**Date: October 14 , 2020, 12:25 – 1:10 p.m.**

**Present: Andrew Marvin , Richard Bennett, Melissa Neill, Wayne Boyko, Jr., Maria Krug, Janet Hagen, Cheryl Salva, Valerie Smith, Rhonda Spaziani, Meghan LaCasse, Vandana Basu, Kelly Molkenthin, Daniel Ware, Soumyashree Sahoo, Craig Guild, Matt Burbine, Kevin Kelly, James O’Shea, Allen Lyon**

**Absent: Cindy Arpin, Ronda Charette, Lorenzo Enderle**

| Topic | Discussion | Action |
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| 1. Call to Order and Approval of Minutes
 | The meeting was called to order at 12:25pm. R. Bennett made a motion to approve the minutes, second by J. Hagen. The minutes from 9/9/20 were passed unanimously. |  |
| 1. Executive Board Reports
 | Andrew Marvin reported the following items:* President Jukoski reported the system offices need to make more cuts.
* The all college meeting is Wednesday, 10/21/20. Updates will be given at the meeting-updated enrollment numbers by Patrick Keller.
* Request out via email for the CSCU presidential search committee. Please send names of nominees to A. Marvin.
* Mid-term grades due Monday, 10/19/20.
* Human resources at the system level will take over doing contracts for instructors.
* Curriculum alignment work went out via email.
* Proctorio proctoring software has been tested in blackboard. There will be a form for math and nursing to fill out designating which classes they would like to use it for.
* Jennifer Mueller will replace Ana Gonzales in the work force department.
* There is on on-line covid form available.
* Virtual advising days will be 11/2 and 11/3. There will be six, 90-minute sessions.
* Nursing students are now on campus in the lab as 2 local hospitals have stopped letting nursing students in the clinical setting (Backus and L&M).
* Winter schedule of classes is out. No on-campus classes will be offered.
* Ed tech met. Instructors vetted by the ed tech subcommittee, courses by departments.
* Covid cases- 4 on campus, 1 in the min lab. This week there are 2 more cases.
* IT department-finishing the laptop loan procedure. Skye C. is fielding complaints with Wi-Fi issues on the second floor.
* Finance-per Gail the budget is “tight and onerous”
* Betty B-Foundation-expanding scholarships to help students get technology
* Marketing-Alexis Shelton moved to full time; Kathryn Gaffney moved to part time. Paper adds-will advertise in a new weekly paper in Norwich starting 10/22/20.
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| 1. Committee/Student Government Reports
 | Allen Lyon reported the following:* Allen is the new student government representative to College Congress
* Student government reports difficulty in finding representatives for positions.
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| 1. Unfinished Business
 | * Lock Down Items of Concern
	+ Security Shades for Classrooms
 | TABLED UNTIL FURTHER NOTICETopic name changed from Old Business to Unfinished Business |
| 1. New Business
 | 1. Rhonda Spaziani

i. Survey students- are students being asked what they prefer for class, i.e. LRON vs. online? If not, it is recommended that they are surveyed. A. Marvin brought this to cabinet and Kem reported that Bill G. at the systems office is looking at this and working on it. The question was asked-is IR talking to students? If not- can this be done locally? The spring 2021 schedule has already been completed. ii. Racism Statement-Humanities and social sciences report it is framed stereotypically. Feedback on the statement that went to A. Marvin was sent to President Jukoski. Mark Ojakian wanted an action plan implemented by November 15, 2020 rather than a statement. iii. Contacting IT faculty in emergency situations-faculty members are having problems and must go to central blackboard support. Have had to stay on hold for long periods of time. Need quicker help.iv. Student workers/peer help line- can we train students to help? Middlesex has a computer club that offers support. Can Pell grant money be used to pay students to help? A. Marvin to ask Skye C.1. Kelly Molkenthin- Discussed topic of using Zoom as a platform to teach. Currently faculty are not to not use after fall 2020. K. Molkenthin asked if faculty can use “at their own risk” or is it forbidden? Some faculty members would like to continue using. Microsoft teams, Web Ex and Blackboard Collaborate are currently approved. K. Molkenthin also asking if there will be more Blackboard collaborate training available over the winter break? A.Marvin to clarify the use of Zoom.
2. Rick Bennett- Testing center-can it be opened at least on a part time basis? Carolyn Prunier is retiring. She has drafted a plan for virtual proctoring. Kem had reported that there is not a plan for on-campus proctoring at this time.

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| 1. Announcements
 | * Karen Amor cannot serve as faculty at large. Jim O’Shea will serve in this position.
* Diba Khan-Bureau is the Faculty Senate chair.
* Feedback on the Equity Statement was sent to Alycia Ziegler.
* Next meeting November 11, 2020 at 12:25pm.
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**MEETING ADJOURNED AT 1:10 p.m. (Motion by R. Bennett second by K.Molkenthin,)**

**Respectfully submitted,**

**Melissa Neill**