

Academic Faculty Senate (2025-2026) Meeting MINUTES 10/17/25; 1:30-3:30 p.m.

Academic Senate	Call to order at 1:35 pm	ZOOM																								
Members Present	<table border="1"> <tr><td>Eric York (Chair)</td><td>Present</td></tr> <tr><td>Jessica Rowe (Vice Chair)</td><td>Present</td></tr> <tr><td>Jaspreet Gill (Senator Carson)</td><td>Present</td></tr> <tr><td>Brigitte Dillet (Senator Fallon/Douglas)</td><td>Present</td></tr> <tr><td>Heather Reardon (NAH Senator)</td><td>Present</td></tr> <tr><td>Curtis Kupferschmid (Senator LA 1) (Brian Prince Proxy present)</td><td>Present</td></tr> <tr><td>Christian Copley Salem (Senator LA 2)</td><td>Present</td></tr> <tr><td>Mary Gillespie (Senator LA 3)</td><td>Present</td></tr> <tr><td>Patrick Bell (Senator WCTE/Recorder)</td><td>Present</td></tr> <tr><td>Jacob Council (Senator Adjunct Carson)</td><td>Present</td></tr> <tr><td>Kelsey Penrose (Senator Adjunct Fallon/Douglas)</td><td>Absent</td></tr> <tr><td>Martin Schmidt (Past Chair)</td><td>Present</td></tr> </table>		Eric York (Chair)	Present	Jessica Rowe (Vice Chair)	Present	Jaspreet Gill (Senator Carson)	Present	Brigitte Dillet (Senator Fallon/Douglas)	Present	Heather Reardon (NAH Senator)	Present	Curtis Kupferschmid (Senator LA 1) (Brian Prince Proxy present)	Present	Christian Copley Salem (Senator LA 2)	Present	Mary Gillespie (Senator LA 3)	Present	Patrick Bell (Senator WCTE/Recorder)	Present	Jacob Council (Senator Adjunct Carson)	Present	Kelsey Penrose (Senator Adjunct Fallon/Douglas)	Absent	Martin Schmidt (Past Chair)	Present
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Guests	Susan Priest, Winnie Kortemeier, Melody Duley, Susan Trist, Gretchen Stanserson, Rachelle Bassen, Rebecca Bevans, Jolene Coverston, Kim DesRoches, Brian Prince																									

Agenda Topic	1. Call to Order
Action Taken	Time: 1:35pm

Agenda Topic	2. Roll Call
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Agenda Topic	3. Proposals for Equity Study (M. Duley).
Action Taken	Info
Summary of Discussion	<p>Notes on discussion: The senate discussed feedback on a student success tool, reporting positive student feedback and plans for evaluation after a few semesters. M. Duley presented a detailed comparison of two vendors (Berkshire and CBIZ) for an equity study, sharing a comprehensive analysis of their proposals and pricing. The group reviewed meeting minutes, with Brigitte pointing out an error in the sabbatical leave policy revision statement. The discussion concluded with Melody explaining that while NSHE requires a system-wide salary study every four years, WNC needs to conduct its own internal equity review as specified in the P&G manual.</p> <p>Key Points Summary: A proposal was discussed to conduct an equity and market compensation study. Two vendors (Berkshire and CBIZ) submitted quotes. A comparison sheet outlining their scopes</p>

	<p>and clarifications has been completed and shared with the Faculty Senate.</p> <ul style="list-style-type: none"> • Berkshire specializes in equity and non-discrimination analysis • CBIZ focuses on market-based compensation reviews. <p>Both vendors' costs are comparable. TMCC previously used CBIZ with positive results. NSHE also conducts similar studies for systemwide comparisons, though not at the individual college level.</p> <p>Next steps include possible reference checks and faculty input on vendor preference. The timeline is to proceed as soon as possible, with FS planning to hold a Q&A session and provide recommendations at the next meeting.</p>
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Agenda Topic	4. Genio Note Taking App (S. Trist).
Action Taken	Info
Summary of Discussion	<p>Notes on discussion:</p> <p>The senate discussed the potential implementation of the Genio note-taking app across the institution, which would provide students with disabilities and the general student body access to features like recording, live captions, and transcript generation. Susan Trist explained that faculty could opt out of the app's use in their classrooms, though students with disabilities would still have access. Questions included expressed concerns about students using laptops in classes and the potential impact on physical note-taking and inquiries about the possibility of instructors using the tool for class activities. Susan confirmed that faculty-led recordings were an option. The group agreed to further discuss the implementation process, with Susan planning to distribute a Genio information page to the faculty for additional questions and feedback.</p> <p>Key points summary:</p> <ul style="list-style-type: none"> • Current status: The app is still in the discussion phase. Next steps include obtaining faculty buy-in, collaborating with IT, and planning training prior to purchase. • Concerns: <ul style="list-style-type: none"> ○ Some instructors prefer traditional note-taking and feel the tool may not suit all courses. ○ Faculty should be informed when a student uses the app. ○ Redundancy: If courses are already being recorded, Genio may duplicate existing tools. • Pilot and feedback: A pilot program is being considered.

	<p>Student feedback so far has been positive, and data will be collected.</p> <ul style="list-style-type: none"> A follow-up meeting in November will be scheduled to continue the discussion after faculty have had a chance to explore the app.
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Agenda Topic	5. Class Modes Update (G. Stanerson).																																																																														
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Summary of Discussion	<p>Notes on discussion:</p> <p style="text-align: center;">Current WNC Instructional Modes and proposed updated language (9/22/2025)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Instructional Mode</th> <th>Current PS Description</th> <th>Proposed Updates</th> <th>How class is taught internal description</th> <th>Student Fees</th> <th>Frequency of use</th> </tr> </thead> <tbody> <tr> <td>CR</td> <td>Correspondence</td> <td>No change</td> <td>Instructors and students send and receive homework via mail and there is no use of an LMS.</td> <td>\$0</td> <td>No recent use</td> </tr> <tr> <td>EN</td> <td>In person with some web</td> <td>In-Person with use of Canvas</td> <td>Classes are taught in-person on a WNC campus location with the regular use of Canvas (discussions, assignments, etc.)</td> <td>\$5/class</td> <td>Frequently</td> </tr> <tr> <td>FS</td> <td>Field Study</td> <td></td> <td>Course not taught on a WNC campus but in a different location (wilderness, off campus auto shop, etc.)</td> <td>\$0</td> <td>No recent use</td> </tr> <tr> <td>HS</td> <td>WEB- Specialized HS Program</td> <td></td> <td style="text-align: center;">Retired-Mode</td> <td></td> <td>No recent use</td> </tr> <tr> <td>IO</td> <td>Virtual Independent Study</td> <td>Independent Study on the Web</td> <td>An Independent Study that is taught online using Canvas.</td> <td>\$5/unit</td> <td>Frequently</td> </tr> <tr> <td>IS</td> <td>Independent Study</td> <td>Independent Study In-Person</td> <td>An Independent Study that is taught in-person and may or may not use Canvas.</td> <td>\$5/class</td> <td>Sometimes</td> </tr> <tr> <td>LC</td> <td>Web or In Person</td> <td>Scheduled Class Times in person or on the Web</td> <td>Instructors have given the students enrolled in the course the flexibility to attend the class in-person or on the web at the scheduled time and the student choice is flexible each week.</td> <td>\$5/unit</td> <td>Sometimes</td> </tr> <tr> <td>OL</td> <td>Online Lecture w/In-Person Lab</td> <td>Web class with In-Person Lab</td> <td>The lecture portion of this class is asynchronous, and the lab class is scheduled in a different section number. 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Student feedback indicated that some class mode names are confusing, and there are concerns about renaming modes due to potential conflicts with historical data.</p> <p>The goal is to clarify and update mode descriptions while adhering to the 30-character limit. Gretchen reviewed each instructional mode and proposed specific revisions. A workgroup has been formed to further examine and refine the class mode definitions.</p>	Instructional Mode	Current PS Description	Proposed Updates	How class is taught internal description	Student Fees	Frequency of use	CR	Correspondence	No change	Instructors and students send and receive homework via mail and there is no use of an LMS.	\$0	No recent use	EN	In person with some web	In-Person with use of Canvas	Classes are taught in-person on a WNC campus location with the regular use of Canvas (discussions, assignments, etc.)	\$5/class	Frequently	FS	Field Study		Course not taught on a WNC campus but in a different location (wilderness, off campus auto shop, etc.)	\$0	No recent use	HS	WEB- Specialized HS Program		Retired-Mode		No recent use	IO	Virtual Independent Study	Independent Study on the Web	An Independent Study that is taught online using Canvas.	\$5/unit	Frequently	IS	Independent Study	Independent Study In-Person	An Independent Study that is taught in-person and may or may not use Canvas.	\$5/class	Sometimes	LC	Web or In Person	Scheduled Class Times in person or on the Web	Instructors have given the students enrolled in the course the flexibility to attend the class in-person or on the web at the scheduled time and the student choice is flexible each week.	\$5/unit	Sometimes	OL	Online Lecture w/In-Person Lab	Web class with In-Person Lab	The lecture portion of this class is asynchronous, and the lab class is scheduled in a different section number. 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Agenda Topic	6. Approval of Minutes (September)
Action Taken	Action
Summary of Discussion	<p>Discussion:</p> <ul style="list-style-type: none"> Item 9 Sabbatical Leave: No revisions were made in the last year (request to remove) and just clarify that the policy is under review. <p>Motion: Approval of September 25th, 2025 meeting minutes</p>

	<p>Motion to Approve: B. Dillet Second: J. Gill Approval: Approved unanimously</p>
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Agenda Topic	7. Structure of Faculty Senate Meetings (E. York)
Action Taken	Discussion
Summary of Discussion	<p>Notes on discussion: The discussion focused on changes to Faculty Senate meeting structures and reviewing policy updates. Eric proposed three options for meeting schedules:</p> <ol style="list-style-type: none"> 1. Senate meeting is scheduled for two hours; stop when two hours are up. 2. Schedule longer senate meetings to adjust for the typical longer time meetings take traditionally 3. Continue to use the current 2 hour meetings with an understanding time may go over <p>The senate supported the third option of maintaining 2-hour meetings that can run longer if needed.</p>

Agenda Topic	8. Policy Revisions and Reviews
Action Taken	First Reading
Summary of Discussion	<p>Discussion: The senate discussed several technical policy changes, including updates to facility use agreements and credit card spending caps, with Brigitte making a motion to approve all items under Item 8. The conversation ended with a discussion about shifting college committee nominations to specific oversight committees, though this portion of the discussion was not completed in the transcript.</p> <ol style="list-style-type: none"> a. 6-1-1 Facility Use: Remove form and rates, refer to website <ul style="list-style-type: none"> o No major edits. This policy is for external users outside of WNC. Only change is to remove the agreement form/use rates and place a link on the WNC website. Some concerns with faculty having to use this facility use form. Concerns with rate changes. Thoughts are is more of a threshold/cap change on cost per NSHE (e.g. credit cards/pcard use). b. 7-1-2 Compensation of School Districts for Use of Facilities: Change title of contact c. 7-3-2 Bank Deposits: Change department name

	<p>d. 7-3-3 Policy for Equipment Purchasing and Inventory Control: Change title of contact, department name, threshold for card use</p> <p>e. 7-3-4 Policy for Account Administration: Change title of contact</p> <p>f. 7-4-3 Identity Theft Prevention: Change title of contact</p> <p>g. 7-4-4 Use of land-line phones: Change title of contact</p> <p>h. 7-5-5 Institutional Student Fee Policy: Change title of contact</p> <p>i. 7-7-2 Institutional Sustainability Policy: Change title of contact</p> <p>j. 7-7-3 Trade-out Policy : Change title of contact</p> <p>Note: Most of these are minor changes and may not need extensive reviews. FS does not necessarily vote on a second reading unless issues or concerns are identified. If no second reading, then goes to College Council.</p> <p>Motion: Motion to approve all policy changes in item 8</p> <p>Motion to Approve: B. Dillet</p> <p>Second: H. Reardon</p> <p>Approved: Unanimously.</p>
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Agenda Topic	9. Policy Revisions and Reviews
Action Taken	First Reading
Summary of Discussion	<p>1-1-2 College Committee Nominations/Appointments</p> <p>Discussion: The proposed policy modification aims to shift preliminary discussion and committee selection responsibilities from the president’s office to an oversight committee, which may include the VPSA’s office.</p> <p>Concerns were raised regarding the change in the nomination and appointment process, as the president currently approves all nominations. The clarification provided was that each college committee would have executive oversight, and this executive oversight—rather than the president alone—would work collaboratively with the Faculty Senate on approvals.</p> <p>Additional discussion points included:</p> <ul style="list-style-type: none"> • Whether the executive oversight person should be

