

**Polk State College Faculty Senate Minutes**

**October 2014**

**Date: Monday, October 13, 2014, Time: 3:00 p.m.**

**Location: LTB 1295 and OCPA 101 (teleconference)**

**The Steering Committee met in Winter Haven**

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, Anthony Cornett, Cindy Courtney, Bruce Dubendorff, Tina Feleccia, Sally Fitzgerald, Cary Gardell, Jim Haischer, Greg Harris, LouAnne Harto, Lorrie Jones, CR Junkins, Mike Malone, Derek Menchan, Greg Richeson, Misty Sparling, Mostafa Zamani, Rosa Walsh

Others in Attendance: Urshela Atkins, Dodie Cowan, Christina Gesmundo, Becky Heintz, Tiffany Messerschmidt, Herb Nold, Donald Painter, April Robinson, Katrina Smith, Kim Thomas, Reggie Webb

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

**Approval of Minutes from September 2014:**

No further changes were requested to the September 2014 minutes. Greg Harris moved, and Derek Menchan seconded to accept the September 2014 minutes as submitted. The minutes will stand as submitted.

**Approval of the October 2014 Agenda:**

CR Junkins requested that Rule 4.01—Response Times in Discipline Situations be moved to the front of the list under New Business. CR requested that Procedure 6059: Employee Education Fund be removed because he had placed it on the agenda by mistake; Kaye Betz reminded him that she had requested Procedure 6059 on the agenda. CR withdrew his request. Greg Harris asked that Constitution and Bylaws Committee be removed from Committee Reports and Updates. Misty Sparling moved that the agenda be accepted with those changes, and Greg Harris accepted. The motion carried.

**Reports:****President's Report:**

Bill submitted a President's Report. He highlighted the following items on his report: Senate Representative Communication; new Risk Management Specialist Denise Andreu-Pietri; proposed new Academic Progress Reports; award nominations for NISOD; and a FAQ from Peter Elliot concerning Pay Stub Abbreviations.

**Lakeland Vice President's Report:**

Kaye submitted a Vice President's Report. She highlighted the following items on her report: Stephanie Benton as contact for Assistant Registrar following Yulonda Bell's promotion to Associate Dean of Students; upcoming fire drill for Tuesday, October 28 at 11:30 a.m. Sally Fitzgerald stated that the Honors Program Academic Showcase is scheduled for November 20, 2014.

**Winter Haven Vice President's Report:**

Greg Harris submitted a Vice President's Report. He highlighted the following items on his report: upcoming performances at the Lake Wales Arts Center; upcoming fire drill for Tuesday, October 28 at 11:30 a.m.; Disability Awareness month events.

**Parliamentarian's Report:**

Jim Haischer reported finding a conflict between the Bylaws and the Constitution regarding the role of the Steering Committee during the Summer Session. Jim asked to table his report until November due to the number of items on the October agenda. No vote was necessary.

**Administrative Liaison's Report:**

Dodie Cowan submitted an Administrative Liaison's Report. She highlighted the following items on her report: upcoming meeting concerning faculty interested in serving as subject area advisors or academic coaches; upcoming meeting of the College Calendar Committee; Faculty Human Resources Committee's work on amending the Online Course Agreement; and receiving documents from students by mobile upload. CR asked that Dodie communicate to those scheduling meetings, such as the one for faculty subject area advisors and the calendar committee to schedule those meetings in the afternoon because faculty will be busy teaching during the mornings; Sally Fitzgerald supported CR's request.

**Committee Reports and Updates:**Screening Committee:

CR said that because only a few Senators submitted updates for the Faculty Senate Representation on Screening Committees Form, he had chosen to forego using it. If anyone on the Senate wanted to return to that form, he would bring it back. He recommended that we follow the suggestion from the September Faculty Senate meeting to use this time to report on any issues regarding screening committees that Senators wanted to discuss. He reminded

Senators that the status of individual screening committees is always posted on the HR Intranet site. Misty reported that names were put forward for the JDA Student Services position. Bill requested a volunteer for the Winter Haven Ceramics screening committee, and CR volunteered.

SPI Committee:

Kaye reported that Student Services had arranged for student focus groups to read the proposed Student Perception of Instruction forms. She also reported that the forms had been submitted to District.

