Attendance: Ben Verkerk, Christa Schout, James Zwier, Isaias D’Oleo Ochoa, Robert Van Zanen, Darren Kornelis (LATE!), Steven Vandyk

1. Devotions
   a. Rest by Howard Vanderwell

2. Kerux Report - No report

3. Stromata Report
   a. Christianne is currently doing the formal proofreading, then Isaias will start the final editing and formatting of the Spring issue.
   b. Hoping to have the copy out May 9, but this will depend on the printing
   c. Stromata has received more than ten articles - students were encouraged by professors to send in submissions
   d. Isaias is thankful for the Senate’s promotion and the support received during this year.
   e. Future plans - Additional material will be considered for the Fall/Winter 2017 edition, Isaias plans to continue working on this during the summer
   f. It should be noted that the process of receiving an A is quite different than being ready for Stromata. Students have resisted this, but keeping the Stromata at a very high standard is extremely important.
   g. The IT Office would prefer to not have a separate website for the Stromata because it would require that each editor on how to update the website.
   h. On 2/17/17 it was suggested that submission guidelines be modified to allow MTS/MDiv students to submit things
      i. An additional section “essays” was tried and two essays were received. However, the Stromata will still focus on academic papers since the ThM/PhD students take a research methodology class. Stromata would encourage Kerux to incorporate more short essays.
      ii. Isaias submitted a draft of the lead editor job description to the executive committee, this will be reviewed later in the meeting. He has also received interest from three students who would like to work on Stromata next academic year.

4. Discussion About Kerux and Stromata Positions for next year
   a. Editors
      i. Isaias D’Oleo is interested in the Editor-in-Chief position for Stromata
      ii. Christianne Zeiger is interested in the Editor-in-Chief position for Kerux
      iii. No other students have expressed interest in Editor-in-Chief positions.
   b. Motioned to approved the attached job description for Kerux Editor-in-Chief for the 2017-2018 academic year - passed unanimously
   c. Motioned to approved the attached job description for Stromata Editor-in-Chief for the 2017-2018 academic year - passed unanimously
   d. Motioned to leave the approval of job descriptions for additional publication jobs to the discretion of the Senate Executive Team and the editors of the publication

5. Committee Reports
a. Committee on Learning Programs and Outcomes (Darren Kornelis) - no report

b. Committee on Teaching and Learning in Community (James Zwier)
   i. Dean Sajdak came after the meeting of this committee to give a report
   ii. They discussed chapel and brainstormed how the seminary can make chapel more compelling and more available to more students.
   iii. Professor Feenstra and Dean Sajdak will put together a survey before the end of the year to allow the student body to brainstorm ideas to improve chapel.

c. Committee on Purpose, Governance, and Resources (Steven Vandyk)
   i. Have not met since last Senate meeting, nothing new to report

d. Assessment/Self-Study Committee (Maarten Kuivenhoven) - no report

e. Distance Learning Committee (Janet Ryzebol, Student Assistant) - no report

f. Vocational Formation Committee (Hannah Ryou, Israel Alvarado) - no report

g. Enrollment Management Task Force (Robert Van Zanen)
   i. Robert had to miss the last meeting because of an emergency
   ii. Nothing new to report

h. Student Appeals Committee (Ben Verkerk, Laura de Jong)

i. Hekman Library Committee (Nathan Gamble)

j. Fellowship Committee (Tim McHugh, Christa Schout)
   i. Dies Natalis Happened
   ii. The only event left is the Ping Pong Tournament
      1. Christa is in charge of food
      2. Ben is handling the ping pong aspect
      3. Ben and Edmund will most likely MC

k. Communications Committee (Robert Van Zanen, Tim McHugh, Christa Schout)
   i. We haven’t used our bulletin board effectively, but facebook has been effective this year
   ii. Posters need to go up for the ping pong tournament

l. Town Hall Committee (Ben Verkerk)
   i. Nothing new to report

m. Ad-Hoc Hospitality Committee (James Zwier, Robert Van Zanen, Darren Kornelis)
   i. The last meeting for Friends Around the World has been set and an exit survey was circulated
ii. Having the meals at the beginning to kick things off was a very helpful practice to set the pace and create consistent meetings later on

n. Ad-Hoc ALEC (Laura DeJong)
i. The job description submitted to the administration was reviewed informally by President Medenblick and Dean Sajdak. Medenblick and Sajdak will meet with ALEC to discuss their suggestions and then it will be proposed as a position to the administration.
ii. An event on women in ministry was held and was very successful.
o. Ad-Hoc Committee on Race (Doug Chu) - no report

6. Faculty Meeting Report
   a. Laura attending, no report

7. Treasurer Report
   a. Game Room Funds
      i. Ben will purchase new ping pong supplies with the game room budget of $50
   b. Fellowship Miscellaneous Budget
      i. Treats the last week of class - Christa
      ii. Passing out candy bars with a sticker that says “vote on the election, we gave you candy” May 3 - Christa

8. Elections Update
   a. The election is May 3, nominate people

9. Referendum to the Constitution
   a. The following referendum was proposed and approved to submit to the student body during the elections for Article 7 of the constitution
      i. The Student Senate shall consist of the Executive Committee and eight elected Senators, normally one from each of the four M.Div. classes, one from the M.T.S. program, one from the combined M.A. programs, one from the Th.M. program and one from the Ph.D. program.
      ii. Explanation - We are proposing this amendment so that the membership of Student Senate better reflects the changing nature of the makeup of the student body pertaining to the numbers of Residential and Distance Learning students. As the distance program has expanded in recent years leading to a decrease in residential students, the Student Senate has been made up a disproportionately large part of the student body resulting in difficulty in the recruiting of senators and volunteers.
   b. The following referendum was proposed and approved to submit to the student body during the elections for Article 2 of the constitution
      i. All residential students registered at Calvin Theological Seminary shall be members of the Student Body.
ii. The constitution’s definition of Student Body was written before the existence of a DL program, thus DL students were not represented under the constitution in terms of Senators. Practically speaking, Student Senate would have a difficult time representing non-residential students. The current governing body of the Distance Learning students is the Distance Learning S… A… T… (DL SAT). This amendment formalizes the functional separation between the governing bodies of the Distance Learning and Residential students. The students of both the Residential and Distance Programs remain united in the common goal of higher education for Christian Leaders and look forward to our combined efforts for the Body of Christ.

10. Discussion on Institutional Memories
   a. DO THESE NOW. Deadline is May 1.
   b. These should be done for every committee.

11. Final Dinner - NOTE DATE CHANGE
   a. May 5th, 6pm at BD's Mongolian Grill on 28th

12. Other Business
   a. Movement to increase the budget for improved ping pong equipment to $125 - passed unanimously
   b. Proposed that senate buy a few copies of the book American Ways to circulate between international students and national students to help understand cultural aspects of America. Robert will organize the distribution
   c. Motioned to allocate $250 from the workshop budget for buying the book American Ways, of which Robert Van Zanen will be in charge of purchasing and distribution
   d. The candidates for Stromata and Kerux editors-in-chief will be approved at the final senate dinner
Stromata Editor’s Job Description

Position: Editor-in-Chief

The position of Lead Editor of Stromata is contracted for one academic year. This does not preclude the possibility that the Senate may consider the lead editor to serve in a later academic year. In case the lead editor may be interested in serving another year, the Senate will evaluate his/her previous work.

I. Role & Responsibilities

The Editor-in-Chief will be the overseer of the Stromata publication. As such, the successful applicant’s primary roles and responsibilities are as follows:

1. Oversight of two publications of the Stromata during the academic year. Such a publication should have the following elements:

   a) The publication will have the size of 6x9 inches.
   b) The publication will have a minimum of 100 pages (Recommended: 125-150).
   c) The publication will have at least one editorial from the lead editor per every volume published. A second editorial from a guest (e.g. a Faculty member, the Dean of Students) is also possible.
   d) The publication will have a masthead (imprint) and table of contents, a list of contributors, and an information page about manuscript submissions.
   e) The publication will be published is recommended to have the following sections: book reviews, essays, expository papers, and articles.
   f) Ordinarily the publication will be published with one in the fall and one in the spring.
In the case that the Student Senate approves a recommendation from the Editor-in-chief for a single publication, ordinarily that edition will be published in the Spring.

2. Work alongside the other member(s) of the Stromata team, particularly the copy-editor/proofreader.
3. Attend the meeting(s) of the Student Senate, typically once per month.
4. Meet with the Dean of Students throughout the academic year to receive guidance on expectations, the publication’s history, the budget of the publication, and any other pertinent information.
5. Manage the Stromata budget. To that purpose, the lead editor will receive the support and advice of the Dean of Students, who will have all the information required about the budget.
6. Be involved in all the stages of the publication process including, but not limited to: writing and soliciting articles from the Student Body personally and through the eNews bulletin, editing/copy-editing, electronic formatting, printing, and distribution.
7. Write the “Call for Papers” announcement and will send it to the enews@calvinseminary.edu for publication with enough time before the digital/printed release of the publication. The announcement should appear at least twice during the time the Call for Papers is open.
8. Manage the publication email: stromata@calvinseminary.edu. The editor must be in contact with the IT office for the account password. It is recommended that the editor uses the publication email account proactively for all matters regarding the Stromata.
9. Send the IT office the final digital copy of the publication in order to be published on www.calvinseminary.edu/stromata. This digital file should include the cover (embedded) and all publication content. Printed copies shall be submitted to the Hekman Library for catalog.
10. Be in contact with the Printing Services office at Calvin College about the process of printing the journal: printingservices@calvin.edu. The minimum amount to print is 100 copies.
11. Report at the discretion of the Student Senate on the activities of the Stromata. The report will include specific information about what’s going on with the publication process: successes, challenges, upcoming actions regarding the publication. The editor will have the opportunity to offer recommendations to the Student Senate.
12. Meet at least once with the next editor-in-chief to discuss procedures of the publication. The new editor will receive the Stromata account information, word and pdf past templates, etc.
13. Will be involved in the Student Senate’s process of selecting other editorial staff for the publication.

