

Polk State College Faculty Senate Minutes
November 2017
Date: Monday, November 13, 2017 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
Jamie Haischer, Parliamentarian
Lee Childree, Secretary
Greg Harris, Senator at Large
Donald Painter, Administrative Liaison

Senators: Tina Feleccia, Jim Rhodes, Amy McIntosh, Michael Harrison, Jude Ryan, Earl Brown, Cary Gardell, Alexandros Dimitriadis, Misty Sparling, Joan Connors (for Lorrie Jones)

Guest: Andrew Coombs

Meeting called to order: 3:00 PM.

Approval of October Minutes. Tina moved to approve the minutes. Michael seconded the motion. The motion carried.

Approval of November Agenda. Jamie moved to approve the agenda. Jim seconded the motion. The motion carried.

Reports

President's Report

In the interest of time, Bill suggested the Senate read his report outside of the meeting and contact him with any questions they may have or clarifications they may need. A copy of this report can be found along with these minutes on the Senate's webpage (<https://www.polk.edu/faculty-senate/>).

Lakeland Vice President's Report

Cindy shared the highlights of the District Campus Group meeting on Wednesday October 19th, 2017. The procedures that were voted on at this meeting were ones that had already gone to Faculty Senate. The next District Campus Group (DCG) meeting is scheduled for November 15, 2017.

There was a Lakeland Provost meeting on Thursday, October 19. The following items were discussed:

- Effective November 1, Steve Hull will be in Winter Haven on Mondays, Wednesdays, and Fridays and in Lakeland on Tuesdays and Thursdays.
- The cashier hours have been changed to 8:00 AM to 5:30 PM.
- Total FTE college-wide for 2018-1 is up 0.3% from 2017-1; Lakeland campus Total FTE is up 4.2% and total headcount is up 2.6%.
- The next provost's meeting is scheduled for Thursday, November 16 at 2 PM in LAC 1183.

Finally, Cindy shared upcoming Lakeland Campus Events, including the Capturing Cultures Reception on Thursday, November 16 at 5:00 PM in the Lakeland Gallery.

Winter Haven Vice President's Report

Anthony reiterated a point from Cindy's report, namely that Steve Hull, Provost of the Lakeland campus, is filling in as Provost of Winter Haven until a replacement for Dr. Santiago is found.

The following offices will permanently relocate this week from the portables to the former Criminal Justice area in the gym. The Teaching and Learning Innovation Center (TLIC) and My Brother's Keeper will relocate Tuesday, November 14. OCPA and Institutional Research Effectiveness and Planning (IREP) will move Wednesday, November 15. Financial Aid Processing and Veterans Services will relocate on Thursday, November 16. The modular buildings will be removed during winter break.

The musical *The 25th Annual Putnam County Spelling Bee* will be in its second weekend this weekend. Curtain rises on Thursday through Saturday at 7:30 PM and on Sunday at 2:30 PM.

The United Way fundraising campaign is on right now. The raffle tickets are being sold again for \$5 per ticket. The Raffle boxes are in the libraries on each campus. Contact either Courtlann Thomas or Chris Fullerton for more information.

The SLIC (Student Learning and Information Center) opened in September in the Winter Haven Library. Nathan Newman and Chris Fullerton are working on getting equipment and should have it fully functional by the spring term.

The WLR planters are being removed and renovated over the winter break. The demolition has already started. We do not yet know what will be in their place, but the architects have said that it will be something to enhance student gathering, similar to the area on the second floor outside the TLCC.

Assistant Registrar interviews are completed and a person should be decided upon shortly to replace Joshua Plazak.

The WLR bathrooms should be completed over the Thanksgiving break or by the end of November.

There will be a fire inspection January 3, 2018. Extension cords, microwaves, refrigerators, and the like should be removed before Christmas break.

Administrative Liaison Report

Donald provided an update on student schedules, as discussed at the October Faculty Senate meeting. Students may have a need to adjust their schedule during the first week of classes. This may be due to the student needing to change time or format (e.g.: switching meeting times, moving from online to face-to-face) or the student needing to switch to a course that better aligns with his/her needs (e.g.: switching from BSC1010C to BSC1005C or switching from MAT1033 to MAT1100). Faculty members may contact their dean to assist them in helping the student adjust his or her schedule. Alternatively, the student may be referred to the assistant registrar on the campus for assistance. The assistant registrar will help the student identify the appropriate course and contact the professor for permission, if necessary.

Jude asked for earlier notification of students with accommodations. Donald explained how the accommodations process works.

The College is currently working with Desire2Learn to develop a way to save all data and student records from the PAL system once we transition to Canvas. More information will be provided when a solution has been established. Faculty will retain full access to PAL through June 30, 2018. Instructional Technology will be providing additional information and training during the spring semester to assist faculty with saving or moving data.

State Board of Education Rule 6A-14.092 was revised to require textbooks and instructional materials to be adopted 75 days prior to the start of classes. A subcommittee of the Textbook Affordability Committee will be meeting to make minor revisions to Procedure 5034 to incorporate the recent rule changes.

A committee consisting of members from academic affairs, communications and public affairs, human resources, risk management, security, and student affairs began meeting in August to work on developing a Behavioral Intervention Team (BIT) for Polk State. A BIT is a group that receives and monitors reports of concerning behavior in an effort to minimize campus threats and provide individuals with support resources. It is intended to complement the existing student disciplinary process. We are looking for one or two faculty members to join the committee

Parliamentarian's Report

Jamie shared that Bill was re-elected as Faculty Senate President. She also shared the following results of elections for Senators:

- Aaron Morgan in the Arts
- Lorne Fairbairne in Math
- Lorrie Jones in Nursing
- Anthony Cornett in Science
- Dann Hazel in Social Sciences
- Greg Harris in Social Sciences

Committee Reports and Updates:

Nothing to report.

Old Business:

2018-2019 Calendar. Bill received one question: “Why can’t we start classes on Monday?”

Donald explained that it is not feasible to start classes on Monday based upon how the calendar falls. Jamie moved to approve the calendar. Anthony seconded the motion. The motion carried.

Night Hours for Lakeland and Winter Haven Cafés. Bill noted that he hadn’t received significant feedback. Generally, faculty understand the challenge that the vendor faces and accept the need for a change in hours. Donald agreed to get ahold of sales figures for both the Winter Haven and Lakeland campuses.

New Business:

Senate elections. According to Senate bylaws, the elections are to occur in December. Thus, it was determined that this item should be moved to the December agenda. Michael motioned to table this item. Jim seconded the motion. The motion carried.

Rules and Procedures

Procedure 5002 Graduation. The change to the procedure allows for college-recognized items to be allowed at graduation. Jamie motioned to accept the changed procedure. Michael seconded the motion. The motion carried.

Procedure 5016 Scholarships. Donald explained the need to make sure that this procedure is compliant with statute and practices. Michael motioned to approve the changed procedure. Tina seconded the motion. The motion carried.

Procedure 1025 Admissions. There were two changes to this procedure. One: First Time in College students must take SLS 1122. Two: Non-exempt students who are required to take the PERT and do not make a passing score on any of the three sections of the test are required to take SLS 1101. Also, if a student who has to take SLS 1101 also has to take SLS 1122, then they can take SLS 1122 (the FYE course) in place of the 1101 requirement. Misty requested language to reflect the exemption of Collegiate High School students from SLS. Donald stated that he would take the procedure back to the District Campus Group on Wednesday to add the necessary language. Michael motioned to approve the procedure with the added language reflecting the CHS exemption. Jamie seconded the motion. The motion carried.

Procedure 1001 Communicating Course Information to Students. Information about record-retention was not in compliance and thus was changed to meet compliance. The equity statement was also updated. The correct information for seeking accommodations for disabilities was added. Michael motioned to approve the updated procedure. Tina seconded the motion. The motion carried.

Procedure 6012 Teaching Faculty Evaluation System. Tina expressed concern about the timing of evaluations for online courses, pointing out that the SPI duration between the 8-week, 12-week, and 16-week classes varies. Donald agreed to pull a global response rate by session so that

the Senate could discuss this procedure at a later meeting. Jamie motioned to table the procedure. Michael seconded the motion. The motion carried.

Procedure 6013 Employee Grievance. This procedure was updated per faculty request to review the procedure. A committee was created to suggest and create changes. The result is that this procedure now has a formal grievance process and an informal grievance process. The formal grievance process is quite similar to what has always existed in terms of major grievances that may affect one's employment. The informal grievance process is for most other matters and allows for a resolution process for employees, giving them opportunities for redress for all minor grievances. Bill recommended the procedure be tabled until after all faculty have viewed the procedure. Jamie motioned to table the procedure. Alexandros seconded the motion. The motion carried.

Rule 4.26 Student Appeal/Complaint Policy. This rule was changed so that the College is compliant with SARA (State Reciprocity Authorization Agreements), an organization it has joined to have reciprocity with other member institutions. Jamie motioned to accept the changed rule. Cindy seconded the motion. The motion carried.

New Business from the Floor:

Bill sought volunteers for the Institutional Technology committee, per Johnny Stewart's request. As there was no response, he stated that he would send the request to the Senate via email.

Bill requested a replacement for Administrative Assistant for the Foundation. Jamie volunteered to be the replacement.

Adjournment: Jamie motioned to adjourn at 4:14. Michael seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary