

**Polk State College Faculty Senate Minutes
May 2019**

Date: Monday, May 13, 2019 Time: 3:00 p.m.

Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President

Anthony Cornett, Winter Haven Vice President

Lorrie Jones, Parliamentarian

Lee Childree, Secretary

Greg Harris, Senator at Large

Steve Hull, Administrative Liaison

Senators: Heather Childree (in place of Jude Ryan), Dann Hazel, Amy McIntosh, Lorne Fairbairn, Misty Sparling, Andrew Coombs, Alexandros Dimitriadis, Tina Feleccia, Rebecka Ramos

Guest: Kathy Bucklew, Mark Mershon

Meeting called to order: 3:05 P.M.

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

Approval of May Agenda. Kathy Bucklew was added to the agenda. Steve requested the addition of one item to Business from the Floor. Kathy also requested to add one item to Business from the Floor. Amy moved to approve the agenda with the additions. Jess seconded the motion. The motion carried.

Reports

President's Report

There was a Planning and Budget meeting on April 15. Because the legislative session was still in its early stages, the meeting was primarily informational. There will be a budget workshop with the DBOT on Monday, May 20. Bill will attend and keep everyone updated.

Enrollment was up by 2.4% at the end of the spring semester, and we are currently up for summer. Steve added that for FTE purposes, enrollment is up slightly for the summer semester.

Faculty are encouraged to send letters to the Governor regarding our need to retain funding in our base budget for the JD Alexander Center.

The search for a new Vice President of Academics is beginning. There are 78 applicants. The first committee meeting will be May 16 or 17, and the second will be May 30 or 31. Phone interviews will be held June 10 and 11, and on-campus interviews will be at the end of June. The plan is to have the individual start work by the beginning of the fall semester.

The QEP Topic Selection Committee has completed its task, and the final topic proposal is “SOAR: See Your Pathway, Obtain Your Degree, Achieve Your Goals, and Realize Your Dreams.” The task of building an actual QEP from the proposed framework will be handled by the QSC (QEP Steering Committee). This will be a 15-member committee consisting of faculty and staff. Bill has been asked to provide faculty recommendations and he asked for senators to look for interest from within their departments. Cindy and Tina agreed to serve. Steve stated that the leader of the committee will be a faculty member.

A small group has assembled and is ready to start looking at the Faculty Schedule Assignment procedure for possible recommended changes. The group currently consists of Bill Caldecutt, Cindy Freitag, Alexandros Dimitriadis, Rebecka Ramos, Anthony Cornett, and Jim Rhodes.

SEIU has withdrawn its petition to unionize some of the adjunct faculty at Polk. He will keep everyone informed if there are future developments. In the meantime, the Senate will continue to include adjunct faculty in all issues that impact us as a group, and Senate representatives will continue to share information and receive input. Bill has received positive feedback from adjuncts about the improvements in communications with them.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Nothing to report.

Administrative Liaison.

Steve shared the graduation dates for the three high schools. C.O.L. has graduation on May 17; CHS has graduation on May 21; and Gateway has graduation on May 22.

President's Staff will have a retreat on June 4.

EMS will have graduation on June 6.

Memorial Day is May 27 and is a holiday.

Committee Reports and Updates:

Misty stated that the COL Principal Hiring Committee has conducted begun interviews.

Lorne reported that the Math Hiring Committee for Winter Haven and Lakeland has completed interviews and will be making their recommendations this week.

Jess reported that Aerospace is interviewing two candidates next Tuesday, May 21.

Andrew announced that he is transitioning out of his role as Winter Haven SOAR Coordinator and that position is opening up. The position is awarded twelve points.

Cindy stated that the Lakeland Associate Dean Hiring Committee is on hold.

Old Business:

Procedure 1024 Faculty Schedule Assignment. Procedure 1024, regarding faculty scheduling assignments, such as how to break a tie if two professors want to teach the same course, is currently being read by the committee. This committee includes Bill, Alexandros, Jim, Anthony, and Rebecka. The committee is intentionally proceeding slowly as Bill has learned that any talk about the committee creates anxiety. He reminded the Senate that all it can do is make suggested changes. Despite rumors, NO CHANGES have currently been proposed. There will be more of a specific discussion about the procedure in the fall. Bill stated that concerns about the procedure need to be shared with the Senate.

Add/Drop Period and Retention. Kathy Bucklew spoke about this issue. Currently, students cannot add after the first class or 8:00 a.m. on the Monday of the first week of classes for online classes. For online and hybrid courses, this time is inconvenient as space opens in classes after the first couple of days. Space also opens during the first week in F2F classes. However, it was again argued that courses such as ENC 1101 cannot have random students added after the first class because ENC 1101 students must take 2 assessment tests that first week of class in order for assessments to be graded and returned to students and for students to go to student advising before the end of week 3. In addition, information regarding why most students cannot add after the first class was provided. Based on data retrieved, students who add after the first class typically fail the class or drop the class because they do not have financial aid in place and cannot get the text or miss important first week information. Advising will still request professor approval before adding a student because sometimes students need a 16-week class (such as a dually enrolled student or one who is nearing graduation) because the one they were in didn't make. Advising will continue to first encourage students to take a 12- or 8-week course. Kathy expressed her belief that the College is better off preparing students to take courses for the next semester instead of adding them late to a course and taking the chance that they will be unsuccessful as a result. She suggested the Distance Education Committee re-evaluate the policy; the Senate, including Distance Education Committee members (Lorrie and Greg), agreed.

