

Polk State College Faculty Senate Minutes
February 2016
Date: Monday, February 8, 2016, Time: 3:00 p.m.
Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President
Kaye Betz, Lakeland Vice President
Anthony Cornett, Winter Haven Vice President
Lee Childree, Secretary
Jamie Haischer, Parliamentarian
Sally Fitzgerald, Senator at Large

Senators: Erik Roldan, Misty Sparling, Greg Harris, Earl Brown, Alexandros Dimitriadis, Lorrie Jones, Derek Menchan, Cindy Courtney, Tina Feleccia, Michael Harrison, Bruce Dubendorff

Others in attendance: Cate Igo, Reggie Webb, April Robinson, Donald Painter

Guests: None

Meeting called to order: 3 PM.

Approval of January Minutes. Jamie motioned to accept the January minutes. Greg seconded. The motion carried.

Approval of February Agenda. Greg motioned to approve the February agenda. Jamie seconded. The motion carried.

Reports

President's Report

Bill gave a classroom door update. The plan is still to have all of the doors updated, which means be lockable from the inside, by the end of Spring Break.

Enrollment is down a little bit less than 5 percent. Average class size is up. There will be a 1.6 percent step increase, retroactive to January. For those at the highest step, there will be a one-time 1.6 percent bonus. The increase will be visible in the February paycheck.

Bill explained the difference between a step increase and a raise. The step increase is **not a raise**. Rather, it is a continuation of the salary schedule. A raise would occur if one were to get *more* than what the salary schedule currently indicates. As of now, all faculty are on their correct step.

Bill shared about the Lift program, which will be managed by Cate Igo. It will be for first-time-in-college students and will be part of the larger first-time-in-college program. There will be a more localized focus on assessment, specifically looking at student success within classrooms and sharing of that data. The details are still being worked out. Questions about the program should be directed to Cate Igo.

Lakeland Vice President's Report

Kaye shared that on March 4th from 11 AM – 12 PM on the Lakeland campus, there will be a security briefing. The new security guideline of “Run, Hide, Fight” will be taught at the briefing and the door lock installation progress will be shared. Winter Haven has already had this briefing.

Corey Barnes was announced as the principal for the Polk State Lakeland Gateway to College High School.

Winter Haven Vice President's Report

Anthony shared staff changes on the Winter Haven campus. CR Junkins is serving as the interim Associate Dean of Academic Affairs in Winter Haven. Carolina Barrios has accepted the position of Enrollment Services & Outreach Coordinator (formerly held by Matina Wagner). Melissa Khalil has accepted the position of Academic Success Counselor (formerly held by Cate Igo). She began February 1st.

The Physical Therapist Assistant program has plans for a Job Fest. This is likely to be held on February 25th.

Career Development Services workshops have been scheduled for the Spring 2016 semester. Flyers will appear around campus a week before events, and the website has advertising as well.

Paul Carbonell's play *A Doll's House* began the first week in February and will continue through February 14th.

Anthony shared other upcoming performances, including Dallas Brass (2/16), Voices of the People (2/18), and Step Afrika (2/20).

Chris Fullerton and staff have been meeting with Robbie, architects, construction managers, and furniture representatives to plan for the library renovation project. Packing and moving of the library to the temporary location in WCJ has begun. There will be a kiosk in the TLCC to direct students to the new area. Demolition of the library will start during spring break. As was done during the TLCC renovation, efforts will be made to mitigate noise levels. Summer classes will not be held on the 3rd floor of WLR. The new library should be ready by December.

The Foundation scholarship window is open until March 15th (polk.edu/scholarships).

Polk State's Relay for Life will be held on March 4th from 5:30 PM to 10:30 PM. The theme is “Superheroes.”

Administrative Liaison Report

Ken shared information about a micro-aggression session on Friday, March 11 from 9:30 AM to 11:30 AM. He emphasized that the session was about bringing awareness of micro-aggression in the classroom.

The CCSSE survey will be administered this term. Sixty-five sections have been randomly selected. Kevin Jones will notify professors whose sections are selected.

