

Polk State College Faculty Senate Minutes
Date: February 8th, 2021
TIME: 3:00 P.M.
Meeting Held via Zoom
Steering Committee to Meet Following the Senate Meeting

OFFICERS:

Bill Caldecutt, President
Anthony Cornett, Vice President – Winter Haven
Cindy Freitag, Vice President – Lakeland
Rebecka Ramos, Secretary
Jamie Haischer, Parliamentarian
Greg Harris, Senator at Large
Lee Thomas, Administrative Liaison

Call to Order: Bill called the meeting to order at 3:04.

Approval of Minutes from January Meeting. Jess moved to approve. Greg seconded. Minutes were approved.

Approval of February Agenda. Greg moved to approve. Jamie seconded. The agenda was approved.

Guests: Chris Fullerton, Kristen Sykes, Kimberly Hess, Susan Desbrow, Jarrod Jones, Val Baker, Susie Moerschbacher, Pam Jones, Faye Bellamy, Dawn Drake, Rebecca Heintz, Tamara Sakagawa

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

Guest Presentation:

Library Single Sign-on: Jarrod updated Senate that starting March 1st, logging into the library will be single sign-on. For faculty, sign-in will be our institutional network credentials. Students will use Passport credentials. Some services, mostly eBooks, are already using Passport credentials. Cindy asked about databases specifically. Jarrod affirmed that on March 1st, the login will be Passport/network credentials.

Testing Center: Chris provided a brief update regarding available testing services. To accommodate make-up testing for face-to-face classes, as well as students testing with specific testing accommodations, the testing centers are available. However, everything must now be by professor referral and by appointment. Once the testing center staff receive the professor's referral, they will make an appointment with the student.

Reports:

- President's Report: Bill's report was posted in PIE. He provided a brief summary for Senate about several important items. The College will be receiving a significant amount of money (13.3 million) from the Education Relief Fund, so there have been many discussions about what the money is eligible to fund. Nothing has been decided yet, but further details will be coming as the College learns more about the regulations for the funds. Procedure 1006 is still "parked" because the College is still in the SACS review year. Bill hopes that there will be further movement in the Summer or Fall. Senate has two vacancies: Lakeland Business and Technology and Winter Haven Business and Technology. Bill hopes that those will be filled this month. Bill reminded Senate that next year is the first year that faculty will be responsible for their health plan costs if they choose one of the more expensive plans. No solid numbers are available yet, but faculty should be aware, so they can plan. Cindy asked about the limit of teaching for adjuncts during Summer. The current procedure limits adjuncts to 96 points for the academic year. Lee stated that the procedure must be followed as written. Mary Clark did an analysis and found that only a few adjuncts would be in danger of being affected by the procedure. Lee stated that the information is currently at the dean level and will be discussed with specific departments.
- Lakeland Vice President's Report: Cindy mentioned that there is another high-traffic event tomorrow. DC's are working on Summer schedule and are expecting Spring roll-over schedules to come in February. Fall schedule is being inputted and proofed now.
- Winter Haven Vice President's Report: Anthony will send his report to be uploaded in PIE. He reminded Senate of several events including the Creative Writing Club Contest, Black History Month events, Honor Lock training. The report will have the links available.
- Administrative Liaison's Report: Lee thanked faculty for the good wishes while he cared for his parents. Lee reiterated that there is no real information about the limitations from the federal relief funds. Adjuncts are being limited to 96 points annually. There is only one area that is out of compliance which is Criminal Justice. The department is currently working on solutions. The high schools are working on options for graduations, including outside ceremonies. The education program is in the process of an audit from the state of Florida. Lee believes that they are ready for the audit, and he is hopeful that they will be successful. The SOS program is being used this semester. Lee mentioned that the main difference between SOS and Early Alert is SOS allows the students to self-refer. The College has had success helping those students remain enrolled. Andrew asked what the time frame for 1006 will be. Lee said that Dr. Falconetti and Mary Clark do not want the procedure changed until after SACS. Faye asked if there is any pay for adjuncts working during preparation days before the semester starts. Lee stated that the compensation for a course that the adjuncts receive is all encompassing. Faye also asked about the 96-point cap for adjuncts. Lee explained cap is for the academic year. Lee stated that there is a commitment from Dr. Falconetti to helping faculty and adjuncts a raise when the current financial crisis is resolved. Bill asked about the enrollment. Lee said that currently the College is down 11.6%. Amy asked about the date for PDD. Lee confirmed that PDD will be April 9th. It will be a full-day virtual event.

