**Date**: Thursday, March 24, 2022

**Time**: 4:00 PM

**Facilitator**: Ms. Kristy Conner (President)

In Attendance

**Officers Present:** Dr. Trisha White (Vice President), Mr. Andrew Crocker (Treasurer), Mr. Craig Granger (Communications),Mr. Ross Lowrance (Secretary)

**Officers Absent:**

**Senators Present:** Dr. Daniela Brink, Mr. Peris Carr, Mr. Jared Durden, Mr. David Fotopulos, Ms. Shelby Gannott, Mr. Jeff Kulback, Dr. Morgan Presley, Ms. Deborah Stinnett, Ms. Tracie Liska

**Senators Absent:** Ms. Sarah Gamble

**Special Guests:** Mr. Drew Courtway, Internal Auditor; Mr. Jeff Jones and Mr. Ed Derr, Disability Support Services

Call to Order

The meeting was called to order at 04:00PM

Approval of Minutes

The minutes from February were approved as presented

Reports

* Treasurer’s Report – Mr. Andrew Crocker
	+ No updates
* Academic Council – Ms. Tracie Liska
	+ No updates
* Center for Academic Innovation – Mr. Jared Durden
	+ “Ungrading” Book Club
		- Join on Teams

Old Business

* Interoffice Mail
	+ Still looking for volunteers

Program

* Email Etiquette Standards – Mr. Craig Granger
	+ Many students email how they text
	+ Common components:
		- What section the student is in, using professional language/tone, etc.
	+ Senate will create a draft; President Conner will email it to Dr. Megan Weaver, Dean of Academic Services
* Senate elections
	+ President Conner will send a mass email detailing:
		- What each position involves
		- How many positions
	+ Ask faculty members to nominate
	+ President Conner will reach out to nominees to confirm
	+ New Senators/Officers will be known by the April meeting
* Mr. Drew Courtway, Internal Auditor
	+ <https://about.otc.edu/ia/>
	+ [Link to Power Point Presentation](https://otc0-my.sharepoint.com/%3Ap%3A/g/personal/courtwad_otc_edu/ESRtrSwgXYdLpQiBezItEQYBYYH2HtmO3wktFvErnD52QA)
	+ Why does OTC need an internal audit?
		- Provides valuable information to the Board and Cabinet
		- Reports on if the College is in compliance
		- Assist with reviewing internal matters such as enhancements and other projects
	+ What is an internal audit?
		- Provides independent data on value-add projects
		- Intended to help the College complete its goals
		- Not all organizations use them
			* More common in higher education
	+ What is internal audit NOT?
		- Not “decision making”/management
	+ Internal Audit at OTC
		- Governed by the *Institute of Internal Auditors (IIA)*
		- Internal Audit has a dual reporting structure:
			* Functionally to the Board of Trustees
			* Administrative to the Chancellor
		- Has full, unrestricted access to all college records necessary to conduct audit activities
		- Ethics hotline
			* Online form
			* Email: ethicshotline@otc.edu
			* Phone: 417-447-4840
* Mr. Jeff Jones and Mr. Ed Derr, Disability Support Services
	+ Links to documents provided by DSS
		- [Accommodation Plan Template](https://otc0-my.sharepoint.com/%3Aw%3A/g/personal/connerk_otc_edu/EQO_CM_rFtlFiUBgkw8GWYwBhECcfsIiARLRS7VRSwugVg?e=virvwS)
		- [Faculty Senate Must Knows](https://otc0-my.sharepoint.com/%3Aw%3A/g/personal/connerk_otc_edu/ETrvDw5XmAhDk9w8ZoNDVE8Bo6ZAnJHLLGrzi04tFllt6A?e=8vcRwK)
		- [Unreasonable Accommodations](https://otc0-my.sharepoint.com/%3Aw%3A/g/personal/connerk_otc_edu/EdfDoh5gUMNAmWZS5vK_3uoBRtsPbxSjz2tCxwC-cvvXfg?e=hsYtBk)
	+ Common Faculty Questions:
		- What do I do if a student needs accommodations but won’t seek them?
			* Speak with them and let them know the services OTC has available
		- Can we be notified in advance with a student needing accommodations enrolls in one of our classes?
			* If it is a visual/hearing impairment, yes (accommodations will be sent in advance)
			* Generally, though, students do not seek accommodations until after the semester begins

Adjournment

The meeting was adjourned at 05:01PM