

Polk State College Faculty Senate Minutes
September, 2013
Date: Monday, September 9, 2013 Time: 3:00 p.m.
Location: LLC 2201

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, Debbie Sipes, Marianne Thomas, John Woodward, Jim Rhodes, Greg Richeson, Michael Derry, Louanne Harto, Anthony Cornett, Mostafa Zamani, Derek Menchan

Others in Attendance: Eileen Holden, Ken Ross, Martha Santiago, Donald Painter, Carolyn Orr, Rosa Walsh, Tina Feleccia, Bill Caldecutt, Patricia Jones, Courtlann Thomas

President Dodie Cowan called the meeting to order at 3:02 p.m.

Approval of Minutes from June, 2013:

There were no changes to the June 2013 minutes. The minutes will stand as submitted.

Approval of September, 2013 Agenda:

Additions:

- Dr. Eileen Holden addresses the Senate
- Faculty notification of accommodations for students with disabilities
- Proposed new nursing faculty classification (Clinical Faculty)
- Instruments for evaluating online classes (SPI and Observation Form used by Academic Deans)

Deletion:

- Faculty Senate representative for Polk State Foundation Board

Tabled:

- Master's in Fine Arts (Terminal Degree)

Greg Harris moved and Greg Richeson seconded that the September agenda be accepted with the changes detailed above.

Reports:

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

Administrative Liaison's Report:

- If there is information that needs to be emailed to all students, please send the information to Dr. Ross' office for dissemination
- The First Year Experience Project (FYE) and the Developmental Education Re-design Project are "joining forces" as they are intricately related and many of the same faculty and staff are working on both projects.
- Polk State's Continuing Contract rule changes (per state directive) have passed the review of the Faculty Human Resources Committee. This rule will be reviewed during today's meeting.
- The SPD Committee has reviewed the use of SPD funds and has determined that there should be a limit on either the number of credit hours or dollar amount that will be covered by SPD funds. The new guidelines are not yet ready for Senate review.
- The General Education (Gen. Ed.) Committee met yesterday. A virtual ballot will go out to all faculty to determine opinions about Polk's Gen. Ed. offerings.

Highlights of Dr. Eileen Holden's Updates for the Senate:

- Apprised the Senate of the circumstances surrounding the death of Polk employee David "Doc" Dougherty. Cate Igo, Kim Pearsall, and personnel from our Employee Assistance Program are available to provide counseling.
- Hiring of Vice-President of Student Services prior to Ken Ross' retirement, and hiring of Vice-President of Academics thereafter (Both will be national searches.) Approximately 22 of the 28 state college operate with individual Vice-Presidents for Academic Services and Student Services. An all-users email will inform faculty and staff of this decision.
- We are currently gearing up for the celebration of Polk State's 50th anniversary in 2014.

Committee Reports and Updates:

Screening Committees:

- Winter Haven SALO Director: LouAnne Harto reported that all interviews have been conducted. The committee will meet on Thursday, 9/12 to determine if any candidates' name(s) will be moved forward
- Graduation Coordinator: Greg Harris stated that a name has been moved forward. Ken Ross added that the selection has been approved.
- Math Faculty (Winter Haven and Lakeland): Dodie Cowan indicated that this joint committee is still considering applicants.
- Lakeland/Airside Advisor: Tina Feleccia served as the Senate representative. She reported that an employee from the Lakeland campus has been hired to fill the Lakeland/Airside advisor position.

- Language Arts Instructor at Chain Of Lakes (COL) High School: Kim Thomas reported that a Language Arts instructor has been hired and began work at COL at the beginning of the academic year.
- Art Faculty (WH): Kerry Armour reported that this position has been filled.
- Accountant: Greg Harris indicated that a name has been moved forward but the final decision has not yet been announced.
- Administrative Assistant (Gateway High School): Lee Childree reported that this position has been put on hold due to budgetary concerns.
- Lakeland College and Career Advisor: Lee Childree reported that interviews will occur on Sept. 20.

Volunteers are needed for the following screening committees:

- Accountant – John Woodward volunteered.
- Senior Web Designer – Senate rep position remains vacant.
- Director of Bands – Greg Harris volunteered.
- Director of Government Relations – Dodie Cowan volunteered.

Faculty Senate Website: Dodie Cowan demonstrated how to navigate the Polk State website to view the Senate webpage. If there are questions or suggestions for the website, please inform either Dodie Cowan or Kim Thomas. Senators whose pictures are not currently on the website will be contacted by OCPA to make arrangements for pictures. Also, beginning in October, 2013, the monthly agenda will be posted.

Identity Theft Prevention Program: This is a newly proposed rule (5.24) which originated in Peter Elliot's office. The rule deals with the issue of securing students' records in a way that significantly limits the records' vulnerability to identify theft. Greg Harris moved and Anthony Cornett seconded to accept.

Faculty Forums: Winter Haven: Thursday, Oct. 24 from 3:00-4:30 in WLR 106
Lakeland: Wednesday, Oct. 23 from 3:00-4:30 in LLC 2188

Faculty Evaluations – Online classes: Dodie Cowan summarized the issue. The current SPI questionnaire and the observation instrument used by the Academic Deans are not designed to evaluate online instruction. The Senate would like to collaborate with the Academic Deans and the Distance Education Committee to make changes. Ken Ross reminded the Senate that the faculty evaluation instrument must include all of the components of the state board rule. Martha Santiago indicated that it is the observation form that needs updating, not all forms associated with evaluations. Kaye Betz, Lorrie Jones, and Greg Harris volunteered to collaborate with the Academic Deans on this effort. Dodie Cowan will attend the Distance Education committee meeting tomorrow, 9/10, and will recruit volunteers from that committee.

