

# **Polk State College Faculty Senate Agenda**

**May 2020**

**Date: Monday, May 11**

**TIME: 3:00 P.M.**

**Zoom**

## **OFFICERS:**

Bill Caldecutt, President

Anthony Cornett, Vice President – Winter Haven

Cindy Freitag, Vice President – Lakeland

Rebecka Ramos, Secretary

Lorrie Jones, Parliamentarian

Greg Harris, Senator at Large

Lee Thomas, Administrative Liaison

**Senators:** Aaron Morgan, Andrew Coombs, Johnny Stewart, Tina Feleccia, Keith Libert, Dawn Dyer, Amy McIntosh, Rafaela Ellis, Lorne Fairbairn, Alexandros Dimitriadis, Megan Cavanah, Carol Stinson, Lorrie Jones, Jess Jones, Dann Hazel

**Guests:** Joan Connors, Nathaniel King

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

**Approval of Minutes from April Meeting.** Greg moved to approve. Dawn Seconded. Minutes were approved.

**Approval of May Agenda.** Greg moved to approve. Dawn Seconded. Agenda was approved.

## **Reports:**

- President's Report
  - Enrollment: As of today, FTE is up .4% from last summer.
  - DBOT: DBOT met a few weeks ago. Continuing contracts were approved for quite a few faculty. Budget talks have been generally postponed. Many budgetary are still waiting to be signed by the governor. Tomorrow, there is a preliminary conversation about how to spend the 3 million for the operational budget. The other 3 million dollars are allocated directly to students. There will be a lot of discussion in future meetings about budgeting priorities. Please watch for emails from Bill for faculty input.
  - Everyone received a \$250, one-time payment for transitioning classes to online during the COVID transition.
  - Weekly COVID meetings turning to Fall. Faculty is also asking many questions about how instruction will take place in the Fall. The Colleges are still waiting on Phase 2 of reopening before making decisions. Discussions about how Fall classes

will be offered will be starting now, and Bill will be looking for input on this in future emails.

- Registration: Several students reported not being able to register after midnight on the first day of online classes. Cindy mentioned during the March Senate meeting, Cody reported that students would be able to register for online classes until the second day of online classes. Recommendations were made, and Dr. Thomas will discuss with VP Webb to see where the change is. Cindy and Bill will bring it to District Campus Group.
- Lakeland Vice President's Report: No report.
- Winter Haven Vice President's Report: No report.
- Administrative Liaison's Report:
  - Online training: Canvas training has been doubled at faculty request. The College is expecting to have a lot of online instruction for the foreseeable future, so extra support is being put in place for faculty.
  - Dr. Falconetti and Dr. Thomas have spent time meeting with and listening to faculty in departments and programs, and they will continue with these meetings into the Fall.
  - Enrollment: FTE enrollment is up. Most colleges are down in the double digits.
  - Textbooks: Barnes and Nobel was backed up and some students were not able to get textbooks until the second week of the summer semester. Most of that is fixed now. Any further issues should be sent to Dr. Thomas.
  - Global Initiatives: Meetings about how instruction will move forward for the next academic year are starting. The College will explore the possibility of using some of the 3 million for students to reimburse students who lost money or could lose money because of COVID-19 travel restrictions.
  - Aviation Program: The program has been closed under COVID-19 restrictions. The College hopes to start the process of reopening that program, but needs to wait for guidance from the CDC.
  - Virtual PD Week: Everyday next week between 2:00 and 3:00 via Zoom.
  - Fall semester: The College is being told that this could be an 18-24 month event. It is possible that the College will reopen and then need to close again if there is a spike in COVID-19 cases. The College is encouraging any classes that can be online to continue in that mode. There are some classes that may be able to run face to face with small groups, but CDC and cleaning precautions will need to be strictly followed. The administration wants faculty to take care of themselves and their students. The College is attempting to have a final decision about courses by June 1, before enrollment is live for students.
  - Assessment Coordinators: Dr. Clark has met with many faculty and administrators, and changes have been made to create a better system for assessment. Assessment Coordinators will now be by discipline. There is an increase in compensation of 12 points a semester for the assessment work. Megan added that nominations and elections are underway right now. Dr. Clark will be giving structure and guidance for the assessment process. There will be a

repository available to inform College decisions. Aaron asked if the 12 points compensation is only for Summer. Normally, this would be a Fall and Spring compensation for 12 points each semester, but Dr. Clark wanted this compensation for the Summer as well because of the SACS timeline. Dr. Clark will be asked to visit Senate to discuss the procedures and policies for this position. Cindy added that the procedure that discusses assessment coordinators is Procedure 1006, so that will need to come to Senate for discussion.

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

- **QEP:** Megan updated Senate on the progress of the QEP. The topic selected by the College focuses on career exploration. The QEP teams are now in the second phase during which the narrative is written. The draft of that will be finished in the next couple of months. Starting in August, the College will be in the pilot year to implement the initiative.

### **Old Business:**

- Rule 3.08 *Suspension or Termination of Employees*
- Procedure 5023: *Interpretation of College Regulations*
- Procedure 6085: *Investigations*
- Rule 3.01: *Personnel Program*
- Procedure 6049: *Travel and Subsistence for Authorized Persons*
- Procedure 6015: *Student Worker Employment*.

Due to COVID-19, there have been no updates on these items. Jill Hall has requested that the items be tabled until the August meeting. Greg moved to table all old business until update is available in the Fall. Amy seconded. All old business was tabled.

### **New Business:**

- Procedure 6012: *Teaching Faculty Evaluation System*: The forms have been fixed to address the adjunct evaluation forms to reflect the procedure. Megan brought forward the concern on behalf of the DCs, who feel that the observation, evaluation, and self-reflection should be on the same annual cycle. Discussion ensued. Dr. Thomas mentioned that changing any of this procedure would require training and committee work. Tina mentioned that the forms do not match the procedure. Thomas will take this to FHRC. Misty moved to table. Greg seconded. The procedure will return to Senate when it is ready.

### **Rules and Procedures:**

- Rule 3.04: *Faculty Titles*: Small changes were made to align to the new Emeritus Procedure. Misty moved to approve. Cindy seconded. Rule approved.
- Procedure 1002: *Directed Independent Study Request*: Editorial changes. Greg moved to approve. Tina seconded. Procedure was approved.

- Procedure 1007: *Substitutes for Teaching Faculty*: Editorial changes. No substance or policy changes. Lorrie moved to approve. Greg seconded. Procedure was approved.

**New Business from the Floor:**

- Dr. Falconetti met with Computer System Business Analysis group. Tina asked in that meeting that Passport to show if a number listed is a cell phone. This can make it difficult to contact students. Tina made the same request in Senate to support that moving forward.
- Petitions Committee: There is the potential that there will be many student requests to changed their grades from an F to a W after the change to remote learning last semester. The committee needs the feedback from faculty to inform these critical decisions.

**Tina moved to adjourn at 4:00.**

Next Meeting: August 12<sup>th</sup> @ 3:00 pm. Meetings will continue to be online through Fall.