

Polk State College Faculty Senate Minutes
August 2015
Date: Friday, August 21, 2015, Time: 3:00 p.m.
Location: WST 127

Officers:

Bill Caldecutt, President

Kaye Betz, Lakeland Vice President

Anthony Cornett, Winter Haven Vice President

LouAnne Harto, Secretary (absent, minutes kept by CR Junkins and Lee Childree)

Jim Haischer, Parliamentarian

Sally Fitzgerald, Senator at Large

Senators in Attendance: Kaye Betz, Bill Caldecutt, Lee Childree, Anthony Cornett, Cindy Courtney, Alexandros Dimitriadis, Bruce Dubendorff, Tina Feleccia, Sally Fitzgerald, Cary Gardell, Jim Haischer, Michael Harrison, Lorrie Jones, CR Junkins, Johnny Stewart

Others in Attendance: Paul Carbonell, Kevin Jones, Ken Ross

Bill Caldecutt called the meeting to order at 3:01 p.m.

Approval of Minutes from May 2015:

Lorrie Jones moved that the May minutes be accepted, and Anthony Cornett seconded. The motion carried.

Approval of the August 2015 Agenda:

Jim requested the addition of "Election of New Faculty Senate Secretary" before Old Business. Ken Ross requested the addition of "Quality Score Card" to New Business. Kaye Betz requested the addition of "Technology Issues" to New Business. Jim moved that the August agenda be accepted with those changes, and Anthony seconded. The motion carried.

Guests:

Ken introduced Kevin Jones, Director of Strategic Planning and Assessment. Kevin replaces Peter Usinger in Institutional Research and Nelson Marquez in Assessment. He may be reached at his email address – kcjones@polk.edu.

Special Election of Secretary

Kaye nominated Lee Childree for Secretary, and Bruce Dubendorff seconded. Lee accepted the nomination. Lee was elected unanimously.

Reports:**President's Report:**

Bill did not submit a report. He commented on the college's performance measures that had been announced during convocation and the additions to the budget. He reminded senators of the Budget Council meeting on October 13. Jim added an update from the Faculty Human Resources Committee. FHRC is working on an increase in adjunct pay; in addition, adjunct pay might be stratified based on M.A., M.A. +30, and Ph.D. and maybe an incentive increase for adjuncts based on the number of years they have served. The FHRC also plans to examine Procedure 1006: Faculty Workload—Academic Accounting System, particularly the wording for compensation for online teaching. Ken mentioned that the role of faculty will change so that it reflects more than just online teaching. Jim said that he will present an update in the October Faculty Senate meeting because the FHRC will next meet after the September Faculty Senate meeting. Bill mentioned that he hoped to re-evaluate the Department Coordinator position this year. Ken recommended that the Senate re-evaluate the DC position at the same time that Procedure 1006 is re-evaluated. Bill asked for an update on textbooks. Ken reported that much of the previous textbook audit's requests involve reporting procedures that don't affect the price of textbooks. Johnny Stewart asked how to respond if the bookstore drives the cost; as an example, his department's textbooks seemed reasonable but the mark-up by the bookstore made them expensive. Jim asked how our prices compare to other colleges. Ken replied that the audit did not look at other colleges; instead, the audit compared prices between professors within the same college. Lorrie Jones asked if there was any policy that required the bookstore to carry a certain edition of a text. As an example, the Nursing department wants to use a previous edition rather than the newest, more expensive edition; also, the publisher stops storing the old editions. Ken replied that the bookstores have an incentive to stock the new edition because they will accept the new editions as returns from students but will not accept older editions. Kaye requested that the Senate forward to her the names of those people who volunteered for the textbook committee. Ken suggested that the Senate take our current policy regarding textbook selections and draft that as a procedure.

Lakeland Vice President's Report:

Kaye did not submit a report.

Winter Haven Vice President's Report:

Anthony did not submit a report.

Administrative Liaison's Report:

Ken did not submit a report.

Committee Reports and Updates:

Screening Committees:

Lee reported that four screening committees were being set up for three new faculty positions with the Gateway Collegiate High School as well as a replacement for Tom Schneider. Cindy Courtney reported that an administrative assistant had been selected for the Lakeland Provost's office.

Bylaws Committee:

Jim reported that the committee is working on the definition for Senate eligibility for Collegiate High School faculty. Ken reminded the Senate that newly hired Collegiate High School faculty would no longer be eligible for continuing contract. Jim requested that senators send him suitable suggestions. Ken recommended "five years of successful service." Jim said he would then draft a definition and email senators for their feedback.

Old Business:

No old business was addressed.

New Business:

Accreditation Check and Health Services Administration:

Ken reported that Patricia Jones and Maria Lehoczky have been working on faculty credentials as well as the credentials needed for each course. He specified HSA 3170: Healthcare Accounting and Finance, which needed an accounting professional rather than a healthcare administrator as a faculty member. Jim moved that the change be accepted to HAS 3170, and Bruce seconded. The motion carried.

