

Polk State College Faculty Senate Agenda
Date: September 13th
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
Jamie Haischer, Parliamentarian
Greg Harris, Senator at Large
Orathai Northern, Administrative Liaison

Bill called the meeting to order at 3:04.

Approval of Minutes from August Meeting. Rafi moved to approve. Greg seconded. Minutes approved.

Approval of September Agenda. Cindy moved to approve. Greg Seconded. Agenda was approved.

Guests: Cody Moyer, Susan Moerschbacher, Debbie Sipes, Tamara Sakagawa, Kim Hess, Pam Jones, Niqui Young-Pringle-Brown, Larry Young

Senators: Jess Jones, Pal Good, Johnny Stewart, Dawn Dyer, Megan Cavanah, Lorne Fairbairn, Rafi Ellis, Andrew Coombs, Misty Sparling, John Woodward, Amy McIntosh, Aaron Morgan, Lorrie Jones

Reports:

- President's Report: Bill's report is in PIE. He shared a few updates with Senate:
 - Salary Steps: The salary step increase will be seen in the September check.
 - Health Care Plans: This is the last year the College will pay the difference in the deductibles between the insurance plans. Look for information from HR about enrollment and the deductible changes.
 - Return to Campus: Facilities has made sure all the classes have cleaning supplies and information for how to request refills. Most classrooms are back to full-capacity and there are more classes, so there is no plan for continuing to clean classrooms between classrooms during Phase 3.

- Administrative Changes: Lee has departed. Drs. Craig Collins and Orathai Northern are sharing those responsibilities.
- CARES Act:
 - There are \$9 million available for institutional funds. The College is open to ideas about how to spend those funds, and faculty are encouraged to submit proposals for how funds can be used to continue supporting students and instruction through COVID. Proposals will be presented to a panel and then to president's staff for approval. Proposals should be sent to Orathai. Orathai asked that faculty make clear in the subject line that this is a proposal for HEERF funds.
 - There are 18 million dollars available to students. Six million has been dispersed and the rest of it will be used over the next semesters. Misty asked if the budgets for Collegiate and fees for the students will be adjusted, as they changed significantly in preparation for the anticipated budget shortfall. Orathai will be looking into this, and there is a Budget and Planning meeting coming up where Bill will bring this issue as well.
- Lakeland Vice President's Report: No report. Cindy mentioned science lab fees in conjunction with Misty's comment regarding Collegiate student fees. Jess added that faculty calculate their fees and the amount being spent is not the same as what is coming from the business office, and there should be some attention paid to the matter.
- Winter Haven Vice President's Report: No report. Debbie asked where the COVID numbers came from in the OCPA report. Debbie was told that there were 187 active cases. Of the five reported last week, Debbie herself had three in her class. Tamara added that the team is tracing more people than students who are active on campus. OCPA is only reporting cases where the student was on campus during their infectious period. Debbie also mentioned that students do not watch their Polk emails, so they are not getting their notifications to quarantine. She suggested text numbers or Canvas. Tamara will take the comments back to the team. Tamara said that OCPA can work on a bulk announcement in Canvas. Megan asked if the students are being notified if they are in online classes, as even online students could come to campus. Tamara added that students are being contacted if they report that they were on campus, and students are being asked very specific questions to make sure that the contact tracing is working.
- Administrative Liaison's Report: Orathai thanked Senate for the warm welcome and encouraged Senate to continue bringing these questions issues for discussion.

Committee Reports and Updates:

- Director of Career Services: Megan is serving on this committee. It is in the process of scheduling interviews.
- Admin 1 Position for Academic Affairs: Megan is chairing this committee. Kick-off meeting will be held tomorrow.
- Research Assistant: Greg is serving on this committee. The committee has met and submitted names for interviews.

- Associate Dean of Student Services: Amy is serving. The committee is reviewing applicants and getting ready to schedule interviews.

Old Business:

- Faculty Senate Membership: Bill provided lists to senators to confirm that department membership. There are extra slots in a couple departments and a few senators with expiring terms. Nursing has several instructors who in “interim” faculty, and Senate discussed whether those instructors should be included. Jamie ruled that if there is an interim slot, but the department is actively working on filling, they will count for the purposes of Senate representation. Bill is going to send the membership lists back to the representatives to make sure everyone is accounted for. Aaron asked about what to do if there is a critical need for a faculty member. Orathai said to start with her regarding those needs.
- Procedure 1006: Bill provided an update. He has spoken with several administrators since the last meeting. He mentioned that there has been clean up already approved by Senate, but there is more work to do, like separate the DC and AC positions into their own procedures. Bill did not perceive have any resistance from administration. If there is a subgroup formed, administration wants those groups to be inclusive of other/non-Senate stakeholders.

