

**Marshall University Faculty Senate  
Executive Committee Agenda  
Monday, August 21, 2023, 12:00 Noon  
MSC 2W16/Microsoft Teams**

1. Approval of Proposed Agenda
2. Approval of April 10, 2023, Executive Committee Minutes
3. Announcements – Shawn Schulenberg
4. Recommendations/Resolutions
5. Set Agenda for the Faculty Senate Meeting, August 31, 2023
  - a. Approval of Proposed Agenda
  - b. Approval of Minutes (pending presidential approval)
  - c. Announcements – Shawn Schulenberg
  - d. Parliamentary Procedure Primer
  - e. Recommendations/Resolutions
  - f. Reports
    - i. Office of the President – Brad Smith/Ginny Painter
    - ii. Office of the Provost – Avinandan Mukherjee/Karen McComas
    - iii. Board of Governors – Robin Riner
    - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani
    - v. Graduate Council – Scott Davis
    - vi. Student Government Association – Walker Tatum
  - g. Guest Speakers: Technology and Innovation – Julia Spears and Ben Eng
  - h. Agenda Requests for Future Meetings
6. Adjournment

**THE MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING  
HELD ON MONDAY, 2023-04-10 AT 12:00 NOON.  
MEMORIAL STUDENT CENTER – JOHN SPOTTS ROOM & HYBRID (OVER TEAMS)**

ROLES	MEMBERS PRESENT	MEMBERS ABSENT
EC Officers	Shawn Schulenberg (Chair), Eryn Roles (Vice-Chair), Uyi Lawani, Sujoy Bose (V), Heather Stark, Mindy Varney, Andrew Burck, Ross Salary, Rick Gage, Nancy Ritter (V), Jessica Buerck	N/A
EX OFFICIO, VOTING MEMBERS	Amine Oudghiri-Otmani, Scott Davis	N/A
EX OFFICIO, NON-VOTING MEMBERS:	Robin Riner, Isabella Griffiths (SGA President)	Allison Carey
GUESTS: Present if checked	Carl Mummert <input type="checkbox"/> , Kacy Lovelace <input checked="" type="checkbox"/> , Sonja Cantrell-Johnson <input checked="" type="checkbox"/> , Brian Morgan <input checked="" type="checkbox"/> , Karen McComas <input checked="" type="checkbox"/> , Jody Perry <input checked="" type="checkbox"/> , Clinton Brown, Dan Hollis <input checked="" type="checkbox"/> , Davide Andrea Mauro <input checked="" type="checkbox"/> , Eric Blough <input checked="" type="checkbox"/> , Jean Price <input checked="" type="checkbox"/> .	N/A
PARLIAMENTARIAN	Zelideth Rivas (V)	
SENATE STAFF	Jeb Dickerson (V)	N/A
LEGENDS -	"V" - Virtual	

There being a quorum, Shawn Schulenberg, Faculty Senate Chair, called the Executive Committee meeting to order at approximately 1200 hours (12:00 Noon.).

1. Approval of Agenda – Motion to approve agenda as circulated – **MSAP<sup>1</sup>**
2. Approval of Minutes:

Date	Discussion	Votes
EC 03/06/2023	None	MSAP

3. Informational/Procedural Items: – Shawn Schulenberg –
 

<b>Srl.</b>	<b>Items</b>	<b>Specifics &amp; Discussion</b>
a)	<b>Announcements</b> –	<ul style="list-style-type: none"> <li>▪ Signed by President –               <ol style="list-style-type: none"> <li>a. February 13 Executive Committee Meeting Minutes</li> <li>b. February 23 Faculty Senate Meeting Minutes</li> <li>c. Senate Recommendations/Resolutions 35-41</li> <li>d. SR 22-23-41 Signing statement from the President - “Approved with the understanding that all faculty will observe the same 15–week calendar. This will establish consistency for students and avoid the confusion that differing start and end dates would provide.”</li> <li>e. I would like to welcome two new EC members: Nancy Ritter, from the Division of Aviation, and Jessica Buerck, from the School of Medicine. Welcome!</li> </ol> </li> </ul>

