

**Polk State College Faculty Senate Minutes**  
**June, 2013**  
**Date: Monday, June 24, 2013 Time: 3:00 p.m.**  
**Location: LTB 1295 and WMS 124**

Officers:

Dr. Dodie Cowan, President  
Kaye Betz, Vice President – Lakeland  
Greg Harris, Vice President – Winter Haven  
Dr. Kim Thomas, Secretary  
Dr. Lorrie Jones, Parliamentarian

Senators in Attendance: Dodie Cowan, Kaye Betz, Greg Harris, Kim Thomas, Lorrie Jones, Kerry Armour, Sally Fitzgerald

Others in Attendance: Dr. Ken Ross

Dodie Cowan called the meeting to order at 3:05 p.m.

**Approval of Minutes from May, 2013:**

There were no changes to the May 2013 minutes. The minutes will stand as submitted.

**Approval of June, 2013 Agenda:**

There was one correction to the June 2013 agenda. The agenda originally called for approval of the April minutes. It should have listed approval of the May minutes. Kaye Betz moved and Kerry Armour seconded to accept the June 2013 agenda with the noted change.

**Reports (Oral):**

**President's Report**

Screening Committees: Dodie Cowan has discussed screening committee processes with Jill Hall and Val Baker. The training materials for screening committees are being updated (DVDs and procedure). The responsibilities of screening committee chairpersons were also discussed with Human Resources. An information packet will be assembled and provided to all chairpersons of screening committees. Dodie expressed to both Jill Hall and Val Baker recent screening committee issues that have occurred. Kerry Armour suggested that candidates' names be listed alphabetically by last name in Open Hire. Dodie will make this suggestion to Human Resources. Ken Ross will also follow-up with Kristen Sykes on the Open Hire issue. Dodie further raised the issue of whether or not deans should be chairpersons of screening committees. Ken suggested that faculty chair screening committees and deans should provide coordination and oversight.

JDA Offices: Dodie Cowan provided a sketch of a proposal for two modular buildings to be placed on empty land adjacent to the JDA building. One modular would be used for faculty offices with the other modular used as a student center. Details such as buying vs. leasing the land are yet to be

determined. Dodie will pursue this issue so that some solution will be in place by August 2013 (beginning of the fall semester).

ID Theft Prevention Program: This is a proposed new procedure. Dodie asked Senators in attendance if they thought this procedure needed Senate review and input. A discussion ensued. Dodie Cowan will send the proposed procedure to all faculty, and the Senate will discuss at the September 2013 meeting.

Re-writing SPD Procedure: Dodie Cowan asked for at least one Senator to represent faculty on a committee to review and/or revise this procedure. Greg Harris, Kaye Betz, and Dodie Cowan volunteered. Kaye reminded the Senate that at the last full Senate meeting, LouAnne Harto and John Woodward volunteered to serve as well.

“Let Me Guide You” Initiative: Dodie Cowan will ensure that all faculty receive the admissions guide and pin to help with this initiative.

Faculty Salaries: The suggestion to put steps into place along with new contracts in August will go before the Board at the next regularly scheduled Board meeting. Kerry Armour asked how steps affect high school faculty. Ken Ross will follow-up.

#### **LK Vice President’s Report: None**

#### **WH Vice President’s Report**

The Provost’s campus-wide training will occur on Thursday, August 15.

#### **Administrative Liaison’s Report**

Developmental Education: The Developmental Education Redesign Task Force will meet tomorrow. Ken Ross summarized the provisions of the bill that includes changes to Developmental Education. Peter Usinger is working on data to help develop a College-wide plan.

High School Faculty Salaries: Salary increases will be based on the merit schedule. The Polk State salary schedule will be used for initial placement.

Degrees and Programs: The Elementary Education and Early Childhood degrees are currently being designed. Emory Riddle wants to partner with Polk on the aviation and aerospace program. Southeastern wants to partner with Polk on its education programs. Ken Ross will meet with Florida Southern to determine their plans.

## **Committee Reports and Updates:**

### Screening Committees:

- Director of Education – Sally Fitzgerald reported that the committee is currently reviewing applications and hopes to interview by mid-July.
- COL Math – Kerry Armour reported that the committee is in the interviewing process
- Art –Interviews are scheduled for 7/11 and 7/12.
- Student Services Assistant (WH) – Kim Thomas reported that one name was moved forward.
- COL Language Arts – Kim Thomas reported the committee has not yet met.
- Foundations Accounting Specialist – Greg Harris reported interviews were held and names have been moved forward.

### Other Committees:

Greg Harris reported that the Digital e-texts Committee is meeting on 7/20 to begin a pilot program in the fall. Donald Painter is leading the committee. Greg Harris and Kaye Betz are on the committee. A discussion ensued regarding the feasibility of conducting a pilot during the fall semester. Ken Ross suggested we survey our students.

### **Old Business:**

Updates to procedures for academic dishonesty process and appeals process: Rebecka Sare will assist in the updates. Ken Ross will convene a meeting to begin the rewrite. Greg Harris moved and Lorrie Jones seconded that this item be tabled until the Sept. meeting.

Nameplates on doors in WLR: Ken Ross will follow-up.

### **New Business:**

Intellectual Property - Procedure 1032: Kaye Betz stated that as participants were involved in the Innov8 Academy, this procedure was discussed. The discussions included: 1) It is a 1-page procedure; 2) It is limited; and 3) It is not detailed. Intellectual Property has become a bigger issue and the procedure needs to be revised. Ken Ross suggested Bill Foege and Chris Fullerton be asked to serve on the committee to address this procedure. Greg Harris volunteered to serve as well. Ken stated copyright rules need to be considered; and if faculty writes a textbook (for example), the textbook is the faculty's property. Greg Harris moved and Kerry Armour seconded that this item be tabled until the September meeting.

### **New Business from the floor:**

Dodie Cowan reported that there are open positions on standing committees. Greg Harris volunteered to serve on the IT Committee.

Dodie Cowan indicated that the College-wide Human Resources Committee may be outdated because the Budget and Planning Committee addresses the same issues. Ken Ross asked if the College-wide Human Resources Committee should be eliminated. Greg Harris moved and Lorrie Jones seconded to eliminate.

The next Faculty Senate meeting will be held Monday, September 9, 2013 at 3:00 in LAC 1243 and .

**Addendum: Submitted on July 1, 2013 by Dodie Cowan**

To update you on what has occurred since the Faculty Senate meeting and the Board of Trustees meeting, Monday, and since my meeting with President Holden Tuesday:

Two faculty offices have been identified for summer use in Winter Haven for those two professors who are exclusively JDA and have not had an office this year. Those professors have received email concerning the location of these offices. In addition, since there is no hope of completing the work on the proposed modules at JDA before the beginning of term in August, work is being done on offices to be "carved out" of space in the Community Room at JDA. These will be completed by start of term in August. When the modular building negotiations are complete, the furniture for these offices can easily be moved to the modulars, but we are assured by President Holden that there will be office space for these faculty members in Lake Wales in August.

The Screening Committee issues will be addressed at a meeting to be held in WAD236 at 10 am on July 2. I have received a written apology to the Senate from Val Baker that we had been left out of the loop on this.

The DBOT approved the step increases for all faculty to begin with the new school year. I am told by Eileen, Kerry, that this does include the High School faculties. The separate salary schedules are not yet part of procedure.

Respectfully submitted,  
Kim Thomas  
Secretary