

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON FEB 15, 2024, AT 4:00 P.M.

STUDENT CENTER – BE 5 – IN-PERSON

ATTENDANCE: 2022-24 Faculty Senate & Guests:

COLLEGES	MEMBERS PRESENT (if checked) – Virtual attendance recorded per Teams auto entry
CAM:	Jack Colclough <input checked="" type="checkbox"/> , Christine Ingersoll <input checked="" type="checkbox"/> , Heather Stark <input checked="" type="checkbox"/> , Sarah McDermott <input checked="" type="checkbox"/> , Phil Vallejo <input checked="" type="checkbox"/>
CECS:	Sungmin Youn <input checked="" type="checkbox"/> , Ross Salary <input checked="" type="checkbox"/> , Tanvir Chowdhury <input checked="" type="checkbox"/> , Joon Shim <input checked="" type="checkbox"/>
LCOB:	Amanda Thompson-Abbott <input checked="" type="checkbox"/> , Uday Tate <input type="checkbox"/> , Timothy Bryan <input checked="" type="checkbox"/> , Uyi Lawani <input checked="" type="checkbox"/> , Jamey Halleck <input checked="" type="checkbox"/>
COHP:	Sujoy Bose (<i>Recording Secretary</i>) <input type="checkbox"/> , Alysha Nichols <input checked="" type="checkbox"/> , Jodi Cottrell <input checked="" type="checkbox"/> , Zach Garrett <input type="checkbox"/> , Georgiana Logan <input checked="" type="checkbox"/> , Scott Davis (<i>Cross-refer w/ex-officio voting</i>) <input checked="" type="checkbox"/> , Bethany Dyer <input checked="" type="checkbox"/>
COLA:	Shawn Schulenberg (Chair) <input checked="" type="checkbox"/> , Puspa Damai <input checked="" type="checkbox"/> , Robert Ellison <input type="checkbox"/> , Joel Peckham <input type="checkbox"/> , Kelli Prejean <input checked="" type="checkbox"/> , Boniface Noyongoyo <input checked="" type="checkbox"/> , Anita Walz <input type="checkbox"/> , Amine-Oudhgiri-Otmani (<i>cross-refer w/ACF – Ex-officio Voting</i>) <input checked="" type="checkbox"/> , Clinton Brown <input type="checkbox"/> , Megan Marshall <input checked="" type="checkbox"/> , Penny Koontz <input checked="" type="checkbox"/> , Marianna Linz <input checked="" type="checkbox"/> , Jana Tigchelaar <input checked="" type="checkbox"/> , Marybeth Beller <input checked="" type="checkbox"/>
COS:	Sean McBride <input checked="" type="checkbox"/> , Rick Gage <input checked="" type="checkbox"/> , Stephen Young <input checked="" type="checkbox"/> , Raid Al-Aqtash <input checked="" type="checkbox"/> , Judy Fan <input checked="" type="checkbox"/> , Bill Gardner <input checked="" type="checkbox"/> , Kyle Palmquist <input type="checkbox"/> , Avishek Mallick <input checked="" type="checkbox"/> , Philippe Georget <input checked="" type="checkbox"/>
COEPD:	Melinda Backus <input checked="" type="checkbox"/> , Timothy Melvin <input type="checkbox"/> , Feon Smith-Branch <input checked="" type="checkbox"/> , Andrew Burck <input checked="" type="checkbox"/> , Jerry Dooley <input checked="" type="checkbox"/> , Conrae Lucas-Adkins <input checked="" type="checkbox"/>
SOM:	Nitin Puri <input checked="" type="checkbox"/> , Eva Patton-Tackett <input checked="" type="checkbox"/> , Dana Lycans (sub) <input type="checkbox"/> , Ji Bihl (sub) <input checked="" type="checkbox"/> , Jessica Buerck <input checked="" type="checkbox"/> , Usha Murughiyan (sub) <input checked="" type="checkbox"/>
SOP:	Gayle Brazeau <input checked="" type="checkbox"/> , Melinda (Mindy) Varney <input type="checkbox"/> , Jen Sparks (sub) <input checked="" type="checkbox"/> , Michael Hambuchen (sub) <input type="checkbox"/> , One Vacant; One TBD.
South Charleston:	Thomas Hisiro <input checked="" type="checkbox"/>
ULIB:	Paris Webb <input checked="" type="checkbox"/> , Eryn Roles (Vice Chair) <input checked="" type="checkbox"/>
DOAR:	Nancy Ritter <input checked="" type="checkbox"/>
SGA	Walker Tatum <input checked="" type="checkbox"/>
EX-OFFICIO, VOTING	Scott Davis (<i>Graduate Council – cross refer w/COHP</i>) <input checked="" type="checkbox"/> , Amine Oudghiri-Otmani <input checked="" type="checkbox"/> (<i>ACF; cross refer w/COLA</i>)
EX-OFFICIO, NON-VOTING	N/A
BOG REPRESENTATIVE:	Robin Riner <input checked="" type="checkbox"/>
PARLIAMENTARIAN	Zelideth Rivas
GUESTS	Present IF Checked (V-Virtual attendance) - Brad Smith (President) <input type="checkbox"/> , Avinandan Mukherjee <input checked="" type="checkbox"/> (Provost), Ginny Painter <input checked="" type="checkbox"/> , Bill Smith (BOG) <input type="checkbox"/> , Kelli Johnson <input type="checkbox"/> , Wendell Dobbs <input type="checkbox"/> , Karen McComas <input checked="" type="checkbox"/> , Monica Brooks <input type="checkbox"/> - V, Nancy Lankton <input checked="" type="checkbox"/> Robert Bookwalter <input checked="" type="checkbox"/> Sonja Cantrell-Johnson <input type="checkbox"/> , Carl

