

**Polk State College Faculty Senate Minutes  
March 2016**

**Date: Monday, March 14, 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: LouAnne Harto, Lorrie Jones, Misty Sparling, Cary Gardell, Alex Dimitriadis, Greg Harris, Earl Brown, Tina Feleccia, Michael Harrison, Bruce Dubendorff, Erik Roldan, Johnny Stewart, Mike Malone, Ben Gracy (sub for Derek Menchan)

Others in attendance: Ken Ross, CR Junkins, Von McGriff, Rebecka Sare, Cynthia Freitag

Guests: Lynda Wolverton, Melissa Futia, Kathy Bucklew, William DeWitt

Meeting called to order: 3:01 PM

**Approval of February Minutes.** Jamie motioned to accept the February minutes. Tina seconded. The motion carried.

**Approval of March Agenda.** Jamie motioned to add William DeWitt to the agenda to talk about internet filtering at the College. Tina seconded. The motion carried.

## **Reports**

### *President's Report*

Bill referenced Vice President Webb's earlier email regarding the Clery Act. This affects faculty because it informs everyone, including faculty, of what to do in case of a crime on or near a Polk State College campus.

Bill also shared information about a new program headed by Gerene Thompson and Natalie Whitcomb. They are heading up the Community-based Learning Faculty Fellows Program, which is an opportunity for a small group of faculty to use community-based learning in their classrooms. Bill stated that he would soon send the details of this program to senators.

Bill shared that the Florida Legislature is making changes to how colleges are judged on their performance-based funding measures. The College's current rating is "silver." These changes are still being tweaked. Details will be forthcoming.

Bill shared that Kaye is retiring at the end of the academic year (May 31st). Jamie shared how the procedure to replace Kaye as Lakeland VP will work. Nominations will be taken and the election will be held at the April senate meeting. The Lakeland VP must be a continuing contract faculty member. Jamie agreed to clarify the bylaws prior to the next meeting.

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

No report given.

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

Anthony shared that after spring break, *A Twelfth Night* will be performed at the College. Sally requested that Lakeland faculty receive publicity about events such as this. Ken said he would work on making sure Lakeland faculty were better informed.

#### *Administrative Liaison Report*

Ken shared that the legislative session ends this week. For the moment, funding for WLR is still in the budget, though the possibility exists that it may be vetoed.

Ken shared that Senate Bill 672 was passed. This bill is meant to enable students in the public school system with severe learning and/or physical disabilities to be able to go to college. It is not yet clear what state colleges would be expected to do.

### **Committee Reports and Updates**

Distance Learning Committee. Kaye shared that the old intranet is being phased out and will be replaced with PIE (Polk Information Essentials). This will create a central place to store documents for committees and groups such as Faculty Senate. It will also be an easy place to access and comment on documents.

Kaye also shared that Canvas has been chosen for a statewide LMS. This does not mean that the College will be forced to use it. We may choose to stay with D2L. A group will be formed in the fall of 2016 to continue research and make a recommendation in the spring of 2017. Tina and Johnny shared their experiences with using Canvas.

### **Old Business:**

Textbook Affordability Process. Kaye shared that the committee has started over. They decided to look at how we currently select textbooks. Rather than "Choose A, B, or C," the committee proposes allowing the department on each campus to create the textbook list. The discipline within each department would create the textbook list and faculty would choose their textbooks from this list. As the plan is much different from the previous textbook process, Kaye requested that the senators read through the plan anew and give feedback. The current suggestion from the committee is to add to the LOA (letter of appointment) a place for the instructor to certify that he/she will use the textbook(s). The procedure has been approved. The process must be finalized. Ken spoke of the urgency of finalizing this process, as the auditors will return in May or June.

We cannot go into the audit without this being fixed. The Faculty HR Committee will be deciding upon this process on March 18<sup>th</sup>. Bill said he would send an email out looking for immediate input as the Senate needs to take a vote on it in April.

**New Business:**

**Common Read Initiative.** Lynda Wolverton introduced Common Read. Common Read is used by a number of colleges and universities to have students, faculty, and staff read a common book with issues relevant in today's society. The goal is to engage students in reading and discussing what they read with faculty and staff. The hope, too, is that the initiative will send a message as to what Polk State's mission and values are. Senators were sent a copy of the first book chosen for Common Read, *The Other Wes Moore*. This book was chosen by a committee that included student focus groups. It met the criteria of the author being alive (with the hope of having him visit our campus) and is a book in which the dialogue could be used to engage students in the First Year Experience and to send the message that reading is a high priority at the College. Everyone enrolled in SLS 1122 will automatically receive the book. The idea is to "weave it through the college."

**Internet Filtering.** William DeWitt shared that the College is considering switching from its current filtering program, Sophos, to another program, Kaspersky. Sophos, though a low-cost program, has significant issues. It is able to block pornography, malware/spyware, cheating sites, and peer-to-peer (P2P)/sharing download sites. However, upon entry of one of these categories into the firewall, it is an all or nothing network restriction within the Polk State College domain, meaning that within the current product abilities, there is no way to allow access to certain groups or individuals, nor to limit only certain activities on certain networks. The proposed replacement product, Kaspersky, though it would cost more (\$20,486 per year for five years), would provide needed, enhanced, virus protection and system support while also enhancing the blocks and filters that protect our users, systems, and organization.

