Members present: Quill West, president; Terri Trick; Stephen Shoemake; Jill Emigh; Jennifer Leber; Susan Quinn; Melinda Brennan; Dan Norton; Rob Becker; Lori Loseth.

- The meeting was called to order at 3:35 PM.
- The minutes were read and approved.
- Forrest Baker presented the safety committee’s webpage to the senate, and circulated the new Emergency Procedures Handbook. To access the webpage from the college’s homepage, go to “about,” then to “safety;” or go directly to the page at: http://www.wwcc.edu/safety. The handbook is also on the safety committee’s webpage. Forrest also mentioned the emergency notifications signup procedure, and noted that the first test of that system produced 97% success.

- Susan Quinn presented Workforce Education’s new suspension policy. Its purpose is to address the problem of students who do not persist or succeed in prof / tech programs—especially those with a waiting list. If a student doesn’t make progress, s/he will be suspended from the program, and must write a re-entry plan to be readmitted. The idea is not to get students out of programs, but to ensure the success of those in them, and to provide space for those students willing to persist and work in the programs. Because there was not a quorum present at this meeting, Quill will forward the draft to the senate membership and ask for an e-vote on it. Susan also asked that we forward any suggestions we have on these documents to Mindy.

- The AA degree diversity requirement was discussed next. It is expected to begin Fall Quarter of 2010. To earn an AA degree, students will be required to complete five credits of diversity requirements. Courses will be collected March through May. Instructors wanting courses counted with a diversity designation must submit these courses to the diversity review team (a subcommittee of the diversity committee), then to the curriculum committee. Maybe in the future, the step of passing a course through the diversity course requirement team could be eliminated as the curriculum committee becomes more familiar with the diversity designation requirement. Also, the point was made regarding the additional workload required to make courses diversity-designated—could it become a contractual issue? Quill will suggest that the diversity committee streamline the procedure.

- Old business: There is nothing new regarding the paper-reduction issue. Quill will ask about the possibility of getting individual faculty their own code numbers.
- Rob Becker has collected information regarding what should be included in an organization’s bylaws, and will have a draft for us by our next meeting.

- On February 24 at 3:30 PM in Room 181, the safety committee’s movie will be shown. Let someone on the safety committee know if you would like to attend. Another room may be needed to accommodate everyone if there is a lot of interest.

- Quill has been nominated and has accepted a position on the Curriculum Committee. The Faculty Senate unanimously approved this appointment.

- This year the College is facing another round of budget cuts and the college has produced a list of planning assumptions from the Administration’s point of view. After speaking with Karin Hilgersom, Quill thinks it would be a good idea to create an organized set of values to share with the administration. Karin has pledged to communicate our values in budget planning if it is developed. Senators will circulate a request for input in our respective departments. Unfortunately, the timeline on producing this is very short, and we as a faculty do not want to hurry this—it is too important. AHE must be a major part of this discussion, so nominees will be solicited from faculty senate and from AHE to form a committee to draft our statement. Quill will e-mail all senators pertinent information that requires immediate action within the next two days.

The meeting adjourned at 4:56 PM

Addendum to the minutes: The Workforce Education Suspension Policy passed 16-0 in favor after extended email discussion and one revision. Quill counted votes and officially informed Mindy of our affirmative vote on 3/1/10.