## 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
1. Organizational Meeting  
2. Purpose of Organization  
3. Election of Officers

### Senate Faculty Roles and Responsibilities
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.  

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.

### Election of Officers
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.  

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.

The following officers were selected:
Current Business

The members of the Senate determined the following items should be addressed immediately:

- 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

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