Kaye has completed the impact report for 5th Year SACSCOC. It only needs to be “trimmed down.”

Ken shared that the chair of the committee in the Senate refuses to hear the Guns on Campus bill. Thus, no action is expected on it during this legislative session.

Committee Reports and Updates

SPI Update. Kaye thanked everyone for their input on the SPI during last month’s Senate meeting. The SPI has been approved by District Campus Group and entered into Genesis. It was also entered into the procedure manual on the College website as Attachment 1 of Procedure 6012.

Global Initiatives. Sally shared that the “GS” can now be added to courses to designate them as global studies courses. This designation will be added when courses are built in the deans’ offices and the DCs will flag them on the website. Also, the committee chair, John Barbaret, will be working on a partnership with the French Embassy.

Old Business:

Nothing to report.

New Business:

Nothing to report.

Rules and Procedures:

Rule 1.05: Goals of the Board. Ken shared that the main change is in the equity statement that we have been asked to change so that the College is in line with the Office of Equity and Disability in Tallahassee. The state wants the term “sex” used instead of “gender.” Jamie moved to accept Rule 1.05 with the change. Greg seconded. The motion carried unanimously.

Procedure 6052: Equal Opportunity/Equity and Access. As with Rule 1.05, the change was to the equity statement. Jamie moved to accept Procedure 6052 with the change. Greg seconded. The motion carried unanimously.

Textbook Affordability. Kaye shared that the Textbook Affordability Procedure has non-negotiable rules from the state. Jamie moved to accept the procedure pending review by Attorney Drew Crawford. Greg seconded the motion. The motion carried unanimously.

Kaye shared that the Textbook Affordability Committee was created per a recommendation of the Florida College System's Textbook Affordability Workgroup. The standing committee will be listed in 6002. Ken requested clarification on how the BS programs would be represented on the committee. It was decided that there would be at least one representative from the Bachelors programs. Jamie moved to accept the Textbook Committee composition. Greg seconded the motion. The motion carried unanimously.

Kaye also shared the Textbook Selection Process. A discussion ensued about the language of the process. It was agreed that clarification is needed regarding whether textbook adoptions should be per department college-wide or if individual campus departments may adopt their own textbooks. Kaye indicated that the taskforce would work on the language of the process before the next Senate meeting. Bill and Alexandros suggested that the discussion continue within each department prior to the next Senate meeting. Jamie moved to table the proposed Textbook Selection Process. Greg seconded the motion. The motion carried unanimously.

Assurance of Data and Communications Accuracy and Integrity (new procedure). Ken shared that this is about recruitment material. We have been asked to create a procedure to show that we deliver what we advertise. Tamara Sakagawa created this document based upon research. A discussion about the college's ability to ensure the security of the computer systems ensued. Lorrie suggested that the language should read, "Reasonable methods are in place to ensure that the college's computer systems are secure." Kaye motioned to approve the new procedure with the change. Bruce seconded the motion. The motion carried unanimously.

New Business from the Floor:

Michael Harris shared the request of a constituent that the Peer Compatibility Survey be completed by peers across the college instead of just on the campus of the faculty member. The question raised was, "Do we want peers from around the college evaluating those on other campuses?" Donald suggested that a change to allow peers across the college to evaluate one another may foster cross campus communication. Tina asked if all colleges do peer evaluations. Ken shared that there are supposed to be peer evaluations, but how that is interpreted may vary per college. Jamie suggested that this should be a faculty-wide discussion. Bill suggested that he disseminate information regarding the procedure between now and the next Senate meeting.

Cindy shared a concern about the college's food vendor, namely the availability of product throughout the day. Ken recommended talking to the provost, who can talk to the manager on the Lakeland campus about the quality of service.

Dr. Ross announced that there are opportunities to present on Professional Development Day. Please let Cate know if you are interested in presenting.

Adjournment: Jamie motioned for adjournment at 4:10. Earl seconded. The motion carried.

The next Faculty Senate meeting will be held March 14, 2016 in LTB 1295 and WMS 124 at 3:00 PM. The steering committee will meet following the Senate meeting.

Respectfully Submitted,
Lee Childree
Secretary