

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COLLEGE SENATE
AGENDA
November 8, 2019
Board Room**

CALL TO ORDER

- Roll Call
- Introductions
- Welcome Guests
- Public Comment (if any)

UPDATES

College Senate Chair(s) update

APPROVAL OF MINUTES

October 25, 2019 minutes

PRESENTATION

Campus Advocacy, Referral and Education-Darese Doskal
Survey and Research Review Committee-Eric Sambolec

REPORTS

Executive Branch representative
FCCC representative-P. Tvaroha, L. Seyfried

ACTION ITEMS

Approval of committee charges:
Curriculum Committee

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

Next College Senate Meeting
Friday, November 22, 2019
at Noon
The Board Room

**Tompkins Cortland Community College
College Senate
Unapproved Minutes
October 25, 2019**

CALL TO ORDER

- A. Ahola called the meeting to order at 12:03 p.m.
- A. Ahola welcomed the guests.
- There were no public comments.

Roll Call

Present: A. Ahola, D. Bethoney, K. Block, F. Coon, A. Decker, T. Evener, S.K. Hector, G. Isaacs, M. Lopez, G. McMinn, R. Rice, R. Sarachan, J. Thayer, and J. Walz-Koeppel.

Ex officio: M. Schmidt, P. Tvaroha, P. Reifenheiser, S. Abbey.

Excused: A. Maroney, A. Martin, B. Sweeney.

Guest: J. Petrella-Baum.

UPDATES

A. Ahola stated that the Curriculum Committee will have their committee charge to the College Senate by November 1.

APPROVAL OF MINUTES

A motion was made by J. Thayer to approve the minutes of the October 4, 2019 meeting. Seconded by A. Decker. Motion approved.

REPORTS

Executive Branch report-P. Reifenheiser

- P Reifenheiser gave a review of the presentation that was given to the faculty about the updates to the Global Department (see the Power Point presentation that P. Reifenheiser sent out with "Paul's Provost Post #66."

FCCC Representative report-M Schmidt

- M. Schmidt stated that she is glad that with the new by-laws in place that the FCCC representative can come the College Senate and give them updates. M. Schmidt shared three resolutions that they brought back from the FCCC Conference to be endorsed by the College Senate and then they will go before the Faculty for endorsement. M. Schmidt stated that when a resolution is brought forward the SUNY Chancellor must respond. The resolutions are

- Resolution Supporting New Funding Model for the Community Colleges
- Resolution in Support of Child Care Funding

- Resolution on Gender Inclusivity within SUNY
- M. Schmidt also reported that SUNY would like each campus to have a lactation room where nursing mothers can go to have some privacy versus using bathrooms. We have just gotten one on the first floor of the campus.
- M. Schmidt stated this will be her last meeting as she is stepping down and P. Tvaroha and L. Seyfried will be taking her place at TC3's FCCC representative. Thank you M. Schmidt.

ACTION ITEMS

A. Ahola asked for a motion to endorse the three resolutions that were brought forth by the FCCC representative. R. Sarachan made the motion, seconded by A. Decker. Motion carried.

A. Ahola asked for a motion to accept the two new committee charges listed below. J. Thayer made the motion, seconded by A. Decker. Motion carried.

- The Information Security Program Committee
- The Campus Safety Advisory Committee

PRESENTATION

J. Petrella-Baum took the College Senate's picture to post on our new webpage. S. Abbey gave us a presentation of the new webpage and asked that everyone look it over and bring back any issues/suggestions for changes to the next meeting.

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting 12:55 p.m.

Survey and Research Review Committee

Article 1

Function

- a. General statement or purpose statement: The College currently does not have a committee or full body to review research proposals and lacks the ability to track all survey and other research taking place on campus. This body would do the following: allow the College, through the Provost's Office, to review research proposals; track survey/research taking place on campus; provide best practices for survey creation and administration to faculty, staff, and students; review definitions and guidelines related to compliance with federal and state policy.
- b. Subcommittees: none needed at this time
- c. This committee is responsible for meeting to review and keep track of research/proposed research on campus, ensure it adheres to relevant ethical and legal standards, provide support to students, faculty, or staff on improving the construction and administration of survey instruments.

Article 2

Membership

- a. Membership distribution: Associate Provost/Director of Institutional Research, at least one Staff member from Office of Institutional Research or their proxy, at least two Faculty members: preferably one from a science field and one from humanities/social science, one or two staff members from various areas of the College.
- b. At this time no student members are recommended
- c. Term of office: two years renewable terms
- d. If a member is unable to complete his or her term, the member must nominate a replacement.
- e. Removal from committee for non-participation: Committee shall have the right to remove member for non-participation. There shall then be a hearing to discuss member's non-

participation. All members shall then vote. A simple majority vote is required for removal.

- f. Note taking responsibilities: IR staff member

Article 3 Chair

- a. Chair is appointed by Provost or Associate Provost.
- b. Terms of appointment: two years, renewable term
- c. Duties of chair: setting schedule, leading meetings, dissemination of information to the College, setting goals for committee each semester in consultation with IR

Article 4 Meetings

- a. Regular meetings will be set by chair. Meetings shall take place once a month but may be canceled by chair. Timeline for meetings will be assessed after each semester. E-meetings may be possible acceptable alternative to in-person meetings once process is in place to share comments.
- b. Special meetings may be called by chair
- c. Quorum: half + 1
- d. Meetings are not public due to confidentiality. Committee reserves the right to invite individuals on an as needed basis.
- e. Notes and agendas will be posted but only for nonconfidential matter. Otherwise notes are collected and held internally for confidentiality.

Article 5 Changing the Charge of the Committee

- a. Amending the charge needs 2/3 vote.
- b. Committee reviews its work annually and reports to Associate Provost/Provost.