Faculty Senate Bylaws – Procedure 6056:

Article 2 of the bylaws (Membership) has not been updated since new programs have been added and/or deleted from Polk State's course and program offerings. A discussion ensued. Several Senators made recommendations. Dodie Cowan will include the recommendations in a proposed version of the bylaws, and the procedure will come before the Senate for discussion and vote at the October meeting. Ken Ross suggested the 5 state categories and 5 SACC categories be considered when making changes.

Election of Senate President:

The election will be held in October. All nominations are due on Sept. 30. A nominee must have 10 signatures of faculty support. Lorrie Jones will collect letters of nomination. Faculty should be reminded that the Senate President does not have to be a Senator.

Senate Membership:

Kim Thomas reported that the following Senators' terms expire December 31: Kim Thomas, Marianne Thomas, Debbie Sipes, Louanne Harto, and John Woodward. Debbie's and John's replacements have been named by their respective departments, and are present at today's meeting. Dodie Cowan stated that Senators whose term expires in December need to communicate with their departments and hold a departmental election for Senate.

Expiration of Courses in PAL:

Michael Derry indicated that the instructional technologists need Senate approval before they start removing old courses from PAL. Kaye Betz stated that Nathan Neuman and Todd Thuma will develop a plan for removing courses, and they will share the plan with the faculty prior to removing any courses. The plan will include instructions on how faculty can save any courses they wish to save. A discussion ensued regarding the appropriate time a course should remain in PAL. Greg Harris moved and Derrick Menchan seconded that the Senate should suggest to Nathan and Todd that courses older than 2 years be removed from PAL, not courses that are 1 year old.

Office 2013:

Dodie Cowan let Senators know that they should communicate with their departments that the Information Technology Department is currently working on installing Office 2013 on all computers. Marianne Thomas stated that the clickers the Nursing Department use are not compatible with the new Windows software, and IT is aware of that.

College-wide Calendar of Events:

Kaye Betz informed that Senate that the college-wide calendar of events is located on the Intranet. David Steele confirmed that this is the case. Kaye Betz stated she sends events to Yvonne Velez or Brenda Edwards for inclusion on the college-wide calendar.

Convocation Speaker:

Some faculty voiced concerns to their Senator that they were not pleased with the convocation speaker this year. Ken Ross reminded the Senate that the speaker needs to appeal to a broad audience. Ken stated that anyone is welcome to submit a speaker's name to the Convocation Committee.

Forms as Attachments to Procedures:

Ken Ross stated that any changes to forms will still need Senate approval although the forms will be stored separately from the procedures.

Master's in Fine Arts – A Terminal Degree:

This agenda item was tabled. It will be brought back to the Senate after the Faculty Human Resources Committee has reviewed it.

New Classification of Nursing Faculty (Clinical):

Ken Ross stated that 50% or more of clinical instructors are now required to have master's degrees. The Faculty Human Resources Committee approved a higher salary due to responsibilities and contact hours. Lorrie Jones provided additional background information. Greg Harris moved and Louanne Harto seconded approval of the new position.

At 4:30 pm, Greg Harris moved and Anthony Cornett seconded to extend the meeting.

Volunteers for IncludeEd:

Greg Harris explained that this initiative would involve inclusion of a digital e-text fee as part of students' matriculation fees. Ken Ross indicated there may be issues with Genesis processing the different fees. Anyone who is interested in working on this initiative should contact Donald Painter.

Students with Disabilities (Classroom Resources):

Faculty requests more advance notice of classroom needs for students with disabilities (e.g., more than one table at which a person in a wheelchair may sit). Ken Ross stated that faculty notification depends on when the student self-reports his or her disability. Ken will discuss this issue with the appropriate personnel in Student Services. Lorrie Jones suggested that library staff get notifications as well because she received a form that indicated the student needs library assistance, and this not a normal component of the course she teaches.

Rules:

- Rule 3.05 – Contracts for Administrative, Instructional, Professional/Technical:
Ken Ross indicated the changes were approved by the Faculty Human Resources Committee with mandatory changes as outlined by the state board rule. A discussion ensued. Kerry Armour moved and Marianne Thomas seconded that the changes be approved.
- Rule 4.01 – Student Code of Conduct: Sally Fitzgerald moved and Anthony Cornett moved to accept changes.

Procedures:

- Procedure 1020 (Program Advisory Committee) was voted on in March. No further action needed.
- Procedures 1022 (Faculty Continuing Contract) and 6012 (Teaching Faculty Evaluation System): both of these procedures are currently under review by the Faculty Human Resources Committee (FHRC) and will be brought back to the Senate upon FHRC's review.

- Procedure 1033 (Student Records Retention): Greg Harris moved and Anthony Cornett seconded that the changes be approved of changes.
- Procedure 5011 (Student Organizations): This procedure has been deleted. Greg Harris moved and Greg Richeson seconded to approve the deletion of this procedure.
- Procedure 6002 (Committee System): Dodie Cowan stated that the steering committee discussed the fact that the Human Resources Committee no longer meets. The responsibilities are handled in the Budget and Planning Committee. Therefore, the Human Resources Committee should be eliminated. Greg Harris moved and Anthony Cornett seconded to eliminate this committee.
- Procedure 6057 (Distribution of Literature on Campus): Greg Harris moved and Anthony Cornett seconded approval.

New Business from the Floor: None

David Steele provided Senators with a memo describing OCPA updates. David invited anyone who has questions or concerns to contact him.

Meeting Adjourned at 5:05 pm.

The next Faculty Senate meeting will be held Monday, October 14 at 3:00 in the WAD Boardroom.

Respectfully submitted,
Kim Thomas
Secretary