

**Polk State College Faculty Senate Agenda
For April 13, 2015
Date: Monday, April 13, 2015 TIME: 3:00 P.M.
Location: LTB 1295 and WMS 124
Steering Committee will meet in Winter Haven**

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: William Caldecutt, Kaye Betz, Louanne Harto, Sally Fitzgerald, Lee Childree, Cindy Courtney, Lorrie Jones, Misty Sparling, CR Junkins, Mike Hartfield, Derek Menchan, Greg Harris, Alexandros Dimitrodis, Mike Malone, Michael Harrison, Ray Oberg attended in place of Tina Feleccia.

Absent: Anthony Cornett, Bruce Dubendorff, Jim Haischer

Others in Attendance: Ken Ross, April Robinson, Donald Painter, and Reggie Jackson

Meeting called to order: 3:07 p.m.

Approval of Minutes from March, 9, 2015 Meeting

CR moved to approve. Misty Seconded. The motion carried.

Approval of Agenda

Misty moved to approve the agenda. Derek Seconded. The motion carried.

Guests:

Lisa Smeltzer

Reports:

President's Report:

There was no President's report.

Lakeland Vice-President's Report:

Kaye stated there was nothing to report.

Winter Haven Vice-President's Report:

There was no Vice-President's report.

Administrative Liaison's Report:

Ken reported on a conference call between the Council of Presidents (COP) concerning Senator Negron's proposed languages. Polk State will avoid wasteful duplication, preserve the two plus two, remove the moratorium on bachelor's degrees, prohibit a Bachelor of Arts degree, require third party validation, and enhance the State Board of Education review process. This bill would limit colleges to 5% of their upper division enrollment. Polk State is already at 9.6% of credits.

Ken gave an update on other legislative issues including performance funding. Ken reported that there is a faculty meeting with Dr. Holden plus himself on Friday, April 24, 2015, at 2:00 pm in WLR 108.

Committee Reports and Updates:

Screening Committees:

The double committee for chemistry has sent two names forward. The committee noticed it is taking a long time to get the invitation out to the candidates selected. The concern is they may lose a couple of candidates due to the timing.

The library and TLCC committee for the Lakeland campus has 6 candidates selected. The committee will interview the candidates on April 24, 2015.

SPI Committee:

Kaye reported the SPI committee has been disbanded because it had completed its task.

Constitution and Bylaws Committee:

Louanne stated the revised Faculty Senate Bylaws and the Faculty Senate Constitution had been forwarded to Jim and Ken. Ken stated the Constitution has to be approved by the DBOT because it is a rule. Bill stated the bylaws have to be sent to all full-time regular faculty for approval. Bill will follow up with Jim regarding this.

Other Committee Updates:

Old Business:

Ray stated that his committee was meeting this coming week and will take the Faculty Guidelines for Teaching in the Online Environment and begin working on the on-line standards. Bill stated that there were the guidelines for teaching in the on-line environment and the on-line observation form and that the committee wants to make sure that faculty were being evaluated on what they were asked to do. Bill asked Ray to send the changes the committee makes to the Faculty Senate. Ray stated once changes had been made, they would be sent to the Faculty Senate for approval.

Jim created a Faculty Senate site on PAL. Jim will talk about this at the next Faculty Senate meeting.

Human Resources and faster credentialing of potential candidates were discussed. Kaye stated the suggestion was the candidate credentialing be checked prior to the last step. Ken stated the college is sending unofficial transcripts to an outside company to validate candidates have the degree they say they have from the institution stated on the unofficial transcript. Ken validates the candidate has the courses to teach the subject matter. Ken stated oftentimes the college is waiting for the candidate's official transcript. CR stated once screening committees pick candidates to interview, is when they wanted the process of validating references to begin. Ken stated, once screening committees make recommendations of candidates is when the college begins validating credentials. Bill recommended to Ken discussing the steps involved with validating credentials of potential candidates at the next DCG meeting.

Feedback from departments regarding biweekly paychecks was discussed. Bill asked for feedback from departments. Louanne and Lorrie stated nursing faculty predominantly likes monthly paychecks. Ken talked about a survey completed on November 6, 2013. There were 240 responses. Only 43 faculty responded out of the 160. Sixty-four percent would like biweekly paychecks. Ken stated Genesis could support biweekly paychecks; however, he voiced concerns regarding how this would work. Kaye asked if out of the 43 faculty respondents to the survey, if there was cross-reference of the different levels. e.g., Career faculty. Ken offered to bring this up to the faculty and human resource committee to let them make a recommendation.

Alexandros asked if another survey could be sent out. Ken stated he would ask Peter to go back and do a faculty survey and just ask the one question. Bill stated our other option would be to go out and have a conversation with our departments. Bill will send an email out to faculty to obtain feedback regarding paychecks.

