**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/:p:/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](mailto: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/:w:/g/personal/connerk_otc_edu/EQO_CM_rFtlFiUBgkw8GWYwBhECcfsIiARLRS7VRSwugVg?e=virvwS)
    - [Faculty Senate Must Knows](https://otc0-my.sharepoint.com/:w:/g/personal/connerk_otc_edu/ETrvDw5XmAhDk9w8ZoNDVE8Bo6ZAnJHLLGrzi04tFllt6A?e=8vcRwK)
    - [Unreasonable Accommodations](https://otc0-my.sharepoint.com/:w:/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