

**Polk State College Faculty Senate Minutes
April 2016**

Date: Monday, April 11, 2016, Time: 3:00 p.m.

Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President

Kaye Betz, Lakeland Vice President

Anthony Cornett, Winter Haven Vice President

Lee Childree, Secretary

Jamie Haischer, Parliamentarian

Sally Fitzgerald, Senator at Large

Senators: Michael Harrison, Cynthia S. Freitag, Tina Feleccia, Lorrie Jones, LouAnne Harto, Greg Harris, Cary Gardell, Alexandros Dimitriadis, Derek Menchan, Earl Brown

Others in attendance: Courtlann Thomas, Donald Painter, Ken Ross, Reggie Webb, April Robinson

Guest: Tamara Sakagawa

Meeting called to order: 3:02 PM.

Approval of March Minutes. Tina suggested a wording change to better describe the discussion of the Course Substitution Rule. Lee agreed to make the needed changes. Jamie moved to approve the minutes with the suggested changes. Michael seconded the motion. The motion carried.

Approval of April Agenda. Jamie moved to approve the agenda. Michael seconded the motion. The motion carried.

Reports

President's Report

Bill shared that Cindy Freitag is replacing Bruce Dubendorff as senator for the Lakeland science department and that Jim Rhodes will be replacing Kaye Betz for the Lakeland math department.

Bill shared that the First Year Seminar course will be going live and the college is looking for faculty interested in teaching it.

Bill added that Erik Roldan has volunteered to serve as the Senate representative for the Gateway Charter School vice principal position.

Bill thanked the Senate for the quick feedback regarding the Textbook Selection Process. There were enough votes received in the affirmative to approve a working copy of the process, though the process is still a work in progress.

Lakeland Vice President's Report

Kaye shared that the Lakeland campus is hosting the college-wide Professional Development Day on Friday, April 15th. She encouraged the senators to attend.

Winter Haven Vice President's Report

Anthony encouraged those in attendance to go see *Twelfth Night* at the Fine Arts Theater.

Administrative Liaison Report

Ken shared that one component of Professional Development Day is the AFC's Polktastic Dress Competition.

Ken also shared that Orathai Northern has accepted the position of District Dean for Academic Programs.

Committee Reports and Updates

Global Initiatives Committee. Sally shared a concern of the committee members that faculty are not attending the meetings. She encouraged faculty to attend. Sally also shared that the College is working with Panama to allow the College to have courses there. She also shared that the faculty will soon be receiving the Faculty Staff International Resource survey. This will be administered so that the College has a central place to track the languages and faculty members speak and their international experience.

Ken added that because of non-attendance on this and other committees, it has been suggested that language be added to Procedure 6002 to indicate that non-attenders be replaced by those who are more interested in participating in committees. Bill suggested that this be added to a future Faculty Senate agenda. Ken suggested this be discussed in the fall.

Distance Learning Committee. Kaye shared the answer to a question posed last time: How many colleges use each learning management system (LMS)? Of the 28 colleges in the Florida College System, 11 use Canvas; 8 use Blackboard; 8 use D2L, and one uses Angel.

Kaye also shared that Nathan Neuman is getting a committee together to look at the two potential learning management systems, D2L and Canvas. She asked who in the Senate would like to be on this committee. Tina volunteered. Lorrie also volunteered. Ken suggested that some of the faculty who teach a lot of online courses should be recruited for this committee. Kaye added that Nathan has already asked the members of the Distance Learning Committee to serve on this committee, but he was seeking volunteers from the Faculty Senate, as well. Kaye asked that anyone else who is interested in serving on the committee contact Nathan directly. Ken added that the entire state university system is moving to Canvas.

Old Business:

Textbook Selection Process. Kaye shared that because of the need to expedite approval of the process, the document was sent to FHRC, the College's editor, and the Faculty Senate all at the same time. Consequently, what is posted online is slightly different from the draft provided to the Senate. Kaye shared the specific changes to the process. They include:

- All instances of "e.g." were changed to "for example."
- For explanatory note #1, "The textbook list can contain up to three items," the word *items* was changed to "publications." Likewise, the word *books* was changed to "publications" in note #3. "Items" was also changed to "publications" for note #7.
- For explanatory note #2, the word *delivery* was put in front of options, so that the note reads "Care should be taken to keep the cost low on all delivery options."
- For explanatory note #6, the word *sequence* was changed to "sequential."
- For explanatory note #8, the revised sentence should read "The department coordinator or program director will maintain the textbook lists for all courses in the department and submit an updated textbook list to the academic dean."
- For "How to Select a Textbook...", #2, "a faculty member proposes" was changed to "a faculty member may propose."
- For "How to Select a Textbook...", #5, "free instructional materials" was changed to "open source materials."

Jamie moved to accept the most recent changes. Michael seconded the motion. The motion carried.

Sally brought forward a concern from the English faculty regarding the maximum number of items on the textbook list for each course. Sally suggested that the reason the English faculty noticed the "3" is that previously the limit was "5." Therefore, the appearance is that faculty have fewer choices. Kaye shared that representatives from a variety of disciplines were on the task force and the goal was to minimize the number of textbook options, but still have enough to meet the needs of each department. She stated that a large number of options may make it seem as though the College is not making an attempt to comply with the new textbook affordability statutes. Sally shared that some of the English faculty are not pleased that they have to choose their books from a list. However, we need to realize that it is the law.

Alexandros brought up another concern with the number "3": two options of the same product count as two publications. Kaye shared that in the auditor feedback, different delivery options count as separate publications because there can be such a difference in their prices. The online and print versions are listed separately because there are different prices for them.

Ken suggested that we stick with three publications for now, as most disciplines represented by the committee were satisfied with this number.

Ken shared that the auditors want a physically signed document on which instructors must certify that they will use the books they require. A bundle counts as a publication.

Kaye shared two new items on the current legislation for textbooks. One is the definition of “instructional materials.” The other new item is the changing requirement for when textbooks must be posted: from 30 days before the start of the term to 45 days before the start of the term.

Due to another paragraph in the statute which addresses selling sample textbook copies, there was a discussion about allowing book buyers on campus. Ken suggested that the College would honor the faculty’s decision on whether to allow book buyers on campus or not.

Ken was unsure as to when the College would receive feedback from the auditors. As for continuing the work on the textbook selection process, Ken suggested that the Faculty Human Resources Committee should be making recommendations to the Senate. Jamie, who serves on the Senate and FHRC, concurred, stating that as much as possible, the Senate should be *reviewing* rules and not *creating* them. Kaye also mentioned that the College’s new Textbook Affordability Standing Committee will be functioning in the fall and will address the new 2016 statute that was passed by the Florida legislature this month.

Regarding the certification statement, Donald shared that the solution the College came up with is our response to an audit. Some faculty are expressing concern over the timing which requires the instructor to certify for subsequent terms prior to the textbooks being listed in PASSPORT. The initial certification was sent only to full-time faculty. Beginning in the summer term, the Letter of Appointment (LOA) will contain a statement that can be thought of as a pledge that the faculty member is aware of the textbooks being ordered and certification that he/she will be using those textbooks. Ken clarified that signing the agreement is basically acceptance of the rule from the Florida legislature.

New Business:

TLCC Name Change. Tamara informed the Senate that the decision has been made not to rename the TLCC. Besides the cost of approximately \$20,000, the amount of labor involved for instructors who would need to update their materials was not justifiable. Instead, OCPA will be working with the faculty to help make students more aware of the tutoring, testing, and technology available in the TLCC.

TLCC Web Page Changes. OCPA has been looking at a number of the Polk State College web pages, including the library and TLCC pages, which are challenging to navigate. The language and vocabulary on the website for these pages is not necessarily the language that the students use. For instance, students don’t know what a catalogue is. The proposal is for a reorganization of the library and TLCC web pages along with the library resource page, Link Web. The long term benefit should be that students will be better able to find things on the web pages, which instructors will benefit from, as well. Tamara requested feedback from faculty. This may require meeting over the summer, as the hope is to have the updates ready for the fall. Bill said that he

would look for input from faculty and see if any faculty would like to assist Tamara on this project.

After Tamara shared that some professors use screen shots of the library and TLCC pages, Tina expressed concern with this practice as it is not ADA compliant.

Michael nominated Cindy Freitag as Lakeland Vice President. Jamie seconded the nomination. There were no other nominations. Cindy accepted the nomination.

Jamie made a motion to recognize the dedicated service of Kaye Betz to the Faculty Senate. Several senators seconded the motion. The motion carried unanimously.

Rules and Procedures

Nothing to report.

New Business from the Floor:

Online Course Campus Designation. Tina shared her concern with the removal of designation of online courses by campus. She investigated what other schools in the state are doing. She discovered that some Florida colleges specify the campus and others do not. If a student is taking an online class, they may not be sure which dean to refer issues to. Tina also questioned how students will know which books to buy for an online course. She also mentioned that students need to know on which campus the instructor's office is located so that the student will be able to determine the more convenient campus on which to take the course in case instructor help is needed. This necessitates the need to tie your online class to a campus location. Donald indicated that the needed information for campus designation (which also is an indication for where online students should purchase their books) is on the student schedule.

ID Badges. Kaye brought up the issue of student ID badges, which are supposed to be required in the fall. She pressed the Senate to make sure that the new process requiring students to obtain ID badges functions correctly.

Adjournment: Jamie motioned to adjourn at 4:23. Tina seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary