

Polk State College Faculty Senate Minutes
November 2016
Date: Monday, November 14, 2016, 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
Lee Childree, Secretary
Sally Fitzgerald, Senator at Large

Senators: Tina Feleccia, Amy McIntosh, Mike Malone, Michael Harrison, Dann Hazel, Misty Sparling, Alexandros Dimitriadis , Greg Harris, Earl Brown, Lorrie Jones, Louanne Harto, Cindy Courtney, Cary Gardell

Others in attendance: Donald Painter, Orathai Northern, April Robinson, Reggie Webb

Guest: Nathan Neuman

Meeting called to order: 3:05 PM.

Approval of October Minutes. Michael moved to approve the minutes. Tina seconded the motion. The motion carried.

Approval of November Agenda. Michael moved to approve the agenda. Greg seconded the motion. The motion carried.

Reports

President's Report

Bill reminded the Senate that last month he invited all faculty to submit ideas to the Senate for the 2017 agenda. The Senate will work with the Faculty Human Resources Committee (FHRC), specifically through Jamie, to review Polk State's disciplinary procedures, as well as the department coordinator section of Polk State Procedure 1006: Faculty Workload.

Bill shared the good news that enrollment at the College has increased approximately 1 percent, allowing for the funding of a salary step/step equivalent. This will be voted on by the DBOT in February. Ken added that the step increase, if approved, would be retroactive to January 1, 2017.

Lakeland Vice President's Report

Cindy highlighted some of the events planned for International Education Week, including events on the Lakeland, Lake Wales, and Winter Haven campuses.

Cindy reminded the Senate of the Thanksgiving celebration planned on the Lakeland campus.

Cindy shared what was discussed at the October District/Campus meeting, including a draft of the 2017-2018 academic calendar, the 2017 NISOD and International Teaching Conference on Teaching and Learning, and the Baycare Student Assistance program.

Cindy shared what was discussed at the Lakeland Provost meeting, including a safety update from Sergeant Brigman and the campus fire alarm test. She reiterated the new mail/package delivery policy shared by Provost Hull at the meeting, namely that all external packages delivered to anyone at Polk State must be mailed to Central Receiving on the PSC Winter Haven campus. Also, the College is asking for consistency with Out of Office replies and email signature formats. A notice to this effect has been sent to all College employees. Finally, the next DBOT meeting is Monday, November 28th at 4 PM in LTB 1100.

Winter Haven Vice President's Report

Anthony shared that there are plans to create a small SLIC (similar to the faculty's TLCI) in the newly renovated Winter Haven campus library. A needs assessment survey about student technology will be distributed asking what technology they have and/or will need access to. If there are things that professors want their students to be able to create, then those professors need to make this known in the survey.

Anthony provided a link (<https://photoshare.smugmug.com/Polk-State-College-1/2016-Library-Renovation>) in his report for faculty to see what the remodeled library will look like.

Anthony announced that the canned food drive for the Winter Haven campus would be ending on November 15th.

Anthony shared that Macbeth will run through November 20th. Thursday through Saturday of the previous week were near sellouts.

Anthony added that COL students created a STEM documentary, *An Open ROV Project*, last spring, and it received an Honorable Mention in the Blue Ocean Film Festival last month.

Administrative Liaison Report

Ken shared that Baycare would like to talk to faculty and make them aware of the services they will begin offering in January. They would also like to let faculty know how to refer students to them. It will be a 24/7 service.

Ken shared that Pearson would like to pilot a project in which every section of a department or departments would use the same e-textbook college wide next summer (20173). Students would be allowed to "opt in" at the time of registration and purchase an electronic version of their textbook at a significantly reduced rate.

Ken shared that the agreement with UCF for a fully online baccalaureate and master's degree should be signed soon.

Ken recommended that Orathai Northern become the liaison to the Senate beginning in January.

Ken shared that the International Conference in Jacksonville has been cancelled. This will allow for more faculty to attend NISOD Conference (mentioned in Cindy's report).

Committee Reports and Updates

Sally shared that she is on the committee for the Clinical Supervisor for the Educational Bachelor's Degree. She has heard complaints from two people serving on different hiring committees about the slow pace of HR in following through on the hiring process. She stated that the hold-up is not occurring with the committees themselves, but rather at the district level. She requested that the Senate suggest that FHRC take a look at the hiring process and research the length of time the process is taking. Ken suggested that more details be provided, namely the specific committees making the complaints. Cindy added that there seems to be a problem with the process, specifically as it pertains to verifying which committee members have been trained in the hiring process and which have not been trained. HR does not keep a list of who has been trained and who has not been trained, and this may delay committees from initiating the process.

Misty shared that one committee she served on waited three weeks from the time they sent their list of potential interviewees to HR before HR made contact with the recommended interviewees. Donald added that sometimes there is a delay between when committees provide their candidate lists to HR and when phone calls are made to the candidates (offering interviews). Cindy expressed that it makes the College look bad when candidates are given insufficient time to prepare for an interview. Ken stated that he would bring the concerns of the Senate to Jill Hall.

Sally shared another problem that became apparent in her aforementioned hiring committee, namely that candidates who had failed to submit all of their required documentation were given additional time on more than one occasion. Candidates who had submitted all of their documentation on time were thus held to a more stringent deadline than other candidates in the same pool. Cindy suggested that candidates with technical difficulties in submitting documentation have allowances made, but that the notice given to them to re-submit documentation indicate that it must be done so in a timely manner. Donald suggested that HR screen for completeness of candidate documentation throughout the application period.

Amy suggested that a survey be provided to those individuals who have served on hiring committees so that problems like the ones described above can be highlighted and corrected. Bill added that this process is done informally through Senate representation on hiring committees. Others concurred that a more formal process like the survey Amy suggested would be beneficial. Alexandros suggested that it may also be beneficial to survey candidates at the end of the hiring process, so that College may be more competitive in its hiring. Bill suggested that we try to

identify someone from Faculty Senate and FHRC to work with HR. Sally and Ken suggested we ask Jamie.

Old Business:

None to report.

New Business:

LMS Selection Workgroup Findings. Nathan shared that in the spring, the state university system developed the 2025 online strategic plan. In the strategic plan was the selection of an opt-in state learning management system (LMS). The College currently uses D2L Brightspace. The state committee selected Canvas as the new LMS. Quite a few state institutions are already using Canvas. Polk State formed an LMS Selection workgroup last summer. The committee was co-chaired by Nathan and Ray Oberg. The voting members included five Winter Haven faculty, five Lakeland faculty, two instructional technologists, and two students. D2L and Canvas presented their products to the workgroup.

Canvas testers included 44 faculty, 22 students, instructional technologists, and library staff members. A survey was developed for those users who tested Canvas. The usability survey included five categories: design/layout, ease of use, learnability, mobile-friendliness, and overall preference. The workgroup had a meeting to discuss the results of the survey. For the category "overall preference," a small majority of instructors and a large majority of students preferred Canvas. Most notably, Canvas tested very well among all users for mobile-friendliness.

There is a cost savings to moving to Canvas, including a 10% discount for the first year if the contract is signed before the end of the calendar year. There are also advantages to joining Canvas because it is the statewide LMS. These advantages include the ability to share resources with other institutions and the ease of use and learnability for transient students.

The LMS Selection Workgroup vote was 2 votes for D2L Brightspace (PAL) and 13 votes for Canvas. The workgroup will be recommending Canvas to the Distance Learning Committee on November 17th.

No timeline will be developed until a final decision on an LMS is made.

There would be challenges to switching to a new LMS, including the cost of training, maintenance of previous courses, capture of student data, and the need to find another media host (to replace D2L Capture).

Nathan added that Canvas's support package, including 24/7 support for faculty and students, is more economical than D2L's, should the College choose to add this component. This is not included in the proposed package; nor is it part of the comparison.

Nathan requested that faculty with questions about the LMS findings contact him or anyone else on the committee.

Faculty Senate Elections. Lee, Alexandros, and Tina were all re-elected as senators for their departments. Carol Stinson is taking over for Louanne Harto in Nursing. Officer elections will take place at the December Faculty Senate meeting.

2017-2018 College Calendar. Ken shared that faculty from several departments had input on the calendar. With the proposed calendar, the College would start at approximately the same time that it did this academic year. The public schools are starting approximately 10 days sooner next year, so that they may complete the school year by the time of the end of course exams in May 2017. The proposal includes starting classes in January on a Friday (just as with the current academic year), so that professors have no classes on their professional development day and science labs are able to have an adequate number of sessions. Graduation is tentatively scheduled at The Lakeland Center on May 3rd, the same day that courses end (The Lakeland Center was not available on Friday night). Incidentally, the construction project at The Lakeland Center will mean that it is unavailable for graduation the following year. The summer will end on Tuesday, August 2nd, which will create a gap between 3A and 3B, which will allow for the processing of purges. The Senate agreed to share the calendar with their departments and to bring it to a vote at the December Senate meeting.

Jess Jones of Lakeland Chemistry agreed to serve as the science faculty for the College Safety Committee.

Rules and Procedures

Procedure 5034 Textbook Affordability. Ken shared that the state has mandated that instructional materials be adopted no later than 60 days prior to the first day of class for each term. This is a change from 45 days. The other issue with this procedure is with how to define wide variance of textbook cost. Ken and others suggested not putting a dollar amount in the procedure, as doing so may limit what the College can offer in the way of textbooks.

Misty expressed a concern the collegiate high schools have with late notification of book changes. She requested an addendum to the procedure that would allow for the high schools to be notified in a timely manner, as late notification means the high schools are unable to order books soon enough for their students to have them for classes. Ken suggested that this was a matter for the deans to work on and that better internal processes are the solution, not rule changes.

Michael moved to table the procedure. Anthony seconded the motion. The motion carried.

Procedure 1029 Limited Admissions Program. Orathai shared that we are being more specific about what constitutes a limited admissions program. Tina suggested the word “certain” be used instead of “particular” for the following line from III E. "Other programs, including all Polk State Bachelor degrees and particular Associate in Science and Associate in Applied Science degrees, have specific criteria for admission." Misty moved to accept the changes to the procedure. Louanne seconded the motion. With only two objections, the motion carried.

New Business from the Floor:

Nothing to report.

Adjournment: Michael moved to adjourn at 4:10. Tina seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary