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Faculty Senate Minutes

Faculty Senate

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2-4-2021

## **The Minutes of the Marshall University Faculty Senate Meeting, February 4, 2021**

Marshall University Faculty Senate

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## MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE

HELD ON MONDAY FEBRUARY 04, 2021, AT 4:00 P.M.

## MICROSOFT TEAMS VIRTUAL MEETING

**MEMBERS PRESENT:** **CAM:** Jack Colclough, Adam Dalton, Rob Rabe, Hanna Kozlowski, Mark Zanter  
**CECS:** Mehdi Esmaeilpour, Sungmin Youn, Sarah Surber, Cong Pu **LCOB:** Uyi Lawani, Doohee Lee, **COHP:** Sujoy Bose (*Secretary FS*), Bethany Dyer, Carrie Childers, Annette Ferguson, Debra Young (*Liaison*) **COLA:** Kristen Lillvis (*Chair, FS*), Marybeth Beller, Anita Walz, Jana Tigchelaar, Boniface Noyongo, Megan Marshall, Kelli Prejean, Daniel O'Malley (for Barbara Tarter on Sabbatical), Jill Treftz (for Robert Ellison on Sabbatical), Ida Day, Joel Peckham, Julie Snyder-Yuly (for Penny Koontz on Sabbatical) **COS:** Philippe Georgel (*Ex-Chair, FS*), Jon Saken, Kyle Palmquist, Stephen Young, Bill Gardner Jr., Sean McBride, Jiyeon Jung, Elizabeth Niese (*Liaison*) **CITE:** (*Cross-reference Cong Pu in CECS*) **COEPD:** George Watson, Timothy Melvin, Mindy Backus, Kimberly McFall, Feon Smith-Branch **SOM:** Subha Arthur, Komal Sodhi **SOP:** Sarah Plummer, Melinda (Mindy) Varney, Ruhul Amin **South Charleston:** Tracy Christofero **ULIB:** Eryn Roles (*Vice-Chair FS*), Paris Webb

*Select by Colleges – CAM, CECS, LCOB, COHP, COLA, COS, CITE, COEPD, SOM, SOP, South Charleston, ULIB*

**MEMBERS ABSENT:** Tina Allen (COEPD), Scott Gibbs (SOM alternate), Vikram Shivkumar (SOM alternate), Dana Lycans (SOM alternate), Chris Risher (SOM), Tim Long (SOP alternate), Michael Hambuchen (SOP alternate), Robert Powell (COHP), (COS), Daesung Ha (LCOB), Timothy Bryan (LCOB), Uday Tate (LCOB), Robert Ellison (COLA), Penny Koontz (COLA) – on Sabbatical, Jose Morillo (COLA), Robert Bookwalter (COLA), Barbara Tarter (COLA) – on Sabbatical, Rosalyn Quinones-Fernandez (COS).

**EX-OFFICIO, VOTING MEMBERS PRESENT:** Lori Howard (*Graduate Council – cross refer w/COEPD*), Amine Oudghiri-Otmani (*ACF; cross refer w/COLA*)

**EX-OFFICIO, VOTING MEMBERS ABSENT:** N/A.

**EX-OFFICIO, NON-VOTING MEMBERS PRESENT:**

**BOG REPRESENTATIVE:**

**EX-OFFICIO, NON-VOTING MEMBERS ABSENT** - Dan Holbrook (BOG representative & *Ex-Officio Non-Voting*) – Report presented to FS via Kristen Lillvis, Chair.

**PARLIAMENTARIAN:** Carl Mummert

**GUESTS:** Jerome Gilbert (President), Jaime Taylor (Provost), Wendell Dobbs, Stephen Tipler, Angela Strait, Gayle Brazeau, Mary Beth Reynolds, Avinandan Mukherjee, Eric Blough, Anna Mummert, Teresa Eagle, Lindsey Harper, Brandi Jacobs, Mollie McOwen, Ginny Painter, Sumeeta Patnaik, Leah Payne, Michael Prewitt, Sherri Smith, Tracy Smith, Amie Maynard (Staff/Elections)

**UNRESOLVED:**

No Sign-in
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**MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE**

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**MICROSOFT TEAMS VIRTUAL MEETING**

**Call to Order:** Declaring that there was a quorum, Faculty Senate Chair, Dr. Kristen Lillvis, called the meeting to order at approximately 4:00 p.m.

**1. Approval of Minutes:** Motion made & seconded to approve presented FS minutes from:

<b>Dates of Minutes</b>	<b>Discussion</b>	<b>Approval</b>
<b>December 10, 2020</b>	None	MSAP
<b>January 4, 2021</b>	<ul style="list-style-type: none"> <li>▪ Friendly amendment to change presiding officer to Dr. Kristen Lillvis from Philippe Georgel.</li> <li>▪ Friendly amendment - Correct Liaison from Eryn Roles to Kristen Lillvis</li> </ul>	MSAP

**2. Announcements –**

<b>Srl.</b>	<b>Items</b>	<b>Reports &amp; Discussion</b>	<b>Votes</b>
<b>a)</b>	Dr. Kristen Lillvis, FS Chair	<ul style="list-style-type: none"> <li>▪ Thanked everyone involved in facilitating Dr. Lillvis’s transition to Chair, including Dr. (Jaime) Taylor.</li> <li>▪ Welcomed all new incoming senators to the FS who are being inducted to account for sabbaticals, &amp; other replacements.</li> <li>▪ Request for Sign-in for attendance.</li> <li>▪ Dates to be eligible to receive grades for students who have been called to active military duty for this term is Wednesday, March 31<sup>st</sup>. Students called to active duty prior to Tuesday, March 30<sup>th</sup> will receive full refund of their tuition and fees Students deployed March 31<sup>st</sup> or later will earn grades as of the date of activation. Encourage faculty to review the military service policy that in the undergraduate &amp; graduate catalog.</li> <li>▪ Recommendation (passed previously) SR 2021-11 (approval of course deletions on criminal justice) has been signed by the President.</li> <li>▪ Our next meeting will be March 4, 2021 – Any recommendations to be considered at that meeting are due Feb. 12<sup>th</sup>.</li> <li>▪ Please mute microphones if not speaking. Raise hand to speak, and introduce yourself for the record, and the Department being represented.</li> </ul>	

**3. Recommendations:**

<b>Items</b>	<b>Discussion</b>	<b>VOTE</b>
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<p><b>SR 20-21-12 APC</b>                  Recommends that the listed undergraduate degree and certificate programs continue at their current level of activity.</p>	<p>There is a typo – It currently says “Bachelor of Science in Integrated Science &amp; Technology: Computer Science Major” – The corrected version is introduced as an <b>amendment</b> by Sean McBride – “Bachelor of Science in Integrated Science &amp; Technology: Computer and Information Technology Major”.</p>	<p><b>MSAPAA</b></p>
<p><b>SR 20-21-13 APC</b>                  Recommends that the following undergraduate degree program be discontinued.</p>	<p>No discussion.</p>	<p><b>MSAP</b></p>
<p><b>SR 20-21-15 EC Senate</b>                  Membership Resolution</p>	<p>Discussion – See <u>video</u>.</p>	<p><b>MSAP</b></p>
<p><b>SR 20-21-16 ACF</b>                  Resolution to Endorse ACF Issues for 2020-2021</p>	<ul style="list-style-type: none"> <li>▪ Last minute friendly amendment proposed by Amine Oudhgiri – Motion to approve a friendly amendment for Item #6 as worded: “...To provide transparency in campus governance and a holistic, two-way annual evaluation process that includes faculty, staff, students, administration, and boards of governors...”</li> <li>▪ Mindy Backus (COEPD) – Questioned why “faculty” &amp; “staff” are excluded from items #2 &amp; #4.</li> </ul> <p>Marybeth Beller (Dept of Political Science, COLA) – commented that ACF’s position in excluding the named entities above may be relatable in that evaluating the BOG is not feasible by the faculty &amp; staff as they are appointed by the Governor’s office, hold fiduciary roles, and feature the supervision of the President whom they hire and give authority for all other governing matters in the institution. – Amine will take this back to the ACF for reconsidering rewording to include the excluded terms.</p>	<p><b>MSAPAA (friendly amendment)</b></p>

