



**Senate Faculty
Meeting Minutes #1**

DAY: Friday, September 13, 2019
TIME: 10:00 – 11:00 am
LOCATION: 4th Floor Meeting Room

Attendees	Dr. Faruk Taban (Provost), Dr. Tawfiq Abu-Raqabeh (Business Administration), Jason Villanueva (GLS), Dr. Ihsan Said (Computer Science), Dr. Ann Marie Smith (EDUC), Shweta Shroff (Library), Dr. Karman Kurban (at large – EDUC), Dr. Harun Yilmaz (at large – EDUC), and Dr. Wendy Schulze (at large – EDUC)
Attendees Absent	N/A
Agenda Items	<ol style="list-style-type: none">1. Organizational Meeting2. Purpose of Organization3. Election of Officers
Senate Faculty Roles and Responsibilities	<p>Dr. Taban opened the initial meeting of the Faculty Senate by sharing census data for undergraduate (lower) and graduate (higher) enrollment. Currently, there are a total of 740 students enrolled in all programs.</p> <p>Dr. Taban gave a brief overview of the Faculty Senate responsibilities and a history of the group. He shared two documents with attendees: Constitution of the North American University Faculty Senate and Re-establishing Faculty Senate Policy. The role of the Senate is to provide recommendations on academic development to serve as an advisory body to the University administration regarding attainment of the University’s educational objectives. The Senate also functions as a communication channel between the faculty, student body, and administration. The Senate can meet with the President of the University if the need arises.</p>
Election of Officers	<p>Dr. Taban stated that the description of the Faculty Senate in the Faculty Handbook would need to be revised by the Senate as soon as possible and suggested that the group should select officers.</p> <p>The documents provided by Dr. Taban stated the Faculty Senate should be comprised of the following: one member from each academic department, one member from the library, and three at large representatives filled by full time faculty. Each member is elected for three-year terms.</p> <p>The following officers were selected:</p>



	<ul style="list-style-type: none"> · Chair: Tawfiq Abu-Raqabeh · Vice Chair – Ann Marie Smith · Secretary – Wendy Schulze · Parliamentarian – Ihsan Said
Current Business	<p>The members of the Senate determined the following items should be addressed immediately:</p> <ul style="list-style-type: none"> · Look at Faculty Senate information on other universities’ websites to gather ideas for revising current documents. · Review current constitution in accordance with school policies as stated in the Handbook. · Rules and Regulations (including Robert’s Rules of Order) · Committee formation
Next Meeting	2-3 weeks
Recorded By	Wendy Schulze
Adjourned	Meeting was adjourned at 11:19 am

Action Items	Owner(s)	Deadline	Status
1. Look at Faculty Senate websites from other SACS accredited schools	All members	Next meeting	In progress
2. Create poll about preferred meeting times	Dr. Said	ASAP	Completed: Next meeting 9/27/19 @ 11:00.
3. Contact former Senate chair for additional information	Dr. Said	Next meeting	In progress
4. Find relevant information regarding the roles and responsibilities of Faculty Senates	All members	Next meeting	Dr. Abu-Raqabeh shared revised Constitution Dr. Smith shared Robert’s Rules of Order