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- f. Walker Tatum and Neveah Harmon are the new SGA President and Vice President, respectively. Congratulations! This means that current SGA President Isabella Griffiths will soon be rotating off the Executive Committee as she begins her next adventures in medical school upon graduation. Thank you for being a great partner in shared governance. I have learned from you.
- g. The Faculty Senate office will send out an email tomorrow soliciting nominees for ACF and BOG Representatives. Candidates will be asked to provide a 300-word statement. We will accept nominations until April 21 and will hold the election the following week.
- h. The two ad hoc committees—course evaluations and post-tenure review--should have their full memberships by the end of the week. I have asked for nominations from the Deans of the colleges where we still have vacancies.
- i. The Faculty Senate office put in a request to Human Resources to reclassify the administrative assistant position to a higher grade given on research conducted by Jeb Dickerson that showed through external benchmarking that the position was underfunded/supported compared to our peers. It has been reclassified to Office Administrator with a higher pay grade. I want to thank Bruce Felder and Human Resources for supporting the work of the Faculty and the Faculty Senate.
- j. On a bittersweet note, Jeb Dickerson’s last day with the Faculty Senate office will be Friday, April 21. He has accepted a new student-facing position with Career Services, and I couldn’t be happier for him and for our university. I am working with HR on reposting the position. From the bottom of my heart, thank you, Jeb, for being my left and right hand as I’ve settled into this role.

- **Upcoming Dates**

- a. Spring General Faculty Meeting: Tomorrow (April 11) at 2:00 PM in the Don Morris Room, also available on Livestream
- b. Last FS Meeting of the Year: April 20, 2023, at 4:00 PM – MSC BE5 (and streaming for viewing only)

- **Comments:** Heather Stark (School of Arts & Design, CAM) – The faculty were notified the week before last, quite out of the blue, that the School of Arts & Design will be moving into a yet to be named new facility in the Innovation District. The interim Dean Wendell Dobbs, interim Director Mark Zanter, and program Director Daniel Kaufman, were made aware around March 15, 2023. Their only real point of contact has been legal Tony Straub, & the Fairmount Development Group out of Cleveland that is apparently developing the innovation hub around the new School of Business. The school has been at its current location in the Visual Arts Center downtown since 2014 and has been an amazing facility. “We” had input on its creation from the beginning over many years to the granular level to ensure it met all the very specialized areas. Currently the decision-making process has been completely opaque. Academic administrators in their area were only notified after the fact that this is

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happening. Faculty are being continually referred to counsel Tony Straub, or to the Fairmount Development Group. One possible opportunity faculty thought is to have all areas together (Currently Ceramics & Sculpture are in the art warehouse, which is on the other end of campus, close to the football stadium). So, the idea of them being able to join the facilities and make into one facility was an opportunity. However, the development corporation had no idea that this (separate facility) even existed and is still not aware. All that has been told is that the school is moving; While the innovation district has been part of the master plan, the school & the faculty were never told of this (move) being part of the master/strategic plan. The faculty feel devalued in terms of experience & contributions – have had no input or chance to comment on this. Now faculty are being told to meet with the developers. Will be meeting with Tony Straub this week, and hopefully with the President as well. No one in upper administration has contacted the school or faculty. Shocked. Do not know the plan for the existing downtown facilities.

- Shawn Schulenberg – will investigate it this week.

**4. Recommendations/Resolutions:**

Items	Reports & Discussion	Approval
a. <b>SR 22-23-26 FPC</b> Recommends amending MU BOG AA-26 Faculty Promotion	<ul style="list-style-type: none"> <li>▪ Discussion – None</li> </ul>	<b>MSAP.</b>
b. <b>SR 22-23-27 FPC</b> Recommends amending MU BOG AA-28 Faculty Tenure	<ul style="list-style-type: none"> <li>▪ Discussion – None</li> </ul>	<b>MSAP.</b>
c. <b>SR 22-23-42 BAPC</b> Recommends adjusting the language in the Marshall University Undergraduate Catalog related to the method of notifying students of a suspension of dismissal.	<ul style="list-style-type: none"> <li>▪ Discussion – None</li> </ul>	<b>MSAP.</b>
d. <b>SR 22-23-43 BAPC</b> Recommends that midterm grades (D, F, or NC) be reported for all undergraduate students	<ul style="list-style-type: none"> <li>▪ Discussion - None</li> </ul>	<b>MSAP.</b>
e. <b>SR 22-23-44 BAPC</b> Recommends adjusting the language in the Marshall University	<ul style="list-style-type: none"> <li>▪ Discussion - None</li> </ul>	<b>MSAP.</b>

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Undergraduate Catalog to match current practice for meeting with probation students		
f. <b>SR 22-23-45 BAPC</b> Recommends adjusting the language in the Marshall University Undergraduate Catalog related to Minors by allowing students to earn minors in the same department, but not in the same subject area	▪ Discussion – None	<b>MSAP.</b>
g. <b>R 22-23-46 SCWC</b> Recommends that the Faculty Senate support the trauma-informed resilience-infused campus initiative.	▪ Discussion – None	<b>MSAP.</b>
h. <b>SR 22-23-47 CC</b> Recommends approval of the listed UNDERGRADUATE AREA OF EMPHASIS ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: Applied Sociology, Meteorology, Weather Broadcasting, Forensic Chemistry (SC61), Forensic Chemistry (SC81), Computer Forensics, Computer Appl Development, Web Application Development, Game Development, Game/Simulation Development, Web/Mobile Apple Development, Computer/Web App Development.	▪ Discussion – None	<b>MSAP.</b>
i. <b>SR 22-23-48 CC</b> Recommends approval of the listed UNDERGRADUATE CERTIFICATE PROGRAM ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: Meteorology, Information Assurance	▪ Discussion – None	<b>MSAP.</b>
j. <b>SR 22-23-49 CC</b> Recommends approval of the listed UNDERGRADUATE COURSES ADDITIONS in the following college and/or schools/programs: AVSC 280-283, AVSC 311, AVSC 420, AVSC 454, AVSC 480-483,	▪ Discussion – None	<b>MSAP.</b>

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BME 410, BME 420, GEO 223, ENT 200H, BSPS 444, BSPS 447		
k. <b>SR 22-23-50 CC</b> Recommends approval of the listed UNDERGRADUATE COURSES CHANGES in the following college and/or schools/programs: AVSC 205, AVSC 210, AVSC 220, AVSC 221, AVSC 241, AVSC 305, AVSC 310, AVSC 325, AVSC 330, AVSC 340, AVSC 345, AVSC 375, BME 306, ENGR 217, ME 325, ACC 215, ACC 216, CD 472, ENG 205, ENG 240, ENG 377, ENG 378, ENG 379, ENG 445, Move CIT courses from COS to CECS	▪ Discussion – None	<b>MSAP.</b>
l. <b>SR 22-23-51 CC</b> Recommends approval of the listed UNDERGRADUATE DEGREE PROGRAM ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: Fixed Wing (FL10); BA10 BBA, Accounting.	▪ Discussion – None	<b>MSAP.</b>
m. <b>SR 22-23-52 CC</b> Recommends approval of the listed UNDERGRADUATE MAJOR ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: FL10, TC10, TC20, TE20, TE30, TE40, TE50, TE60, LG10/LG20, SI20, BSPS.	▪ Discussion – None	<b>MSAP.</b>
n. <b>SR 22-23-53 CC</b> Recommends approval of the listed UNDERGRADUATE MINOR ADDITIONS, DELETIONS, CHANGES in the following college and/or schools/programs: Meteorology, Computer and Information Technology, Game Development, Web Development	▪ Discussion – None	<b>MSAP.</b>
The above recommendations “h” through “n” were combined into a single motion without objection: <b>MSAP Combined Recommendation (“h” through “n”) – MSAP</b>		

5. Set agenda for the Faculty Senate Meeting on 4/20/2023 – Three suggested edits to the agenda:

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- a. Chair’s edit to agenda under “e” replace Patrick Farrell, Chair, Board of Governors, who is not available, with Vice-Chair for Board of Governors, Bill Smith.
- b. Robin Riner to also present report of ad hoc Shared Governance committee, by adding #iv right after Board of Governors representative report in #iii.
- c. Isabella Griffiths, SGA outgoing president to introduce incoming SGA President Tatum Walker to the Faculty Senate.

No objections to edits. **Motion** to set edited/revised agenda for Faculty Senate on 04/20/2023 as below – **MSAP**.

Srl.	Items	Specifics
a.	Approval of Proposed Agenda	
b.	Approval of Minutes (Pending Presidential approval)	
c.	Announcements	Shawn Schulenberg
d.	Recommendations / Resolutions	
e.	Guest Speaker	Patrick Farrell, Chair, MU Board of Governors (won’t be able to attend); Bill Smith Vice-Chair to stand in place.
<b>f. REPORTS</b>		
i.	Report of the University President	Brad Smith
ii.	Report of the Provost	Avinandan Mukherjee
iii.	Report of the BOG Representative	Robin Riner
iv.	Report on ad hoc Shared Governance	Robin Riner
v.	Advisory Council of Faculty Report	Amine Oudghiri-Otmani
vi.	Report of the Graduate Council Chair	Scott Davis
vii.	Student Government Association	Isabella Griffiths / Walker Tatum
<b>g. Standing Committee Reports</b>		
i.	Faculty Personnel Committee (FPC)	Timothy Bryan
ii.	Legislative Affairs Committee (LAC)	Kyle Palmquist
iii.	Research Committee	Yousef Fazea Alnadash
iv.	Student Conduct & Welfare Committee	Penny Koontz
v.	University Curriculum Committee	Timothy Melvin
h.	Other Requests to Speak to the Senate (5 minutes)	

6. Agenda Requests for Future Meetings – No agenda requests.

Question posed by Salary Ross – Asked on clarification about COS reapportionment to the Fall 2024 due to 2 faculty members coming from COS to College of Engineering (Philippe Georgel & Avishek Mallick). Shawn explained the process that would take place then.

7. Adjournment - The meeting was adjourned at approximately 1221 hours (12:21 p.m.).

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Respectfully Submitted,



\_\_\_\_\_  
Sujoy Bose, Recording Secretary, Faculty Senate

**MINUTES APPROVED BY EXECUTIVE COMMITTEE:**

\_\_\_\_\_  
Dr. Shawn Schulenberg, Chair  
Faculty Senate

\_\_\_\_\_  
Date Signed

**MINUTES READ:**

\_\_\_\_\_  
Brad Smith, President  
Marshall University

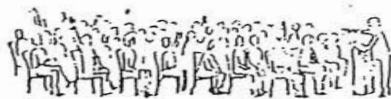
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Date Signed

<sup>1</sup> MSAP: Motion seconded & passed.



# PARLIAMENTARY PROCEDURE

... at a glance



TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO <sup>①</sup>
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES <sup>②</sup>
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES <sup>③</sup>	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

## THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE <sup>④</sup>	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY <sup>⑤</sup>	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 <sup>⑥</sup>	- <sup>⑦</sup>
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	- <sup>⑧</sup>	NO	MAJORITY	NO

### NOTES:

① Unless vote on question is not yet taken.

② Unless the committee has already taken up the subject.

③ Only if the motion to be amended is debatable.

④ Except in doubtful cases.

⑤ A majority vote in negative needed to reverse ruling of chair.

⑥ A 2/3 vote in negative needed to prevent consideration of main motion.

⑦ Only if the main question or motion was not, in fact, considered.

⑧ Only if motion to be reconsidered is debatable.

# Procedural Notes from the Parliamentarian

Marshall University  
August 2020

The Marshall University Faculty Senate represents the university's faculty as part of Marshall's shared governance. Meetings are run according to the latest edition of *Robert's Rules of Order* and West Virginia Code. The goal of *Robert's Rules* is to support the ability for each Senator to fully participate in meetings and the ability of the Senate as a whole to conduct business.

The Parliamentarian is an advisor in this process. The Chair and individual Senators can consult the Parliamentarian at any time. The Parliamentarian is not a member of the Senate and does not vote or speak for or against any motion. You are very welcome to email or call me outside of Senate meetings. I will be glad to advise you about the best procedure to achieve your goals.

## Basic procedures

1. The Faculty Senate has two common types of business items: recommendations and resolutions. Recommendations are items that will be sent to the University President for approval or disapproval. Resolutions are items that express the opinion of the Senate and do not require further approval by the President.
2. Each piece of business requires a motion, a second, a period of discussion, and a vote. When the Chair introduces an item from the agenda, a Senator must move to consider that item and another Senator must second the motion. You do not have to stand in that situation.
3. In other situations, you should stand to address the Senate, if possible. Go to a microphone and wait for the Chair to recognize you. State your name and affiliation for the meeting recording, then go ahead with your remarks. If you cannot stand, gain the attention of the Chair, and someone will bring you a microphone. This process is called obtaining the floor.
4. If you would like to change the text of the current business item, obtain the floor and make a motion to amend. Please have the exact changes ready, ideally in writing. *Robert's Rules* do not allow for "friendly amendments" once the text of an item has been distributed to Senators or stated by the Chair. Amendments for obvious typographical errors and similar minor corrections can be made by unanimous consent.
5. An amendment can itself be amended, but this process can only go two levels deep. For example, suppose an amendment to an item is made and seconded. Now the amendment is being discussed. Someone moves to amend the amendment. Now that "subamendment" is being discussed. A vote will be held on the subamendment, at which point discussion returns to the amendment. Once a vote is held on the amendment, discussion returns to the main item, at which point other amendments might be proposed.

6. Please do not make a motion to “call the question” in ordinary circumstances. The Chair will call for a vote on an item when discussion winds down. The time to “call the question” is when it appears discussion will not wind down on its own. In this case, you might also consider a motion to refer the item to an appropriate committee to allow more discussion outside the Senate meeting.
7. Whenever possible, direct your remarks to the Chair rather than to another person, even if you are asking a question or responding to a question. Please maintain a courteous tone, and focus on issues rather than personalities or motives.
8. According to *Robert’s Rules*, each Senator may speak twice to each motion or amendment. Please make sure to compose your thoughts before you rise to speak.
9. If a question of procedure arises, the Chair will make a decision. The Chair may pause to consult the Parliamentarian first. The Senate may appeal the decision of the Chair with a motion to appeal.

## **Common motions**

1. **To add a motion to the agenda**, obtain the floor when no other item is being discussed. Make a motion to *Suspend the rules*: “I move to suspend the rules in order to allow a motion about ... to be made from the floor.” This motion requires two-thirds support. Once the motion to suspend the rules is approved, the desired new motion can now be made immediately. *Robert’s Rules* has no specific motion to “suspend the agenda”, and there is no need for a motion to “return to the agenda”. The Chair will return to the agenda once the new motion is resolved. It is helpful if you can alert the Chair before the meeting that you will move to suspend the rules. The Chair can advise you about the most convenient place on the agenda to add your motion, although you can make it whenever you have the floor with no business item pending.
2. **To stop consideration of an item**, without needing to vote on the item, make a motion to *Postpone Indefinitely*. This is technically not the same as a motion to *Table* an item, but in practice a motion to “table” is often interpreted as a motion to postpone indefinitely. If the goal is to allow more time for an item to be studied, consider a motion to refer the item to a specific committee. If the goal is simply to defeat a motion, and a majority will vote against the item, it is usually better to allow the vote on the item to happen. Use a motion to postpone indefinitely is when it is better to avoid taking any vote on an item.

## **Executive Session**

West Virginia Code 6–9A.4 allows for executive sessions (closed meetings) under fixed circumstances. The most common reason for the Faculty Senate to go into executive session is to discuss a possible speaker or honorary degree.

To enter executive session, a Senator will make a motion to enter executive session. The Chair will make a reference to the West Virginia Code 6–9A.4. Once the Senate votes to enter executive session, all non-Senators will leave the room and the recording will be stopped. Once discussion is over, a motion and vote is needed to leave executive session.

Votes must happen outside of executive session. This can be done by referring to the item’s number on the agenda: “I move to approve item SR-20–21–7”. All Senators must maintain the confidentiality of the executive session.