

**Polk State College Faculty Senate Agenda
For March 9, 2015
Date: Monday, March 9, 2015 TIME: 3:00 P.M.
Location: LTB 1295 and WMS 124
Steering Committee will meet in Lakeland**

OFFICERS:

Bill Caldecutt, President
Anthony Cornett, Vice President – Winter Haven
Kaye Betz, Vice President – Lakeland
LouAnne Harto – Secretary
Jim Haischer – Parliamentarian
Sally Fitzgerald – Senator at Large

Senators in Attendance: Bill Caldecutt, Anthony Cornett, Kaye Betz, Jim Haischer, Louanne Harto, Sally Fitzgerald, Lee Childree, Bruce Dubendorff, Cindy Courtney, Tina Feleccia, Lorrie Jones, Misty Sparling, CR Junkins, Mike Hartfield, Derek Menchan, Greg Harris, Alexandros Dimitrodis, Michael Harrison

Others in Attendance: Ken Ross, April Robinson, Reggie Webb

Absent: Mike Malone

Bill called the meeting to order at 3:01 pm.

Approval of Minutes from February, 2015 Meeting

Jim moved to approve. Lee seconded. The motion carried.

Approval of Agenda

Louanne asked that biweekly paychecks be added for discussion under new business. Jim moved to approve the agenda. Michael seconded. The motion carried.

Guests: Kim Thomas, Courtlann Thomas, Carol Martinson, and Lynda Wolverton

This was an informational session on the First Year Experience (FYE) initiative. Lynda Wolverton explained the FYE was a comprehensive program that included several different elements. Lynda stated Polk State currently does not have a good graduation rate. Polk State is ranked a 2 out of 10 compared to other colleges. The FYE looks at First Time in College (FTIC) students focusing on AA students. A new FYE course, SLS 1122 was discussed. This course was

currently being developed due to Polk's low graduation rate. Discussion ensued regarding the many components of the FYE initiative. It was stated the majority of students who never graduate are those FTIC students. Students are not taking Dev Ed courses because of the new state education rule and Dev Ed courses no longer being required. The FYE student success course includes many different realms, from career planning to academic planning and financial planning. The SLS 1122 course will be offered in a hybrid format. The committee explained the course is still being worked on and asked the Faculty Senate for feedback. Kaye asked if the SLS 1122 course would be a 3 credit course. Ken stated it would have to be offered as an elective. Bill asked what happened to faculty mentors for students. Kim stated that mentoring students would be another aspect expected of faculty teaching SLS 1122 course. Kim asked the Senate what skills they see as lacking in FTIC students. Bill stated Senators should collect feedback from their respective departments regarding the FYE proposal.

Reports:

President's Report:

Bill highlighted the following. Procedure 1001: Communicating Course Information to Students was tabled at President's Staff meeting. Polk's intranet is being replaced. The P Drive, O Drive etc... will no longer be available as the new system replaces the intranet. Faculty should expect updates regarding these changes. Bill talked about changes in class schedules for faculty to allow time without classes to increase student success. Bill asked Senators to obtain feedback from their constituents regarding this. Bill announced that Johnny Stewart from the Business and Technology department on the Lakeland campus would be taking Greg Richeson's place in representing that department on the Faculty Senate.

Lakeland Vice President's Report:

Kaye reported on several Professional Development workshops being offered to faculty. She reminded Senators of Faculty goals and the new requirements. Faculty now have to provide documentation on how they reached their goals. The process is outlined in Procedure 6012.

Winter Haven Vice President's Report:

Anthony highlighted the following: Two new chillers have arrived. The JDA center had an unduplicated student head count of 200 more than last year. Melvin Thompson, Director of Student Activities and Leadership, was the recipient of the Phi Theta Kappa Prestigious Distinguished College administration award.

Administrative Liaison's Report:

Ken discussed the lifting of Bachelor's degree moratorium at State colleges. Polk State will closely monitor during this legislative session.

Naomi Boyer has developed a new laptop computing policy. This was developed to define guidelines for laptop computing devices and security reasons.

