

Polk State College Faculty Senate Agenda
Date: November 9th
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
Lorrie Jones, Parliamentarian
Greg Harris, Senator at Large
Lee Thomas, Administrative Liaison

Senators: Misty Sparling, Tina Felica, Aaron Morgan, Amy McIntosh, Andrew Coombs, Carol Stinson, Danielle DelGudice, Dann Hazel, Dawn Dyer, Jess Jones, Johnny Stewart, Lorne Fairborne, Misty Sparling, Megan Cavanah, Rafi Ellis, Jamie Haischer

Approval of Minutes from October Meeting. Jess moved to approve. Cindy seconded. Minutes were approved.

Approval of November Agenda. Anthony moved to approve. Andrew seconded. Minutes were approved.

Guests: Simmi Johnson, Jill Hall, Erin Montgomery, Charles Cook, Kimberly Hess, Pam Jones, Tamara Sakagawa, Tim Bradshaw, Val Baker, Tiffany Messerschmidt

Reports:

- President's Report: Elections have been completed for all departments except for the replacement for Keith. Jamie will be taking Dann's seat. Lorrie and Anthony will continue their service.
- Lakeland Vice President's Report: No report.
- Winter Haven Vice President's Report: No report.
- Administrative Liaison's Report: Dr. Thomas provided an update on several issues. He thanks the faculty, deans, and associate deans for their work with the SACS visit. There were a few recommendations pertaining to the Supply Chain program. The faculty member overseeing two programs was only credentialed in one. Solutions are being worked on to address the issue. SACS was happy and loved the QEP.

Committee Reports and Updates:

- **QEP updates:** Dr. Megan Cavanah and Simmi Johnson provided an update and summary of the QEP. This QEP's topic is "Explore to Complete," and has been presented numerous times to the College as well as to the SACS on-site committee. The outcomes of the QEP, action items, timeline, toolkits, and ways that faculty can get involved were all highlighted. The PowerPoint presentation will be available in Senate's PIE. During the on-site visit, SACS found the QEP compliant on all five essential items. This is a tremendous accomplishment for Polk State. Tina asked for clarification on the career assessment pilot with the 12 week SLS. This will take place in spring with selected classes. Jamie asked about release time for involvement in the QEP. Megan confirmed that there are incentives for both faculty and staff to become involved in the QEP. Specifics can be seen in the QEP document.
- **Nursing Screening Committee:** The committee will be hosting interviews in the next week.
- **PTA Director:** PTA director applicant pool has been verified, and interviews will be starting soon. There are only a few applicants, so all the applicants who meet minimum requirements will be interviewed.
- **Procedure 1006:** Bill provided an update on the sub-group that was formed to evaluate Senate's recommendation to adjust full-time faculty's maximum instructional points from 84 to 96. The committee voted no. Dr. Falconetti met with Bill and shared that SACS preferred a 60 point load as the industry standard. She asked that no more changes or recommendations are made until the end of Spring. The main concern is being able to answer questions from faculty about the inconsistencies and issues around the application of 1006. There are a lot of specific instances and questions that come up with the hard application of 1006. Faculty are interested in why other colleges who have 96 in their procedure and the equity of Polk State's procedure. Faculty have asked that if the concern is about quality of teaching, why isn't SACS worry about quality of adjunct professors? No one is suggesting that adjuncts to teach less. But the concern of quality should be the same for full-time and part-time professors. Bill reported that other questions about directed independent study and the financial compensation for that work have come up. Departments who do not teach 12 point class are still asking for answers about how to apply this rule to ensure all faculty have financially equitable opportunities. There is a real concern about people who teach overloads due to of the lack of raises and the frozen steps. How the College will compensate them now that the method of supplementing that income gap has been stopped. There is no expectation of raises now, but there needs to be a discussion about why holding faculty at 84 points hurts faculty so much. Anthony added that if there are creative solutions out there that administration can implement to make this financial difficulty easier, to submit them to Bill for discussion at Senate and in other budgetary committees. Administration is interested in hearing from faculty about solutions. Lorrie reflected that teaching as adjuncts at other institutions and other classes being taught by adjuncts doesn't make sense. Tina added that full-time faculty should get the maximum of 84 points before adjuncts are given classes. Bill shared that the sub-committee recommended this change in 1024, but the procedure work hasn't been worked on since the change to 96 points went forward to committee. Bill reported Dr.

Falconetti would like there to be no changes at all to these procedures until after the SACS accreditation process is over, so the procedure is going to remain muddy until the time for appropriate to clean up. 1024 and 1006 are both on hold until the end of Spring. Tina mentioned that the ability for coordinators to earn extra points should be calculated in the procedure. Bill and Lee affirmed that we have to follow the procedure as written, and 1006 does not address non-instructional points.

Tina asked about returning to campus in Spring. Lee mentioned that Spring is going down to about 70% online from 74% online in Fall. The issues are still managing content, the hybrid model, and the space in the classrooms. Jess mentioned that George Urbano came to check the labs in Lakeland to see how many students can come to lab, but the faculty are waiting for an answer.

Cindy mentioned that there are still issues with caps and figuring out what sciences can do moving forward to find space for students for face-to-face lecture and lab. Dr. Thomas stated that deans have been authorized to help work on this with faculty. Cap changes can be accommodated as long as the CDC guidelines can be followed. Lee said that the dean and faculty member can make the request and send it on to Lee for final approval.

Old Business:

- Academic Calendar: Bill sent the calendar out to Senators to share with their departments. Cindy mentioned that there is concern about the Spring semester starting on a Wednesday. Lee replied that the calendar committee said it was unavoidable. Tina moved to approve. Greg seconded. The Academic Calendar was approved.

New Business:

- Officer Elections: Elections were held via anonymous polling in Zoom. Verbal nominations were called for each position. If there were two accepted nominations, the polling device was used.
 - Lakeland Vice President: Lorrie nominated Cindy. No others were nominated. Cindy was reelected.
 - Winter Haven Vice President: Rebecka nominated Anthony. Tina nominated Greg Harris. Both nominations were accepted. Faculty Senate voted. Anthony was reelected.
 - Secretary: Rebecka was nominated by Lorrie. The nomination was accepted. No other members were nominated. Rebecka will retain her amazing post.
 - Parliamentarian: Tina nominated Jamie. Jamie and Lorrie pushed it back and forth. No other nominations. Jamie will be the new Parliamentarian.
 - Senator at Large: Tina nominated Greg. Greg accepted. Amy nominated Dawn. Dawn accepted. Faculty Senate voted. Greg will continue to serve as Senator at Large.

Rules and Procedures:

- Rule 5.07: *Auxiliary Enterprises*: Erin presented the changes. There were only formatting and clerical issues. Greg moved to approve. Jess seconded. Procedure was approved.
- Rule 5.06: *Investment of Funds*: Erin presented this and mentioned that these were also clerical changes. Tina moved to approve. Greg seconded. Rule was approved.
- Rule 3.32: *Employee Conflict of Interest, Code of Ethics, and Fraud Reporting*: Erin presented. Most of the changes are clerical changes. There was an addition of a section of conflicts of interest and conflictual employment. Greg moved to approve. Jamie seconded. Megan mentioned that there were sections that read more like a procedure than a rule. Amy asked about when the procedures were added in PIE. Rebecka stated that the agenda sent out was a draft and additions or deletions happen regularly in PIE. The updated and correct procedures are always in PIE. Rule was approved.

New Business from the Floor:

- Greg mentioned that Procedure 6085 is being finalized by FHRC. It should be brought back to Senate soon.
- Jess asked about the First Days program. Dr. Thomas responded that Barnes and Noble is in charge of the program. The College has helped, but now control has been given back to Barnes and Noble. Communications about First Days should be sent to the bookstore directly.
- Jess mentioned that Canvas training is taking a lot of time, but adjuncts are not being compensated for it. The total for training is about 30 hours. Lee will ask Cody to come discuss this. Jess mentioned that there is a struggle to staff classes, and we are asking adjuncts to do a lot of free labor. Aaron added that adjuncts are not allowed into the systems until they are onboarded, so that work has to take place quickly. Rebecka mentioned that her adjunct, who teaches on CANVAS for another institution, still had to do the training. Johnny added that being mentored by a faculty member and having an adjunct shell provided should be sufficient. Jess also added that videos in the course would be very helpful. There are no videos in the course, and it is heavily reliant reading. Misty stated that Senate will need to look at procedures that may be adjusted from this discussion. Cindy echoed the concern that 28 hours is a significant amount of time to be of asking adjuncts with no compensation. Amy recently did the training, and her concern was what if she did all of this training and had no class due to last minute changes. She suggested utilizing only the Getting Started course and giving the adjuncts time to do the rest of the training in their first semester. Lee asked what the \$75 Polk paid adjuncts is for. Cindy clarified that that \$75 payment was for the face-to-face meeting for new adjuncts attend in the Fall, which has been moved online due to face-to-face restrictions. Megan added that on the Technology Services website that the second training should take 6-10 hours. Amy confirmed that it took her that long, but she has already worked here and is familiar with Canvas.
- Tina asked about the observations for online classes. Lee stated that all classes are being reviewed as online classes is the course is asynchronous. If the class is synchronous, the Dean should join for a part of the class.
- Bill mentioned that procedures and attachments being separated. This causing some angst for faculty. Bill wants to make sure that attachments or handbooks are given the same review process as procedures and rules.

- Rebecka mentioned that the department coordinators are not being compensated as they should be.
- Tina mentioned that the December meeting should be December 7th, not the 14th. Rebecka updated the meeting in Outlook.

4:25 Tina moved to approve. Greg seconded.