

Polk State College Faculty Senate Minutes
April, 2013
Date: Monday, April 8, 2013 Time: 3:00 p.m.
Location: LAC 1243

Officers:

Dr. Dodie Cowan, President
Kaye Betz, Vice President – Lakeland
Greg Harris, Vice President – Winter Haven
Dr. Kim Thomas, Secretary
Dr. Lorrie Jones, Parliamentarian

Senators in Attendance: Dodie Cowan, Kaye Betz, Greg Harris, Kim Thomas, Debbie Sipes, LouAnne Harto, Marianne Thomas, Lorrie Jones, Anthony Cornett, John Woodward, Mostafa Zamani, Sally Fitzgerald, Kerry Armour, Jim Rhodes, Michael Derry, Derek Menchan, Greg Richeson, Lee Childree

Senator Absent: Paul Carbonell

Others in Attendance: Dr. Ken Ross, Dr. Martha Santiago, Donald Painter, Tina Feliccia, David Steele

Dodie Cowan called the meeting to order at 3:00 p.m.
David Steele will make his guest presentation upon his arrival. There were no objections.

Approval of Minutes from March, 2013:

There were no changes to the March 2013 minutes. Greg Richeson moved and Jim Rhodes seconded to accept the minutes as submitted.

Approval of April, 2013 Agenda:

There was one addition to the agenda (Procedure 6068 – Screening Committees). Michael Derry moved and Greg Richeson seconded to accept the agenda with the amendment.

Reports:

President's Report

There was no written report. However, Dodie Cowan reminded the faculty that she forwarded the President's Team Strategic Session Operational Report to all faculty.

Dodie Cowan reported that a mobile unit will be available for employee fingerprinting (WH 4/16 & 4/17; LK and Airside 4/23 & 4/24). Employees will be able to make appointments via Flight School. Senators were asked to remind faculty about this process. The mobile units will be open for fingerprinting until 7 p.m. Employees are to bring two forms of ID with them for fingerprinting. Fingerprinting is required of all employees who have been hired for 5 years or more.

LK Vice President's Report – See attached.

WH Vice President's Report – See attached.

Administrative Liaison's Report

Items that the administrative liaison would have reported on have already been distributed via the President's Team Strategic Session Operational Report. Ken Ross did report on legislative actions that impact Polk State. The bill that would eliminate Developmental Education from higher education gives leeway for colleges to offer innovative options for the delivery of developmental education classes. There are approximately 160,000 students throughout the state of Florida who are currently enrolled in developmental education classes.

Committee Reports and Updates:

Distance Education Committee:

Quality Matters: Carolyn Horseman has received Quality Matters certification for MAC 1114 (her third approved course) and Beverly Woolery has received Quality Matters certification for an EPI course.

Netiquette Statement: A group from the Distance Learning Committee has formed to work on a college-wide netiquette statement. Naomi Boyer is leading the group.

Screening Committees:

Criminal Justice Faculty: Kim Thomas reported that two face-to-face interviews were conducted last Friday. The final candidate's interview had to be rescheduled, and will now occur on Friday, April 12.

Humanities Faculty: Kim Thomas reported that phone interviews have been conducted, and the committee will meet on Wed., 4/10 to select applicants for face-to-face interviews.

JDA Manager: Greg Harris reported that recommendations have been forwarded to administration.

Psychology Faculty: Greg Harris indicated the committee has decided who will be invited for interviews.

Speech Faculty: Marianne Thomas reported that recommendations were forwarded to Donald Painter today, following telephone interviews. Nine candidates had been interviewed by phone.

Administrative Assistant (2 positions – Business and Health Sciences): Marianne Thomas stated that there were 198 applicants. The committee is now in the reviewing process. They will meet ag

Math Faculty: Kaye Betz reported that there are 57 applicants. The committee will meet on Wednesday to decide who to interview via telephone.

Spanish Faculty: Michael Derry reported that 11 candidates have been selected for phone interviews.

Associate Dean of Academics-LK: Kaye Betz reported that applicants will make presentations on 4/18 and 4/19. Kaye encouraged Senators who are available to attend.

Education Program Director: Sally Fitzgerald reported that there were originally five applicants selected for face-to-face interviews. However, two applicants removed themselves from the process. The committee will forward recommendations to administration shortly.

Coordinator of Career Development Services: LouAnne Harto reported that face-to-face interviews were conducted on Friday. Three names were moved forward.

JDA Teaching Lab Assistant: Tina Feliccia reported that two names have been moved forward.

Biology Faculty: Debbie Sipes reported that interviews will occur on Apr. 26. In Anthony Cornett's absence, Debbie reported that interviews for the Winter Haven Biology faculty position will occur on 4/19.

Ken Ross asked for a Senate volunteer to serve on the screening committee for the Director of Risk Management. Michael Derry volunteered.