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Mummert ☒, Anna Mummert ☐, Laura McCunn ☐, Brian Morgan ☐, Allison Carey ☐ - V, Sherri Stepp ☒, Matt Tidd ☒, Jun Terry ☐, Teresa Eagle ☐ - V, Maria Gindhart ☒, Mary Beth Reynolds ☒, Bruce Felder ☒, John Cutler ☐ - V, Jodie Penrod ☐ - V, Julia Spears ☐, Allen Taylor ☐ - V, Jeff Archambault (LCOB) ☐, Lindsey Harper ☐, Jennifer Brown ☒ - V, Miriah Young ☐, Michael McGuffey ☐, Aluthge Ariyadasa ☐, John Maher ☐, Dan Hollis ☐, Brandi Jacobs-Jones ☒, Duncan Crowley ☐, Andrew Gooding ☐, Stephen Tipler ☒, Rob Quicke ☐, Mike Prewitt ☐, Mark Zanter ☒, Betty Rivard ☐, Cris McDavid ☒, Allyson Goodman ☐, Jessica Lowman ☐, Rich Jones ☐ - V, Gena Chattin ☐, Tricia King ☐, Jerry Ross ☒, Richard Gillman ☐, Marcie Simms ☐, Cristina McDaniel ☐, Eric Himes ☒, Jessica Rhodes ☐, Darian Marcum ☐, Don Capener ☒, Chris Atkins ☐, Jerry Ross ☒, Brandon Dennison ☐, Leah Payne ☐ -V, Juan Sanabria ☐, Hailey Bibbee (Staff/Elections) ☒.

Call to Order: Declaring that there was a quorum, Faculty Senate Chair, Shawn Schulenberg, called the meeting to order at approximately 4:01 p.m.

1. **Approval of Proposed Agenda** – Chair Schulenberg amended: Robin Riner cannot make it today; no BOG report. **Approved**
2. **Approval of Minutes:** Motion to approve the following minutes (pending Presidential approval):

Dates of Minutes	Discussion	Approval
1/18/2024	None	Approved

3. **Announcements** – Shawn Schulenberg:

Items	Reports & Discussion
Chair Announcements	<p>Chair Announcements</p> <ol style="list-style-type: none"> 1. The President has signed the following documents: <ol style="list-style-type: none"> a. November 13 Executive Committee Meeting Minutes b. November 30 Faculty Senate Meeting Minutes c. Recommendations 17-25. All submitted recommendations/resolutions are signed except for program reviews (14, 15, 19, 20, 21), which are signed later in the year. 2. Updates <ol style="list-style-type: none"> a. AI Taskforce: The taskforce is meeting every two weeks, and we have separated our work in four strategic priorities: Innovation in Teaching and Learning (Megan Marshall), Research Excellent and Impact (Bill Gardner), AI Technology and Infrastructure (Jodie

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Penrod), and Operational Efficiency and Compliance (Brian Morgan). We are working on several surveys to learn what faculty are doing in the areas of teaching and research to get some internal data. You should have received an email soliciting proposals for 1 of our 30 Microsoft CoPilot Pro licenses. A number of trainings are also forthcoming, with the first one a basic discussion of differences between chatbots: ChatGPT, Microsoft Copilot, Google Bard, Claude, Perplexity, and more.

- b. Post-Tenure Review: Discussions are continuing between the faculty and administration. We're hoping to present it to the Deans shortly for their review before sending it to all faculty.
 - c. General Education Review: The General Education Review Committee has met a few times already and will be meeting every two weeks. At the first meeting, we talked about some general principles and timeline. The plan is to continue our work through next year and roll this out in Fall 2025.
 - d. Senate and Standing Committee Elections: The Senate term is up June 30 so we will hold elections this spring. In addition, we will also be asking the Deans to hold elections for Standing Committees this spring so that we know the full 2024-25 standing committee members in advance. We want this because we want the standing committee to elect their officers in the spring. In the past, some did not hold elections until the fall, and it hurts their ability to get off the ground running.
3. Upcoming Meetings/Events
- a. Our next Executive Committee meeting is scheduled for March 4, for items to be taken up at the March 14 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by February 23.
 - i. The Faculty Personnel Committee has submitted a number of recommendations already so be on the lookout.
 - b. General Faculty Meeting: Monday, April 15 at 4PM in Joan C. Edwards Playhouse.
 - c.

4. Recommendations / Resolutions: None for this session.

Items	Discussion	VOTE
a. SR 23-24-26 CC Recommends approval of the	➤ None	MSAP

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<p>listed UNDERGRADUATE MAJOR ADDITION, DELETION, CHANGE in the following college and/or schools/programs: a) Political Science (LP10)</p>		
<p>b) SR 23-24-27 CC Recommends approval of the listed UNDERGRADUATE MINOR ADDITION, DELETION, CHANGE in in the following college and/or schools/programs: Pharmaceutical Sciences (VPHM).</p>	<p>➤ None</p>	<p>MSAP</p>
<p>c) SR 23-24-28 CC Recommends approval of the listed UNDERGRADUATE COURSE ADDITIONS in the following college and/or schools/programs: SCLA 101; UNI 350; and UNI 450.</p>	<p>➤ None</p>	<p>MSAP</p>
<p>b. SR 23-24-29 CC Recommends approval of the listed UNDERGRADUATE COURSE CHANGES d) in the following college and/or schools/programs: ART 201; ART 202.</p>	<p>➤ None</p>	<p>MSAP</p>
<p>e) SR 23-24-30 EC Confidential Recommendation for</p>	<p>➤ Out of Exec Session at 4:19 pm; Back to regular session at 4:20 pm</p>	<p>MSAP</p>

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Spring Commencement Speaker.		
f) SR 23-24-31 EC Confidential Recommendation for Honorary Degree Recipient(s)	➤ None	MSAP

5. Regular Reports:a. **President's Report** – No report (15 mins) **Question(s) for President:**b. **Report of the Provost** – Avinandan Mukherjee (15 mins)

- Spring enrollment—7.1% growth; 705 more students than we had last spring; 7.8% undergrad, 5.8% grad; Medicine and Pharmacy have seen a decline, but all other colleges have seen an increase; growth in Metro (168 more)—Metro pricing more in line with in-state; 145 international students this spring; 91% retention from fall to spring; 86% in first year.
- Fall enrollment—Green and White Day numbers have held steady with last year; Admitted Student Reception on Feb. 24; preparing for a delayed FAFSA launch—the federal gov't has streamlined the process, but the changes have caused some issues, so there is a delay; 7843 applications for fall already; growth in admits by 7.4%; deposits increased (1,720; target is 2000).
- Interdisciplinary work in new Cybersecurity Program—looking for director; looking for a director of Forensic Science. Masters in Criminal Justice—online and graduate, nationally ranked; Doctor of Physical Therapy program is ranked 27th nationally for board exam scores, and this is the first year of the program.
- 81% undergrads are in-state students; we have 13% adult students (25+), 12% minority students, 8% international; 33% are Promise recipients, Pell grant recipients. We don't see these groups performing equally well, so we need to offer specific support to certain student groups; 30% and 50% graduation rates; Pell grant recipients graduate in 6 years; adult students graduate at a much slower pace; 60% of bachelor's degree students have student loan debt, and the average is \$31K. Median wages is \$35K out of college; after 4 years, it is \$43.5K—our costs are relatively low, so students can pay off their debts faster than most students.

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Question(s) for Provost: Beller: Colleges do not have marketing expertise, so new programs have concerns about how to promote their programs in new budget model. Marketing will continue to be centralized.

- c. **Board of Governors** – Robin Riner (15 mins) No report

Question(s) for BOG Rep – None.

- d. **Advisory Council of Faculty** – Amine Oudghiri-Otmani (5 mins) – Written report ☑

ACF Report – Faculty Senate – Feb. 15, 2024

- The Advisory Council of Faculty (ACF) had a Zoom meeting on Friday, Jan. 19 from 10:00 – noon, one day after last month's Faculty Senate meeting. The following are important highlights from the meeting:
- We started by approving the November minutes. We also welcomed two new ACF members from Bluefield State University and Eastern CTC and proceeded to discuss tenure and other matters of concern to faculty at the CTC level.
- We then moved to discuss **HB 4387** from last year, the DEI bill, which may be re-introduced in a more comprehensive version this year. ACF as a body asked to put together a list of courses, majors, programs, accreditation, research, professional licensure, or grants that require a commitment to DEI and could be affected by the bill. FL has an exemption for accredited programs. Last year's version of HB 4387 limited what administrators could do but did not try to limit what faculty could do; the interpretation is that it could affect college-wide diversity efforts but not academic freedom at this point. We also discussed the hunger-free campus bill, which did not pass last session, perhaps due to the cost.
- Dr. Corley Dennison, Vice Chancellor for Academic Affairs at HEPC, joined the meeting and gave a heads-up about several bills. Dr. Dennison reported about 1,200 bills have already been introduced and starting with **HB 4011** on "obscene materials." This bill affects discussions or lessons on biological/reproductive issues but affects mostly K-12, not higher ed. The bill includes language that "schools will be exempted from criminal liability if they use an 'approved state curriculum'." The House of Delegates has also established a **committee on AI** to "receive testimony, consider legislation, and recommend action to the Speaker of the House regarding all issues relating to AI in WV." They are currently looking for "experts." With regards to the **campus carry bill**, each institution has to have plans in place by July of 2024 when the bill goes into effect. ACF entertained the idea of reaching out to Texas or other states that have passed a similar bill for ideas and information about the effects. We also briefly discussed **dual enrollment**. There are 6,500 students now in dual enrollment initiatives; initially, only

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about 4,200 were expected. More data will be collected for fall and spring. With regards to **OERs** (Open Educational Resources), the implementation of OER courses has saved WV students \$3.7 million so far. Round 7 of the \$1,000 mini-grants is out now.

- We concluded the meeting by discussing **PEIA**. It was recommended that each institution should determine their cost for the suggested 5% salary increase to offset the 10% PEIA increase for employees and the college (e.g., employees funded by the state vs. those funded by grants). If institutional costs are deducted and some cost goes for merit or those who aren't at market equity, we may not get the full 5%.
- The meeting adjourned at 12:05 p.m. The next ACF meeting is scheduled to be held in the HEPC headquarters in Charleston, but a date is yet to be determined.

Questions for ACF Rep:

- e. **Graduate Council** – Scott Davis (5 mins) – Written report ☒
- The upcoming Graduate Council Meeting is scheduled for Friday, February 23, 2024, at 1:00 PM in MSC 2w16b. For those unable to attend in person, a Teams link is available on the GC website for virtual participation.
 - The Graduate Council will present a resolution on Friday to request that President Smith or his designee explore the development of a Graduate and Professional Student Association (GPSA). Preliminary discussions suggest that all relevant parties, including the leadership of the SGA, are supportive of exploring a Graduate and Professional Student Association. The Graduate Council has formed a work group that includes representatives from the Graduate Council, Office of Graduate Studies, the Foundation, Student Engagement, and the Center for Student Success to explore opportunities to promote graduate student success. The workgroup will have its first meeting on March 1, 2024.
 - Colleagues are encouraged to nominate individuals for the John and Frances Rucker Outstanding Graduate Advisor Award. Nomination instructions can be found on the Graduate Council website.

Question for the GC: None.

- f. **Student Government Association** – Walker Tatum (5 mins) – Written report ☐
- 20K given out to student organizations
 - Display of student discounts on local businesses
 - Month of service
 - CAM Town Hall
 - Food Pantry estimate—internal and external figures;
 - Sunbelt Conference Food Fights—SGA members at basketball games collecting pantry items

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- Hunger Free Campus Act—going straight to the floor and not stuck in Finance Committee

Questions for SGA – None.

6. Standing Committee Reports:

Committee	Report by:	Report Specifics
a. Legislative Affairs	Marybeth Beller (4 minutes)	<p>Written report received (if checked) <input checked="" type="checkbox"/></p> <p>Committee met on – 1/12/2024</p> <p>Next Meeting: Click or tap to enter a date</p> <p>None of the bills they are worried about are moving; gives a lot of credit to President Smith and his team; following 6 bills; one bill has 11 sponsors, including the speaker—In God We Trust Bill—if a donor presents to a building a sign that says In God We Trust; we have passed the date when a new bill can be introduced in the House; the Senate is still considering new bills (Feb 20 last day); Feb 25 is the last day to move a bill out committee; Feb 28—crossover day; March 9 is the last day of session; Senate Bill 280—it's not a higher ed bill per se, but it allows teachers to teach Intelligent Design—has passed the Senate and has been referred to two committees in the house, but neither committee has taken up the bill.</p>
b. University Curriculum	Tim Melvin (4 minutes)	<p>Written report received (if checked) <input type="checkbox"/></p> <p>Committee met on – No report</p> <p>Next Meeting: Click or tap to enter a date</p>
c. Faculty Personnel	Tim Bryan (4 minutes)	<p>Written report received (if checked) <input checked="" type="checkbox"/></p> <p>Committee met on – 2/9/2024</p> <p>Since the last report, the Faculty Personnel Committee met on February 9, 2024, via Teams.</p> <p>Faculty Salary Review study will be conducted by Academic Affairs, the FPC, and HR. Clinton Brown and Timothy Bryan will be the representative from the FPC on this committee. Shortly, College Deans will be sent information on faculty lines from AA. This is to ensure</p>

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that faculty lines match the correct CIP codes enabling us to ensure the data we are using for comparison is accurate. Our goal is to give us an accurate insight into our current faculty wage structures and salary rates compared to our peer institutions.

The following policy changes were approved, and recommendations sent to the faculty senate.

MUBOG-AA-1 – Sabbatical Leave - Approved - this included numbering changes to align with BOG rule renumbering & language changes to better clarify the policy and procedures.

UPAA-9 Course Evaluations - Approved - this included numbering changes to align with BOG rule renumbering & language changes allowing for immediate supervisors and Deans of courses taught by faculty outside of their home department to have access to course evaluations (i.e., the Honor's College)

UPAA-22 Annual Evaluations - Approved - this included numbering changes to align with BOG rule renumbering and language changes allowing for planning pages to be renegotiated as needed (i.e., someone gets a grant or is approved for a sabbatical requiring them to change their planning page).

UPAA-32 Course Observations by chairs - Approved - this is a new recommended policy that requires chairs or their designee to observe pre-tenure faculty on a yearly basis and post-tenure faculty every three years. The purpose of this policy is to ensure we are providing high quality instruction to our students and provide an avenue for faculty professional development.

MUBOG 6 & 7 Faculty Promotion- Holding - we are currently revising this policy and will be presenting it by the end of the year.

MUBOG 9 Faculty Tenure - Holding - we are currently revising this policy and will be presenting it by the end of the year.

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d. Research

Philippe
Georgel (4
minutes)

Internal Complain Procedures / Process - we are working with the Office of the Ombuds and Staff Council to develop and internal complaint procedure and informal mediation process. This allows for staff and faculty to file informal complaints and have those issues addressed / resolved. Such complaints are those that may not rise to the level of a formal grievance.

