

**Marshall University Faculty Senate  
Meeting Agenda  
Thursday, August 31, 2023, 4:00 P.M.  
MSC BE5**

1. Approval of Proposed Agenda
2. Approval of April 20, 2023, Minutes (pending presidential approval)
3. Announcements – Shawn Schulenberg
4. Parliamentary Procedures Primer
5. Recommendations/Resolutions
6. Regular Reports
  - a. Office of the President – Brad Smith/Ginny Painter
  - b. Office of the Provost – Avinandan Mukherjee/Karen McComas
  - c. Board of Governors – Robin Riner
  - d. Advisory Council of Faculty – Amine Oudghiri-Otmani
  - e. Graduate Council – Scott Davis
  - f. Student Government Association – Walker Tatum
7. Guest Speakers: Technology and Innovation – Julia Spears and Ben Eng
8. Guest Speaker: Robin Riner – Office of the Ombuds
9. Other Requests to Speak
10. Adjournment

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

ATTENDANCE: 2022-24 Faculty Senate & Guests:

COLLEGES	MEMBERS PRESENT	MEMBERS ABSENT
<b>CAM:</b>	Jack Colclough, Christine Ingersoll, Heather Stark, Sarah McDermott	Johan Botes
<b>CECS:</b>	Sungmin Youn, Ross Salary, Tanvir Chowdhury	Joon Shim
<b>LCOB:</b>	Amanda Thompson-Abbott, Uday Tate, Timothy Bryan, Uyi Lawani	Jamey Halleck
<b>COHP:</b>	Sujoy Bose ( <i>Recording Secretary</i> ), Alysha Nichols, Annette Ferguson, Jodi Cottrell, Georgiana Logan, Scott Davis ( <i>Cross-refer w/ex-officio voting</i> );	Bethany Dyer
<b>COLA:</b>	Shawn Schulenberg (Chair), Puspa Damai, Robert Ellison, Joel Peckham, Kelli Prejean, Britton “Cody” Lumpkin, Boniface Noyongoyo, Anita Walz, Amine-Oudhghiri-Otmani ( <i>cross-refer w/ACF – Ex-officio Voting</i> ), Clinton Brown, Megan Marshall, Penny Koontz, Marianna Linz, Jana Tigchelaar	N/A
<b>COS:</b>	Sean McBride, Rick Gage, David Andrea Mauro, Stephen Young, Raid Al-Aqtash, Jiyeon Jung, Bill Gardner, Yousef Fazea Alnadesh	Kyle Palmquist
<b>COEPD:</b>	Melinda Backus, Timothy Melvin, Feon Smith-Branch, Andrew Burck.	Mindy Allenger-Prewitt, 1 Temp/Vacant
<b>SOM:</b>	Nitin Puri	Eva Patton-Tackett, Dana Lycans (sub), Ji Bihl (sub), Jessica Buerck, Usha Murughiyan (sub)
<b>SOP:</b>	Gayle Brazeau, Melinda (Mindy) Varney, Jen Sparks (sub)	Michael Hambuchen (sub), One Vacant; One TBD.
<b>South Charleston:</b>	Thomas Hisiro	N/A
<b>ULIB:</b>	Paris Webb, Eryn Roles (Vice Chair)	N/A
<b>DOAR:</b>	Nancy Ritter	N/A
<b>SGA</b>	Isabella Griffiths	N/A
<b>EX-OFFICIO, VOTING</b>	Scott Davis ( <i>Graduate Council – cross refer w/COHP</i> ), Amine Oudghiri-Otmani ( <i>ACF; cross refer w/COLA</i> )	N/A
<b>EX-OFFICIO, NON-VOTING</b>	N/A	N/A
<b>BOG</b>	Robin Riner	N/A
<b>REPRESENTATIVE: PARLIAMENTARIAN</b>	Zelideth Rivas	N/A
<b>GUESTS</b>	<b>Present IF Checked</b> - Brad Smith (President) <input checked="" type="checkbox"/> , Avinandan Mukherjee <input checked="" type="checkbox"/> (Provost), Ginny Painter <input checked="" type="checkbox"/> , Phillipe Georgel <input checked="" type="checkbox"/> , Bill Smith (BOG) <input checked="" type="checkbox"/> , Kelli Johnson <input type="checkbox"/> , Wendell Dobbs <input type="checkbox"/> , Karen McComas <input checked="" type="checkbox"/> , Monica Brooks <input type="checkbox"/> , Nancy Lankton <input type="checkbox"/> , Robert Bookwalter <input checked="" type="checkbox"/> , Carl Mummert <input checked="" type="checkbox"/> , Laura McCunn <input checked="" type="checkbox"/> , Brian Morgan <input checked="" type="checkbox"/> , Allison Carey <input type="checkbox"/> , Sherri Stepp <input checked="" type="checkbox"/> , Matt Tidd <input type="checkbox"/> , Teresa Eagle <input type="checkbox"/> , Mary Beth Reynolds <input type="checkbox"/> , Bruce Felder <input type="checkbox"/> , Jodie Penrod <input type="checkbox"/> , Julia Spears <input type="checkbox"/> , Jeff Archambault (LCOB) <input checked="" type="checkbox"/> , Lindsey Harper <input type="checkbox"/> , Miriah Young <input type="checkbox"/> , Michael McGuffey <input type="checkbox"/> , Aluthge Ariyadasa <input type="checkbox"/> , John Maher <input type="checkbox"/> , Dan Hollis <input type="checkbox"/> , Jeb Dickerson (Staff/Elections) <input checked="" type="checkbox"/> .	

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**Call to Order:** Declaring that there was a quorum, Faculty Senate Chair, Shawn Schulenberg, called the meeting to order at approximately 4:00 p.m.

1. **Approval of Proposed Agenda –**

- a. Shawn Schulenberg –Motion to change order of agenda – Move 6A to 6B - Move Provost report up to allow for his schedule conflict. – **MSAP** <sup>1</sup>.
- b. Clinton Brown (COLA); Chair FPC – Motion to delete items 5a, 5b – Process of removing HEPC series 9 removes academic freedom, so need to rework these recommendations – **MSAP**
- c. Kelli Prejean (COLA) - Motion to add SR 22-23-54 to the agenda. Circulated to all Senators prior to the meeting. – **MSAP**.
- d. Motion to approve agenda as amended. **MSAPAA**

2. **Approval of Minutes:** Motion to approve the following minutes:

Dates of Minutes	Discussion	Approval
3/23/2023	None	MSAP

3. **Announcements –** Shawn Schulenberg:

Items	Reports & Discussion
Chair Announcements	<ol style="list-style-type: none"> <li>1. Documents Signed by the President                             <ul 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                                     <ul style="list-style-type: none"> <li>i. “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> </ul> </li> <li>e. All documents sent to the President for approval have been signed.</li> </ul> </li> <li>2. Microphones: Thank you to Clay and Tootie for assisting with the new microphones.</li> <li>3. Faculty Communication: Thank you Jodie Penrod in IT for helping us set up a new method for communicating with all faculty. We will begin testing it next week, including instructions for checking your safe sender and junk email list.</li> <li>4. General Faculty Meeting: Thank you to everyone who attended the Spring General Faculty Meeting. Attendance was great.</li> <li>5. Ad-Hoc Committees: For the Ad-Hoc Committees on Course Evaluations and the Committee on Post-Tenure Review, I forwarded the committee member names to Clinton Brown, FPC chair, this week, and he will shortly be reaching out to the committees to set up an initial meeting before summer.</li> <li>6. Elections: We are still accepting self-nominations for Faculty Board of Governors rep and WV Advisory Council of Faculty until tomorrow. The election will be held next week.</li> <li>7. Faculty Senate Office Administrator: The Faculty Senate office put in a request to Human Resources to reclassify the administrative assistant position to a higher</li> </ol>

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	<p>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.</p> <p>8. Search: On a bittersweet note, Jeb Dickerson’s last day with the Faculty Senate office will be tomorrow, 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. This position should be posted to people admin shortly. Please make sure you email me or (better) <a href="mailto:senate@marshall.edu">senate@marshall.edu</a> with any Senate-related concerns.</p>
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**4. Guest Speaker:** Bill Smith, Vice-Chair, MU Board of Governors –

Substituting for Patrick Farrell, Board of Governors Chair. Here to talk about how the board is composed, and what the board does. The Board (Board of Governors) does 3 primary things. 1) Hire, fire, & evaluate the President. Also work with the President to move the University forward; 2) Set & Approve policies; 3) Approve & monitor the budget.

The Board does not get into the classrooms but does get information from the different committees of the Board. For example, the Provost sits on the Academic Committee & informs the board on policies that pertain to that. Other committees mentioned were the Financial Committee and the Athletics Committee (which plays a major part of the University).

Mr. Smith spoke of his journey to the Board, starting as a student in 1969, graduating with undergraduate in English & Speech in 1973. Then became Superintendent of Schools in Campbell County in 2005-2017. From personal experiences extrapolated that head of a university or school system is lot more than books, paper, & decisions, but also includes the human touch. Attributes that he said Brad Smith (President) has and has been able to do a lot of things. One of which is defining the term Shared Governance, how to practice it, how to make it effective, and how does it make a difference. Gives opportunity to the stakeholders both individually, and as a group to inform the university on how “you” govern at the university. He mentioned Dr. Riner, who sits on the BOG as faculty representative, and Carol Hurula, staff representative before going on to speak about how to define shared governance by looking at best practices across the landscape. He said that he is excited to see shared governance in policy form, and see how it works once implemented, then revisit the issue to verify if a good job is being done.

Another thing that helps the Board of Governors is to learn to trust one another, to do what is right for the University. In context, he cited the book by Stephen Covey, Speed of Trust - The one thing that changes everything. He extrapolated that the Board wants to work on the basis of trust – trust of the President, the faculty, the students, and do so by taking input from everyone.

In summary, the board does not want to interfere with the classrooms, but does want to stay abreast of happenings, and does so via its board members. They meet quarterly, and it is “eye opening”.

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5. **Recommendations / Resolutions:** Following motions made with supporting discussions/amendments (where indicated).

Items	Discussion	VOTE
a) <b>SR 22-23-26 FPC</b> Recommends amending MU BOG AA-26 Faculty Promotion	<ul style="list-style-type: none"> <li>Recommendation deleted during framing of the agenda (See motion made at beginning)</li> </ul>	
b) <b>SR 22-23-27 FPC</b> Recommends amending MU BOG AA-28 Faculty Tenure.	<ul style="list-style-type: none"> <li>Recommendation deleted during framing of the agenda (See motion made at beginning)</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 or 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 Undergraduate Catalog to match current practice for meeting with probation students	<ul style="list-style-type: none"> <li>Discussion - None</li> </ul>	<b>MSAP</b>
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.	<ul style="list-style-type: none"> <li>Kelli Prejean (COLA &amp; liaison to BAPC) - Motion to amend the language – At BAPC last meeting, overlooked that summer terms had not been updated in the policy. So, we must update the summer term language in that policy to ensure it does not affect student financial aid.</li> <li>Shawn Schulenberg – Approx. hour &amp; half prior to meeting amended language sent out to all. Also listed under meeting calendar under <i>additional meeting documents</i>.</li> <li>Discussion on proposed amendment – None</li> <li>Motion to approve – MSAP.</li> </ul>	<b>MSAPAA</b>

