

**Polk State College Faculty Senate Minutes**  
**January 2016**  
**Date: Monday, January 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: Tina Feleccia, Cindy Courtney, Michael Harrison, Bruce Dubendorff, Derek Menchan, Mike Malone, Greg Harris, Alexandros Dimitriadis, Earl Brown, Misty Sparling, Lorrie Jones, LouAnne Harto, Cary Gardell

Others in attendance: Ken Ross, Reggie Webb, Donald Painter, April Robinson, and CR Junkins

Guest: Cate Igo

Meeting called to order: 3 PM.

**Approval of December Minutes.** Jamie motioned for approval of the minutes. Bruce seconded. The motion carried.

**Approval of January Agenda.** Jamie motioned to accept the agenda. Bruce seconded. The motion carried unanimously.

**Reports**

FYE Success and Persistence Team: Cate Igo gave an update on First Year Experience (FYE) and some of the projects that are happening underneath that umbrella. All of the committees involved with FYE are open committees that all faculty are welcome to participate in. The FYE Success and Persistence Team has been developed to ensure that we have collaborative and college-wide experiences for our incoming freshmen and to give information on FYE projects a central location. Under the FYE Success and Persistence Team umbrella will be the following:

Online Orientation and LASSI: All incoming freshmen are required to complete an online orientation. Starting next year, there will be an in-person orientation option. Part of the orientation process will be to issue students a non-cognitive skills test to get better demographic data on them. The LASSI and other instruments are being explored for this purpose.

Freshmen Group Advising: This will be mandatory advising. This will start with the incoming class of 2017-1.

FYE Seminar: The First Year Experience Seminar is a cross-discipline team and the curriculum is being developed. It will soon be presented to AQC. The intention is to begin this course in 2017-1. The course will be mandatory for all incoming AA degree-seeking first-time-in-college (FTIC) freshmen. We cannot make it mandatory for AS degree seekers because financial aid will not cover the course. Though the course will be worth three credit hours for students, instructors who choose to teach it will be compensated for four credit hours because of the advising element that goes with the instruction. There will be a student peer mentor assigned to each section of the course. There will also be a fully online version of the course.

Convocation and Welcome Event: Student convocation is being moved to the first Friday of the first week of school. Following the convocation ceremony, there will be a welcome event, which students are currently helping to develop. FYE faculty and peer mentors will go with their students/peers to convocation.

FYE on polk.edu: The First Year Experience will also be available to students on polk.edu.

Student Tracking Software: The College is pursuing purchasing student tracking software. This software would enable students to scan a bar code on their student ID anywhere they go on campus and it will immediately be connected to their student records. It would help to track the behavior of successful students.

STARS: This is the Jenzabar retention model that will be piloted in Fast Track 2. More information on this will be forthcoming.

Assessment: The SENSE (Survey of Entering Student Engagement) is being added to the set of assessment tools the College uses. The purpose is to get more information specific to Polk State College so that we can make better data-driven decisions.

Tina inquired about the CCFSSSE (Community College Faculty Survey of Student Engagement). It will be administered in 2017-2, according to Cate. Tina asked if we could get a copy or a link of/to the assessment tools. Ken said he would send the online link for the CCSSE (Community College Survey of Student Engagement) results to Lee for distribution.

The Common Read: This is a project in which faculty and students are collaborating to decide upon a book to provide to incoming students. There will also be an e-version of the book available.

Kaye inquired about The Common Read, whether or not instructors would have access to the books that the incoming students will. Cate said that they absolutely would.

The Academic Success Center: This is the new name for the TLCC. They will be developing new programs to make it more of a destination instead of just a place students go to when they have academic problems. The goal is to change the culture of this location.

Kaye inquired about the effective date of the TLCC to Academic Success Center name change. Dr. Ross indicated that the name change should occur in the fall. The name will need to be changed in applicable procedures, on the website, and in instructor course materials.

FYE Student Activities Program: The FYE Student Activities Board is deciding upon a set of activities. A calendar will be forthcoming, and freshmen should be encouraged to participate in these events, which may include Service Saturdays and movie nights.

Career Counseling and Internships: All incoming freshmen will have contact with Career Services in their first semester. They will have an internship appointment in their second semester.

STEAM (Science Technology Engineering Arts and Math) and Staff Mentors: Cate and Anthony shared that this program, which will offer advising for more advanced students, will be running by the fall.

#### *President's Report*

Bill did not have a report.

#### *Lakeland Vice President's Report*

Kaye did not have a report.

#### *Winter Haven Vice President's Report*

Anthony did not have a report.

#### *Administrative Liaison Report*

Ken shared that the legislative session is just beginning and that he will forward Bill and/or Lee information on legislation as it becomes available.

### **Committee Reports and Updates**

Nothing to report

### **Old Business:**

SPI update. Kaye shared that she, Bruce, and Tina have cut the statements in the SPI down to or below the required seventy characters maximum for the upload into Genesis. The senate agreed to revisit the SPI item by item. Changes were made to clarify items and to ensure that the seventy character maximum requirement was met. Also, a discussion about the order of the Likert scale on the survey took place. Kaye stated that she would inquire about the required order of the

scale. After changes were made, Jamie moved to approve. Tina seconded the motion. The motion carried.

**New Business:**

The FYE Strategic Plan was shared earlier under Reports.

**Rules and Procedures:**

6065 Access to Employee records: Jamie indicated that only minor changes were made. Jamie moved to accept the changes. Bruce seconded. The motion carried.

Textbook Affordability: Kaye sought feedback from the senate and requested that the senators continue to get feedback from their constituents. Sally sought clarification regarding the guidelines and asked that “faculty” be changed to “full-time faculty.” This change was made under the Guidelines, part c. Further clarification was agreed upon in *who* makes the decision for books that will be used, adding that textbooks “will be chosen by the department coordinator according to a method chosen by the department.” A point of emphasis was that the department coordinator *will* make this decision, as the previous wording was that he or she *may* make the decision.

Kaye requested the senators return the edited Textbook Affordability document to their department for feedback. The goal is to approve the procedure part at the February senate meeting, though she conceded that the selection process may take longer. Kaye requested feedback from each department on Textbook Affordability *and* the procedure.

**New Business from the Floor:**

Dr. Ross asked for senate feedback regarding the Global Initiatives Committee. The wording under “Membership” stipulates that “at least 10 people” serve on the committee. The senate agreed that it should be changed to 10, dropping “at least” from the sentence.

Lorrie shared a concern from her department about technology that may be used for cheating on tests. Her question was, “Is there a need for a college-wide stance on this issue?” Several senators suggested that the wording in the current policy covers this problem. Dr. Ross said that as long as professors are clear in their syllabi that electronics, or certain electronics, are not permitted during testing, then the College will support them.

**Adjournment:**

Jamie moved for adjournment at 4:28. Derek seconded. The motion carried.

The next Faculty Senate meeting will be held February 8, 2016 in LTB 1295 and WMS 124 at 3:00 PM. The steering committee will meet following the senate meeting.

Respectfully Submitted,  
Lee Childree  
Secretary