

Faculty Senate Executive Committee
MEETING MINUTES
Monday, August 26, 2024, 12:00 Noon
MSC 2W16b/Microsoft Team

VOTING MEMBERS PRESENT: Heather Stark (v), Ross Salary, Mike Huesmann (v), Zach Garrett, Shawn Schulenberg, Rick Gage, Jessica Buerk (v), Mindy Varney, Kelli Johnson, Richard Egleton, Amine Oughiri-Otmani

VOTING MEMBERS ABSENT: Nathaniel Ramsey, Uyi Lawani

EX-OFFICIO, NON-VOTING MEMBERS PRESENT: Robin Riner, Allison Carey, Brea Belville (v)

EX-OFFICIO, NON-VOTING MEMBERS ABSENT: None

PARLIAMENTARIAN: Zelideth Rivas

STAFF: Hailey Bibbee

GUESTS: Carl Mummert, Karen McComas

**(v) denotes virtual attendance*

The meeting was convened at 12:00 noon by Chair Shawn Schulenberg. Chair Schulenberg reviewed meeting procedures and expectations.

Chair Announcements

1. The President has signed the following documents:
 - a. March 4 Executive Committee Meeting Minutes
 - b. March 14 Faculty Senate Meeting Minutes
 - c. All recommendations and resolutions that we sent to him last year.
2. Liaisons: I am still searching for a Faculty Senate member to serve as a liaison to the Faculty Development Committee. If you have any recommendations, please reach out. All other liaison positions are filled. Thank you to those who volunteered and agreed to serve.
3. Post-Tenure Review: The Deans met this summer and provided feedback for the Faculty Personnel Committee. The FPC will consider this feedback at their first meeting of the year, and I will update you as soon as I have more information, including when we can expect a wider review of this important policy. Thank you to the committee for their hard work and your patience.
4. Commencement/Honorary Degrees for Spring 2025: The nomination forms for both commencement and honorary degree recipients for the spring 2025 commencement are now open on the commencement website and scheduled to close on October 1, pending the approval of a recommendation we are considering today. Please encourage all members of our Marshall community (faculty, staff, and students) to participate in this important exercise.
5. Courseleaf CIM: We announced this summer that we are now only accepting new academic planning and coursework forms through our Courseleaf management platform, CIM. Unfortunately, shortly after we announced this, we learned that there is a slight delay in publishing the 2024-25 academic catalogs, temporarily preventing faculty from submitting requests through the system. Academic Affairs has stressed to Courseleaf the importance of completing this process so we can resume regular business. If this is not completed soon, we will temporarily move back to paper submissions, which we hope we do not have to do. Richard

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Egleton, Chair of the Graduate Council, and I are working to coordinate our actions so that undergraduate and graduate processes are in sync.

