

**THE MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING  
HELD ON MONDAY, 03-04-2024 AT 12:00 NOON.  
MEMORIAL STUDENT CENTER – 2W16b & HYBRID (OVER TEAMS & In-Person)**

ROLES	MEMBERS IN ATTENDANCE ☒
EC Officers	Shawn Schulenberg (Chair) ☒, Eryn Roles (Vice- Chair) (V) ☒, Sujoy Bose (V) ☒, Heather Stark (V) ☒, Mindy Varney (V) ☒, Andrew Burck (V) ☒, Ross Salary (V) ☒, Nancy Ritter ☒, Uyi Lawani ☒, Rick Gage ☒, Jessica Buerck (V) ☒
EX OFFICIO, VOTING MEMBERS	Amine Oudghiri-Otmani ☒, Scott Davis (V) ☒
EX OFFICIO, NON-VOTING MEMBERS:	Robin Riner ☒, Allison Carey ☒, Walker Tatum ☐
GUESTS: Present if checked	Carl Mummert ☒, Sonja Cantrell-Johnson ☒, Karen McComas ☒, Chris Atkins ☒, Anna Mummert ☒, Jennifer Mak ☒
PARLIAMENTARIAN	Zelideth Rivas ☒
SENATE STAFF	Hailey Bibbee ☒
LEGENDS -	"V" – Virtual; No Sign-ins - ☒

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 2/5/2024	None	<b>MSAP</b>
EC 2/15/2024	None	<b>MSAP</b>

3. Informational/Procedural Items: – Shawn Schulenberg –

Srl.	Items	Specifics & Discussion
a)	<b>Announcements</b> –	<ol style="list-style-type: none"> <li>1. The President has signed the following documents:               <ol style="list-style-type: none"> <li>a. January 8 Executive Committee Meeting Minutes</li> <li>b. January 18 Faculty Senate Meeting Minutes</li> <li>c. Recommendations 26-31. All submitted recommendations/resolutions are signed except for program reviews, which are signed later in the year.</li> </ol> </li> <li>2. Updates               <ol style="list-style-type: none"> <li>a. Post-Tenure Review: No update. Still awaiting a time to discuss with the Deans.</li> <li>b. Rule, Policy, Procedure Review: Last week in our chit-chat, we discussed the review of these policies. Please prepare any final comments by next Monday.                   <ol style="list-style-type: none"> <li>i. Technology Governance and Procurement Review (ITP-3)</li> </ol> </li> </ol> </li> </ol>

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- ii. Information Technology Terms of Use Policy (UPGA-9)
      - iii. Campus Carry (MU BOG Rule GA-10). We did discuss this in our chit-chat last week. One topic of conversation we had was the definition of a “sole occupancy office.” The legislative intent is clear that “reception” area offices do not follow the definition, so I suggested some language changes to clarify this, and I just heard back from Brandi this morning that the Office of General Counsel has accepted the suggestion.
    - c. Senate and Standing Committee Elections: We will be emailing the colleges instructions on holding these elections this month. All results are due to the Senate by April 1 (earlier than before after our constitutional change).
    - d. AI Taskforce: So much is happening.
      - i. Cody Hall and Sarah Molette are helping to coordinate university trainings. We’re planning some dates and topics now.
      - ii. We’re inventorying research and teaching practices right now, so expect to see some surveys soon in your inbox.
      - iii. Last week, we reviewed proposals for the M365 Copilot pro licenses, and people were notified of the committee’s decision. Each person receiving the license will be part of a working group informing our findings.
- 3. Legislative Session: The WV legislative session ends on March 9.
- 4. 2024-25 Meetings: Dates are set (but could be adjusted by next year’s Senate leadership) and posted on the website.
  - a. Executive Committee Meetings - Student Resource Center
    - i. August 26, 2024 (2)\*
    - ii. September 16, 2024 (5)
    - iii. October 14, 2024 (9)
    - iv. November 11, 2024 (13)
    - v. January 13, 2025 (1)
    - vi. February 10, 2025 (5)
    - vii. March 10, 2025 (9)
    - viii. April 14, 2025 (13)
  - b. Faculty Senate Meetings – Two locations
    - i. September 5, 2024 (3) - MSC BE5
    - ii. September 26, 2024 (6) - MSC BE5
    - iii. October 24, 2024 (10) – Don Morris
    - iv. November 21, 2024 (14) – Don Morris
    - v. January 23, 2025 (2) – Don Morris
    - vi. February 20, 2025 (6) – Don Morris
    - vii. March 27, 2025 (10) – Don Morris
    - viii. April 24, 2025 (14) – Don Morris

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\*Note: Number in parentheses denotes week number.

5. Upcoming Meetings/Events
  - a. The items we consider today will be reviewed at our Faculty Senate meeting on March 14.
  - b. Our last Executive Committee meeting as a Senate is scheduled for April 8, for items to be taken up at the April 18 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by March 28.
  - c. General Faculty Meeting: Monday, April 15 at 4PM in Joan C. Edwards Playhouse.

**4. Recommendations/Resolutions:**

Items	Reports & Discussion	Approval
a. <b>SR 23-24-32 FPC</b> <b>Recommends amending Board of Governor Rule MUBOG-AA-1 Sabbatical Leave to reflect the new rule/policy changes regarding sabbatical allocation, applications, the approval/denial process, and to outline specific procedures for submitting sabbatical applications and post-sabbatical leave reports.</b>	Motions for following amendments suggested as follows: <ul style="list-style-type: none"> <li>▪ Inserting the word "academic" between the word "following" and "year" in section 4.1 of page one. - <b>MSAP</b></li> <li>▪ Inserting the words "in the next academic year" between the words "leave" and "to" in section 4.2.1.1 of page one. - <b>MSAP</b></li> <li>▪ Changing all the references from 4.2.1 to 4.2 in section 4.2.1.1 of page one. - <b>MSAP</b></li> <li>▪ Removing the apostrophe in "Honors College" in the rationale of page 30. - <b>MSAP</b></li> <li>▪ Adding a comma between the words "institution" and "making" in section 4.2.1.1 of page one. - <b>MSAP</b></li> </ul> * Dr. Mummert recommends we look at the dates of BOG meetings and the timeliness of approvals (reference: 4.2.1)	<b>MSAPAA<sup>2</sup></b>
b. <b>SR 23-24-33 FPC</b> <b>Recommends amending Presidential Policy UPAA 2 "Annual Evaluation of Faculty" to reflect new rule/policy number changes and updates on planning pages and the renegotiation of faculty planning pages.</b>	Motions for following amendments suggested as follows: <ul style="list-style-type: none"> <li>▪ Adding a comma between the words "institution" and "making" in section 4.2.1.1 of page one. - <b>MSAP</b></li> <li>▪ Changing the reference from 2.3.2 to 2.2.2 in section 5 of page one. - <b>MSAP</b></li> </ul>	<b>MSAPAA</b>
c. <b>SR 23-24-34 FPC</b> <b>Recommends amending Presidential Policy UPAA-</b>	Motions for following amendments suggested as follows:	<b>MSAPAA</b>

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9 “Course Evaluations” to reflect new rule/policy changes and clarify access to evaluations.

- Motion: Remove the *apostrophe* from “Honors” College - On page 30 of the actual PDF – **MSAP**
- See additional discussions (immediately below), and motions made (following the discussion on SR 23-24-35 FPC) after SR 23-24-34 FPC was initially voted & passed.

**Additional Discussions on SR 23-24-34 FPC**

- For SR 232434, we suggest merging the UPAA-9 (with suggested amendments) with the proposed UPAA-XX (SR 23-24-35), as they both address the same topic of course evaluations, and having two separate policies might be confusing and redundant.
- We also suggest adding a clause that allows individual colleges to incorporate course evaluations and teaching observations into their promotion and tenure policies as they see fit.

**d. SR 23-24-35 FPC**

See Discussions below.

**MSAPAA**

**Recommends adopting Presidential Policy UPAA-XX Chair (or designee) Faculty Course Observation.**

- Robin Riner - Motion made to insert the language before the paragraph in section 5 – “...upon consultation with the faculty...” – **MSAP.**
- Robin Riner – Motion to strike the first line from section 8 “Confidentiality” – “All feedback and evaluation related to teaching & observation will be kept confidential between the faculty and observer...” - **MSAP.**
- Motion: Send this back to committee for revisions based on comments (below) – **MSAP.**

**Additional Discussions on SR 23-24-35 FPC:**

We have several concerns about the feasibility and usefulness of the proposed faculty course observation policy. We wonder how this policy would affect the workload and resources of large departments, where the department chair or their designee would have to observe dozens of faculty members in a short time frame. We also question the confidentiality and feedback mechanisms of the policy (section 8), as the two clauses seem to contradict each other.

**In addition, we question the requirement in section 6 that observers have “expertise in teaching evaluation.” We think that specifying “expertise in teaching” would be sufficient.**

**Additional feedback on SR 23-24-35 (that didn’t come up in our discussion on Monday):**

Section 6’s requirement that the observation should evaluate “various aspects of teaching, including but not limited to [...] classroom management” seems to exclude evaluation of online classes. (That would pose a problem for many departments that have all-online instructors.)

Section #10 on “Compliance”— Would the “disciplinary action” be against the department chair or the faculty member? (And are provisions re: “compliance” typical in other MU policies? I see a “Review” [section 6] in UPAA-22, but no punishment for failure to comply.)

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**Is this policy adding duties to the list of duties for department chairs enumerated in the GreenBook (pp. 34—36)?**

Shawn Schulenberg - **Motion:** Reconsider SR 23-24-34 (made after discussion of SR 23-24-35 completed and because SR 23-24-34 was previously seconded & passed – requires 2/3 vote) – **MSAP.**

Shawn Schulenberg - **Motion:** Send SR 23-24-34 back to FPC for revisions – **MSAP.**

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| <p>e. <b>SR 23-24-36 BAPC</b><br/><b>Recommends moving the day for common final exams be from the Saturday after the last day of class to the Wednesday of finals week beginning AY24-25</b></p> | <ul style="list-style-type: none"> <li>▪ Minor discussion. No amendments.</li> </ul> | <p><b>MSAP</b></p> |
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**Proposal for merging items “f-j” into a single motion – Objected.**

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| <p>f. <b>SR 23-24-37 CC</b><br/><b>Recommends approval of the listed UNDERGRADUATE MAJOR ADDITION, DELETION, CHANGE in the following college and/or schools/programs: Communication Studies (LC30); Integrated Studies (UC10).</b></p> | <p>Robin Riner – Question on staffing of integrated studies. Who would be directing &amp; advising the major; Who would be teaching proposed new core courses? Based on answers to above, does this either require a new position, or will it take away somebody’s service to their own department (for the integrated studies Major addition)? <b>A:</b> Students will be taking existing courses, across a wide variety of departments, depending on what special development pathways they choose. Unless we get hundreds in this program, we don’t anticipate needing any additional faculty lines, at least for a time. The degree is going to be awarded out of University College, and their advisor will be there.</p> <p>Robin Riner – Who will be teaching the proposed new courses – <b>A:</b> Those are experiential-based courses. They will be placed, and someone will be monitoring those, but they are not being taught.</p> <p>Robin Riner – Would there also be an advisor from University College? <b>A:</b> Yes, just like for the UNI 100.</p> | <p><b>MSAP.</b></p> |
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**Proposal for merging items “g-j” into a single motion – No objections**

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| <p>g. <b>SR 23-24-38 CC</b><br/><b>Recommends approval of the listed UNDERGRADUATE</b></p> | <p>Merged (see above)</p> |
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<p><b>MINOR ADDITION, DELETION, CHANGE in the following college and/or schools/programs: Communication Studies (VCM1).</b></p>		
<p><b>h. SR 23-24-39 CC</b> <b>Recommends approval of the listed</b> <b>UNDERGRADUATE AREA OF EMPHASIS ADDITION, DELETION, CHANGE in the following college and/or</b> schools/programs: Public Communication; Organizational Communication; Interpersonal Communication; Health Communication.</p>	<p>Merged (see above)</p>	
<p><b>i. SR 23-24-40 CC</b> <b>Recommends approval of the listed</b> <b>UNDERGRADUTE COURSE ADDITIONS in the following college and/or</b> schools/programs: HS 365L; HS 476.</p>	<p>Merged (see above)</p>	
<p><b>j. SR 23-24-41 CC</b> <b>Recommends approval of the listed</b> <b>UNDERGRADUATE COURSE CHANGES in the following college and/or</b> schools/programs: HS 410; CMM 103; CMM 104H; CMM 205; CMM 207; CMM 213; CMM 239; CMM 302; CMM 303; CMM 308; CMM 310; CMM 315; CMM 316; CMM 319; CMM 322; CMM 374; CMM 411; CMM 420; CMM 456; CMM 478; HST 208;</p>	<p>Merged (see above)</p>	

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HST 378; HST 425; HST  
435; HST 439.

**Motion** – Approve the merged items “g-j” – **MSAP**.

5. Set agenda for the Faculty Senate Meeting on 1/18/2024 –

Srl.	Items	Specifics
a.	<b>Approval of Proposed Agenda</b>	
b.	Approval of Minutes (Pending Presidential approval)	
c.	Announcements	Shawn Schulenberg
d.	Guest Speaker	Geoffrey Sheils (MU Board of Governors)
e.	Recommendations / Resolutions	
<b>f. REPORTS</b>		
i.	Report of the University President	Brad Smith (15 minutes)
ii.	Report of the Provost	Avinandan Mukherjee (15 minutes)
iii.	Report of the BOG Representative	Robin Riner (5 minutes)
iv.	Advisory Council of Faculty Report	Amine Oudghiri-Otmani (5 minutes)
v.	Report of the Graduate Council Chair	Scott Davis (5 minutes)
vi.	Student Government Association	Walker Tatum (5 minutes)
<b>g. STANDING COMMITTEE REPORTS</b>		
i.	Academic Planning	Sean McBride (4 minutes)
ii.	Athletic	Tom Hisiro (4 minutes)
iii.	Budget & Academic Policy	Kelli Prejean (4 minutes)
iv.	Library	Megan Marshall (4 minutes)
v.	Faculty Development	Gayle Brazeau (4 minutes)
vi.	Physical Facilities & Planning	Bill Gardner (4 minutes)
<b>h. Other Requests to Speak</b>		
i.	None	
j.	<u>Agenda Requests for Future Meetings</u>	None.

6. Adjournment - The meeting was adjourned at approximately 1248 hours (12:48 p.m.).

Respectfully Submitted,



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Sujoy Bose, Recording Secretary, Faculty Senate





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MINUTES APPROVED BY EXECUTIVE COMMITTEE:

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

April 8, 2024  
\_\_\_\_\_  
Date Signed

MINUTES READ:

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

April 11, 2024  
\_\_\_\_\_  
Date Signed

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

<sup>2</sup> MSAPAA: Motion seconded & passed as amended.