



Senate Faculty Meeting Minutes #4	
DAY: Friday, November 8, 2019 TIME: 12:00 – 1:30 pm LOCATION: Room 847 FACILITATOR: Dr. Abu-Raqabeh	
Attendees	Dr. Tawfiq Abu-Raqabeh (Business Administration), Jason Villanueva (GLS), 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)
Members Absent	Dr. Faruk Taban (Provost), Dr. Ihsan Said (Computer Science)
Agenda Items	<ol style="list-style-type: none">1. Approve the minutes from previous meeting2. Graduation committee3. Syllabus update4. Duties and responsibilities5. Faculty Senate Mission6. Faculty Senate page7. ADA8. Other suggestion from the members
Current Business	<ul style="list-style-type: none">• Minutes from previous meeting were approved and accepted• Faculty Senate Mission draft was reviewed and edited. Statement was unanimously approved.• Faculty Senate contact information was updated and approved.• Abdulhalim Yusuf visited the meeting to discuss options for the Faculty Senate website – how to set it up and what information to include. Once the items are approved, he can be given access through the shared folder.• Reviewed Senate Faculty Constitution draft and made updates to the document. The Constitution was unanimously approved.• Graduation Committee – Dr. Kurban and Dr. Smith volunteered to be part of the graduation committee.• Syllabus Update – reviewed checklist for required information. Required information is included in the syllabi provided by NAU.• ADA – Senate believes there is a need for someone on campus with 504 experience. Senate requests Board to consider possibility of hiring ADA coordinator to ensure compliance with federal law.• Add to future meeting agenda – marketing concerns, Emergency guidelines posters.
Next Meeting	December 6, 2019 @ 12:00 am
Recorded By	Wendy Schulze



Adjourned	Meeting was adjourned at 1:43 pm
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Action Items	Owner(s)	Deadline	Status
<ul style="list-style-type: none">• Ask Dr. Taban about what is required for the course syllabi.• Ask Dr. Taban about ADA accessibility and our requirements under federal law.	Dr. Kurban	Next Meeting	