

**Polk State College Faculty Senate Minutes**  
**February 2014**  
**Date: Monday, February 10, 2014, Time: 3:00 p.m.**  
**Location: President's Boardroom WAD**

Officers:

Dr. 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, Dodie Cowan, Michael Derry, Tina Feleccia, Sally Fitzgerald, Greg Harris, LouAnne Harto, Lorrie Jones, CR Junkins, Greg Richeson, Misty Sparling, Rosa Walsh, Mostafa Zamani

Others in Attendance: Pal Good (representing Cindy Courtney), Ken Ross, Martha Santiago and Reggie Webb.

Dodie Cowan called the meeting to order at 3:01 p.m.

**Approval of Minutes from January 2013:**

No further changes were requested to the January 2014 minutes. LouAnne Harto moved and Anthony Cornett seconded to accept the January 2014 minutes as submitted. The minutes will stand as submitted.

**Approval of January 2014 Agenda:**

Kaye Betz requested that "Online Orientation" be added to New Business on the agenda. Greg Harris requested that "IT Issues" be added to New Business on the agenda. Greg Richeson moved, and Anthony Cornett seconded that the February agenda be accepted with those changes.

**Reports:**

**President's Report:**

Dodie Cowan reported on a recent move by the state legislature to control the cost of textbooks by requiring college departments to use the same textbook for three years. She said she will keep the Faculty Senate abreast of the issue.

**LK Vice President's Report**

See attached document. Kaye highlighted the formation of a Lakeland Room Usage Committee, upcoming Professional Development Series sessions, the opening date for the Center of Public Safety, and the replacement of the painted footsteps that guide students from Student Services to the TLCC/Library area with eagle talons.

**WH Vice President's Report:**

See attached document. Greg highlighted the continued construction work on the faculty offices in WLR, the last week of performances for Neil Simon's *Brighton Beach Memoirs*, and the Black History Month Celebration.

**Administrative Liaison's Report:**

Ken Ross reported on upcoming legislation in the Florida state house, specifically proposals 850 (requirement for state colleges to provide a collegiate high school), 924 (exemptions for home school students from paying for educational material) and HEWS 14-01 (tech centers to become colleges that offer AAS and college certificates). In regards to HEWS 14-01, Ken noted that while tech centers are accredited through SACS, tech centers are currently being accredited through SACS's high school guidelines. Ken also reported the possibility of a moratorium on state colleges offering any new bachelors programs.

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

Clinical Coordinator for OTA: Greg Harris reported that the position would need to be re-advertised.

Design Tech for OCPA: Greg Harris reported that two names for the Design Tech position with OCPA had been forwarded.

WH SLS Full-time Faculty: CR Junkins reported that the committee will be meeting on February 11.

LK Math Full-time Faculty: Mustafa Zamani reported that face-to-face interviews had been scheduled for March 7.

WH Math Full-time Faculty: Kaye Betz reported that the committee will meet on February 14 to review names and put names forward for phone interviews.

LK Earth Science Full-time Faculty: Michael Derry reported that the committee was examining applications.

Financial Aid Assistant(s): Anthony Cornett reported that ten names had been forwarded for three to seven positions; Anthony mentioned that the committee had identified the top five candidates.

LW Student Services Specialist: Tina Feleccia reported that names had been moved forward.

LK Information System Specialist: Tina Feleccia reported that candidates would be interviewed during the first week of March.

LK Dean of Student Services: Sally Fitzgerald reported that the committee had solicited dates for the initial meeting time.

WH Music Full-time Faculty: Martha Santiago reported that interviews had been completed.

SPI Committee:

Kaye Betz thanked Senators for soliciting feedback from departments and forwarding the information back to the committee. The committee is still trimming down the number of questions. Kaye focused the Senate's attention on two areas: Section 1 (Learner) and Section V (Technology).

Kaye began by explaining the logic behind the learner-centered questions: these questions get students in the mode of thinking, "I have responsibilities in this course." She mentioned that she had seen other institutions use these types of questions. Senators gave mixed responses, some saying the questions were helpful, others saying that these questions belong in another survey or that the questions suggest that the faculty is responsible for the students' motivation. Michael Derry recommended specific, figurative questions, such as "How many hours did you prepare for this class?" LouAnne Harto recommended reducing the number of questions to five. Tina Feleccia asked if these questions could be tallied separately, to which Rosa Walsh asked if the faculty could still compare how students responded to the learner-centered questions along with the rest of the SPI. Ken Ross reminded the group that SACS likes to see that the college gathers student feedback.

Regarding Section V, Michael Derry recommended using question 26 (Course materials were easy to access) in all courses to measure face-to-face courses that use online course materials.

Kaye said she would share this feedback with the SPI committee.

**Old Business:**

Procedure 1001: Communicating Course Information to Students: Mustafa Zamani opened the discussion by recommending a separate section in the procedure for online courses versus face-to-face. He also asked if professors could assign an F for not attendance to students taking the course for the third time. Ken Ross answered that professors could notify their campus registrar and the grade will be changed in Genesis. Kaye Betz asked if those students would still have access to PAL. Ken said that he would ask Chris Amato. (Note: Ken emailed all professors on February 11 with instructions on how to remove third-attempt students early from PAL.)

Sally Fitzgerald recommended that, rather than repeat language on Academic Dishonesty in two sections of the procedure, a link be provided to the college's published Academic Dishonesty statement. Ken answered that the published Academic Dishonesty statement includes a range of actions that professors can take in regards to plagiarism, which allows professors to adjust their syllabi to fit their needs.

Kaye noted that because of the outdated mission statement, all BCIs needed to be changed. She recommended the procedure include either a link or reference to the procedure that contains the current mission statement rather than redo 1001 for future mission statement changes. She recommended that the Faculty Senate approve the procedure as is. Kaye moved and Greg Harris seconded. All voted in favor.

During further discussion, Lorrie Jones expressed concern that the syllabus requirements would force changes to the nursing program's syllabus versus their weekly reading schedule. Ken said that providing separate documents would not be an issue. Tina Feleccia reminded the Senate to add Lake Wales Student Success Center to section 8 (Student Help). Tina also recommended changing the word "Textbook" in Section 6 (Textbook and Other Requirements) to "Course Materials." Ken recommended taking out the course materials reference from BCIs.

### **New Business:**

Faculty Forum: Faculty Forums will be scheduled for Wednesday, April 16, for Lakeland and Thursday, April 17, for Winter Haven.

Gen Ed Requirements: Ken Ross reported that AQC will make a final decision on the new Gen Ed Requirements. He summarized the change of moving LIT 1000 from Communication to Humanities and maintaining its status as a required course. This change will result in maintaining the status quo. His report was for information only; any further discussion should be taken to AQC.

Additional AA degree: Ken reported on the development on an Additional AA degree that does not graduate the student but allows for needed pre-requisite courses. Otherwise, financial aid would not cover those students' additional classes. Kaye moved to support this decision, and Greg Harris seconded. All voted in favor.

Online Orientation: Kaye Betz requested that the Senate be able to view the online orientation before it rolled out to students. Dodie Cowan invited Reggie Webb to present the online orientation at the Faculty Senate's April 14 meeting.

IT Issues: Greg Harris said that he had received complaints that IT staff was not available at times when class is held, particularly early morning classes, that IT's customer service skills could be improved, and that outdated technology still exists in the classroom. Dodie Cowan recommended that this issue be brought forward in the Faculty Forums to measure how widespread these issues were. Dodie also said she had spoken to Kent Hunt and that he had said the staffing issue would be handled.

### **Rule:**

Rule 4.14: Student Fee Deferments: Ken Ross said that the rule had been changed to reflect federal language. Greg Harris moved, and Greg Richeson seconded. All voted in favor.

**Procedure:**

No procedures to consider.

**New Business from the Floor:**

Greg Harris reported that the Constitution and By-Laws Subcommittee had scheduled their first meeting.

Greg Harris moved that the meeting be adjourned at 4:23 p.m.

The next Faculty Senate meeting will be held Monday, March 10 at 3:00 in LTB 1295 and WAD 236.

Respectfully submitted,  
CR Junkins  
Secretary