Ken reported on the step increase for faculty in Jan. That is the 1.6% raise. On checks, base salary went up 1.6% (Gross went up 1.6%) This raise was spread out over 8 months, hence the adjustments. Please see Ken if you have any questions.

Committee Reports and Updates:

Screening Committees:

Ken stated that the Director of Institutional Research Effectiveness & Planning will soon be posted. Bill stated he is currently serving on the committee for instructional faculty for biology on the Lakeland campus.

CR requested that HR begin the reference checks and credentialing procedures for candidates when the screening committee selects candidates for interviews rather than waiting for the screening committee to forward a final candidate for the position. Bill will explore this option.

SPI Committee:

Kaye reported that procedure 6012 had been revised a year ago and reflects changes in Florida state rules. Feedback on the SPI revisions was obtained from the Senators from their respective departments. Discussion ensued and the wording on the SPI was changed on item numbers 10, 11, and 15. Michael stated the SPI needs to be kept as simple as possible or students will not complete it. Jim moved to accept the SPI with the changes discussed. CR seconded. The motion carried. Kaye will make the changes on the SPI and send the revisions to Louanne and forward to DCG for approval.

Jim asked if "not applicable" could be added as an option to the Faculty Online Observation Form. Jim motioned to table. Tina seconded. The motion carried. The Faculty Online Observation Form will be discussed at the next Senate meeting.

Constitution and Bylaws Committee:

This is the second review regarding the Faculty Senate Bylaws changes. The subcategories of departments under Article I, Section 2 were removed. The statement "Any disputes concerning representation shall be settled by the Steering Committee as defined in Article VIII of these Bylaws" has been removed. Jim motioned to accept the changes to the bylaws. Anthony seconded. The motion carried.

Distance Education:

Kaye reported that Remote Proctor Now will be available as an option for all instructors teaching online courses.

The PAL website will be upgraded to 10.3 on May 7, 2015 and May 8, 2015. Grades are due Thursday, May 7, 2015. PAL will be taken off line a few hours after grades are due.

Instructional Technology will be purging one academic year in PAL in mid-April, 2015. The academic year that will be purged is 20071, 20072, and 20073. A notice will be sent to faculty prior to the purge. Eventually, we want to maintain 5 years of classes in PAL, so after this initial purge, other years will be purged. Information regarding a timeline for purging will be sent after this first purge is complete and any problems are resolved.

Distance learning guidelines for teaching in the online environment were discussed. Jim stated these guidelines will be tied to Procedure 1006. Bill stated we need to send this procedure out to the faculty for feedback. Faculty also need to be informed that these guidelines will be an attachment to Procedure 1006.

Other Committee Updates:

Old Business:

New Business:

Ken announced Administration was seeking faculty volunteers for an ad-hoc committee to discuss revisions to the BCI and syllabus requirements.

Parameter for Regalia at graduation was announced. Students may wear medallions, pins, stoles, and cords as long as these have been provided by an official club or organization of Polk State College.

Louanne stated there were concerns from faculty regarding monthly paychecks. Faculty expressed how difficult it is to budget with one monthly paycheck. This is especially difficult during the Christmas holiday. Is it possible to implement biweekly paychecks? Bill asked senators to collect feedback informally from their respective departments to report back at the April meeting feedback obtained.

Rules and Procedures:

Procedure 1032: Intellectual Property-Jim made a motion to approve. Anthony Seconded. The motion carried.

Procedure 6070: Fund Raising Activities (Plus 2 attachments) Michael motioned to accept the noted changes. Jim seconded. The motion carried.

Bruce motioned to extend the meeting at 4:27 pm. Sally seconded. The motion carried.

Jim motioned to adjourn the meeting at 5:00 pm. Anthony seconded. The motion carried.

The next Faculty Senate meeting will be held April 13, 2015, at 3:00 pm via teleconference in LTB 1295 and WMS 124. The Steering committee will meet on the Winter Haven campus.

Respectfully Submitted,
Louanne Harto
Secretary