**Date:** Thursday, April 18, 2024

**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. Cara Griffin, Ms. Kimberly Griffin, & Ms. Kimberly Kosmicke.

***Faculty and Special Guest Speakers:*** Dr. Gavin O’Conner, Ms. Lisa Gardner, Ms. Erin Canton, Ms. Tammy Casey, Ms. Jade Saeger, Ms. Donna Pritchard, & Dr. Trish White.

***Call to Order:***

* Meeting called to order at 3:01 pm.
* Roll call – *Ms. Angie Messner*

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

* March 2024 Faculty Senate meeting minutes were approved by Kimberly Kosmicke; seconded by Tracie Liska.

***Reports and Announcements:***

* Treasurer’s Report – *Mr. Gabriel McLaughlin*
  + No Faculty Senate funds have been utilized this academic year.
* Academic Council
  + Reviewed the upcoming academic calendars. In Spring 2025 there will be a week-long break between A-block & B-block (following spring break). Dr. O’Conner will have these academic calendars available to view online tomorrow.
* Student Affairs Council
  + Revised some policies that needed updated.
  + Encouraged faculty to share with students during class time college activities that are available for students.

***Business/Program:***

* Faculty Senate elections discussion.
  + There are 5 Senators that will be returning next year.
  + The number of Senators needed for each division are:
    - 8 Senators for Arts, Sciences, & Business
    - 4 Senators for Tech Ed
    - 4 Senators for Health Sciences
    - 1 Senator as a satellite representative
    - Total: 17 Faculty Senators
  + Nominations for new Senators have been received.
  + A survey will be sent out next week (April 22nd – April 26th) for faculty to vote on new Faculty Senators for the next academic year.
* Adjunct Appreciation Committee report.
  + There are (3) adjuncts receiving 20-year awards and (28) adjuncts receiving 10-year awards.
  + Gifts have been ordered and will be dispersed in May.
  + Faculty Senators assisting with dispersing gifts at the various campuses and centers are:
    - Dawn Wright- will disperse gifts on Richwood Valley Campus.
    - Tracie Liska- will disperse gifts at Lebanon & Waynesville Centers.
    - Angie Messner- will disperse gifts on Springfield Campus.
  + Adjunct appreciation gifts are:
    - 10 years of service – engraved key chain & pen set from OTC bookstore.
    - 20 years of service – engraved 4-pack of coasters with wooden holder from OTC bookstore.
* Dr. Gavin O’Conner discussing short-term training course offerings.
  + Over the past two years, the Center for Workforce Development has been more effectively integrated into the OTC system through short-term training course offerings.
  + These courses are now credit-based courses (some courses are zero credits, while others are worth a range of credit hours).
  + Allied Health short-term training courses are being offered within the Health Sciences Division.
  + Some Technical Education courses have been divided into short-term training courses to help progress students toward their ultimate educational goal (completion of a certificate or degree).
  + Arts, Sciences, & Business has an ASL course offered in short-term training.
  + One area of the Strategic Plan is to develop more short-term training courses.
    - More information will be shared with faculty in future.
  + Any questions or interest in developing short-term training courses can be directed to Dr. Gavin O’Conner.
* Dr. Gavin O'Conner discussing year-end summary of administrative withdrawal.
  + Overall, administrative withdrawal reporting from faculty is going well.
  + Updated instructions for reporting administrative withdrawal will be shared again in the Fall 2024.
  + The last day to withdraw for 16-week courses is coming up soon (May 6th).
  + After grades are submitted, a report is run to show which students received an “F”. If a student has an “F” for a final grade but their LDA is 2 weeks or more from the last day to withdraw, their grade will be changed to a “W” in accordance with the current policy.
* Faculty discussion on proctored exams in online courses.
  + There are variations in how each division and program at OTC uses proctoring on exams and quizzes (some courses have only one proctored exam while others have multiple proctored exams).
  + Proctorio is being used by many faculty for proctored unit exams and comprehensive final exams.
  + This topic can continue to be discussed further in future Faculty Senate meetings if necessary.

***New Business:***

* No new business.

***Adjournment:***

* The last Faculty Senate meeting for this academic year will be Thursday May 9th, 2024, 3:00-4:00pm on Teams.
* Motion to adjourn from Daniel Kopsas; seconded by Kimberly Kosmicke.
* Meeting adjourned at 3:36 pm.