

**Polk State College Faculty Senate Minutes**  
**February 2018**  
**Date: Monday, February 12, 2018 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  
Tina Feleccia, Parliamentarian  
Lee Childree, Secretary  
Greg Harris, Senator at Large  
Donald Painter, Administrative Liaison

Senators: Tina Feleccia, Michael Harrison, Johnny Stewart, Danielle Delgiudice, Amy McIntosh, Dann Hazel, Jude Ryan, Aaron Morgan, Alexandros Dimitriadis, Earl Brown, Lorrie Jones, Andrew Coombs, Carol Stinson, Lorne Fairbairn, and Misty Sparling

Guests: None

Meeting called to order: 3:00 PM.

**Approval of January Minutes.** Michael moved to approve the January minutes. Greg seconded the motion. The motion carried.

**Approval of February Agenda.** Michael moved to approve the agenda. Greg seconded the motion. The motion carried.

**Reports**

*President's Report*

Bill noted that there will be a President's Staff retreat on March 13. He will report anything relevant to faculty at the April Senate meeting.

The Planning and Budget Council will meet on Tuesday, April 10. After the meeting, Bill will update the faculty via email.

A Senate vacancy in Business and Technology has been filled by Keith Libert. This vacancy was created by the number of faculty reaching the threshold of 13 that provides a second seat. Bill welcomed Keith to the Senate.

Bill indicated that he has received several communications from faculty regarding the availability of student photos in Passport. The concern is that missing photos could represent a security issue. He will ask administration to review our current process and provide the Senate with an update.

Bill also updated the Senate on the Senate representation structure. The subcommittee met on February 1 and discussed several issues related to how faculty are represented on the Senate. The primary focus was on requests from Arts faculty who have asked for a Senate seat specific to art, theater, music, photography, and the like. Currently, Arts and Humanities are combined. The subcommittee drafted a numbers-based solution that would separate Arts from Humanities and combining Humanities with Social Sciences, since separating Humanities from Arts would leave the former with too few faculty members. Bill contacted the three groups of faculty and received mixed responses, with some faculty voicing adamant opposition. He sought guidance from the Faculty Senate (see Old Business below).

#### *Lakeland Vice President's Report*

Cindy shared the highlights of the District Campus Group meeting from January. Several procedures and documents were reviewed. Specifically, Procedure 1025 (Admissions) was presented, discussed and approved. Procedure 6068 (Screening Committee) was presented and tabled. Procedure 5007 (Delinquent Accounts) was presented, discussed, and approved. Procedure 6022 (Emergency Evacuation and Closure Pay) was presented, discussed and approved. Procedure 6067 (FMLA) was presented, discussed, and approved. Finally, Procedure 5016 (Scholarships) was presented, discussed, and approved.

Cindy added that the next DCG meeting is scheduled for Wednesday, February 21, 2018. Also, the Lakeland Provost meeting for January was cancelled. The next Provost meeting is scheduled for Thursday, February 15, 2018.

#### *Winter Haven Vice President's Report*

Anthony announced that students will soon have access to 10 MAC books for use in the WH library and TLCC. IT is setting up the applications on them now. Staff are being trained in MAC basics. Plans for student MAC help sessions are in the works.

Equipment and furniture for the WH SLIC is arriving and being set-up and installed.

A search is underway for Sandra Ward's replacement. With Sandra Ward's departure, Niki Martin has moved into her office. A search is also underway to find a replacement for Martha Smith.

The Institutional Technology Committee is examining ways to make publishing courses in Canvas easier.

Anthony shared several presentations this week for Black History Month, including:

- On February 13, Dr. Earl Brown will speak on “The Role of Language and Imagery in African-American History.”
- On February 14 in the Lakeland Student Center and February 15 in the Winter Haven Student Center, Leonardo Cavalli will present “A Valentine’s Day Special: Learning to Love in 2018.”

Anthony announced that February 19 begins STEM week on the Winter Haven campus. There will be information sessions, demonstrations, and discussions all week. The event is sponsored by the LSAMP grant Polk State benefits from in conjunction with Valencia and Lake-Sumter Colleges. John Fynn can provide additional details. The following events are planned:

- February 19 Science Demos (Science building and greenhouse lawn)
- February 20: Student Engagement/Career workshop (WLR102)
- February 21: Math Relay, Overcoming My Math Phobia (WLR108)

The Drama department’s newest play, *The Clean House*, will run from February 15 to February 18. It is a black box play, so seating will be limited! On Thursday, Friday, and Saturday, the curtain is at 7:30 PM. On Sunday, the curtain is at 2:30 PM.

The “Every Body” art exhibit is ongoing in the Winter Haven art gallery. The reception will be on February 16 from 5 PM to 7 PM.

#### *Administrative Liaison Report*

Donald started by giving an update on student IDs. He ran a report today and learned that about 65 percent of students have an ID, which is a significant improvement from a year ago. Most of those without IDs are those who attended the College prior to the requirement. The library and TLCC are now requiring IDs in order to use their services. Some students have IDs, but had them taken when the photos did not transfer properly to Passport. These students and students who never had their IDs made are being informed of the need to have their IDs made or updated, whichever the case may be. Also, dual-enrollment students were not previously required to get their student IDs, but now the College has made this a requirement for them, too. Tina expressed a concern that student athletes still do not have IDs. Donald indicated that he would ask Reggie Webb about this problem. Donald expressed concern that some new students who have physical IDs are not showing up in Passport. Bill stated that professors would send Donald examples of such students so that he could further investigate the problem and seek a resolution.