	<p>identified on the WNC committee member website for transparency and efficiency.</p> <ul style="list-style-type: none"> • The need to clarify who the oversight member is, or if it refers more broadly to the VPSA’s office. • A question about the role of the co-chair in this revised process, as most committees are structured with both a chair and co-chair. <p>Key discussion points and questions included:</p> <ul style="list-style-type: none"> • Clarification of the overall process and timeline for implementation. • Identification of the executive oversight member and their role. • Clarification of the responsibilities of the chair, co-chair, and outgoing chair in the revised process. • A request for the executive team to provide additional context for the proposed changes. <p>It was noted that much of the discussion centers on the executive team’s workload. There was a suggestion to formalize the practice of chairs meeting with the executive oversight member to improve communication. Eric will return to the College Council with these questions regarding process, timelines, and role definitions, including whether the VPSA’s office will serve as the designated oversight body.</p> <p>Action: The item will be held for continued review by the Faculty Senate. Eric will take specific comments back to the College Council, though FS may also submit its own revisions.</p>
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Agenda Topic	10. Syllabus Statement on the Use of AI (J. Rowe)
Action Taken	Discussion/Possible Action
Summary of Discussion	<p>Discussion: The senate discussed developing a statement on AI usage in the classroom. Two potential approaches were identified:</p> <ol style="list-style-type: none"> 1. Creating a standard administrative statement, or 2. Allowing faculty flexibility to craft their own AI-use statements. <p>The goal is to develop example statements to guide discussion on what constitutes a relevant and effective AI policy, particularly as it relates to academic dishonesty. Faculty are encouraged to send example statements to Jessica R. for review and input.</p> <p>Additional discussion points included:</p>

	<ul style="list-style-type: none"> • The need to clarify whether a student can appeal a grade if accused of using AI on an assignment. • The importance of providing professional development for faculty to help them identify and address AI use appropriately. • The AI Task Force will meet again in November to continue this work.. <p>Action: Send strategies and comments on AI statements to Jessica R. or C. McCully. Develop a statement on AI use in the classroom that is faculty determined.</p>
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Agenda Topic	11. Mediator Selection Process (R. Bassen)
Action Taken	Info/Action
Summary of Discussion	<p>Discussion: The discussion referenced Chapter 6 of the NSHE policy, which outlines steps for faculty reprimand. The process begins with a letter to the faculty member, followed by a 10-day window for mediation.</p> <p>Concerns were raised that the mediator selection process is not clearly defined, particularly regarding how it operates in coordination with HR. As a result, the Faculty Senate agreed to form a two-member ad hoc committee to collaborate with HR on developing a clear mediator selection process and determining criteria for mediator selection.</p> <ul style="list-style-type: none"> • J. Council volunteered to serve on the ad hoc committee. • A communication will be sent to all faculty to invite participation or input. • If approved by FS, Rachelle B. will facilitate the process moving forward. <p>Motion: To form and ad hoc committee to work with HR to develop a mediator selection process, Rachelle B. will coordinate.</p> <p>Motion to Approve: B. Dillet</p> <p>Second: Jacob C.</p> <p>Approval: Approved unanimously</p>

Agenda Topic	12. NFA Updates (R. Bassen, H. Reardon)
Action Taken	Info
Summary of Discussion	<p>Notes on discussion:</p> <p>Heather explained that faculty should be aware that terms and conditions of employment are governed by the collective bargaining agreement, which takes precedence over</p>

	<p>institutional policies in case of conflict. She provided examples of policies that should be negotiated in the CBA, such as course commissioning and compensation for reassigned time. There were expressed concerns about the institution's direction and encouraged faculty to speak up and contact Lindsay in HR for conflict resolution.</p>
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Agenda Topic	13. (Tentative) Structure of Senate Committees (M. Schmidt)
Action Taken	Info
Summary of Discussion	<p><i>Proposal for Senate Committees to reduce understaffed committees and ensure continuity</i></p> <p>Action: Hold item until next meeting to better let Martin S. prepare.</p>

Agenda Topic	14. 2029-30 Academic Calendar Options (E. York)
Action Taken	Action
Summary of Discussion	<p>Discussion: The faculty discussed concerns about the academic calendar and contract days, with Brigitte proposing to move the last contract days to the Wednesday after finals for both semesters. Heather agreed to draft a new calendar proposal, which the faculty will review at the next meeting. The group also addressed changes to Canvas access levels and permissions, with Heather raising questions about the ability to retain intellectual property and the addition of non-instructional faculty without proper authorization.</p> <p>Action: To have faculty senate create the academic calendar related to faculty on/off contract days specifically. H. Reardon will head up process.</p>

Agenda Topic	15. Canvas Changes (H. Reardon)
Action Taken	Discussion/Possible Action
Summary of Discussion	<p>Notes on discussion: The faculty discussed concerns about recent changes to course access and permissions in the LMS, particularly regarding student viewing restrictions and intellectual property protection. Heather presented a list of issues including the inability to modify closed courses, loss of student communication after course closure, and unclear role definitions. The faculty passed a motion to forward these concerns to the LMS management team (including Ryan, Justin,</p>

and Troy) to seek clarification on the rationale behind changes and explore potential modifications.

Discussion/Resolution Proposals?

Policy or Procedural Changes: Access to the information, request communication with faculty

Faculty Involvement in Policy Review:

- That any future changes to Canvas access roles, permissions, or policies be reviewed in collaboration with Faculty Senate prior to implementation.

Student Viewing Restrictions

- Return ability to self-select
- Changes are not made without knowledge/consent of instructional faculty

Clear and Transparent Role Definitions:

- Publish a clear guide outlining the access levels and permissions associated with each Canvas role (Student, Teacher, TA, Designer, etc.), especially roles like Designer and Content Viewer.

Faculty Permissions

- Addition of non-instructional personnel to courses requires documented consent from instructional faculty of record affiliated with MyWNC.

Protection of Faculty Intellectual Property:

- Instructional materials remain the intellectual property of the faculty member who created them and prevents unauthorized copying, reuse, or demonstration without explicit faculty consent.
- Restore appropriate access levels?

Motion: Eric Y. will bring concerns to IT on the process for these changes and the rationale (Ryan, Justin, and Troy). Request more discussion on why changes were made and better communication with faculty on these changes.

Motion to Approve: B. Dillet

Second: H. Reardon

Approval: Approved unanimously

Agenda Topic	16. Disagreements WNC Policy CBA (H.Reardon)
Action Taken	Discussion
Summary of Discussion	Discussion: Heather R. explained that faculty should be aware that terms and conditions of employment are governed by the collective bargaining agreement, which takes precedence over institutional policies in case of conflict. She provided examples of policies that should be negotiated in the CBA, such as course commissioning and compensation for reassigned time. Senators expressed concerns about the institution's direction and encouraged faculty to speak up and contact Lindsay in HR for conflict resolution.

Agenda Topic	17. Chair Report (E. York)
Action Taken	Info/Discussion
Summary of Discussion	None, see public comment

Agenda Topic	18. New Business
Action Taken	Info/Discussion
Summary of Discussion	None

Agenda Topic	19. Public Comment
Action Taken	Info
Summary of Discussion	<p><i>Opportunity for faculty to bring forward concerns, questions, or suggestions for future agenda items</i></p> <p>Discussion: The faculty discussed concerns about high staff turnover and a negative institutional climate, with difficulty advocating for others due to confidentiality issues. Suggested that faculty members speak with Lindsay, a new HR representative, who can address these concerns confidentially. Proposed that the Faculty Senate make a formal statement about the high rate of staff departures, while Jessica suggested adding a standing item on the agenda to discuss climate and satisfaction issues regularly. The group agreed that addressing these concerns requires collective action and positive engagement from all faculty members.</p> <p>Additions per review of minutes:</p> <ul style="list-style-type: none"> • Call for a standing item on the agenda to give the senate an opportunity to focus on climate and morale. Jessica R. has engaged in several conversations in the past month with faculty who are anticipating this item after last month's senate to formalize and access point for advocacy. • Develop a follow up for Rachelle B. item about the ad hoc group for Chapter 6 to resolve questions regarding the involvement of part-time faculty and a call for volunteers. In the past, these items would come back up as Old Business so that they don't get lost. Request for Eric Y. to update in chair report. • Jessica R. plans to drop in an AI agenda item to update the group for next (December) Senate meeting, because the AI task force has not met yet, and there is no new movement on that topic other than people sending in examples of AI statements from their syllabi as requested.

Agenda Topic	Adjournment
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Action Taken	Motion: Adjourn meeting Motion to adjourn: Eric Y. Second: Patrick B. Unanimously Adjourned at 4:33 pm
Comments/Information	Submitted by Patrick Bell, Recorder