

Polk State College Faculty Senate Minutes

Date: April 8, 2024

TIME: 3:20 pm *Late start to facilitate faculty-student activities during eclipse.

Meeting Held via Zoom

(Steering Committee Meets Following the Senate Meeting.)

**Link to supporting documents/reports without PIE access on last page.

OFFICERS:

Bill Caldecutt: President

Anthony Cornett: Vice President – Winter Haven Campus

Jess Jones: Vice President – Lakeland Campus

Misty Sparling: Secretary

Greg Harris: Parliamentarian

Chris Bothelo: Senator at Large

Amy Bratten: Administrative Liaison

Attending Senators: Lorrie Jones, Pal Good, Suzy Vanbenthuyzen (substituting for Dirk Valk), Andrew Coombs, Gwyn Phillips, Johnny Stewart, Anthony Cornett, Greg Harris, Kim Hess, Jess Jones, Misty Sparling, Kara Larson, Heather Childree, John Woodward, John Barbaret, Dawn Dyer, and Michael Derry

Faculty Attendees: Latrice Moore, Susie Moerschbacher, Gregory Johnson, Jacqueline Gray, Christopher Johnson, and Pam Jones

Presenting Guests and Others: Angela Falconetti, Polk State President (presenting); Andy Oguntola, Associate Vice President for Student Services (presenting); Cody Moyer, Director of Learning Technology and Online Education (presenting); Kim Pearsall, Director of Disability and Counseling Services (presenting); Tamara Sakagawa, Vice President of the Office of Communications and Public Affairs (non-presenting); Melvin Thompson, Director of Student Activities and Leadership (presenting); and Missouri Thomas: Assistant to the Senior Vice President of Student Services and Canvas Operations (presenting)

I. Approval of Minutes: March 2024 Meeting

The *Faculty Senate March 2024 Meeting Minutes* were reviewed. Greg Harris asked for links to be placed in the minutes for the *Motion of Concern* and the *Letter of Resignation* of Jamie Haischer (Parliamentarian). Andrew Coombs made a motion to approve with those changes; this was seconded by Greg Harris. The Minutes were approved.

II. Agenda Approval: April 2024 Faculty Senate Meeting Agenda

A motion was made to approve the *April 2024 Faculty Senate Meeting Agenda*. Greg Harris motioned to approve, and Anthony Cornett seconded. The agenda was accepted.

III. Guests

Dr. Falconetti visited to present information which is also available on PIE.

(https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/EYATaPk1sFpEgh_-CMo-bZcBJ_-hS-98hi0ns95zaWeiWg)

- There was a meeting with Bill and Amy to talk about communication and implementation of Safety in Private Spaces Procedure.
- Professional Development Day is April 12, 2024.
- RSVP for Commencement.
- Congratulations to Kim Hess for publication in Inside Higher Education.
- There were no comments or questions from Senate.

IV. Faculty Senate Officer and Liaison Reports

A. Faculty Senate President's Report: Bill Caldecutt

The *Faculty Senate President's Report* is available on PIE along with an updated copy of the spreadsheet of ongoing *Faculty Senate Objectives and Concerns*. (*Senate President's Report*:

<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EdoLhLBHFt1JjXunREa3xfQBcGhePy2jvHoNIFDWuf8I7A>

Faculty Senate Objectives and Concerns Chart:

https://polkstatecollege.sharepoint.com/:x:/s/departments/aa/fs/EYY7c9kAs_9Enx2WmKJ3TjUBKnOubuo5knGIQ3--EjhNVw

Senators were asked if they would like the format for Faculty Senate Meetings to resume as face-to-face sessions or remain on Zoom. No one asked for face-to-face sessions, so the Faculty Senate will continue to meet via Zoom.

B. Lakeland Campus Vice President's Report: Jess Jones

The *Lakeland Campus Vice President's Report* is available in PIE.

(<https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EQHLqrgmhxtClqm2or102e8B2hyDWNsrXK3oAlbqDJzjbA>)

C. Winter Haven Campus Vice President's Report: Anthony Cornett

The *Winter Haven Campus Vice President's Report* is available in PIE.

(https://polkstatecollege.sharepoint.com/:w:/s/departments/aa/fs/EbRtVCJbKthDkqzEIPRoAyQB7jyhXr_6aZ2Ke3VwnjPkHg)

D. Parliamentarian's Report: None

E. Administrative Liaison's Report: Amy Bratten

The *Administrative Liaison's Report* is available in PIE.

(https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/ER3G_YL8hftMhH0noiYjRHcB-WkytGZd7UEhrUvOxfbzbw)

V. Committee Updates:

Risk Manager Screening Committee

Presenter: Jess Jones

Jess gave an update on the Screening Committee for hiring a new Risk Manager. The Screening Committee met but was not handled well. Jess explained that faculty input is not being heard or being given adequate consideration, despite having several experts in necessary and related fields on the Committee. The Committee did not support any of the candidates in the pool as being qualified or meeting the needs of the position, but the

Committee members were disbanded, and a new Screening Committee was formed without utilizing the former Committee members. The ultimate concern expressed that is something very problematic is happening to the Screening Committee process, as this is becoming a common story. Additionally, this Committee has generated serious concern regarding the safety of the institution, especially with the recent fire on the Lakeland Campus. He cautioned that someone could get hurt or there could be a loss of life. Discussion ensued.

- Anthony Cornett added that Stacey Carey, Vice President of Human Resources, has sent out many emails asking for more faculty to sit on various Screening Committees. He stated that Faculty Senate representatives used to be required to be asked on every Screening Committee. He asked if the Senate could return to that process.
- Bill Caldecutt responded that with the sheer volume of committees for the vacancies needed recently, that it would not be possible to place a Senator on each committee, particularly as many faculty members have expressed reluctance to serve on Screening Committees due to problems similar to what Jess reported. He indicated having trouble convincing people to serve. Some have expressed a sense that Screening Committee processes do not allow meaningful input, and that hiring decisions seem pre-determined. More discussion ensued.
- Andrew Coombs added that a Screening Committee is soon to begin interviews for a Professor of Music and a Professor of Photography. He also referred to student artwork on display and asked that professors stop by and cast their vote for the College's People's Choice Award.

VI. Old Business:

A. New Polk State College Procedure: Restroom and Changing Facilities/Safety in Private Spaces

Presenter: Bill Caldecutt

This procedure passed President's Staff due to its late timing with regard to the state-mandated changes; however, Bill had discussed the Senate's concerns regarding the need to add clarification and information on due process. Bill explained that after speaking with Dr. Falconetti and President's Staff, the President has determined that a workgroup would be formed to address this issue.

Jess Jones motioned to table the procedure as there was no business necessary at this time; this was seconded by Greg Harris. The procedure was tabled.

B. Polk State College Procedure 6002: Committee Systems

Presenter: Amy Bratten

Amy stated that this is the college-wide committee structure procedure, it will be changing often. Discussion ensued.

- Bill explained that when asking for faculty input on the Procedure 6002 revision from Senators, several individuals indicated concern that the new version had been adjusted to have relatively less Faculty participation while adding more members from the Pro-Tech and Administrative employee categories on several committees.
- Anthony mentioned that in the Procedure it refers to the Associate Provost of Academic Affairs, which is an eliminated position.

- Amy stated that she will edit this to include one of the four deans instead.

 - Bill mentioned that it is hard to interpret some of the committees because the Organizational Chart posted by Human Resources is out of date; there are positions that no longer exist, and others that are new since the last chart was posted.

Amy responded that the Procedure must be re-approved after each Organizational Chart change.
 - John Barbaret added that the Staff/Professional Development Fund Committee (recently reconvened) has over a dozen trips scheduled, so they need this Procedure to be approved in order to have administrative and dean input for decisions for these events.
 - Jess Jones stated that the Procedure says the ITC and IEC [specific committees] have two deans of Academic Affairs on them, when really it is one dean because the position rotates.
- Amy responded that she would fix this wording.
- Jess Jones expressed concern that on the College Planning and Budget Council there are a lot of administrators, but only one Faculty representative (which is the Faculty Senate President), leaving the students to have more say on the College's budget than the faculty. Discussion ensued.
- Bill mentioned that it is challenging being the only faculty member on that committee.
- Amy explained that [as committee positions have not been regularly reviewed and are out of date] she has already put out a survey requesting that members continue in positions while the College transitions. She said she needs this document approved to work to fill open positions. She said she will update information during the summer and bring the Procedure back for re-approval in the fall of 2024.
 - Kara Larson motioned to approve with the changes. Greg Harris seconded. Procedure 6002 was approved with changes.

VII. New Business:

A. Rules and Procedures Review (Student Services Department: Missouri Thomas, Kim Pearsall, Andy Orguntola, and Melvin Thompson)

1. District Board of Trustees (DBOT) Rule 2.27: *Animals on College Property*
Presenter: Kim Pearsall

The only change is in Section F.2, stating that these rules do not apply to service animals. Discussion ensued.

- Michael Derry indicated several significant typos in the document.
- Other errors were identified by Faculty Senate members in this batch of documents being reviewed by the Senate; discussion ensued on these issues and the need to have documents reviewed by the College Editor prior to sending them to the Senate.
- Missouri Thomas stated that these documents had been to the proofer already, but the errors would be fixed.
- Bill later corrected this statement after checking with the College Editor, stating that the documents had not been to the proofer for review.

Greg Harris motioned to approve with the typos corrected, and Jess Jones seconded. DBOT Rule 2.27 was approved.

