***Faculty Senate*** ***Meeting Minutes***

***Jan 25th***

1. Call to order *@ 2:10*
2. Roll Call: *Steve Dixon, Calvin Becker, Melissa Patterson, Lesli Deichman, Lashawna Powers, Alisen Anderson, Lori Hackwell, Roger Ward, Ashlee Jackson*
3. Old business and Discussion with the president.
	1. Enrollment – *Discussion took place over enrollment procedures. This has been an ongoing topic of discussion and it was reported that we might finally be seeing some changes soon to streamline and make enrollment more efficient. A Presidential Advisory Council has been created and reports from some that are on that committee see enrollment procedures being one of the first major topics.*
		1. *Recommendations from the Senate meeting:*
			1. *Can business office and/or admissions stagger working hours so they are available for longer periods of time and during lunch?*
			2. *Trust faculty/advisors or administrative assistants in departments to help lift holds or process add/drops.*
			3. *Can work-studies be used to help with clerical work? (i.e. scanning transcripts)*
			4. *Communication needs to take place early when students owe money and how they can set up payment plans. It is much too common that students show up at enrollment to find out they have a bill.*
			5. *Relates to #4 – Is there a tutorial or video that financial aid can send to students on how to fully apply and accept their financial aid? Many faculty reported having students that were unaware they had not finished the financial aid or accepting financial aid.*
	2. Plans if COVID spikes in spring – *It was discussed that plans remain the same on trying to manage Covid, but no new plan has been laid out if Covid Spikes.*
	3. Moral for faculty – *Improved communication was the main topic of discussion. This is across the board from keeping faculty and staff informed of things happening on campus (i.e. Graduation Alliance), all the way to communicating with students about balances when the semester begins.*
	4. Financial plans/vision for college – *this topic led to discussion of Graduation Alliance. Notes on that are under new business. It also brought up discussion on improving communication as noted above.*
	5. Plans for commencement – *There is plans to have commencement. Details on how it will be conducted with safe practices are still being evaluated.*

1. New Business

* 1. IT help, help desk tickets – *Adjuncts are being delayed with sign on problems in Canvas. IT needing staff to address tickets.*
	2. No Shows – *Discussion of the “No-Show” process.*
		1. *Is this process of checking off every student required?*
		2. *Can we get a set time each semester when “No-Show” reporting will be due? (i.e. Tuesday of week 3)*
	3. Graduation Alliance – *Faculty had questions on what is Graduation Alliance. Steve and Calvin reported that Dr. Stafford explained this in their previous meeting as a revenue source for NEO. Graduation Alliance markets to non-traditional students that we do not often reach currently. This has led to some more 8-week online courses.*
	4. Financial Aide and retention – *Discussion was related to student billing and financial aid. Reference #4 under enrollment.*
	5. other