

**Polk State College Faculty Senate Agenda**  
**Date: March 8<sup>th</sup>, 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 pm.

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

**Approval of March Agenda.** Cody will be deleted from the agenda. Greg moved to approve with the amendment. Jess seconded. Agenda was approved.

**Guests:** Kim Hess, Tamara Sakagawa, Pam Jones, Gregory Johnson, Christopher Johnson, Dawn Drake, Faye Bellamy, Larry Young, Susie Moerschbacher

**Senators:** Pal Good, Jess Jones, Andrew Coombs, Amy McIntosh, Rafi Ellis, Dawn Dyer, Megan Cavanah, Aaron Morgan

**Reports:**

- President's Report: Bill uploaded his report to PIE. *Schedules:* Much of the month's discussions was focused on scheduling. There were four areas of concern. The cap of 84 points with administration approval will be maintained for Fall. Summer schedule does not have a lot of guidance in the procedure, so faculty will be assigned up to 63 points and beyond that administration approval will be needed. Faculty do take priority for scheduling, including summer, and after faculty have schedules will be assigned to adjuncts. Bill heard some concern about teaching face-to-face, hybrid, or online. There is no active mandate requesting particular classes to be online or hybrid. Faculty still have the ability to work from home. *Enrollment:* FTE is down 11.3% as of today. *Legislative Session:* There is an expectation that there will be significant cuts from the State due to the current budget. Bill will keep faculty updated. *Procedure 6073:* This is the procedure on procedures and rules. At President's Staff, discussion ensued regarding practice vs. the procedure. The procedure is being looked at by an ad-hoc group of mostly President's Staff to create more clarification and definition. Aaron asked for another faculty member to be requested to the committee. Bill will bring this forward and provide updates.

- Lakeland Vice President's Report: Cindy uploaded her report to PIE. Fast Track 2 classes started today. Cindy included dates for withdraw deadline. Cindy reported that students are complaining that professors are getting behind in the grading. Cindy encouraged faculty to stay updated in their grades. The registration for summer will open the 15<sup>th</sup>. Cindy asked if there is an ability to delay priority registration for Fall because there is so little information about the status of fall classes regarding online/hybrid schedules. Lee reminded Senate that if the governor makes a mandate, things could change at any moment. Aaron asked if the College have to follow what the government says. Lee affirmed that because Polk is a state school and funding is tied to the state, the College will need to follow the Florida Department of Education. Megan asked about the requirement that there be 30 minutes between sessions and large classroom spaces. Not all DCs were aware of those stipulations when Fall schedules were made. Lee stated that there have been a lot of discussions about how many students can safely fit on campus and opening more rooms to smaller area. Cindy asked if Polk was violating the return to campus plan; the 25% capacity limitation on the campus return plan should be deleted. Lee stated that the 25% is a guideline and not a strict rule. Faculty should request specific rooms be examined by administration to open more rooms. Tamara offered to have the CRT group discuss this when they meet this week. Aaron asked for clarification for the 25% being a guideline vs. a part of the College's procedure. Lee explained the steps in the process of being granted an exception that includes an evaluation of how to safely socially distance in certain spaces. Tamara added that the exception for science was for all science labs. Cindy suggested using verbiage that includes social distancing but does not include the 25% wording.
- Winter Haven Vice President's Report: Anthony uploaded his report in PIE. He included several important dates including Professional Development Day and to RSVP for the day using the link in the email. The application for Faculty Endowed Teaching Chairs has been extended.. The Phi Theta Kappa students placed well at their conference. Megan asked where the RSVP for PDD came from. Lee stated that he will send it out again and that the link is in the newsletter.
- Administrative Liaison's Report: *Faculty Fatigue*: Lee has been hearing from faculty that they are working every day. He encourages faculty to make sure that they stick with their office hours and to make sure that students observe those times. *Graduation*: There are plans for an on-site graduation that will be socially distanced in the RP Funding Center. Masks will be required. Tamara added that there are three ceremonies planned: May 6<sup>th</sup> has two graduations, and May 7<sup>th</sup> will have one. Only 300 students will be allowed to attend each ceremony. Guests are currently limited to four per graduates. April 2<sup>nd</sup> is when graduation applications are cut-off, so the College will be sending invitations to participate to in an assigned ceremony. High schools are also working on their plans for socially distanced graduations as well. Jess asked if there can be a message from admin to make sure that faculty are doing well. Aaron echoed the request for emails from admin for assessment purposes.

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

- Gallery Committee: Andrew stated that there is work on Procedure 6050 for updating, and it will come to Senate soon.
- Senior Research Specialist: Megan updated Senate that there was a recommendation sent forward

## **Old Business:**

- **Add/Drop Period for Online Classes:** Winter Haven English and Social Sciences were in favor of adding classes. English was concerned about losing a week of instruction. Jess reported that he heard both extremes. Winter Haven Science was concerned with missing a week of instruction as well. Specifically, this applied to synchronous classes. Bill added that the idea of synchronous and asynchronous are now the terms that define the difference a little better than online and face-to-face. Cindy added that Lakeland Science had some people were okay with adding flexibility and some were not. Bill recapped that the current policy states that students cannot add a class after the first meeting and an online/hybrid class cannot be added after 8 am the first day of class. Jess advocated for a 48 hour add/drop period. Jess moved that students be allowed to add a class without instructor permissions within 48 hours of the first day for asynchronous classes or the 48 hours after the first meeting for synchronous classes. Greg seconded. Motion passed. This will be moved on to President's Staff.

## **New Business:**

### **Rules and Procedures:**

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

- Cody provided several documents for Senate to look at for increasing and codifying quality of online courses. This included adding a badging system for faculty who have a quality or high-quality course as students are beginning to look for those classes in the course catalog. A rubric of what a high-quality class would be and how a faculty could earn the badge. Lee shared a list of designators for classes in Genesis to be updated, including adding these markers. There were several codes that needed to be updated including on-campus testing and synchronous online. Senators are asked to send the information to departments for feedback. There are also two documents for professional development and a proposed agenda for any feedback. Cody will ask for approvals in April's meeting.
- **Continuing Contract Faculty:** March is the month that continuing contract faculty to be announced. Cindy asked if there was a difference in this year's procedure as there have been no compatibility forms. Lee mentioned that as far as he knows things are business as usual, and he will look into the status of the compatibility forms from HR.
- **Assessment Coordinator Stipend:** Last year the stipend was increased for assessment coordinators. Aaron asked if that new stipend is still in effect. Lee stated that he has not seen anything that would indicate otherwise.
- **Human Resources:** A new proposal was sent out restructuring HR. Bill will update Senate if there is nothing directly that come from HR.
- **Vaccine:** Gregory Johnson asked if there was any indication of how vaccinations will impact returning to campus. Lee stated that a recent press conference from the governor stated that people 60 or above now have access to the vaccine. The College is waiting for more guidance. Andrew asked if higher education instructors are being allowed to be considered for the vaccination as K-12 educators are on the list to get vaccines. The state recently asked for information about how many professors would be interested in the vaccine, but the College is waiting for more clarity. Amy added that all K-12 teachers are able to get the vaccine.

Jamie made the motion to adjourn at 4:13. Greg seconded. Senate adjourned.