Ethical Practices / Professional Conduct - we are working on a policy that outlines what we should codify as ethical practices and professional conduct. This is to policy will help to define such practices and demonstrate our commitment to ethical standards and professional conduct. Our goal here is to codify these standards and conduct and to provide an avenue for action should faculty violate this policy (e.g., plagiarism, research misconduct, fabrication of data, fabrication of credentials are some items that this policy will address).

COEPD Sabbatical Procedures / Policy - Approved - we reviewed and approved the Sabbatical Procedures and Policies provided by COEPD.

Report Research FS committee

The Research Committee met on January 18, 2024, and February 12, 2024.

- **Budget and meeting scheduling**

Reminder: The applications for the Summer Research Awards will be reviewed by March 30th for Summer Research Awards and April 1st for Quinlan, Research Committee Funding, and Research Scholar Awards.

- **Changes in General Procedure**

Discussions are ongoing to decide if the frequency of meetings for the Quinlan, Research Funding, Summer Research, and Research Scholar awards should be modified, as well as the distribution of the funding, as different academic units may have different schedules for attendance at meetings and conferences.

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Applications may be reviewed as they are submitted, for early ranking, and the frequency of evaluation and awarding meetings may be increased.

The committee voted on an its inability to reach decisions for awarding support based on availability of matching funds, as the committee members have no access to information related to college/department providing matching funds.

After evaluation of the current policies, the committee decided to start discussions for potential new deadlines, limits, funding limitations, and changes to the awards.

To accomplish these various tasks 4 sub-committees are being created.

Current composition and tasks of the Sub-Committees:

1. Rubrics and decision making – This subcommittee will create a better rubric or system of criteria to select applicants (Dr. Richard Egleton, Dr. Philippe Georgel)
2. Policies/Protocols – this subcommittee will review the policies and protocols for awarding funding. The assigned tasks include reviewing the candidates' credentials and compliance with award rules. and to ensure recipients are aware the reimbursement process. (Dr. James Stamm, Dr. Julie Snyder-Yuli)
3. Revised dates – This subcommittee will research the past funding schedule and will examine how we can potentially change the awarding cycle to 3 or 4 times a year, rather than 2. (Dr. Shane Welch, Dr. "Virginia" Huaqing Liang)
4. Funding Opportunities – This subcommittee will look at ways to enhance funding for these awards or for additional awards (Dr. Michael Corrigan).

The agenda for the sub-committees should address the following points:

Note that historically the \$500.00 awarded for Quinlan was established in 1986 (in 2024, this would be equivalent to \$1,300). It was suggested that the amounts for the Quinlan awards should be increased to possibly \$1,000.

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The Research Committee feels that it cannot fulfill its mission with the current level of funding and would like to request support from the Administration to explore options to improve the situation.

• **Current Applications**

The current application breakdown is as follows. It was also noted that one application listed co-presenters.

- i. Quinlan – 6 applications – 3 COB; 2 COLA; 1 CECS
- ii. Research Funding – 1 COLA
- iii. Summer Scholar – 1 COS
- iv. Research Scholar – 0

**e. Student
Conduct &
Welfare**

Penny
Koontz (4
minutes)

Written report received (if checked) ☐

Committee met on – 1/31/2024

The SCWC had been considering a policy recommendation related to ensuring that all students involved in any aspect of institutional research will be covered by the student code of conduct. However, the committee voted not to make a recommendation at this time, as the SCWC Chair was able to discuss the policy change with the Office of Academic Affairs, as the code is presently being updated to address this concern.

The SCWC discussed the upcoming implementation of the campus carry policy and procedures. The committee members were asked to consult with their colleges/departments to identify what, if any, preparations are being made, if they have contacted MUPD Chief Terry to come speak with staff and faculty, and what questions they have about implementation. SCWC wants to consider how this committee can help promote student safety related to this change.

Next Meeting: [Click on link to enter a date](#)

7. Other Requests to Speak – None

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8. Adjournment:

Motion to adjourn – MSAP. Meeting was adjourned at approximately 05:00 PM hours (5:03 pm).

Respectfully Submitted,



Dr. Kelli Prejean, Acting Recording Secretary

Faculty Senate

MINUTES APPROVED BY SENATE:



Dr. Shawn Schulenberg, Chair
Faculty Senate

March 14, 2024
Date Signed

MINUTES READ:



Brad Smith, President
Marshall University

3/17/24
Date Signed