**Date:** Thursday, October 19, 2023

**Time:** 3:00 pm

**Location:** Virtual Teams Meeting

**Facilitator:** Mr. Andrew Crocker – President of Faculty Senate

**In Attendance:**

***Officers Present:*** Mr. Gabriel McLaughlin (Treasurer), Ms. Angie Messner (Secretary), Mr. Daniel Kopsas (Communications)

***Senators Present:*** Mr. Ross Lowrance, Dr. Susan Inman, Mr. Dan Janssen, Ms. Dawn Wright, Ms. Dandy Finney, Dr. Katherine Craft, Ms. Kimberly Kosmicke

***Faculty and Special Guest Speakers:*** Dr. Gavin O’Connor, Dr. Drew Aberle, Ms. Sarah Bargo, Mr. Jared Durden, Dr. Julie Coltharp, Mr. Philip Arnold, Dr. Trisha White, Ms. Shelby Gannott, Ms. Marilyn Madden, Ms. Sarah Gamble, Ms. Denise Baer

***Call to Order:***

* Meeting called to order at 3:04pm.
* Roll call – *Ms. Angie Messner*

***Reading and Approval of the Minutes:***

* September 2023 Faculty Senate meeting minutes were approved by Andrew Crocker; seconded by Daniel Kopsas.

***Reports and Announcements:***

* Treasurer’s Report – *Mr. Gabriel McLaughlin*
	+ No report.
* Strategic Planning Council Report
	+ A new taskforce is being developed to streamline Canvas course sites for students. A survey will be sent out next week for faculty to complete. All faculty are encouraged to participate in the survey.

***Business/Program:***

* Dr. O’Connor on Updates for LDA compliance
	+ Overall, LDA reporting is going well. Still working with IT to work through some technical issues that are continuing.
	+ Faculty are still unable to re-enroll students in courses. Conversations are happening with IT to see if this can be reinstated. At this time, requests to re-enroll students need to be sent to the Registrar’s Office or Dr. O’Connor.
	+ A reminder to communicate with the Title IX office if there is an attendance concern for a student working with their office.
* Ms. Bargo on Student Organizations
	+ Student organizations are doing audits this semester reviewing their active student involvement and updating their constitutions.
	+ There are currently 20 active student organizations that will be receiving funding ($250) this semester to use for events.
	+ The student life website has updated information on active student organizations.
	+ The Strategic Plan has a goal to increase student engagement and student organizations is a key part of meeting that goal. Would like to see an increase in the number of active student organizations at the college.
	+ A full-time faculty member can be an advisor for a student organization. A key role is approving expenditures by the student organization and assisting in planning events through the organization.
	+ The Office of Student Care & Engagement would like any full-time faculty members interested in helping with a student organization to reach out to them.
	+ Planning to create a student organization orientation every fall so student organization leaders and faculty advisors understand the expectations and processes. Also working on creating a student organization handbook, redesigning the website, and building a Canvas course for student organization leaders and advisors to use.
	+ Positive notes- ambassadors have been more active this semester, there was increased student attendance at the student organization fair, fall picnics, Fall Ball, and blood drives.
* Dr. Coltharp & Mr. Durden on Innovation Celebration
	+ Innovation Celebration grant applications are now open.
	+ Friday October 20th 1-2 pm is an Innovation Lab in the PMC.
	+ Tuesday November 14th is another scheduled Innovation Lab.
	+ Individual meetings can be scheduled with CAI staff as well.
* Dr. Coltharp & Mr. Arnold on Teams Best Practices
	+ IT is the point of contact for Teams training and troubleshooting technical issues with Teams for faculty and students.
	+ CAI shared a link for best practices in Teams and has online resources for faculty and students to better understand how to use Teams effectively in classes.
	+ CAI staff are willing to test out teams with faculty one-on-one as a test student to try different features and practice navigating Teams prior to using it in classes.
* Locked classroom door practice
	+ Dr. McGrady and Dr. Aberle shared that locking classroom doors is a request from the Safety & Security office as a suggested practice, not an OTC policy.
	+ Faculty will not be reprimanded for not locking classroom doors during class time.
	+ Safety & Security requests locking classroom doors after class time to protect campus property in classrooms when not being used.

***New Business:***

* The Faculty Senate will continue the discussion on Teams best practices in November.
* The next Faculty Senate meeting will be Tuesday November 14th at 3:00pm on Teams.

***Adjournment:***

* Motion to adjourn from Andrew Crocker; seconded by Angie Messner.
* Meeting adjourned at 4:00pm.