**Date:** Tuesday, February 25, 2025

**Time:** 4:00 pm

**Location:** Virtual Teams Meeting & Brooks Conference Room ICW 219P

**Facilitator:** Ms. Tracie Liska – President of Faculty Senate

**In Attendance:**

***Officers Present:*** Mr. Gabriel McLaughlin (Vice President), Ms. Jean Ann Rushing (Secretary), Mr. Daniel Janssen (Communications).

***Senators Present:*** Dr. Kristall Fears, Dr. Morgan Presley, Ms. Kimberly Kosmicke, Ms. Eva Patterson, Ms. Dawn Wright and Mr. Landon Vinson.

***Faculty and Special Guest Speakers:*** Dr. Tracy McGrady, Ms. Jacque Harris

***Call to Order:***

* Meeting called to order at 4:00 pm.
* Roll call – *Ms. Jean Ann Rushing*

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

* January 2025 Faculty Senate meeting minutes were approved by Gabe McLaughlin; seconded by Eva Patterson.

***Reports and Announcements:***

* Academic Counsil Report – *Mr. Gabe McLaughlin*
	+ Received an update on the strategic plan with highlights of completed and ongoing initiatives.
* Academic Affairs Report – *Mr. Gabe McLaughlin*
	+ New partnership in Lebanon for a medical simulation lab that will involve community training.
	+ ICE building renovations
		- Third floor targeted for spring break opening
		- Second floor by December of next year
	+ Career pipeline activity discussed focusing on career engagement strategies.
* Strategic Planning Counsil Report – *Mr. Gabe McLaughlin*
	+ Review of OTC Care process improvement:
		- Transitioning to a continuous student-centered case management approach.
		- Enhanced access to interaction reports which will be available throughout the student’s time at OTC.
	+ Data review of fall application data: Approximately 9,000 applicants with enrollment conversion breakdown.
		- Recruitment strategies discussed, as well as retention information from orientation to first week of classes and how to sustain student engagement.
* Treasurer’s Report – *Ms. Tracie Liska*
	+ No Faculty Senate funds have been utilized this academic year.

***Business/Program:***

* Special Guest Speaker *Dr. Tracy McGrady*
	+ DEI topics in the classroom
		- Addressed current legislative landscape and implications for DEI efforts in higher education.
		- Clarified, no current changes affecting classroom curriculum at OTC.
		- Emphasized adherence to core objectives and fostering critical thinking without promoting ideological agendas.
		- Reinforced institutional support for faculty, highlighting the core value of inclusion and student diversity exceeding that of local communities.
		- Encouraged faculty to reach out with classroom concerns or student complaints.
* Special Guest Speaker *Ms. Jaque Harris*
	+ Helping students transition from Google Docs to Microsoft Word
		- Demonstrated the "Save As" function for file conversion.
		- Promoted use of OneDrive via Office 365 for document storage, especially for Chromebook users.
		- Shared a repository of tutorials tailored for students and faculty.
		- Provided links to video tutorials and scribe tools to aid classroom integration.
			* [Tutorial Inventory](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fspreadsheets%2Fd%2F1sQfbhKV-epS-G8GQ9o2veFUP7Fi8vruPbCN6gpJo9W0%2Fedit%3Fusp%3Dsharing&data=05%7C02%7Crushingj%40otc.edu%7C40a476e7c447432ca52108dd573c8d9d%7Cdeb7ba7672fc4c07833f1628b5e92168%7C0%7C0%7C638762639765234137%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=FjaBOXwyVmsrwpdAhB%2FILS7Nyf%2Bgu2H5rbwqCZd25mo%3D&reserved=0)
			* [Accessing One Drive](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.canva.com%2Fdesign%2FDAFnzAhZP74%2FMhkYqwNuy1QHuAy_ZCW_WQ%2Fwatch%3Futm_content%3DDAFnzAhZP74%26utm_campaign%3Ddesignshare%26utm_medium%3Dlink2%26utm_source%3Duniquelinks%26utlId%3Dh9d625b6744&data=05%7C02%7Crushingj%40otc.edu%7C40a476e7c447432ca52108dd573c8d9d%7Cdeb7ba7672fc4c07833f1628b5e92168%7C0%7C0%7C638762639765261190%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=HmeCa5FFw1ebymU84h0gxAJQ75Q1hzJYLEihEMtMKb4%3D&reserved=0)
			* [Google Docs Download As](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2FygfHtW5IC6Q%3Fsi%3DZiDxRnwmMX68hdc5&data=05%7C02%7Crushingj%40otc.edu%7C40a476e7c447432ca52108dd573c8d9d%7Cdeb7ba7672fc4c07833f1628b5e92168%7C0%7C0%7C638762639765279598%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=4aw39yoPI2GNtx3mjTem46%2ByVR3nAGvCvJEWXcgfpxk%3D&reserved=0)
* Ms. Tracie Liska
	+ Constitution Update
		- Major changes included:
			* Updates to Article Five, Section Four regarding adjunct faculty representation.
			* Updated Article 3, to add the word executive in front of Vice Chancellor.
			* Executive Council section adjustments to reflect current structure and responsibilities.
	+ Motion to vote to approve the revised Faculty Senate Constitution was approved by Gabe McLaughlin; seconded by Eva Patterson.
		- Faculty Senate Vote Result: Motion carried unanimously
		- Updated constitution will be placed on the faculty senate page so adjuncts will be able to participate in the next election.

***New Business for the 2024-2025 Academic Year:***

* Faculty Senate Coat Closet – *Eva Patterson*
	+ Contacted OTC Cares, currently, there is no designated resource for winter clothing assistance on campus.
		- Suggested referring students in need to OTC Cares for potential funding assistance. They can also direct students to off-campus resources.
	+ Contacted Career Services, occasionally has coats available but no formal program.
		- Due to recent flooding, their storage space is currently limited. However, they expressed a willingness to store a small number of coats if necessary.
	+ Also inquired about potential grant funding to support the initiative but has not yet received a response.
	+ Discussed whether this could be a recurring Faculty Senate initiative, such as an annual coat or winter clothing drive.
	+ Additional considerations included:
		- Expanding the initiative to multiple campus locations.
		- Starting small with unisex winter coats in a range of sizes.
		- Exploring grant opportunities for long-term sustainability.
* Next meeting March 25th, 2025.
* Reminder to email meeting agenda ideas to Faculty Senate Officers.

***Adjournment:***

* Motion to adjourn from Jean Ann Rushing; seconded by Daniel Janssen.
* Meeting adjourned at 4:33 pm.