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

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<p>g) <b>SR 22-23-46 SCWC</b>                  Recommends that the Faculty Senate support the trauma-informed resilience-infused campus initiative</p>	<p>Discussion - None</p>	<p><b>MSAP</b></p>
<p><b>Shawn Schulenberg – Motion to couple items “h” through “n” - all the curricular items – No objections. MSAP.</b></p>		
<p>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</p>	<p>Discussion - None</p>	<p><b>MSAP</b></p>
<p>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.</p>	<p>Discussion - None</p>	<p><b>MSAP</b></p>
<p>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-</p>	<p>▪ Discussion - None</p>	<p><b>MSAP</b></p>

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<p>283, AVSC 311, AVSC 420, AVSC 454, AVSC 480-483, BME 410, BME 420, GEO 223, ENT 200H, BSPS 444, BSPS 447</p>		
<p>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.</p>	<ul style="list-style-type: none"> <li>▪ Discussion - None</li> </ul>	<p><b>MSAP</b></p>
<p>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.</p>	<ul style="list-style-type: none"> <li>▪ Discussion - None</li> </ul>	<p><b>MSAP</b></p>
<p>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.</p>	<ul style="list-style-type: none"> <li>▪ Discussion - None</li> </ul>	<p><b>MSAP</b></p>
<p>n) <b>SR 22-23-53 CC</b> Recommends approval of the listed UNDERGRADUATE MINOR ADDITIONS, DELETIONS, CHANGES in the following</p>	<ul style="list-style-type: none"> <li>▪ Discussion - None</li> </ul>	<p><b>MSAP</b></p>

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college and/or schools/programs: Meteorology, Computer and Information Technology, Game Development, Web Development.		
Items “h” through “n” – Voted on as single item per previous motion to couple all curricular items together – <b>MSAP.</b>		
o) <b>SR 22-23-54</b> – Recommends item 8.2.9 of Board of Governors policy AA-12 on Academic Dishonesty be revised, as shown in the attached documents.	<ul style="list-style-type: none"> <li>▪ Kelli Prejean – Liaison to the BAPC – Would like to express support for the policy change as it is the law and we have to follow the law. So, we need this language change in the policy.</li> </ul>	<b>MSAP.</b>

5. **Regular Reports:**

- a. **Report of the Provost** – Dr. Avinandan Mukherjee – Report moved up per re-ordering of agenda motion made at beginning to allow Provost to leave earlier for another engagement.

Thanked faculty for their pedagogical innovations, scholarship, thought leadership, supporting student successes, for new initiatives, innovation with technology, and for supporting shared governance and key strategic priorities of the university.

**Enrollment** –

We will know where we stand exactly by the time, we return for first Senate meeting of the next academic year. For now, indicators for fall 2023 enrollment, as of today – for first year students, 7306 applications, which are 1.5% more than last year same time. The number of deposits is much higher – 1709, which is 43% higher this year vs. same time last year. We have removed all the barriers to enrollment by removing application fees, deposits, housing fees, transfer fees, and transcript evaluation fees. Target is 1664 freshmen, and deposits are at 1709, so goal will be to go up to about 2000 deposits. Anticipate a “summer melt” but will try to reduce it via Anthology who will call all these students, and make sure they come and join Marshall. Transfer student applications are up 23%, to 857 and these are transfer-ins from 2-year colleges to four-year colleges. We are also looking at an increase of about 21% for graduate student applications, and about 16% for online distance program applications. Numbers are trending in the correct direction. Much work remains to be done over the summer by multiple people to ensure the correct numbers by the start of fall semester. Another larger metric to evaluate the fall is by looking at 1103 students currently registered for orientation, vs. 803 students registered at this time last year, an increase of 37%. Search for Vice-President of Enrollment Management ongoing, via Academic Search (name of firm) – Currently 5 finalists that have made campus visits, with 5<sup>th</sup> & last one being here today. Decision on VP Enrollment Management forthcoming in about a week, or so. Thanked Dr. Beverly Boggs for her work on admissions & enrollment management.



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Renewed the Memorandum of Understanding with the District of Columbia, College Access program (DC CAP) – It is a DC non-profit to provide financial & academic support services to qualified DC & public charter school graduates to transition to our Bachelor's degree programs. Started about 3 years back, and we have grown every year. We are one of a few universities that has this agreement with DC CAP to get DC high school students to come to Marshall. It is a great way to recruit. There is an articulation in place - looking forward to higher number of those students this summer. They are also mostly minority students, which adds to the diversity of our student body. Looking at this Saturday for our high school partner appreciation brunch. Currently 36 high school counselors have registered, and a total of 135 total registrants for this event. It is going to be 12:00 noon to 2:30 pm in Don Morris room in the student center. Welcome to drop by. Number of HS counselors will be coming in to sample our programs. We want to nurture this partnership. Did a Graduate School preview this year on April 10<sup>th</sup> - Joint effort from Academic Affairs Office of Graduate Studies, Graduate Admissions, and Recruiting. This was the first MU Graduate Program recruiting event since COVID. Want to make this a regular event. We cannot grow our enrollment without growing our graduate programs. It is a large part of our enrollment & portfolio. Representatives for every College & School were in this event, as well as admissions, financial aid, online learning, student research, alumni association, career education, international law office, and housing.

Commencement – April 29<sup>th</sup>, Saturday of next week. Looking at 1506 graduates to be graduating that day – 926 undergraduates, 338 graduates, 42 graduate certificate program students, and 200 doctoral graduates. The 1506 graduate compares with 1389 last year, an increase of 8.4%. Proud of student success, retention, and graduation working well. However, that also indicates similar number reductions that need to be made by recruitment of more students to make the numbers up.

