

Polk State College Faculty Senate Minutes
March, 2013
Date: Monday, March 11, 2013 Time: 3:00 p.m.
Location: LAC1243 and WAD 236

Officers:

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

The meeting was called to order by President Cowan at 3:00 p.m.

Senators in Attendance: Dodie Cowan, Kaye Betz, Greg Harris, Kim Thomas, Debbie Sipes, LouAnne Harto, Marianne Thomas, Lorrie Jones, Anthony Cornett, John Woodward, Mostafa Zamani, Sally Fitzgerald, Kerry Armour, Jim Rhodes, Michael Derry, Paul Carbonell, Derek Menchan, Greg Richeson, Lee Childree

Others in Attendance: Dr. Ken Ross, Dr. Martha Santiago, Donald Painter

Dodie Cowan called the meeting to order at 3:00 p.m., and then asked Kaye Betz to continue the meeting.

Approval of Minutes from February, 2013:

Kaye Betz asked if there had been any revisions, additions, and/or questions about the February, 2013 minutes. There were no additions or corrections. Greg Richeson moved and Debbie Sipes seconded to accept the minutes as submitted.

Approval of March, 2013 Agenda:

Kaye Betz asked if there were any changes to the March, 2013 agenda. Kim Thomas announced that Procedure 6065 (Access to Employee Records), Procedure 6059 (Employee Education Fund), Procedure 6009 (Administrator Evaluation System), Procedure 6019 (Position Classification), and Procedure 6053 (Employee Benefits Enrollment and Claims) have been added since the agenda was originally distributed. Dodie Cowan asked that Organizational Structure also be added to the New Business section of the agenda. Greg Richeson moved and Greg Harris seconded to accept the agenda with the addendums.

Reports:

Kaye Betz emphasized that officers will try to get reports out to faculty on the Friday before Senate meetings and it is expected that reports are read before the meeting. This process should help to shorten the length of the meetings.

President's Report – See attached.

Dodie Cowan asked that Senators speak to faculty as soon as possible regarding the fingerprinting process as a letter from Dr. Holden is forthcoming.

LK Vice President's Report – See attached.

WH Vice President's Report – See attached.

Administrative Liaison's Report – See attached.

Committee Reports and Updates:

Screening Committees:

Winter Haven Facilities Manager – Greg Richeson reported that approximately 5-6 candidates will participate in interviews on Wednesday and Friday of this week.

JDA Director – Greg Harris indicated phone interviews were conducted last Wednesday, and the committee will reconvene to determine candidates for face-to-face interviews.

Psychology Faculty (WH) – Greg Harris reported that five additional applications had been received and the committee is deciding whether these five applicants should be provided an opportunity for a phone interview.

BSN Director – Greg Harris reported interviews will start this Thursday.

Lake Wales Art Center Director – Lorrie Jones reported that three candidates were interviewed by the committee and one name was moved forward to administration.

Foreign Language Faculty – Michael Derry indicated the process has been delayed due to the number of applicants who applied for the position.

Speech Faculty- Marianne Thomas reported that the applicant pool had been narrowed to 8, and phone interviews will be conducted.

Education Director - Sally Fitzgerald stated that phone interviews have been completed, and on-campus interviews will occur on April 8.

Reading/Writing Faculty (LK) - Kim Thomas reported that the screening committee met on Friday, March 8. There were a minimum number of candidates who met the requirements as stated in the job advertisement. The committee decided that Donald Painter would compare each candidate's credentials to the requirements in the job advertisement and send a list out to the committee. At that time, the committee may decide to use this list from which to select candidates for interviews or to re-advertise for the position, with re-wording of the requirements.

Math Faculty -Kaye Betz stated that the committee will have its first meeting soon.

Associate Dean, Academics (LK) - Kaye Betz reported that phone interviews had been conducted and the committee is in the process of deciding which candidates will be invited for on-campus interviews.

Coordinator for Career Development Services - Lou Anne Harto stated that this committee is just beginning its work.

Biology- A/P (WH) - Anthony Cornett reported the committee had been scheduled to meet, but all candidates were not moved to the appropriate folder in Open Hire. Therefore, the committee will not meet for another month, considering everyone's schedules and the upcoming spring break. Donald Painter stated the last update he received was that the Open Hire Biology Faculty folder is now complete. Martha Santiago indicated the names for the Biology Faculty position had been transferred over the weekend, and the Humanities Faculty committee faced the same issue.

Enrollment and Outreach Coordinator (LK) – Dodie Cowan reported that the committee interviewed candidates earlier during the day and one name was sent forward.

Other committees:

Distance Learning Committee –

- Kaye Betz reported that the committee has discussed direct links to the BCI, to the plagiarism policy, and to other policies. However, this conversation is in the initial stage.
- After 2 years, courses will be purged from PAL. This process has not yet started. A plan needs to be in place before this process occurs. Faculty will be made aware of the timing of the purge.

