

**Polk State College Faculty Senate Minutes
May 2018**

Date: Monday, May 14, 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: Misty Sparling, Johnny Stewart, Earl Brown, Joyce Lee, Andrew Coombs, Danielle Delgiudice, Amy McIntosh, Dann Hazel, Lorrie Jones, Lee Caldecutt (for Michael Harrison)

Guests: Naomi Boyer, William De Witt, Chasya Wiseman

Meeting called to order: 3:03 PM.

Approval of April Minutes. Anthony moved to approve the March minutes. Tina seconded the motion. The motion carried.

Approval of May Agenda. Cindy moved to approve the agenda. Greg seconded the motion. The motion carried.

Reports

President's Report

Bill gave a brief update on the budget. Summer enrollment is up 1.6% so far. There is a planning meeting scheduled for May 21.

Bill thanked everyone who volunteered to fill vacancies on standing committees. President's Staff has approved the list of appointments that resulted from careful review of all individual requests and preferences. Donald stated that the appointment letters will go out very soon. There are a few committees in which the membership must be tweaked because of organizational changes.

Additional items in Bill's report are covered in New Business.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison Report

Donald reiterated that the letters for three-year terms on standing procedural committees which begin meeting in August 2018 are on the way.

Donald updated the Senate on student ID cards. Each semester, students who do not have an ID card receive an e-mail reminding them that ID cards are mandatory and providing directions on how to obtain one.

In order to ensure that all incoming students obtain an ID card, the following steps are being taken:

- The FYE/SLS 1122 committee will be discussing ways to incorporate obtaining an ID card into the SLS 1122 course.
- The new Jenzabar Student Enrollment Management (SEM) module that was recently launched to handle student applications and on-boarding includes an interactive checklist to guide students through the on-boarding process. The checklist includes a step for obtaining an ID card. Students will receive a periodic e-mail reminder until this step is completed.
- Faculty may wish to remind students that ID cards are required at the beginning of each semester. A suggested spiel can be developed to assist faculty, if interested.

Cindy added that she is on the FYE/SLS 1122 committee, which has discussed making getting an ID card an assignment. She stated that the committee is to meet again on May 15 and she will stress the importance the faculty places on students getting ID cards.

Committee Reports and Updates:

Johnny is on the Chief Information Officer (CIO) screening committee, which just started meeting. The group will soon whittle the list down to an agreeable amount. Phone interviews are being considered.

Cindy is on the screening committee to hire a new Lakeland librarian. The position has been re-advertised. Phone interviews have been completed and the committee is proceeding to face-to-face interviews.

Lorrie stated that two new nursing faculty were offered positions and accepted those positions.

Old Business:

Nothing to report.

New Business:

Administrative Liaison. Bill shared what the Senate Bylaws state regarding who should hold this position. The bylaws are in need of amendment to be accurate as some positions no longer exist. Donald stated that he believed the intent was for either the VPA or VP of Student Services to

serve in this position. Donald stated that he would be happy to continue serving in this role if that was what the group decided. Tina asked Donald if he was still privy to all of the information that he was privy to in his previous role, as often the Senate needs “clarification on things.” Donald stated that he did. Tina stated that she would work on the bylaws over the summer. She reiterated the need to update the positions and titles. She added that the title Donald holds is similar to what is currently listed in the bylaws and for what was intended for potential administrative liaisons. The updated bylaws should reflect the new administrative organization.

Classroom Computer Login Policy. Bill updated the Senate on the Classroom Login Policy. There are currently two ways to log in to classroom computers: with a generic instructor login *or* with a unique login specific to the person logging in. The generic login holds security concerns, as it makes the user anonymous and creates difficulty with enforcement of usage policies. It has become common for colleges to allow only specific, individual logins. The faculty members have been asked to consider this option, with the understanding that there is a delay of approximately 3 minutes when logging on to a particular classroom for the first time with an individual’s credentials. This would be a one-time inconvenience for each computer. Faculty would need to plan in advance to log in to a specific classroom computer to avoid delays during a lecture or presentation.

