

Faculty Senate Meeting

Meeting minutes, April 23, 2015

2:00 PM Monk's Room

Meeting Agenda:

1. Call to Order

- Meeting called to order at 2:06pm.

2. Consent Agenda

- Agenda accepted
- Meeting minutes (3/26/15) unanimously approved.

3. Old Business

a. Classroom Incident Committee

- After lengthy discussion, Dean of Students Liz Woods agreed to add
 - additional information to items 1, 14 and 15 of the Draft Classroom Incident Form
 - contact information for Dean of Students Office, Campus Police and QCC Emergency number
 - a live link to the Student Handbook Code of Conduct
- Asst. Dean of Students, Kevin Butler, stressed the need for narrative to be included when reporting a violation.
- Dean of Students Office to create a file folder similar to the QCC Faculty Staff 911 Guide outlining steps to be taken in the event of an incident and suggestions for writing the narrative piece.
- Dean of Students gave assurance of prompt follow up with person reporting violation.
- Dean of Students is available to facilitate meetings between students and faculty.
- Again it was stressed that this is not a Governance policy, but rather a suggested, voluntary protocol.
- A motion was made to accept this Draft Classroom Incident Form. Motion was seconded and approved unanimously.
- A second motion was made to pilot this Classroom Incident Form for 1 year and then revisit it in the Spring of 2016. This motion was seconded and approved unanimously.

b. Retreat Conference Details and Update

- A first-time attendees' raffle will be held. Winner to receive \$75.00 toward accommodations.
- Workshop schedule has been set and will be forwarded via email.

4. New Business

- Starfish Flags:** Amy Beaudry spoke about and distributed handouts introducing the 2 new Starfish Flags (Additional Effort Needed and Class Participation Concern) to be added for Summer 1.
- Faculty Innovations and Best Practices Showcase to be held on June 3. Flyer distributed.
- Governance Steering Committee updates
- All College Forum – May 5: Faculty are encouraged to attend.
- Other: Post Graduation gathering to be held at Mezcal Cantina (30 Major Taylor Boulevard) immediately following QCC's Graduation on Thursday, May 21.

Meeting adjourned at 2:55pm.