



**FACULTY SENATE  
MEETING MINUTES  
October 26, 2018**

**Location:** RVC HEC 225

**Time:** 10:00AM-12:00PM

**Members:**     **Dusty Rittenbach**     **Dorothy Swain**     **Jim Shaw**     **Carolyn Oates**     **Robert Felthousen**     **Debora Coen**  
                      **Deborah Murphy**     **Chelsea Fine**     **Marina Whitchurch**     **Donna Mae Fiore**     **Kathy Meyer**

**Guests:** Leo Hirner VP/CAO Instruction

**Recorder(s):** Jana Pierce

**Absent:**

Agenda Item	Discussion	Action
<p><b>Approval of Minutes (9/28/2018):</b> [Start time: 10:08AM]</p>	<p>Minutes not distributed to faculty prior to meeting Discussed the potential for quorum by email</p>	<p>Approval of minutes will be decided via email to all prior meeting attendees by quorum--2/3 of members present at last meeting--and will be placed on next meeting's agenda</p>
<p><b>I. Introductions/Announcements</b></p> <p>Note cards</p> <p>Textbook affordability</p>	<p>Wyatt Jenkins was born! –Felisha Jenkin's son. Faculty Faculty Senate (FS) wanted to send a "welcome to the world" card.</p> <p>Updated meeting calendar – Change May 17 to May 31 meeting.</p> <p>Note cards were requested of members to fill out with:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• preferred method of communication</li> <li>• most recent book read</li> <li>• most recent educational material read/researched</li> </ul> <p>Robert had nothing to report at this time</p> <p>Suggested invite attached to scheduled meeting dates</p>	<p>Deborah Murphy offered to get the card</p> <p>Instructional Services will change date and send invite</p> <p>Members will return note cards to FS chairs. Name tents, list of contact, and book reading list will be established</p>

<p>Meeting Invites</p>		<p>Schedule meetings/food and send out invites (Instructional Services)</p> <p>Reminder of meeting will be sent with agenda and minutes attached (FS chairs)</p>
<p><b>II. Old business</b> Newsletter</p>	<p>Discussion regarding newsletter</p> <ul style="list-style-type: none"> <li>• Efficacy</li> <li>• Time involved in creation</li> <li>• Considered rotating authorship</li> <li>• Sharing of authorship or “spots” for reporting</li> <li>• Expressed desire to share the load for creation, to help relieve the time burden on any one member</li> <li>• Encouraged VP to participate – “Leo’s Spot”</li> <li>• May consider including Blue Zones, walking maps of the college campuses, and reading list</li> <li>• Consensus was the newsletter was helpful, informative and voted to keep it going.</li> </ul> <p>Considered FS Protocol Booklet</p> <ul style="list-style-type: none"> <li>• Clear guidelines to communicate structure, policies, and procedures for FS</li> <li>• Want to start a live document to be added onto over time</li> <li>• Target audience: All staff</li> <li>• Potential platforms: SharePoint</li> </ul> <p>Requested access path and navigation help document</p> <ul style="list-style-type: none"> <li>• Glossary of Acronyms to define: TAG – Talented and Gifted OER – Oregon Educational Resources OAC – Outcomes and Assessment Committee CAS - Curriculum &amp; Academic Standards Committee Magnificent 8 – CS120, MTH60, MTH65, PSY101, PSY 201, SP111, WR115, WR121 Compass – Standardized placement testing</li> </ul>	<p>Continue dispersal of newsletter with consideration to multiple authorship</p> <p>Open-ended invitation: FS will invite VP to contribute when they have a question of him or if VP wishes to update FS.</p> <p>All members considered FS Protocol Booklet a good idea and wanted to begin working on it</p> <p>List of defined acronyms will be added to the next Newsletter</p>