Graduation Tickets. Kathy stated that every student who wanted tickets got tickets, but there was no room for faculty, staff, family, and friends. She asked for feedback on how to proceed with tickets in the future. She stated that the College will do a better job of communicating with students about this. Next year, students who apply by the deadline will be granted four tickets. Those who apply after the deadline will be granted two tickets. She stated that she would block tickets aside if that is the wish of the faculty. Tina suggested making the initial announcement at the same time as the regalia announcement.

The idea of having graduation the night before grades are due is a hardship for some professors as they are trying to finish grading essays and are unable to make it to graduation. Moving the date of graduation is an option ... in 2023. Florida Southern and Southeastern have booked at least 6 years in advance. Staff will attempt to negotiate a change to Friday night for graduation.

New Business:

None.

Rules and Procedures:

Procedure 1030 College Student Email System. There were minor changes made, mainly to update internet addresses and student email capacities. Misty motioned to approve the amended procedure. Greg seconded the motion. The motion carried.

Procedure 5018 Student Housing for Athletes. This procedure was up for review and contains no changes. Greg motioned to approve the procedure. Rebecka seconded the motion. The motion carried.

Procedure 5031 Validating High School Transcripts for Admission Purposes. This procedure was up for periodic review and contains only minor changes to the language. Greg motioned to approve the procedure. Lorrie seconded the motion. The motion carried.

Procedure 5014 International Students. Steve stated that the changes here involved a clean-up to make it current with how the College conducts business. Dann indicated a grammatical mistake with subject-verb agreement. Misty motioned to accept the procedure with the suggested changes. Greg seconded the motion. The motion carried.

Business from the Floor:

Misty shared a concern from a constituent about a financial hardship. She was on maternity leave and was unaware that upon her return she would receive partial checks. Steve stated that he would share her concerns with HR.

Steve expressed the concern of a faculty member regarding students with accommodations sometimes being allowed to record course sessions. Concerns were raised regarding these students recording sessions in which personal information is shared, e.g. when nursing students debrief about a particular patient and a student with accommodations might be recording (a HIPPA violation) or when a particular class session involves students sharing personal information about themselves. Steve Hull wants volunteers to work with him and Kim Pearsall to create guidelines for students with accommodations regarding when recording is appropriate as well as how to protect professors' intellectual property (so students don't post the lecture). Steve stated that the College would like to have something in place for the fall, so the timeline is tight. Greg, Lorrie, Rebecka, Amy, Bill, and Andrew volunteered to serve on this committee. Others interested in joining should contact Steve.

Andrew asked if there is a procedure for awarding points to faculty for courses. Cindy directed him to Procedure 1006. Andrew expressed a concern with professors having their pay changed to a pro-rated pay after the start of the semester as a result of the purging that begins after the start of the term. Tina added that online professors are not fairly treated when they put in work for a course that does not make or when such a course is pro-rated because of purging. Steve stated that the problem is related to problems in Financial Aid and the need to delay purging as long as possible; he added that when faculty members learn that a course is going to be pro-rated, they

do have the ability to say no. Steve stated that the problem is temporary and one that will be fixed when the College transitions to Jenzabar. The Senate wishes to examine how points are added for the Assessment Coordinators. It appears that it is not consistent across departments. This item will be investigated.

Andrew asked about the possibility of facilitating transportation between the Lakeland and Winter Haven campuses. Steve stated that the College is looking at a grant that has this potential. Current public transportation does not provide what is needed.

Andrew expressed a concern about professors not having enough printer ink and having to purchase their own. Steve stated that large print jobs, such as those to advertise theater performances, can be routed to other printers on campus more capable of handling such a load.

Cindy expressed the concern of a faculty member about the cap on online classes being lower than those of face-to-face classes. Additional concerns were raised regarding the amount of work required of online professors versus the amount required of F2F professors. It was again noted that writing professors, despite all of the available technology, must still read and mark every single paper; the technology does not speed up the grading. Bill suggested seeking input from each department in the fall. The Senate voted to send the discussion to the Distance Education Committee.

Bill stated that the in-person vote to change the Faculty Senate Constitution was unsuccessful. Misty moved to have Mary Clark create an on-line ballot. Tina seconded the motion. The motion carried.

Denise Andreu asked for feedback on Run, Hide, Fight. She suggested putting a file on the procedure on each College desktop. Alexandros motioned to recommend this approach. Andrew seconded the motion. The motion carried.

Adjournment: Tina motioned to adjourn at 4:30 p.m. Jess seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary