



Senate Faculty

Meeting Minutes #6

DAY: Friday, February 14, 2020

TIME: 11:00 – 12:00 pm

LOCATION: Room 847

FACILITATOR: Dr. Abu-Raqabeh

Attendees	Dr. Faruk Taban (Provost), Dr. Tawfiq Abu-Raqabeh (Business Administration), Dr. Ann Marie Smith (EDUC), Shweta Shroff (Library), Dr. Karman Kurban (at large – EDUC), and Dr. Harun Yilmaz (at large – EDUC) Dr. Laster
Members Absent	Jason Villanueva (GLS), Dr. Ihsan Said (Computer Science), Dr. Wendy Schulze (at large – EDUC)
Agenda Items	<ol style="list-style-type: none">1. Approve the minutes from previous meeting2. Faculty Senate website page3. Graduation commencement date, time and location4. ADA requirements5. Testing Room6. Any other subject from the members
Current Business	<ol style="list-style-type: none">1. Dr. Laster made a motion to approve the minutes of the last meeting and, Dr. Yilmaz seconded the motion.2. While discussing about Faculty Senate web page, Dr. Abu-Raqabeh informed the Committee that now Mr. Omer is in-charge of creating the Faculty Senate web page. Dr. Taban made a motion that the Faculty Senate web page be created as the fifth link under Employee Center on the Faculty & Staff tab on the NAU website. He also requested Ms. Shroff to plan out a Senate web page and share it with the Senate President. Ms. Shroff agreed to this. Dr. Abu-Raqabeh made a motion to upload only the minutes on the website to start with and other items like mission, constitution etc. will be added later. It will be the responsibility of the Senate President to discuss this requirement with Mr. Omer and the Senate Secretary to provide all necessary documents in pdf to Mr. Omer for uploading on the website. This matter was agreed upon by the rest of the members present in the meeting.3. There was a discussion in the meeting with reference to the commencement date, time and location which has been planned for Tuesday, 5/26/2020, 5:30 pm- 7:30 pm at Stafford Center. Dr. Smith opined that it is not a good idea to have Graduation Commencement on a weekday. Graduation Commencement on weekend is more preferred as it provides an opportunity to the graduating



students, especially working students, and their families to not only attend it, but also spend time together around the Houston area. Also, late evening hours at 6:00 or 6:30 pm would be preferable to beat the Houston traffic, according to Dr. Kurban. Dr. Laster shared her views about the location and mentioned that she would like to see it happening on the University Campus. Dr. Taban assured that he would let the Graduation Committee know about these concerns of the Faculty Senate about the date, time and location of the Graduation Commencement.

4. Faculty Senate, once again, discussed about meeting ADA compliance (website, testing, online courses, at least one set of bathrooms, etc.) in this meeting. Dr. Taban informed that this responsibility will be given to the Student Life department. Facility Support department would also be involved from time to time for implementing changes in the infrastructure and furniture. Dr. Smith informed the committee that her husband is qualified and is willing to work voluntarily as an ADA counselor. Dr. Taban will take this matter forward and discuss with Mr. Yusuf Yildirim of Student Life on ADA requirements.
5. Dr. Abu-Raqabeh initiated the discussion on having a Testing Room, equipped with a computer, in the building. Such room would be needed for those students who miss their tests/exams and their instructors want them to take their tests/exams on a different day/time. On Dr. Taban's asking if anybody has requested for such a facility so far, Dr. Abu-Raqabeh mentioned that no one has inquired yet, but it is good to have arrangement available in the university. Dr. Taban asked if all the departments have Department Secretary or Student Assistants that can proctor such tests. After checking with faculty representatives from all the departments, it revealed that not all departments have Secretary or Student Assistants at this time. that could be given this responsibility. Dr. Laster suggested that Mac Lab on the 8th floor can be used as a Testing Room, whereas Dr. Abu-Raqabeh suggested converting one study room in the Library into a Testing Room. Ms. Shroff (Librarian), at this point, drew attention of the Committee that Library has only four small study-rooms and sometimes they are all occupied. Also, these rooms are not soundproof and during busy hours, there is a lot of movement in the Library. Besides, there is only one staff member taking care of the business in the Library most of the time and it might not be possible for that person to proctor. After due discussions and knowing that the need to proctor for testing has not arisen so far at any departments, it was decided that one of the small study rooms in the Library would be temporarily designated as Study room/Testing Room.



	<p>The instructor will have to reserve a room at least one day in advance and also arrange for a proctor. It was also noted that currently there is no computer in any study rooms, hence, the instructor will also need to arrange for one for testing his/her students at this Testing room in the Library.</p> <p>6. Dr. Smith asked for the Senate President’s permission to discuss an issue of parents bringing children to the class and disrupting the process of instruction. After getting the permission from the Senate President, she informed the Committee that this has been an issue recently with one of the faculty in her department because one of the students have started bringing her child to the class on a regular basis. In this context, it was discussed and decided that though allowing such parents in the class is left to the discretion of the faculty, there must be some sort of a policy on this. Dr. Taban asked Dr. Smith to let Mr. Larry Whittington (Coordinator, General Education) know about this issue and informed that he would also talk to Mr. Whittington about this. Dr. Laster informed that she would send a standard template for policies to Mr. Whittington to get started with.</p>
Action Items	<ul style="list-style-type: none">• Plan out a Senate web page organization (Ms. Shroff)• Discuss Senate webpage requirement with Mr. Omer (Dr. Abu-Raqabeh)• Provide documents in pdf to Mr. Omer from time to time (Dr. Schulze)• Let the Graduation Committee know about Faculty Senate’s concerns about the date, time and location of the Graduation Commencement (Dr. Taban)• Discuss ADA requirements with Mr. Yusuf Yildirim of Student Life (Dr. Taban)• Let Mr. Whittington know about an issue and requirement of a policy on parents bringing children to the class and disrupting the process of instruction (Dr. Smith)• Discuss with Mr. Whittington the requirement of a new policy on parents bringing children to the class (Dr. Taban)• Send a standard template for policies to Mr. Whittington (Dr. Laster)
Next Meeting	March 13, 2020, after All Employee meeting
Recorded By	Shweta Shroff
Adjourned	Meeting was adjourned at 11:58 am