

Faculty Senate Meeting

Meeting minutes, March 26, 2015

2:00 PM Room 107A

Meeting Agenda:

1. Call to Order

- Meeting called to order at 2:05pm.

2. Consent Agenda

- Agenda accepted
- Meeting minutes (2/26/15) unanimously approved.

3. Old Business

a. Classroom Incident Committee

Committee members (Liz Woods, Kevin Butler, Betsy Zuegg, Nadine Stewart, Jim Brennan, Kirsten Patey) met on March 6 to review the procedure for violations of the Student Code of Conduct.

Faculty have expressed the need for a clear, consistent protocol to follow when reporting violations, as well as the need for a prompt follow up as to whether a student will be returning to class or not.

- Faculty Senate requested that full descriptions of the Code of Conduct Violations to be included in the Classroom Incident Form.
- It was suggested by Dean of Students Liz Woods that a live link to the Student Handbook Code of Conduct be put right on the Classroom Incident Form and that this form be put on Frequently Used forms, on Blackboard, on The Q, and posted in each room for all to see once we agree on the form.
- Discussion continued about the importance of understanding the difference between a violation of the Code of Conduct and a classroom management issue.
- There was agreement that we need to develop training on the issue of "Violations of the Code of Conduct," and that training needs to be offered in a variety of modalities, times and locations.
- Steps for Faculty member to ask him/herself in the event of a discipline situation:
 - Step One: Can you continue with your work right now? Yes or No
 - If Yes, go to Step Two
 - If No, call Campus Police
 - Step Two: Does the student need to leave the location (classroom or other)? We could say "Your behavior is unacceptable and you need to step out right now."
 - If the student refuses to step out, Call Campus Police to help student find the door...
 - If the class is at risk, call Campus Police
 - Step Three: file a Classroom Incident Report Form a.s.a.p. to Dean of Students Office
- Dean of Students Office volunteered to create a file folder similar to the QCC Faculty Staff 911 Guide in which these steps would be outlined.
- Faculty Senate request for prompt and consistent follow up to the submission of the Classroom Incident Form was tabled until after spring break.

- Faculty are NOT asking to know details of the investigation other than at what stage the investigation is and what the impact will have on the faculty member and other students for the next class.

4. New Business

a. Retreat planning

- i. 2015 Faculty and Professional Staff Conference is scheduled for May 14 and 15 at the Red Jacket Beach Resort on Cape Cod. Cost is \$75.00 double occupancy.
- ii. Theme of this year's conference is "Guiding Students toward Graduation." Keynote speaker is Heather Van Sickle, who will be speaking about the process of "Effectuation," an entrepreneurial model, which was to have been theme of the Spring 2015 All College Day.
- iii. There is still time to submit a proposal.
- iv. Registration forms were distributed. They can also be found in Rooms 124S, 127S, 321A or in the latest email from VP Jean McLean.
- v. FS members are urged to come and "bring someone who's never been" to enter raffle.

- **Other**

Meeting adjourned at 2:50pm.