

## Faculty Senate Meeting Agenda

2/29/24, 2:00–3:15 pm, B1600 and Teams

### Agenda

1. Call to order; Approval of Agenda (2 min) – Tirza Leader/Kathy Pinzon  
<https://forms.office.com/r/rRTWguh2Y6>
2. Approval of minutes from January 2024 (2 min) – Tirza Leader/Kathy Pinzon  
<https://forms.office.com/r/SPrsuuTs4P>
3. Executive Session (0 min)
4. President or Proxy (10 min)
5. Budget (10 min) – Atul Saxena
  - a. Report on summer funding proposals
6. G&E Report
  - a. Bylaws (18 min) – Tirza Leader
  - b. Office Hours (20 min) – Tirza Leader
7. Professional Concerns Report
  - a. Online teaching update (10 min) – Sheryl Abraham
8. SOE dean search update (2 min) – Joye Cauthen
9. Communications Survey (1 min) – Tirza Leader
10. Diversity Advisory Council (1 min) – Tirza Leader
11. Adjourn  
<https://forms.office.com/r/qUUnTnjxNc>

### Minutes

Present: Adrienne Cottrell-Yong, Ajay Malia, Amanda Wilsker, AmyH Erickson, Atul Saxena, Beth Cavalier, Candace Timpte, Carlos Ruiz, David Kerven, Heather Morton, Ian Krouse, Indhira de la Rosa, Jessica Estep, Jill Penn, Jim Nolan, Joshua Beall, Joye Cauthen, Karen McCarron, Kat Deeley, Kathy Pinzon, Liang Sun, Lis Javazon, Lissa Pollacia, Michael Gunther, Pam Anderson, Patrick Tiedemann, Paul Camp, Rong Liu, Sherly Abraham, Susan Quinn, Tirza Leader, Whitney Holley, Ying Guo

1. Call to order; Approval of Agenda (2 min) – Tirza Leader/Kathy Pinzon  
Motion - Beth  
Second – H  
Approved
2. Approval of minutes from January 2024 (2 min) – Tirza Leader/Kathy Pinzon  
Motion - Keith  
Second – Paul Grant  
Approved
3. Executive Session (0 min)

4. President or Proxy (10 min) – Beki Myers – General Counsel and Chief Legal Affairs Officer

legal issues related to AI – earlier this week in pulse IT gave examples of Etiquette Document about AI – specifically speaking about meeting notetakers – can transcribe, see if engaged, emails to people in meeting, record face

legal issues to consider before using one – if hosting steps to take to assist in minimizing those being added

  - consent – do the people in the meeting know they are being recorded and are they ok with that – best practice is to obtain explicit consent from all parties – respect choices if not recorded – refrain from AI note tools if not the host
  - data ownership – giving license to use copyright materials – use that to generate things for other people
  - read terms of services and see what they do with information
  - data security – no system is fool-proof, could be data breaches, risk of confidentiality especially with students
  - intellectual property
  - anytime you create a document it becomes an open records – will have to be produced in requests
  - AI tools are not perfect
  - Can make changes in teams settings to minimize bots – check with IT to see how to take these steps
  - Before you use these – consider the nature of the meeting content – does use align with GGC data privacy and policy
  - Any questions – contact legal affairs [legallaffairs@ggc.edu](mailto:legallaffairs@ggc.edu)
5. Budget (10 min) – Atul Saxena
  - a. Report on summer funding proposals

Document comparing plans presented – more plans competing than expected (4 plans total)

What is the reason to break even? Haven't gotten an answer as to why this is necessary.
6. G&E Report
  - a. Bylaws (18 min) – Tirza Leader

Met with provost over summer about bylaws – met with cabinet in November

President and Provost assertion that taking committees and putting them under senate – policy and procedure changes come to senate through those committees – match committees with an ex-officio member of administration – help with communication

Provost offered to help write sections – came with a document to work with

G&E has worked over the last week – compared how the document presented matches with the current bylaws

Noticed some things that don't line up – some are placeholders – some are more major

Looking for senators to help G&E with the process – contact Jessica

Brought forward for senate review in March and a vote in April

Lis – what are the procedures to changing the bylaws – who can and cannot do this? – senate procedures are a senator brings it to the floor and we follow the normal procedures of review – discussion with greater faculty – voting

Ajay – terms of senators – in SST we don't have enough faculty senators – need to ask faculty to run for positions – it's an election so shouldn't need approval – Tirza – we won't be using all of it – some isn't practical

Jill – concerns about the timeline – over 100 lines and we may need more time to make these kinds of changes – faculty manual rewrite took years

Tirza – will the changes be voted on in mass – sections? We don't know – many changes might be non-controversial and language improvements

b. Office Hours (20 min) – Tirza Leader

Last semester G&E was working on an office hours policy – collected data from faculty and reported on it – this semester collecting data from students

Presenting student data

Where does the policy go? What will it look like? We aren't really sure on the timeline yet.

Please send faculty feedback to Tirza and G&E or in the anonymous forms

Hard to focus the feedback until we get to speak with the provost

Goal of senate should be to put forward our proposal – don't ignore that because regardless of what else happens we will put that forward

Beth – does the provost want our feedback? What was put forward doesn't look like feedback or conversations we have been having – data is clear we don't want it and students won't use it - what problem are we trying to solve – isolating us in our office for “office hours” doesn't do that

Tirza – was given with the statement to get feedback from faculty

Paul Grant – echo what Beth said – using office hours as a solution to a problem that doesn't exist

Tirza – speaking with deans – have not mentioned students having problems with faculty not being available

7. Professional Concerns Report

a. Online teaching update (10 min) – Sheryl Abraham

See presentation – US DOE rules on student engagement and online programs recognize the need for policy and training for online teaching

Looked at resources are currently available

Goal – facilitate and help shape the policies and teaching best practices and training – want it to be collaborative between CTE and relevant stakeholders

What has worked well, what resources would be helpful

Document the work and feedback

Questions or comments reach out to the members of the committee

Lis – are there or will there be requirements for faculty teaching online courses?

Tirza – this is what the committee is working on

8. SOE dean search update (2 min) – Joye Cauthen

Chair of SOE dean search – Tyler Yu – pleased to report there was ample response – resulting in a pool of talented applicants – identified 8 candidates to invite for initial interview – completed these and recommended a smaller group for campus visits – at campus visit stage, members of campus community will have opportunity to meet with finalist candidates

9. Communications Survey (1 min) – Tirza Leader

Please fill out the survey in pulse – deadline is Friday

10. Diversity Advisory Council (1 min) – Tirza Leader

Council consisting of staff, faculty and students – listening to students, finding what they think should be happening and trying to make it happen

New initiative is belonging center in B atrium – place for gathering and presenting

11. Other announcements

- a. Feedback for faculty survey contact Beth or David
- b. Dr. Downey ready to begin helping us archive senate materials
- c. Statement of thanks to Diane White

12. Adjourn

Motion - H

Second – Kathy

Approved