

**MINUTES**

Regular Meeting ♦ October 11, 2016

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
X	Casas	Ralph	Health Occupations	2018
X	Clifford	Stephen	Liberal Arts	2017
X	Falcon	Dennis	Humanities/Social Science	2017
X	Fernandez	Christina	Fine Arts	2017
X	Griffin	April	Liberal Arts ( <b>Secretary</b> )	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2017
E	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lefebvre	Lyndsey	Part-Time Faculty Rep	2017
X	Lewellen	Michelle	Humanities/Social Science ( <b>President</b> )	2018
E	Lundeen	Brittany	Counseling	2017
E	Mc Cance	Ian	SEM	2017
X	May	Russ	HPE/A	2017
X	Miranda	Veronica	Part-Time Faculty Rep	2017
X	Moore	Deb	Library	2017
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2017
E	Mullins	Terrance	Humanities/Social Science	2017
X	Negrete	Bernie	SEM	2017
X	O'Neil	Scott	SEM ( <b>Vice President</b> )	2017
X	Obasohan	Victor	Humanities/Social Sciences	2018
E	Page	Elizabeth	Student Services	2017
X	Richardson	Chris	HPE/Athletics	2018
X	Soden	Barbara	Business Education	2017
E	Soto	Armando	Counseling	2018
X	Trager	Julie	Fine Arts	2018

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X	Ukita	Traci	Counseling	2017
E	Vega	Frank	Technology	2018
E	Voorhies	Ann	Health Occupations	2017
E	Worrel	Dara	SEM	2017
X	Namala	Solomon	CCFF <i>Liaison (Non-Voting)</i>	
X	Kang	Ryan	Student Liaison <i>(Non-Voting)</i>	

**GUESTS:** Bob Livingston, Miya Walker, Ty Bowman, Amna Jara

### 1. CALL TO ORDER (11:05 A.M.)

Pledge of Allegiance

### 2. ANNOUNCEMENTS/INFORMATION ITEMS

#### a. Michelle Lewellen-OER survey update

B. Do you know what OER is: 58.3% of faculty say yes

C. If you don't know what OER is, have you heard others talking about it: 34% of people have heard others talking about OER

D. 67% of faculty are concerned with quality of OER

E. 52% are concerned with student access

F. 52% are concerned with academic freedom

G. 82% are interested in learning more about OER

H. 70% are interested in developing or using OER

I. Faculty do not know what resources are available. Faculty have not heard of the following data bases: Orange Grove digital repository (92%), Cool4Ed (89%), Open Stax (82%), Merlot (78%), Boundless (94%), OER commons (65%), and creative commons (56%)

#### b. Angela Hoppe Nagao: three candidates have been moved forward for VP of business affairs

B. Open forums for the candidates Teleconference center October 17, 11-2

C. Open forums for VP of HR teleconference center October 24 11-2

D. Michelle asked if these could be video recorded. This has not been guaranteed at this point.

### 3. APPROVAL OF MINUTES

#### a. Review, correct and approve minutes of 9/27/16

B. Motion for approval: Senator Soden, Second by Senator Ukita

C. Abstentions: senators Hoppe-Nagao, Fernandez, and Krayner.

### 4. APPOINTMENTS AND NOMINATIONS/ACTION ITEMS

A. Strategic Planning Committee – 5 Faculty

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- a. 4 faculty and 1 CCFF rep
  - B. Michelle, Mark Fronke, Frank Mixson, April Griffin moved forward for planning committee
- 5. STANDING COMMITTEE REPORTS
  - a. Hiring Standards – Bob Livingston
    - B. For the 2015-2016 year approved 70% of emergency hires and equivalencies
      - 1. Approved 100% of the emergency hire requests
      - 2. Approved 54% of the equivalency requests
        - a. Must meet the minimum qualifications and local standards
    - C. The FON did increase from 297 to 306. We currently have 304 full time faculty and so we will hire two more positions. Since this was a surprise we still need to work through a hiring process that faculty are happy with.
  - b. Coordinating – Michelle Lewellen
    - B. Catastrophic illness policy was not read at coordinating. It will come back to coordinating at the next meeting.
- 6. SENATE DISCUSSION/ACTION ITEMS
  - a. Cross-Listing Policy
    - B. The discussion on having to inactivate the courses simultaneously
    - C. If the primary home wants to teach the course and has the minimum quals to teach it, then the course should stay in the primary department and still be active.
      - 1. This is important because this could disadvantage students who are seeking degrees.
    - D. What happens if the sub-committee said the courses cannot be severed
    - E. There is no paperwork in place to simply move it to one department instead of cross listed
    - F. The issues regarding cross listing are:
      - 1. Should the sub-committee only sever the course and not inactivate the course
      - 2. What happens if one party wants the courses to be severed, but the other party does not have minimum quals to teach the course
      - 3. If a department does not have the minimum quals the course cannot be taught in the department that wants to keep it
    - G. Motion on the floor: Remove the conflicting requests section and add language to say that if there is a conflict the primary home will keep the course. Motioned by senator Trager and second by Senator Fernandez. Motion approved. Abstentions: Senator Falcon.
  - b. Catastrophic Illness Procedures – Michelle Lewellen

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- B. Catastrophic illness policy will be addressed in coordinating next meeting
- c. New Web Design – Miya Walker
  - B. Focus groups are complete, faculty and student groups have participated.
  - C. SharePoint will not be supported, SharePoint pages will be moved to a different program.
    - 1. This is because SharePoint is often not compliant.
  - D. To avoid duplication please look at Canvas as you are using it to determine if you really need your individual web pages
  - E. The new CMS works more like a word document then having to write code. It should be easy to update. Ease of use was something that was important when determining what program/platform to use.
  - F. The approval process can slow down the update process. How quick is the update process
    - 1. Giving dean, or chair, or VP immediate administrative access so that your manager can approve the change to ensure accessibility and approval
    - 2. Accessibility is turned off in the evening and the webpages post in the evening. The next morning accessibility is checked and then faculty are contacted.
    - 3. Can faculty be trained on accessibility so that they can approve it themselves and not have to get approval
      - a. The manager approval is for department pages and not individual pages
      - b. Why is there a distinction between department and faculty pages
      - c. The time to switch over from SharePoint is this time next fall
      - d. You will not have access to SharePoint sometime next summer (tentative timeline)
    - 4. Faculty and department pages will be standardized
      - a. Basic information will be included on all the pages. There will be standard templates
      - b. Web standards committee will be coming around to show off different templates
        - i. Should it be cookie cutter, not all departments will have the same needs
      - c. The effort is to provide a level of structure on the website
        - i. Central falcon blue theme. We need to have consistency between pages. Because the campus should be unified.
        - ii. You can make variations on template websites
      - d. Logo and branding should be a campus wide discussion not the committee decision

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- i. Public affairs perview is to make decisions and/or set standards on websites.
- ii. Need to include voices across campus instead of just having a committee
- e. Is a mobile app a possibility
  - i. The new website is mobile responsive first but is not an independent mobile app
- f. The year deadline is a tentative deadline
- g. Please contact Miya for questions and/or comments

### 7. REPORTS

- a. Student Senate Liaison (Ryan Kang)
  - B. Homecoming game is this Saturday
  - C. Tickets are available for faculty
- b. CCFF Liaison (Solomon Namala)
  - B. No report
- c. Secretary (Dr. April Griffin)
  - B. No meeting next week
- d. Senate Vice President (Scott O'Neil)
  - B. No report
- e. President (Michelle Lewellen)
  - B. No report

### 8. ADJOURNMENT (12:20 P.M.)