	<ul style="list-style-type: none"> <li>• VP suggested starting a “Wicki” to build this – a server program that allows users to collaborate in forming the content of a Web site</li> <li>• 20 Minute Mentor - Library</li> <li>• Lunch &amp; Learn - Library</li> </ul>	
<p><b>III. New Business</b> Faculty Senate Library reading list</p>	<p>Robert Felthousen discussed the library and tools for resources, curated reading lists (physical and digital), feasibility and workability Solicited FS feedback:</p> <ul style="list-style-type: none"> <li>• Suggested Outcomes and Assessments, education, enrichment, student success books, instruction and learning</li> <li>• EBSCO host, RWC space, digital</li> </ul> <p>Discussed the 20 Minute Mentor and Lunch and Learns combined with 20 Minute Mentor – suggested define in newsletter or include in In-Service and/or two per term rotating campuses.</p>	<p>Place short excerpt from Library in FS Newsletter on 20 Minute Mentor</p>
<p>From the Office of the President</p>	<p>Rosalyn Mendoza (Assistant to the President) requested FS feedback on In Service:</p> <ul style="list-style-type: none"> <li>• Any ideas?</li> <li>• Changes or suggestions?</li> <li>• Roz is contact point</li> </ul> <p>FS decided feedback:</p> <ul style="list-style-type: none"> <li>• Addition of a Nationally Recognized Speaker</li> <li>• Teaching and Learning session sponsored by the FS – best practices, etc.</li> <li>• Potentially split one hour between four individuals with teaching and learning best practices, potentially could be recognition winners dependent on timing with In-Service.</li> </ul>	<p>Deborah Murphy will contact Roz to share FS feedback</p>
<p>From Instructional Services VP Discussion</p> <p>Governance</p>	<p>Governance – solicited feedback</p> <ul style="list-style-type: none"> <li>• Want to increase FS role – formalize and maintain a structured relationship</li> </ul>	<p>VP will research structure for FS and governance from other institutions, for study, and send Dorothy the link</p>

	<ul style="list-style-type: none"> <li>• Wants to increase communication between faculty and administration, facilitate value and generate transparency</li> <li>• Encouraged FS to utilize committee, not everything has to go through FAMAT (faculty union)</li> <li>• What does FS want this to look like?</li> </ul>	All supported a more structured and active formal role
Professional Development	<p>Annual Professional Development Paperwork</p> <ul style="list-style-type: none"> <li>• How can we provide a more productive workable plan for paperwork?</li> <li>• We want these to be helpful in identifying areas of improvement and enrichment</li> <li>• Office hours?</li> <li>• Tools? Web-based forms?</li> <li>• Dorothy suggested “What do you find that would be helpful to have on this form?” be added to the Professional Development Form</li> <li>• “Subject area knowledge” added to form as well</li> </ul>	VP will review minutes and incorporate feedback where appropriate
Program Review	<p>Program Review – solicited feedback</p> <ul style="list-style-type: none"> <li>• Both faculty and administration have needs with the forms; serve a dual purpose</li> <li>• The expectation is that all leadership will begin to participate in Program Review</li> <li>• Program Review should drive the budget</li> <li>• Follow-up of Program Review</li> </ul>	<p>VP Hopes to have more leadership at each Program Review meeting</p> <p>Less meetings after this accreditation year</p>
Faculty Credentials	<p>Faculty Credentials – solicited feedback</p> <ul style="list-style-type: none"> <li>• Demonstrable Competency – solicited feedback from FS Definitions, starting points, track record with teaching, AP scores, outcomes, professional audit</li> <li>• What does the faculty need to do to get up to speed with credentials? Additional faculty development \$s are for this update.</li> <li>• Dual Credit Same standards for all faculty</li> </ul>	Administration (Human Resources [HR] or Instructional Services/deans) will be communicating with faculty if they have outstanding credential requirements they need to fulfill.

	<p>Too much Dual credit at the high school level can affect scholarships and OR Promise funding for degree completion</p> <p>Some students may not have all the right credits they need to use their OR promise dollars for degree fulfillment.</p> <p>Guided Pathways will help with this – Magnificent 8 (8 core Gen-Ed courses that most all students need to have to fulfill most degrees)</p>	
<p>Curriculum &amp; Academic Standards Committee (CASC)</p>	<p>CASC – solicited feedback</p> <ul style="list-style-type: none"> <li>• Meeting a lot right now due to accreditation</li> <li>• Next year will meet monthly</li> <li>• Proposed five year cycle aligned with Program Review</li> <li>• Build work flow model – some programs won’t require full committee review</li> <li>• Lodge packet one meeting, vote the next</li> <li>• Catalogue deadline is critical piece; drives the curriculum process.</li> <li>• Newest member: Kathy Meyer</li> <li>• Robert asked Felisha Jenkins (Full time faculty) and Tina Whaland (adjunct faculty) to join</li> </ul>	<p>Less meetings after this accreditation year</p>
	<p>Guided Pathways – “15 to finish”</p> <ul style="list-style-type: none"> <li>• Building ideal, then addressing barriers and outliers</li> <li>• Understand that this may not fit all demographic, but encouraging this is the goal</li> </ul>	<p>Work in progress</p>
<p><b>Miscellaneous/Other</b></p>	<p>Considered VP standing agenda item – first 30 minutes of meeting</p>	<p>FS will communicate needs to VP and vice versa</p>
<p><b>Adjournment/Next Meetings</b></p>	<p><b>Meeting adjourned at [12:05PM]</b></p>	<p><b>Next meeting:</b> November 30<sup>th</sup> @ 10:00AM-12:00PM TRC 122</p>