I. Call to Order
   a. Present: Linda Morgan, Deb Robinson, Terry Lee, Pati Pfenninger
   b. Not Present: Leonard Rodenbur, Larry Pander, Stacey Carr
   c. Ex-officio: Kathy Irvin – TLC and Dr. Exstrom

II. Reports
   a. BOT & College Counsel – Linda Morgan
      i. Went through upcoming dates. Please review minutes sent out by President’s office.
      ii. The BOT Program Highlight for Nov was moved to the December meeting. Leslie Wenzel will be
          highlighting the Math program.
   b. T.L.C. – Kathy Irvin
      i. Magna-blended videos have been delivered to Jeff with licenses, he will upload them and they will be
         available through Edukan. A faculty ‘class’ is being developed. Faculty can watch videos at home.
         TLC is working with Dr. Exstrom for EduKan trainings on December 6, 2012. Computers in the TCL
         must be up and running and available for faculty to use on this date. There are some issues of faculty
         logging in as themselves and not having access to their desktop and documents. Training day for
         eCollege hybrid classes is also being planned. Watch for details from Dr. Exstrom. A person from
         EduKan will be here to help.

III. Approval of Minutes – November 1, 2012 & November 8, 2012
   a. Minutes from November 1, 2012. Accepted by Terry Lee, seconded by Pati Pfenninger. Approved.
   b. Minutes from November 8, 2012. Need to indicate training videos and licenses were approved. Accepted
      with corrections by Deb Robinson, seconded by Pati Pfenninger. Approved with corrections.

IV. Old Business
   a. Professional Development Project – Update
      a. Larry Pander is currently reviewing the procedure dated 2010. He and Leonard are looking into this
         process and comparing it to the Negotiated Agreement. Currently, following the old guidelines, if training
         benefits other employees on campus then hopefully faculty will be willing to share relevant training
         information with others.
   b. Breakfast/Lunch Roundtable with Dr. Exstrom and Dr. Swender / Nov 27, 2012 – Update Pati
      a. Reported 7 RSVPs for Breakfast, 9 for lunch. Pati will send out the reminder again before break.
      a. Linda will send email with data to Terry and Patty Winkelman.
   d. TLC Position Descriptions – Review
      a. Description of what duties are required for the faculty who work in the TLC. Faculty Senate members
         were asked to review job descriptions and see if any of the duties/responsibilities can be enhanced.
         Additional questions were: What do faculty members want to see in the TLC? What do we want the TLC
         to look like? What is the TLC supposed to be for faculty? The TLC faculty will report to the Vice President
         of Instruction.
b. Description of what duties are required of the Director of the TLC. The TLC Director will report to the Vice President of Instruction.

c. There are 5 issues that need to be addressed. Faculty members assigned to the TLC currently receive 1 FLC for 2 hours per week in the TLC.
   i. What are the expectations and responsibilities for TLC faculty?
   ii. How are the duties documented and supervised?
   iii. How to handle outside TLC consulting. Is this an expectation of all faculty members with expertise in certain areas or is this above and beyond expectations.
   iv. Determine how assignments are to be made in the future for TLC Faculty assignments.
   v. Is there a better way to organize and build TLC services?

e. Other

V. New Business

a. Michelle Brandon Professional Development Funding Request $1460.81 National Association for Developmental Education “NADE” Conference – Denver, CO Feb. 26 – Mar 2, 2013. Pati Pfenninger moved we approve, Terry seconded, passed unanimously. Further discussion: Faculty Senate still concerned about budget status as we have not received final approval from the Business Office. Do we still have $$ to bring someone in Spring 2013 for training? This would leave approximately $4,500 for future training. Dr. Exstrom also has professional development fees available. Dr. Exstrom will research his budget and work with Faculty Senate.

c. Other

Members were asked to get on the Faculty website page, make sure forms are updated, check forms to make sure they are fillable. Pictures are needed for Deb Robinson and Stacey Carr. The PN section of the website also needs updating.

c. All web-related requests go to Juan Reyes. This includes uploading minutes, access to web-pages, etc.

VI. Executive Session

VII. Other

VIII. Adjourned at 4:40 p.m.

**Upcoming Faculty Senate Dates:**

November 29, 2012  3:15 p.m. Regular FS Meeting, Penka Building – Classroom 1103
December 6, 2012  3:15 p.m. Regular FS Meeting, Penka Building – Classroom 1103
December 12, 2012  6:00 p.m. Board of Trustees – Endowment Room. Program Spotlight: Math Dept – Leslie Wenzel and Faculty Fall Activity Report Review  
December 13, 2012 No Faculty Senate meeting unless needed.

*Faculty Senate welcomes faculty to attend its meetings for any specific item or new discussion. Please e-mail Linda Morgan prior to the meeting if you have items for discussion.*