Anthony added that the draft in PIE has all of the minute details that were approved previously by Senate. The only change that he has made was reverting the point cap from 96 back to 84 to reflect current practice. Discussion ensued regarding load caps. Course loads are not standard, and Niqui and Larry both suggested a range to allow for people who teach classes that do not fit into the 84 cap. Bill reiterated that the 84 has been held fast by administration with no exceptions, despite the flexibility in the procedure for exceptions to be made. Bill reiterated that Senate recommended a cap of 96, but the number 84 was retained after a vote taken by an ad-hoc committee comprised of faculty and administrators.

Bill has been told that there cannot be exceptions because of SACS. Anthony brought up that there was a poll of sister colleges who have more than 84 points and have no issues with SACS. Discussion ensued. Anthony and Megan suggested that the initial clean-up should be sent on, and then Senate can continue to discuss controversial matters in sub-group settings. Andrew added that the fundamental reason for this struggle is that there is either a need for more faculty or a need for current faculty to earn more money.

Jamie moved to send the cleaned-up version of 1006 being sent to DCG. Andrew seconded. The procedure as it was approved last year will be sent to DCG. A committee will be formed to work on the AC and DC procedures.

New Business:

- Draft of Academic Calendar: Rebecka moved to approve. Greg seconded. Cindy reported that the calendar had to be adjusted to reflect the new add/drop period. There is a new add period for 48 hours to add a class. The specific wording approved by Senate had to be adjusted to help registrar manage the adding of courses that were online. Megan asked if

there is a Senate representative on the Calendar Committee. She was happy to see how many days there would be for students to register during the extra business days before the start of the Spring term. Debbie and Greg will bring that back to the committee. The calendar was approved.

Rules and Procedures:

- Procedure 1001: Cody provided an update to Procedure 1001. In May, Senate approved changes to the procedure; the procedure was tabled at DCG. There were questions about the requirements for all instructors to have an online presence and a homepage. Dr. Clark suggested condensing the language into one paragraph with consistency. The revision requires that there is a BCI link, a syllabus link, information about how to start the course, and contact information. The goal is to provide consistency for all students and utilizes the COVID driven use of CANVAS as a hub for information and promote student success as well, as students will not have confusion or anxiety about how courses will look.

Cody clarified homepages are not one size fits all, encourage academic freedom, benefit the students, and Cody and his team are going to do the heavy lifting for any professor who needs help. There are course homepages that are in the Canvas Commons ready to be imported to classes. Jamie clarified that everyone will be required to use Canvas and that the syllabus would not have to be sent any longer to the Deans. Discussion ensued.

Bill added that many professors use the homepage as a living document. Cody added that would work as well with this requirement. Cody added that 151 face-to-face instructors and 125 are using Canvas for their courses. Niqui added that when students have to miss classes because they have been asked to quarantine, that this information should be available online. Lorrie mentioned that in Nursing, there is an electronic resource that is used, but it is linked on the homepage. In the unfortunate instance that a professor is not able to complete a course, other instructors will have access to information. Johnny added that this is the common practice for his area because of the movement to online because of COVID.

Cody reiterated that the main goal is that the information is on the main homepage. Bill asked about professors who will object to this. Cody replied that this is a specific effort to help students. Niqui agreed that this information being in Canvas is important for Student Services and academic departments. Larry commented that this adds to transparency for students. Cindy added that there is no requirement here for using the gradebook or other aspects of Canvas, but just adding the four pieces of information to the homepage. Rafi asked if there could just be a template that everyone fills in. Cody added that his team will help load the templates for anyone who wants to use one. Megan asked about the order of the items. Cody added that there is choice in how people would like to construct their pages. Bill added that there needs to be language in the procedure exempting Collegiate faculty.

Jamie moved to table. Jamie added that Senate is supportive, but it will help for Senate to get feedback from the departments. Johnny seconded. The motion was tabled.

Motion to extend: Greg moved to extend. Lorrie seconded. Meeting extended at 4:30.

- **New Business from the Floor:**

Cindy moved to adjourn at 5:30. Greg approved.