

## Governance Council Meeting Minutes

September 18, 2020

2:00-3:00 PM, STC 182

Attendees: Dr. Klauber, Carlee Ranalli, Dr. Warner, Tammy Strite, Dan Ryan, Alicia Drumgoole, Sean Wynkoop, Dr. Ohi-Gigliotti, Beth Kirkpatrick, Dr. Rothstein, Eric Byers, Vidda Beache, Theresa Shank, Kate Benchoff, Tom Crawford

1. Minutes from May 22, 2020 were approved
2. Old Business
  - a. Communication Update- Carlee showed the shell for a new Shared Governance website and is working to get the Z drive materials updated
  - b. Staff Council Update- Tammy will contact HR and IT to get a staff listing and review sample bylaws to get a group together for discussion
  - c. Policy Review Update- Carlee will coordinate with committees to keep reviewing the policies with a goal of having each policy reviewed every 5 years
3. Committee Updates and charges (new and continued)
  - a. Teaching & Learning Committee- continuing to revise the Intellectual Property policy
  - b. Academic Standards & Outcomes Assessment Committee- no current charge, the committee is reviewing the Dean's list eligibility for part-time students (impacts Essence students)
  - c. Curriculum Development & Review Committee- working on clean-up
  - d. Student Affairs Committee- reviewed the student name change process
  - e. Administrative & Information Technology Services Committee- no charges, will work to identify a co-chair
  - f. Campus Safety Committee- Working on bloodborne pathogens policy, traffic control at intersection, chemical hygiene policy
  - g. Faculty Affairs Committee- the new student evaluation instrument will be used for fall evaluations. New charges- One related to promotion and tenure process- review the procedure and define what each means; Emeritus status- review process and documentation, make sure Board and faculty guidebook align; Study the requirements to become a full professor
  - h. Institutional Assessment Committee- Examined the results from the COVID surveys and discussed the assessment needs for the upcoming year in non-academic settings
4. New Business/Questions
  - a. Annual Report- Carlee shared the annual report from 2019-2020
  - b. Revise Guide to Shared Governance- the guide will continue to be updated with any approved changes
  - c. Carlee asked that committees send her the names of new faculty co-chairs once they are chosen
  - d. Reminder about orientation for new co-chairs- Administrative co-chairs were asked to do a quick orientation with new faculty co-chairs; Carlee will plan to do orientation if there are new administrative co-chairs
  - e. Discuss any other new proposed charges or areas of study
5. Adjourned- next meeting date- January 22, 2020, STC 182