

**North Carolina A & T State University**  
**Staff Senate**  
**Full Body Meeting Minutes**  
**Thursday, October 22, 2009@ 2:00 pm 1020 Wendover, Room 009**

**Present:** Regina Ballard, Andrea Brooks, Barbara Carpenter, Martina Chavis, Stephanie Crisp, Sophia Davis, Sarah Falkener, Debora Ferguson, Nicole Fontaine, Kristen Freeman, Hap Giberson, James Griffin, Michael Hatcher, Donna Holland, Laketta Lee, Madelyn McClinton, Sharon Mitchell, Stephanie Morrison, Susie Moore, Maria Palmer, William Parker, Gertrude Pennix, Daphne Roach, Gaylene Rogers, Willene Rucker, Gwendolyn Sanders, Trevor Taylor, Gail Torres, Linda Waddell, Katherine Wilkerson, Anita Wright

**Absent:** Amy Bell, April Cobb, Jennifer Ervin, James Foreman, Patricia Hughes, Elreta Isley, Kristie Johnson, Albertina McGirt, Jorenda Pena-Lennon, Shirley Samuel, Arthur Stewart

Meeting Called To order by Chair Sharon Mitchell at 2:10 followed by a moment of silence.

Introduction of QEP speaker Vince Childress by Hap Giberson.

**QEP Program:** The last SACS accreditation and QEP was in 2000. QEP requires community and university involvement. The main focus of QEP is a demonstration project that shows SACS that shows our commitment to ongoing quality and enhancement. It must meet the following criteria:

Is the QEP focused so that it is manageable so that you can see growth or failure to grow in students?

The QEP itself is evaluated on student achievement data.

It must be affordable to the University

The University is required to be a part of the selection topic, the writing of the document, and the implementation of the topic. There were input sessions for University employees and students. After analyzing the data from employees and students it was decided that Critical Thinking will be the QEP topic.

Dr. Marcy Stoll from SACS visited the campus and suggested limiting participation, the number of student learning outcomes, and cost. Therefore, departments will integrate the student learning outcomes with their current curriculum content. This means that critical thinking will be taught within their majors rather than teaching it as a separate course. It will also involve communications skills and is limited to undergrads. It requires student outcome assessments; benchmarks at the beginning of a course and follow-ups at the end of the course.

Before meeting with SACS, there were 15 departments participating. It has been narrowed down to ¼ of the University, randomly selected. This will help to reduce costs, make the training of the departments implementing this more manageable, make management of data easier, and give a more realistic picture of how the QEP is working.

**Question:** Will non-accredited departments participate? **Answer:** Yes, even if there is an accrediting body for that department.

**Question:** This will be a 5 year program in randomly selected departments. Will the data only be analyzed at the end of 5 years? **Answer:** No. There will be standardized assessments for incoming freshmen, at the end of the sophomore year, end of senior year. There will be in class project assessments & portfolio assessments sophomore year & senior year. There will be other satisfaction survey assessments with students, faculty, and staff.

**Question:** How will UNST factor in to this? **Answer:** Basically it will be ignored (as if it doesn't exist). UNST only has two Critical Thinking courses. Critical thinking courses will be built into courses in each department.

**Question:** Will the departments have to review their curriculums so that critical thinking is more integrated into the programs? **Answer:** It will depend on the department.

The Student Learning Outcomes:

Critical Thinking Basics; Working with Data; Problem Solving; Communicating effectively – written and oral

Mr. Childress handed out survey to be turned in either today or sent via mail to him.

**Question:** Are all faculty/staff/students aware of what QEP is? Are you doing presentations in all departments? **Answer:** Faculty yes, most staff, maybe ½ of the students. Within the departments the presentations are for faculty/staff.

**Vision of the Staff Senate:** Chair Mitchell

As the Staff Senate we are to be a voice for the Chancellor. We must have respect each other as Staff Senators, respect for each other in committees and for everyone's ideas and opinions. Senator Mitchell spoke with Provost Thompson about the importance of speaking with supervisors allowing the Senators to attend all meetings, both full body and committee meetings. Provost Thompson expressed his concern and he will send out an email to the supervisors. They discussed concerns with Human Resources, Customer Service in Admissions, Financial Aid, etc. and how students are treated within the University. We all must work together as things will get harder next year. There is the potential that more employees could be RIF'd. There are many problems within the University and we must keep working hard to improve ourselves as well as the university.

**Statement:** We are here to serve a purpose and we can't do that effectively if we can't get along. Even if we don't like/know each other, there is no room for personality clashes. When you were elected as a senator, you were selected for your communication skills and ability to bring out the best in others. We must at a minimum respect each other. **Response:** Senator Mitchell responded that we must base our issues on facts not rumors. For example, we have our forums each semester and it has been said that it is like a party. This is untrue since we have a set program even though we have some entertainment from within the University. It was never intended to be a party. If she is contacted by the Chancellor and/or Provost about a rumor, she will bring this back to the Senate for answers and then report back to them. Senator Mitchell reported that she meets with the Provost monthly except December. She will be happy to take the concerns to the Provost.

