

Polk State College Faculty Senate Minutes
December 2017
Date: Monday, December 11, 2017 Time: 3:00 p.m.
Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President
Cindy Freitag, Lakeland Vice President
Anthony Cornett, Winter Haven Vice President
Jamie Haischer, Parliamentarian
Lee Childree, Secretary
Greg Harris, Senator at Large
Donald Painter, Administrative Liaison

Senators: Jim Rhodes, Michael Harrison, Aaron Morgan, John Stewart, Earl Brown, Carol Stinson, Lorrie Jones, Alexandros Dimitriadis, Cary Gardell, Misty Sparling

Guests: Kristen Sykes, Dann Hazel, Jill Hall, Val Baker

Meeting called to order: 3 PM.

Approval of November Minutes. Tina requested a brief addition to the minutes, specifically language regarding the timing of SPIs for courses of different lengths. Michael moved to approve the minutes with the addition. Cindy seconded the motion. The motion carried.

Approval of December Agenda. Jamie moved to approve the agenda. Tina seconded the motion. The motion carried.

Reports

President's Report

Bill indicated that he uploaded the minutes from the most recent President's Staff meeting and the latest edition of "What's Up" to the Senate PIE page.

Bill stated that he sent the grievance procedure to all faculty and did not hear back from anyone

Lakeland Vice President's Report

Cindy shared the highlights of her report, including a reminder that the fire marshal is coming either January 3rd or 4th. Cindy announced the upcoming pinning ceremonies, as well, including those for stenography, radiology, and nursing. Also, graduation was scheduled for December 14th at the Lakeland Center. Winter break occurs December 16, 2017 through January 1, 2018. College offices re-open on January 2, 2018.

Winter Haven Vice President's Report

Anthony reminded everyone of the fire inspection to come.

Canvas is going live in the spring term. There will be a 24/7 help desk for faculty and students. All faculty will have access to PAL through June 30, 2018. If you have not had training yet, contact Nathan or Chris for more information.

Jenzabar is doing a joint presentation with Polk State on January 30, 2018 about the state of the project. Various aspects of Jenzabar will be going live at different times. This will be detailed as well as what is coming later this summer.

There will be a forced change of passwords for students on February 1, 2018. The new passwords will be more complex and more periodic resets will be required. Provide Anthony with any concerns you have about this and he will relay them to Naomi.

There will be a new software ordering process for both individual faculty and departments. It is available for viewing on the Senate PIE page.

The College needs volunteers for the April 7, 2018 TEDx presentation. TEDx is a program of local, self-organized events that bring people together to share a TED-like experience. The theme is "Create, Connect, and Communicate." Donald is currently seeking volunteers to serve on the TEDx Polk State College planning committee. The College needs individuals to assist with areas such as organization, production, curation, promotion, and technology. Please contact Professor Dale Anderson at danderson@polk.edu with questions. To volunteer, complete the form below: https://forms.office.com/Pages/ResponsePage.aspx?id=a9VFbGMzGkC_qFgnc8rTfimZFWAAfkZKuV_q8L4mqHFUQU1aREIDREtFVEhBOTMxNFpVTIdKNIM2OC4u

The planters on the Winter Haven campus are being dug out and will become "conversation pits."

Administrative Liaison Report

Donald updated the Senate on Civic Literacy. The statewide task force charged with implementing HB 7069 has concluded its work. The bill modified Section 1007.25 of Florida Statutes to require that all first-time-in-college students beginning in 2018/2019 or later demonstrate civic literacy. Students may demonstrate competency by completing a course or passing a test. The committee's recommendation will be incorporated into a new State Board of Education Rule. You may view the committee's recommendation at <http://www.fldoe.org/policy/articulation/postsec-civics-lit.shtml> and provide feedback to Donald Painter by January 5 to share with the State. The General Education Committee will be convened in late-January or early-February to work on implementing this requirement.

The Jenzabar Retention Committee has been working on expanding usage of the Jenzabar Retention Early Alert System, which is currently being used with four courses: ENC 1101, MAT 1033, MAT 1100, and SLS 1122. A sub-committee selected a list of courses that the system will be used with and designed a workflow for processing alerts. The committee reviewed a number

of factors when deciding which courses to select, including FTIC enrollment, course success rates, alerts in the Passport system, and results of a faculty survey. The tentative timeline for the Jenzabar Early Alert System to replace the current Early Warning System in Passport is Fall 2018.

When possible, Disability Accommodation Notices are sent to faculty before the start of classes. Late notices may be the result of students who make last-minute schedule changes or students who request accommodations after the start of the semester.

Parliamentarian's Report

Jamie, serving as parliamentarian for the last time, bid the Senate farewell.

Committee Reports and Updates:

Lorrie reported on the Distance Learning Committee's Strategic Plan. The number of distance learning faculty has increased dramatically since 2011. Online and hybrid attrition has dropped significantly over that period. The new plan for 2018 – 2023 lists the strategic innovations and initiatives. These include implementing the new learning management system, increasing enrollment in online courses at Polk State by 25%, reducing the cost of instructional materials for online students, having 50 courses that are ADA compliant in meeting universal design standards, decreasing online attrition by 10 percent, and increasing participation in professional development opportunities by 50 percent. The details are in the plan, which is available for viewing on the Senate PIE page. Feedback should be shared with Nathan or Naomi. Bill agreed to share the plan with all full-time faculty. Jamie motioned to table the plan to allow for all faculty to provide feedback. Michael seconded the motion. The motion carried. The Senate agreed to vote on the plan in January.

Donald announced that the College was approved for participation in SARA, a reciprocity agreement that will allow students who reside in any other SARA member states to enroll in Polk State's online courses.

Old Business:

Nothing to report.

New Business:

Senate Elections. Bill made a call for nominations for the Lakeland Vice President position. Michael nominated Cindy. No other nominations were made. Cindy accepted the nomination and was elected for another term.

Alexandros nominated Anthony for the Winter Haven Vice President position. Tina nominated Greg for the position. Anthony was elected to serve another term in the position.

Cindy nominated Lee Childree for Secretary. There were no other nominations. Lee accepted the position.

Greg Harris nominated Tina Feleccia for Parliamentarian. Jamie Haischer nominated Earl Brown. Since Earl is not on continuing contract, it was determined, per the bylaws, that he was not eligible for the position. Tina accepted the position.

Tina nominated Greg Harris for Senator at Large. Greg accepted the position.

Rules and Procedures

Procedure 6068 Screening Committee. Jill Hall indicated that the number of individuals who could serve on a committee for career positions was changed from 3 to “a minimum of 3.” To address the issue of applicants missing application deadlines, the language in the job ad was changed to “Applicants may be notified by HR if additional information is required.” Alexandros suggested changing “may be notified” to “will be notified.” Kristen stated that she would make this change. The other change was to the confidentiality agreement (an attachment to the procedure), specifically that the committee chair will coordinate all required training, including the applicant tracking system training. There was a discussion surrounding the repercussions for violation of confidentiality and the ability to serve on the existing and future committees. Bill agreed to send the procedure out to all faculty with the suggested changes to elicit feedback. Cindy motioned to table the procedure. Johnny seconded the motion. The motion carried.

Procedure 6012 Teaching Faculty Evaluation System. Donald shared the SPI response rates for various types of course delivery. Tina suggested extending the open period for the SPI by a couple of days. Alexandros stated that the SPI response rate data is proof that extending the open period by a couple of days is not a good idea. Donald added that the SPI surveys are currently managed through Genesis, which the College is phasing out of. He is uncertain about the future delivery mechanism. Tina suggested the need to wait for the implementation of the new LMS before making changes. There were no changes made to the procedure.

Procedure 6013 Employee Grievance. All faculty have had a chance to view the changed procedure. Cindy motioned to approve the procedure. Michael seconded the motion. The motion carried.

Procedure 5007 Delinquent Accounts. Donald indicated that this procedure was up for regular review. The changes were minor and made to ensure that the College is covering all of the various types of delinquent accounts that may be on the College’s books. Jamie moved to approve the procedure. Cindy seconded the motion. The motion carried.

Procedure 6022 Emergency Evacuation and Closure Pay. Donald stated that the changes were strictly editorial. The change makes it clear that the President has the authority to close the College. Cindy pointed out a typo, which was fixed. Michael moved to approve the procedure. Jude seconded the motion. The motion carried.

At 4:29, Cindy motioned to extend the meeting 10 minutes. Michael seconded the motion. The motion carried.

Procedure 6067 Family and Medical Leave (FMLA). Donald indicated that the changes were made to ensure that the College is in compliance with FMLA law. Another change is to change the “calendar year” to a “rolling 12-month period” and it also clarifies that for military leave the 12-month period is different. Jamie moved to approve the changed procedure. Michael seconded the motion. The motion carried.

Business from the Floor:

Bill requested help in reviewing the Senate membership structure. Previously, he’d sent all faculty a spreadsheet showing each department’s faculty and division level. The goal was to elicit feedback and provide an opportunity for anyone to volunteer for the taskforce to review the Senate membership structure. No faculty volunteered via email, but at the Senate meeting the following senators agreed to help: Aaron, Anthony, Lorri, and Tina.

Adjournment: Jamie motioned to adjourn at 4:33. Michael seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary