

OA Council Meeting: July 10, 2003

Century F, EMU

Attending: Fred Tepfer, Annie Bentz, Shirien Chappell, John Crosiar, Chris Loschiavo, Rachele Raia, Marilyn Reid, and Kathy Cannon attending.

AGENDA

1. Gossip, news and speculation [5]
2. Welcome new members, introductions, administrivia [10]
3. Loose ends/annual reports [20]
4. Planning for new OA orientation in September [20]
5. Recap/review/next steps/next agenda [5]
6. **Gossip, news and speculation**
7. **Welcome new members, introductions, administrivia:** New members are Chris Loschiavo [Student Conduct], Kathy Cannon [Affirmative Action], Marilyn Reid [English]. Council members and "hangers-on" introduced themselves. Members were reminded of the attendance policy. Shirien reported that the new members are now on the listserv (again). Faculty Senate OA reps have also been added to the listserv. New members were given an overview of the OAC website and passwords to the archive section (although most historical items have been moved to the public area of the website). Fred explained to new members that the council was set up by Dan Williams to make recommendations about OAs that are advisory in nature.
8. **Loose ends/Annual Report:** Fred distributed a rough draft of the (Semi) Annual Report for the council's review and comment. We will distribute the annual report via email with a link to the URL. The report will also have links to various items discussed within it. We discussed the OA Task Force chaired by Linda King. Fred requested that members think of "lost ideas" for follow up that came up during OAC meetings or did not get addressed by the Task Force. Group mentoring was mentioned. It was suggested that we move the new attendance policy from the minutes to the "Operating Procedures" area of the website. [Update: done. See: [Operating Procedures](#).] The Council discussed the success of the on-line election and requested that we compare voter turnout from the last election to see how it was affected. It was noted that some OAs did not vote because they forgot their PAC number. It was then suggested that we alert voters in advance of the next election that they need to know their PAC number and outline the steps for getting a new one if they've forgotten it.
9. **Planning for new OA orientation in September:** Orientation for teaching and administrative faculty is scheduled for September 16th. Fred distributed a copy of the outline of last year's orientation for review. We discussed which items were repetitive from the Faculty Orientation and which items were crucial to OAs. It was suggested that new OAs be

educated about crucial website links at orientation, i.e., OMAC, Banner Guide. We decided it would take approximately 90 minutes for orientation and we should try to schedule a date and time close faculty orientation. Fred will poll the council members as to preferences.

10. **Recap/review/next steps/next agenda:** We had a lively discussion about the issue of timely notice. It has been brought up many times and we feel as if there has not been a clear definition of timely notice and the differences in contracts. The Council will check back in the minutes for discussion/outcome of this topic and discuss at our next meeting. Fred will poll the council members about the next meeting time and a standing time for fall meetings.

Meeting ADJOURNED, 2:16pm
