



**FACULTY SENATE
MEETING MINUTES
November 30, 2018**

Location: TRC 122

Time: 10:00 AM-12:00PM

Chairs: Chelsea Fine (SR) and Marina Whitchurch (JR)

Attendance: Dorothy Swain, Marina Whitchurch, Tina Weyland, Robert Felthousen, Carolyn Oates, Kristi Kowalski, Sharon Davis, Terrie Sandlin, and Deborah Murphy

Guests: NA

Recorder: Chelsea Kelsey

Agenda Item	Discussion	Action
Approval of Minutes:		Approved
FS Update:	<ul style="list-style-type: none"> Chelsea Kelsey will now be the support person for minutes, room scheduling, and catering, until a new assistant to the VPI is hired. 	
VPI Update:	<ul style="list-style-type: none"> Leo Hirner was to present a new updated Professional Development form for the senate to review. Guided Pathways – Leo intends to create a newsletter in the near future. Currently the group is well into working on sequencing, and many departments have submitted theirs using SharePoint. Clarification was made at the recent state meeting that we are in year-one, which is intended for laying the groundwork and two more years to follow. Achieving The Dream - The Institutional Change Assessment Tool (ICAT) is an online self-assessment that helps colleges determine their 	<ul style="list-style-type: none"> Tabled for future date. Add acronym to osprey to English

	<p>current level of capacity in each of the seven key dimensions. RCC is currently in the process of completing this, and the results will be emailed to the president. Dream Coaches will return to RCC January 24-25</p> <ul style="list-style-type: none"> • SharePoint – Instructional is moving towards utilizing this, as it moves more documents from network drives and offers less risk of loss. Data backup is safer on the cloud in case of a network crash. We currently have a SharePoint for Guided Pathways, and Leo foresees workflows and curriculum management down the road. • Curriculum and Academic Standards (CASC) – Plans to build a flow-chart in the next year and from that build workflow. The meeting structure will change next academic year. 	<ul style="list-style-type: none"> • Training is needed and FS to recommend that workshops be added to our spring in-service.
<p>FS Website & Newsletter:</p>	<ul style="list-style-type: none"> • Marina shared the work she and Elizabeth Butler have done to the FS site and the newsletter. They have created Osprey to English, which is a directory of common acronyms used at RCC and in education. Nice Work! The group suggested we change the side bar from: Acronym and Glossary Generator RCC Acronyms and Glossary <p>To: Osprey to English first and then Acronym and Glossary Generator, second.</p> <p>Please post the newsletter in your work area!</p>	<ul style="list-style-type: none"> • Deb Murphy to work with Elizabeth on the awards page.

<p>Old Business:</p>	<ul style="list-style-type: none"> • IP Video conferencing for future terms. It was suggested to hold the meetings by IP Video, in order to promote better attendance. 	<ul style="list-style-type: none"> • Chelsea K. will schedule winter term meetings at each campus; pending vote on ip-video • Marina will send a survey monkey to members to vote on ip-video meetings for future meetings.
<p>New Business:</p>	<ul style="list-style-type: none"> • Do we want the VPI at all future meetings? In general, the group felt that we would like to continue through the remainder of 2018-19 as the senate and VPI are in a transitional year. In the following years, it will be by invite only. • FS will determine membership and send Leo the department names who do not have representation in the membership. Leo will then ask DC/CO's to assign a representative. It was suggested to make this an ATC item. 	<ul style="list-style-type: none"> • Chelsea K – add to next ATC agenda on 01/11/19.
<p>Miscellaneous/Other</p>	<ul style="list-style-type: none"> • Faculty Senate Awards/Staff Recognition luncheon will be held on May 31st at TRC. • FS failed to elect PT Faculty at-large in fall term, so this will be done at the beginning of winter term. <ul style="list-style-type: none"> ✚ Per ByLaw 5.04 Five representatives of the part-time faculty will be elected at-large. The election of the part-time faculty representatives will be conducted by the co-chairs. The election will take place at the beginning of fall term each year. 	<ul style="list-style-type: none"> • Deb & Chelsea K. will coordinate event. • Marina & Chelsea F. will start elections upon return from winter break.
<p>Adjournment/Next Meetings</p>	<p>Meeting adjourned at 12:00 PM</p>	<p>Next meeting: January 25, 2019 10-12 PM room TBA</p>