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
        o additional information to items 1, 14 and 15 of the Draft Classroom Incident Form
        o contact information for Dean of Students Office, Campus Police and QCC Emergency number
        o 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
   a. 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.
   b. Faculty Innovations and Best Practices Showcase to be held on June 3. Flyer distributed.
   c. Governance Steering Committee updates
   d. All College Forum – May 5: Faculty are encouraged to attend.
   e. 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.