2. DBOT Rule 4.25: *Recognition of Student Participation in College Decision Making*
Presenter: Melvin Thompson
The addition of "or designee" was the only revision.
Jess Jones motioned to approve, and Anthony seconded. DBOT Rule 4.25 was approved.
3. DBOT Rule 4.27: *Academic Standards of Progress*
Presenter: Andy Oguntola
This rule was up for a five-year review.
Jess Jones motioned to approve with correction of various typos, and Andrew Coombs seconded. DBOT Rule 4.27 was approved.
4. DBOT Rule 4.33: *Hazing*
Presenter: Andy Oguntola
The only change was the addition of "his or her designee." Andrew Coombs motioned to approve, and Anthony Cornett seconded. DBOT Rule 4.33 was approved.
5. DBOT Rule 5.04: *Fundraising for Student Clubs and Polk State College-Related and Community Nonprofit Organizations*
Presenter: Melvin Thompson
The only changes were title-related and the adding of the phrase "his or her designee."
Greg Harris motioned to approve, and Jess Jones seconded. DBOT Rule 5.04 was approved.

B. Remote Proctoring Report

Presenter: Cody Moyer

The *Remote Proctoring Report* is available on PIE.

(<https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/EbtGxXWco3JEo4o9QdRKQ7EB5qOKMIUy-9ZhG6Tv7wUFCg>)

Cody provided a summary of the Report:

1. The current contract with *Honorlock* remote proctoring ends in August.
2. The College currently spend \$300,000 per year for online proctoring services.
3. *Respondus* lockdown browser with on- or off-campus testing is cheaper than *Honorlock*.
4. The professor can offer a test one-time in a reserved computer lab; then, if a student misses it, he or she can use the TLCC to test.
5. Polk State would return to having the student pay (per exam) for higher-level proctoring.
6. For hardship situations, the professor could offer to live-proctor with the student if desired.
7. Instructors can proctor their own exams in computer labs, which the professors would have to reserve ahead of time.

8. Students can use financial aid to pay for proctoring *if* this requirement is listed in the professor's syllabus.

Discussion ensued. There were questions by members of the Faculty Senate about how to ensure quality online course testing and proctoring with the reduction of college-supported services, as well as when students would have to pay for the tests.

- Cody said he would investigate when students would have to pay for tests.
- Kim Hess contributed that high-stakes exams would need live-proctoring or instructor-led proctoring.
- Cody said this is what would be expected, but the time and date would need to be disclosed in the instructor's syllabus.

Greg Harris motioned to extend the meeting at 4:28 and Jess Jones seconded. The meeting was extended.

- The expectation would be that all courses of a similar type give the same type of test, but the deans would need to make that type of decision.
- Concerns from the Faculty Senators were raised about Department Coordinators needing to have input, because Lakeland and Winter Haven can have very different approaches to courses and testing.
- Senators requested that the TLCCs also be brought back as active testing centers. There were rooms full of student desks and plenty of time, space, and opportunity to schedule student testing prior to COVID, but now these testing spaces are being used as offices and for storage, even though the staff number is the same as it was pre-pandemic. Instructors are having difficulty using the TLCCs for any testing. The faculty would also like the TLCC weekly hours to be restored such that M-Th times end at 9:00 pm, and Saturday hours are offered as well.
- Amy responded that the TLCC wants to present to the Faculty Senate in May regarding testing and their capabilities.
- Amy also noted that faculty are expected to assess as part of their job, but did want to know more history of how Polk State used to test in online courses.
- Bill agreed that "assessment" is the responsibility of the instructor, but clarified that when online courses began, the TLCC did proctored testing for courses-- and this continued until COVID without incident. He stated that instructors need a place for proctored testing as well as materials and rooms for proctoring that they can routinely book.
- Amy responded that she will need data to prove that the TLCC is currently handling fewer tests than it did pre-COVID.
- Cody reminded the Faculty Senate that if a student signs up for a fully online class, the individual cannot be required to test specifically or only on campus.
- Bill said that in the past [prior to COVID] this was worked out by using other facilities and institutions through a testing consortium with sites located all over.
- Kara added that there are a lot of classrooms that are available after 3:00 pm.

C. Regular and Substantive Interaction (RSI) Policy Draft

Presenter: Cody Moyer

The Report is available on PIE.

(https://polkstatecollege.sharepoint.com/:b:/s/departments/aa/fs/ERVfC-iQ26xPm_QsnYbUddQBymLy8is1Bb0ljtbhVtwmsw)

Cody explained that the College's financial aid funding is tied to regular and substantive interactions between faculty and students. There needs to be at least two interactions per week. Discussion board posts also count as interactions.

Bill asked that the Senators distribute the *Regular and Substantive Interaction (RSI) Policy Draft* within each department and email Cody with any feedback.

VIII. Business from the Floor: None

IX. Adjournment

Greg Harris motioned to adjourn the meeting at 5:00 pm; Heather Childree seconded the motion. The meeting adjourned.

** Link to supporting documents without PIE access:

<https://www.dropbox.com/scl/fo/b90dmfgeqb2r80m9gppv5/AA4j1dibGeAn7m9ZJAYxIF8?rlkey=jlvog6pa2g3q5fot5ov4478r&st=jnoq7w54&dl=0>