**OZARKS TECHNICAL COMMUNITY COLLEGE**

**FACULTY SENATE SPECIAL MEETING MINUTES**

Thursday, November 17, 2016, 3:00PM

## Agenda

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| Meeting Items  |
| Item |
| Call to Order |
| Roll Call |
| Reading of the Minutes |
| Treasurer Report |
| Communication Report |
| Old Business |
| New Business |
| Upcoming Meetings |

## Item I: Call to Order

Jonathon Herbert called the meeting to order at 3:12pm.

## Item II: Roll Call

**Senators present:** Mark Ackerman, Brandon Burk, Peris Carr, Stephanie Davenport, Rebecca Gehringer, Jonathan Herbert, Daniel Kopsas, Tara Lacio, Kirsten Markley, Sandra Sanford, Larry Scharnberg, Kathryn Shade, Dana Sherman, and Nicole Wallen.

**Senators absent:** Lynnar Hamilton, Kerri Huff, Elaine Kramer, Dana Price, Melissa Wittmer, and Christopher Young.

## Item III: Reading of the Minutes

Tara Lacio, secretary, has been unable to complete the minutes from the previous meeting. Minutes will be sent out by email for approval.

## Item IV: Treasurer Report

Larry Scharnberg, treasurer, presented the budget. There have been no changes and the budget remains at $2,419.

## Item V: Communication Report

Kirsten Markley, communications coordinator, requested missing photos be sent to her ASAP. Once all portraits are received they will be added to the Faculty Senate webpage.

## Item VI: Old Business

*Open Letter to Faculty Senate Predecessors*

The letter addressed to Faculty Senate predecessors at the previous meeting be rolled into a letter to all faculty to ensure there is inclusion. Jonathan Herbert will draft a letter for approval.

*Faculty Senate Constitution*

The Faculty Senate constitution is now complete. Special thank you to Martha Crise and Lisa Marks for assisting Tara Lacio in the final edits. The constitution will be added to the webpage. Faculty Senate will hold an open forum during professional development day prior to the spring semester to allow faculty to ask questions about Faculty Senate, the constitution, provide feedback, and learn how to get involved. More info to come.

*Administrative Withdrawal Policy and Study Attendance*

Further discussion took place about faculty concerns over the new attendance policy. There is worry that it will reflect on their evaluation forms. It was pointed out that retention is only one box on the form and that if faculty are doing the other items in the category then it should have no bearing on their score. A committee was formed to discuss the withdrawal policy further: Kirsten Markley, Daniel Kopsas, Rebecca Gehringer, Stephanie Davenport, and Brandon Burk.

## Item VII: New Business

*Academic Council update*

Jonathan Herbert updated Senate on the most recent Academic Council meeting including discussion about: The withdrawal policy-approximately 239 students owe the college money this semester for never attending classes. Discussion took place about withdrawing students who have not attended the first week rather than the first 2 weeks. This will help students receive a 100% refund, minus the drop fees, and avoid them having a large balance owed to the institution.

Canvas-19 courses using Canvas this semester and no complaints from students or faculty.

The probation policy-do we recommend or make requirements for students on probation? What about barriers it could cause for the students?

OTC Navigate-will help students through the entire enrollment process. If a student misses a step it will text them (or whatever form of communication the student selects when enrolling).

*Aviation Program*

Jonathan Herbert reported information learned about the new aviation program. The OTC program will license students to work in cargo or charter planes. OTC has a 2+2 articulation agreement set-up with UCM to allow students to also become licensed in passenger planes.

## Item VIII: Upcoming Meetings

No meeting in December

Spring semester meetings: TBD

*Meeting adjourned at 4:10pm.*