



Portsmouth Faculty Senate (PFS) Minutes

Date & Time: Friday, October 24th, 2019, 12:00 PM

Location: Portsmouth Campus, Batten Center (B204)

In Attendance: Tom Siegmund, Katrina Dash, Siabhon Harris, Suzanne Luna, Catherine Merritt

- I. Call to Order – Meeting called to order at 12:33 PM
- II. Correction and Approval of September Minutes – Not enough members are in attendance to approve minutes. Minutes will be approved via email.
- III. Guest Speakers – none
- IV. Reports
 - A. CWFS - Resolution of issues brought by Elizabeth
 - B. Meeting with the President
- V. Open Business
 - A. Meeting Overload / Alternate Representation / Discuss - What to Attend and How Meeting duties will be divided between members to ensure representation at important meetings and not overload individual members
 - B. By Laws Update as Needed / Discussion
A by laws update is being completed by Geraldine Wright and Tiffanye Sledge. An update will be presented at a future meeting.
 - C. CWFS Meeting – Next meeting is Thursday, November 7th, 2:00 PM, Room 2610 of Martin Building on Norfolk Campus. Tom Siegmund, Tiffanye Sledge, and Geraldine Wright will attend. Katrina Dash will try to attend but may need an alterative member to vote in her absence due to class schedule.
 - D. Resolution of issues brought by Elizabeth:
 1. Financial Aid – Limit
 2. Request to bring back bring back English 101 and 102 or 108 – there is a committee that has been developed to address this issue and updates will be coming in the near future.
 3. Problems with students with accommodation – information about disabilities cannot be disclosed to instructors without student permission. For individual student issues, the accessibility office is willing to help.
 4. Dual Enrollment students younger than Junior level status – there are freshman and sophomore students earning college credit and their status is not visible in SIS. Katina Barnes is supposed to send lists to instructors letting them know which students fall into this category but it is not always clear.
- VI. New Business
 - A. Website update – Katrina will handle website updates as secretary. The member roster has been updated and meeting minutes will be added as they are approved.

VII. Other items

A. Security on campus – It has become an issue that security is locking doors to classrooms. This causes a loss of class time because instructors cannot get into their rooms and have to find security. Tom will discuss this with Dr. Woodhouse to clarify required security procedures.

B. There is a need for a common college calendar. CWFS has a communications committee and one of their goals is to address this issue.

VIII. Next PFS meeting: Our normal meeting schedule would have the meeting fall on the Friday after thanksgiving. Instead, the next PFS will be held on Friday, November 22nd at 12:00 PM in the Batten Center.

IX. Adjournment – Meeting closed at 1:45 PM