Naomi reiterated that the present concern is that it is difficult to tell who is logging into computers and using them inappropriately. She did a survey of the Florida College System and found that 10 of the 15 who replied to the survey are using individual logins. This new system would enhance security. If we go to this system, it becomes very important to also log off of the computer.

Bill shared the concern of a faculty member—namely that once someone has logged into a computer that the information would somehow be saved. William De Witt stated that this information would not be saved.

Cindy shared her concern that when someone has logged into a computer and hasn’t logged out, a new user isn’t able to log in. William De Witt stated that this is no longer the case. Control + Alt + Delete will allow the new user to log in.

Cindy also expressed a concern for adjuncts who start teaching classes before they have their login information. Naomi stated that the College is still looking for solutions for this group and for guest users. William De Witt stated that there is no final solution yet.

Amy suggested a system in which employees use ID cards and swipe them in order to gain access to the network. William De Witt suggested that this may be a future solution, but it goes beyond the scope of what the College is currently considering.

Tina expressed a concern about students printing from classroom or lab computers. Naomi suggested that the College needs to look at removing this access.

Naomi stated that it is her desire to have the new classroom login policy in place by the start of the fall semester. Bill De Witt stated that there are over 1000 computers that need to be adjusted first.

Tina asked if there will be a system for students to log in to gain network access. William De Witt stated that this is not imminent, but it is “on the horizon.”

Tina expressed concern about not having the new system in place for the start of the fall term. Naomi stated that she and William would develop a contingency plan.

Andrew moved to approve the updated login procedure. Tina seconded the motion. The motion carried.

Internet Filtering. The College is using a new firewall product, Kaspersky, to safeguard the network and filter internet access. This product is flexible regarding how it filters access to online resources. The filters are currently set at the default level. Bill sought volunteers to be part of a group that will decide how to set the filtering parameters. William De Witt added that faculty input is important as the College needs to know what professors need access to. Naomi added that access can be granular as to *who* gets access to *what*. Senators were asked to seek volunteers from within their departments. William De Witt requested the list of volunteers come to him and/or Naomi. Naomi stated that the meeting time(s) and place(s) would be at the will of the faculty.

Naomi reminded the Senate about the updates to Office 365 Pro. She stated that the changes “aren’t tremendous.” She added that an update to Windows 10 will be coming as well, though not in the fall.

Rules and Procedures:

Rule 2.22 Polk State College Foundation, Inc. Donald stated that changes to this rule are a result of recent legislative changes. Primarily, the College will be required to have an operating agreement with the Foundation. The role of the Foundation and what it receives from the College will be very clearly specified. There will also be an outline of everything the Foundation will be doing for the year—an annual plan of work. It will also provide another form of evaluation that can be delivered to the Board each year. The document needs proofreading and wordsmithing. Cindy moved to approve the rule. Greg seconded the motion. The motion carried.

Procedure 1018 Academic Appeal Procedure. Bill stated that he hasn’t received any direct feedback. No Senators received feedback from their departments. Donald stated that the goal was to streamline the process and make it very clear for students, faculty, and programs. It also makes clear how to appeal decisions made by limited access programs. Additionally, the group also made sure the timeline and stages of appeal made sense. Language was added to show that the student must demonstrate how the instructor did not follow the syllabus or program manual. EEOC language was also added. Tina indicated another change that was made—“complaint” was changed to “appeal” in the title of the procedure. A discussion about the number of days allowed for making the appeal ensued. Donald stated that the term “business days” was used to

be consistent with other rules and procedures. Donald admitted that the formatting needs to be cleaned up and that it would be. Misty moved to approve the amended procedure. Lorrie seconded the motion. The motion carried.

Business from the Floor:

The next Senate meeting will occur at 3 PM on Wednesday, August 15 in Room WST 127.

Adjournment: Amy motioned to adjourn at 4:15 PM. Greg seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary