

Polk State College Faculty Senate Minutes
Date: December 7th
TIME: 3:00 P.M.
Meeting Held via Zoom
Steering Committee Followed the Senate Meeting

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: Jamie Haischer, Andrew Coombs, Jess Jones, Dawn Dyer, Megan Cavanah, Rafi Ellis, Amy McIntosh, Alexandros Dimitriadis, Johnny Stewart, Misty Sparling, Aaron Morgan

Guests: Cody Moyer, Dann Hazel, Tamara Sakagawa, Larry Young, Faye Bellamy, John Woodward, Susan Moerschbacher, Kimberly Hess, Pam Jones, Sameena Beg

Approval of Minutes from November Meeting. Jamie moved to approve. Greg seconded. Minutes were approved.

Approval of December Agenda. Greg moved to approve. Jamie seconded. Agenda was approved.

Reports:

- President's Report:
 - *Budget:* A Budget Council meeting was held last week, and the agenda was mostly informational. There are cuts being dealt with now, and likely more coming from the state for next year. The voluntary retirement offer was accepted by 33% of those eligible (16 people). Ten of those positions can be kept open and not refilled. The College is actively trying to not lose people during this time and continues to look for input about how to help generate funds.
 - *Instructional Load Maximum:* A meeting was held about faculty instructional load caps to work out some of the details about 1006's application to faculty. There are three categories of faculty who teach college-level classes: full-time faculty, adjuncts, and Collegiate faculty who also teach college-level classes. The conclusion of the meeting was that Collegiate faculty who teach college-level classes are adjuncts and held to the same limits as teachers from any other charter school.

- *Online Add/Drop*: There was once a time that students had an add/drop period for classes. As a result of success data, the add period was eliminated. In the Spring, before COVID, Senate asked if there could be a day or two when an online student can still add the class without instructor approval. Cindy added that in May 2019, Senate asked the Distance Learning Committee to look into this. The discussion ended with a request for further clarification. Bill discussed this with Cody and Susan Desbrow. Susan reported that for the Summer, because of COVID, there was an extension for students to add a class without instructor permission. The same policy was used in the Fall. Bill asserted that Senate needs to make two decisions: should there still be a two day add period (without instructor approval) and should the extra day(s) be calendar or business day(s). Jess mentioned that a student may need a business day to come to the College to work on a financial aid or other issues. Misty moved to allow a two day add period for students. Greg seconded. Jess suggested the verbiage should include one business day. Cindy asked for clarification about how long this change will be implemented. Bill responded that this was only for Spring and the policy needed to be revisited by Senate later. Rafi suggested verbiage that states a two day add period that must include one business day, stating that there is a two day add period unless a semester begins on a Friday, in which case students will have three days in order to include one business day. Misty approved the changes to her motion. Senate approved a two day add period, with a three day add period in the event that the semester begins on a Friday, for next semester only.
- Lakeland Vice President's Report: Cindy's report has been uploaded in PIE for Senate. Cindy reported that the schedule for next academic year is not going to be done all at once, but Fall will be built first. Cindy's update provides a timeline. Departmental Coordinators should be contacting faculty to discuss the Fall schedule. January 15th is the deadline for this task to be completed. Spring and Summer rollovers will be done in February. Sylvester Little's retirement is today from 4:00-5:00. Professional development opportunity is coming up December 11th at 10:00 for engaging students online. Cindy provided important dates that are coming up, including semester end and start dates. Jamie asked what the anticipation is for Fall scheduling with regards to COVID. Cindy stated that her department will be submitting a schedule closer to pre-pandemic schedules. If changes are needed, the schedule will be modified later. Bill mentioned that there will probably be a push for classes to be back on campus in Fall. Alexandros asked about the College and vaccines. Lee stated that it would be difficult to receive preferential distribution of the vaccine for College employees.
- Winter Haven Vice President's Report: No report.
- Administrative Liaison's Report: Academic calendar was approved. There have been several drive-through graduation events. Dr. John Glenn, has stepped down as dean and assumed a faculty role. His interim, as well as the interim for Director of Nursing will be announced later this week.

Committee Reports and Updates:

- *Clinical Nursing Faculty:* Greg reported that two names were sent forward. There will be a screening process over the holidays.
- *PTA Director:* Rebecka reported that one candidate was interviewed, and that person's name was sent forward.

Old Business:

New Business:

- *Online Course Designators:* Cody provided an update to the new specifications for online courses, synchronous and asynchronous. There was a group that met to decide on phrasing for these designators that is student friendly: *Online Live* and *Online: No Live Meetings*. There has also been an additional designator to provide the time for the live meetings. Classes need to be updated in Genesis for students. A summary of this information has been uploaded in PIE.
- Cody also provided an update on the amount of time needed for the adjunct certification. He mentioned that the times have been updated and the accurate timeframe is two to six hours. Amy asked if all of the courses needed to be completed before the courses start. Cody said if an adjunct is assigned late, there is some reasonable leeway. Amy asked if an adjunct coming with Canvas experience would need to finish all of the courses. Cody replied that if an adjunct has Canvas experience, he or she is exempted from the *Getting Started* course, but the *Teaching Online* is still required. A summary of this information has been uploaded in PIE.

Rules and Procedures:

New Business from the Floor:

- *Adjunct Onboarding:* Jess brought up the concerns about restrictions when onboarding adjuncts into Canvas. As it stands, adjuncts do not have access to Canvas until after the opening of the course shells for students to see. On December 31st, the shell will be blank because the adjunct has not been allowed to work yet. Cindy added that John worked with HR to try to solve that, but HR stated because of auditing, adjuncts cannot have a start date before the first day of class. This means adjuncts cannot do any work for their courses before the first day of class. Cindy asserted that this is a significant problem, and it needs to be fixed. Megan mentioned that she is onboarding an adjunct for Spring, and he has access to everything. Aaron mentioned that he has had adjuncts work in a developmental shell, which allows access to Canvas, but not their courses, specifically. These courses are not visible to students to provide vital information. Cindy reiterated the significance of the issue; adjunct faculty cannot get access to their classes. Alexandros mentioned that other schools allow adjuncts to work more than ten days in advance. Cindy suggested having adjunct orientation before the end of the semester. Lee said that he will discuss with Allen. Lee will see what he can do and ask if course shells can be opened up. Aaron asked if a message in the Canvas shell announcing that the professor will be working

soon could be posted in these courses for students who sign in to view their material early. Lee said he is hoping to have this resolved before Spring.

3:59: Jamie moved to adjourn. Greg seconded.