Digital eText Committee: Greg Harris reported that a digital eText product has not been selected and therefore we will not be able to engage in a pilot program for the Fall 2013 term Ken Ross stated one of the issues with textbooks is the concern about the expense for high school students. Ken reported that a faculty member asked if a lab fee could be assessed for courses using MyMathLab so students can gain access to the technology earlier in the semester than they currently do. Kaye Betz asked if this means Polk would also pay lab fees for Polk employees' dependents who take classes at the college. Ken Ross indicated this would be the case if the current procedure stays in force. Sally Fitzgerald reminded the Senate that when books with access codes are returned to the high school, the access code cannot be used again. Ken stated that the high schools are aware of the need to purchase additional access codes.

Old Business:

Emergency Drills: Ken Ross reported that faculty will be informed of when emergency drills will occur. Faculty and staff will be trained in evacuation procedures as well as in appropriate ways to assist persons with disabilities during the evacuation. Kaye Betz asked if there were any questions for Ken. There were none.

New Business:

Staff and Program Development (SPD) Funds and Employee Education Fund (EEF): Dodie Cowan informed the Senate that funds paid out through these programs exceeded the budgeted amounts by

thousands of dollars. Dodie stated that several ways of decreasing these expenses are being considered. College administrators do not want to limit Polk employees from attending conferences, obtaining a degree, etc. One option may be to remove the dependent benefit from the EEF. Dodie Cowan stated that Polk State is one of the few colleges that provide this benefit. If the dependent benefit was eliminated from the EEF, this would make up the difference between the budget amount and actual amount spent. Another option may be to limit faculty travel. Dodie asked Senators to discuss this item with faculty members and solicit their opinions. Kaye Betz reminded the Senate that a certain amount of reimbursement for education expenses is now considered income for income tax purposes. Ken Ross stated that the taxable amount is approximately \$5200. Ken added that the SPD budget was \$500,000. The College has already spent \$650,000. The EEF benefit is a cost of \$180,000 to the College, with the majority of that amount being dependents taking courses. Ken stated that if the benefit for dependents is revoked, this would not impact the benefit for employees. Lee Childree asked a question about the Procedure. That is, Lee thought the procedure had been changed to indicate that anyone receiving this benefit must earn an 'A' or a 'B' in the course. Ken stated the 'A/B' requirement is only for graduate students. Undergraduates may earn a grade of 'C' to receive the benefit.

Academic Coaching/Mentoring for Developmental Education students: Ken Ross stated that he met with Kim Thomas and Rebecka Sare, and will also meet with Lynda Wolverton and Anna Butler in the near future. The plan is to identify developmental education students immediately after they take the placement test and follow them through until they have obtained 30 college-credit hours. Faculty will be recruited to participate on a volunteer basis. Faculty who are interested in participating will receive some compensation, but an amount has not yet been determined. Ken reminded the Senate that the performance of Polk State's Developmental Education students relative to students at other colleges in the state is below average. Ken also added that if the Florida State Senate "gets its way," developmental education courses will no longer be offered at Polk or at any other institution of higher education.

Mandatory First Day Attendance: Kim Thomas reported that a faculty member asked to seek the Senate's stance on implementing a Mandatory First Day Attendance policy. A discussion ensued regarding the pros and cons of such a policy, and the Senate chose not to move forward with this idea.

Kaye Betz stated that some faculty approached her and they are concerned about starting the Academic Mentoring program without seeking input from faculty first. And, faculty are concerned that mentoring may become a part of their day-to-day jobs. Ken Ross stated that faculty participation is voluntary. Faculty will not be forced to participate in the mentoring program, and the description of the program should be written up in that way.

Anthony Cornett reported that he has received responses from a few faculty members who are interested in participating in the mentoring program for students who have earned 30 college-credit hours. Most of the responses came from the Winter Haven Science faculty. Anthony needs to get a number of how many faculty members are interested in participating. Senators were asked to speak with faculty to see who may be interested in participating. This information should be sent to Anthony. Mostafa Zamani stated that 2 professors in the Math Department are interested, but other faculty members want more information such as: the number of students they would be required to mentor, the number of hours they need to commit, and the amount of compensation they will be receive. Sally Fitzgerald added that more information needs to be sent out to faculty regarding details

of the mentoring program, in particular faculty training. Anthony Cornett will email more particulars about the program so that Senators can share this information with faculty.

Makeup of Screening Committees for Faculty Positions: Kaye Betz stated that the screening committee for a Psychology faculty position is composed of several people who are not faculty members. Dodie Cowan brought this issue to the attention of Ken Ross and Martha Santiago. Since then, two non-faculty committee members are no longer on the committee. Dodie stated that there are questions about whether or not the screening committee chairperson may vote for the candidates who are selected for interviews and the candidate(s) who are recommended to administration. Dodie spoke with Val Baker who will review the screening committee training materials to ensure that there is language that indicates all screening committees are to operate in the same way. Dodie stated that Jill Hall is also aware of this issue. Ken Ross shared that at other colleges, the hiring supervisor is not the chairperson of the screening committee. The topic of the screening committees' ranking of candidates was raised, including privacy and security issues. A discussion ensued and Senators expressed a more thorough understanding of the current system.

