**Date:** Tuesday, November 14, 2023

**Time:** 3:00 pm

**Location:** Virtual Teams Meeting

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

**In Attendance:**

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

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

***Faculty and Special Guest Speakers:*** Ms. Linda Whipple, Mr. Philip Arnold, Mr. Scott Fiedler, Ms. Marilyn Madden

***Call to Order:***

* Meeting called to order at 3:02pm.
* Roll call – *Ms. Angie Messner*

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

* October 2023 Faculty Senate meeting minutes were approved by Tracie Liska; seconded by Susan Inman.

***Reports and Announcements:***

* Treasurer’s Report – *Mr. Gabriel McLaughlin*
  + No Faculty Senate funds have been utilized so far this academic year.
* Academic Council Report
  + Participated in a professional development activity during the most recent meeting.
* Student Affairs Council Report
  + Discussed OTC resources that are available to assist students in various ways.

***Business/Program:***

* Ms. Linda Whipple on best practices in supporting ESL students.
  + Communication may need to be slower with ESL students to facilitate understanding, but it’s not necessary to be louder.
  + Simple sentence structure can be helpful with communication as well.
  + Faculty can recommend to ESL students to take some additional English classes (reading and writing courses) if they are struggling with English comprehension.
  + Ms. Whipple will do more research on teaching methods that can assist faculty working with ESL students in various courses and will share this information when available.
* Further discussion with Mr. Philip 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.
  + When you create a Teams meeting space for your classes, CAI recommends putting your Teams meeting link on the home page of your Canvas course so it is easily accessible to students.
  + CAI also recommends creating separate Teams meeting spaces for separate course sections and use pauses periodically during instruction to allow students an opportunity for online participation.
  + Students’ cameras being turned on during Teams class activities is up to the discretion of the instructor.
  + Students can create their own Teams meeting spaces for study groups and collaboration with other students.
* Mr. Scott Fiedler on Visiting Student Policies.
  + Non-degree seeking students (a.k.a. visiting students) are not eligible for financial aid but are allowed to take courses without meeting prerequisites at OTC.
  + Students will use this option when courses are not available at their primary college (this is common with MSU students).
  + All visiting students are assigned an admission counselor to ensure they are taking the correct course they are intending to complete.
  + There are issues at times with students not being adequately prepared to take a course due to not meeting prerequisites.
  + There are some courses that have registration restrictions (such as select admission programs) that prevent visiting students from registering for their courses.

***New Business:***

* Purpose and need of submitting midterm grades.
  + This is important for many programs such as High School Health Sciences and other Health Sciences Programs to have midterm grades submitted. This keeps the programs updated on students’ performance in meeting academic criteria for admission and retention in these select admission programs.
* The next Faculty Senate meeting will be Thursday December 7th at 3:00pm on Teams.

***Adjournment:***

* Motion to adjourn from Daniel Kopsas; seconded by Tracie Liska.
* Meeting adjourned at 3:48pm.