**FYE Seminar.** Bill shared that much feedback has been gathered and shared regarding the FYE Seminar. That feedback and the committee's response to it was shared in an email earlier on March 14<sup>th</sup>. Senators should continue to solicit input from their departments. Ken shared that Collegiate high school students would not be required to take this course. Nor would nursing students have to take the course. Only FTIC (first-time-in-college students) would be required to take the course. This equates to about 1,000 students per year. Ken stressed the need to retain students and to keep our silver status. The FYE Seminar is designed to positively affect our status. Tina requested the web link that shows Polk State's status compared to the other state schools. Ken agreed to send it to Bill who will forward it to anyone else who wants to see it.

**TLCC Name Change.** Ken shared the challenge in making the name change. Though "T cubed" was the first choice of those who took the name change survey, those who work in the library and TLCC were passionate about spelling out the acronym "T cubed" as Tutoring, Testing, and Technology center. Also, the TLCC moniker is pervasive throughout the College, and it would be a challenge to change the name in so many places. The matter is to be brought before President's Staff on March 15<sup>th</sup>.

At 4:26, a motion to extend the meeting was made by Jamie and seconded by Tina. The motion carried.

### **Rules and Procedures**

Procedure 6002 Attachment Committee Composition. Ken shared that a change was made to the language under the Global Initiatives Committee. Specifically, “At least 10 Faculty...” was changed to “10 Faculty...” Similarly, “At least” was dropped from in front of the number (4) of Administrative or Professional/Technical representatives and from in front of the number (2) of Student representatives. Also, Membership was amended to include 2 Faculty Co-Chairs. Lastly, the newly formed Textbook Affordability Committee was added to the procedure and will include the VP for Academic Affairs, the Dean of Academic Affairs (rotating between Lakeland’s and Winter Haven’s) and many faculty. Jamie moved to approve. Tina seconded the motion. The motion carried.

DBOT Rule 2.22 Polk State College Foundation, Inc. Ken shared that the Foundation is seeking the ability to raise money by allowing benefactors to have their names on buildings. Kaye questioned the procedure for a name change. The Senate recognized the need to have a procedure for this. Jamie motioned to table the rule. Tina seconded the motion. The motion carried.

Procedure 1022 Faculty Continuing Contract. Ken shared that Jill Hall took the language straight from the SBE rule that pertains to this so that the College’s wording is consistent with the state’s wording. Per Jill, “Nothing is substantial in the changes other than clarifying that terminations can occur in other than post award reviews.” Jill wishes to add the language: “The purpose of this procedure is to establish guidelines for awarding and terminating continuing contract.” Bill suggested that FHRC look at this procedure. Jamie motioned to table the procedure. Michael Harrison seconded. The motion carried.

Determining Credit Hours (new procedure). Ken had Orathai Northern research other institutions and sent this data to the deans. Lecture courses, lab courses, and developmental education courses were given credit values. A section on competency-based education was added. Sally moved to approve. Michael Harrison seconded. The motion carried.

Procedure 5034 Textbook Affordability. Kaye shared that the College’s attorney, Drew Crawford, made clarifications. Sally moved to approve the procedure. Jamie seconded. The motion carried.

Procedure 1025 Admission Procedure. Kathy Bucklew shared minor changes to the procedure, including the addition of the language “or bachelor (degree)” to be aligned with what the College now offers. Also, language was added to clarify that there is a requirement for math and foreign language, even if a student seeks entrance with a bachelor’s degree. Jamie motioned to accept the procedure with the changes. Anthony seconded. The motion carried.

Procedure 5003 FERPA. Kathy shared that the procedure has been updated to reflect the change in where students will be notified of their FERPA rights. The procedure was also updated to

expressly inform students of the option of using the reverse transfer. Jamie moved to approve. Anthony seconded. The motion carried.

Procedure 5017 Standards of Academic Progress. Kathy shared that clarifications were made, including the fact that international students and athletes must maintain a full-time load. Also, designation of the Honors Program was added. Also, the GPA calculation was corrected. Additionally, clarification was made to courses and GPA. Kaye noted a redundancy on the form and Kathy agreed to remove it. Also, we are expressing to students that they may still participate in the graduation ceremony even if their grades are not complete. Additionally, clarification of the purpose of academic amnesty was made. Changes were made to the standards of academic progress. Clarification was made as to how to get back on good academic standing. The Allen T. Cole Distinguished Academic Achievement Award was struck, as no funding is available for it. Jamie moved to approve. Michael Harrison seconded. The motion carried.

Course Substitution Rule. Melissa Futia shared that the Civil Rights Committee has requested that the College have a stand-alone course substitution procedure. Initially, the item was tabled for further investigations about the approval committee for substitutions. Jamie moved to table the rule. Tina seconded the motion. The motion carried. Later in the meeting, due to the discovery of clarifying information, Kaye motioned to take the Course Substitution Rule from the table. Jamie seconded. The motion carried. Tina shared new information regarding the procedure. Specifically, the Student Services Councils' Equity Committee is the name of the committee Melissa was referring to in the procedure, and it has been standard practice for this committee to handle the Course Substitution process. The senate unanimously accepted the rule.

**New Business from the Floor:**

Nothing to report.

**Adjournment:**

Jamie motioned to adjourn the meeting at 4:41. Tina seconded the motion. The motion carried. The next Faculty Senate meeting will be held April 11, 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