

ADVISORY COUNCIL OF FACULTY DRAFT MINUTES OF THE MEETING OF DECEMBER 2, 2005

The Advisory Council of Faculty met at the Higher Education Policy Commission Offices in Charleston on Friday, December 2, 2005. The meeting was called to order at 10:08 a.m. by Chair Sylvia Shurbutt. Those ACF members present were:

Fairmont State University
Marshall University
Marshall University CTC
Shepherd University
WV Northern CTC
WV State University
WVU-Parkersburg
WVU-Potomac State
WVU-Institute of Technology
WVU-Institute of Technology CTC

Connie Moore
Ben Miller
Betty Dennison
Sylvia Shurbutt, Chair
Mike Davis
Patricia Shafer, Secretary
Gary Waggoner
Jim Hoey
John David
P. Michael Ditchen

Guests present were:

HEPC

Dr. Mark Stotler

Those absent were:

Bluefield State College
Concord University
Fairmont State CTC
Glenville State College
Marshall University Graduate College
New River CTC
Shepherd CTC
Southern WV CTC
West Liberty State College
WV State CTC
WV University
WVU-School of Medicine
WV School of Osteopathic Medicine

Roger Owensby
Darrin Martin
Leslie Lovett, Vice Chair
Joe Evans
vacant
Gerry Hough
Vic Hughes
Anne Olofson
Ann Rose
Kim Lovinski
Michael Lastinger
John Linton
Marlene Wager

M. Ditchen moved that the minutes of the October 14, 2005, meeting be approved; J. Hoey seconded the motion and it carried. P. Shafer was asked to send the approved October 14 minutes out electronically.

Dr. Stotler shared there are three initiatives on which he is working. An International Conference that Dr. Flack has scheduled for 4/24-25/06 will be held at the Marriott in Charleston. There is a planning group for this Conference meeting on 12/06. The purpose of the Conference is to discuss a required international experience and to explore ways to bring this about. Another initiative is the new baccalaureate admission standards; a group will study how we will implement these standards in 2008 and how we will address the number of students who will not be admissible to baccalaureate institutions. Some may

go to CTCs but there may be a number of baccalaureate conditional admissions which the Central Office hopes to minimize. There are currently no members from the ACF serving on this committee but M. Stotler welcomed any from ACF who may wish to participate; their first meeting will be 12/13. S. Shurbutt asked if anyone from this group wished to participate on this group. The question was asked whether or not the language requirement will still be effective if a student enrolls initially in the CTC – then when the student transfers to the baccalaureate institution, does that negate the language requirement? The question appears to be unresolved at this time. If the language requirement is still effective, then CTCs will have to gear up for it. S. Shurbutt said she expects to be at the HEPC offices on 12/13 and will attend this committee meeting; M. Ditchen said he will be able to attend as well.

On that same day, 12/13, the ACT writing test committee will be meeting to explore how to use the ACT writing portion of the exam. S. Shurbutt said she will attend that too.

Another item on which the HEPC is working, Dr. Stotler said, is the concern of the HEPC and the CTC Council to examine the college courses in the high schools. Some questions are of a qualitative nature related to what high schools students are receiving. He said the Central Office likely will work with academic affairs people to set some greater uniformity in admission of students, who will teach the courses, what will be taught, some compliance audits to ensure the policies are being followed, that quality is present, and that the college syllabus is being followed, etc. He indicated the Committee on Faculty Personnel issues will be meeting in the afternoon of 12/02. They will be calling for a variety of information and expect to complete their work within a year.

John David asked M. Stotler about an edict he was told was recently received from HEPC that baccalaureate programs cannot exceed a maximum of 128 hours. Dr. Stotler said he was unaware of such an edict. He said they had done a survey to answer the inquiry of the Legislature about what programs required more than 4 years to complete. But he said he would check with Dr. Flack about whether there really had been an edict. J. David said the CTCs had received information a couple of years ago that they must use a maximum of 64 hours. M. Stotler said he felt there had been a common practice that 128 was the upper goal but, again, he did not believe that was an edict.

J. David asked if the ACF would be involved in the selection of the new Chancellor. S. Shurbutt noted that the Commission is the selection Committee. She said the HEPC chair has indicated to her she will keep the ACF informed of the progress but we cannot impose ourselves onto the Search Committee since the HEPC made itself the Search Committee. Our hope is that during the interview process of the candidates the ACF will be a part of those interviews. It was noted the ad just appeared in the *Chronicle* this week and the review of applications will begin around January 10. P. Shafer made a motion that our

ACF Chair write a letter to the HEPC Chair asking that the interviews with the Chancellor candidates include a session for the ACF to talk with the candidate. J. David seconded the motion and it carried.

Change to By-Laws: changes were made in the title, in the purpose, in Section III. A. 4, and in III. B. J. David made a motion to amend By-Laws, B. Miller seconded it and the motion carried. The amended document is attached to and made a part of these minutes.

Update on ACF webpage: A. Rose is putting the finishing touches on the Webpage and it should be ready for presentation on Monday, 12/05/05.

For the HEPC/CTC Council/LOCEA presentations, Chair Shurbutt encouraged ACF members to be present. She said she will ask us to stand and introduce ourselves so our faces are known to the two Boards. She indicated she wishes to say in the Presentation the number of Faculty Senates/Assemblies that have endorsed the Legislative agenda. The ACF brochures are ready but members were asked not to distribute them to our constituents until after the HEPC/CTC receives it on December 8. S. Shurbutt recognized Ann Rose who contributed much of the design for the brochure.

There was much discussion of information from Marshall University related to parity issues. It was noted that Rudy Wang has contributed much effort related to legislative issues. As a faculty, Marshall's Senate endorsed the ACF legislative issues but also endorsed their own restatement of some of the items related to parity issues. It was felt there is no significant variance between the MU statement and the ACF brochure, that primarily the MU statement provides greater specificity and includes some ranges that are not in the ACF brochure.

Chair Shurbutt indicated she wishes to hand out to the HEPC/CTC Council the document provided by Michael Lastinger on Per Capita Change in State Funding of Higher Education during her presentation. Some suggestions were offered for changing the format for presentation, and it was emphasized that the correct title of the document and its source be included. The correct title is Percentage Change in ... and its source is the *Chronicle of Higher Education*.

The group read over the PowerPoint presentation that Chair Shurbutt will make to the HEPC/CTC Council on 12/08 at 1:30 p.m. at India Center in Charleston. B. Miller pointed out this would be an excellent presentation for the Governor and certainly we should present the copy of the document to Jay Cole for their use. S. Shurbutt indicated her desire to do a really good job of being the voice for this group before the bodies and invited any comments regarding to the presentation. M. Davis suggested the PowerPoint presentation be posted on the WEBpage or communicated electronically so we can each use it in any of our presentations; S. Shurbutt agreed that was her intention. She will send copies of the PowerPoint to all ACF members after December 8.

ACF members were asked to present the ACF brochures to our respective Boards so every institution in the state receives the same information.

There appears to be the perception that the American Federation of Teachers and the Advisory Council of Faculty are competitors. We see the need that there be one voice speaking for the faculty, and we feel it is the ACF as the elected representatives of the faculty constituents. Legislatively, it is this body that was created to speak for higher education faculty issues. This body is to advocate on behalf of students, higher education, as well as faculty; in many cases our self-interest assumes a secondary role. A number of questions were posed. What are the Meet and Confer groups? How do we interact with those groups? It was suggested perhaps we have a meeting with Jay Cole to discuss Meet & Confer and to help him understand our legislatively mandated role. It was suggested that Meet & Confer seems to have been this governor's way of investigating collective bargaining issues. There was a report made regarding the Meet & Confer groups; S. Shurbutt will ask Jay Cole for a copy of the report that she will share with all of us.

In the area of Legislative action, it was decided that following the presentation to LOCEA, a letter and a brochure will be sent to each Legislator to be received by them in early January.

It appears the Annual Experience Increment is in the HEPC budget, the Governor's budget, and in the CTC budget. The group found this encouraging and anticipates positive action on it.

Agendas for the HEPC meetings of 12/08-09 were distributed.

B. Miller made a motion, which M. Davis seconded, to extend a formal thank you to Ken Harbaugh and Stephanie Horst for their work voluntarily contributed on the brochure.

Next meeting: Chair Shurbutt will contact Jay Cole to see if and when he can meet and then try to schedule our next meeting around his schedule. Because of hectic schedules around the start-up of the second semester, it is hoped a meeting will be scheduled for late January or early February.

With the business of the group concluded, Chair Shurbutt adjourned the meeting.

Respectfully submitted,

Patricia M. Shafer, Secretary

**STATE ADVISORY COUNCIL OF FACULTY
TO
THE WEST VIRGINIA LEGISLATURE
THE HIGHER EDUCATION POLICY COMMISSION
THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
WEST VIRGINIA INSTITUTIONS OF HIGHER EDUCATION BOARDS OF
GOVERNORS**

BY-LAWS

ADOPTED: 6/28/2001

REVISED: 9/20/2001

REVISED: 7/9/04

REVISED: 12/02/05

PURPOSE

The State Advisory Council of Faculty (hereafter referred to as the ACF), through its chairperson and in appropriate manner, shall communicate with the Higher Education Policy Commission and with the Community and Technical College Council, concerning matters of higher education in which the faculty members may have an interest. Additionally, the ACF shall communicate with and advise the West Virginia Legislature and respective institutional governing boards. The Commission and Council shall meet annually between the months of October and December with the ACF to discuss matters of higher education in which the faculty members, the Commission, or the Council may have an interest.

MEMBERSHIP

A. Selection

During the month of April of each odd-numbered year, beginning in the year two-thousand one, each president or other administrative head of a state institution of higher education, at the direction of the ACF and in accordance with procedures established by the ACF, shall convene a meeting or otherwise institute a balloting process to select one faculty member to serve on the Advisory Council of Faculty. Each campus shall also designate an alternate ACF member to serve in the absence of the elected ACF member, and that alternate shall act as a voting proxy.

As prescribed by 18B-6-3, the faculty member who is elected to serve on the ACF "is an ex officio, voting member of the faculty senate and reports to the faculty senate [or assembly] and the board of governors."

Members of the ACF shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of their official duties from funds allocated to the state institution of higher education served.

B. Terms

Terms of the members of the ACF shall be for two years and shall begin on the first day of July each odd-numbered year. Members of the ACF shall be eligible to succeed themselves.

OFFICERS AND COMMITTEES

A. Officers

1. Chairperson: the ACF shall, at its July meeting, elect a chairperson. The chairperson shall serve no more than two consecutive terms as chair. No member may vote by proxy, whether through a substitute or otherwise, at the election of the chairperson. An alternate member is not eligible to vote in the election of the chairperson, and is not eligible to hold an office on the ACF. In the event of a tie in the last vote taken for such election, a member authorized by the ACF shall select the chairperson by lot from the names of those persons tied.
2. Vice-chairperson: the ACF shall, at its July meeting, and immediately after electing a chairperson, also elect a vice-chairperson, in the manner prescribed by this section for the election of a chairperson.

The vice-chairperson shall preside over the meetings of the ACF in the chairperson's absence.

3. Secretary: the ACF shall, at its July meeting, also elect a secretary in the same manner prescribed by this section for the election of a chairperson.
4. Webmaster: The ACF website will be maintained by the webmaster, with resources, minutes, and links posted regularly. The site will host *The Higher Education Faculty Resource Directory*, which will be updated at least every other year.

Unexpired terms: Should the chairperson vacate the position, the ACF shall meet and elect a new chairperson to fill the unexpired term within thirty days following the vacancy.

B. Committees

The Legislative Advisory Subcommittee, a permanent subcommittee, will oversee regular advisory interaction with LOCEA and Higher

Education Subcommittees in the Legislature. The committee will work with the chair to plan regular presentations to the Legislature, the HEPC, and CTC Council.

The chairperson shall also appoint committees upon appropriate motion duly approved.

MEETINGS

A. Regular Meetings

The ACF shall meet at least once every quarter and shall meet during the month of July.

B. Special Meetings

Special meetings shall be called by the chairperson or upon request of at least eight (8) members of the ACF.

C. Time and Location of Meetings

The time and location of all regular meetings shall be determined by the ACF. The time and location of all special meetings shall be determined by the chairperson.

D. Notice of Meetings

The chairperson shall notify each member of the ACF at least one week in advance of the date, time, and location of each regular meeting and at least three days in advance of the date, time, and location of each special meeting.

E. Quorum

A simple majority of ACF members, including any alternates, shall constitute a quorum, and a majority vote of the quorum shall be necessary to pass upon matters before the ACF.

F. Attendance

Attendance at meetings can also be electronic.

G. Open Meetings

All meetings of the ACF shall be open to the public. However, the ACF may, after convening a meeting open to the public, go into executive session upon a vote of a majority of the quorum. Such executive session shall be restricted to matters that warrant deliberation in private.

Persons who are not members of the ACF may, with the approval of the ACF, address the body on such topics and for such periods of time as may be authorized by the Council.

H. Agenda

The Chairperson is responsible for preparing and distributing the agenda in writing at least one week prior to each meeting. Any modifications in the distributed agenda shall be made at the beginning of each meeting subject to ACF approval.

I. Minutes

The secretary shall prepare a draft set of minutes and shall provide a copy thereof to each member of the ACF prior to the scheduled meeting. The draft minutes shall be on the agenda for action at the next meeting of the ACF. The minutes shall contain at least the following information:

- the date, time and place of the meeting;
- the name of each member of the ACF present and absent;
- the name of each alternate for a member of ACF and the name of any guest that addresses the ACF;
- all motions, proposals, and resolutions proposed, the name of the person proposing the same, and their disposition; and
- the results of all votes and, upon the request of a member, the vote of each member by name on roll-call votes.

The original of all approved minutes shall be maintained in the office of the Chancellor, and a copy of each approved set of minutes shall be sent to each member of ACF. Copies of all approved minutes shall also be made available, upon request, by the institutional ACF representative to any faculty member of a state institution of higher education represented on the ACF. The secretary will be responsible for distribution of minutes.

PARLIAMENTARY PROCEDURE

The chairperson shall conduct meetings of the ACF in accordance with these By-Laws and *ROBERT'S RULES OF ORDER* (revised edition) when the By-Laws are silent. The chairperson shall also make appropriate rulings on parliamentary procedure subject to the power of the ACF to rescind his/her rulings by majority vote.

AMENDMENTS

The By-Laws may be amended in any manner not inconsistent with state statute by a majority vote of the quorum at any regular meeting provided that the subject matter of the proposed amendment has been presented to the members of the ACF, in writing, at least one week prior to the meeting.