**Searches –**

Previously discussed Dean & Director searches, via partnership with AGB Search. 6 Deans & Directors are going to be our new academic leaders for our university. E-mails were sent with their information, but some highlights & backgrounds were presented by the Provost. (The information can be found on the University website at this link: [New deans, directors named - We Are Marshall: the Newsletter for Marshall University](#))

New CAM Dean – Dr. Maria Gindhart. Coming from Georgia State University in Atlanta

New COS Dean – Dr. Wesley Stites from University of Arkansas

New COB Dean – Dr. Don Capener (both higher ed, and business backgrounds).

New COP Dean – Dr. Eric Blough – currently interim Dean of SOP, Marshall University.

New Director, School of Journalism, & Mass Communication – Dr. Rob Quicke, from W. Page Pitt School of Journalism and Mass Communications.

New Director of School of Nursing – Senator, Dr. Annette Ferguson.

Excited at the new leadership as change agents.

Update on John Deaver Drinko Fellow. Drinko Fellows are distinguished professors at Marshall University. They are full professors and are the highest level of professorship in many ways at Marshall. Dr. Montserrat Miller (Executive Director, Drinko Academy) announced our newest 28<sup>th</sup> Distinguished Drinko Fellow on April 15, as Dr. Eric Lassiter from COLA. The keynote presenter was our 26<sup>th</sup> Fellow, Professor Sandra Reed from College of Arts & Design.

**Student Success –**

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Student success remains one of our primary drivers - we strive to get more students to come to Marshall, and have more students stay at Marshall, and then graduate from Marshall. To do that our Center for Student Success led by Dr. Katrina Schray goes and hears from students & other members of the Marshall University community about who have made a significant difference in the lives of our students and made it possible for them to succeed in college. Done every year – names compiled, reviewed, and identified of campus personnel who make a difference in student well-being. We present them with a certificate recognizing their contribution to student success and retention. This semester. – identified a total of 136 campus personnel as named by our students, and associated stakeholders, as change agents on campus. This includes 63 professors, and instructors across 7 colleges and 27 departments, including a lot of non-academic departments. Of the teaching faculty, the Department of Chemistry has the strongest representation with 13 professors named here. English had 12, Music had 7, representing 3 different colleges. From the faculty Senate, several senators are in this list – Marybeth Beller, Robert Ellison, Anita Walz, Marianna Linz, Sean McBride, Stephen Young, Johan Boats, & Uday Tate. All will receive this certificate with a statue of John Marshall overlaid with a text acknowledging your contribution to student success & retention.

Had our second faculty publication celebration this Tuesday. Huge event – 431 articles displayed from academic journals that Marshall University faculty have published since 2020; 15 monographs for the 2022-23 academic year. Huge accomplishment that needs to be recognized and celebrated – Event sponsored, and organized by – Allison Carey, Montserrat Miller, Monica Brooks, Dept. of English, Academic Affairs, Marshall Libraries, John Drinko Academy, Council of Chairs, and the Mountain State Press.

**2023 Student Research & Creativity Symposium -**

Second year organized at the University level. Last year was first time. Two days: first day for UG research, and second day for grad research. Goal is to bring students from all around campus and display and share their research with colleagues across campus. 135 presentations by UG & grad students. Some poster sessions. Nationally known guest speakers came from major universities e.g. John Hopkins, Texas A&M, Ohio University, Ohio State University, University of Colorado, US Dept. of Health & Human Services. More than 210 visitors registered & attended these events. Event was organized & run by the office of student research under Academic Affairs, and sponsored by the Ericsson Foundation, WV HEPC, MU Research Corporation (MURC) & the Journal of Biochemistry and Cell Biology.

Wished the faculty a great summer.

**Question(s) for Provost:** None

**b. President's Report – Brad Smith.**

Thanked Office of Academic Affairs & the all the faculty for the semester work. Reflected on strategy and strategic road map previously presented at the General Faculty meeting.

**Shared updates on –**

1. Budget process
2. Impact on fiscal year 2024, and for the next 3 years along with pay and benefits for current year, and next several years.

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Encouraged all to review the original video on the strategy – it sets the context for how the university will build on 186 years of greatness and achieve the next chapter. 3-phases to our strategy:

1. Stabilize and build financial resiliency in our university.
2. Adopt & adapt the best practices that is around us, from Title IX to Shared Governance – want to establish the Marshall way of doing things.
3. Choose where we will be distinctive, where we will leapfrog, and become the reference case for others.

From the listening sessions, one of the top issues to achieve together was transparency and engagement in the budget process. Transparency is critical, in that it builds trust. Transparency comes with facts, and facts are friendly, even if they don't tell us what we want to hear. In this reality, we are sitting as a university in a \$27.7 million deficit – this is not new news; known for some time. McKenzie forecasted that with current course, and speed, deficit would deepen to \$34 million by 2026 is no change in course. We committed to change. We have a game plan – to play offence by engaging all of us in the budget process since we collectively own this as shared governance.

Based on work by Robin Riner & the Shared Governance ad-hoc committee, we have identified things to do to strengthen our budget process. First update is to implement a full-time budget working group to figure out how to save money. Previous attempts to have a budget working group were around periods of crisis and was episodic. Instead, this workgroup needs to be evergreen. Second update – BAPC looked back 7 years and could not find an instance where budget was a part of the BAPC. So, this budget working group will have BAPC membership, and will come back and report to the Faculty Senate which will result in 360-degrees complete transparency as to what we are doing as an institution.

By this budgeting process, we have laid out a 3-year plan that can get us out of a \$27.7 million deficit, and achieve a profitable situation by 2027. To grow our way out, you have heard the enrollment numbers starting to build some confidence, but there is more work to do. Another area is that we have non-personnel costs, where we have not been as efficient as we should be. Examples include buying 6, or 7, or 8 versions of the same thing; not actually looking at procurement as a strategic asset to save money. This is not about canceling travel, it is not about not going and studying abroad – those are very short term tactical things that hurt the culture. This is about systemic changes we can make together. So, we are going to ensure that we implement through this budget work group a program called save to serve. How to obtain 10% efficiency between now and 2027 and our non-personnel costs, primarily in procurement – (we) have already looked at it. We have an outside group come in and help us look for this money with the budget work group. Savings that is obtained will be invested back in you.

