

Subject	MUSOP Faculty Meeting
Date and Location	December 5, 2013 1:30-3:00 L06
Attendees	Karen Barker, Leah Payne, Hasan Koc, Jinsong Hao, Nicole Winston, Brittany Riley, Janet Wolcott, Jennifer Kennedy, Elaine Cruse, Kim Broedel-Zaugg, Brian Gallagher, Aaron Sizemore, Craig Kimble, Scott Perry, Kevin Yingling, Leesa Prunty, Delilah Navarro, Angel Kimble, Justin Williams, John Schloss, Stephanie Anderson, Inder Sehgal, Glenn Anderson, Holly Simpkins, Shane Lawrence, Robert Stanton

1. Approval of Minutes

- a. Minutes of 11/07/13 meeting approved.

2. Reports from Directors

- a. Public Affairs – Ms. Payne provided a review of recent public affairs and publicity activities.
- b. Diversity – Deferred
- c. Faculty Development – Deferred
- d. Information Technology – Ms. Simpkins
 1. A part-time person has been hired to provide extended coverage next semester. Process has started to hire an FTE for this purpose.
 2. IT is restructuring the helpdesk phone system so that all numbers will ring to the helpdesk line.
 3. It is important that faculty and staff report issues to the IT staff as they cannot be addressed if they are not known by the proper personnel.
 4. IT is developing basic instruction sheets for classroom and conference room technology
 5. Shane Lawrence provided a report on the strengths, weaknesses, and limitations of respondus lockdown browser.
 6. The faculty discussed methods of improving the secure testing environment.

3. Report from Students – Ms. Navarro

- a. The students thanked faculty and staff who participated in the Thanksgiving lunch.
- b. Students invited faculty to the holiday party on December 6th at 6:00 pm.
- c. Students requested including e-portfolio training in the student orientation.
- d. Students need their table assignments for the upcoming semester to know when they can volunteer to participate in interviews.
- e. There was a discussion of some IPPE issues, including
 1. Disconnect between preceptor involvement and their ability to evaluate students.
 2. No mid-point feedback from the sites to allow time for improvement.
 3. Need better communication about scheduled activities between all involved personnel at sites

- f. Upcoming P3s requested that they not be assigned the 3:00 – 5:00 testing block next year.
 - g. The parking spaces at the VA lot need better definition (relining).
- 4. Report from Chairs**
- a. DPSR- Dr. Schloss
 - 1. Students seem to be progressing successfully
 - 2. Dr. Koc submitted an R15 grant
 - 3. Faculty positions are out of the freeze committee and will be progressing
 - b. DPPAR- Dr. Broedel-Zaugg
 - 1. Review of the ASHP Mid-year trip and recruiting activities.
- 5. Report from Assistant Deans**
- a. Experiential Learning –Dr. Stanton
 - 1. The Mid-Atlantic Consortium is coming up.
 - 2. The department is continuing to add IPPE/APPE sites
 - 3. Final rotations will be submitted tomorrow.
 - b. Student Affairs- Ms. Kennedy
 - 1. Training sessions for faculty to learn about financial aid, career services, and counselling have been set up so that faculty can better explain these services to their advisees.
- 6. Reports from Committees**
- a. Curriculum Committee- Dr. Stanton
 - 1. All faculty need access to the Curriculum Committee Blackboard site.
 - 2. Graduate Course additions are due January 15th.
 - 3. Post course reviews are due February 3rd.
 - 4. A survey was sent to P2s to assess IPPE and APPE rotations
 - b. Assessment Committee- Deferred
 - c. Student Affairs- Dr. S. Anderson
 - 1. Ms. Kennedy provided a review of the applications received to date and invited all faculty to the vetting sessions which will be scheduled after the interviews.
 - 2. MUOSP Policy 200.011 Incoming Student Transfer Policy was presented for approval. After discussion, a motion was made to amend with recommended changes. Revisions were approved and the motion to approve the policy passed.
 - 3. MUSOP Policy 200.012 Scholarship and Awards Policy was presented for approval. After discussion, a motion was made to accept proposed changes. Amendments were approved and policy was passed.
 - d. Faculty Affairs- Dr. Wolcott
 - 1. Faculty Retreat planning is in process, but no suggestions for topics have been submitted.
 - 2. No topics have been submitted for new faculty orientation.

3. 2 policies will come up for review in January – Faculty grievance and changes to the faculty bylaws. Dr. Yingling cautioned to have MU legal review the grievance policy.
- e. Report from Faculty Senate – Dr. S. Anderson
 1. Review of faculty senate activities.
 2. Distributed a handout about the 18th Annual Great Teachers Seminar.
 3. Discussed Senate Bill 330 salary study
 4. Requested that faculty review the 4 proposed new vision statements for Marshall University and vote for their choice.
 5. The library subcommittee reported a cut in STEM journals.
 6. The research committee reminded faculty that Quinlan funds are available to support travel.
 7. A complaint was registered concerning the “reply all” emails that went around recently.
- 7. Report from the Executive Assistant – Ms. Karen Barker**
 - a. Reminder that Ms. Becky Huff started at the front desk.
 - b. Employee party will be December 19th in room 107.
- 8. New Business**
 - a. Dr. Stanton provided background for a proposed scheduling change (switching Thursday activities to Friday).
- 9. Announcements from the Dean**
 - a. Dr. Yingling reviewed 2013 accomplishments and thanked faculty for their hard work.
- 10. A motion was made to adjourn the meeting. Motion passed.**

Submitted on January 2, 2014 by Karen Barker