Senators Present:
Business & Information Technology - Stacie Mayes
Larry Barrett
Craig Dawkins
Eileen Dewey
Engineering Science - Leanne May
Dan Ratcliff
Health Sciences - Robin Graham
Genia Wilson
Humanities - Chris Knox
Dianne Krob
Sherri Mussatto
Social Sciences - Kathy Carey
James Hochtritt
Debbie Lynch
Pam Danker, Adjunct Faculty Representative
Guests- Stan Greil, Social Sciences
Kristin Hommel-Miller, Social Sciences
Kim Queri, Social Sciences
Dana Lindon-Burgett, Distance Learning

Call to Order: Meeting of October 12, 2011 called to order at 3:15 pm.

Approval of Minutes: Motion made and seconded to approve September 14, 2011 minutes.

Treasurer’s Report: There is no change in the report; the current balance is $5,696.10 as of October 12, 2011.

Committee Reports:

1. Administrative Council Meeting: Dianne Krob reported that the Presidential Retreat will be held on October 28th; ideas for student retention and recruitment will be discussed. Dr. Britton requests that all faculty members think about ideas that could be used to increase recruitment possibilities. Dianne and Kathy Carey will give further information following the retreat.

2. Complete College America Meeting: Kathy Carey stated that the CCA meeting also concerned recruitment and retention, and that a certain amount of money will be tied to retention and completion. Ideas concerning recruitment, retention, and completion were the main topics discussed.

Old Business:

1. Faculty Senate website: Kathy Carey delivered an update that the Faculty Senate website is current and up-to-date. The newly approved September minutes will be sent and added to the site.
   - Statements regarding AW policies in traditional and online classes:
     - Leanne May: Discussed the AW policies in traditional and online classes, the difference between attendance within traditional and online classes, and the interpretation of the attendance vs. engagement issue regarding the AW policies. From her discussion with Dr. Caldwell, she learned the following information:
       Presently no formal, concise, written statements regarding AW policies in traditional and online classes exist. There is a difference between traditional and online classes. The
policy in traditional classes states that students must attend once during the first two weeks or they will receive an AW, and online students must log on and participate in an activity that the instructor devises. Currently, there is no interpretation of attendance vs. engagement.

Dr. Caldwell recommended Faculty Senate ask the Academic Affairs Committee to create statements, or he would entertain the possibility of Faculty Senate proposing a suggestion for statements.

- Kathy Carey: Delivered an update concerning the statement that is currently printed on every student’s schedule bill. Concerns about the clarity of the statement followed.
- Dana Lindon-Burgett: Reported that the Online Practices Committee is currently in the process of drafting a statement in response to the new Federal regulations for documenting online student attendance that will be placed in all online syllabus templates. The intent of the new statement is to assure that students are actually engaged in a class activity in order to properly record a “last date of attendance” as appropriate for an AW or F grade. Dana proposed that Faculty Senate collaborate with the Online Practices Committee to form statements and requirements for online and traditional classes.
- A motion was made that Faculty Senate take the amended language crafted by the subcommittee on AWs to be forwarded to academic affairs for review regarding online and traditional classes. The motion was seconded and carried.

2. Faculty Senate Campus Art needs a committee: Chris Knox reported that Suzanne Thomas offered to chair the committee and would assist in the recruitment of members. Chris will deliver an update after conversing with Suzanne.

New Business:

1. Upgrade to outside lighting: The possibility of more adequate lighting was proposed. Meeting with the Safety and Accessibility Committee was proposed. An update will be delivered when more information is obtained.
2. Difficulty acquiring the key to the Humanities adjunct office: A motion was made that we suggest that all divisions look into placing combination locks for adjunct offices and mailrooms. The motion was seconded and carried. Stacie Mayes volunteered to take the issue to Dr. Hendrix and report back to the committee.
3. Faculty parking conditions: Great concern and irritation were expressed concerning students parking in the designated faculty parking areas and the inefficiency of the ticketing process. Stan Greil was invited to deliver an account concerning the issues. He acknowledged the problems with the current system, discussed the history and restructuring of our campus security, and reported that a new coordinator for Campus Security would soon be hired. This issue will be given immediate attention following the new appointment. A suggestion was made to table the issue.
4. Fall Celebration with PASA/CASA: PASA and CASA would like to join with Faculty Senate in a Fall Chocolate fest to facilitate introductions and interaction between the associations. The date and time will be reported at a later date. Participation is encouraged. Emails will be sent to full-time faculty and adjuncts.
5. The Faculty Advisory Council Opinion Survey: Kathy Carey requested that Faculty Senate members participate in the FAC Opinion Survey and submit the form to John Wood in a timely fashion.
6. Timely Notification of Insurance Changes: Stacie Mayes stated that a faculty member reported frustration concerning the late notification of insurance changes. A motion was made that we take a request to Dr. Britton for a more timely notification of insurance changes prior to open enrollment. The motion seconded and carried.

Call to Adjourn:

Motion made and seconded to adjourn at 4:22 p.m. Motion carried.

Chris E. Knox, Faculty Senate Secretary