**Pay & Benefits:**

We are going to present next week a recommendation to the Board of Governors on the recent legislation that came through from the State. During the most recent legislative session, a pay raise for all state employees was advanced by the governor and lawmakers. A \$2,300 pay increase was approved for the average state employee. As you know from the last couple of years, these state-appropriated raises do not translate into the same dollar amount for all Marshall employees.

The difference is driven by two factors: (1) the state appropriation is calculated on the average state employee salary, which tends to be lower than salaries in higher education; and (2) the salaries of many Marshall employees are not funded by the state. In fact, less than half of Marshall's salary funding (about 43%) is from state appropriations. 57% is not. As a result, Marshall University received \$1.9M in pay raise appropriations from the State this legislative session, which equates to \$1,350 per employee, except for the School of Medicine.

## MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

## STUDENT CENTER – BE 5 – IN-PERSON

Acknowledged that inflation is about 5.6%, and along with PEIA increase, is not great or exciting news. The increase will help employees at the lower end of the wage scale who will get an increase of between 7 & 8%, and those on the higher end of the wage-scale will amount to be less than 1%. The bigger picture remains the \$27.7% deficit. We have got to find a way to grow, to build our finances, and invest in our people.

Reminded everyone on enduring financial principles – grow students, not fees, invest in the team, take care of the house, and sure that the institution is financially resilient to withstand a recession, or another pandemic. We have a plan to do that in next 3 years.

The legislature has passed the largest single deferred maintenance budget for higher education - \$185 million. Marshall will most likely get around \$20-25 million of that. We have been working on plans to start to really make drastic improvements to take care of the House. Will be hearing more on this – Project Shock & Awe, starting in August.

Laying out a game plan to identify \$8.5-\$9 million to invest back into our faculty and our staff to bring us at market levels. This will be done between the save-to-serve team, which as a part of the budget work group will help to find those efficiencies in non-personnel costs, and also from our enrollment growth. This will take some heavy lifting from all, considering the deficit was not caused overnight. Just as a comparison - our neighbors in Morgantown are at \$45 million deficit with forecasted deficit growth to \$75 million. They and others across the state have similar deficits and are taking steps to stabilize their own situations. But good news is that we have a path forward and that we have a game plan.

Will send out communication on current pay and benefits for the next year.

**Question(s) for President:** None.

- c. **MU Board of Governor's report** – Robin Riner – Written report   
No report. Next meeting is next Wednesday, April 26 at 1 pm in the Shawkey dining room. It is open to the public.

**Questions for BOG representative** - No Questions.

- d. **Shared Governance** – Robin Riner – Written report
- met with president smith March 29 to discuss current progress and future steps
  - added additional representation to the committee, including a distance student, Julie Kimble, a graduate student, Yusuf Aadau, a SOM student, Justin Merritt, an athletics rep, Debra Boughton, and additional classified staff rep, Carol Hurula
  - in January we prioritized our recommendations based on importance and speed with which they can be accomplished, since then, we have been doing the following:
    - **improving communications:**
      - developing an interactive shared governance chart that lays out what each governing body does and has authority over
      - creating a customer service style website where constituents can find how to address particular needs
      - developing an announcement system for relaying shared governance decisions in process and their outcomes
    - **shared governance for budgetary decision-making:**

## MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

## STUDENT CENTER – BE 5 – IN-PERSON

- researched peer institutions – found faculty senate committee for budget is most common.
- proposed that BAPC serves as a conduit for information between the Faculty Senate (and larger university community) and the CFO/Budget Work Group
- Adding 1-2 members of BAPC to the Budget Work Group will facilitate dissemination of budget information and increase faculty voice in the budget.
- BAPC can receive reports from the Budget Work Group and CFO, then report information to the Faculty Senate. It can also route budget questions and concerns to the Budget Work Group.
- The CFO has begun visiting BAPC meetings to give budget updates and plans to meet with the Budget Work Group soon.
- **Non-classified staff representation:**
  - The Shared Governance Committee identified multiple gaps in Marshall’s shared governance system, including the total lack of representation for nonclassified staff employees.
  - Prior to 2017, the staff at Marshall were mandated to be 80-20 classified/nonclassified. Since 2017, that number has shifted and is currently 60-40. The task force anticipates this shift will continue until nonclassified staff make up most of the staff at Marshall.
  - Currently, only classified staff are included in the university’s shared governance model, through the state-mandated Classified Staff Council and a seat on the university’s Board of Governors. Nearly 300 employees are omitted from the university’s shared governance system.
  - Therefore, the task force recommends a **nonclassified staff council** at Marshall University equal to existing structures for faculty, classified staff, and students in the university’s shared governance model. The purpose of the council is:
    - A channel of communication between the members of Nonclassified Staff and other entities of the University community;
    - An advisory body to the University and its administration on matters that affect the whole of Nonclassified Staff;
    - A forum for members of Nonclassified Staff to communicate with one another on matters of mutual interest and/or concern;
    - To participate in such policy decisions of the University as may directly affect the Nonclassified Staff;
    - A liaison among faculty, staff, administration and students.
  - Major next steps:
    - Gather feedback from other non-classified staff and begin to form a council.
    - Amend state code to gain representation on the Board of Governors.
- Working on ways to **improve relationships among constituent groups**
  - Annual town hall meetings with BOG (like listening groups)
- **Shared governance review**
  - create a regular and codified procedure for reviewing shared governance.
  - establish a shared gov review committee.
  - establish shared gov guidelines by which governing bodies will be reviewed, including onboarding procedures for governing bodies.
  - create timeline and procedure for review of all governing bodies.

## MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

## STUDENT CENTER – BE 5 – IN-PERSON

- establish procedure by which constituents can request a review of governing decisions that may have violated shared gov guidelines.
  - need to address **shared governance procedures for capital project development**.
  - continue to address **communication pipeline between administration and faculty** (working with shawn on much of this this summer)
  - we continue to accept ideas and questions via the recommendation form on our website.
- e. **Advisory Council of Faculty** – Amine Oudghiri-Otmani – Written report 

No report. Next meeting first week of May which is after the last faculty senate meeting of the semester.

Questions for ACF Rep: None
- f. **Graduate Council** – Scott Davis – Written report

**1. AA-20 Graduate Faculty Membership**

The BOG will consider approval of AA-20 *Graduate Faculty Membership* on April 26, 2023. Once the policy is approved, the GC will post updated procedures and checklists for faculty to follow when applying or re-applying for graduate faculty status. Faculty applying for the first time or those re-applying will fall under the new policy where there are three levels of Graduate Faculty Status (Graduate Faculty Chair, Graduate Faculty, and Associate Graduate Faculty). The GC Chair (Scott Davis) will be working with Brian Morgan and Carl Mummert (Assistant Provost for Graduate Studies) on making the necessary changes to the Redbook over the summer.

**2. Graduate Council Bylaws**

The Graduate Council will vote on a bylaws revision at tomorrow's (April 21, 2023) meeting. Most of the changes are editorial. The most significant change will address the apportionment of college representation on the Graduate Council. The GC discussed the proposed policy at the March meeting, and additional changes were made to the proposed bylaws. Key issues affecting apportionment are as follows:

- a) *One faculty member from each academic unit (as defined in Bylaw #14 of the Constitution of the Marshall University Faculty) with graduate programs.*
- b) *One member of the Library Faculty with responsibilities that support graduate programs.*
- c) *The Faculty Senate Chair.*
- d) *One graduate student representative selected by the Graduate Council Executive Committee.*
- e) *One additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs.*
  - i. *The number of enrolled graduate students will be determined every four years, using data provided by the Assistant Provost for Graduate Studies.*
  - ii. *The number of enrolled graduate students in each academic unit will be determined by the average of the graduate student enrollments from the previous four years, including the total number of unique students across every category (i.e., degree-seeking, non-degree seeking, transient, and professional development students) for all academic semesters (fall, spring, and summer) each year.*

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

iii. Full-time and part-time graduate students will count equally in determining the number of enrolled graduate students in each academic unit.

iv. Students enrolled only in the MD program will be excluded from the number of enrolled graduate students.

Based on current data <https://www.marshall.edu/graduate-council/files/Graduate-Student-Enrollment-Data.pdf> the GC apportionment is expected to change in following manner:

College	4-Yr Average	Extra Members	Base Members	Total Members
College of Arts and Media	19.5	0	1	1
College of Business	518.8	1	1	2
College of Education	1875.3	4	1	5
College of Engr and Comp Sci	107.8	0	1	1
College of Health Professions	582.5	1	1	2
College of Liberal Arts	281.3	0	1	1
College of Science	109.3	0	1	1
School of Medicine	97.8	0	1	1
School of Pharmacy	231.5	0	1	1
			Sub-Total:	15
			Library	1
			FS Chair	1
			Student	1
			<b>Total</b>	<b>18</b>

There will be a Proviso to the motion that the section on apportionment will only go into effect after the Faculty Senate approves a corresponding change to Article VII of the Faculty Constitution in the fall.

**Question for the GC:** None.

- f. **Student Government Association** – Isabella Griffiths – Written report

Last FS attendance as SGA President. Presented updates between herself and incoming new SGA President for next year.

Search committees – both are wrapping up. Was asked to on one more for an assistant Dean in Student Affairs, but as Avi mentioned, COS Dean search is complete, and we just met with our last VP of enrollment management candidate.

Decided on a student leader of the year award, and a faculty or staff dedication to student life award. The student who won the award is Amond Bailey. He is in ROTC, is a cyber security major, and he is the



**MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING**

**HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.**

**STUDENT CENTER – BE 5 – IN-PERSON**

President’s military and Veteran’s Affairs liaison. Does an excellent job advocating for military representation on campus – he deserved to be honored for that. He also works in the sustainability department – picks up all of your recycling. As far as faculty, awardees – it was interim Dean of the College of Science, Dr. Brian Morgan. He was a great advocate for the Green Bandana initiative, and the mental health awareness.

One final resolution passed was about Wi-Fi expansion. There are some spots that are really difficult in the student center and when students are attempting to join their classes virtually or do online classes, or join meetings, they need that Wi-Fi expanded. We are working that and elected our Senate executives for next year.

From Walker’s message – apologized for not making it. Not feeling the best. He is a rising senior; majors in biological sciences and his vice president is our miss Marshall, Naveah Harman- she is a biochemistry major. Their platform was RISE – at most basic a help center/central hub for students to go to find out what SGA is doing for students, and how to get them involved, especially a lot of high schoolers who were completely virtual, and now entering the college community. Reg. safety, lot to do with Title IX updates, and campus carry. Reg. Equity, making the trainings more inclusive with some resolutions focusing on trainings being mandatory across campus. To make the commuter, and non-traditional experience just the same as on-campus experience.

Walker & Naveah’s inauguration is tomorrow at President Smith’s house and Commencement being next Saturday, outgoing President of SGA has 9 more days as a Marshall University student.

**Question for SGA President – None.**

**6. Standing Committee Reports:**

<b>Committee</b>	<b>Report by:</b>	<b>Report Specifics</b>
a. Faculty Personnel Committee (FPC)	Timothy Bryan	Written report received (if checked) <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>▪ FPC met last Tuesday - lot of business covered.</li> <li>▪ Elected officers for next academic year w/Clinton Brown reelected as the Chairman.</li> <li>▪ Agenda modification – Removed the 2 policies reported on before, pending corrections.</li> </ul>
b. Legislative Affairs Committee (LAC)	Stephen Young reporting for Kyle Palmquist	Written report received (if checked) <input type="checkbox"/> <ul style="list-style-type: none"> <li>▪ Met last Wednesday.</li> <li>▪ No votes</li> <li>▪ Discussed a legislative wrap-up of everything that has happened this year.</li> <li>▪ Discussed things that may be coming down the pike next year.</li> </ul>
c. Research Committee	Yousef Fazea Alnadesh	Written report received (if checked) <input checked="" type="checkbox"/> <p><b>1. APPROVAL OF MINUTES</b></p>



MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<p>A. A motion was made and seconded to approve minutes of October 17<sup>th</sup>, 2022 meeting. Motion carried.</p> <p><b>2. OLD BUSINESS</b></p> <p>A. None</p> <p><b>3. NEW BUSINESS</b></p> <p>A. <i>Review of Budget Summary, Applications and Awarding Amounts for Each</i></p> <ul style="list-style-type: none"><li>• Quinlan Budget for Round 2: \$7,595 (total Quinlan budget for both rounds: \$14,500)<ul style="list-style-type: none"><li>○ All present committee representatives voted to approve all of their eligible applications.<ul style="list-style-type: none"><li>▪ Because the SOP committee member was absent, their application decision is still pending.</li><li>▪ Several applicants were deemed ineligible. Some because their conference/meetings take place outside of the current cycle. Some because they have applied for another award for the same project.</li><li>▪ Any applicants with meetings/conference placing them in the next award cycle will remain</li></ul></li></ul></li></ul>
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MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<p>in the queue for the committee to review in that cycle.</p> <ul style="list-style-type: none"> <li>○ Total Quinlan award amount approved for this cycle: \$8,813. <b>This is over budget by \$1,218.</b></li> <li>● Research Committee budget for Round 2: \$1,750 (total Research Committee budget for both rounds: \$2,000)             <ul style="list-style-type: none"> <li>▪ All present committee representatives voted to approve all of their eligible applications.</li> <li>▪ Two applications were deemed ineligible. One because they applied for another award for the same project; one because they applied for another award.</li> </ul> </li> <li>○ Total Research Committee award amount approved for this cycle: \$500</li> <li>● Student Research Scholars (Undergrad) budget for Round 2: \$1,300 (total Student Research Scholars budget for both rounds: \$3,000)             <ul style="list-style-type: none"> <li>▪ All present committee representatives voted to approve all of their eligible applications.</li> <li>▪ Two student applicants who appear to be</li> </ul> </li> </ul>
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MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<p>working in a group with each other submitted individual applications, when they should have submitted only one. The college rep will confirm they are working on the same project together, and will award 50% to each student.</p> <ul style="list-style-type: none"> <li>○ Total award amount (which will not come from the Research Committee) approved for this cycle: \$1,350. This is over budget by \$50.</li> <li>● Summer Research Awards budget: \$68,800             <ul style="list-style-type: none"> <li>○ TBA</li> </ul> </li> </ul> <p><i>B. Committee recommendations based on meeting discussion:</i></p> <ul style="list-style-type: none"> <li>● Regarding Quinlan: Ask IT (Dynamic Forms) and/or Faculty Senate Administrative Associate to edit the Quinlan application to include the following:             <ul style="list-style-type: none"> <li>○ A field that clarifies which cycle the applicant is applying for, to ensure it is the correct cycle.</li> <li>○ A disqualifier regarding amounts (if the requested amount is too high, it will automatically catch that).</li> <li>○ A field that asks if the faculty member has received previous Quinlan funding and if so, when.</li> </ul> </li> </ul>
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MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<ul style="list-style-type: none"><li>○ A field that asks how long the faculty member has taught at Marshall (and what their status is if that question is not already there)</li><li>● Regarding Summer Research: Can we get clarification/answers to the following things:<ul style="list-style-type: none"><li>○ Are we allowed to move unused funds from another award to the Summer Research budget?</li><li>○ Check with Faculty Senate regarding the “report.” Specifically, can we get a confirmation before the awarding meeting to determine which applicants have submitted a Summary Report from previous awards (this is because if they do not submit one, they are ineligible for future awards).</li><li>○ Is there a way to ensure that the Summary Report specifically asks what the output is/was. For example, a link to the published article, etc.</li></ul></li></ul> <p><b>4. DISCUSSION, ACTIONS TAKEN, BUSINESS TRANSACTED:</b></p> <ul style="list-style-type: none"><li>● A motion was made and seconded to approve all eligible applications for Quinlan, Research Committee, and</li></ul>
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MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<p>(student) Research Scholars funding. Motion carried.</p>
<p>d. Student Conduct &amp; Welfare Committee</p>	<p>Penny Koontz</p>	<ul style="list-style-type: none"> <li>▪ Written report received (if checked) <input checked="" type="checkbox"/></li> <li>▪ Last meeting Feb 22, 2023.</li> <li>▪ Members Present: Bethany McFann, Kacy Lovelace, Brittany Canady, Hannah Kozlowski, Mehdi Esmailpour, Nabaneeta Biswas, Penny Koontz, Jack Stines, Debra Lockwood</li> <li>▪ Members absent: Hamid Chahryar, Jennifer Sparks.</li> <li>▪ 1. Minutes from previous meeting 1/30/23 were reviewed and approved.</li> <li>▪ <b>2. Old Business:</b> <ul style="list-style-type: none"> <li>○ a. We discussed our recent concern regarding pay structure for graduate assistants and our committee’s recommendation to significantly increase their stipends. The committee chair reported that this has been confirmed as a priority by the university administration and will be reflected in budgets. Our committee will continue to seek updated information about the status of this increase. Issue about graduate student pay is tabled.</li> <li>○ b. We discussed our recent question regarding the availability of “Bystander Training” and Title IX training for faculty and staff. The committee chair reported that following some internal discussions, she learned there appears to be overlap between Title IX and Bystander trainings. Our committee will seek additional information about the plans for providing these trainings.</li> </ul> </li> <li>▪ <b>3. New Business:</b> <ul style="list-style-type: none"> <li>○ a. Penny reported that the President of the SGA spoke at the previous Faculty Senate meeting about their belief that additional mental health services are needed on campus. Our committee discussed the availability of mental health training (ex. Mental Health First Aid) for faculty and staff so we have increased competency in talking with students who may be</li> </ul> </li> </ul>

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<p>struggling. Brittany suggested making a recommendation that the university provide support toward moving Marshall forward as a more trauma-informed university culture. We approved a motion to make a recommendation to Faculty Senate in support of trauma-informed training for faculty and staff.</p>												
<p>e. University Curriculum Committee</p>	<p>Timothy Melvin</p>	<p>Written report received (if checked) <input checked="" type="checkbox"/></p> <p>This report details the actions of UCC at the monthly meetings held on <b>Friday, March 24, 2023</b>. The meeting was held at 3:00 via Microsoft Teams. The UCC Chair established a quorum.</p> <p>Members of the UCC voted to <b>APPROVE</b> the following:</p> <p><b>COURSE ADDITIONS</b></p> <table border="1" data-bbox="800 921 1416 1354"> <thead> <tr> <th>COLLEGE</th> <th>COURSE</th> </tr> </thead> <tbody> <tr> <td>Aviation</td> <td>AVSC 280 311 420 454 480</td> </tr> <tr> <td>Engineering and Computer Sciences</td> <td>BME 410 BME 420</td> </tr> <tr> <td>COLA</td> <td>GEO 223</td> </tr> </tbody> </table> <p><b>COURSE CHANGES</b></p> <table border="1" data-bbox="800 1432 1416 1896"> <thead> <tr> <th>COLLEGE</th> <th>COURSE</th> </tr> </thead> <tbody> <tr> <td>Aviation</td> <td>AVSC 205 210 220 221 241 305 310 325 330 340 345</td> </tr> </tbody> </table>	COLLEGE	COURSE	Aviation	AVSC 280 311 420 454 480	Engineering and Computer Sciences	BME 410 BME 420	COLA	GEO 223	COLLEGE	COURSE	Aviation	AVSC 205 210 220 221 241 305 310 325 330 340 345
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MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

			375
	Engineering and Computer Sciences		BME 306 ENGR 217 ME 325
	LCOB		ACC 215 ACC 216
	COHP		CD 472
	COLA		ENG 205 ENG 240 ENG 377 ENG 378 ENG 379 ENG 445
	Pharmacy		BSPS 444 474
<b>UNDERGRADUATE CHANGE OF A DEGREE PROGRAM</b>			
		<b>COLLEGE</b>	<b>COURSE</b>
		Aviation	FL10: Commercial Pilot: Fixed Wing
		LCOB	Accounting
<b>CHANGE IN MAJOR</b>			
		<b>COLLEGE</b>	<b>COURSE</b>
		Engineering and Computer Science	TC10: Computer Sciences TC 20: Computer and Info Security TE 20: Engineering TE 30: Science and Mech Eng. TE40: Electrical Computer Engineering TE50: Biomedical Engineering TE60: Civil Engineering
		COLA	Geology

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

			Meteorology
	COS		Computer & Info Tech Game Dev. Web Dev.
	Pharmacy		Pharm. Sciences
<b>CERTIFICATE PROGRAM CHANGE</b>			
	<b>COLLEGE</b>		<b>COURSE</b>
	COS		Information assurance
<b>CERTIFICATE ADDITION</b>			
	<b>COLLEGE</b>		<b>COURSE</b>
	COLA		Meteorology
<b>AREA OF EMPHASIS ADDITION</b>			
	<b>COLLEGE</b>		<b>COURSE</b>
	COLA		Applied Sociology
	COS		Biolchemsitry Chemical Sciences
<b>AREA OF EMPHASIS DELETION</b>			
	<b>COLLEGE</b>		<b>COURSE</b>
	COS		Computer Forensics Game Development
<b>AREA OF EMPHASIS CHANGE</b>			
	<b>COLLEGE</b>		<b>COURSE</b>
	COLA		Meteorology Weather Broadcasting
	COS		Computer Applications Dev. Web Application Development Game/simulation Dev. Web/Mobile App Dev. Comp. Web App Dev.



MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON MONDAY APRIL 20, 2023, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

		<ul style="list-style-type: none"> <li>▪ Chair is rotating off the committee. Zach Garrett will no longer be chair. We now have Jonathan Kozar serving as Chair in the fall.</li> <li>▪ Comment by David Andrea Mauro: Clarified that the COS changes are because the program of Computer Information Technologies department is being dissolved and the program is moving to the College of Engineering &amp; Computer Science as of 1st of July of 2023. This is why this long streak of moving, changing, deleting, and so on.</li> </ul>
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7. **Other Requests to Speak** – None.

**Adjournment:**

Motion to adjourn – MSAP. Meeting was adjourned at approximately 1718 hours (05:18 pm).

Respectfully Submitted,



\_\_\_\_\_  
Dr. Sujoy Bose, Recording Secretary

Faculty Senate

**MINUTES APPROVED BY SENATE:**

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

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

**MINUTES READ:**

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

\_\_\_\_\_  
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.