

Polk State College Faculty Senate Minutes
April 2019

Date: Monday, April 8, 2019 Time: 3:00 p.m.

Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President

Anthony Cornett, Winter Haven Vice President

Lorrie Jones, Parliamentarian

Lee Childree, Secretary

Greg Harris, Senator at Large

Senators: Joyce Lee (in place of Alexandros), Andrew Coombs, Carol Stinson, Dann Hazel, Aaron Morgan, Rebecka Ramos, Christina Gesmundo, Jude Ryan, Jess Jones, Amy McIntosh, Lorne Fairbairn, Johnny Stewart, Keith Libert, Danielle Delgiudice, John Woodward (in place of Tina Feleccia)

Guests: CR Junkins, Betty Grant, Annette Hutchinson, Christina Gesmundo

Meeting called to order: 3:02 P.M.

Approval of March Minutes. Lorrie moved to approve the March minutes. Lorne seconded the motion. The motion carried.

Approval of April Agenda. Amy moved to approve the agenda. Lorne seconded the motion. The motion carried.

Reports

President's Report

The selection committee for our next Quality Enhancement Plan has narrowed its focus to three proposals. They are currently in rough draft form. One or more topics will be presented to President's Staff for final approval. Bill will share them with Senate ahead of this vote for feedback.

We have not received the necessary number of votes via in-person ballots for voting on the revised Senate Constitution. Bill met with Mary Clark about alternative means of voting. There is a tool to conduct online voting. The potential problem with the tool is that an individual may be able to vote more than once. Mary could create a unique login to prevent voting multiple times; however, creating this would enable the creator of the election to see who voted which way. Amy suggested getting votes during Professional Development Day; the Senate agreed that this would be advantageous. About fifty more professors need to vote.

The 2019 legislative session is not nearly over yet, but there is reason to think there will be significant changes to performance funding in its current form. Specifically, there will probably

be funding available for performance-related rating of the State Colleges, but there will no longer be a portion of the base budget “at risk.” Watch for updates as this develops.

There is an SEIU hearing scheduled with the Public Employees Relations Commission (PERC) for April 25. The purpose of this hearing will be to determine if SEIU has the minimum number of valid signatures required to move forward to a vote. Also, Polk State and SEIU will negotiate which adjunct faculty the union would represent. SEIU is currently planning to exclude several groups of adjunct faculty, including those who have been teaching exclusively online.

FTE is currently up 2.2%.

The Planning and Budget Council will meet on Monday, April 15.

Polk’s Educational Leadership Enhancement Program (ELITE) will accept applications until 4:00 P.M. on Friday, April 26. Faculty are eligible for this program.

Polk State has posted a job opening for a new Vice President of Academic Affairs. This position will report to the Provost (Steve Hull). The position of VP, Strategic Initiatives, Strategic Priorities, and Growth is currently vacant and will not be re-filled.

Bill has uploaded the latest edition of the list of current activities reported in all areas of the College in his “What’s Up—What’s New” report. This document is produced regularly by members of President’s Staff.

Lakeland Vice President’s Report

Registration for Summer 2019 and Fall 2019 is on-going. Please encourage your students to register for summer and fall classes and to plan for next spring and summer; the full 2019/2020 academic schedule is open for public viewing.

The QEP Selection Committee met on Friday, March 15. The discussion was centered on the two broad topic areas of “Career Planning and Readiness” and “Getting on and Staying on a Path.” The final QEP Selection Committee Meeting is set for Friday, April 26 at 1 P.M.

There was a District Campus Group meeting on Wednesday, March 20. Most of the items scheduled were tabled. The next District Campus Group meeting is set for Wednesday, April 17.

Upcoming Events on the Lakeland campus include:

- * Friday, April 12--Professional Development Day.
- * Polk State Gallery Exhibit: Student Art Show--Monday, April 1 –Thursday, May 2.
- *Polk State Lakeland Arts Gallery Reception—Thursday, April 11 from 5- 7 P.M.
- *Polk State SALO presents Pioneering a Movement: Transforming Culture Dance Classes weekly on Tuesdays from 2:00 - 3:00 P.M. in the Polk State Lakeland Wellness Center.
- *Polk State College SGA Weekly meetings on Wednesdays from 1:30 - 2:30 P.M. in LAC 1243.

*Polk State College SGA Officer Elections Wednesday, April 10 from 3:00 - 6:00 P.M. in the Polk State Lakeland Student Center.

*Polk State SALO Interfaith Project Presents “Ancient Texts and Contemporary Times: A Christian Perspective for Reading the Bible in the 21st Century” on Thursday, April 11 from 3:00 - 4:00 P.M. in LLC 2188.

*Financial Aid Guaranteed Processing Deadline for Summer is April 19, 2019.

*Polk State College Tabletop Gaming Club Tuesday, April 16 from 2:00 - 3:00 P.M. Polk State in LAC 1242.

*Polk State SALO Spring Splash is Tuesday, April 23 from 11:00 A.M. - 2:00 P.M. at Polk State Lakeland (behind LTB).

*Classes End / Final Exams End (Spring 16-Week, FASTRACK 2, 12-Week Sessions) on Thursday, May 2 at 5 P.M.

*Graduation is Thursday, May 2 from 6:30 - 9:00 P.M. at the RP Funding Center, 701 Lime St., Lakeland.

*Last Faculty Work Day and Final Grades are due Friday, May 3 (9:00 A.M. Spring 16-Week, FASTRACK 2, 12-Week Sessions).

*Classes Begin (Summer Session 1-12 week, 6-week, 8 Week) on Tuesday, May 7.

Winter Haven Vice President's Report

A Career Fair will be held on April 11 in WST126 from 11 A.M. to 1 P.M. Feel free to bring your classes to meet Central Florida businesses who are both recruiting and discussing potential jobs that students could train for during their education.

The Creative Writing Club is concluding its award and writing contest from 3:00-5:00 P.M. in LAC 1259 on the Lakeland campus on Thursday, April 11.

Professional Development Day 2019 is scheduled for Friday, April 12 on the Lakeland campus. All College classes are canceled for the day. Student Services will be covered by student workers and other departments will utilize OPS workers or volunteers. Everyone is encouraged to participate in this day of development and collegiality. Registration begins at 8 A.M.

“A Funny Thing Happened on the Way to the Forum” will debut on April 11 and will run from April 11 – 14 and from April 18 - 21. Curtain will rise on Thursday, Friday, and Saturday performances at 7:30 P.M. and Sunday at 2:30 P.M. Spread the word and come out to support the Polk State Drama department!

Paul Pletcher's retirement ceremony will be in the Winter Haven Fine Arts Lobby on April 16.

The DBOT Meeting will be held on Monday, April 22 in Winter Haven in WST 126 from 4:00 – 5:30 P.M.

Open House events will be held soon on both campuses. Prospective students will have the opportunity to learn about academic programs, complete their free applications, and receive assistance with the Free Application for Federal Student Aid (FAFSA). Open house at Winter Haven is scheduled for Tuesday, April 23, from 5 – 7 P.M. in WST 126.

The Polk State College Music Department is holding a rock concert from 7 – 8:30 P.M. in the Winter Haven Fine Arts Theatre on Saturday, April 27.

The Spring Graduation will be held Thursday, May 2 at 6:30 P.M. at the RP Funding Center in Lakeland. Faculty should arrive by 5:30 P.M. and snacks and bottled water will be available in the faculty room. No RSVP is necessary. For those work in clubs or organizations, there is a need for at least fifty adult workers to volunteer to help with users, parking, etc.

Committee Reports and Updates:

The hiring committee for the Associate Dean on the Lakeland Campus has met and decided upon interview questions to ask the candidates. Interviews will be occurring soon.

Nursing put forth names for two positions.

The hiring committee for the Athletics Department Coordinator will be conducting interviews of candidates the week of April 15.

Old Business:

Procedure 5026 Student Code of Conduct: Academic Dishonesty. Dann shared a concern of a constituent, namely that a student who only commits Level One offenses under the proposed revision to the procedure may “fly under the radar” because the deans and others may never know of the student’s plagiarism(s). Bill shared that he received a couple of similar comments from his department.

Rebecka noted that the updated language of the procedure indicates that the professor needs to be clear how he/she addresses plagiarism in his/her class. She also noted that the intent of the revised procedure is to give faculty the prerogative of dealing with plagiarism within their class, but also allowing faculty to involve the dean if he/she feels the need. Pre-revision, the procedure stipulates that professors should report even minor incident of academic dishonesty to the dean; this stipulation is rarely adhered to.

The proposed revision stipulates that only egregious “Level Two” offenses must be reported. Christina stated that she likes the proposed revision because it is less work for faculty while still holding students accountable.

Aaron suggested using the Early Warning System to report academic dishonesty. However, there are only sixteen courses using the system. Also, Jude stated that the professor would have to be able to prove that the student was guilty of plagiarism prior to reporting it.

