

**Polk State College Faculty Senate Minutes
March 2017**

Date: Monday, March 13, 2017, Time: 3:00 p.m.

Location: WMS 124 and LTB 1295

Officers:

Bill Caldecutt, President

Cindy Freitag, Lakeland Vice President

Anthony Cornett, Winter Haven Vice President

Jamie Haischer, Parliamentarian

Lee Childree, Secretary

Sally Fitzgerald, Senator at Large

Senators: Tina Feleccia, Michael Harrison, Bill Billerson, Johnny Stewart, Mike Malone, Lorrie Jones, Misty Sparling, Carol Stinson, Alexandros Dimitriadis, Earl Brown, Greg Harris, Cindy Courtney

Others in attendance: Orathai Northern, Kim Pearsall, Kim Thomas, Reggie Webb, Donald Painter

Guests: None

Meeting called to order: 3:03 PM.

Approval of February Minutes. Sally moved to approve the minutes. Michael seconded the motion. The motion carried.

Approval of March Agenda. Jamie moved to approve the agenda with the deletion of Procedure 1006. Earl seconded the motion. The motion carried.

Reports

President's Report

Bill provided an overview of the progress of the presidential search. The committee kickoff meeting occurred on February 15 in Winter Haven. The meeting was followed by a public forum in Winter Haven. The Lakeland public forum occurred on February 16. The first official meeting of the presidential search committee is April 5 in Winter Haven. On March 1, the presidential profile was posted to polk.edu. Some parts of the profile pertain specifically to the faculty, including "understand the value of shared governance," "include faculty and staff in decisions regarding academic issues," "support the constitution and bylaws of the Faculty Senate," and "understand, support, and respect the teaching and learning process." Bill stated that he would keep the faculty updated on the process by email, omitting those senators who are also on the hiring committee in order to comply with the state's sunshine law.

Bill shared what he learned from Bill De Witt and Naomi Boyer about the new wifi network, namely that the new network will correct the problems faculty and staff are having in using certain websites and features.

Bill shared state budget news as it pertains to the College. The Florida Senate has proposed cutting \$131 million from the higher education budget, 74% of which would come out of the state colleges' budgets. It is still early in the budget negotiation process.

Bill reminded the Senate to continue to report phishing as it is encountered in emails.

Bill applauded Sergeant Bobby Brigman for apprehending a suspect in the theft of his laptop.

Lakeland Vice President's Report

Cindy shared the highlights of the Lakeland Building Leaders Training Session. The session, focusing on safety and security, was held February 23. Sergeant Brigman emphasized the importance of building leaders working together in the event of a campus emergency. The Polk State College emergency broadcast systems were discussed and Sergeant Brigman fielded questions from the group. There will be additional training sessions scheduled for the faculty who have offices in the modular buildings on campus. Provost Hull will schedule these sessions.

District Campus Group meeting occurred on March 8. The group approved an update to the College's Credentials Manual to include the appropriate credentials for teaching MAT 1100. Additionally, the following rules and procedures were approved: Rule 3.27 (Harassment), Procedure 6086 (Harassment), Procedure 6074 (Completing Faculty Related Experience Form, i.e. REX form, and attachment), and Procedure 5008 (Accommodations for Students with Disabilities).

Cindy shared some important upcoming dates:

March 17 is the deadline for no-fault withdrawals from 16-week classes.

The summer schedule will be available for public viewing on March 20.

On March 27 at 4 PM, the DBOT meets in LTB 1100.

The deadline for the Spring Student Art Exhibition is March 31.

Summer (priority) registration begins April 3.

Cindy gave an update on the development of 2018 -1, -2, and -3 academic schedules. By April 7, schedules are due back from each department. The schedules should go live to the public by late May.

Winter Haven Vice President's Report

Anthony shared a concern about the timing of his reports. Specifically, the Winter Haven Provost meetings, which is where he gets much of the information for his reports, occur about a week and a half after the Senate meetings. He indicated that he would start sharing his report via PIE prior to the next Senate meeting.

The play *Oklahoma* will run from April 6 – 9 and April 13 – 16. The curtain is at 7:30 PM on Thursdays, Fridays, and Saturdays. The curtain is at 2:30 PM on Sundays.

Dr. Holden has won the Michael Bennett Lifetime Achievement Award from Phi Theta Kappa International Honor Society.

Administrative Liaison Report

Donald reminded everyone that Professional Development Day is April 7 on the Lakeland campus. Session 1 begins at 11 AM. At 10 AM, the Innov8 participants and first year faculty will share poster presentations. EdRev participants will also share projects. All faculty are encouraged to attend and support their colleagues. The 4-1-1 College reading program will have book selections at 10 AM.

Ryan Wallace and Eric Crump from the Aerospace program are in the process of forming an ad hoc Drone Safety Committee to review the College's policies and practices related to drone use. The purpose is to review current practices and make recommendations to ensure safety and compliance with the law. The committee includes representatives from Facilities, Safety and Security, and Academic Affairs. Anyone interested in serving on the committee should contact Ryan or Eric.

On April 6, the College will host attorney Tess O'Brien-Heinze, who will present information sessions on working with students with disabilities. The afternoon session, held from 2:00 to 5:00 PM in WST 126 on the Winter Haven campus, will be geared toward faculty and staff who are responsible for delivering accommodations to students.

In 2016, the College participated in both the Community College Survey of Student Engagement (CCSSE) and the Survey of Entering Student Engagement (SENSE). The CCSSE focuses on experiences and engagement of all students, while the SENSE focuses on the first experiences of new students. The College has received and is reviewing the results from both surveys. In the coming weeks, faculty will receive a summary of key findings.

Donald provided a brief legislative update. Senate Bill 1276 and House Bill 1073 cap tuition and certain fees at the levels established for 2016-2017 or 2017-2018. Senate Bill 2 has been amended and now separates the performance funding metrics from the Excellence Standards. It also establishes the metrics for performance funding in statute but allows the benchmarks to be set by the State Board of Education. They appear to be similar to current metrics.

Committee Reports and Updates

Nothing to report.

Old Business:

Nothing to report.

New Business:

Early Warning System. Donald requested feedback from the senators' departments on the system which is housed in Passport. He explained that many have expressed frustration with the system. The Passport system will be leaving when our LMS is updated. The new system which is replacing it is STARS. The College is starting the conversation about how to use the new system. The software is only part of the system. It also includes the use of success coaches. If we put everyone in the new system at once, our success coaches will be overwhelmed. Donald suggested we elicit feedback on the current system and questioned if we did have an efficient system, whether or not faculty would employ it.

Tina asked if the AS program directors should be more directly involved in the process for the courses that more directly relate to those programs. She suggested that doing so would help them in their program success outcomes. Donald indicated that they would be. Alexandros suggested that a committee is needed for this. Misty suggested that the Collegiate high schools would benefit greatly from an efficient early warning system.

Rules and Procedures

Procedure 5008 Accommodations for Students with Disabilities. As previously mentioned, this procedure was approved at District Campus Group. Donald indicated that this procedure has been updated as required after input from the Office of Civil Rights. Kim shared that all references to the "Associate Dean of Student Services" have been replaced by "Director of Disability and Counseling Services." Another change was to replace references to the "intake form" with "identification and disclosure form." Also, an amendment was made to show that the College will ensure that interpreting services and visual services are provided to those students who need them. Testing accommodations have been changed to be specific to the student on the accommodation notice and will indicate the precise accommodation to be made.

Alexandros expressed concern with accommodations that allow for use of instructor notes. Kim indicated that this accommodation will continue. Use of a student's own notes is rarely approved. Notes from a note-taker are treated the same as those taken by a student. Kim suggested that any faculty with questions about accommodations should call or email her.

Lorrie inquired about how easy or difficult it is for a student to have accommodations approved. Kim directed her and others with questions about this to our website. Donald added that the higher the level of accommodation requested, the more stringent the requirements for obtaining that accommodation.

Misty moved to approve the changes to the procedure. Jamie seconded the motion. The motion carried.

New Business from the Floor:

Alexandros had a concern about how late classes could be held on Wednesday, December 13, which is the last day of instruction. His question was whether or not classes are over at 5 PM or if they could be held later. Donald said that he would research the answer to this question and return to the Senate with an answer.

Cindy shared a concern from a constituent in her department, namely that online photographs of students are still not showing up in Passport. Tina and Bill expressed a similar concern. After a discussion, it became apparent that the problem is not with the integration of pictures to Passport, but rather with getting students to sit for their photo ID. Lorrie and Tina expressed concern with this problem as it is a safety issue. Donald suggested that the College revisit the information campaign from last year and make another effort to get the word out to students to acquire picture IDs. Tina asked if it would be appropriate to deny students the ability to be a part of the class if they do not have an ID online. Donald suggested that this is not a good idea, but that the TLCC and library should be checking for IDs. Tina expressed a concern about the inconsistent quality of the photo IDs. Donald suggested that the College needs to follow up with training for the student ID photographers. Donald also suggested that those who have poor quality photos should be allowed a free picture re-take. Bill suggested that students be unable to enroll without having a photo ID on file. Donald stated that students are being told that photo IDs are required. Cindy stated that it is important to encourage the First Year Experience students to have their pictures taken. Reggie agreed to give an update at the next Senate meeting.

Cindy raised a concern about connectivity difficulty with the wireless network. Donald suggested that the new system is not as restrictive. He also indicated that there are steps to be taken to get set up on the new network, but once an employee is on, the new network is less problematic. Donald stated that anyone with connectivity issues after the rollout of the new network should contact the IT helpdesk. The rollout of the new network is imminent. Each staff member will be able to register up to 5 devices on the new network. Once logged in, each device is “good for a year.”

Bill mentioned a concern that some constituents raised, namely the odor that is evident on some days on the Lakeland campus. Possible culprits were identified, including cow manure from the nearby pasture and the city dump on Winter Lake Road.

Adjournment: Jamie motioned to adjourn at 4:01. Tina seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary

