



| Details | |
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| Date | Tuesday, April 7, 2026 |
| Time | 3:00 |
| Location | Zoom and Library |

1. Attendance

| ATTENDEES | | | | | | |
|------------|-------------------------|---------|--------|-----------------|---------|--------|
| Chair | Sandra McCarstle | | | | | |
| Vice Chair | Grady Smith | | | | | |
| Note Taker | Gina Wilson | | | | | |
| Attendance | Member | Present | Absent | Member | Present | Absent |
| | Jessi Snider | | | Holly Merta | | |
| | Julie Rodriguez | | | David Woods | | |
| | Ken Grubb | | | Matthew Bennett | | |
| | David Voulgaris | | | Melissa Moore | | |
| | Bracha Silverstone | | | Sharla Walker | | |
| | Stacie Ringleb-Krutilek | | | | | |

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| Others Present | JB Groves |
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Call to Order

1. The meeting was called to order by President Sandra McCarstle at approximately 3 PM with a quorum established.
2. **Adoption of the Agenda** - the agenda was presented by the Faculty Senate President at the start, there was no objection, it's was considered adopted without needing a formal motion
3. **Approval of Minutes-** March minutes were not approved during the meeting. The Secretary will send them out for electronic approval
4. **4. Review of Meeting Rules / Position Guidelines-**A brief review of Robert's Rules and officer roles was provided.

2. Old Business

DISCUSSION

1. Surveys for Study Abroad and Honors College

Surveys for Study Abroad and the Honors College were distributed. Feedback is currently being collected and both surveys will remain open through May. No further action is expected before the end of the semester.

3. New Business

DISCUSSION

1. Evaluation Training-Sharla Walker

Discussion took place regarding concerns that new program directors do not receive sufficient training on the evaluation process. Faculty noted that this lack of guidance results in evaluations being returned multiple times for correction, creating confusion and inefficiencies. It was suggested that a manual or training resource could help provide clarity and support for new directors.

A proposal was made to recommend the development of training materials or a manual for new directors. Sharla Walker made a motion, Gina Wilson seconded. The motion carried.

2. Website Faculty Photos- Sharla Walker

Discussion took place regarding the possibility of adding faculty photos to the college website to help identify faculty and staff, particularly given the number of new employees. Concerns were raised regarding consistency and professionalism of photos, as well as the potential need for a professional photographer. It was noted that other institutions vary in their use of faculty photos, and a campus photography group may be a possible low-cost option.

A proposal was made to bring this idea forward to administration for consideration. Sharla Walker made a motion, Grady Smith seconded. The motion carried.

3. AI and the WCJC Syllabus- JB Groves

Discussion took place regarding the inclusion of an AI statement in course syllabi to address ethical use and academic integrity. It was noted that Distance Education is currently developing a standardized syllabus template that will include an AI statement beginning Fall 2026. No further action was required.

4. Hiring Process (Candidate Interviews)- Kenneth Grubb

Discussion took place regarding concerns with the current hiring process, specifically the requirement to repeatedly interview candidates who rank highly on the rubric system. Kenneth Grubb explained that hiring committees are often required to interview the same candidate multiple times, even after determining they are not a good fit for the department or institution. This limits the ability to interview new candidates who may be a better fit and creates inefficiencies for both faculty and applicants.

Faculty discussed the importance of allowing flexibility in the process, noting that while candidates may improve over time, committees should have discretion to determine when additional interviews are no longer beneficial. It was clarified that this would be an option rather than a requirement and that if a candidate is declined after two interviews, another candidate should be allowed to fill that interview slot. Additional concerns were raised regarding the weighting of experience within the rubric and how it may restrict the range of candidates considered.

Kenneth Grubb made a motion, Julie Rodriguez seconded, to allow hiring committees the option to decline interviewing candidates after two interviews and to replace those candidates with

other qualified applicants. The motion carried.

5. Hiring Process (Current Employees)- Kenneth Grubb

Discussion continued regarding the hiring process, focusing on opportunities for current employees to be considered for open positions. Kenneth Grubb shared concerns that current employees, including adjunct faculty and staff, may not receive interview opportunities due to ranking limitations within the rubric, particularly when experience is heavily weighted.

Faculty discussed the value of providing current employees with opportunities for professional growth and advancement within the institution. It was noted that several members had previously believed this practice was already in place, and examples were shared where current employees were not granted interviews despite applying. Members agreed that offering courtesy interviews would support internal development while still allowing hiring committees to maintain discretion.

Kenneth Grubb made a motion, Grady Smith seconded, to allow hiring committees the option to extend courtesy interviews to qualified applicants who are current employees of the college. The motion carried.

6. Web Updates- Gina Wilson

Gina shared she had received an update and what was brought to her was actually being worked on and withdrew proposal.

7. Salary Transparencies- Gina Wilson

Discussion took place regarding salary transparency and the continued need for clear communication with faculty. Gina Wilson shared information on behalf of a member of her division who did not feel comfortable speaking at Faculty Senate on the record, in order to ensure the concern was represented.

Concerns were discussed regarding why raises or increase in compensation are happening for some, while others are being told “no raises until the salary survey is complete”. That type of practice causes employees to lose trust in administration. There is confusion regarding the creation of new titles that include significant changes in salary, particularly when those positions may not require the same credentials or qualifications as existing faculty in comparable roles. Members noted concerns that some positions without degree requirements may be receiving compensation levels that appear inconsistent with positions requiring advanced credentials. It was expressed that this may create perceptions of inequity among faculty. Members emphasized the importance of maintaining fairness, consistency, and clearly defined standards when assigning titles and compensation.

Faculty also noted that there continues to be limited communication regarding the progress findings, and next steps associated with the salary survey. Members expressed that the lack of updates may impact faculty morale and create uncertainty, thus causing position vacancies. There was a strong emphasis on the need for timely and transparent communication from administration moving forward.

Discussion reflected a continued interest in understanding how salary data is being used, what potential adjustments may be considered and the anticipated timeline for any decisions. Faculty reiterated the importance of maintaining competitive and equitable salaries across departments

and comparable institutions.

A proposal was made to request transparency and clarification regarding salary practices and compensation structures. Gina Wilson made a motion, Julie Rodriguez seconded. The motion carried.

DISCUSSION

1. Review of meeting notes with Dr. Allen

Discussion took place regarding updates shared following the meeting between Faculty Senate President Sandra McCarstle and Dr. Allen. Information was reviewed in relation to previously passed Faculty Senate motions presented to administration.

Updates were provided on several key areas. Administration has communicated progress on the faculty salary survey, including general timelines and next steps, though faculty continue to express a need for more consistent and detailed communication.

The purchase order process delays have been acknowledged by administration, and efforts are underway to streamline procedures and reduce backlogs with support from VP Cunningham.

Concerns regarding gas cards for college vehicles and department credit cards have been brought forward, with administration indicating these items will be reviewed further and additional information will be provided. Updates were also shared regarding Banner registration issues, with oversight now assigned to Dr. Byrd to improve student support and system functionality.

Discussion also included instructional space concerns, with administration currently reviewing classroom capacity and planning to gather faculty feedback through division chairs. This feedback will be used to inform future decisions related to instructional spaces.

Members noted the importance of continued follow-up on all items presented and emphasized the need for clear and ongoing communication between Faculty Senate and administration.

8. Adjournment

ADJOURNMENT

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| 1. | The meeting adjourned at 4:10 pm | |
| 2. | Signature Approval: | Gina Wilson |