Minutes
Faculty Senate Executive Committee
February 28, 2005

1. Chair, Larry Hornak, called the meeting to order at 3:00 p.m. in the President’s Conference Room, Stewart Hall.

Members present:
Clark, N.       Jacknowitz, A.       Nutter, R.
Dean, R.        Larrabee, J.        Strife, M.
Hardesty, D.    Lastinger, M.       Torsney, C.
Held, J.        McCutcheon, T.      Wilkinson, C.
Hornak, L.      McDiarmid, M.       Wilson, C.B.

Members absent:
Elmore, S.      Lang, G.

Guests:
Calvin Brister  Brad Forbes         Sid Morrison
Jaclyn Pitts (DA)

2. President Hardesty distributed information regarding the President of the Institute of Technology, Charles E. Bayless, who was recently hired by the College. President Hardesty asked the Senate Executive Committee to support the new president, and he said he would invite him to speak at a future Faculty Senate meeting.

President Hardesty distributed a copy of a presentation titled, “Governor Joe Manchin III 2005 Legislative Agenda for February 24, 2005.”

3. Chair Hornak said the Strategic Planning Steering Committee met on Feb 2, and the committee membership list was distributed at the February 14th Faculty Senate meeting. The work-out sessions will be held March 3rd and 4th. He will report the results of the sessions and give a roadmap of what lies ahead at the March 14th Faculty Senate meeting. The Chair said the vetting will be discussed with the subcommittee members in March as well as the decision to use an external review group. He said vetting begins in April by the university community and the public at large; the Senate Executive Committee will discuss a process for it and how it should be handled at the April and May meetings. If everything goes as planned with the process, the Chair said an endorsement will be requested at the June Faculty Senate meeting.

The Chair said Professor Brister, Chair, SEI Committee, has received information from Shannon Logan concerning, “On-line Teacher Evaluations.” Chair Hornak distributed the information plus a related article from the Chronicle of Higher Education. He asked the committee to be proactive concerning this issue and to look at the proposal in conjunction with the current SEI process. Data will be gathered concerning how other states are using an
on-line evaluation process, and a report will be submitted to the Senate Executive Committee.

The Chair said he has contacted Ed Pastilong and Brad Cox about speaking at the March 14th Faculty Senate meeting.

4. Sid Morrison distributed a document titled, “Number of Viruses 1986-2004” and “Electronic Mail Services for the Employees of WVU.” Mr. Morrison said in early 2000, WVU OIT launched a project to bring the administrative electronic mail (e-mail) service back to WVU. He said prior to that, the e-mail service had been outsourced to WVNET. He discussed the following projects that have been put into action:

1. Install Groupwise and establish accounts for all users.
2. Move the wvu.edu domain from WVNET to WVU without disrupting mail services.
3. Provide security, virus protection, and SPAM filtering
4. Eliminate all student accounts from wvu.edu and move them to mix.wvu.edu
5. Eliminate all unused or unneeded administrative accounts from wvu.edu and forward the remaining accounts to a standard system.
6. Devise a way to consolidate the standard systems.
7. Move the domain wvu.edu to the consolidated GroupWise system as an alias.

5. Professor Brister, Chair, Student Evaluation of Instruction Committee (SEI), said a request has come forth for an on-line evaluation form. He said Brad Forbes has been working on this project, and a handout was distributed. As an example of the need for on-line evaluation forms, Professor Larrabee said 19 nursing courses are presently being taught on-line, and there is not a good response rate for students returning the evaluations by regular mail. Therefore, the School of Nursing has requested that an on-line system for teacher evaluations be made available. Brad Forbes reported that he has been working on an outline for what is needed for a web-based evaluation form. He will be working with vendors about bids, and rigorous testing will take place this summer. Professor Brister said an open SEI meeting will be held Friday, March 11th at 3:00 p.m. by the computer lab in the basement of the Evansdale Library.

6. Professor Clark moved for approval of Annex I, New Courses and Course Changes. Motion carried. The Alteration Report listed in Annex II, was submitted for information.

7. Professor Held moved for approval of Annex III, LSP Report. Motion carried. It was recommended that “inclusion” be changed to “an audit is being reaffirmed for inclusion” in the first sentence.

8. Professor Lastinger reported that he met with Professors Clark, Mays, Held, and Wilkinson to revise the current curriculum committee form to include “GEC designation” and “Writing designation,” so the process can be streamlined and both committees can use the same form. A copy of the draft form was reviewed and changes were made. Professor Clark explained the review process.
9. Mary Strife, Faculty Secretary, gave a report concerning electronic voting for Faculty Senate elections. She discussed the process of VoteNet, which is the same group that the student body uses for their elections. A representative for VoteNet assured her that an election for various colleges is feasible. The Faculty Secretary recommended a pilot test be done this fall, and the full process be implemented in Spring 2006. It was moved and duly seconded that the Faculty Senate Office implement the electronic balloting system for a test run in the Fall 2005 and full implementation be done in Spring 2006. Motion carried.

10. Professor Larrabee led a discussion concerning the gathering of information for a faculty review process. She said the amount of documentation that is needed for evaluations causes a great deal of time and causes frustration. She asked if there would be a way to reduce the amount of work that is needed for the self-evaluations.

The discussion was tabled until the March 28th meeting, so Associate Provost C. B. Wilson can be present to participate in the discussion. Chair Hornak said this issue was discussed when the guidelines were written for promotion and tenure.

11. Nominations for a Faculty Senate chair-elect will be considered at the April Faculty Senate meeting, and a vote will be taken at the May meeting.

12. The meeting adjourned at 5:05 p.m. to reconvene Monday, March 28, 2005.

Mary Strife
Faculty Secretary