

Polk State College Faculty Senate Agenda
Date: April 14, 2025
Time: 3:00 P.M.
Meeting Held via Zoom
Steering Committee to Meet Following the Senate Meeting

This meeting was recorded.

Officers:

- Bill Caldecutt, President (absent)
- Anthony Cornett, Vice President Winter Haven (present)
- Jess Jones, Vice President Lakeland (present)
- Heather Childree, Secretary (present)
- Greg Harris, Parliamentarian (present)

Others:

- Chris Botelho, Senator at Large (present)
- Amy Bratten, Administrative Liaison (present)

Attending Senators:

Heather Childree, Chris Botelho, Jess Jones, Anthony Cornett, Gregg Harris, Misty Sparling, Lee Childree, Dirk Valk, Laura Brimer, Kim Hess, Andrew Coombs, Gwyn Phillips, John Woodward, Gregory Johnson, Michael Derry, Johnny Stewart, and Lorrie Jones

Faculty Attendees:

Alison Sutton, Heena Park, Jacqueline Gray, Jeff Barnum, Anisa Powder, Herb Nold, Susie Moerschbacher, Ed Smith, Aaron Morgan, Melissa Shapiro, Ben Pila, Fatin Morris Guirguis, Pam Jones, Joseph Cook, Latrice Moore, Jennifer Shaw, Tim Bradshaw, Niqui Young-Pringle-Brown, Matina Wagner, Nerissa Felder, Christen Shea, Dawn Drake, and Tiffany Messerschmidt

Presenting Guests and Others:

Presenting:

Susan Morgan, Director of Student Enrollment Services/Registrar; Angela Falconetti, College President

Non-Presenting:

Reggie Webb, Senior VP; Yovan Reyes, Dean; Tamara Sakagawa, Chief of Staff and VP; Kim Thomas Manning, Dean; Jordan Emro, Program Director; Beth Luckett, Dean; Lisa Correll, Associate Dean; Deleise Wilson, Dean; Cody Moyer, Director; and Maria Lehoczky, Program Director

Dr Falconetti's Presentation

1. Dr. Falconetti reviewed her emailed updates:
 - Polk State is now a Purple Star Campus.
 - The Florida House and Senate passed their budgets; budget conferencing is next.
 - The College is to be given funding for the NE Campus and the LAC building, but the House and Senate bills do not match, leading to a budget conference.

- VP of Human Resources Stacey Cary is leaving. Felipe Garces will serve as interim.
- 2. Governor's DOGE Survey on Faculty Research: There is a PIE folder containing all communications from the governor. The Council of Presidents and the Chancellor have discussed and tried to clarify what qualifies as "research," but DOGE has not defined this. Every employee should complete the survey.
 - Chris Botelho asked whether to include research that was done in the last six years but at a previous institution.
 - Dr. Falconetti said to include it.
 - Kim Hess asked whether the College is still a Hispanic Serving Institute (HSI).
 - Dr. Falconetti said we maintain that status until otherwise notified. Though Polk State has not yet received a grant, HSI grants are available to all students.

I. Approval of Minutes from March Meeting

Andrew Coombs asked that the minutes be amended to remove the word *even* from Section IV: *Committee Reports* with updates from the General Education Committee.

Misty Sparling motioned to approve the minutes with this amendment. Greg Harris seconded. The motion carried.

II. Approval of April Agenda

Anthony Cornett asked to add Polk State Procedure 6038: *College Calendar* to the Agenda's Old Business section, as the Senate approved the *Academic Calendar*, but not the Calendar Procedure.

Jess Jones motioned to amend the agenda. Greg Harris seconded. The motion carried.

III. Faculty Senate Officer and Administrative Liaison Reports

A. President's Report: None.

B. Lakeland Vice President's Report: None.

C. Winter Haven Vice President's Report: Anthony reminded everyone about graduation.

D. Parliamentarian Report: None

E. Administrative Liaison's Report

1. DOGE Research Survey: There is a short turnaround. Polk State has not received clarifications from the state. Amy recommends individuals include all information, even if the research wasn't done at Polk State. There is a President's Corner PIE folder. Amy read this definition of research: "Papers and drafts made available to the public or an online academic repository for drafts, pre-prints, or similar materials."

Amy said she included dissertation committees she served on where her name is on the committee.

2. Amy reminded everyone to complete the survey and go to graduation.

Questions/Discussions:

- Niqui Young-Pringle-Brown: When is each group graduating: am or pm? Where is that list?
 - Amy: Reggie Webb's team just put that together, and it will be sent soon.

- Jennifer Shaw: Why isn't the Faculty Senate President here?
 - Amy said there's an HR matter that's being worked on.
- Michael Derry: Is Bill going to miss two or more meetings? If so, there are actions the Senate has to take, so can we get some information? Summer term is coming up, when Senate doesn't meet. We need to know a timeline.
 - Amy said she'll share when she is able to do so.
- Aaron Morgan supported Michael's point: There's a pattern with HR having challenges with timelines, so we hope all of the procedures are being met. It's beneficial to communicate with Faculty Senate about the timeframe. What does the procedure say about how long this is supposed to take?
 - Amy said she doesn't know what procedure says, but she will look into it. She emphasized that Senate needs to know what's happening.
- Michael Derry: If Bill is not here for the May meeting it triggers an election.
- Jess Jones: This isn't just a Faculty Senate issue. It's a teaching issue too. Classes will have to be adjusted.

IV. Committee Reports and Updates--None

V. Old Business

A. TLCC Testing Support and Honorlock/Online Proctoring

These two items were added to the agenda at the request of President's Staff. There have been issues for faculty who are seeking additional testing support.

- Amy said this was follow-up to determine other concerns in addition to faculty wanting and needing more resources.
- Misty Sparling and Jess Jones suggested Saturday morning hours and evening hours for students who work and attend night classes.
- Jennifer Shaw pointed out that she has received pushback from the TLCC about having too many students trying to test, as testing dates are limited for academic integrity.
- Jennifer noted that if a dual-enrolled student is using a school-issued laptop, Respondus proctoring tools will not work, and the student cannot test online. The TLCC needs to determine a way to accommodate larger student groups, and the College needs to figure out what to do for dual-enrolled students who do not have a secondary laptop if the school-issued laptop does not work with Respondus.
- Jeff Barnum agreed with Jennifer. Extended TLCC hours would be helpful for all students, especially on the weekends. Additionally, enabling class sections to test in the TLCC will eliminate many academic dishonesty issues with students using third-party software.
 - Yovan Reyes [oversees the TLCCs/libraries] said he will talk to the TLCC about Saturday morning hours. This was offered previously but wasn't utilized. The TLCCs are willing to accommodate students (contact Debbie or Tina in Winter Haven or Kim in Lakeland). The TLCC is open until 7:00 p.m. M-Th. He has not heard student complaints. More students with accommodations are using the TLCC, which is limiting the space and time to test others.
- Aaron Morgan noted that the College has moved away from a free testing service [the TLCC] to a service that costs money. Fewer professors are using it because

of the student cost; therefore, more students want to test in the TLCC. In talking to full-time and part-time faculty members in his department, he discovered that his department refuses to use online test proctoring.

- Jennifer noted that Respondus has a lot of problems. Do we have plans for a cheaper better version for students [than ProctorU]?
 - Amy said at this time we don't have another option. There's a committee process for making a decision. The committee can look at new programs. The COVID money used to pay for testing is gone. We may need to look at a testing / technology fee like other schools.
- Aaron emphasized that we need to focus on a solution that is in students' best interests.
- Kim Hess said that previously the TLCC had more testing rooms, but since COVID, the number of rooms and desks for testing have been reduced. Someone should look at a better use of space since historically we had more testing space.
- Kim asked: Why can't we charge a distance learning fee?
 - Amy said Cody has been pushing for a fee. There is a procedure for implementing new fees, and this must be approved by the District Board of Trustees (DBOT). She recommends that the Online Learning Committee make a recommendation based on the industry-standard fee.
 - Kim said that the committee has a meeting on Thursday at 2:30 p.m.
- Niqui Young-Pringle-Brown said that faculty say that students don't have availability for evenings and weekends. Can Yovan work with Dr. Clark's office to find out when students would like to use the TLCC for tutoring or testing--and the library for studying? The College needs data to ensure resources are used in a cost-effective way. Are students sincere--or are they just making an excuse? Niqui stated that student usage pre-COVID was inconsistent. The College needs to get the data.
 - Yovan said that we could survey again. Numbers show we're in good shape. We're looking at additional tutoring. For testing, we're limited to the space we have. If there are students who need additional time accommodations, they need to ask.
- Jess Jones noted that some students need to take tests in the TLCC because they have to attend graduation; literally half of his class will miss the final because they will be at graduation.
- Niqui suggested extended hours during midterms and finals.
 - Yovan said that TLCC staff leave early Fridays due to reduced student traffic.
- Jeff Barnum said that Saturday/Sunday hours would be helpful. He said that Respondus, which is entirely based on AI, did not flag a student with a popup window full of notes that he just happened to catch.
- Jennifer Shaw asked: Can we use technology fees for remote proctoring?
 - Amy said she'll look into that.

C. Polk State College Procedure 6038: *College Calendar* [Presenter: Susan Morgan]

Most of the revisions are procedural updates and title changes.

- Anthony Cornett noted that submittal dates are given as exact dates and asked if it would not be better to put something like "the second day of this month" or "the

fourth day of the month” so that the dates are not violating procedure. Something like “the first 3 workdays after X” would be better than specific dates.

- Susan said the dates are from the *Florida Statutes*, which have a broad window. She will try to align it with this recommendation. She will send the statute.
- Anthony’s second recommendation regards online courses or hybrid courses being unable to “meet 10 class days between Spring Break and the beginning of final exams.” One suggestion is to use the term *business days*. Another is to use *academic days*.
- Jennifer Shaw suggested adding a reminder for no-show withdrawals [W4s] during the first week of class, as this has been an issue with petitions.

