

Polk State College Faculty Senate Minutes
November, 2013
Date: Monday, November 11, 2013 Time: 3:00 p.m.
Location: WAD 236 and LTB 1295

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: Kaye Betz, Greg Harris, Kim Thomas, Kerry Armour, Sally Fitzgerald, Lee Childree, Rosa Walsh, Marianne Thomas, John Woodward, Greg Richeson, Michael Derry, Louanne Harto, Jim Rhodes, Derrick Menchan

Others in Attendance: Ken Ross, Tina Feleccia, C.R. Junkins, Misty Sparling, Donald Painter, Nelson Marquez,

Kaye Betz called the meeting to order at 3:05 p.m.

Approval of Minutes from October, 2013:

There were no changes to the October 2013 minutes. Louanne Harto moved and Marianne Thomas seconded to accept the October 2013 minutes as submitted. The minutes will stand as submitted.

Approval of November, 2013 Agenda:

Kerry Armour moved and Michael Derry seconded that the November agenda be accepted.

Reports:

President's Report:

Six candidates for the position of VP of Student Services have been invited to make presentations. The schedule will be distributed via email. Candidates will also meet with personnel who would be his or her direct reports.

LK Vice President's Report, WH Vice President's Report: See attached documents.

Administrative Liaison's Report:

- It is not clear if developmental education will be addressed in the upcoming legislative session.

- Changes to the dual enrollment program: Colleges are to collect funds from both private and public schools for dual enrollment. More monies are being requested for textbooks.

Guest Presentation: Nelson Marquez

- Thanked faculty for advancing assessments for general education courses
- Approximately 5-7 of the general education courses require revisions to the course objectives so that the objectives will be measurable for SACS purposes.
- General Education “bucket” changes will not affect the current assessment design.
- Informational literacy skills are being assessed by an examination of authentic assignments from 50 randomly selected students. The number of student participants will increase at different intervals in order to reach a number that represents an adequate level of significance. The significance level is expected to be reached when there are 200 student participants.
- More rubrics will be used in the assessment process. The College has purchased 1-year access to the webinar “How to Write and Create Effective Rubrics.” Nelson Marquez suggested faculty who would like to participate should contact him directly. It was then requested that the link be sent to DC’s, who will disseminate the information among faculty. This is the method that will be followed.

Committee Reports and Updates:

Screening Committees:

Math Faculty – WH: Reported by Kaye Betz: Interviews were held on Friday. Committee members who could not participate on the day of the interviews have been asked to watch the videos.

SALO Director – WH: Greg Harris indicated that the committee is narrowing down the list of candidates to determine who will be invited for a phone interview.

Music Department position: Greg Harris reported that the committee is preparing for phone interviews.

Other Committees:

Student Authentication and Testing: Reported by Greg Harris

- ✓ Will be a virtual process
Demonstrations by Proctor U and Software U
- ✓ Currently awaiting cost information

- ✓ Kaye Betz inquired about piloting prior to implementation – Greg indicated the committee has not yet decided if this is the process that will be used.

Old Business:

Faculty Forums: Kaye Betz reported that the forums provided an opportunity for faculty to discuss a number of items, but there were no recommendations for issues the Senate needs to address. See the Winter Haven VP report for specifics regarding the WH faculty forum.

Faculty evaluations (SPI's and Classroom Observation Forms) – Online classes: Kaye Betz reported that the committee continues to work on these items, and anticipates two more meetings to bring a draft before the Senate.

Sally Fitzgerald asked if the additions that were brought up at the October Senate meeting had been added to the Netiquette document. Kaye Betz will follow up at the Distance Education meeting.

Evaluation Systems for various campus functions – similar to the SPI for faculty: Nelson Marquez indicated that similar instruments are being used. The Student Services Council uses an instrument to assess student services, library, financial aid, etc. The AS programs also use an assessment instrument specific to their programs. Peter Usinger and Kathy Bucklew can provide the list of questions and seek input from faculty.

Master's in Fine Arts – Terminal Degree: Tabled until 2014

New Business:

2014-2015 Academic Calendar: The calendar is relatively standard and aligns with the Polk County School District with the exception of Spring Break. Once the Polk County School Board determines the dates for spring break, these dates will be inserted into the Polk State calendar. Veteran's Day continues to be a work/class day. Senators had not been provided with a copy of the calendar prior to the meeting, so a virtual vote will be conducted.

2014 Senate Officer Elections will be held at the December 2013 meeting. Officer positions include Lakeland Vice President, Winter Haven Vice President, Secretary, Parliamentarian, and Senator-at-Large

Textbook Adoptions: Ken Ross reminded Senators to try to use the same textbook for 3 years to help defray costs for students. Consideration is being made to assess a lab fee to cover the cost of products like My Reading Lab, My Math Lab, etc. Kerry Armour indicated the Collegiate High School has spent approximately \$200,000 on textbooks. This was not a budgeted item. A discussion ensued regarding available options to help the high schools with textbook costs.

Developmental Education Redesign: There were five workgroups working on individual sections of the plan. All information has been compiled into one document that has gone out for review. The document is due in the Chancellor's office by Jan. 15, 2014.

The Veteran's Representative has been contacted regarding the implications for student veterans.

Rule:

Rule 4.26: Student Appeal/Complaint: Ken Ross explained the suggested changes. Greg Harris moved and Michael Derry seconded to accept the changes to the rule.

Procedure:

Procedure 6035: Use of Staff and Program Development Funds: Ken Ross indicated that the changes were discussed with the Faculty Human Resources Committee, the Pro-Tech Human Resources Committee, and the Career Human Resources Committee. Changes go into effect in Jan. 2014. The Provost or VP will approve exceptions. Michael Derry inquired about how this will impact Polk State employees who are students taking classes now and will be reimbursed in 2014. Ken will follow up. Greg Harris moved and Sally Fitzgerald seconded to accept changes to the rule.

There was no new business from the floor.

Kerry Armour moved and Louanne Harto seconded that the meeting be adjourned.

The next Faculty Senate meeting will be held Monday, December 9 at 3:00 in LTB 1295 and WAD 236.

Respectfully submitted,
Kim Thomas
Secretary