 New Faculty Orientation will be August 14-16, 2012. We were told to expect 40+ new faculty. We are moving towards a faculty round table session at orientation that focuses on new faculty research and interests. | |
| <p>Other Updates</p> | <ul style="list-style-type: none"> • Update on Associate VP of Academic Affairs and Administration Search: Robin Leonard reported that they have reviewed 30 applications and conducted 6 phone interviews, leading up to 3 on campus interviews with strong candidates (all have terminal degrees and have had faculty experience and extensive leadership experience) which will be held in the couple of weeks after spring break. • Darla Spence Coffey will be leaving WCU soon and becoming President and CEO of Council on Social Work Education | |
| <p>D2L Feedback on Senate By-Laws Revision (Membership and By-Laws Committee)</p> | <ul style="list-style-type: none"> • Julian raised the issue of new wording to consider for inclusion of temp faculty (see agenda). By the time this issue was raised there was no longer a quorum in the meeting so Julian said he would take any suggestions for revisions and then send a proposal by email for Senate approval. | |

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| 2011-2012 meetings and topics/presentations (Senate President) | 6th meeting (4/20) – President’s visit; officer elections | |
| Committee Updates | <p>Faculty Welfare:</p> <ul style="list-style-type: none"> • <u>Updates from Past Action Items:</u> <ul style="list-style-type: none"> • Stacie emailed Darla Spence Coffey to inquire about the possibility of a plagiarism quiz for all students. The first response from Darla on 2/3 had no indication that she would want this instituted as an academic requirement, but she mentioned that if we would like to develop modules, she would be happy to post it on the Academic Integrity website for faculty to use if they wish. Robin and I hope to devise a public health-specific module over the summer. Other members can choose to do the same. Bessie recommends the Penn State quiz on the Academic Integrity website and the document entitled "Types of Plagiarism." • The second email from Darla on 3/12 reported that there has been more discussion/interest in finding and institutionalizing an online module/quiz for all students (could be communicated at their orientation). Faculty Welfare members are encouraged to continue their search for a general academic integrity online module/quiz that could be administered to both an undergraduate and graduate student body. • Stacie emailed Pedagogy for Engagement committee member to request the consideration of a workshop on how to best clarify academic integrity and plagiarism for students – both undergrad and grad. • <u>Concrete ideas on how to address excessive workload was discussed via email and in the committee meeting which include:</u> <ol style="list-style-type: none"> (1) Work with ASPCUF to understand the policies that support graduate load in some departments but not others (Robin & Stacie) (2) Work with ASPCUF to consider expanding the role of Graduate Assistants to include being able to grade assignments and proctor exams. (Robin & Stacie) (3) How to have multiple service roles other than classes factored in, like advising, emails, recommendation letters, etc. Perhaps record number of emails sent/received to get an idea of how much work we are doing. (Tina) (4) The distribution of time (50% teaching, 35% scholarship, and 15% service) has little to do with the actual percentage breakdown of time. Teaching and service take up the full 100% of time during Fall and Spring semesters, pushing scholarship to the summer and breaks. Also, the definition of 100% is not 40 hours/week – it is closer to 60 hours/week. (Israel) (5) Since space is at a premium, weekend classes are being discussed. However, how will boundaries be set during the week so faculty are not expected to be on campus 6 days per week? (Tina) <p>Facilities and Sustainability: No updates</p> | |

Student Welfare:

- (1) The Student Welfare Committee is working to find a permanent home for WCU CARES (Campus Allies Regarding Emotions of Students). We are hopeful that the program will be housed in the Counseling Center.
- (2) They are working on an op-ed piece for the Quad about the Closing of the WCU Children's Center.
- (3) Student Rep is pursuing issues related to the equivalency of transfer credits.

Membership and By-Laws:

- (1) A ratification vote on the By-Laws, expected for today's meeting, was derailed by a request from CAPC to revisit wording in the current By-Laws draft discussing Senate's role in making recommendations about curricular matters to the Provost and to WCU Administration generally. Van Stiefel and Julian Onderdonk will meet with members of CAPC and APSCUF tomorrow to try to iron this out.
- (2) The Committee has been in touch with Heather Leaman, Corresponding Secretary of APSCUF, about setting up the nomination and election process for the General Election for Spring 2012. The Nomination period will open March 19 and close March 26. College elections will then occur, followed up closely by the At-Large election. Winners will be invited to attend the last Senate meeting of the year on April 20.
- (3) Nominations for Senate Executive Committee positions will be solicited by email to all sitting Senators by Viorel Nitica 7-10 days before the 4/20 meeting. In addition, nominations from the floor will be accepted at the time of the election on 4/20. Winners will be announced by the end of the meeting.
- (4) The Committee discussed how to deal with the problem of Senators who either have to leave the meeting before the Executive Committee election or who arrive afterwards. It was decided that it would help if we held the election at the mid-point of the meeting on 4/20. We also thought that placing a ballot box on the table in front might help as well. Anyone having to leave before the election could fill out a ballot and place it inside. Likewise, anyone arriving late could do the same. The tabulation of votes would include these ballots as well as those collected at the time of the election. The announcement of winners would then occur near the end of the meeting, once it was reasonably sure that everyone voted who wanted to.

NEXT MEETING**Day and Time:**

Friday, April 4, 2012
2:00 – 4:00 pm

Topics:

President's Visit; Officer Elections