

Minutes  
Faculty Senate Executive Committee  
Monday, November 23, 2009

1. Chair Nigel Clark called the meeting to order at 3:00 p.m. in the Bluestone Room, Mountainlair. The meetings will continue to take place in the Bluestone Room because of the needed space.

Members Present:

Atkins, C.	Clark, N.	Kleist, V.	Perone, M.
Bilgesu, I.	Cottrell, L.	McDiarmid, M.	Stolzenberg, A.
Boyles, J.	Jackowitz, A.	Olson, K.	

Members Absent:

Clements, J.	Martin, J.	Nutter, R.	Strife, M.
Kirby, B.			

Guests:

Cumming, J.	Griffith, R.	Kite, S.	Shaner, C. (DP)
Dean, R.			

2. Associate Provost Russ Dean said dean searches are underway for the Eberly College of Arts & Sciences and the College of Business and Economics. The search committees will meet next month before the break. Position descriptions have been prepared, and they will be posted on the web either in late December or early January. Interim Provost Martin and incoming Provost Wheatly will meet with the groups. Associate Provost Dean said applications will be reviewed between February 1- 14, 2010. Dean Cilento will lead the Eberly College of Arts and Sciences search and Dean McConnell will lead the Business and Economics search. Each of the college visiting committees has been consulted for their advice, and they have selected representation for the search committees. The Associate Provost said he anticipates a July 1, 2010 appointment date.

A luncheon has tentatively been scheduled for December 21<sup>st</sup> for the Senate Executive Committee and Provost Wheatly; the Chair will contact the Executive Committee members with details.

3. It was moved and duly seconded to approve the minutes for the October 26, 2009 meeting. Motion carried.
4. The minutes for the November 9<sup>th</sup> Faculty Senate meeting were reviewed. Professor Stolzenberg recommended that it be noted in Chair Clark's report that the electronic on-line approval process will be used for courses approved by the Senate Curriculum Committee.  
  
Professor Lastinger said his official title is Associate Provost for International Academic Affairs. Under his report in the minutes, Professor Lastinger recommended either using a hyphen or removing the hyphen in all words stating "faculty led," for consistency.
5. Chair Clark asked the Senate Executive Committee if it could review the Faculty Senate minutes by electronic mail when the agenda is submitted to him for approval. The Committee voted to review the minutes by electronic mail prior to the Faculty Senate meetings, so they

will be correct when posted to the agenda. Chair Clark will notify Linda Cunningham in the Faculty Senate Office with this decision.

6. Chair Clark said there will be three speakers at the December 14<sup>th</sup> Faculty Senate meeting: Carolyn Long, Chair, Board of Governors, Rehan Khan, CIO, will oversee a question/answer period, and Donald Gray will speak on the WV Academy of Sciences.

The Chair said Tom Flaherty has been selected as a new member of the BOG.

7. Professor Bilgesu moved to approve Annex I, New Courses and Course Changes. Professor Stolzenberg questioned ENGL 337. The report was approved passed-pending ENGL 337 being resolved before the Faculty Senate meeting or Professor Bilgesu will pull it from the report on the Senate floor. Motion carried.

Annex II, The Alteration Report was submitted for review. Professor Stolzenberg said Music 156, 157 and 159 should be clarified by asking if the courses should be submitted as new courses because they were taught as special topics courses. Professor Bilgesu will clarify this issue by the December 14<sup>th</sup> Faculty Senate meeting or the courses will be pulled on the floor.

8. The Executive Committee reviewed Annex III, GEC Audits, which was submitted for information.
9. Professor Jackowitz said last Tuesday the PEIA Finance Board met in Morgantown, West Virginia; representatives from primary and secondary education attended. The Chair said he discussed hiring and retaining new faculty that included a benefit package.
10. Professor Stolzenberg said it was discussed to submit a list of inactive courses on the Faculty Senate web site and submit a letter to inform people about the list. Chair Clark recommended a letter be sent to all faculty from Professor Stolzenberg and Registrar Steve Robinson. He also recommended a separate letter be sent to deans and chairs informing them about the procedure and timeline. Professor Stolzenberg will contact Academic Affairs for the faculty and chair list-serves. A grace period will be set up for courses that need revised. Professor Stolzenberg will speak to the Faculty Senate on December 14<sup>th</sup> concerning this issue.
11. Chair Clark said Registrar Steve Robinson contacted him about “NR’s” (no reports) not being reported as a final grade because faculty has been delinquent in submitting them. The Registrar has requested that a one month time period be given and after that time period, the NR be changed to an “F” grade. The Chair said the “F” grade can be changed to another grade, but it will provide a default value for the NR if no action is taken. The “F” grade can also be changed to an “I”, if needed. The student should not receive a transcript if a grade is not posted. The student and the department chair will be notified if an NR is given. The Registrar will send out reports to the instructors and departments alerting them about ungraded classes. Chair Clark said he will contact the Registrar to let him know that both the instructor and the student should be informed of the grade. Associate Provost Dean said he and the Registrar will discuss the policy with Jason Zuccari, Student Body President before it is posted.
12. Professor Steve Kite, Chair, Constitution Review Committee, handed out a draft of the constitution and led a discussion concerning changes.
13. The meeting adjourned at 5:00 p.m. to reconvene Monday, December 21, 2009.

Barbara Dunn, Committee Secretary