

**Polk State College Faculty Senate Minutes
October 2015**

Date: Monday, October 12, 2015, Time: 3:00 p.m.

Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President

Kaye Betz, Lakeland Vice President

Anthony Cornett, Winter Haven Vice President

Lee Childree, Secretary

Jim Haischer, Parliamentarian

Sally Fitzgerald, Senator at Large

Senators: Lee Childree, Anthony Cornett, Louanne Harto (for Cindy Courtney), Cindy Courtney, CR Junkins, Lorrie Jones, Jim Haischer, Misty Sparling, Tina Feleccia, Greg Harris, Alexandros Dimitriadis, Erik Roldan, Bruce Dubendorff, Sally Fitzgerald, Derek Menchan, Johnny Stewart, Michael Harrison, and Kaye Betz

Others in attendance: Ken Ross, Melvin Thompson, Cate Igo, April Robinson, Donald Painter, Nathan Neuman, Melissa Futia, and Reggie Webb

Meeting called to order: 3:00 p.m.

Approval of September Minutes. Minor corrections to the minutes were suggested. A motion to accept the minutes was made by Anthony and seconded by Greg Harris. The motion carried.

Approval of October Agenda: Kaye requested the addition of the Textbook Affordability Taskforce Report to Committee Reports. She also requested the addition of Security to New Business. CR asked for the addition of Internet Security to New Business. Jim motioned to accept the October Agenda with the aforementioned changes. Greg Harris seconded. The motion carried.

Reports

President's Report

Bill brought up an ongoing discussion about email, including "BCC" vs. "Reply to All."

Senate president election must occur at the end of October. The deadline for the petition to be considered for the senate presidency is October 16th. Jim sent an email out regarding this and received no replies. (Bill Caldecutt has since qualified for and made his candidacy known.)

Campus Security: A number of faculty are concerned about the inability to lock the doors of the rooms they teach in. Several rooms in Lakeland and most rooms in Winter Haven are affected by this problem. Bill reports that we will work with facilities to seek a solution as quickly as possible. Additionally, there were some concerns about laboratory safety, primarily in the Winter Haven campus chemistry labs. It seems as if the issue has been resolved and measures are being taken.

Planning and Budget Council meets October 13. Many things will be proposed and discussed, including the potential for steps/step equivalents and/or raises to base salaries. FHRC has proposed raising the number of steps in the faculty pay scale by one step per year for five years. They also propose raising adjunct/overload pay by \$25 per three-credit course (repeated for three years), and the introduction of degree-based pay grades for adjunct/overload teaching. Ultimately, the likelihood of implementing changes to salaries depends on many factors.

Alexandros had a concern about not knowing about the budget council meeting. He questioned why salary is not more of a priority for funding. Jim agreed to address these concerns at the Budget Council meeting on 10/13.

Lakeland VP Report

Kaye shared that the Aerospace program is moving into the Flight Safety building at the Lakeland airport. The location will be called "Airside East." The current Airside location will now be referred to as "Airside West." This was approved at the September DBOT meeting.

Kaye said that at the Lakeland Provost meeting, Steve Hull suggested that it would be the appropriate time to address our concerns about the Guns on Campus bill with our legislators, using our private email addresses to do so.

Kaye also reminded those present of the Lakeland Professional Development Series, which was included in her Lakeland VP report emailed today.

Winter Haven VP Report

Anthony wished to remind everyone about two upcoming events, FallFest and Joggin' for the Noggin! (See Kaye's report for details.)

He also shared that the theatre department's first play of the season, *A Raisin in the Sun*, has completed its run. The next play is *Little Women*, the musical. Please encourage people to attend.

Administrative Liaison Report

Dr. Ross wished to remind everyone of the faculty development day on October 29th. Drew Crawford will do a session on Academic Freedom (what it is and what it isn't). It will be on the Winter Haven campus, and it will be filmed and available for anyone to view at a later time.

Council of Instructional Affairs met last week. Ken will type up a report to send out to everyone. The legislative session starts in January. Besides Guns on Campus, there are a few other bills that will affect us.

Committee Reports and Updates

Textbook Affordability Taskforce

Kaye reported that the taskforce recently met for the first time and includes Bruce Dubendorff, CR Junkins, Dirk Valk, Greg Harris, Donald Painter, Tina Feleccia, Rebecka Sare, and Kaye Betz. The taskforce was split into several groups, including the current textbook selection policy, the certification process, the cost of creating consistency, and a timeline (including ordering books for classes that are added late). There is a working community on PAL for this taskforce. Department coordinators and program directors will have the opportunity to provide input to the taskforce. The next meeting is November 3rd.

FHRC

Jim reported. There is a proposal to increase the number of steps on the faculty salary schedule. Another proposal is to increase adjunct pay and to divide it by level. We are trying to improve our competitiveness in the Bachelor's programs.

Budget and Planning Council

Jim's understanding on the budget is that we have little leeway for negotiation. It is a tight budget, and we are not in a growth mode. Our key emphasis is to sustain what we have and to build a model in which we can have raises in the future (beyond next year). Besides pay, incentives were discussed.

Old Business:

Procedure 1006: Limit on Maximum Work Load for Faculty

Ken determined that there is nothing in SACS about what a faculty load is.

There was a proposal to change the procedure to allow deans and VPs to increase overloads for faculty if the need arises. The concern among faculty was that the teaching of six classes (without an increase in pay) could become the norm. A vote was taken. There was one aye vote and many more nays. The motion did not move forward.

Guidelines for Teaching in the Online Environment

This document was disseminated to all departments and senators received little feedback from their constituents. Jim moved to approve. Misty seconded. The motion carried unanimously.

Faculty Online Observation Form

This documented was also disseminated to all departments, and senators received little feedback from their constituents. Jim moved to approve. Misty seconded. The motion carried unanimously.

Kaye requested that the Classroom Observation scale (part of the Faculty Online Observation Form) be revisited. Jim motioned to revisit this. CR seconded the motion. The motion carried. Ken requested that once approved, the Faculty Online Observation Form and the Faculty Face-to-Face Classroom Observation Form be sent to Yvonne to be posted to the website. Kaye

volunteered to align the formatting, footers, response scales, etc. and send the final copies to Yvonne for posting.

Student pictures on Passport

The question posed by Bill and others: Could we get the pictures on Passport much more quickly? Melvin will request IT to update the pictures every day. IDs are not mandatory for students. Reggie Webb shared that we are “moving toward mandatory IDs.” Kaye shared that only a small percentage of students have their pictures up. Tina shared that it is a special concern for online classes. Ken suggested that faculty require IDs (which are free). Alexandros suggested that IDs become part of the registration process. Kaye mentioned the safety concerns of not having student photos on Passport. Bill summarized: the Senate would like administration to find a mechanism that creates a system for all students to have their pictures in Passport. Reggie Webb agreed to put together a group to work on this issue.

Technology Services Handbook

Senators received little feedback from their departments. Ken suggested this be a running item “always open for suggestions.” It will be posted on the intranet.

Student services request for student email consolidation

Senators received feedback both in support and against the idea of consolidated email. There seemed to be more against the idea of consolidation than for it. Nathan explained the options. Ken shared that students are reading their PAL email, but not their Polk email at a very high rate. He also suggested that we need to look at what is best for the students. Alexandros suggested having emails forward to and from students’ Polk and PAL email addresses. Tina suggested providing better instruction to students on how to access and use their mypolk.edu emails. Nathan reminded everyone that students are able to forward PAL emails to their personal email accounts (that they are more likely to read), and Bill shared that he had heard others mention this as a way to help alleviate the problem. Ken agreed to compile a list of advantages to our students for consolidation of email. Jim motioned to table. CR seconded. The motion carried.

New Business:

RMI Credential

Ken shared that a new credential is being added to the criteria for teaching in Risk Management. Jim motioned to approve. Anthony seconded. The motion carried.

Technology Blueprint

Senators reported no feedback from their departments.

Door Lock Issue

Faculty wish to have control over the door locks. In light of recent events, the issue has become more meaningful. This is an issue not only in situations of potential violence, but also for situations in which safety is a concern (such as in the science labs).

Internet Security

In an earlier meeting with Tiffany Messerschmidt, Naomi Boyer asked her to contact her Faculty Senate representative, requesting clarity on the faculty's position on blocking cheating websites and essay mills. Currently, the Turnitin module in PAL can detect if a student has used an essay from a cheating website, but our server blocks professors from accessing those sites to verify. Misty motioned to request that IT give faculty administrator rights so that they can view cheating websites, and CR seconded. The motion carried unanimously.

Rules and Procedures:

Procedure 1029 was cleaned up and no substantive changes were made. Jim moved to approve. CR seconded the motion. The motion carried.

Procedure 6002 had some add-ons. Jim moved to approve. Misty seconded the motion. The motion carried.

Rule 2.18 (Campus Parking Policy) was cleaned up and no substantive changes were made. Jim moved to approve. Anthony seconded the motion. The motion carried.

Procedure 5023 (Interpretation of College Regulations) was changed by the Registrar because of changes in federal law with Pell students. Kaye questioned the meaning of "repeating a course a fourth time" and if that was supposed to be the same as "attempting a course a fourth time." Ken said he would get with Reggie to adjust the wording on that. Jim moved to approve. Misty seconded the motion. The motion carried.

For Rule 4.26 (Student Appeal/Complaint Policy), Reggie Webb shared that the only changes were the additions of the equity statement and contact information. Jim moved to approve. Tina seconded the motion. The motion carried.

For Procedure 5008 (Accommodation for Students with Disabilities), Melissa Futia shared that much of this procedure is being moved to Rule 2.43 (which will be coming in the next couple of months) in order to give the board authority over it. Kaye requested that this procedure list the procedure number of Procedure for Eligible Services (not yet available) where the details of each accommodation are listed. Because Rule 2.43 is not finished, Jim moved to table. Tina seconded the motion. The motion carried.

For the Procedure for Service Animals, additions were made to indicate that animals must be vaccinated and to incorporate language concerning a new Florida law. Kaye suggested a needed change in the wording to better align with the law. Kaye moved to approve. Jim seconded the motion. The motion carried.

For the Procedure for Eligible Services, specific services available were added. Kaye suggested wording changes. Jim moved to table. CR seconded. The motion to table carried.

For Procedure 1022, only technical changes were made. Jim moved to approve. Greg seconded the motion. The motion carried.

Adjournment:

At 4:26, Lorrie moved to extend the meeting. CR seconded. The motion carried.

Jim motioned to adjourn the meeting at 4:56. Greg seconded. The motion was approved.

The next Faculty Senate meeting will be held Monday, November 9, 2015 in LTB 1295 and WMS 124 at 3:00 PM. The steering committee will meet following the senate meeting.

Respectfully Submitted,
Lee Childree
Secretary