

**Polk State College Faculty Senate Minutes**  
**April 2014**  
**Date: Monday, April 14, 2014, Time: 3:00 p.m.**  
**Location: LAC 1243**

Officers:

Dodie Cowan – President  
Kaye Betz, Vice President – Lakeland  
Greg Harris, Vice President – Winter Haven  
CR Junkins, Secretary  
Michael Derry, Parliamentarian  
LouAnne Harto, Steering Committee Senator-at-Large

Senators in Attendance: Kaye Betz, Lee Childree, Anthony Cornett, Cindy Courtney, Michael Derry, Tina Feleccia, Sally Fitzgerald, Greg Harris, LouAnne Harto, Lorrie Jones, CR Junkins, Derek Menchan, Greg Richeson, Misty Sparling, Rosa Walsh, Mostafa Zamani

Others in Attendance: Eileen Holden, Donald Painter, Ken Ross, Martha Santiago and Reggie Webb.

Dodie Cowan called the meeting to order at 3:05 p.m.

**Approval of Minutes from March 2014:**

No further changes were requested to the March 2014 minutes. Greg Richeson moved and Greg Harris seconded to accept the March 2014 minutes as submitted. The minutes will stand as submitted.

**Approval of March 2014 Agenda:**

No requests were made to the agenda. Greg Harris moved, and Michael Derry seconded that the April agenda be accepted.

**Guest Presentation:**

Dr. Eileen Holden began by announcing that Daniel Roper, a PSC student, had been awarded the Jack Kent Cooke scholarship for \$30,000. Only 85 recipients nationwide will receive this award.

She reminded senators of her May 2, 2014, State of the College address for full-time faculty at the Advanced Technology Center in Bartow. She asked if senators had suggestions of topics to add to the May 2 address. Regarding communication between herself and the college, Dr. Holden mentioned that Martha Santiago and Donald Painter will be helping her publish a full calendar of future meetings with the President. She proposed holding two meetings with faculty each semester, one after drop/add date and the second at the end of the semester. She reiterated that she welcomes all employees to use her cell phone number to call her at any time with recommendations and feedback.

Dr. Holden thanked senators for attending Professional Development Day and expressed how impressed she was by the Innov8 and First Year Faculty presentations.

She thanked Ken Ross for agreeing to return to his role as Vice President of Academic Affairs after taking the state-mandated six month separation. She also thanked Dodie Cowan for agreeing to serve as Interim Vice President of Academic Affairs during Ken's absence.

Dr. Holden spoke of major upcoming expenditures facing the college. In particular she noted the aging chiller plant on the Winter Haven campus and the aging ERP (electronic records program, also known as Genesis). She asked senators for feedback and suggestions for choosing a new ERP system, as current options have a number of advantages and disadvantages.

She asked senators to consider suggestions and solutions to retaining first time students after the first year. First time students return after the first semester but tend to not return for the second year.

Dr. Holden asked if anyone had any questions. Tina Feleccia brought up an issue involving the quantity of used Spring semester textbooks the Winter Haven bookstore would buy from students for her summer courses. Dr. Holden asked Ken Ross to investigate further.

## **Reports:**

### **President's Report:**

See attached document. Dodie Cowan thanked the Faculty Senate for allowing her to serve as President. She reported that Faculty Senate elections will be held at the end of April. Michael Derry announced that nominations would be open until April 18 and that the election will be held on the last Monday in April (April 28). Ken Ross recommended using PAL. Michael agreed to contact Nathan Neuman. Ken agreed to provide a spreadsheet of all full-time faculty.

Dodie also distributed the President's Staff agenda for March 2014.

### **LK Vice President's Report**

See attached document. Kaye Betz highlighted the upcoming Student Convocation on August 14, reminding faculty that approximately 600 students would attend and that buses would transport Lakeland students from Winter Haven to the Lakeland campus. She also reminded senators of the Faculty Forum for Wednesday, April 16. Kaye distributed drafts of the Guidelines for Teaching in the Online Environment and the Online Course Development Agreement, provided by the Distance Learning Committee. Dodie asked senators to remind their constituents that if any faculty members wants to be paid for developing an online course, that following Quality Matters guidelines for course development is required. Ken Ross said that he would inform the HR Committee so that they can get involved.

**WH Vice President's Report:**

See attached document. Greg Harris highlighted the renovations to the second floor of WLR. He mentioned that Martha Santiago would be finalizing the moves on Wednesday, April 16. He also reminded senators of the Faculty Forum for Thursday, April 17.

**Administrative Liaison's Report:**

Ken Ross said that he would keep senators posted on developments in the Florida legislature.

**Committee Reports and Updates:**Screening Committees:

WH Criminal Justice Full-Time Faculty: On John Anderson's behalf, Martha Santiago reported that interviews will be held the week of April 21.

Bookstore RFP: Anthony Cornett reported that the committee has chosen Barnes and Nobles.

WH SLS Full-Time Faculty: CR Junkins reported that the committee met on April 10 and names were forwarded to Martha Santiago.

WH English Full-Time Faculty: CR reported that face-to-face interviews are scheduled for April 18.

LK Aerospace Full-Time Faculty: Derek Menchan reported that face-to-face interviews are scheduled for April 25.

WH Provost: Dodie reported that 4 candidates have been selected for face-to-face interviews. Open forums will be scheduled for April 21 and 23.

AVP, OCPA: Greg reported that face-to-face interviews and open forums were being scheduled.

LK Accounting Full-Time Faculty: Greg Richeson reported that face-to-face interviews are being scheduled.

WH Academic Services Specialist: Greg Richeson reported that the screening committee's choice was not approved by HR as having the necessary qualifications, and so the position will be reposted.

WH Math Full-Time Faculty: Kaye reported that face-to-face interviews were held on April 4. Names have been forwarded to Martha Santiago.

Food Services RFP: LouAnne Harto had nothing new to report.

LK Earth Science Full-Time Faculty: Michael Derry reported that names have been forwarded to Donald Painter.

WH COL Math Full-Time Faculty: Misty Sparling reported that the committee met for the first time on April 15.

LK Math Full-Time Faculty: Mostafa Zamani had nothing new to report.

LK Dean of Student Services: Sally Fitzgerald reported that candidates for face-to-face interviews would be selected on April 15.

LK Computer Info System Full-Time Faculty: Tina Feleccia reported that 4 names were moved forward.

LK Web Dev Full-Time Faculty: Tina reported that the chair is coordinating times of committee availability.

WH Admin Assist VPSS: Tina reported that face-to-face interviews will be held April 15 and 17.

During discussion, Sally Fitzgerald reported her frustration in using the Open Hire software. Dr. Holden said that the hiring manager and the screening committee chair are responsible for arranging any matrixes, sorting candidates' information, and determining if a candidate is qualified. HR's responsibility is to determine if the candidate has submitted a complete application packet. Michael Derry expressed concern that Lakeland faculty are not selected for Winter Haven screening committees. Dr. Holden said we should encourage a representative from the other campus on every screening committee, first to promote diversity and second to improve communication and collegiality between both campuses.

#### SPI Committee

Kaye distributed new drafts of the Student Perception of Instruction (SPI) and the Faculty Face-to-face Classroom Observation Form, requesting faculty input. CR Junkins agreed to forward the electronic copies to senators to share with their constituents. Kaye reminded senators that Section IV of the SPI is still under development. Secondly, the Faculty Observation Form had been developed from the current Adjunct Observation Form and would now be used for both. The Online Observation Form is still under development. Both Donald Painter and Kaye recommended using a student focus group for feedback after Section IV had been finished. Ken Ross suggested contacting Melvin Thompson to arrange the student focus group.

#### Invitation for Committee Updates

Greg Harris reported on the Campus Smoking Policy Committee. The committee recommends moving all smoking areas to the parking lots. The recommendation is not finalized but should be complete by April 25.

**Old Business:**Update on Faculty Senate Constitution and Bylaws

Greg Harris moved that updates to the Faculty Senate Constitution and Bylaws be tabled until the May 12 Faculty Senate meeting. Misty Sparling seconded. The motion carried.

Upcoming Faculty Forums

CR Junkins agreed to send an email reminder to faculty concerning the Faculty Forums.

**New Business:**Senate Membership

Tina Feleccia is currently updating the listing of all full-time Lakeland and Winter Have faculty by department. She will send that list to CR Junkins.

State of the College Address

Once more senators were reminded of the State of the College address at the Advanced Technical Center (ATC) in Bartow on May 2.

**Rules:**

No rules to consider.

**Procedure:**Procedure 1001: Communicating Course Information to Students

Donald Painter said that the update to the procedure involved adding language to all syllabi that alerts students to the use of Turnitin.com, a plagiarism checking system currently located in PAL. Greg Harris moved to accept, and Anthony Cornett seconded. During discussion, Donald highlighted the need to remove students' names from their work before submitting to Turnitin.com. The motion carried.

Procedure 1025: Admissions Procedure

Ken reported that the procedure had been updated to reflect new language addressing changes in developmental education policies. Greg Harris moved to accept, and Michael Derry seconded. There was no discussion. The motion carried.

Procedure 6068 Attachment: Screening Committee Guidelines

Dodie requested that senators share the draft Screening Committee Guidelines with their constituents for feedback by April 18.

**New Business from the Floor:**Academic Quality Council

Dodie reported a request from a faculty member to consider changing who may submit new courses to AQC to only those faculty on continuing contract. Sally Fitzgerald mentioned that the change may send the wrong message to both new hires and prospective candidates. Donald Painter was concerned that the change may stifle new programs because many of those professors were hired to develop those courses. Lorrie Jones was concerned that the change might adversely affect many of the nursing courses that are taught solely by adjunct professors. Sally moved to table the request to give senators time to consider, and Tina Feleccia seconded.

**Adjournment:**

Greg Harris moved that the meeting be adjourned at 4:40 p.m.

The next Faculty Senate meeting will be held Monday, May 12, at 3:00 p.m., in WMS 124. Dodie reminded senators that because the next Senate meeting occurs after graduation, attendance is optional.

Respectfully submitted,  
CR Junkins  
Secretary