**Date:** Thursday, December 7, 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, Ms. Dandy Finney, Ms. Cara Griffin, Ms. Kimberly Griffin, Dr. Susan Inman, & Mr. Dan Janssen

***Faculty and Special Guest Speakers:*** Ms. Lorraine Gardner, Dr. Tracy McGrady, Dr. Gavin O’Connor, Mr. Chris Young, Mr. Scott Fiedler, Ms. Abby Rea Hicks, Dr. Trisha White

***Call to Order:***

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

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

* November 2023 Faculty Senate meeting minutes were approved by Andrew Crocker; seconded by Kimberly Griffin.

***Reports and Announcements:***

* Treasurer’s Report – *Mr. Gabriel McLaughlin*
	+ No Faculty Senate funds have been utilized so far this academic year.
* Strategic Planning Council Report
	+ Discussed the 10-year plan for the college (goals to accomplish).
	+ New parking lots were discussed for the Springfield campus.
	+ Discussed the new Integrated Planning Process (Diamond System).

***Business/Program:***

* Ms. Lorraine Gardner 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.
	+ Understanding directions for assignments can be difficult for students who are new English-speaking.
	+ In some countries plagiarism is not considered an academic offense. Teach these students the standards and expectations of using sources of information.
	+ Always give directions for assignments verbally and in writing (on whiteboard, in email, or written on the assignment).
	+ Build relationships with ESL students so they feel comfortable asking the instructor questions.
	+ Students must use vocabulary repetitively to start developing a good understanding of the English language.
	+ Avoid figurative language (may take this literally and misunderstand).
	+ Use pictures/visuals, videos, charts, & graphs. Have subtitles turned on with videos.
	+ Small group work is effective for ESL students to work together in learning and understanding.
	+ Through Coursera, the University of California Irvine has a three-course series that is free for students. It has university skills for non-native English-speaking students. Students can complete this course at their own pace.
		- See email from Ms. Lorraine Gardner discussing how students can register for this course.
	+ Ms. Lorraine Gardner and Ms. Linda Whipple are available to help any faculty needing further assistance with ESL students in their classes.
* Dr. Tracy McGrady providing an update on the Alliance for Healthcare Education and other updates.
	+ Currently in the process of interviewing for an Executive Director for the Alliance for Healthcare Education.
	+ Currently working through the accreditation and program development process to be ready to launch in Fall 2025 semester.
	+ Expanded middle college will begin in Fall 2024. There are 56 SPS student applicants. Anticipating between 35 – 40 SPS students will be accepted.
	+ Cox College is continuing to teach students but will determine a date when they will no longer be accepting new students.
	+ An open house will take place in February 2024 for current Cox College employees to get to know OTC and MSU. Anticipate starting to identify new employees for the programs transitioning to OTC in Spring 2024. Official hiring will follow thereafter.
* Dr. Tracy McGrady providing other college updates.
	+ Planning continues for the development of the new Student Success Building.
		- This building will provide lots of study rooms for students, and will move the library, writing center, gym facilities, etc. into this building as well.
	+ The college has successfully transitioned to Teams from Zoom.
	+ Continuing to expand short-term training offerings for students.
	+ Getting ready to start the shift to yearly registration.
		- Starting in March 2024 students will be able to register for Summer, Fall, and Spring semesters all at once.
	+ The new Integrated Planning Process is going well. Thank you to all faculty who participated as a Peer Reviewer!
	+ Dr. McGrady thanks all faculty for their dedication to students through their exceptional work at OTC.
* Dr. Gavin O’Connor providing an update on administrative withdrawal.
	+ Faculty will need to continue working with Dr. O’Conner to re-enroll students in courses.
	+ The audit this year has very positive results, showing improvement in everyone’s work on following these processes correctly.

***New Business:***

* The faculty would like more information provided about the changes coming to parking on the Springfield Campus with the building of the Student Success Building.

***Adjournment:***

* Andrew Crocker, President of Faculty Senate, thanked all senators and faculty for attending Faculty Senate meetings in 2023.
* Motion to adjourn from Andrew Crocker; seconded by Dawn Wright.
* Meeting adjourned at 3:45 pm.