6. Catalog Standardization Committee: On a related note, Richard Egleton and I had a meeting with our catalog editors who wanted our advice on which elements of the catalog need curriculum committee review and which do not. During the discussion, we realized that there are many inconsistencies in how each academic program is organized in our graduate and undergraduate catalog. We will soon ask this body to form an ad-hoc committee to propose a policy on which items require approval to be changed and to standardize the content of each program section in the catalog.
7. Usher and Marshal Rotation: Over the summer, we also learned that our Commencement and Marshall Rotation policies have become outdated, due to the creation of new colleges/academic units and other factors. Dr. Kelli Johnson and Dr. Amine Oudghiri-Otmani from our Executive Committee have agreed to draft a proposal for us to review and consider.
8. ITP1 (temporarily called ITP48): As the academy moves forward, technology becomes more integrated into our classroom, which necessitates greater consideration of how academic technology decisions are made today. Today we will consider a resolution to create an Ad-Hoc Faculty Technology Committee (FTC), which would be part of our Technology Governance and Procurement Procedure, an Administrative Policy currently under review. This procedure represents the work of myself, our CIO Dr. Jodie Penrod, our BOG Representative Dr. Robin Riner, and our Council of Chairs Chair, Dr. Allison Carry. If we pass this resolution today, we will pilot the committee before formalizing it as a new Faculty Senate Standing Committee, with changes to our Faculty Constitution later this year.
9. Revised Sabbatical Forms: The Faculty Senate website has updated sabbatical forms for those applying this fall for sabbatical in the 2025-26 academic year. The new forms include language clarifications, and the requirement for notarization has been removed based on advice from the Office of General Counsel. Last spring we approved revisions to AA 1 Sabbatical Leave, but they were not approved by the Board of Governors until a few weeks ago, which will then not be finalized until the period of public comment ends on September 18. For that reason, any faculty applying for sabbatical this cycle will still follow the 2021 sabbatical rules. The new rules will go into effect, assuming no substantive comments are received, during the next cycle. We also hope that this will be a dynamic form by next year.
10. Professional Responsibility, Academic Responsibility, & Academic Freedom (MUBOG AA-16): This proposed BOG rule was approved by the BOG at their August meeting. It will go into effect on September 18 barring any substantive comments.
11. Generative AI: The Presidential AI Task Force continued to meet biweekly during the summer, culminating in presentations and workshops to both the Cabinet and the Board of Governors. The Task Force identified training and tools as the most important needs of faculty now, so expect several important announcements throughout the coming semester. We have released our first short course, "Introduction to Generative AI," for free for all Marshall students, faculty, and staff on the Marshall Skills Exchange (www.marshall.edu/microcredentials). More are on their way. The Center for Teaching and Learning (CTL) will also be providing several playground sessions and other educational opportunities throughout the semester.
12. Summer calendar concerns: On behalf of the University College and the Associate Deans Council, Sherri Stepp reached out to me that our new summer calendar structure, which has multiple terms starting on the same date, negatively affecting student retention and

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progression. I have asked them to work with the BAPC to review these concerns and recommend any changes that would go into effect already in summer 2025.

13. Summer Contracts/Responsibilities: Due to a concern from a faculty member that faculty responsibilities when “off contract” are not clear, I have asked the Faculty Personnel Committee to review whether we can refine our institutional policies for clarity and fairness.
14. Upcoming Meetings/Events
 - a. The items we consider today will be reviewed at our Faculty Senate meeting on September 5.
 - b. Our next Executive Committee meeting as a Senate is scheduled for September 16, for items to be taken up at the September 26 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by September 6.
 - c. The Fall General Faculty Meeting is scheduled for Thursday, October 3 at 4PM in Joan C. Edwards Playhouse.

1. APPROVAL OF AGENDA:

The agenda for the August 26, 2024, meeting was approved as written.

2. APPROVAL OF MINUTES:

The April 8, 2024, meeting minutes were approved as written.

3. RECOMMENDATIONS/RESOLUTIONS:

- a. SR 24-25-01 EC Resolves to Create an Ad Hoc Faculty Technology Committee (FTC).
Moved/Seconded/Approved.
- b. SR 24-25-02 EC Recommends Amending the Commencement Speaker & HD Deadline.
Moved/Seconded/ Approved to be added to September FS meeting agenda

4. SET AGENDA FOR FACULTY SENATE MEETING, SEPTEMBER 5, 2024:

- a. Approval of Proposed Agenda
- b. Approval of Minutes
- c. Announcements – Shawn Schulenberg
- d. Parliamentary Procedures Primer – Chair/Parliamentarian
- e. Recommendations/Resolutions
- f. Regular Reports
 - i. University President – Brad Smith (15 minutes)
 - ii. Provost – Avinandan Mukherjee (15 minutes)
 - iii. Board of Governors – Robin Riner (5 minutes)
 - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)
 - v. Graduate Council – Richard Egleton (5 minutes)
 - vi. Student Government Association – Brea Belville (5 minutes)
 - g. Other Requests to Speak

Approved for September FS meeting

The meeting was adjourned at 12:23 p.m.

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Respectfully Submitted:

Kelli Johnson

Kelli Johnson, Recording Secretary, Faculty Senate

MINUTES APPROVED BY EXECUTIVE COMMITTEE:

Dr. Shawn Schulenberg, Chair
Faculty Senate

Date Signed

MINUTES READ:

Brad Smith, President
Marshall University

Date Signed