Other Committee Updates:

Jim reported that the Faculty Human Resources Committee had drafted a new Online Course Development Agreement that removed those requirements specific to Quality Matters. He noted that the committee had recommended that a new rubric for evaluating online courses be developed, one that is specific to Polk State College's needs.

**Old Business:**

Outcome of Presidential Election:

Jim reported that the only nomination he received for Faculty Senate President was for Bill Caldecutt. He announced that Bill will now serve as Faculty Senate President for one year.

First Reading of Update to Bylaws:

Jim stated that the change to the Bylaws involved Article VII, Section I, concerning the removal of the word "written," and he asked CR to read that change. 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. Jim moved to accept the change, and Greg Harris seconded. The motion carried. During discussion, Bill reminded Senators that this vote would need to be repeated in November.

Changes to Screening Committees:

Bill recommended allowing the President to select which screening committees needed Faculty Senate representation.

Update on Letters of Appointment:

Kaye reported that she had met with Donald Painter and April Robinson concerning possible calculation errors in letters of appointment. Donald stated that he and April agreed to look carefully for any issues in the future.

**New Business:**Rule 4.01—Response Times in Discipline Situations:

CR began by saying that members of his department had brought forward concerns that faculty members were not receiving timely support from administration during situation when students, even expelled students, had threatened employees. In the interest of time, he said that he would present the requested solution followed by an update on a particular issue. His constituents had asked that the Faculty Senate draft a new procedure for employees requesting assistance after being threatened. The new procedure would include a step by step process from the moment the employee feels threatened, including an instant quarantine between the employee and student while Procedures 1018 and 5028 were being processed. The procedure would also include a step by step process for any student who threatens an employee after the student has been expelled. Bill suggested that a committee be formed to draft the procedure. Jim moved to form a committee, and Greg Harris seconded. The motion carried. Dodie, Jim and Lorrie Jones volunteered to join the committee. CR stated that he would canvas the college for faculty members who were not part of the Senate to join, and Dodie recommended that the number of members be kept low to make the group easier to manage. CR stated that his constituents had other requests: a college-wide safety survey of all employees to collect data on the scope of the issue and conflict resolution training sessions. Bill recommended that those suggestions be directed to the newly formed committee. CR next informed the Senate of Urshela Atkins' issues involving a former student. The student had created false Internet accounts in Urshela's name that she used to post incriminating information on websites, emails and social media. CR asked Senators to be aware of the issue so that if they heard rumors concerning Urshela, that they could dispel those rumors. He shared the student's name, and he shared the student's photograph with those Senators on the Winter Haven campus. CR asked Urshela if he had covered the issue to her satisfaction. She said yes, stating that she had done a great deal of work to protect herself and that her primary goal was to see that guidelines were put in place so that no one else would have to go through what she had. She noted that she is still working to clear the student's FERPA restrictions so that she could share contact information about the student with police. Becky Heintz asked why FERPA was being used as a shield to protect the student rather than administration protecting the faculty. Kaye asked if the college was paying for legal counsel. Urshela stated that the college's counsel had contacted her. She also noted that security had not kept a record of the times that she had contacted them for assistance.

Promoting Increased Communication between Senators and Constituents:

Bill recommended two means of increasing communication between Senators and their constituents. One method involved the Faculty Senate Secretary sending communication to Senators, who would then forward the communication to their individual campus departments. The second method involved the Secretary sending communication to Senators, and then Senators would forward the email to all members of the department for both campuses. In other words, CR or Sally (both Senators for Letters) would forward the email to all Polk State English, Developmental Reading and Developmental Writing professors. Bill stated that the goal was to promote cross-campus communication without creating an all-campus email discussion.

Proposed Progress Reports for Student Athletes, TRIO and Collegiate High School:

Dodie presented two possible progress reports for student athletes, TRIO and College High School. The purpose was to create one form that all members of the college could use. One form used Yes/No questions while the second asked for a Good/Needs Improvement evaluation. Misty stated that the College High School prefers the Yes/No questions form. Rosa Walsh asked where the faculty member would send the form after filling it out; Dodie answered that the faculty member would give it back to the student. Lorrie and Greg Richeson asked why the form was not offered in an online version. Dodie answered that the faculty could decide if an online form is acceptable and that TRIO is fine with an online form, but she emphasized that Athletics wants the students to use a paper copy to encourage the student athlete to interact with the professor. Dodie requested that faculty members insert a line in their syllabi stating their preference on how and when students should request professors to fill out the form. CR moved that the Yes/No questions form be accepted, and Lorrie seconded. The motion carried.

