

Polk State College Faculty Senate Minutes
October, 2013
Date: Monday, October 14, 2013 Time: 3:00 p.m.
Location: WAD Boardroom

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: Dodie Cowan, Kaye Betz, Greg Harris, Kim Thomas, Lorrie Jones, Kerry Armour, Sally Fitzgerald, Lee Childree, Rosa Walsh, Marianne Thomas, John Woodward, Greg Richeson, Michael Derry, Louanne Harto, Anthony Cornett, Mostafa Zamani, John Anderson

Others in Attendance: Ken Ross, Martha Santiago, Tina Feleccia, C.R. Junkins, Lynn Chisholm, Jennifer Schneider, Misty Sparling

President Dodie Cowan called the meeting to order at 3:04 p.m.

Approval of Minutes from September, 2013:

There were no changes to the September 2013 minutes. Greg Harris moved and Kerry Armour seconded to accept the September 2013 minutes as submitted. The minutes will stand as submitted.

Approval of October, 2013 Agenda:

Additions:

- Distance Education Report
- Guest Speakers: Lynn Chisolm, Internship Coordinator and Jennifer Schneider, Career Coordinator – WH

Tabled:

- Master's in Fine Arts (Terminal Degree) to allow for Fine Arts faculty to discuss the issue with the Senate

John Anderson moved and Greg Harris seconded that the October agenda be accepted with the changes detailed above.

Reports:

President's Report:

- Please remind faculty of the upcoming faculty forums.
- Food will no longer be available for faculty prior to the graduation ceremony.

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

Administrative Liaison's Report:

- In response to the Affordable Health Care Act, Polk's OPS workers' hours will be limited to 30 hours per week. The state's community college/state college consortium is considering ways to provide health insurance to OPS workers.
- An extra year has been granted to implement Gen. Ed. changes.
- The Dev. Ed. redesign plan is essentially complete and is being fine-tuned for submission.
- Beginning with the fall 2014 semester, no-shows will be reported after the 1st day of class meetings. Faculty must approve additions to their rosters. A student may be reinstated if he/she does report to class at a later date.

Committee Reports and Updates:

Screening Committees:

Director of Government Relations: Dodie Cowan reported that a name has been moved forward and references are being checked.

Math Faculty – WH: Reported by Dodie Cowan: Four candidates have been selected to be interviewed. It is expected that interviews will be held the first week in November.

Vice-President of Student Services: Dodie Cowan reported that the president's staff serves as the screening committee, and as such, she will represent the Senate in this capacity.

SALO Director – WH: Greg Harris indicated that the committee will reconvene.

Music Coordinator: Greg Harris reported that phone interviews will be held on Friday.

College/Career Advisor - Collegiate High School: Lee Childree informed the Senate that the position has been filled, and the new college and career advisor began work today.

Distance Education Committee: Reported by Kaye Betz

- SmarthThinking and Atomic Learning can be authenticated through PAL via the "External Learning Tools" button.

- The committee is considering the appropriate class size for online classes. Annette Hutcherson is leading this effort. The group is currently researching best practices. Volunteers should contact Annette.
- A demo by TurnItIn.com will be held in Winter Haven on Tues., 10/29 at 1:00 in the TLIC.

Old Business:

Faculty Forums: Faculty forums will be held in Lakeland on Wednesday, Oct. 23 from 3:00-4:30 in LLC 2188 and in Winter Haven on Thursday, Oct. 24 from 3:00-4:30 in WLR 106. A reminder email will be sent to faculty.

Faculty evaluations (SPI's and Classroom Observation Forms) – Online classes: Kaye Betz reported on the work of this committee. Kaye shared two options the committee is considering for changes to the SPI questionnaire. One option calls for minimal changes to the current SPI questions. The second option organizes SPI questions into categories, as is the practice at many colleges. Lorrie Jones reported that Nelson Marquez indicated the categories version may be used for both face-to-face classes and online classes. Also, questionnaires can be specific to a certain group of students (e.g., Bachelor's degree students, fully online students). Michael Derry moved and Louanne Harto seconded that the committee continue to work on major revisions (categories) to the current SPI instrument. A discussion ensued regarding classroom observations – face-to-face versus online. Kaye Betz will bring the Senate's comments back to the committee.

Election of Senate President: Lorrie Jones reported that Dodie Cowan was the only nominee. Michael Derry moved and John Anderson seconded that Dodie serve as the Senate President for the 2014 calendar year. The Senate gave Dodie a vote of confidence.

Senate Membership: The following Senators' terms expire in December: Debbie Sipes, Kaye Betz, Marianne Thomas, Lee Childree, Kim Thomas, Greg Harris, Louanne Harto, Kerry Armour, and John Woodward.

Kaye Betz, Lee Childree, Greg Harris and Louanne Harto will continue to serve their respective areas.

New Senators for 2014: Rosa Walsh, C.R. Junkins, Misty Sparling, Tina Feliccia, Cary Cardell. Marianne Thomas will report her department's decision at next month's meeting.

Master's in Fine Arts – Terminal Degree: This agenda item was tabled to allow Fine Arts faculty an opportunity to address the Senate on this issue.

New Business:

Faculty Cap and Gown Ordering and Pick-Up for Graduation: The Senate has been asked to review the email that is sent out to faculty regarding ordering and picking up graduation caps and gowns. Suggestions should be forwarded to Greg Harris by Friday, Oct. 25.

Goals forms for annual and continuing contracts: A discussion ensued regarding the proposed forms. Ken Ross explained the link between Student Perception of Instruction (SPI) surveys and the form. Sally Fitzgerald reminded the Senate that some of the wording changes that were discussed at the last meeting do not appear in this version of the document. Kerry Armour moved and Greg Harris seconded to accept with changes.

Guidelines for Students in the Online Environment: A discussion ensued. Sally Fitzgerald suggested that the document should include students' responses to instructors. The students' responses should be original, not plagiarized, including online discussion posts. There should be information about how students can access PAL if the College website is down. Sally Fitzgerald moved and John Anderson seconded to accept with changes.

Rules:

Rule 2.23: HIV/AIDS Policy: Dodie Cowan described the proposed changes. Ken Ross indicated that according to a state rule, the College has to have a policy in place. Greg Harris moved and Michael Derry seconded to accept with the one cosmetic change.

Rule 4.12: Standards of Progress for Veteran Certification at Polk State College: Dodie Cowan described proposed changes. John Anderson moved and Greg Harris seconded to accept proposed changes in the rule.

Procedures:

Procedure 1035: HIV/AIDS Procedure: Due to the change in Rule 2.23 (HIV/AIDS Policy), there were changes that also needed to be made to the corresponding procedure. Marianne Thomas indicated that the wording on pg. 2, #6 is confusing. Marianne suggested alternative wording. Greg Harris moved and Anthony Cornett seconded to accept with the change in wording on pg. 2, #6.

Procedure 4004: Copyright Law: Kaye Betz indicated where PSC needs to be changed to Polk State College or Polk. Ken Ross will ensure that this change is made. Greg Harris moved and Kerry Armour seconded to accept with the change.

Procedure 5002: Graduation: John Anderson moved and Anthony Cornett seconded to accept.

Procedure 5018: Student Housing: Louanne Harto moved and Anthony Cornett seconded to accept.

Procedure 6038: College Calendar: Greg Harris moved and Anthony Cornett seconded to accept.

Procedure 6056: Faculty Senate Bylaws: College librarians have been reclassified and are no longer information research faculty. "Preparatory" should be changed to "Developmental." Greg Harris moved and Anthony Cornett seconded to accept with changes. Dodie Cowan indicated that College Success had previously been part of Humanities. It is suggested that it be moved to

Letters, where Developmental Reading and Writing are located. Greg Harris moved and John Anderson seconded to accept the change.

New Business from the Floor:

Kaye Betz reminded the Senate of changes to the faculty goals form that had been discussed at a previous meeting. Ken Ross indicated that the changes will be included.

Greg Harris moved and John Anderson seconded that the meeting be adjourned.

The next Faculty Senate meeting will be held Monday, November 11 at 3:00 in LTB 1295 and WAD 236.

Respectfully submitted,
Kim Thomas
Secretary