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## MICROSOFT TEAMS VIRTUAL MEETING

- Paris Webb – University Libraries -  
Question on Item 5 – Globalization bill –  
Clarification sought on the term  
“globalization initiative” – **Response from  
Amine Oudhgi** – This is the first time such  
an item has been introduced as a  
legislative priority in postsecondary  
education. The ACF is trying to garner  
support for a Post-secondary globalization.  
While ACF is not a lobbying body, but it is  
following the lead from Ohio, which is the  
first, and as yet, the only State in the  
nation to have written post-secondary  
globalization in code, and what that does is  
it encourages the higher education  
institutions in the State to boost their  
recruitment & retention of international  
students. There is nothing in place in WV  
right now. Everybody from different areas  
of academia & outside of academia are  
trying to contact some senators to garner  
support for this. Ideally, ACF would like this  
to be a bill, but if there is any sort of  
resistance or opposition to it, then at least  
be a resolution that will be adopted before  
the legislature. This is not going to cost the  
State anything. It will just be sort of a  
statement by the legislature letting the  
higher education institutions know that  
they have the full support of the legislature  
to pursue that endeavor.
  
- Concerns raised that friendly amendments  
being suggested might be major, and may  
require ACF’s review, and comments.  
Resolution TABLED UNTIL NEXT FS  
Meeting. Reg. the motion for the first  
amendment that was seconded & voted on  
– per Parliamentarian - ExCom to decide  
before bringing back to next FS meeting.)

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<p><b>SR 20-21-14 EC</b>  <b>CONFIDENTIAL</b>  <b>RECOMMENDATION</b></p>	<p>Motion to enter Executive Session.          Discussion.          Motion to exit Executive Session.</p>	<p><b>MSAP (enter Executive Session)</b>  <b>MSAP (exit Executive Sesssion)</b>  <b>MSAP (Vote)</b></p>
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4. **BOG Report (Kristen Lillvis, speaking on behalf of Dr. Holbrook)** – MU BOG met on December 17, 2020 & again on Jan 18, 2021 (latter was an emergency meeting). There were several items voted on & improved upon in the first meeting:

- a. Board policy -AA12 - Academic Dishonesty Policy (which was recommended for revision by the FS BAPC). Revisions included – Sanctions for academic dishonesty to more closely match the seriousness of the violations, & to reorient sanctions away from punishment & towards education aimed at reducing dishonesty.
- b. Board policy AA-31 – Emeritus Status of Retired Professionals – Name changed to “Emeritus Status of Retired Employees” – revised to include classified staff & standardizing the length of service for eligibility on 10 years in clarifying “emeritus” titles.
- c. Change in the detgree program -The transfer of the MS in Information Science from the COS to the COB to align with the curriculum of the degree more closely with the assets of the home college.
- d. Approval of a new Strategic Vision – Can be found Online, vide President’s home page under “Documents & Initiatives”.
- e. Athletic departments second half spending for fiscal year 2021.
- f. Acceptance of the University’s finance update summary & Investment Earnings update.
- g. Marshall University’s budget for spending in the first & the second harlf of the fiscal year.
- h. The Capital Projects Program statement for the new College of Business Building Public/Private Partnership – details not finalized by the general outline of the project, and its financing is included in the document.
- i. Approved the naming of the new academic building of the Bill Noe flight school at Yeager Airport, the Myer Aviation Building, and appreciation of a substantial grant from the Myer foundation.
- j. The only agenda item for the emergency Jan 18, 2021 meeting was an executive session to discuss a personnel matter in a public vote authorizing the President to hire a new football coach.

All questions should be directed to Dr. Dan Holbrook, concerning the above report.

5. **Report of the University President** – Dr. Jerome Gilbert

- a. Thanks extended to Dr. Philippe Georgel for his services as immediate past FS Chair, and Welcome to Dr. Kristen Lillvis in new role of FS Chair.

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- b. February is Black History Month – This event was started by Dr. Carter G. Woodson, who lived here in in Huntington. A portrait of Dr. Woodson was unveiled on Monday of this week. Number of events to celebrate & mark this month of February, being coordinated by the Carter G. Woodson Lyceum. All are encouraged to participate in the events.
- c. Restoration of salaries – Starting with Feb. 26 paychecks. President working closely with Mark Robinson, VP of finance, MU, and others in Finance to monitor & examine the budgetary status. The budget workgroup met on Jan 22 and were able to make this announcement. Thanks to all for their patience through this. All other budget reductions to remain in place for now.
- d. Letter from Senator Tarr & Delegate Householder – President received a letter at end of last year from the Senator and Delegate who are finance chairs in the WV Senate & WV HOD, respectively. They have asked that we submit budget information for a budget hearing for Marshall. President is preparing a video as they requested. Additionally getting assistance from Mark Robinson, VP Finance, for a file that they requested with budget information.
- e. Governor will release a budget on Feb 10, and expectation is that it will be a flat budget. Information from the houses do not point to significant concerns at this time concerning the internal survey circulating in the legislature about cuts to higher education. This was circulated in this morning's newspapers. Close monitoring is ongoing, and the University will be prepared to act appropriately.
- f. Vaccination rollout in higher education –
  - i. Governor has placed employees in higher education as a priority in receiving vaccines, something that has not occurred across many States.
  - ii. We have acted quickly by providing HEPC with surveys on employees willing to taking the vaccine during the Winter break.
  - iii. First doses given on Dec. 30.
  - iv. Prior to first dose President assembled an Ad hoc vaccine Advisory Committee to meet w/the Director of Environmental Health & Safety Tracy Smith, to discuss vaccine distribution in light of the CDC guidelines, and also the mandated guidelines from HEPC. Dr. Philippe Georgel was appointed as faculty representative and also Ms. Carol Haroula to represent the staff. The group affirmed the approach being used by Mr. (Tracy) Smith to administer vaccine.
  - v. We are limited by number of vaccines that HEPC in the State distributes each week. The vaccines are delivered to 5 locations around the State and we pick them up. One of those 5 locations is the Cabell-Huntington Health Department in Cabell county. Have worked closely with the health department in the administration of the vaccine, as well as with the COVID-19 nasal and saliva test.
  - vi. Numbers to be provided by Tracy Smith, but as of Groundhog Day (Feb 2<sup>nd</sup>), 1020 had been vaccinated, of which, 284 are completely vaccinated (i.e. received both doses).
  - vii. Marshall healthcare students from program e.g. Pharmacy, & Nursing, have been instrumental in vaccine delivery, in conjunction with assistance from the Health Dept. President himself received the vaccine from a nursing student. He thanked everyone for their service and is proud of them.

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- viii. FEMA-grant to work with the Health Department in delivering vaccines to the public from the Marshall Campus.
- ix. Face-2-Face Fall semester – Looking forward to resumption of face-2-face instructions in the Fall with near-normal density, perhaps with mask usage.
- x. Administration of COVID-19 testing – Marshall continues to administer COVID-19 tests to students, and a walk-up service to the employees. Currently exclusively using saliva test. Will be testing 15% of the our students each week for the next several weeks, and then returning to a 10% surveillance testing.

g. Q&A with Dr. Gilbert: None.

6. **Report of the Provost** – Dr. Jaime Taylor –

- a. Echoed Dr. Gilbert in thanking Dr. Philippe Geogel for his services as immediate past FS Chair and welcoming to Dr. Kristen Lillvis in new role of FS Chair.
- b. Restructuring of the Graduate School: Reason is the ongoing cutbacks at Marshall University driven by declines in enrollment.
  - i. Has requested academic and other departments on campus to make cuts, and in that vein, has to also institute cuts in academic affairs area.
  - ii. Maurice Coolio has accepted additional responsibilities for being the VP for Student Affairs about a 1.5 years ago, in addition to Intercultural Affairs, which has led to reduction of a position.
  - iii. Combining colleges - One possibility of combining some colleges might be good plan for Marshall – difficult decision of pulling back on the Dean of the Graduate School. Some universities have Deans of the Graduate School who also perform as VP of research. Since Marshall has a VP for research, the responsibilities for the graduate school are to be reapportioned.
    - 1. Graduate school admissions will be taken on by Office of Admissions – Graduate School Recruitment.
    - 2. The Office of Recruitment & UCom – where office of Provost is helping as well – is running some digital marketing of graduate programs & school.
    - 3. Bookkeeping, Record keeping, Student tracking – to go to Office of the Registrar. Use of Degree Works to help with the same & indexed for easy retrieval.
    - 4. Academic matters – Will be handled by internally at the College & its Academic Dean. That includes student issues, general concerns, appeals, and academic signatures, will all go to the Academic Dean for the College. Graduate Diploma Signatures will now be done by the Academic Dean of the College instead of Dean of the Graduate College.
    - 5. Continuing to review all processes with the Graduate College to ensure smooth operability.
    - 6. Thesis & Dissertations – The library has generously offered to take on the responsibility of helping with the final edits for thesis & dissertations. 7 individuals have volunteered and formed a committee to help with this area. The content will have to be informed by the

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Thesis & Dissertation committee, such that the final edits by the library volunteer committee will just help with minor grammatical or minor language changes, etc.

7. VP for Research, Dr. Maher – Assuming additional responsibilities for administering or managing a graduate assistantships, and tuition discounts.
  8. Graduate studies website will be managed the Office of Admissions, & Recruitment.
  9. UCom & Associate Provost who also will be serving in capacity of Associate Dean of the Graduate Studies & Graduate Council website, with the help of the Chair of the Graduate Council, and support of the of the Associate Provost as well.
7. **Advisory Council of Faculty (ACF) Report** - Amine Oudghiri-Otmani - HEPC met virtually via Zoom on Jan 21, 2021. Dr. Corley Dennison, HEPC Vice-Chancellor for Academic Affairs reported -
- I. Legislature is starting late – Feb. 9 or 10.
  - II. No education bills coming before the legislature but certain bills may influence higher education
    - I. Giant tax reform bill – most significantly, Senate is discussing reducing or eliminating the income tax which provides about 47% of the State income. As a result, the budget will likely go from 4 billion to 2 billion, with resulting huge impact on the State esp. with the value-added tax (VAT). Sales tax would be about 10% on retail, lawyer fees, accounting fees, barber shops etc. Perhaps highest in the United States.
    - II. Craig Blair is not going to be President of the Senate. He served as Chair of the Finance Committee and was the one who initially floated the VAT idea years ago.
    - III. Handshaw may not remain Speaker. It is not yet clear if he supports eliminating the Income tax and the bill, therefore (the bill) may not leave the House. Attorneys, accountants, and others will likely lobby due to far-reaching implications in their domain.
    - IV. House members who were surveyed by leadership on their preferred method of replacing revenue should the legislature approve the income tax reduction or elimination is probably not a cause for concern, and no further updates on this right now. This echoes the report by Dr. Gilbert on this matter.
  - III. Vaccines – As of Jan 21<sup>st</sup>, 3000 vaccines have been distributed to higher education faculty, staff, and students.
    - I. Higher education institutions getting around 1000 doses per week, throughout the process.
    - II. Around 5000 doses are planned to be administered to students in healthcare fields. Student, teachers, and students who complete clinicals will be vaccinated initially with the vaccine being extended to others afterwards – entire process will take until March, or April.

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IV. In person fall – HEPC expects full in-person fall – inline with Dr. Gilbert’s report – with health & safety precautions in place due to COVID-19.

- I. Surveillance-testing began Feb. 1<sup>st</sup>, about 3 days ago – 10% of campus population will be tested weekly this semester.
- II. Student nurses will be trained & recruited as vaccinators.

V. CARES ACT FUNDS – coming to WV but amount not known yet. Significant funds allocated to higher education – about 24 billion, with no funds to go to for-profit institutions, and interpretation of how those funds can be spent is largely seen as broad or liberal.

VI. GENERAL CONCERN for ALL WV HIGHER EDUCATION:

- I. FAFSA applications are down about 2000 overall with esp. low numbers from Pell-eligible high school students.
- II. Higher numbers of submissions from returning adults or non-traditional learners.
- III. Promise scholarship applications are extremely down around 4000.
- IV. **Because of i through iii (above) HEPC recommends –**
  - 1. that institutions work on recruiting high school students especially as they have little contact with high school guidance counselors due to COVID-19.
  - 2. Similarly, institutions will need to tackle the potential lack of college preparedness on part of the incoming students due to recent changes in learning environments. E.g., campuses need to be prepared for remedial co-requisites in math & English courses to address student needs, and also a need for increased student support services & advising, including mental health services.

VII. Broadband – US Senator Joe Manchin’s push for broadband should be beneficial, for both students, as well as entire state amidst push for work-from-home careers & opportunities.

VIII. Annual ACF legislature visit - ACF not yet decided on how to approach the annual legislature visit, which occurs every February in person, given current COVID-19 restrictions. Current planning for one or more teleconference sessions with legislators, around spring break, or 3<sup>rd</sup> week of March.

**IX. Q & A for ACF Rep:**

**8. Reports from Standing Committees:**

Committee	Report by:	Report Specifics
Library	Megan Marshall	<ul style="list-style-type: none"> <li>▪ Last committee meeting – Oct. 28, 2020.</li> <li>▪ Discussed item was impact of COVID-19 on library budget, which resulted in cancellation of various journals &amp; databases.</li> </ul>

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<p><b>Physical Facilities &amp; Planning</b></p>	<p>Bill Gardner</p>	<ul style="list-style-type: none"> <li>▪ However, Marshall is now part of the West Virginia consortium that does provide some new resources which students have access to.</li> <li>▪ Elected officers for the 2021 term are Ruth Ann Arneson (Chair), and Ron Titus (Secretary).</li> <li>▪ Next meeting, end of Feb, or early March, 2021.</li> <li>▪ Last meeting, Friday Nov. 13. Quorum present.</li> <li>▪ Approved minutes of last meeting.</li> <li>▪ Update on card scan have access to all the buildings – per Physical Plan, all of those were supposed to be programmed &amp; operational by mid-December (2020).</li> <li>▪ COVID-19 – Restrictions &amp; access to supplies –             <ul style="list-style-type: none"> <li>○ Following renovation (?Unclear audio) of the Education Committee, the recycling bins have been removed, not replaced.</li> <li>○ No changes coming for the spring Semester – will be like fall semester.</li> </ul> </li> <li>▪ Ongoing project to redo Hal Greer Boulevard, including a bike lane.</li> <li>▪ Room number inconsistency still to be addressed. A committee is working on this.</li> <li>▪ Update on Science building flooding of basement, noisy vent, heating cooling, and other issues.</li> <li>▪ Status of Smith Hall elevators – Quotes out – its promising that it might get renovated, but no hard plans at this point.</li> </ul>
<p><b>Research</b></p>	<p>Kyle Palmquist</p>	<ul style="list-style-type: none"> <li>▪ Last meeting, Nov. 2.</li> <li>▪ Vote on 2 items – both passed &amp; important &amp; relevant for faculty:             <ul style="list-style-type: none"> <li>○ Research committee funding – This <b>Spring Semester 2021 ONLY</b> – has been increased to \$500. It is typically \$250.</li> <li>○ Quinlan funds are now upto \$500. This can be used to cover the cost of virtual conferences, given our travel ban.</li> <li>○ BOTH OPTIONS CURRENTLY AVAILABLE. DEADLINE – April 1<sup>st</sup> for BOTH. PLEASE CONSIDER APPLYING to attend virtual conferences or meetings.</li> </ul> </li> </ul>

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**Student  
Conduct &  
Welfare  
Legislative  
Affairs**

Penny  
Koontz

- Next meeting – March 3<sup>rd</sup>. Considering applications on a rolling basis. If there are any projects in mind, please submit by the deadlines.
- All information is updated in FS Website.

