

**Polk State College Faculty Senate Minutes
December 2014**

**Date: Monday, December 8, 2014 TIME: 3:00 p.m.
Location: LTB 1295 and WMS 124 (teleconference)
The Steering Committee met in Winter Haven**

Officers:

Bill Caldecutt, President
Kaye Betz, Lakeland Vice President
Greg Harris, Winter Haven Vice President
CR Junkins, Secretary
Jim Haischer, Parliamentarian
LouAnne Harto, Senator at Large

Senators in Attendance: Kaye Betz, Bill Caldecutt, Lee Childree, Anthony Cornett, Cindy Courtney, Bruce Dubendorff, Tina Feleccia, Sally Fitzgerald, Jim Haischer, Greg Harris, LouAnne Harto, Lorrie Jones, CR Junkins, Derek Menchan, Misty Sparling, Rosa Walsh, Mostafa Zamani

Others in Attendance: Denise Andreu-Pietri, Dodie Cowan, April Robinson, Reggie Webb

Bill Caldecutt called the meeting to order at 3:10 p.m.

Approval of Minutes from November 2014:

CR Junkins stated that he had not made the revisions asked by Senators to the first draft of the November 2014 minutes. He offered to make those revisions after the meeting, post them to the college's website, but add the word "Provisional" in the link. The approval of the November 2014 minutes was tabled for the January 2015 meeting.

Approval of December 2014 Agenda:

CR moved that Procedure 1017: Process for Awarding Endowed Faculty Chairs be added to the agenda, and LouAnne Harto seconded. The motion carried.

Guest Presentation:

Denise Andreu-Pietri introduced herself to the Faculty Senate as the Director of Risk Management. She stated that she is responsible for safety and liability issues, as well as conducting investigations of accidents. CR asked if her role focused on OSHA issues, and Denise answered that she also worked with environmental, EPA, health, ADA and insurance issues. CR asked if Security reported to her, and she answered No but that she worked with Security during emergency situations.

Dodie Cowan said that Denise would be training faculty on using fire emergency equipment such as the Evacu-Chairs.

Denise said that fire drills had been completed at Clear Springs and JDA (Lake Wales). During the Spring 2015 semester, fire drills will be held for Airside and the Lake Wales Performing Arts Center. During the Summer 2015 semester, fire drills will be held for Lakeland. Winter Haven's fire drill will be scheduled when floor captains had been named and trained.

Reports:

President's Report:

Bill submitted a President's Report. He highlighted the following items: reminders about the new procedure for faculty communication; Honor's Program contract; and review of Senate Bylaws. He solicited ideas on ways to improve communication between faculty and the Faculty Senate as well as between campuses and between departments. He thanked Rosa Walsh for her service to the Senate and congratulated her on her new position outside the college.

Lakeland Vice President's Report:

Kaye Betz said that no items had been brought to her attention to report.

Winter Haven Vice President's Report:

Greg Harris submitted a Winter Haven Vice President's Report. He highlighted the following items: applications for Innov8 Academy III; update on the United Way campaign; and the roll-out of the Belly Electronic Marketing System. Greg showed the Belly Electronic card, which is scanned at any of the three galleries. Tina Feleccia said the card would be a good idea for students in order to track attendance at events.

Administrative Liaison's Report:

Dodie said that because the President's Staff had not yet met, no items had been brought to her attention to report.

Committee Reports and Updates:

Screening Committees:

Greg volunteered to be the Faculty Senate Representative for the Dean of Student Services committee; Reggie Webb said that the committee was underway. LouAnne Harto said that a name had been moved forward for the Winter Haven Nursing Full-time Faculty position. April Robinson said that a candidate had accepted the offer for the Winter Haven Ceramics Full-time Faculty position.

SPI Committee:

Kaye said that the Face-to-Face SPI form was complete. The student focus group had reviewed the form, and the SPI Committee had received a detailed report. Kaye presented a draft of the Online Pre-Observation tool, which would be optional to help the observer find sections of an online course. Observers would evaluate one portion of the online course to be selected by the faculty member being observed. CR asked if Senators should evaluate the form and provide

feedback. Kaye asked that the feedback be returned in January. Tina said that the order of the questions is important for grouping categories. Tina also said that she did not like the wording, “excellent,” “acceptable,” etc.

Constitution and Bylaws Committee:

Greg thanked Jim Haischer, Sally Fitzgerald, Rosa Walsh and LouAnne Harto for their service on the committee. The committee members discussed whether the current draft was ready to send to Bill, and the committee decided to look over the draft one more time.

Distance Ed. Committee:

Greg said that the Distance Ed. Committee will be asking for volunteers for faculty members to serve on an ad-hoc committee to create a new Online Development Form similar to one used by Quality Matters. Greg reported that faculty would now only see previous courses from the past two years posted in PAL; five years of courses will be archived. Kaye said that faculty needed more time to archive classes, and Bill said he would contact Nathan Neuman to push the date back to March 1, 2015.

