

**QCC Faculty Senate
 SPRING 2018
 March 22, 2018**

MINUTES

TYPE OF MEETING	Monthly Senate Meeting
FACILITATOR	Betsy Zuegg, Faculty Senate President
NOTE TAKER	Jean Kennedy, Faculty Senate Secretary
EXECUTIVE BOARD	Betsy Zuegg, President Jean McLean, Vice President Jean Kennedy, Secretary
COMMITTEES	Committee-Lead Faculty Alternative Modalities Committee-Amy Beaudry Governance Steering Committee Rep.-Anne Shull Governance Steering Committee Rep-Alternate-Mark Bates Curriculum Committee-Eric Mania Bylaws/Elections Committee-Lisa Cook Academic Policies Committee-Margaret Wong Staff Dev. Committee- Nancy Berthiaume AdHoc Committee/QCCPA liaison- Sue McPherson FS Enrollment Subcommittee-Kristy Glover/Lisa Cook

Approval of November 2017: Motive by Susan McPherson, Second by Michael Gormley. VOTE: All YES
 January 2018 Minutes: Motion to approve by Kathi Lewando, Second by Susan McPherson. VOTE: All YES (no meeting in February due to snow).

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Archive Minutes	Jean Kennedy	Per policy

Agenda

DISCUSSION	<ul style="list-style-type: none"> ● Nominations from the floor for the three open elected positions: <ul style="list-style-type: none"> ○ President: Judy Colson nominated by Susan McPherson; Byron Thomas nominated by Anne Shull ○ Vice President: Kristy Glover nominated by Byron Thomas ○ Secretary: James Brennan nominated by Kristy Glover Nominations closed. Lisa Cook will oversee the process as the Election Committee Chair. Vice President and Secretary, if nominees agree, will move forward (no vote needed). Voting for President will take place during our next FS meeting April 26, 2018. ● Retreat/conference plans!!! It's only 7 weeks away, and you can be by the sea with your colleagues instead of by a snow pile with your shovel! May 10 & 11 Blue Water Resort-Cape Cod, we want to highlight that Summer I session does not begin until 5/21, a later start time from years past so taking a few day to renew may be very 'doable'. Request for proposals sent out today (theme is <i>Student Success</i>). Schedule will be similar to last year including workshops, wellness activities, and live acoustic music at the cocktail hour plus prizes for best karaoke performances☺.
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- **FYI:** The post-graduate faculty gathering will to at **Maxwell Silverman's Toolhouse** from 4:00-8:00PM. There is a change in location due to our Friday graduation schedule. Free parking at Maxwell's. Hope you will join us!
- **Discussion of the creation of a College Testing Center- Steve Zona**
Steve Zona presented on **TESTING CENTERS:** looked at needs, other community colleges procedures; Potential non-college tests (could generate revenue); Ex. North Shore Community college administered 17,000 tests last year; National College Testing Association (clearinghouse centers across the country) certifies colleges to become Testing Centers. Currently 5 MA Community Colleges are certified. Each certified college has a designated space for the testing (to meet specifications for the certification, security etc.). Need to investigate how colleges have connected to non-colleges test (outside tests). Downtown campus has a space that is a testing space (not always available). Proposal for is for this to go forward; **Vote: YES.** Steve will write a summary and the FS will bring to VP of Academic Affairs to move forward.
- **Classroom safety training for faculty- Mike Gormley and campus Police Officer Kate Dixon:** Presented on *safety training*. First step is a syllabus statement (a handout was provided and statement is below). Putting this statement in your syllabus provides information to our students and streamlines information needed. Officer Dixon provided a power point presentation that overviewed the way faculty, in 5-10 minutes during the first week of classes, can go over safety protocols on campus. Alert, Assess, Act utilize the QCC Police webpage; teach students to enter campus police number into their mobile phones; have students sign up for the Q-Alerts; have students review the QCC APP; anonymous tip line, review the Emergency Guide (***found in every room on each campus-downtown and Southbridge***). Phones in each room, press right arrow and middle bottom, police will be notified right away! Parking Procedures important during emergencies; Disability evacuation plan; Drugs and Alcohol procedures; Campus police here on campus 24/7. QCC Police Training-you can request trainings for classroom, meetings or other events (through the frequently used forms on the Intranet). Questions about classrooms and offices that do not lock-campus police are in the processes of looking at this NOW and will be assessing the needs and solutions. Proposal for a longer, more in-depth trainings (multi-layer trainings) is in development.

Statement to include in Syllabus:

Campus Safety Statement: Classroom and campus safety are of paramount importance at Quinsigamond Community College, and are the shared responsibility of the entire campus population. QCC urges students to follow the **“See something, Say something”** protocol for all types of emergencies and the **“Run, Hide, Fight”** response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able).

Prepare for an emergency by using these tips which are located at:

<http://www.qcc.edu/campus-police>.

- Enter both QCC Police numbers into your mobile device. Quinsigamond Police recommend naming the contacts:
 - QCC Police – Emergency: 508-854-4444
 - QCC Police – Non-Emergency: 508-854-4221
- Sign up for Rave emergency alerts on your account at The Q.
- Download the QCC Mobile App and QCC Tip App on your mobile device and register for Alerts.
- Review the **Emergency Guide** for your location.
- Review the Classroom Emergency Evacuation Maps and Procedures.
- Review how to use the classroom phone for an Emergency.
 - Press the **“Right Arrow”** key, select **“Police,”** and press the **“OK”** key to auto-connect to QCC Police.
- View the **Homeland Security’s Run, Hide, Fight video**.
- Follow proper Parking Procedures and Policies to ensure safe evacuation routes and allow Emergency Vehicles/First Responders immediate access.
- Review Disability Emergency Evacuation Procedures.

NEXT MEETING &

***ELECTION FOR FACUTLY SENATE PRESIDENT**

THURSDAY APRIL 26, 2018

2:00PM

ROOM 107A