Committee Reports and Updates:

- PTA: Rebecka reported that a candidate was interviewed and sent forward.

- Senior Research Specialist: Megan reported this committee is just getting started, but it will be working quickly to fill the position.

Old Business:

- Procedure 6085: Investigations: Val provided an update. The recommendations have just been received from the lawyer. Jamie motioned to table. Jess seconded. The motion was tabled.

New Business:

- Add/Drop Period for Online Classes: Susan joined Senate for this discussion. Bill mentioned that there had been some history of discussion at Senate. Jess mentioned he had students enrolled up to a week after the first day of classes. Rebecka added that she had a student added past the extension and the student was reported as Never Attending because the student had not logged in. Alexandros mentioned that Daytona State delayed classes for one week which recovered 50% of the enrollment losses. Lee suggested that may be something to examine, but it may adversely affect future calendars.

Bill asked what the current add/drop policy is. Susan provided a recap. Before last summer, classes had to be added before the first class meeting or, for online classes, before 8:00 am on the first day of class. For Summer and Fall, one day was added to the drop period. For Spring, that extension was pushed to two days. There are still procedures that need to be followed for students trying to add a late class. Professors have the right to retract a late registration based on the amount of time that has passed. There is control for professors. Jess mentioned that he had significant issues with the late registration and teaching in labs. Susan asked for the names so that she can look into it. Lee asked if that late registration caused any issues with class limits; Jess answered that this was not an issue, but missing lab safety content critical to success was an issue.

Cindy mentioned that before COVID, in the March 2020 meeting, Senate heard a recommendation from Cody and the Distance Learning Committee to add a 48-hour window to enroll in an online. Amy mentioned that the lack of an add day is a significant issue for students. Cindy looked into the minutes, and it does not appear that the recommendation went to DCG, so the recommendation needs to move forward to DCG. Lorrie mentioned that the hybrid courses and face-to-face also need to have some further discussion. Bill will send information about hybrid and face-to-face add period for senators to share with their departments. Senate will discuss hybrid and face-to-face add periods at March's meeting.

Rules and Procedures:

- Procedure 6086: Harassment: Kristen provided background to the changes. Changes were made for the new Title IX language to align the information with the new federal mandates and procedure 6091. Some grammatical changes and updates were made by the editor. The equity statement for Title VII and Val's title were updated. Some legal wording was clarified. Specifics for disciplinary action were included. Jamie asked about the rights of the parties after the conclusion of the investigation. Specifically, does a party

have the a right to review all of the information and evidence from the investigation after the matter is closed? Kristen and Val agreed that once the procedure is closed, it is a matter of public record. Jamie asked if that information can be included in the procedure. Discussion ensued. Jamie moved to table. Misty seconded.

- Procedure 6076: Sexual Harassment: Questions regarding the previous procedure were echoed for Procedure 6076. Rebecka asked when the information about any harassment charge is provided to the respondent, so they can respond appropriately. Kristen stated that nothing would be given to the respondent in writing. Under Title IX, the respondent and complainant receive the information upfront. Jamie confirmed that there is a final report that is sent to both parties. Jamie suggested adding the same verbiage needed in 6086 delineating when information is provided to both the respondent and complainant and what that information is. Discussion ensued. Dr. Thomas mentioned the possibility of adding verbiage to help move procedures along when the federal government changes. Discussion ensued. Rebecka mentioned that changes should go through Senate to ensure everyone knows what those changes are. Jamie stated that these procedures must be clear and reiterated how important this is for people experiencing an investigation; much of the editing in these two procedures rely on 6085 to be clarified. Jamie moved to table. Misty seconded. Motion was tabled.

4:27 Greg moved to extend. Amy seconded. The meeting was extended.

New Business from the Floor: None.

4:32: Jamie moved to adjourn. Greg seconded. Senate adjourned.