New Business:

Textbook Affordability was discussed. Ken stated this is a legislative issue. We need to make a concerted effort to address this. The new legislation would like textbooks available 2 weeks before registration begins. The legislature wants something that will help draw the cost of books down. Ken stated faculty couldn't require a textbook unless it is going to be used by the student. Ken suggested forming a committee to look into this. Bill asked Ken if we need to send out a copy of the specific bill stating the potential changes so faculty is aware. Another item discussed was the licensing. e.g. My Math Lab. Bill will send out the draft related to textbook affordability. Lorrie stated some courses might not need new editions of a book when a new edition comes out. e.g. Health assessment. After the new edition has been out a year, then faculty can change editions and this would allow students to purchase it used. Ken stated the only issue with that is the old edition would be difficult for the bookstore to obtain.

Rules and Procedures:

Rule 2.11: Use of College Facilities, Properties and Services by Non-College Users – Misty moved to approve. CR seconded. The motion carried.

Rule 2.15: Accessing Public Records – Greg moved to approve. Lorrie seconded. The motion carried.

2.21: Construction Change Orders, Payments to Contractors During Construction and Authorization for Final Payment to Contractor – Louanne moved to approve. Greg seconded. The motion carried.

Rule 3.32: Employee Code of Ethics – Kaye moved to approve. Greg seconded. The motion carried.

Rule 4.06: Student Fees and Refunds – Greg moved to approve. Misty seconded. The motion carried.

Rule 5.01: Business Affairs – Greg moved to approve. Mark seconded. The motion carried.

Rule 5.05: Budget Amendments – Misty moved to approve. Greg seconded. The motion carried.

Rule 5.06: Investment of Funds - Greg moved to approve. Derek seconded. The motion carried.

Rule 5.07: Auxiliary Enterprises – Greg moved to approve. Misty seconded. The motion carried.

Rule 5.14: College Expenditures, Bids and Waivers – Greg moved to approve. CR seconded. The motion carried.

Rule 5.20: Maintenance, Sanitation, and Housekeeping of College Facilities – CR stated to change grammar in item III. CR moved to approve. Misty seconded. The motion carried.

Rule 5.23: Building Code Guidelines for Administration – Greg moved to approve. Lorrie seconded. The motion carried.

Procedure 1003: Determining Class Size (plus 1 attachment) – There was much discussion. The attachment did not include the most current revisions. Ken will get the attachment with the new revisions and send out. CR stated there were also questions in the comments section and inquired if these should be addressed. Ken asked the Senators about limiting the number of students in a class. Donald stated the college currently asks faculty if 2 students may be added to the faculty member's course. Misty stated there needs to be a limit (cap) for each class. Ken suggested

adding a line under section II. E to state the maximum number of students to be added to any course will be no more than 2 pending agreement by the Dean and the Faculty member. CR asked if the statement under section II, F was needed. Ken asked if F should be deleted. Donald stated this was because of a SBE rule. Ken stated to leave it then. Ken will make the corrections and include the revised attachment and send to Bill. Kaye moved to table. Greg seconded. The motion carried.

Procedure 1006: Faculty Workload: Academic Accounting System – Bill stated a significant change included faculty teaching an online course in which they have not taught in this format previously, will be compensated as they have been, but under different conditions. If a faculty member is teaching an online course for the first time, whether the faculty member is compensated now depends on whether or not some other faculty member has also taught that course online. From now on, if a faculty member has already taught that course online, the faculty member now teaching it gets either nothing, or a faculty member receives 4 points the way the previous faculty taught it using their course materials. Refer to Section III, B, 1, c of this procedure. This procedure came from the faculty human resources committee who felt it was meant to motivate faculty to teach online. Ray asked if workload and teaching load were synonymous? CR stated this current procedure is not the same as the one human resources committee approved. Bill will check with Rebecka Sare to ensure we have the correct version. Bill stated he would send this out to faculty. Greg moved to table. Lorrie seconded. The motion carried.

Procedure 6009: Administrator Performance Evaluations – The new evaluation form was changed to meets or not meets expectations. The form was eliminated from the procedure. Misty moved to approve. Cindy seconded. The motion carried.

Procedure 6053: Employee Benefits Enrollment and Claims – No procedure had been sent replacing this deleted procedure. Ken will look into this. CR motioned to table. Greg seconded. The motion carried.

Louanne reported on behalf of the FYE committee that the committee was aggressively moving forward to pilot several FYE course sections during the fall, 2015 semester. Faculty are encouraged to share any ideas they may have with the committee regarding the FYE course.

The Faculty meeting will be held April 24 at 2:00 pm WLR 108. CR stated there would be a spring global studies initiative program held at 12:00 noon on this same day in WLR 108. All are invited to stop by prior to attending the faculty meeting.

Mike moved to adjourn the meeting at 4:22 p.m. Lorrie seconded. The motion carried.

The next Faculty Senate meeting will be held May 11, 2015, at 3:00 p.m. via teleconference in LTB 1295 and WMS 124. The Steering Committee will meet on the Lakeland campus.

Respectfully Submitted,
Louanne Harto
Secretary