

**QCC Faculty Senate
Fall 2016
October 27, 2016**

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

Agenda

- 1. Call to order**
Approval of September Minutes

DISCUSSION	Approval of September minutes: no objections.		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Archive Minutes/Distribute Minutes to Faculty	Jean Kennedy	Per policy

2. NEW Business

DISCUSSION	<p>a. Follett Bookstore Management, Jennifer MacGillivray addressed Faculty Senate: New bookstore management system now managing the QCC bookstore. New services include ‘saving students money’, including text rental, used books, (Follett has over 1,300 stores to draw from). For faculty when we get our orders in ‘early’ the company can access rental text much easier; book buy back all year round; price match program as well for students. QCC Online book order form still available. Book ordering process will remain the same at this time. Discussion on ordering current vs. new editions. The bookstore staff will work with faculty on this when requested, and outcome depends on availability with publisher regarding available editions. All textbooks should be ordered well before registration so that the text can be listed with the course. Bookstore will be informing the QCC community with a bookstore <i>grand opening</i> for students, faculty and staff. One staff at the store will be focusing on textbook orders only (a dedicated person for textbook orders) and follow-up etc. Any questions please contact Jennifer at jmacgillivray@qcc.mass.edu</p> <p>b. General Student Concern Process: Electronic copy of this will be sent to all faculty. This is a policy in regard to complaints or concerns students are having</p>
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with faculty. Online and off site protocols are addressed. Please see electronic copy. This document was to be distributed to faculty however it has not...now we have it. Any question, comments or concerns please let bring back to the Senate. Thank you.

- c. **Ahlfors Room Renaming:** It was announced at the Board of Trustees meeting that room **107A** in the Ahlfors building will be renamed '*The Patricia A. Toney Center for Academic Excellence*'. The Faculty Senate Congratulates Vice President Toney.
- d. Call for 2 volunteers- NEASC Survey Team: NEASC survey team is asking for 2- faculty member to be on this committee. Volunteers: Byron Thomas and Flo Lucci. Thank you.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
General Student Concern Process: Electronic copy of this will be sent to all faculty	Jean	Today~

3. OLD Business:

DISCUSSION	<p>a. Enrollment Subcommittee report and request for input- Lisa Cook and Kristy Glover: Lisa and Kristy have met several time and have set goals that include:</p> <ul style="list-style-type: none"> • Identify the enrollment, retention, entry, and graduation rate challenges (from faculty and student perspectives). • Communicate with faculty rep. of the Enrollment Task Force (Amy Beaudry). • Report the findings of the subcommittee to FS. • Convey challenges and possible solution to Amy to move it forward to the larger campus (i.e., concerns with one-stop advising, bookstore textbook orders, courses being cancelled after the course has begun). • Create a survey for students and faculty (two separate surveys.) Have faculty ask their classes what issues regarding enrollment they can identify. We have direct access to students and therefore it is important for faculty to help identify the what, why and how of enrollment obstacles. Looking to create three questions for faculty to ask students during a class period. ("Ask the stakeholder"). The initial enrollment plan did not include faculty input. (See Enrollment report distributed after September FS meeting). Request for volunteers to read the Enrollment Report with the subcommittee to evaluate the material: Volunteers: Amy Beaudry, Byron Thomas, Anne Schull and Judy Colson. Thank you. • Brainstorm of questions to address: When did you apply for financial aid, when did you get awarded your financial aid (textbook vouchers included)? What would it take to get you to register with your advisor, what would motivate you to see your advisor? How many advisors have you had? How many times did it take you to get a live person to talk to at the college to answer your questions regarding enrollment etc. (Issues with phone system). • Suggestion made to talk with the Student Senate for feedback. <p>E-mail Lisa lcook@qcc.mass.edu and or Kristy kglover@qcc.mass.edu with other questions you think may be important to include. Thank you.</p>
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	<p>b. Violence in the classroom training- Mike Gormley, continued from September: Faculty are leaders and 'protectors' in the classroom when events unfold either in the classroom or outside the classroom, issues of intimidation, disaster, etc. Suggestion that interested faculty get training and bring it back to the faculty. What training have we received? We do not need permission to be safe? When are we at risk? How are we at risk? How will we change these things? Do faculty see problems with their security on campus? Question raised if this is a MACER issues? Issues with Southbridge were raised. Please take time to think on this issue and be prepared to report in next month.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Carry over items: Faculty Safety Check with MACER	Michel Gormley	November

NOTE: Due to the Thanksgiving break The Faculty Senate Meeting for November is scheduled for Tuesday November 22nd, 2016 @ 2:00PM 107A.

<i>Summary of Action Items</i>	<i>Person Responsible/ Target Date</i>
1. <i>General Student Concern Process: Distribute electronically</i>	<i>Jean-today~</i>
3. <i>Safety Training for Faculty</i>	<i>Mike Gormley/ continue discussion next month</i>