Administration Organizational Structure: Ken Ross reminded the Senate that he will be retiring in June, 2014. Ken has suggested that the position he currently holds as Vice-President of Academic and Student Affairs be divided into two positions, one which focuses on academics and another which focuses on student services. Ken indicated this is the way most colleges are organized. This suggestion will go to the Budget and Planning Committee. Whether or not this suggestion is accepted, Dr. Holden is planning to hire for this position with a start date of January, 2014 so that this person can work with Ken prior to his retirement. Kaye Betz stated that she does not want to lose the collaboration between academics and student services if the position becomes two positions. She added that that collaboration is important and needs to continue. Ken Ross agreed and stated this should be kept in mind throughout the transition period to make sure this collaboration continues.

Procedures:

Procedure 1006: Attachment 1 – Ken Ross stated the change to this attachment was that “per week” was added to describe the office hours required of adjuncts. Ken reported that this attachment has been heavily reviewed by the Faculty Human Resources Committee. Kaye Betz responded that a paragraph is missing from the attachment. Kim Thomas will send out the attachment so that faculty can review the issue Kaye has raised. Sally Fitzgerald reported that English faculty wants more discussion about the agreement for online course development. Specifically, English faculty is concerned about academic freedom. Ken Ross stated that when faculty creates an online course, the faculty member owns it, but Polk State is allowed to use it. Jim Rhodes replied that faculty members he spoke with say the agreement is very restrictive. Dodie Cowan suggested that this issue be raised during the faculty forums. Sally reported that some English faculty do not believe Quality Matters (QM) should not be imposed. Ken Ross reiterated that faculty can still develop an online course, but the course needs to meet the standards (which at this time is QM) in order to get paid. Kaye Betz questioned logistical issues. For example if a course has not met the criteria in two years, will Polk ask faculty to return the payment. Ken Ross stated, no, Polk would not ask for a return of money, but the faculty member will not be paid for meeting QM standards. Kaye also stated that the agreement requires faculty to join a community of practice, but it does not outline the requirements for consulting with the community of practice (COP). Jim Rhodes asked what would happen if the faculty member does not join a COP because they had been involved in a community previously? Debbie Sipes replied that is the reason the Faculty Human Resources Committee attempted to soften the language regarding the community of practice. Jim asked if Polk is saying that all online courses

that are developed go through the QM process. Ken Ross stated no, this is not the case. Faculty can develop online courses, but will not be paid for them if the course does not meet the QM standards. The online courses that are currently being used and are not QM certified will not be impacted. Kaye Betz asked if additional standards may be agreed upon by the COP. Ken Ross stated the COP will be used as a peer review process. Polk would like College peer review teams to review courses before they are submitted to QM. Sally Fitzgerald, Kaye Betz, and Jim Rhodes agreed that the requirements sounded forceful. Kaye Betz stated that more discussion needs to be had on the agreement. Jim Rhodes suggested the issue go to the faculty forums. Sally Fitzgerald moved and Derek Menchan seconded to table this item until discussion at the faculty forums.

Procedures 1020 (Program Advisory Committee): Ken Ross reported that Patricia Jones met with program directors to make the change that appears on page 2. Greg Harris moved and Anthony Cornett seconded to accept changes.

Procedure 1028 (Faculty Campus Transfers): A discussion ensued with some remaining questions/issues. Topics discussed were: transferring for high school faculty, subject area versus out-of-area transfers, and faculty input on transfers. Kaye Betz suggested this issue be brought to the faculty forums. Greg Richeson moved and Derek Menchan seconded that this issue be brought to the faculty forums.

Procedure 6065 (Access to Employee Records): Greg Richeson moved and Kaye Betz seconded to accept changes.

Procedure 6059 (Employee Education Fund): Greg Harris moved and Anthony Cornett seconded to accept changes.

Procedure 6009 (Administrator Evaluation System): Ken Ross reminded the Senate that forms have been taken out of the procedures and filed separately. Greg Harris moved and Anthony Cornett seconded to accept changes.

Procedure 6019 (Position Classification): Greg Harris moved and Anthony Cornett seconded to accept changes.

Procedure 6053 (Employee Benefits Enrollment and Claims): Greg Harris moved and Anthony Cornett seconded to accept changes.

New Business from the floor:

There was no New Business from the floor.

Greg Harris moved and Anthony Cornett seconded that the meeting be adjourned.

The next Faculty Senate meeting will be held on Monday, April 8, 2013, at 3:00 in LAC 1243.

Respectfully submitted,
Kim Thomas
Secretary

