

**Polk State College Faculty Senate Minutes
November 2014**

Date: Monday, November 10, 2014, Time: 3:00 p.m.

Location: LTB 1295 and WMS 124 (teleconference)

The Steering Committee met in Lakeland

Officers:

Bill Caldecutt, President

Kaye Betz, Lakeland Vice President

Greg Harris, Winter Haven Vice President

CR Junkins, Secretary

Jim Haischer, Parliamentarian

LouAnne Harto, Senator at Large

Senators in Attendance: Kaye Betz, Bill Caldecutt, Lee Childree, Joan Conner (substituting for Lorrie Jones), Anthony Cornett, Cindy Courtney, Bruce Dubendorff, Tina Feleccia, Sally Fitzgerald, Jim Haischer, Greg Harris, LouAnne Harto, Cary Gardell, CR Junkins, Derek Menchan, Greg Richeson, Mike Malone, Misty Sparling, Rosa Walsh, Mostafa Zamani.

Others in Attendance: Kathy Bucklew, Christina Gesmundo, Patricia Jones, Donald Painter, April Robinson, Tamara Sakagawa, Reggie Webb

Bill Caldecutt called the meeting to order at 3:03 p.m.

Approval of Minutes from October 2014:

Jim Haischer requested a change to the comments for Procedure 5023 to accurately record his statements. CR Junkins agreed to make that change. Jim also noted that the announcement for the December meeting listed December 10 instead of December 8. CR agreed to make that change as well. Jim moved that the October minutes be accepted with those changes, and Derek Menchan seconded. The motion carried.

Approval of the November 2014 Agenda:

CR requested that the SPI Committee bullet point be removed from Committee Reports and Updates. Jim moved that the November agenda be accepted with that change, and LouAnne Harto seconded. The motion carried.

Reports:

President's Report:

Bill submitted a President's Report. He highlighted the following items: Technology Refresh, Budget, Communication and Faculty Credentials. Bill noted that during the technology refresh, details were being worked out regarding faculty members receiving laptops rather than desktops. He emphasized the upcoming STEP increase effective January 2015. He said he was optimistic

about growth in the BA degree programs. Regarding the certification of faculty credentials, CR asked if faculty members would be asked to pay for transcripts, and Bill answered no.

Lakeland Vice President's Report:

Kaye Betz submitted a Lakeland Vice President's Report. She highlighted the following item: the Consortium Dashboard.

Winter Haven Vice President's Report:

Greg Harris submitted a Winter Haven Vice President's Report. He highlighted the following items: Faculty Nominations for Innovative Excellence in Teaching, COL Reaccreditation, Innov8 Academy III, and the United Way Campaign Event.

Administrative Liaison's Report:

Patricia Jones submitted an Administrative Liaison's Report for Dodie Cowan. She highlighted the following items: Update to Genesis System. Patricia stated that representatives from Jenzabar will be visiting the campus. CR asked if Jenzabar was the sole developer chosen. Kathey Bucklew answered that the college had signed a memorandum of understanding to develop a new system, but no official contract had been signed.

Committee Reports and Updates:Screening Committees:

Bill said that he had received no new requests for Faculty Senate volunteers to sit on screening committees. Tina Feleccia reported that the Lakeland Maintenance position had been filled. Greg Harris reported that the LTA Coordinator position had been filled, and that interviews had been held for the Director of Clear Springs. Misty Sparling reported that the Lake Wales Administrative Assistant position had been filled.

Bylaws Committee:

Greg Harris reported that the Bylaws Committee had met on Friday, November 7. A first draft of changes would be read during the December 2014 Faculty Senate meeting. He said that the next meeting would be November 21, 2014.

Global Initiatives Committee:

Sally Fitzgerald reported that John Barberet had been named the new chair of the Global Initiatives Committee. She said that the committee's goal was to recruit new students. She also said that faculty members currently teaching courses approved for the Global Studies program would not need to reapply for certification, but new courses would need to be certified.

Old Business:Second Reading of Changes to the Bylaws:

CR read from the September Faculty Senate minutes the following passage: “The President shall be nominated from the faculty at large by written petition of at least 10 full-time permanent faculty members and shall be elected by secret **written** ballot by the faculty in October of each year.” CR reinforced that the second use of the word “written” is to be removed. Kaye asked if recent editorial changes to the Bylaws would also need two full votes, and Patricia answered that because those changes were editorial, two full votes were not required but that the Senate could decide whether to include those editorial changes in the vote or not. Tina questioned if the changes to departments needed to be considered. Greg Harris moved that the change to the bylaws read aloud by CR (not including those editorial changes) be accepted, and Jim seconded. The motion carried.

Conflict between Constitution and Bylaws Regarding Steering Committee:

Jim called for a motion to enable, which would allow the Faculty Senate to go through the June, July and August 2014 Faculty Senate minutes, line by line, to approve motions made during those months. He said that he would be tabling this motion until the December meeting.

New Business:2015-2016 Academic Calendar:

Patricia reported that the start date for 12-week classes would be changed to Friday, September 18, 2015. Jim moved to table approval of the change for the December 2014 meeting, and Greg Harris seconded. The motion carried.

Announcement of New Faculty Senate Officer Elections for December Meeting:

Jim announced that elections for the following Faculty Senate officers would be held during the December 2014 meeting: Lakeland Vice President, Winter Haven Vice President, Secretary, Parliamentarian and Senator at Large. Tina asked if secret ballots would be held. CR agreed to manage secret ballots in Winter Haven, and Jim agreed to manage secret ballots in Lakeland.

Rules and Procedures:Procedure 1003: Determining Class Size (Also Attachment for Procedure 1003):

Patricia said that the change involved removing an outdated list of courses by caps for class size. She said that caps for class size will be negotiated between the academic deans and the department coordinators. Jim recommend the approval be tabled until Faculty Senators could share the change with their departments. Kaye stated that she would like the list of courses to remain with the procedure rather than being a separate document stored elsewhere. She noted that without the list, only class size caps for online courses were part of the procedure and that no face-to-face caps would be attached to the procedure if the list were removed. Sally agreed with Kaye’s suggestion. Bill agreed to send a request for feedback to Faculty Senators to send to their

departments; CR agreed to forward Bill's request to Faculty Senators. Jim moved to table Procedure 1003 until December 2014, and Bruce Dubendorff seconded. The motion carried.

Procedure 1006: Faculty Workload – Academic Accounting System and Department Coordinator (Also Online Course Development Agreement for Faculty):

Jim said that the changes to the procedure involved removing references to Quality Matters. Jim moved that the changes be accepted, and CR seconded. The motion carried.

Procedure 1034: Alternative, Accelerated and Articulated Credit (Also Attachment for Procedure 1034):

Patricia said that changes were made to match work experience to BCIs. Secondly, a course on creating the necessary portfolios had been made a requirement. Kaye asked who would be chosen to review portfolios from the subjects listed in section VI.E. Patricia answered that the portfolio would go to the program director or subject matter expert. Jim moved that the changes be accepted but tabled until the December 2014 meeting to allow for faculty feedback, and Greg Harris seconded. The motion carried. Bill agreed to send a request for feedback from faculty to CR, who would then forward the request to Faculty Senators, who would then forward the request to their departments.

Procedure 5023: Interpretation of College Regulations:

Jim asked about the wording of "Request for exception to any policy, rule or procedure," which he had noted during the October 2014 meeting. Kathy stated that classroom policies and procedures were governed by Procedure 1018. She asked if a disclaimer would be useful. Donald Painter recommended verbiage along the lines of college policy and procedures. Greg Richeson asked if we should remove the entire bullet point, and Kathy responded that exemptions were needed. Senators recommended the following wording: "Request for exception to any policy, rule, or procedure, excluding complaints related to classroom policy, rules, and procedures which are governed under Procedure 1018." Rosa Walsh moved to accept the change with the new wording, and Bruce seconded.

Procedure 6002: Committee System (Attachment for Procedure 6002 only)

Patricia said that AQC requested a second member from the Humanities department. She also said that the Institutional Effectiveness Committee had asked to include the Director of OCPA and the Director of QEP as resources. Patricia reported the addition of a new committee called the Learning Resources Committee, noting that page 8 included a list of new members. Jim moved to accept the change, and Greg Richeson seconded. The motion carried.

Procedure 6030: External Public Relations:

Tamara Sakagawa said the procedure had been cleaned up to update the names of departments. Jim moved to accept the changes, and Greg Harris seconded. During discussion, Kaye asked if a conflict existed between sections C and D, in particular if a student group occurs on only one campus. What happens to the college logo for events that happen on only one campus? Secondly, does the document need to be proofread before going to OCPA? Tamara answered

that communications for student events typically flow through SALO. Tamara requested that documents be proofread before coming to OCPA so that at least two proofreading checks had occurred. Tamara stated that communications for events that happen on only one campus would not receive the Polk State College logo.

Procedure 6035: Use of Staff and Program Development Funds (SPD) (Also Attachment for Procedure 6035 – Coursework SPD 5 and 6):

Kaye recommended that the attachment be changed to read “the lesser of \$5250 or 12 semester credit hours.” She also recommended that the forms be renumbered to SPD 7 for coursework and SPD 8 for conferences to prevent confusion with two currently existing SPD 5 and 6 forms. Rosa moved to accept with those changes, and Greg Richeson seconded. The motion carried.

Procedure 6070: Fund Raising Activities (Also Attachment A for Procedure 6070):

Jim moved to accept the changes, and Bruce seconded. The motion carried.

Procedure 7010: Florida State Employee Tuition and Fee Waiver:

Kathy stated that the change involved removing the words “add/drop.” State employees would register during the typical time period. Kaye asked if a proctor fee was included in the testing fee. Kathy answered yes. Kaye also asked if material fees included books. Rosa stated that books are implied in material fees. Kathy agreed with removing material fees. Jim moved to table the procedure until December 2014, and Greg Richeson seconded. The motion carried.

New Business from the Floor:

No new business was reported.

Adjournment:

Jim moved that the meeting be adjourned, and Lee Childree seconded. The motion carried. The meeting was adjourned at 4:34 p.m.

The next Faculty Senate meeting will be held in LTB 1295 and WMS 124, Monday, December 8, 2014, at 3:00 p.m. The Steering Committee will be meeting on the Winter Haven campus.

Respectfully submitted,
CR Junkins
Secretary