No report.

Elizabeth  
Niese

- Last meeting, Nov. 2. No quorum, so only discussed following:
- Upcoming legislative session – Will draft a recommendation for campus safety to be brought forth to next FS meeting and will be watched closely when the legislative session starts Feb. 10.

**9. Request to Speak and/or Answer Questions to the Senate: (5 minutes) –**

**I. Tracy Smith (Vaccine Rollout) – Summary of the process –**

1. Administered 1021 first doses; 284 second doses
2. This week – 400 doses
  - a. 170 – first doses for employees; 50 separate earmarked for clinical students.
  - b. 180 – second doses for employees.
3. Today – 350 people scheduled for vaccination that just completed at 4:00 pm.
4. Anyone who is 65 or older or off campus have either been vaccinated or notified.
5. Some off campus telecommuters were part of the vaccination today.
6. Next phase of vaccination – 64-50 year old – combination of on-campus, or off-campus, and in the next few days.
7. We should receive all the requested # of first doses from HEPC and get them administered to all those who signed-up, by the week of the 15<sup>th</sup>.
8. Prioritization for vaccination has been based on the ad hoc committee recommendations for work location, age, pre-existing health conditions, and guidelines set forth by the WV HEPC. Based on those recommendations, the telecommuting employees were moved lower on the list. If people have done their survey, they are on the list, and will be attended to, without needing to do anything further on part of the faculty/employee.

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9. **For employees, or faculty who missed the survey**, there is another option to sign up through the State. And also, there may be an opportunity at some point, which remains indeterminate for now, to sign up through another Marshall survey.
10. Vaccines are being given on Thursdays, and Tuesdays based on availability, and distribution.
11. **MOTION** – extend report by 5 minutes – MSAP.
12. Please be patient and look for an opportunity to register.
13. **Driver of vaccine access** - It is important to realize that many of us would not have had an opportunity to get the vaccine, without our Marshall affiliation. The county health department has not had as steady a supply of vaccines as we have had weekly, at Marshall.

II. **Q&A for Tracy Smith:**

1. Who is getting doses by Feb. 15, vs. waiting beyond? – Everyone **on the list including those who are telecommuting**, should be notified & vaccinated during that week. This can change based on supply/distribution.
2. For those who have received their first dose of the vaccine, does Marshall already have their 2<sup>nd</sup> doses as well? – No, MU does not have the 2<sup>nd</sup> doses in possession but is promised that second dose as a part of the plan from HEPC.
3. How does Marshall handle missed or cancelled appointments to ensure usage of all available doses? – MU has been efficient in managing this. Many people have missed or canceled their appointments. There is a standby, next-in-line list, based on prioritizations, who are called in. Each vial can vaccinate 10 people, so, if there are not enough people, a new vial is not opened & the list is cut-off appropriately to keep the vial until enough people are available to use it up. Moderna vaccines can be refrigerated upto 30 days, but once open, has to be used up within a very short window, so appropriate precautions are taken to save the vial until all requisite candidates are available for a full vial. No wasted doses yet.

II. **Anna Mummert – Proposal for Revised Annual Faculty Evaluation –**

Presented an online presentation of a draft of the above proposal, per the FS ad-hoc committee (Anna Mummert is Chair of the committee).

Document on MS Teams provides more details on the proposal.

- i. **Committee charge (Fall 2018)** – Review, then revise, or replace the current evaluation system – the overall composite rating or OCR system.

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE

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MICROSOFT TEAMS VIRTUAL MEETING

- ii. Committee recommends replacing the system. Committee consists of representatives from all colleges, units, faculty, Senate, council of chairs, and faculty personnel committee.
- iii. Since fall of 2018, committee has met approx. twice monthly, and now have a proposal draft to share with stakeholders around the University.
- iv. Today - shared proposal with President, Provost, Deans Council, Chairs from Liberal Arts and Science, and scheduled to meet next week with the Council of Chairs. Shortly will be meeting with faculty for Q&A.
- v. Proposed revisions will eventually pass through FS, and in part as piece of BOG policies that are being revised by other University groups.
- vi. EVALUATION PROCESS:
  - 1. Planning page – similar to now.
  - 2. End of year - activities would be entered into Digital Measures, and the faculty would complete a self-evaluation in all their workload areas.
  - 3. Meet with Direct Supervisor – review & discuss self-evaluation and receive separate evaluation from direct supervisor.
  - 4. **Annual Retention Letter** - Digital Measures will feature an **explicit area** for the direct supervisor to provide an annual retention letter for probationary and term faculty, which is an **update from current process**.
  - 5. Chain of command progression – the evaluation will proceed to higher levels – Dean, Provost, and President, as appropriate.
- vii. **Important Changes vs. current process –**
  - 1. **Everyone (without frankly “unacceptable” evaluation) receives base raises** – Not tied to numeric annual evaluation score; no OCR computed. The evaluation serves to be more qualitative (candid). This varies with the current OCR system where there is a direct tie-in between annual evaluation score & raises. This led to pressure to rate every category as exceptional, so raises could be maximized.
  - 2. **Proposal for explicit connection between the annual evaluation, Promotion & Tenure, and retention** – specifically, the process would include the explicit space for a retention letter for term & probationary faculty.
  - 3. **Committee goal to make the annual evaluation more uniform across the colleges** – Process will allow **some flexibility** to the colleges, but when reviewed together, the college-by-college variations should be lower, demonstrating uniformity, as distinct from current process.
  - 4. **Extraordinary Performance Raises** – In addition to base raises, the committee proposes additional performance-based raises.

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Identify and reward faculty that go beyond what is expected. The committee recommends a small number of extraordinary raises, e.g. 25-30 per year, that would be given to all faculty, of all ranks, all disciplines, and all workload areas. To be considered for extraordinary performance raise, the process could be initiated by the faculty member themselves, by their supervisor, or their Dean. The recommendation would be accompanied with a narrative highlighting the work of the faculty, and then, the recommendation would be supported at all the higher levels. Colleges should create a process to select faculty they would like to recommend. This would be passed to a University Committee who would make the final decision on performance raises.

5. **MOTION** – extend by 5 minutes – MSAP.

viii. **Similarities with current process:**

1. Timeline for evaluations – calendar year. Matches best with P&T and raises timelines.
  2. Evaluation categories - Unacceptable, needs improvement, professional, exceptional - (remain same as P&T process) but now the committee will make tie between annual evaluation, and P&T explicit.
  3. Extraordinary work done by faculty is identified and rewarded.
  4. Equity, inversion, compression, and market value raises to be given as necessary, when money available.
- ix. Committee thanks everyone involved and will continue to reach out to faculty & other stakeholders for questions, and/or comments on the proposal. Encouraged to contact the committee with thoughts.

10. **New Business:** None

**Adjournment:**

With agenda for elections addressed, this meeting was adjourned at approximately 17:30 hours (5:30 pm).

Respectfully Submitted,



Dr. Sujoy Bose, Recording Secretary

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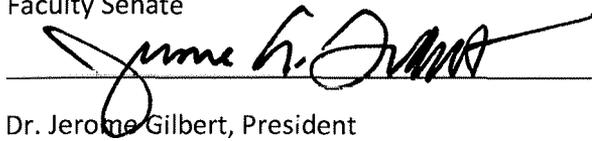
Faculty Senate

**MINUTES READ:**



Dr. Kristen Lillvis, Chair

Faculty Senate



Dr. Jerome Gilbert, President

Marshall University

**Video of Meeting:** <https://web.microsoftstream.com/video/bf140645-5839-42a6-9f24-f77e12e3f514>