CENTRAL OREGON COMMUNITY COLLEGE
Faculty Senate Meeting Agenda

Date:	10/17/2019	Facilitator(s):	Sarah
Time:	11:30 am- 12:30 pm	Notes:	
Place:	MET 214	Agenda Maker:	Sarah

Attendees:	Sarah Fuller		Jane Denison-Furness		Christina Cappy	
	Amy Howell		Amy Harper			
	Mike Artus		Betsy Julian			
	Paula Simone		Wayne Yeatman			

Agenda

1. Call to order, Designate Notetaker – Christina Cappy
2. Review of Previous Meeting Notes
   a. Check-in establishment of constituency email groups, emailing agendas, updates?
      i. Each person that represents a group will develop an email list to be able to send updates to our group. Short emails – they should not be overwhelming.
      ii. Not all chairs forward information, so best to email directly to the groups. Also if the message is from you the response is mostly likely to come back to you.
      iii. Goal to work on this (organizing your email group) before the next meeting.
      iv. Every faculty member is represented in this group. Some are represented twice – i.e. if they are part-time and also on Madras campus.
      v. Adult Basic Skills Group – TBD.
      vi. We are going to have an intranet sight and we are looking into a specialist.
3. Review Charge for Pilot Year
   a. Discuss Faculty Senate Charge post-pilot year
      i. Review of points discussed from previous meeting. Modification to introductory sentence.
      ii. Discussion of duties for members – to communicate with our constituencies regularly. What should this communication look like? We have questions of consistency, frequency, and template.
      iii. Yes, part-time/adjunct representative receives a stipend.
      iv. Review of page where faculty can submit what they need as addressed. We need to have clarify on which issues are address by Faculty Senate, Academic Affairs, etc. In the form right now we have included categories that have previously not had a clear home.
      v. Revision of Action Item in this form to clarify "Recommendation action by another body" to include examples
4. Process for bringing issues to the Senate
   a. Form modeled on Academic Affairs
      i. Idea is that you send out this form with the agenda and then can include this form. Agenda can be sent to ZZZ faculty and then each person sends a follow up email to their constituencies.
      ii. If a person sends in a form, they should come to the next meeting to raise the issue in case we have questions. The chair (member who is responsible?) can confirm to make sure that all the information is there before it is raised in the Faculty Senate meeting. It is also the responsibility of the chair to make sure it is within the scope of the Faculty Senate.
      iii. We can have an intranet page which can be the spot to find information.

5. PIRT updates
    a. PIP Template Changes (Jason Lamb)
        i. Sarah will send this out for us to review.
    b. Language in GP Manual (Josh Evans)

Parking Lot/Future meetings:
1. By-laws (Rules of Operation)
2. GP Manual Updates
3. PT Sick Leave Update
4. Assess the representation and voting structure of Pilot Faculty Senate
5. Running Elections