

**The  
Faculty Assembly Meeting**

**MINUTES**

**November 17, 2023 12:30 PM ZOOM**

<b>MEETING CALLED BY:</b>	<b>Dr. Keri Stevenson, Faculty Assembly President</b>
<b>MINUTES ASSEMBLED BY:</b>	Andrew McFeaters, Faculty Assembly Secretary
<b>FACULTY ATTENDEES:</b>	John Burke, Neysa Cox, Markos Chavez, Robert Encinio, Bruce Gjeltema, Yi-Wen Huang, Hasani Jayasinghe, Joe Kee, Carolyn Kuchera, Jacob LaCroix, Carmela Lanza, Sarah Llanque-White, LD Lovett, Elvira Martin, Aretha Matt, Andrew McFeaters, Arun Muthaiyan, Sangam Pangeni, Chad Smith, Keri Stevenson, Kristi Wilson.
<b>GUESTS:</b>	Shanjun (en-USg1ETQq258 475.6 28 12(12 0.5 0.5 ref72.5

attendance issues in classes, especially in relation to sports; 4) the wellness event that the Staff Council held this past week (Frank Sanchez recommends QPR suicide prevention training); and 5) the CARS/Ombud training having poor attendance (the Executive Team plans to hold more training next semester).

Dr. Stevenson mentions that there is no update regarding the Mini-Grant Committee--whether there will be funding for that and when it will be up-and-running. There will be a thirty-day legislative session this year. So hopefully there will be more opportunities for faculty to get input on the budget, and we shall know sooner what kind of funding we shall receive--and how much--for the next year. Dr. Ezzell is in favor of splitting up the funding model between two-year and four-year institutions. The Two-Year College Consortium has been discussing that. She says that we don't have that much in common with four-year institutions, and she is hopeful that the Legislative Finance Committee will be in favor of the split.

President's report concludes.

**DISCUSSION ITEM                      COMMITTEE ATTENDANCE                      DR. KERI STEVENSON**

Dr. Stevenson mentions that the Operations Committee has been discussing attendance issues in the Faculty Assembly committees. It has been difficult to get the committees together this semester. Scheduling polls are not yielding workable results. Emails related to committee ideas or scheduling have had few responses. For these reasons, the Operations Committee has drafted a template form that could be useful for encouraging attendance. If the Faculty Assembly isn't receptive to the template, other ideas to encourage attendance and to facilitate the work can be discussed.

Dr. Stevenson shares the template form on the screen. Dr. Stevenson thanks Dr. Aretha Matt for drafting the template. The idea is that the committee chairs could use the form at the end of the year to acknowledge service from committee members. Then there would be a record of attendance and the members would have a record of their service. The form could be used for annual reviews and tenure-track stages. The form lists the committees, asks for the frequency of attendance, and affords a space for the chair to provide remarks--to acknowledge projects and to include any extenuating circumstances for missing attendance. The Diversity Task Force is not there because it is not under the Faculty Assembly.

Dr. Stevenson opens the floor for questions and comments regarding the template.

Professor Joe Kee comments that the form is a great idea. It puts forth accountability and streamlines the chair's work. It will make sure the committees run smoothly. This would help with end-of-year reviews and provides the division chairs with important information.

Professor Kristi Wilson mentions that the Adjunct Faculty Committee is not ad hoc, which is what the current template says. She mentions that this form would be helpful for chairs.

Dr. Stevenson says that the information regarding the Adjunct Faculty Committee can be revised to address the issue.

Dr. Huang asks how special circumstances would be handled, such as when a committee member has an emergency.

Dr. Stevenson mentions that the "additional comments" section of the form could be used for that situation.

Professor Kee mentions that the Faculty Assembly website needs to be updated. That way the current committee membership will be listed.

Dr. Stevenson responds that the website will be updated soon because a new webmaster has finally been hired. There will be a delay so that the new webmaster can get used to the job, but updating the website will be a priority.

Dr. Stevenson asks faculty if the template should be put to a vote. Faculty members agree to vote.





**ACTION ITEM**

**ADJOURNMENT**

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**Move to adjourn.**

**Motion:** Dr. Burke

**Seconded:** Dr. Stevenson

**Vote:** Unanimous