

CENTRAL OREGON COMMUNITY COLLEGE Faculty Senate Meeting Notes

Date:	12/13/2019	Facilitator(s):	Sarah
Time:	11:30 am – 1 pm	Notes:	Austin Rieger
Place:	MET 208	Agenda Maker:	Sarah

Attendees:	Sarah Fuller	Jane Denison-Furness	Guests:	
	Amy Howell	Amy Harper		Lynn Murray
	Paula Simone	Wayne Yeatman		

Action items in red

Notes:

1. Call to order
2. Approval of previous meeting notes
3. Running Elections
 - a. Process for filling vacant committee seats after spring and fall elections
4. Defining process for bringing forward faculty relevant issues
5. Lines of Communication Progress
 - a. Constituency email groups & emailing post-Senate-meeting updates.
 - b. Intranet site Update of Progress
 - c. Zoom meetings
 - d. How to communicate with broader college community
6. Winter term meeting scheduling
 1. Call to order
 2. Review of previous meeting notes. All good. **Wayne Yeatman motioned to approve previous meeting notes. Amy Harper seconded. All approved**
 3. Amy Harper gave an overview of how vacant committee seats are currently being filled. Senators discussed how we might want to change and improve this process in the future. Committee Specialist may be able to do some of the legwork to ease the process. Call for nominations and public communication to faculty should be done by faculty/senators. Senators discussed possibility of using Qualtrics instead of Blackboard to run elections. Blackboard will still need to be utilized for open discussion among faculty. Sarah Fuller will investigate using Qualtrics and report back at later meeting. Senators discussed asking eLearning to attend a future meeting and give a "demo" of how the Senate page might work/look. Blackboard work will begin in Winter term from Sarah Fuller.
 - a. If seats are not filled, it is up to the committees to find someone (or choose not to if they can handle the work without a member). Paula Simone mentioned that if committees do not fill a position, it should be communicated to department chairs. Chairs may know of a faculty member who needs to join a committee. Senators discussed the following idea:
 - i. If committees cannot find someone who meets the specific requirements for a position, and they agree to this, can the Senate appoint an interim (not full term) member? Even if the appointment does not meet the requirements (e.g. CTE

member filling a transfer spot). Senate will write this up and discuss further in the future.

4. Bringing faculty relevant issues to the committee
 - a. Procedural discussion. Items to be discussed that are emergency/time sensitive/not on the agenda should be brought to the senate and the senators will vote at the beginning of the meeting if they will hear the issue that day. Sarah – is this procedure good with everyone? Motion, second, vote?
 - b. Moving items forward without 2nd reading? Amy Harper – consent agenda for things that don't need 1st/2nd reading? Less ownership for things that need to go through multiple committees. Sarah – will add these items to consent agenda in future.
 - c. Senate shouldn't be a body that endorses things. Should only work on faculty issues. Need to clarify what exactly from the broad college community, we can take on. Sarah can bring things forward to senate and ask if we should take things on? As Chair, Sarah can say yes/no directly to proposer.
 - d. Who can speak about an issue? What if there is something where many people want to speak about an issue? Senators discussed adopting a process similar to the COCC Board. Introduce guests, have time dedicated to public comments on the agenda. Senators discussed procedural possibilities for gathering comments from constituents and having those comments heard at meetings. Senate will formalize that process in the future.
5. Lines of communication progress
 - a. Emails: Sarah – is this process appropriate? Not overwhelming with emails? Paula – most important to send relevant issues to their constituents. Use your individual judgement on what needs to be forwarded to constituents.
 - b. Intranet site: Located on Intranet>Employee Resources>College Committees. Charge/members incorrect. Info was pulled from committee matrix. Austin will send corrections to the matrix editor. Will add proposal form to intranet page.
 - c. Trying zoom meetings. Not much participation. Will continue offering.
 - d. Now that we have intranet, do we need to do more to notify people about what we're doing? Senators discussed locations for Senate information and creating Bylaws.
6. Future meetings scheduled
 - a. Week 2: 1/17, 1-2:30
 - b. Week 3: 1/24, 9:30-11
 - c. Week 6: 2/14, 1:30-3
 - d. Week 8: 2/28, 9:30-11
 - e. Week 10: 3/13, 2-3:30
7. Adjourn