Quality Scorecard:

Ken asked for volunteers to help IT score a self-assessment of online learning. The process involved working with a lengthy questionnaire. Ken said he would forward the information to Bill, who will then forward on to faculty. Tina Feleccia asked if components on the score card addressed SACCS requirements. Ken replied that maybe for the ten year audit but not the five year.

Technology Issues:

Kaye reported that faculty are concerned about not having administrative access rights and settings for their new laptops in order to install updates. As an example, she said colleagues are not able to update JAVA on their own but must bring the laptop in to be serviced by PC Support, which defeats the purpose of having laptops that faculty could work on at home. Johnny said that IT was trying to stop employees from installing software that could jeopardize network security. Kaye commented that she knew security was a concern, but asked if there might be other options besides locking everything down. Ken recommended that we create a list of issues and invite

either Naomi Boyer or Bill Dewitt to investigate and report back to the Senate next month. Lorrie added that Nursing faculty and students were being blocked from the electronic textbook provided by the publisher. CR Junkins reported that Internet security blocked students over the summer from researching ISIS or transgender issues. He also reported that links to original sources identified by Turnitin in PAL as plagiarized were also being blocked, rendering Turnitin useless. Bill agreed to forward those issues to Naomi and Bill and to invite them to the next Senate meeting.

Rules and Procedures:

Rule 4.02: Admissions Policy:

Ken said the state legislature asked colleges to define their policy regarding MOOCs (Massive Open Online Courses). Jim moved to accept the change, and Anthony seconded. The motion carried. During discussion, Lorrie asked which term was more acceptable—“sex” or “gender.” Ken said that the language was being taken from the state but that he would ask Val Baker for her opinion. Kaye recommend that the rule define the acronym MOOC.

Procedure 1003: Determining Class Size:

Ken reported that the section that defined the class size limit for each individual course was being moved off the procedure and onto an attachment. Sally Fitzgerald noted that the attachment had not been sent with the procedure. Kaye asked about the comment in the margin regarding the two additional student limit—was the Senate recommending a continuation of the limitation or an elimination of it? Lorrie asked if the procedure needed to specify that the academic dean could add more students. Ken noted that section E allows the dean “to deviate from this standard for a given section.” Lorrie noted that the sentence, “However, in special situations, and to meet a specifically identified student need, the dean may deviate from this standard for a given section,” should come after the sentence, “The maximum addition to any course will be no more than two students (assuming facilities permit additional students).” Jim moved to table the procedure until the attachment could be examined, and Anthony seconded. The motion carried.

Procedure 1034: Alternative, Accelerated and Articulated Credit:

Ken reported that this procedure also addressed MOOCs, for the same reason as Rule 4.02. Jim moved to accept the change, and Anthony seconded. The motion carried.

Procedure 6002: Committee System:

Ken reported that the procedure changed the titles for Kevin Jones (Director of Strategic Planning and Assessment), added the Program Director for Aerospace to the College Safety Committee, added the Vice President of Academic Affairs to various committees that needed a member of President’s Staff, and added the Associate Vice President for Communications and Public Affairs to the Website Advisory Committee. Jim moved to accept the changes, and CR seconded. The motion carried.

New Business from the Floor:Out of State Adjuncts:

CR reported a request by Herbert Nold concerning the college not being able to hire out of state adjuncts to teach online courses. Ken replied that currently HR does not have the necessary tax codes in order to pay anyone who lives out of state. He said that the new system that replaces Genesis might be able to handle that, but we would need to see.

STEP Update:

Sally requested an update on STEP increases to faculty pay. Jim reported that FHRC recommended an increase from 30 steps to 35 steps, handled one level increase per year. The next Planning and Budget Council meeting will be held on October 13, 2015, at 2:00 p.m. in WMS 124 and LTB 1295.

Additional Faculty Senate Representatives:

Cary Gardell and Paul Carbonell asked if a new Faculty Senate Representative needed to be added to reflect the separation of the Fine Arts Department from the Humanities Department. Bill replied that the name of the Senate Representative for Humanities was a shell that encompassed many different departments, including Music as an example. He said that currently the Senate was investigating if new representatives did need to be created based on changes in the faculty population. Kaye asked if a committee to work on faculty representation be set up now. Jim recommended that the committee be set up during next month's meeting when more Senators were present. Bill reinforced the open nature of the Faculty Senate, encouraging any faculty member to attend Senate meetings as a type of "senator at large."

New Math Faculty Senator:

Kaye reported that the Lakeland Math Department had elected Mike Malone to replace Jim Rhodes as a Faculty Senator.

Adjournment:

Jim moved that the meeting be adjourned, and Tina seconded. The motion carried. The meeting was adjourned at 4:10 p.m.

The next Faculty Senate meeting will be held in LTB 1295 and WMS 124, Monday, September 14, 2015, at 3:00 p.m. The Steering Committee will be meeting on the Lakeland campus.

Respectfully submitted,

CR Junkins (on behalf of LouAnne Harto) and Lee Childree, Secretary