II. Computer Skills

The Lead Editor of the Stromata should have the following skills/abilities:

1. Proficient in Microsoft Word 2010, 2013, or 2016. The Lead Editor will have to be able to:
   a) Modify the header/footer/page numbers in a Word Document
   b) Modify a document layout/page setup
   c) Use of mirror margins
   d) Use of the tracking changes option
   e) Competent in editing a document with the processor
f) Create a table of contents

g) Use page/section breaks

h) Convert endnotes to footnotes and vice versa

2. Knowledgeable about the PDF format and conversion between a Word document to PDF and vice versa. We suggest that the editor avoids using the tool included in Microsoft Word to export a document to PDF. This process is flawed resulting in the loss of the page layout in the PDF resulting document. Instead, the editor should use the online tool www.smallpdf.com for that purpose (free).

3. Proficiency in Microsoft Windows 8,8.1 and Windows 10 is required.

4. Proficient in macOSX 10 is desirable but not required.

III. Other Skills

The Editor-in-Chief of Stromata also must:

2. Have experience with the formal writing process and academic style.
3. Have enough available time to work for the Stromata—at least five hours per week is needed and more nearing publishing times.
5. Have excellent writing and reading skills.
6. Able to demonstrate critical thinking.
7. Knowledge about English rhetoric and writing techniques.

Compensation: Ordinarily 50% of the total value of the Stromata honorarium. This honorarium is set by the Dean of Students and the Student Senate and is split with the copy-editor.
Kerux Editor’s Job Description

Position: Editor-in-Chief

The position of Editor-in-Chief of the Kerux is contracted for one academic year. This does not preclude the possibility that the Senate may consider the editor-in-chief to serve in a later academic year. In case the editor-in-chief may be interested in serving another year, the Senate will evaluate his/her previous work.

I. Role & Responsibilities

The Editor-in-Chief will be the overseer of the Kerux publication. As such, the successful applicant’s primary roles and responsibilities are as follows:

1. Oversight of 4 publications of the Kerux during the academic year, and should strive to follow the timing and style formats of previous years. The publication should be distributed at roughly equal intervals with two in the first term and two in the second term.

2. If the editor wishes to drastically change the format or frequency of the Kerux, they must make a proposal to student senate with the recommended modifications.

3. Work alongside the other member(s) of the Kerux editorial team

4. Attend the meeting(s) of the Student Senate, typically once per month.

5. Meet with the Dean of Students throughout the academic year to receive guidance on expectations, the publication’s history, the budget of the publication, and any other pertinent information.

6. Manage the Kerux budget. To that purpose, the editor-in-chief will receive the support and advice of the Dean of Students who will have all the information required about the budget.

7. Be involved in all the stages of the publication process including, but not limited to: writing and soliciting articles from the Student Body personally and through the eNews bulletin, editing/copy-editing, electronic formatting, printing, and distribution.

8. Will write or designate the task of making announcements to be sent to enews@calvinseminary.edu for publication with enough time before the digital/printed release of the publication. Announcements should appear for several enews cycles.

9. Will manage the publication email: kerux@calvinseminary.edu. The editor must be in contact with the IT office for the account password. It is recommended that the editor uses the publication email account proactively for all matters regarding the Kerux.

10. Will send the IT office the final digital copy of the publication in order to be published on www.calvinseminary.edu/kerux. This digital file should include the cover (embedded) and all publication content. Printed Copies shall also be submitted to the Library for catalog.

11. Will be in contact with the Printing Services office at Calvin College about the process of printing the journal: printingservices@calvin.edu.

12. Will report to the Student Senate on the activities of the Kerux at each Senate meeting in writing, and at least 4 times/academic year in person. The report will include specific information about what’s going on with the publication process: successes, challenges, upcoming actions regarding the publication. The editor will have the opportunity to offer recommendations to the Student Senate.
13. Will meet at least once with the next editor-in-chief to discuss procedures of the publication. The new editor will receive the kerux account information, word and pdf past templates, etc.
14. Will be involved in the Student Senate’s process of selecting other editorial staff for the publication.

II. Computer Skills

The Editor-in-Chief of the Kerux should have the following skills/abilities:

1. Proficient in Microsoft Word 2010, 2013, or 2016. The Editor-in-Chief will have to be able to:

2. Knowledgeable about the PDF format and conversion between a Word document to PDF and vice versa. We suggest that the editor avoids using the tool included in Microsoft Word to export a document to PDF. This process is flawed resulting in the loss of the page layout in the PDF resulting document. Instead, the editor should use the online tool www.smallpdf.com for that purpose (free).

III. Other Skills

The Editor-in-Chief of the Kerux also must:

1. Be proficient in the English language.
2. Have excellent writing and reading skills.
3. Able to demonstrate critical thinking.
4. Knowledge about English rhetoric and writing techniques.

Compensation: There is an honorarium awarded to the editorial staff of the Kerux from the Dean of Students and the Student Senate which is to be divided between the Editor-in-Chief and the other editorial staff with the approval of the Senate Executive Committee. The specific historical divisions are available from the Dean of Students.