[Meeting-Related Question:]

- *Kim Hess asked why the meeting did not have the chat function enabled in Zoom.*
- *Misty Sparling said that during the initial salary discussion, people were putting inappropriate things in the chat, so [Senate President] Bill Caldecutt asked to disable the chat function.*
- *Greg Harris said there’s nothing in Roberts’ Rules that says we do or don’t have to have the chat.*
- *Anthony said we can re-enable the chat starting in May].*

Greg Harris motioned to approve the procedure. Johnny Stewart seconded. The motion carried.

VI. New Business

A. Polk State College Procedure 5002: *Graduation* [Presenter: Susan Morgan]

The updates mostly relate to grammar and title changes. The only significant change is Section II.B, as students are now required to fulfill all financial obligations to the College in order to participate in graduation. The Civic Literacy Exam was also added.

- Niqui Young-Pringle-Brown asked if the General Knowledge Test for FTCE is being removed from the procedure. The Education Department requires that students pass at least two of the four sections. Susan, Amy, and the Education Department should meet to discuss this. The procedure states that students must “Complete any other applicable requirements (e.g. some occupational and technical programs require a grade of C or higher in program courses).”
 - Discussion ensued regarding the language, as programs like Education do not require a particular grade but require passing sections on a certification exam. Adding examples may help to clarify. Suggestions:
 - Change the example to “Some programs may require specific grades or exam completions, outcomes, or results” or “Meet the requirements of the specific program.”
 - “Meet the applicable program requirements” was suggested by Tiffany Messerschmidt as a shorter and accurate rendering.
- Susan said she could fix the wording and send it back to Anthony for redistribution.

Greg Harris motioned to approve the procedure with corrections. Misty Sparling seconded. The motion carried.

B. Polk State College Procedure 1006: Faculty Workload: Academic Accounting System and Department Coordination [Presenter: Anthony Cornett]

This procedure has a long history of attempted revision. There were some areas of wording to review, such as whether there is another load calculation for Nursing Department faculty.

- Lorrie Jones said that Nursing is still paid for 164 days but has six extra load points over--like two three-credit classes--for 31 contact hours each semester.
- Lori indicated there may be variations to length and load in some profession-related areas. Criminal Justice needs to be contacted as well.
- Misty Sparling said she keeps hearing from Collegiate teachers that Polk County School Board employees work fewer days. Collegiate faculty work 196 days, which is a lot more, but they are paid the same as the County.
 - Amy asked Yovan Reyes to do a comparative analysis.
- Niqui Young-Pringle-Brown asked if Collegiate faculty are required to offer ten office hours each week outside the classroom.
 - Misty responded that if the Collegiate faculty member is teaching college classes only, then yes. If the person is not teaching college classes, he or she does not hold ten office hours.
- Herb Nold wrote a proposal to modify the *Business Capstone* class size to 20.
- Anthony said class size is controlled by Polk State Procedure 1003: *Determining Class Size*. He asked Herb to send the proposal to Amy and the Senate to discuss.
- Herb said the proposal had been rejected.

Anthony shared the version of Procedure 1006 reviewed by the College Editor. The Senate adjusted the wording in several places so the procedure could be redistributed and voted on in May.

- Cody Moyer clarified the Quality Standard wording. He said there is a new Online Course Development Digital Agreement he will send to Anthony for inclusion in the procedure.

[*Note: Greg Harris motioned to extend the meeting; this was seconded by Jess Jones. Anthony Cornett and Heather Childree were opposed. The motion carried at 4:55 p.m.*]

- Discussion ensued regarding the wording for when a class has low enrollment after the class has started. The professor has the option to teach the class as Directed Independent Study (DIS), cancel the class, or to convert the class to a 12-week course. A change to DIS or canceling the class affects the professor's load.
 - Amy Bratten said that "if closing the class impedes students staying on track for graduation, especially if it's their last semester then we will pay it in full."

- Amy Bratten also said that other institutions use predictive analytics before the class meets to determine if the class is cancelled. Polk State's policies make it difficult to calculate overloads and Letter of Appointments (LOAs).
- Adjunct faculty credit-hour restrictions were discussed (before designation as a full-time employee). The IRS rule states that 30 contact hours triggers being made a full-time employee. The number of instructional contact hours is multiplied by 2.25 to determine the total hours the adjunct is working. The question was whether it is 9 or 12 credit hours allowable. The preliminary thought is 9 a semester, and 18 credit hours for the year.
 - Amy will sit down with Anthony and Human Resources in the next week to determine the adjunct load.
- Discussion ensued regarding faculty teaching 96 hours [based on previous processes] versus 84 hours.
 - Amy Bratten said that the more people at the maximum overload, the more the accrediting body wants to question the quality of student feedback provided. One-third of the faculty should be at regular load, one-third at some overload, and one-third at maximum overload, according to the accrediting body.

Greg Harris motioned to table Procedure 1006. Jess Jones seconded. The motion carried.

C. Polk State College Procedure 1024: *Faculty Schedule Assignment*

Greg Harris motioned to table discussion of Procedure 1024 [due to time]; Jess Jones seconded. The motion carried.

VII. New Business from the Floor --None

VIII. Adjournment

Greg Harris motioned to adjourn the meeting; this was seconded by Misty Sparling. The motion carried and meeting ended at 5:32 p.m.