

**CENTRAL OREGON COMMUNITY COLLEGE  
Faculty Senate Meeting Agenda**

<b>Date:</b>	11/1/2019	<b>Facilitator(s):</b>	Sarah
<b>Time:</b>	8-9 am	<b>Notes:</b>	Austin Reiger
<b>Place:</b>	MET 208	<b>Agenda Maker:</b>	Sarah

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

Agenda

Agenda

1. Call to order
2. Approval of previous meeting notes
  - a. Edits to Proposal Form suggested at last meeting
3. Action Item: PIRT Proposal Presentation – Modification to PIP Template (Josh Evan representing PIRT)
4. Action Item: Update to GP Manual Part-Time Step Increases (Betsy Julian)
5. Lines of Communication Progress
  - a. Check-in establishment of constituency email groups & emailing post-Senate-meeting updates.
  - b. Intranet site Update of Progress
6. Address Pilot Year Charge Questions

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

### Charge Pilot Year Senate

The goal of the pilot year is to determine the best way to ensure faculty discussion and input on important decisions relevant to faculty are appropriately addressed.

During the pilot year, the Senate should consider the following issues:

**1. Evaluate the Senate membership.**

- a. Does the membership model as laid out in the pilot accurately represent the diverse interests, concerns, and challenges of the COCC faculty?
- b. Should the senate also include ABS (Adult Basic Skills) Faculty?
  - i. Currently Developmental Representative is including informally
- c. Evaluate number of Faculty represented by each senator.
- d. Terms
  - i. Staggering?

Faculty Senate Committee Matrix				
Elected/Appointed By	Position	Member Name	Years	Term
CUL, BUS/AV, CIS Faculty	CUL, BUS/AV, CIS Representative			
AH, NUR, NIR Faculty	AH, NUR, NIR Representative			
SCI, MTH, HHP Faculty	SCI, MTH, HHP Representative			
SocSci, WLC, HUM, FAC Faculty	SocSci, WLC, HUM, FAC Representative			
All Faculty	Redmond, Madras, Prineville Representative (eligibility must have taught 1/2 of load in one or more RMP campuses during the academic year)			
All Faculty	Developmental MTH, WR, Human Development (eligibility must teach developmental MTH, WR, or Human Development)			
ADJ/PT Faculty	ADJ/PT Representative			
Faculty Forum	FF Representative			
VPI	VPI or Instructional Administrator			

**2. Establish terms and duties for members.**

- a. Role of Representatives
  - i. Representatives are obligated to communicate with constituents and deliver feedback from constituents to the Senate.
  - ii. Email update to constituents following each faculty Senate Meeting, ~ bimonthly
  - iii. Email groups – maintenance and creation
  - iv. Review materials and agenda prior to meeting

- b. Adjunct/Part-time Representative
    - i. Part-time/adjunct representative stipend paid for meeting time at standard administrative rate
  - c. Chair
    - i. Selection of Chair (from committee or elected by faculty of the whole)
    - ii. Makes agenda
    - iii. Sends out agendas to ZZZFaculty 3 days prior to meeting (or Specialist?)
    - iv. Facilitates proposals
    - v. Scheduling visits with proposers (or specialist?)
  - d. Specialist
    - i. Notes, posting to N:/drive, Intranet?
    - ii. Sending out agendas and supporting documents (or chair?)
    - iii. Updates to email lists
- 3. Review and assess the scope of responsibilities**, and develop appropriate procedures and practices (formal proposal for committee should be prepared for review by end of Winter 2020)
- a. Proposal Procedures
    - i. Forms submission & supporting documents
    - ii. Attendance by representative to answer questions about proposal
  - b. Running Elections
    - i. Call for nominations (how many times)
    - ii. Timing
    - iii. Blackboard?
    - iv. Unfilled committee openings
  - c. How to handle informational items
- 4. Develop some means of disseminating and centralizing information**
- a. Intranet presence,
  - b. N:/Drive meeting agendas/minutes, forms, etc)
- 5. Develop specific ways to encourage faculty engagement** and to ensure faculty voice. Some suggestions include reinstating a "Lunch" series (along the lines of College Hour during the 90s and early 2000s) that would be focused on outreach, discussion, research, and problem solving.