

Faculty Senate Meeting
Meeting minutes, April 25, 2013
3:00pm Monks Room

Meeting Agenda:

1. Call to Order
 - a. Meeting was called to order at 2:05pm.
2. New Business Items
 - a. Agenda accepted
 - b. Meeting minutes (3/28/13) unanimously approved.
3. Website and social media policy and procedure proposal
 - a. Last policy revision dates back to 06/23/04, with publication procedures still under construction
 - b. Policies and Procedures of several other colleges were researched.
 - c. A Policy Template, modeling Best Practices, was presented for discussion, modification, and approval by Faculty Senate, before being moving forward.
 - i. Marketing firm (Smith & Jones) has been hired for QCC's 50th anniversary planning and college/website branding.
 - ii. At a meeting earlier this week, President Carberry agreed that the QCC Website needs updating and improvement. She also agreed that QCC should have a social media presence.
 - d. Faculty Senate pushing to have Marketing department be of assistance to (not resistant to) coordinators and faculty in setting up and updating websites.
 - e. Faculty Senate wants a timeline established for Marketing to adhere to
 - i. Sanctions put in place to ensure accountability of Marketing Department
 - ii. Motion made to remove specifically named persons from Proposed Policy Template and replace with "the Marketing Department." Motion was seconded and approved unanimously.
 - f. Faculty Senate wants college to provide coordinators/faculty with a website template and experienced technical assistance with websites
 - g. Motion made to approve Policy and Procedure template with amendments, and forward first to Steering Committee and then to the Forum. Motion was seconded and approved unanimously.
4. Faculty and Professional Staff Conference update
 - a. Conference Chair is looking into cost of renting a van, if needed, for those needing transportation. One faculty member has offered to drive van.
 - b. Recommendation made to give Conference information to Adjunct faculty representatives, who can widely distribute to adjunct faculty.

- c. Workshop selections have been made and presenters are being notified.
- d. Registrations due May 3.
- 5. Governance status of curriculum approval process
 - a. Learning Council has an internal group for policies/procedures.
 - b. Subcommittee looking at Best Practices and will make recommended changes
 - c. Faculty Senate recommends curriculum going to Coordinators' Council rather than to Division meetings.
- 6. New Business
 - a. Discussion of a student discipline issue related to safety in the classroom and the procedure to be followed.
 - b. Motion made to have Faculty Senate ask for clarification of policy and procedures to be followed by Dean of Students when an issue arises with respect to student discipline in the classroom. Motion was seconded and approved unanimously.
 - c. Motion made to bring the questions of:
 - i. Is there a policy or practice in place that governs the communication between the Dean of Students office and faculty members who bring forward an issue to the Dean of Students office?
 - ii. If there is such a policy or practice in place, what is it?
forward to the Steering Committee for Clarification.
 - d. Motion made to have Faculty Senate bring need for increased police visibility on campus to the Learning Council for discussion. Motion was seconded and approved unanimously.

Meeting was adjourned at 4:00pm

Save the Dates:

Faculty and Professional Staff Conference/Retreat

May 16-17

Red Jacket Beach Resort