Cindy reminded the Senate as to why the procedure is being reviewed, namely that the accrediting body that visited Airside found the procedure confusing, and Donald Painter suggested the procedure be rewritten for clarity. Cindy added that the previous rendition of the procedure is confusing for students because it is not clear what steps they should follow.

Jude expressed a concern about the labeling of offenses. Many students unintentionally plagiarize, and their teachers correct them as part of the learning process. Many professors, especially writing professors, do not consider this academic dishonesty.

Rebecka shared that Step Two of the process stipulates that the Dean must be contacted to help resolve questions of Academic Dishonesty.

Andrew made a motion to approve the procedure with the suggested changes. Johnny seconded the motion. The motion carried.

Polk State College Care Team Procedure (new). One of Bill's constituents asked if there would be a separate procedure for students in danger of self-harm. Bill verified with administration that campus security and 911 are still the means to communicate those types of concerns. No other senators received feedback from anyone in their departments. Greg motioned to approve the new procedure. Jude seconded the motion. The motion carried.

New Business:

Procedure 1024 Faculty Schedule Assignment. There is vagueness in the procedure to the degree that it does not settle particular scenarios. This vagueness may be intentional so as to allow each department to handle their own individual situations. Rebecka had a constituent ask if a full-time professor who already has his/her full load of classes should be able to teach a class that an adjunct also wishes to teach. Bill answered that the language in the procedure indicates that full-time professors with full loads already are given preference to teach classes over adjuncts, no matter the semester. Jude suggested that it is generally the policy of the College to favor full-time faculty over adjuncts.

Amy pointed out a line in the procedure that states that "department coordinators may allocate classes to ensure equitable distribution." Christina stated that this does not account for those who are full-time and wishing to teach courses across different departments. Bill stated that this procedure was written at a time when a professor taught for one department under one department coordinator; he added that the procedure does not take into account that professors may now teach in different departments and for different campuses. Johnny added that there has also been disagreement over the teaching of courses across degree programs (A.S. to Bachelor); Bill indicated that this problem is not uncommon.

Cindy clarified the problem with the procedure: the vagueness of the procedure, which allows for flexibility in scheduling, also creates problems by not addressing the specific scenarios that are encountered. Bill revisited the phrase in the procedure that says, "Department Coordinators can allocate classes to ensure equitability." This phrase only addresses the distribution of face-to-face and online courses; it does not address equity in the number of overloads. Lorrie suggested that this is the needed edit to the procedure.

Cindy added another area in which the procedure is lacking--it does not address the campus-specificity of online courses.

Rebecka suggested bringing the academic deans into the conversation, since they play a large role in deciding what gets scheduled and what doesn't. She suggested that the department

coordinators also be involved. Bill suggested creating a subgroup to work on the procedure. Cindy moved to table and identify a subgroup to consider reworking the procedure. Greg seconded the motion. The motion carried.

Rules and Procedures:

The changes to the following rules were not substantial in content, but part of the periodic review of all rules and procedures. Any changes were simply “cleanup.” Greg made a motion to approve the changes to each of the rules. Jude seconded the motion. The motion carried.

Rule 1.01 Board Membership and Organization.

Rule 1.02 Board Meetings.

Rule 1.02 Attachment: Board Meeting Agenda.

Rule 1.03 Duties and Powers of the Board.

Rule 1.07 Trustee Performance Standards.

Rule 1.09 Authority to Sign Contracts.

Rule 1.10 Selection and Appointment of a President of the College.

Rule 2.04. Organization.

Business from the Floor:

Cindy expressed a concern shared with her by faculty about the inability of students to be able to add classes early into the semester. Johnny stated that this is still a possibility, though the students have to request permission via Student Services. Cindy stated that some students are not savvy enough to know about this possibility. Jude added that dropping students from classes also can have dramatic effects on their financial aid.

[Greg moved to extend the meeting. The motion was seconded by several senators. The motion carried.]

It was suggested that with Jenzabar, there will be the option to wait-list classes. Bill stated that the lateness of the purges and the cumbersome and unclear process of over-riding class changes once they begin are issues that the Senate should also seek help with. Bill suggested that a good middle ground may be just that—making such improvements to the system that is already in place.

Jude stated that what really matters is the latest date that students should be allowed to join a class. The suggestion was made to grant a three-day Add window from the start of classes. Lorrie suggested inviting Kathy Bucklew to the Senate to explain the rationale of the current system. Bill stated that he would invite Kathy Bucklew to come; he encouraged the Senators to elicit feedback from their departments. Jude motioned to table the discussion. Cindy seconded the motion. The motion carried.

Adjournment: Jude motioned to adjourn at 4:41 p.m. Andrew seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary