

# OZARKS TECHNICAL COMMUNITY COLLEGE FACULTY SENATE REGULAR MEETING MINUTES

Thursday, August 30, 2018 3:00PM

## Agenda

Meeting Items
Call to Order
Roll Call
Approval of Minutes from Last Meeting
Reports
Open Issues
New Business

### Item I: Call to Order

Andrew Crocker called the meeting to order at 3:02 PM.

### Item II: Roll Call

Andrew Crocker called the Roll

**Senators present:**

**Senators absent:**

**Guests:**

### Item III: Approval of Minutes from Last Meeting

Minutes from April were approved.

### Item IV: Reports

Curtis Klotz said he had information regarding nameplates. More details below.

### Item V: Open Issues

- A. Meet and Greet with New Senators
- B. Constitutions, Procedures, Protocol
  - a. The Senate suspended the rule requiring the Secretary be a second year senator.
- C. Looking ahead to 2018-2019
  - a. Dr. Tracy McGrady on curriculum approvals
    - i. Dr. McGrady requested feedback on the following changes:
      1. In order for it to be Faculty Driven, Deans, who have input earlier in the process, would be removed from the committee structure a second time.
        - a. Feedback was positive that streamlining the process is a good change
      2. Number of Faculty and Terms – 10 committee members; two year terms; chair rotate off?
        - a. Positive response by the Senate to the changes introduced by Dr. McGrady and recommendation that she move forward with the changes.

- b. Dr. Vivian Elder/Mindy Gomez on off-campus proctoring changes.
  - i. D. Higgenbotham Presented proposed changes to the Off Campus Proctor Process
    - 1. M. Gomez moved into Testing Services area
    - 2. Off Campus Proctor Form moved to the Testing Services Webpage
    - 3. Decision made to eliminate 30 minutes rule
    - 4. Asked if faculty wanted to be copied on all emails.
    - 5. Asked if faculty want to receive the signed document.
    - 6. Asked if the Math faculty want to receive the Math exams directly or do they want it to go to the Testing Services office first.
      - a. Positive feedback about the changes. Senate recommended that the faculty not be copied on all communication, but that they receive a notice of the final decision regarding the off campus request and approval. The signed documents did not need to be forwarded to the faculty because they are kept on file electronically in Testing Services. The Math Faculty would like to have the Math exams sent to the faculty first.
- c. Adjunct Representation/Outreach
  - i. A. Crocker asked if there was a way to better reach out to the Adjuncts and let them know that the Senate represents them as well.
    - 1. Feedback included: Personal connection in each area to make them feel more connected; Signage; Promotional Materials; Posters in the Adjunct Offices; Invite all fulltime faculty to help make connections with all of the adjuncts; Have more full time faculty take part in the adjunct faculty meetings before the beginning of the semester; Lack of Lead Instructors may make it harder for points of contact; Adjuncts could be invited to Department Meetings during the semester.
    - 2. Next step is for J. Herbert and M. Whittmer to research a "next step"
- d. Following up on Faculty Senate Nameplates from May meeting
  - i. Curtis Klotz - updated the committee on prices and styles. A decision was made regarding the appropriate nameplate.
  - ii. Discussion of ways to label Senator Offices to open lines of communication with faculty.

## **Item VI: New Business**

- A. Looking Ahead
  - a. September – Discuss Constitution and Ebooks, Textbooks, Bookstore, etc.

*Meeting adjourned at 3:55 pm.*