**OZARKS TECHNICAL COMMUNITY COLLEGE**

**FACULTY SENATE REGULAR MEETING MINUTES**

Thursday, November 16, 2017, 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

Jonathan Herbert called the meeting to order at 3:02PM.

## Item II: Roll Call

**Senators present:** Mark Ackerman, Danyel Anderson, Brandon Burk, Andrew Crocker, Stephanie Davenport, Keith Dinwiddie, Rebecca Gehringer, Brian Gray, Carl Hamm, Jonathan Herbert, Curtis Klotz, Elaine Kramer, Sandra Sanford, Craig Schutt, Gary Verch, Chris Young

**Senators absent:** Jim Bridwell, Martha Crise, Lynnar Hamilton, Rene Wade

**Guests:** Dr. Vivian Elder, Lisa Marks, 10 Faculty Members via Zoom

## Item III: Reading of the Minutes

Stephanie Davenport presented the minutes from the Senate meeting on October 19. Minutes motioned and approved.

## Item IV: Treasurer Report

Stephanie Davenport presented the treasurers report. We have started a new fiscal year and have $2,500 in our account.

## Item V: Communication Report

Stephanie Davenport continues to update the Faculty Senate website as minutes are approved. The revised Constitution has been uploaded to the Faculty Senate website.

## Item VI: Old Business

*Syllabus Reduction*

Jon Herbert presented proposal for reduction of syllabus – noted that course information is 5 pages of text, while college information is 14 pages of text in current syllabus. Next step will solicit feedback from Faculty via email.

*E-books*

Dr. Elder provided an update – a pilot for auto-access to the e-book will take place in spring with BUS 160, MTH 210, and ECO 275. Student input will be gathered after pilot.

*OTC 101*

Lisa Marks gave a short presentation about OTC 101 and distributed the required text for senators to review. An outline of topics covered over the 16 week semester was also distributed. It was clarified that OTC 101 is required of all transfer degree students. Students will be suggested to take it their first semester, however the capability to force this is not possible at this point. Also noted that students who transfer to OTC with a “college orientation” course will have OTC 101 waived.

*Proctoring*

Stephanie Davenport reported that OTC Online is investigating two alternative companies for remote proctoring – ProctorU Auto and Proctorio. Both companies provide remote proctoring at a much cheaper cost than what the college is currently using. Demonstrations are scheduled for November 28 and November 30 in LCN 211.

*Printers Removed From Offices*

Sandy Sanford reported that a process has been defined for inventory and removal of printers from faculty and staff offices. After a printer is marked for removel, a faculty or staff member has 2 weeks to appeal the decision to the appropriate Dean. The Dean may approve or reject the appeal.

*Intent to Hire Contract*

Rebecca Gehringer and Elaine Kramer reported on their discussion with Dr. O’Connor on this topic. The assignment letter process is not automated and must be done on a case-by-case basis. Suggestions include department chairs ensuring that adjuncts are clear on how many students are needed for a class to make and when pay dates will be for the upcoming semester.

## Item VII: New Business

*No New Business*

## Item VIII: Upcoming Meetings

Thursday, January 11 - TBD - Faculty Senate Open Forum, TBD

Meeting invites will be sent out.

*Meeting adjourned at 4:00 pm.*