

**Polk State College Faculty Senate Minutes
April 2020**

Date: Monday, April, 13

TIME: 3:00 P.M.

Location: Zoom

OFFICERS:

Bill Caldecutt: President

Anthony Cornett: Vice President – Winter Haven

Cindy Freitag: Vice President – Lakeland

Rebecka Ramos: Secretary

Lorrie Jones: Parliamentarian

Greg Harris: Senator at Large

Lee Thomas: Administrative Liaison

Senators: Aaron Morgan, Andrew Coombs, Tina Feleccia, Keith Libert, Dawn Dyer, Misty Sparling, Rafaela Ellis, Lorne Fairborne, Megan Cavanah, Carol Stinson, Lorrie Jones, Jess Jones, Dann Hazel, Johnny Stewart

Guests: Tamara Sakagawa

Call to Order. Bill called the meeting to order at 3:03.

Approval of Minutes from March Meeting. Jess motioned to approve. Greg seconded. Minutes were approved.

Approval of April Agenda. Greg moved to approve. Dawn seconded. Agenda was approved.

Reports:

- **President's Report:** Bill updated Senate on the numerous meetings that he has been attending since the transition to online instruction and services. Some of these meetings talked about technology needs, changing of withdraw dates, chain of communication, distribution lists, the student who tested positive, pay for adjuncts the week before spring break, and more.
 - *Emergency Work Logs:* It is important that faculty turn these in for any time worked beyond their normal duties during this transition. Funding for compensation depends on those sheets being turned in.
 - *SPIs:* SPIs are now optional for Spring 2020.
 - *Continuing Contract:* Continuing contract is still on the agenda for DBOT, and so that is expected to go forward at the April 27th meeting.
 - *Assessment:* Course assessment is still expected to be collected. The person responsible for this data collection is still being determined.

- *Faculty Credentialing*: There was one faculty member who was identified as needing assistance to become credentialed after the Credentialing Manual was updated and approved. That faculty member has now been credentialed.
- *Proctoring*: The College will be using HonorLock to proctor remaining tests and exams.
- *Staffing for the Fall*: Staffing conversation is just beginning. Supervisors are taking a detailed look at all employees who have responsibilities that have not been fully transitioned to the new environment. Dr. Falconetti stated that it is the goal to maintain everyone. There are efforts to assign individuals to work that is essential during this time period.
- *Town Hall*: Students had a town hall meeting with Congressman Soto. He spoke about the *CARES ACT*. He gave details about how the bill affects students and the expected stimulus checks. Congressman Soto discussed options for withdrawing, retaking courses, etc. The conversation focused mainly on how federal funding can help students. There will be approximately six million in federal funding available to Polk State, half of which must be used directly to assist students. A sub-committee is working to develop a plan for implementation. The remaining funds will be part of the College's operation budget. The College had discretion in how to use this money.
- *Assessment*: Cindy asked about assessment. She requested that Senate please help department and assessment coordinators understand expectations so that people involved in assessment have a clearer idea regarding who should be doing what for program reviews, departmental assessments, and course level assessments. There is a lot of confusion about the visions going forward regarding assessment. The coordinators need more communication about some of these issues. Dr. Thomas suggested that these requests need to be brought to Dr. Clark. It is timely for there to be more guidance on this, so this is an appropriate time for Dr. Clark to help out. Bill and Dr. Thomas agreed to bring this issue to the President staff meeting and report back.
- *Compensation for DCs and Canvas Pioneers*: Rebecka asked if there have been and discussions about how to compensate department coordinators and Canvas pioneers who had to spend many hours beyond their paid time to assist colleagues in the transition to online classes. Bill reported that he has brought this forward and will continue to in his many meetings.
- *SPIs*: Tina mentioned that even though she wanted her courses evaluated, the evaluation is no longer there. Bill stated that Cody would be the point person to direct any SPIs questions to.
- *OCPA*: Tamara mentioned that OCPA is looking for positive stories about the transition. They would like to write about how faculty are doing. Some stories may be best shared internally and others could be published for the community. They are looking for anything that isn't just daily operational reports.
- Lakeland Vice President's Report: Nothing new to report.
- Winter Haven Vice President's Report: Nothing new to report.

- **Administrative Liaison's Report:** Dr. Thomas provided detailed updates on several items that pertain to faculty.
 - *Technology:* Dr. Thomas stated that within five days the College moved from being face to face to fully online. This required a lot of communication and work, which Dr. Thomas mentioned that Tamara and her group were handling excellently. Several concerns regarding technology have been actively addressed by the College. Technology was distributed to students through the purchase and distribution of Chromebooks. The College also purchased cameras and microphones for students. The College is also working to create internet spots for students to utilize.
 - *Testing:* The College purchased license for the whole college to use HonorLock. There were many students who needed to complete TEAs tests for people to enter the health field. The College created CDC compliant testing centers and tested twenty students who would not be able to continue without completing the test. The County asked how the College was going to provide testing. The College will be using Honor Lock to help test those high school students.
 - *Airport:* Since students and pilots fly together, they were not in compliance with the six foot distancing rule. The flying had to stop as well, which caused problems and issues attempting to maintain that school in place so that the College does not lose the facility.
 - *Meetings with Faculty:* Dr. Falconetti and Dr. Thomas have been meeting with each discipline to check-in with faculty and are using the feedback to make sure that things are running smoothly.
 - *High School Graduation:* The high school graduation is a point of concern for many students and parents. The College is following the lead of Polk County School Board, but there needs to be decision made soon. It does not seem that there will be a regular, walking graduation in May. The discussion now is whether it will be postponed or an alternative.

Committee Reports and Updates:

- **Biology Faculty Position:** Meeting has been put on hold.
- **Clinical Nursing Faculty:** The new faculty member was hired before the College transitioned
- **Gallery Committee:** The student show has been installed before the College shut down. There is work to get the show moved into a virtual format.

Old Business:

- Rule 3.08 *Suspension or Termination of Employees*
- Procedure 5023: *Interpretation of College Regulations*
- Procedure 6085: *Investigations*

- Rule 3.01: *Personnel Program*
- Procedure 6049: *Travel and Subsistence for Authorized Persons*
- Procedure 6012: *Teaching Faculty Evaluation System*
- Procedure 6015: *Student Worker Employment*

Misty moved to table as a block. Lorrie seconded. All old business was tabled.

New Business:

Rules and Procedures:

New Business from the Floor:

- *Procedure 6012*: Megan had a question regarding Procedure 6012. In the procedure, it dictates that once the adjunct has been teaching for six semesters, the Adjunct Classroom Observations only need to occur once every three years. However, current procedure states that the Formal Evaluation Instrument and the Self-Evaluation instrument still need to be submitted every year for every adjunct. The DCs would like to procedure to be change so that all three form are on a three year cycle. Aaron agreed and further suggested that those who may want to be evaluated more frequently could start some professional development efforts. As DCG isn't meeting, the procedure can be looked at next month in Senate. This will be added to the agenda for May. Adjunct evaluation forms continue to be a concern. The forms have been updated and will be brought to senate from Dr. Thomas's office.

Adjournment: Tina motioned to adjourn at 3:47. Rafi seconded.