Minutes
Faculty Senate Executive Committee
October 25, 2004

1. Chair, Larry Hornak, called the meeting to order at 3:00 p.m. in Rooms 125 A&B, NRCCE.

   **Members present:**
   Biddington, R.  Jacknowitz, A.  McCutcheon, T.  Torsney, C.
   Brown, J.  Lang, G.  McDiarmid, M.  Wilkinson, C.
   Dean, R.  Larrabee, J.  Nutter, R.  Wilson, C.B.
   Hornak, L.  Lastinger, M.  Strife, M.

   **Members absent:**
   Clark, N.  Elmore, S.  Hardesty, D.

   **Guest:**
   Brown, P.  Gensler, R. (Daily Athenaeum)  Mays, M.

2. There was no report from the President’s office.

3. It was moved and duly seconded to approve the minutes from the September 27, 2004, meeting with the following correction: Item 6, change “to discuss a vacancy for Research and Development” to “to discuss a faculty representative vacancy for the Research Corporation Board”. **Motion carried.**

4. Chair Hornak reported on the following issues:
   - Relative to strategic planning, the committee structure has been formed and they are now looking for participants to serve on the committee. The committee is planning to have its first meeting in early November.
   - Chair Hornak met with Professor Robert Stitzel, Director of Graduate Education, to discuss the role of the Faculty Senate Liaison to the Graduate Council. Currently, the liaison is an ex-officio, non-voting member. Alternate means of representation were discussed. The representative from the Faculty Senate Executive Committee could be a liaison as well as a voting member on the Graduate Council; and the chair of the Graduate Council would be on the Executive Committee. Professor Wilkinson will provide regular reports to the Executive Committee on Graduate Council matters. Reports will be given at Senate meetings as needed.
   - The Board of Governors meets on November 4 and 5. Concerns should be addressed to Professor Wilkinson.
   - Gary Rogers, VP for Administration, Finance, & Human Resources will address the Faculty Senate at its November 8th meeting.

5. Professor Mays, Chair-elect, Curriculum Committee, moved that Annex I, New Course and Course Change report be approved. It was moved and duly seconded to pass the report with the word “teaching” be inserted the description of ENGL 609 before “college composition.” **Motion carried.** The Administrative Report, Annex II, was submitted for information.
6. Professor Brown, Chair, LSP Committee, moved for approval of the LSP report listed in Annex III. Motion carried. Professor Brown said that letters will be sent to Deans/Chairs/Directors, notifying them that courses that were not reviewed during the LSP’s five-year audit will have a 30-day grace period to submit these course applications for review. Those not received will be removed from the catalogue as LSP offerings.

Professor Brown moved, and it was duly seconded, that an extension of the charge to the Liberal Studies Program Committee to include review of GEC applications and the reclassification of LSP courses to GEC categories. Motion carried.

7. Professor Nutter, Chair, Committee on Committees, Membership & Constituencies, moved for approval of the Faculty Handbook Committee membership. It was moved and duly seconded to approve the list with the stipulation that another senator be named to the committee. Motion carried. Members of the committee are:
   - C.B. Wilson, Chair (Provost’s Office)
   - Karen Long, Medicine (Senator)
   - Dan Della-Giustina, CEMR (non-Senator)
   - Marie Abate, Pharmacy (non-Senator)
   - Joyce Bowers, Extension (non-Senator)

8. Chair Hornak reported that he attended the October meeting of the HEPC. Sylvia Shurbutt, ACF Chair, distributed the brochure and explained the activities of the ACF to that body. Chair Hornak also attended the October ACF meeting, bringing up the issue of unfunded mandates by the state. There was mutual support for the concept and the feeling is that it is always implied that this is considered to be new money. It was moved to endorse in principle higher education faculty issues, as contained in Annex IV. Motion carried.

9. Professor Wilkinson gave a GEC update. He reported that text for the undergraduate catalogue has been drafted, with further subdivision of the possible courses in objective 2 into groups A-C. The text will be sent to Linda to put up on the FS website. Professor Wilkinson will present that text to the Faculty Senate at its November meeting. A comment period will follow. Several department chairs have commented favorably about the draft.

10. Professor Lastinger gave an update concerning strategic planning and assessment. The committee has determined that Ohio State University and the University of Kentucky are the best models with elements that could apply to WVU. The committee came up with “surface tangibles” that make things readable and accessible: format, presentation, use of graphs and summaries, phrasing, succinct global documents, transparency, clarity in language, audience and an emphasis on things people can do to make the plan successful overall. There are three basic parts to the structure and organization: a steering committee, a task force, and 3-6 subcommittees. The committee feels there are three things the strategic planning committee needs: 1. Vision: mission statement and goals; 2. Strategies for Implementation: ways to implement and develop the vision to bring it to reality; and 3. Assessment: history, current situation, benchmarking and the future for all parts of the institution.

11. The meeting adjourned at 4:50 p.m. to reconvene on Monday, November 15, 2004.

Mary Strife
Faculty Secretary