**Statement:** This is the best turnout for a meeting when we do not have someone like the Chancellor speaking. This is a credit to all the Senators.

## OLD BUSINESS

### Committee Reports:

**Budget & Finance:** Gail Torres reported that the Budget & Finance Committee met this morning and are sending a draft of their duties/responsibilities to Senator McGirt will then have a report for the next meeting. **This report was approved.**

**By-Laws:** James Griffin reported that the By-Laws Committee will meet every Monday from 12:30-1:30 to try to get the by-laws updated. The committee will take the by-laws section by section to get it updated and hope to have them updated by January. **Question:** Where is the By-Law revision form? **Answer:** A new form is being developed and will be sent to everyone. It is important to have representation

of all university departments and right now no one in business department is represented. We also need to define the way officers are elected. **Statement:** We may need to look at some type of clause in case no one is nominated for a specific area. Maybe allow a certain number of days for the department to recommend someone, then if they do not we can move on. **This report was approved**

**Communications & Technology:** Laketta Lee reported that this committee met last week. They are working on a newsletter that will be posted on the website. Many of the items on the old website have been cleared out and it will have a new look. They are working on the possibility of doing live feed from the forums so that those can not attend can still get the information. The Staff Senate email address is up and running. If anyone has issues, they will be able to submit them through the website. This will be available for everyone to use. The link is [www.ncat.edu/~ssenate](http://www.ncat.edu/~ssenate) and it is still under construction but it is up for access. The INTRANET site is available as well. We have Eluminate now and it can be used for virtual meetings. She would like to get a picture of everyone to put in the directory. It was suggested that Charles can come to a meeting or the forum to take the pictures. **This report was approved.**

**Elections:** Katherine Wilkerson had no report

**Human Resources & Research:** Kris Freeman reported that the committee met once online and inadvertently discussed the forum. Those items have been forwarded to the Special events committee. The Vice Chair of the committee is Dr. Palmer. They are scheduling a face to face meeting for the beginning of November. Senator Mitchell stated that she will be checking all online conversations/meetings. **This report was approved.**

**Question:** Within the committee structure, who should we submit ideas to or propose ideas to the general body? **Answer:** Senator Lee responded that there is an Issues tab on the Staff Senate homepage that will help to direct these questions to the appropriate people.

**Special Events:** Stephanie Crisp Co-Chair and Martina Chavis Co-Chair reported for this committee. The committee met and discussed ideas for the Fall Forum and they read the items from the HR committee, but have selected the theme of Hope for Tomorrow. They would like to invite a motivational speaker to come in to help lift the University. They suggested cutting back the forum 1 hour, from 11-1 instead of 2 since many employees cannot stay until 2:00. Stallings Ballroom has been reserved and the setup will be the same as previous forums with 2 buffet lines in the lobby area. The set up will be the same as previously with 2 buffet lines. The date is 11/18. Ralph Mitchell, a motivational speaker from Nehemiah Group, will speak for 45 minutes. He is a local speaker so there are no travel fees. Wellness and a SEANC representative will be asked to attend and they will be stationed in the lobby so that people can approach on their own and ask questions. DoIT will have a table in the lobby to give out information on online continuing education that is available to all employees. Sodexo will cater: chicken, vegetables, potatoes, vegetarian lasagna, salad, rolls, dessert, drinks. The tentative format is: Welcome by Chair Mitchell; Greeting by Chancellor Martin (confirmed); Music by the Gospel Choir; short skit by the Harrison Players (5-7 min); Introduction of speaker by Special Events co-chair; Speaker; Music; Blessing; Retrieval of flag; Lunch. Music will play on a cd during lunch. There will be 5 or 6 door prize giveaways. The proposed token for this year is a blue with gold lettering travel mug with a lid. The color guard still needs to be confirmed and the gift for the speaker purchased.

**Question:** Will the Human Resources director speak this year? **Answer:** She is not on the agenda at this time.

Senator Chavis asked the senators to send her inspirational sayings so that a list can be compiled for everyone to see during the meeting. It was suggested that if senators sent pictures with the messages, they could be put into a PowerPoint presentation to show during lunch. It was also suggested looking into the cost of having lunch served rather than a buffet, but this may be cost prohibitive.

Senator Chavis reported that the Special Events committee is discussing having more “mini” sessions to address other issues such as changes to the State Health Plan and QEP. These would be “Chat & Chew” bring your own lunch sessions limited to 1 hour each. **This report was approved.**

**Homecoming Parade:** Senator Mitchell reported that a car has been lined up. She reported that the Executive Committee discussed having shirts made for the parade and other events, however we do not have a price at this time. If anyone is interested in purchasing a t-shirt they will be under \$10, but we do not have a price for other types of shirts. The Staff Senate does have a magnetized sign for a car, but Vergie Brinson has the sign at this time and she is out of town. We cannot give out candy unless we are walking.

Senator Palmer requested that the Staff Senate pass a resolution to support Congo Week to support the efforts of our students to break the silence of the issues in the Congo. The motion was moved & seconded. Approved.

Adjourned 4:05