

**ADVISORY COUNCIL OF FACULTY
DRAFT MINUTES OF THE MEETING OF
DECEMBER 1, 2006**

The Advisory Council of Faculty met at the Higher Education Policy Commission offices on Friday, December 1, 2006. Chair Leslie Lovett called the meeting to order at 1:12 p.m. Those ACF members present were:

Glenville State College	Joe Evans (by phone)
Marshall University	Ben Miller
Marshall University CTC	Betty Dennison
Pierpont CTC	Leslie Lovett, Chair
Shepherd University	Sylvia Shurbutt
WV State University	Patricia Shafer, Secretary
WV University	Roy Nutter, Vice Chair
WVU-Institute of Technology	John David
WVU-Institute of Technology CTC	P. Michael Ditchen
WVU-Parkersburg	Gary Waggoner
WVU-Potomac State	Jim Hoey

Guests present were:

HEPC	Dr. Bruce Flack
HEPC	Dr. Bryan Noland
WVU	Dr. C. B. Wilson

Those absent were:

Blue Ridge CTC	Billie Unger
Bluefield State College	Bruce Mutter
Concord University	Darrin Martin
Eastern WV CTC	Sharon Gott
Fairmont State University	Connie Moore
New River CTC	Gerry Hough
Southern WV CTC	vacant
West Liberty State College	Ann Rose
WV Northern CTC	Mike Davis
WV State CTC	Charles Shafer
WV School of Osteopathic Medicine	Dr. G. Boxwell
WVU-School of Medicine	John Linton

The Minutes of the October 19 meeting were considered for approval. S. Shurbutt asked that page 4 next to last paragraph be corrected to read: "asking them to consult with ACF Officers concerning appointment of committee members." It was noted the date of the meeting was October 19. S. Shurbutt should also be listed with the Faculty Senate Chairs since she occupies the dual roles of Faculty Senate Chair as well as ACF representative. S. Shurbutt made a motion to approve the minutes as amended. B. Dennison seconded the motion and it carried.

The first item of old business related to the List Serve. J. Hoey was asked to be sure A. Rose's e-mail address was changed to WestLiberty.edu since the former address will expire by the end of this year.

There was no Web page report since A. Rose was unable to attend the meeting.

On the Peer Selection update, Chair Lovett reported that Jim Barton said both the HEPC and the CTC Council have approved the Legislative code as written and it will go to LOCEA in either December or January. Each institution has selected fifteen peers and the central office is currently analyzing those selections. HEPC received much feedback regarding the peers and they may offer institutions ten more options from which to choose five additional peers to round out the peer group at twenty.

S. Shurbutt gave the Legislative Action Subcommittee report. No ACF representatives were able to attend the Legislative Committee meetings due to the late notification. R. Nutter said he heard from D. Miller that at the session he attended there was a presentation to be made from the WVU Board Of Governors regarding WVU-IT. President Bayless from Tech gave a report that pleased LOCEA and that Tech's move to a Division of WVU seems to be working very well. S. Shurbutt suggested we mention at the next LOCEA meeting our desire to have earlier notification of their meetings so ACF representatives are able to attend. She also suggested ACF talk with the ACCE group because there are some areas where we can join forces on issues.

Chair Lovett circulated a draft letter to HEPC asking that ACF officers be consulted before ACF members are appointed to HEPC directed committees. The group approved the letter that will be sent to Chancellor Noland.

SS distributed draft #7 of the Faculty Study Committee report. She said Dennis Taylor believes this will be presented in April to the Legislature and she is going to ask Dr. Flack if this can be presented to the HEPC in February and then to the Boards Of Governors. She presented the report, going through it point by point, and invited guest C. B. Wilson, co-chair, to present comments as well.

Regarding merit, B. Miller shared that at MU, moneys are segregated for a salary increase pool and the portion for promotion is taken off the top; other priorities can also come from the top and then the residual is distributed for merit. One College (at Marshall University) went directly to the Board Of Governors and asked for permission to give 100% for merit while the remainder of the faculty was given 51% merit. That was troublesome to the remainder of the faculty, he reported.

Regarding Faculty Evaluation, Promotion & Tenure – the report contains the statement that all faculty be reviewed every year. J. David noted that is done for all teaching & research faculty but he asked if those who are full-time faculty who

are at this time full-time administrators are evaluated. C. B. Wilson said it was suggested that language be inserted that those administrators who have faculty rank should be evaluated annually. R. Nutter suggested we could make a recommendation that the faculty portion of the duties of administrators should be evaluated.

There were no comments on the section regarding the Instruments for Faculty Evaluation.

In the section on Adjunct Faculty C. B. Wilson shared that Department Of Education data presented in Table 1 is generated about every 5 years. WVU & Marshall are considered doctoral/research institutions and all others are the “4-year” institution averages. The question was asked whether or not there is a limit on the number of courses an adjunct can teach. Dr. Flack said there had been a rule under the prior Boards but under the HEPC, that policy was transferred to the Boards Of Governors. Most have a policy on this that mirrors the old Series 18. He said there has been a general understanding among the academic officers to limit adjuncts to 6 hours (at the baccalaureate level) or half-time load. J. David asked whether or not the Study Committee considered whether or not adjuncts should be eligible for faculty development funds? Office space? B. Miller said he thought this report should reflect the original charge to the Select Committee. If there are ancillary issues, then the ACF may address those at a later point, he said.

There were no comments on the Faculty Workload Policies section.

Dr. Flack said this is part of a three-year study requested by LOCEA. There was no statutory mention that it should come through the HEPC though it can be if possible. S. Shurbutt wants it presented to the HEPC and then for each ACF member to present it to their local Board Of Governors. She requested that we present it at the February HEPC meeting. B. Miller thanked S. Shurbutt and C. B. Wilson for their work on this. Chair Lovett commended the two as well.

At this point, Dr. Flack was asked to give his report to the group. He said the HEPC Master Planning process is underway. P. Shafer is a member of the group. There are approximately 17 members on the task force with several representatives from all areas of education, business, general public, etc. to look at a master plan for 2007-2012. He said at the first meeting the group will look at structure of the report and general guidelines. From those guidelines will come the framework for the institutional compacts. The first meeting is December 7 and likely will continue for 6-8 months.

He reported the HEPC are struggling with the Series 23 baccalaureate admission process primarily in the area of conditional admissions in 2008 with the imposition of those new standards. There are new wrinkles that he expects to bring back at a subsequent meeting. Another issue is the curricular requirements

which will be a major problem, particularly for out-of-state students. S. Shurbutt asked if there is a possibility of permitting admission with requirements to be satisfied at the collegiate level? B. Flack said he is wanting to exempt both out-of-state and in-state students and to require completion of the curricular requirements within the first 60 hours of college.

Dr. Flack also discussed a New Business item, the HEPC Series 9 Proposal. He said at (WVU in) Morgantown (as a research institution and for MU as well) they are able to hire full-time non-tenurable researchers and clinical faculty, but they are unable to hire non-tenurable full-time teachers. He said he wants to level the playing field for teaching faculty. There would be a maximum 10% percent of these term faculty permitted at the doctoral-granting institutions. J. David asked C. B. Wilson, "How do you see this effecting tenure track positions?" C. B. Wilson said he doesn't see it impacting them at all. Since this is limited only to doctoral granting institutions, B. Flack says he sees no impact of this on tenure. If this were more broadly permitted at all institutions, he would not view it as favorably. But limited to these types of institutions, he said he felt this should be taken to HEPC in February as an information item to be put out for a 30-day comment period and proceed. S. Shurbutt said she has had experience with this and it didn't negatively impact tenure. S. Shurbutt made a motion that ACF approve of this proposal, B. Dennison seconded the motion and it passed.

Returning to Old Business, there were no Other Committee Reports.

S. Shurbutt presented to the group information from Attorney Bruce Walker regarding the proposed tuition waivers for dependents of higher education employees. He was asked to join the group for this discussion. He said we would need to do two things to accomplish this goal:

- have the Legislature amend 18B-10-6A so that the removal of tuition waiver limitations that now holds for only WVU and Marshall can be extended to any institution whose Board of Governors chooses to embrace the issue; and
- wipe off the books 18B-10-5 and 18B-16-6, which mandate the 5% restriction on tuition waivers for undergraduate and graduate institutions respectively.

If the code is modified, Attorney Walker said, then the Boards Of Governors may implement institution rules related to these waivers. The ACF has asked in their legislative package that funding be provided for this. It appears the major crux of this issue is to eliminate the 5% cap on tuition waivers for all institutions rather than only for WVU & MU. One of the ACF positions is this is a retention tool for keeping qualified faculty. Attorney Walker suggested that we need to know how many institutions are currently using the tuition waivers they are permitted to grant since we are asking for funding for this.

Under New Business the next meeting date was decided. We will meet on Thursday, February 1, with the Senate Chairs at the HEPC offices, then go to the

Legislature and try to also meet with the Governor. The meeting following that one will possibly be March 30 at 1:00.

Chancellor Noland joined the meeting to bring greetings and to say he will visit the Faculty Senates at both MU & WVU. He will be at Marshall University's December Board Of Governors meeting. He said he is still trying to visit all of the state institutions. He is also trying to push the budget request and to send the message we as a state need to make higher education funding a priority. He also announced the Master Plan task force (membership of 20) that has its first meeting on December 7. His plan for the Task Force is the development of a planning document for higher education to provide some policy mechanism to support the areas in which we focus. The Chancellor said he would like to return in some way to the Ram/Rap funding formula idea in order to meet the needs of our institutions vis-à-vis where we are now. Once the plan is established, he wants to develop a set of public policy initiatives to reach the established plan. He said he is planning to discuss with the Council of Presidents increasing the tuition waiver limits from 5% to 10%.

S. Shurbutt said the ACCE representative from Shepherd wishes to meet with ACF groups here in Charleston in December to discuss common legislative agenda items. (Unity agenda) L. Lovett & S. Shurbutt will pursue this.

The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Patricia Shafer, Secretary