MINUTES

QCC Faculty Senate
Fall 2016
October 27, 2016

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
   Archive Minutes/Distribute Minutes to Faculty
   PERSON RESPONSIBLE | Jean Kennedy
   DEADLINE | Per policy

2. NEW Business

   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 grand opening 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 jmacgillivary@qcc.mass.edu

   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
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.

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tr>
<td><strong>General Student Concern Process:</strong> Electronic copy of this will be sent to all faculty</td>
<td>Jean</td>
<td>Today~</td>
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3. **OLD Business:**

**DISCUSSION**

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:
   - 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.

E-mail Lisa lcook@qcc.mass.edu and or Kristy kglower@qcc.mass.edu with other questions you think may be important to include. Thank you.
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.

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<th>ACTION ITEMS</th>
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<tr>
<td>Carry over items: Faculty Safety</td>
<td>Michel Gormley</td>
<td>November</td>
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<td>Check with MACER</td>
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**NOTE: Due to the Thanksgiving break The Faculty Senate Meeting for November is scheduled for Tuesday November 22nd, 2016 @ 2:00PM 107A.**

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<th>Summary of Action Items</th>
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<tr>
<td>1. General Student Concern Process: Distribute electronically</td>
<td>Jean - today~</td>
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<tr>
<td>3. Safety Training for Faculty</td>
<td>Mike Gormley/ continue discussion next month</td>
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