At 4:25 p.m., Greg Harris moved that the Faculty Senate meeting time be extended, and Jim seconded. The motion carried.

Guidelines for Teaching in the Online Environment:

Kaye presented a draft of the Guidelines for Teaching in the Online Environment from the Distance Learning Committee. CR was asked to send the draft to Senators to share with their departments and request feedback. Kaye said she would give instructions to CR about what type of feedback the committee needed.

Senate Representation for Institutional Technology Committee:

Bill stated that the Senate needed a volunteer for the Institutional Technology Committee. He said that he would send out an email after the meeting asking for a volunteer. (During the Steering Committee portion of the meeting, Rosa volunteered.)

Faculty Peer Compatibility Survey:

Donald Painter presented a new Faculty Peer Compatibility Survey. He stated that the changes were made to match current state policy. Sally moved to accept the changes to the survey, and Rosa seconded. The motion carried.

**Rules and Procedures:**Procedure 1031: Intercollegiate Athletics Drug and Alcohol Testing:

Jim moved that the changes to the procedure be accepted, and Kaye seconded. The motion carried.

Procedure 6038: College Calendar:

Sally noted that the procedure doesn't mention that the calendar should go to the Senate for approval; she recommended inserting "Faculty Senate" in section C. Kaye pointed out that in

section D.3, the words “class days” had been changed to “work days.” Kaye asked if the procedure should go to the Faculty Human Resources Committee first. Dodie answered that both committees must approve the procedure, but that the Senate received it first. Dodie asked if anyone had suggestions on how to reword section D.3. LouAnne Harto moved that the procedure be accepted with the noted changes, and Greg Harris seconded. The motion carried.

Procedure 6059: Employee Education Fund:

Kaye noted that for page 1, section 3, the first line should state “or” rather than “and.” Kaye moved that the procedure be accepted with that change, and Jim seconded. The motion carried.

Procedure 7010: Florida State Employee Tuition and Fee Waiver:

Dodie stated that the procedure had been changed to clarify what is ineligible. Kaye asked if a late fee is still possible now that students cannot register for a class after the first day. Dodie said that she would look to see if the late fee should be removed. Kaye recommended removing reference to “drop/add,” as well. Kaye moved that the procedure be tabled until the late fee issue was resolved, and Greg Harris seconded. The motion carried.

Previously approved Rules and Procedures to be re-approved by the full Senate:

CR stated that the following Rules and Procedures had been approved by the Steering Committee during the Summer Session and were brought before the full Senate for re-approval:

- Rule 2.09: College Publications
- Rule 4.01: Code of Conduct for Students and Student Organizations
- Procedure 1033: Student Records Retention
- Procedure 5013: Financial Aid Procedures Access
- Procedure 5023: Interpretation of College Regulations

Concerning Procedure 5023, Jim stated that the last bullet point under section 1, “Request an exception to full cost of instructions due to financial hardship,” was too broadly written and should be clarified. Jim moved for Procedure 5023 to be tabled, and Greg Harris seconded. The motion carried. Greg Harris moved that the above procedures be accepted with the exception of Procedure 5023, and Misty seconded. The motion carried.

**New Business from the Floor:**

FCAT Testing:

Misty requested that Senators communicate with their departments that the Collegiate High School has no control over the FCAT dates, especially for home-schooled students. She reported that the Collegiate High School is receiving resistance from some faculty, even after the deans have communicated the process. Dodie recommended that the COL faculty members report any issues to April Robinson or Donald Painter.

List of Current Faculty by Department:

Tina Feleccia presented a breakdown of all faculty members, by name, campus and discipline, and asked the Senators examine the list for any errors. She stated that she knew the list

contained errors, but that she recorded the information faithfully from the current Polk State website page. Any errors Senators discovered would need to be corrected on the website as well.

**Adjournment:**

Greg Harris moved that the meeting be adjourned, and Jim seconded. The motion carried. The meeting was adjourned at 4:47 p.m.

The next Faculty Senate meeting will be held in LTB 1295 and WMS 124, Monday, November 13, 2014, at 3:00 p.m. The Steering Committee will be meeting on the Lakeland campus.

Respectfully submitted,  
CR Junkins  
Secretary