Faculty Mentoring Committee:

Anthony Cornett said the Faculty Mentoring program was restarting, and that faculty would begin mentoring first year students. The committee was investigating compensation for mentors. He said the program would pilot Spring 2015, but only in STEM and arts fields that have sequential courses or hands-on training. The math faculty would handle engineering and physics. Anthony said he would be sending a two page summary to Bill to distribute to the Senate.

Old Business:

Enabling Motion to List the Motions of Steering Committee, Summer 2014:

Jim presented a list of motions approved by the Steering Committee during the Summer 2014 semester. He moved that the full Senate approve those motions, and Misty Sparling seconded. The motion carried.

2015-2016 Academic Calendar:

Dodie noted that the 12-week session in Fall 2015 has 49 days; she stated that Paul Pletcher recommended 49 days for Spring rather than 48. The extra day would be Wednesday, February 3, 2016. Jim moved to accept the 2016-2016 Academic Calendar, and Misty seconded. The motion carried.

New Business:Election of New Faculty Senate Officers:

Winter Haven Vice President: CR nominated Anthony for Winter Haven Vice President; Greg nominated himself. Written ballots were collected. Anthony was elected Winter Haven Vice President, and he accepted the position.

Lakeland Vice President: Jim nominated Kaye for Lakeland Vice President. No other nominations were put forward. Kaye was named Lakeland Vice President, and she accepted the position.

Secretary: Cindy Courtney nominated LouAnne for Secretary. No other nominations were put forward, and LouAnne accepted the position.

Parliamentarian: Tina nominated Jim for Parliamentarian. No other nominations were put forward, and Jim accepted the position.

Senator at Large: Misty nominated Tina for Senator at Large; Kaye nominated Sally Fitzgerald. Written ballots were collected. Sally was elected Senator at Large, and she accepted the position.

Request for Volunteers for Audio Tape Conversations Task Force:

Dodie said that no policy states that a faculty member cannot tape a conversation with a student, and that a recommendation had been made to draft a written statement that says a faculty member has the right to record. Both CR and Lorrie Jones mentioned that the issue had been brought to the Faculty Senate during the summer, and both agreed to serve on the task force.

Honors Contract:

Because the Honors Contract had been explained in detail during the President's Report, the Faculty Senate did not discuss the issue again.

Rules and Procedures:Procedure 1003: Determining Class Size (Also Attachment for Procedure 1003):

Misty noted that Procedure 1003 makes no reference to COL courses. April Robinson agreed to contact Bridget Fetter for clarification. Tina asked about class size caps for online courses versus face-to-face courses. Both Kaye and CR said, if the class size cap list was not included in the procedure, the list would need to be kept in a public location with easy access. Dodie reinforced how much work effort is involved in maintaining the class size cap list. Jim moved that Procedure 1003 be tabled until January 2015, and Derek Menchan seconded. The motion carried. During discussion, Lorrie asked if the Senate could vote on wording changes, and Jim answered that the Senate could not.

At 4:28 p.m., Anthony moved that the Faculty Senate meeting time be extended, and CR seconded. The motion carried.

Procedure 1034: Alternate, Accelerated and Articulated Credit (Also Attachment for Procedure 1034):

Sally moved that the changes to Procedure 1034 be accepted, and Rosa seconded. The motion carried.

Procedure 6002: Committee System (Attachment for Procedure 6002 only):

Dodie said that Procedure 6002 had been changed to balance the number of members in the Learning Resources Committee. Kaye moved that Procedure 6002 be accepted, and Anthony seconded. The motion carried.

Procedure 6038: College Calendar:

Dodie noted that the Faculty Senate's approval of the College Calendar had been added to Procedure 6038. Jim moved to accept Procedure 6038, and Derek seconded. The motion carried.

Procedure 7010: Florida State Employee Tuition and Fee Waiver:

Kaye moved to accept Procedure 7010, and Anthony seconded. The motion carried.

Procedure 1017: Process for Awarding Endowed Teaching Chairs:

Kaye noted that in Section I, line 1, the word "faculty" should be changed to "teaching." Kaye noted that in Section V, line 5, the words "Vice President of Academic and Student Services" should be changed to "Vice President of Academic Affairs." Jim moved to accept Procedure 1017 with those changes, and Misty seconded. The motion carried.

New Business from the Floor:

No new business was reported.

Adjournment:

Jim moved that the meeting be adjourned, and Anthony seconded. The motion carried. The meeting was adjourned at 4:39 p.m.

The next Faculty Senate meeting will be held in LTB 1295 and WMS 124, Monday, January 12, 2015, at 3:00 p.m. The Steering Committee will be meeting on the Lakeland Campus.

Respectfully submitted,
CR Junkins
Secretary