Also included in Donald’s report was an announcement that the Academic Affairs and Student Services will host a Student Success Summit, tentatively scheduled for March 16, to begin work on pathways. The Summit will focus on beginning the work of “clarifying the path” which involves aligning educational programs to pathways and developing course sequences for each program. Invites will be sent to faculty and staff in the coming week.

Donald provided an update to summer and fall registration. Notably, priority registration for summer 2018 will begin on April 2 and open registration will begin on April 9. Priority registration for fall 2018 will also begin on April 2 and registration for current students will begin on April 9. Open registration for new and dual-enrolled students will begin on June 4. The

2019-1, -2, and -3 class schedules are tentatively scheduled to be visible to the public on March 5, 2018.

TEDxPolkStateCollege will be held on April 7. The call for speakers has been released and ticket sales will begin soon. Faculty can learn more at <https://tedxpolkstatecollege.com>.

Finally, Donald announced that Professional Development Day, PDD 2018, is scheduled for Friday, April 13. College classes are canceled for the day. The College is currently looking for presenters. Anyone interested in presenting should contact Cate Igo at [cigo@polk.edu](mailto:cigo@polk.edu) by February 28.

### **Committee Reports and Updates:**

Cindy updated the Senate on the screening committee to hire a librarian on the Lakeland campus. The committee has met and chosen a list of candidates, which they have shared with the Equity and Diversity committee.

Earl is serving on the Assessment and Planning Specialist committee. The first meeting is today at 4 PM.

### **Old Business:**

Senate Membership Structure. Bill sought guidance from the Senate on where to proceed after his report (see above). Tina referenced how USF groups their departments. Tina also referenced how her own department includes quite a diverse group of subject areas. Aaron suggested keeping Arts with Humanities, but others indicated that some Arts faculty strongly objected to being combined with Humanities. Aaron suggested that when the department reached 10 that they be granted a second senator. Bill suggested this could work for all departments. Greg recommended the issue be tabled and discussed at the next subcommittee meeting. Tina asked Donald how professors are classified when they are hired. Donald indicated that the College has not been very restrictive on how professors are classified, relying more on the areas in which professors teach. Greg motioned to table the issue. Alexandros seconded the motion. The motion carried.

### **New Business:**

Nothing to report.

### **Rules and Procedures**

Procedure 6068 Screening Committee. Donald indicated two changes to the procedure. One change is that the screening committee agreement form has been eliminated and the reference to it has been removed from the procedure. Also, the provision that a screening committee chair may proceed if they have not received a response from the Senate President within one day has been removed. Cindy expressed a concern about not receiving a certificate of completion for completing the training. Donald suggested amending the language in the procedure to allow anyone who has been through the training in the last two years to be able to serve on a screening

committee. Cindy expressed satisfaction with this fix. Greg motioned to approve the procedure with the suggested amendment. Misty seconded the motion. The motion carried.

Procedure 5034 Textbook Affordability (including attachment). Donald indicated that the changes are a response to the state committee changes. The rules were just updated in the fall and the changes in this procedure were made to keep the College in compliance with the state board rule. Jude moved to approve the updated procedure. Tina seconded the motion. The motion carried.

Procedure 6043 Ticket Sales. This procedure had not been updated since 2001. It was revised to match our current process, including online ticketing. Jude moved to approve the updated procedure. Michael seconded the motion. The motion carried.

Procedure 1025 Admissions Procedure. Two very minor changes were made, including the addition of language to allow the College to accept students from Puerto Rico. The other change was made to clarify that the 30-day waiting period on PERT attempts only counts for attempts made at Polk State College. Jude questioned why the college chose 30 days as the waiting period. Donald stated that he would have to research this. Jude motion to accept the updated procedure. Michael seconded the motion. The motion carried.

### **Business from the Floor:**

The Senate discussed the issues involved with starting semesters on Fridays, namely the dilemma created with dropping or not dropping no-show students during the first weekend and possibly having to reinstate them if they are dropped and later show up to class. Having online students “check in” on time is a particular concern and problem. Donald stated that he would ask the Calendar committee to continue to explore a solution to the problem.

Cindy brought up a problem previously discussed last fall—students not being able to add a class once that class has met and students being dropped for non-payment or other issues they were unaware of. She shared that a constituent in her department had two students that this happened to more recently and Student Services did not allow for the sort of flexibility that the Senate sought in last fall’s discussion. She and Aaron requested Donald re-examine this problem and talk to Student Services able being more flexible with students in such situations. Donald agreed to do so.

Jude shared what happened to a faculty member in his department last semester after a student was referred to Kim Pearsall for what the professor describes as “a break with reality.” It was very uncharacteristic and the student appeared to have some issues that needed to be dealt with. The result was that a school resource officer visited the student and advised the student to stop talking in the professor’s class. The resource officer also read the professor’s email to the student. The student did not return for some time after Thanksgiving break. After the student returned, there was a second incident and the professor referred the student yet again. The resource officer returned to the student’s home and read the latest email to the student and told the student to stay away from the professor. The professor’s concern is that she was seeking a wellness check and what the student received was police visits that may contribute to his

paranoia. This student has demonstrated highly inappropriate behavior with the same professor this semester, including sending her hundreds of emails and showing up unannounced at her office. The concern is for the professor's own well-being and for the ineffective way of performing a wellness check. According to Donald, part of the solution, which the College is working on, is the establishment of a behavioral intervention team. This is in the area between the code of conduct and law enforcement. This would allow for referrals for students to behavioral intervention services like Baycare. The College is working on this procedure and would like to bring it to the Senate in March. The hope is to have this team in operation by next school year.

**Adjournment:** Tina motioned to adjourn at 4:19 PM. Amy seconded the motion. The motion carried.

Respectfully Submitted,  
Lee Childree  
Secretary