John Woodward volunteered for the Purchasing Director screening committee in response to Dodie Cowan's request.

Guest Presentation (David Steele) Highlights:

- Polk State's current website has reached its capacity. Therefore, the new website is being designed "from scratch."
- One of the goals of this project is to decentralize content management for the site.
- It is expected that the new site is launched no later than the end of this month.
- Departments or units that are considered "Power Users" (Financial Aid, Administration, Student Life, and Academics) will be the first group to be trained to manage their own content. Other trainings will occur thereafter.
- Faculty will own their own profile page.
- The new site will include multiple ways to access the most important content.
- Can access the new site via mobile devices
- Programs will now be categorized into "umbrella" areas.
- The new site will accommodate more information than the current site.
- David is encouraging more use of social media across the College. These social media sites will be featured on the College website.
- The new site can accommodate a college-wide calendar. David will research further.

Old Business:

SPD (Staff and Professional Development) and EEF (Employee Education Fund)
Suggestions from faculty forums and other faculty input):

1. Decrease the EEF amount for dependents.
2. Limit the number of conferences faculty may attend
3. Eliminate EEF benefit.

4. Cap credit hours for EEF benefit

Greg Harris was able to contact Lake Sumter College. They still provide the EEF benefit. It is limited to two courses per semester for an indefinite number of semesters.

A Senate subcommittee was formed to consider presented options and additional options for managing SPD funds and EEF funds. Kaye Betz, Greg Harris, John Woodward, and LouAnne Harto volunteered to serve.

Changes to Procedure 1006 (Faculty Workload, Academic Accounting System): Greg Harris moved and Anthony Cornett seconded to accept changes. The floor was opened for additional discussion. A discussion ensued regarding logistical issues with the Quality Matters agreement. Dodie Cowan suggested that since this procedure has been stalled in the Senate for several months, the Senate should vote on it, and if it passes, work on the details at another time. Ken Ross suggested that the QM Agreement become two agreements – one for course development and one for QM approval. The changes to Procedure 1006 passed unanimously. Greg Harris moved and Anthony Cornett seconded to approve the QM agreement with changes. There were 9 yeas, and 6 no votes. Motion carries.

Procedure 1028 (Faculty Transfers): Kaye Betz and Greg Harris reported on the discussions at the faculty forums at the Lakeland and Winter Haven campuses, respectively. Greg Harris moved and Anthony Cornett seconded that the changes be accepted as submitted. A discussion ensued regarding the concerns of high school faculty and concerns of the Lakeland Biology Department.

Greg Harris moved and Kaye Betz seconded for extension of the meeting time.

The discussion regarding procedure 1028 continued. Dodie Cowan called for a vote. There were 3 yeas, and the majority nay votes.

Organizational Changes: A discussion ensued and the question was raised about what the structure would look like if there were two VPs. Ken Ross responded that one option may be for Financial Aid, Admissions, Registrar, Advising, TRIO (except grand-funded program), and Athletics to report to a VP of Student Services. Curriculum, Faculty, and Professional Development issues would be the domain of the VP for Academic Services. Senators were asked to take the suggestions (continue with 1 VP or have 1 VP with 2 associate VPs, or 2 VPs with no associates) to their departments for discussion.

Continuing Contracts: The State Board rule is in effect. Dodie Cowan stated that Polk may have the opportunity to grandfather in those faculty hired in under the 3-year continuing contract rule. This suggestion will be made to the Polk Board. A committee is needed to address the Formal Evaluation Instrument (FEI). One consideration in reviewing the instrument should be how often a formal faculty evaluation is required. Volunteers: Kaye Betz, Lorrie Jones, Sally Fitzgerald, Michael Derry. The Faculty Human Resources Committee will also be involved.

New Business:

Procedure 6068 (Screening Committees): # 7 guideline is a concern. A discussion ensued. Tina Feleccia suggested that the hiring supervisor not chair the committee. Dodie Cowan will discuss this procedure with Jill Hall.

Senate Issues Tracking Sheet: Greg Harris described the form and its purpose. Ken Ross stated a column for final outcome should be added, and this would be a good instrument for SACS documentation. Kaye Betz suggested the Senate begin using the form in the new academic year. Kerry Armour moved and Kaye Betz seconded that the Senate adopt use of this form.

New Business from the floor:

Dodie Cowan stated that because the Senate By-laws have been changed, the steering committee can meet during the summer months and vote on behalf of the Senate for routine, uncontroversial issues. The steering committee will continue to hold meetings during the summer.

Anthony Cornett passed out a handout on the Discipline Mentoring Program. Anthony indicated this handout can be used to answer questions faculty may have about the program. Faculty may email Anthony for more information.

The next Faculty Senate meeting will be held on Monday, May 13, 2013, at 3:00 in WAD Boardroom.

Respectfully submitted,
Kim Thomas
Secretary