

Polk State College Faculty Senate Agenda
Date: September 14th
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: Aaron Morgan, Andrew Coombs, Johnny Stewart, Tina Feleccia, Dawn Dyer, Misty Sparling, Amy McIntosh, Rafaela Ellis, Lorne Fairbairn, Megan Cavanah, Carol Stinson, Jess Jones, Dann Hazel, Alexandros Dimitriadis

Guests: Cody Moyer, Louanne Harto (for Lorrie Jones), Kimberly Hess, John Woodward, Jill Hall, Gregory Johnson, Chaysa Wiseman, Chris Fullerton, John Glenn, Susan Moershbacher, Courtlann Thomas, Pam Jones

Meeting was called to order at 3:01.

Approval of Minutes from August Meeting. Misty moved to approve. Greg seconded. Tina clarified a point she made in the previous meeting. Rebecka will update minutes in PIE following Senate. Minutes were approved.

Approval of September Agenda. Tina moved to approve. Greg seconded. Agenda was approved.

Reports:

- **President's Report:** Bill mentioned that there will be an email coming that discusses the payment for overloads and adjuncts. Last year, the College paid all of the Fall compensation by the end of the calendar year, instead of the final payment being in January. This practice will continue.
- **Lakeland Vice President's Report:** Cindy mentioned that the DC's in Lakeland are having difficulty understanding how to create the next year's schedule without a clear plan. The DC's feel that the next year's schedule is more daunting given the approaching deadline. Megan added that there is a lot of anxiety about what the next semesters will look like in

regards to enrollment and modality. As those schedules will not be posted for a while, it may be an appropriate year to create an exemption for the year-round scheduling for this year. Dr. Glenn mentioned he and Dean Robinson will be bringing this concern to Dr. Thomas. Tina mentioned that changes are being made to her schedule already without her knowing. Bill mentioned that this practice probably varies by department. Anthony suggested that Senate discuss this matter further under the agenda item for 1024.

- Winter Haven Vice President's Report: No report.
- Administrative Liaison's Report: No report.

Committee Reports and Updates:

- Distance Learning Update, Cody Moyer: A committee was created in the Spring to look at the College's use of Smart Thinking, as the contract expires in 2021. Faculty who were heavy users of Smarthinking were included in the discussions. The Committee took this as an opportunity to review tutoring vendor options. There were five vendors reviewed. As a result of COVID, the TLCC moved services online and they were able to present their services as a sixth option. The committee agreed to terminate the Smarthinking contract and replace it with in-house tutoring. Cody provided cost and use of Smarthinking, noting that writing was the greatest usage. The College was paying for someone to read a paper for \$24 an hour, when there were the TLCC and Writing Studio services. Cody briefly mentioned the two services and their key differences. Both of these services have drop-off paper services, which was the greatest Smarthinking cost. Cody presented a short video for TLCC tutoring services and how to access them. These resources are available to all students in their Canvas courses.

Since the implementation of online services for the TLCC, more times have become available. There are additional hours being added. As the College invests further, more funding will be available for additional tutors. Faculty also have options to provide feedback for tutoring services. Concerns, direct requests, and other feedback can be sent to the tutoring coordinators. This will allow Polk to reduce spending on tutoring and to invest in in-house tutoring. The online services are equitable to the face-to-face environment. Many of the tutors are students from Polk, know the instructors, and can help in a more personal way. Faculty and students are working with familiar people who have the best interests of Polk State at heart.

The contract with Smarthinking ends in February 2021. The goal is that it will be removed from course menus at the end of Fall semester. In the next step, communication will be sent out to all faculty in October. There will be an email sent to students to explain the change in Smarthinking in November. This will be done in conjunction with OCPA. In January, support will be provided to direct students to the new TLCC online services.

Old Business:

- Procedure 6085: *Investigations*: This procedure needed some work in the clarity of the steps. Amy moved to table. Greg Seconded. Procedure was tabled.

- Rule 3.08: *Suspension or Termination of Employees*: Since the change in personnel, this hasn't been able to be worked. Jill requested that Senate table this. Greg moved to table. Amy seconded. Motion was tabled.
- Procedure 1024: *Faculty Schedule Assignment*: Greg moved to table. Tina agreed. Procedure was tabled to distribute to faculty for review. Bill will summarize changes and distribute to Senate for discussion in departments.
- Procedure 1006: *Faculty Workload – Academic Accounting System and Department Coordination*: Bill sent out an email asking if the faculty were ready to change the maximum point load to 96. Rebecka mentioned that her department agreed, but one faculty member wanted to make sure that the people with special project or leadership points be included in the maximum points. John Woodward mentioned that for those who teach four credit classes need some flexibility in that number. Bill agreed and drew attention to the language which allows for an exemption by the VPAA. Bill also mentioned that there was conversation about a range for the maximum points to allow for this situation. Tina mentioned there may be an issue with her LOA. She is teaching a DIS that is being paid as points, which count towards her total. Bill mentioned that this should be paid for DIS, not as points. Tina will follow up.

Rebecka suggested that language needed to be added to discuss the ranges. Jess mentioned that the range needs to be loose because of the departmental differences. Anthony stated simple documentation of approval for the overage points will sufficiently cover the procedure. Aaron mentioned he heard both points of view (to increase or remain the same), but the over whelming majority said to increase the maximum number of points. Bill echoed what Aaron stated. He had a few faculty who expressed concern, but most were in agreement. Bill and Greg discussed the difference between courses and points. Classes like SLS cause issues for people trying to earn their full points when the points do not match the maximum number. Cindy mentioned the majority of her department want to move the points to 96. Several faculty offered Cindy a cautionary statement that overloads are not guaranteed. Anthony reported that his department emphatically approved the increase, as science faculty can lose almost half of their points because of the points being capped at 84 and not 88. Winter Haven Science will have to hire 20 adjuncts because of this hard line at 84. Jess said that his department will lose adjuncts and staffing classes will be an issue. Rafi echoed the concerns. She recalled that several years ago, full-time faculty were needed to teach extra courses because Polk was in violation of SACS by having so many adjuncts. Aaron asked if that is a concern. Bill said that this will be a change and the ratio of adjuncts to fulltime.

Aaron mentioned that most of the concerns that he has heard have come from a financial concern. The history of changes to pay or lack of raises has created a difficulty in maintaining financial stability. Is there any compromise that can be brought up to ask the College. Anthony mentioned that there is yet another 2 million shortage, and the chances of raises are incredibly slim. Bill said Senate can ask for money, but that is not realistic this year. Tina asked what the equitable reason was that some full-time members can teach 84/96 and who cannot. Previous administration has kept overloads to accommodate that. Tina asked why some people in her department can have overloads

and she is not allowed. Bill mentioned that this is one area of the procedure that the committee tried to address.

Cindy reiterated that this started because SACS found the as College being out of compliance with many faculty teaching more than the allowed amount without administrative approval. Andrew mentioned that the majority of his department wanted to go to 96 and asked what if the vote can be made. Bill talked to Dr. Thomas before the meeting, and what is happening is that administration is looking into data related to maximum loads. Bill is anticipating that if this is sent forward to DCG, there may be hesitation. Jess asked if there is going to be a discussion about data and norms, if salary can be discussed. Bill articulated that the move from 84 to 96 needs to be a reasonable and justifiable reason for that number. This is the first step, not the last step. Cindy agreed and reiterated Jess's comment; if the College is going to limit how much faculty is allowed to teach, than salaries must be looked at as well. Valencia cannot be used to compare to Polk as they have raises every year and Polk has not had one since before 2010.

Anthony stated that if this is not sent to DCG and approved, the hard line of 84 points is going to erase all flexibility. When all of the grammar and title changes in the procedure are accounted for, there are only about four content changes. Procedure 1024 has much more work that has been done on it. Jess asked for clarification of one contact hour to equal 4 points. Bill asked if Senate could entertain a second vote on the change from 84 to 96 just for final clarity. Bill mentioned that administration may want the finalized procedure to be presented. Anthony suggested working through the procedure step by step.

Rafi mentioned that there are differences in 1003 that are being applied differently between the two campuses. This procedure needs to be examined as well, specifically as it applies to capping courses.

4:38 Greg moved to extend. Tina seconded. Motion was approved.

Anthony led the group through a discussion of 1006. The Senate worked through the changes one by one. Here is a summary of the proposed changes:

- The introduction changes were updated.
- The definition of a contact hour was clarified.
- The proposed changes eliminate of a dollar amount in the procedure. The dollar amounts will be held in the business office, and any faculty can ask about this number.
- There was an addition of compensation for contact hours regardless of delivery.
- DIS dollar amounts were replaced to make compensation more equitable.
- The online course development agreement clarified that only classes that are being converted to online for the first time will be compensated. Other clean-up was included.

- Stacked classes (two courses simultaneously) are now compensated more fairly for faculty.
- Extra compensation area of the procedure was cleaned up for redundancy.
- Maximum loads over the Summer were proposed. Faculty will be told of the suggested changes, and feedback will be brought back to Senate for final discussion. The proposed change was deleted and will be discussed later.
- Special project compensation was clarified.
- The change from 84 to 96 for maximum points was approved.
- Method of approval for exceeding maximum point values was approved.
- Adjuncts are limited to 48 points per term.

5:04 Cindy moved to extend. Greg seconded.

- Online office hours were defined.
- Additional office hours can be in other areas on campus with proper notification.
- Banking points: discussion ensued. Senate opted to keep banked points in the procedure.

Tina moved to approve. Cindy Seconded. Changes to 1006 were approved.

New Business:

- No new business.

Rules and Procedures:

- Rule 3.09: *Leaves of Absence* (reviewed and updated): Jill presented this procedure. There are minor changes to the procedures. Mostly editorial changes were made for the five-year review. The only changes were consulting leave, which was changed from two weeks to 80 hours, and sabbatical changes. These types of leave are rarely used. Misty moved to approve. Greg seconded. Rule was approved.
- Procedure 6017: *Sick Leave/Vacation Accumulation and Use Reporting Method* (reviewed and proposing this one gets deleted due to everything being covered in Rule 3.09 and the Employee Handbook): Bill brought up concerns that if something is in the handbook, it can be changed without the proper channels. Tina agreed. Greg moved to table. Misty seconded. The procedure was tabled. Jill mentioned that this and Rule 3.01 needed to be discussed because of some definitions and some changes.

New Business from the Floor:

- Megan asked when faculty can anticipate faculty contracts. Bill will ask about them at DCG.
- Rebecka asked about how the College will protect faculty specifically when faculty return to campus. The information is published on the website under the Phase 3 for the reopening.

- Cindy asked what will be happening with class caps with social distancing for Spring schedule. Bill will ask at DCG. There are a list of rooms that can be scheduled on campus for up to thirty students.

5:54 Tina moved to adjourn. Greg seconded. Senate adjourned.