

## Lake Faculty Senate Minutes – October 16, 2014

- I. Joe Cavanaugh called the meeting to order at 3:32 in Room 229. The motion to approve the previous meeting minutes was made by M. Faragher and seconded by S. Jacquemin
  
- II. Administration Reports

**Dean Mathies:** Dean Mathies distributed a handout outlining the first quarter budget for F15. If you have any questions let her know. She also distributed a handout on important deadlines for this calendar year. Again if you have questions see her. She also talked about the process of promotion to senior lecturer. She stated that a committee of five faculty members will have to be selected. Two TET members from the Lake Campus and three NTE senior lecturers from the Dayton campus (due to the Lake not having any senior lecturers). The NTE faculty from the Lake Campus will have the opportunity to select the committee. Dr. Mathies will be meeting with the NTE faculty to make those selections. She mentioned that she is also still taking pictures for the weekly newsletter. There was also a discussion about events pertaining to students studying and hanging out in the new faculty suite area. Signs were posted unsuccessfully so Dr. Mathies suggested that the faculty in that area work with each other to alleviate the problem.

Before the Associate Dean's report, Dr. Cavanaugh introduced the new faculty administrative assistant, Greg Luchnenko.

**Associate Dean Hiskey:** Dr. Hiskey issued a reminder about the spring schedule going live online on Monday October 20<sup>th</sup>. They are still working on a few room conflicts. If you have any additional changes get them to him as soon as possible. He also issued a reminder that faculty needs to be thinking about summer schedule and you can forward those to him anytime.

- III. Committee Reports
  - a. **Faculty Affairs:** No Report, but will need to meet soon to decide on mentors for new faculty and to come up with ideas for developing some type of faculty recognition display in the main entrance.
  
  - b. **Petitions:** No Report
  
  - c. **Budget:** No Report

- d. **Outreach:** No Report
- e. **Technology:** Committee will be meeting on October 27. An email was sent out with a survey for scantron use, please fill that out as soon as possible.
- f. **Governance and Bylaws:** No Report
- g. **Curriculum:** Mark Cubberley brought the changes to the senate but due to them not reaching the faculty before the meeting, it was decided to table them until next month's meeting. Ciampaglio made the motion and Bulen seconded it.

#### IV. Old Business

- a. **Dean Search:** Candidates will be coming on campus the next couple of weeks. Everyone should have received emails with dates and times of sessions. It is recommended that faculty make every effort to attend the faculty sessions, even if you cannot stay the entire time.
- b. **Dayton Librarian's visit:** Pitman reported that Sue Polanko from the Dayton campus has confirmed two dates Thursday January 22 and Thursday February 12 from 3:30 – 4:30. He will be sending an email to faculty with this information as well as topics covered so please let him know as soon as possible if there are any major conflicts.
- c. **Cats and Kittens:** Ciampaglio updated everyone on the progress on the cat and kitten drive. Donations can be given to Lucy and will be kept anonymous. While Ciampaglio had the floor he also brought up the idea of having someone create interactive forms for many of the forms we fill out starting with the Faculty Activity Report. He also mentioned that in the main entrance there are recognition displays for the WOEf Board and the staff. He made a recommendation that the faculty should have a display in that area as well. It was decided that the Faculty Affairs committee should look into this.

#### V. New Business

- a. **Early Academic Alert System:** M. Hibner distributed information on this new system in Wings. He recommends that faculty use it to alert advisors on students who may be in academic peril. If you have any questions please contact him.
- b. **Math/Stat Search:** Dr. Hiskey reported that the committee will be finishing up phone interviews tomorrow. They should be bringing candidates on

campus in the next couple weeks and as usual encouraged everyone to attend the open sessions.

VI. Announcements

- a. Biometric Screening: T. Pottkotter distributed a form on biometric screening which will take place on October 30<sup>th</sup>. If you have questions see Liane Muhlenkamp. This is an optional program offered through our insurance. Also on that date flu shots will be available as well as presentations on open enrollment for insurance. Just a reminder that every year you do need to renew your enrollment choices for your insurance. They do not roll over from year to year.

VII. Motion to adjourn at 4:35 by G. Follo and seconded by S. Pedler.

Faculty in attendance J. Adabor, D. Benson, D. Bulen C. Berelsman (secretary), M. Bettinger, J. Cavanaugh (president), C. Ciampaglio, B. Crites, M. Cubberley, M Faragher, G. Follo, D. Hochstein, D. Huelskamp, S. Jacquemin, S. Pedler, M. Smith,

Other in attendance: B. Mathies (Dean), R. Hiskey (Assoc. Dean), M. Hibner, G. Luchnenko, A. Pittman, T. Pottkotter,

Unable to attend due to scheduled professional conflicts: T. Richter, S. Showman, C. Wilson, R. Wulandana,

Reminder that the next meeting will be held on November 13 at 3:30. (This is a week early due to Open House on November 20<sup>th</sup>).