

Polk State College Faculty Senate Minutes
September 2014
Date: Monday, September 8, 2014, Time: 3:00 p.m.
Location: LAC 1243

Officers:

Bill Caldecutt, President

Kaye Betz, Lakeland Vice President

Greg Harris, Winter Haven Vice President

CR Junkins, Secretary

Jim Haischer, Parliamentarian (elected during this meeting)

LouAnne Harto, Senator-at-Large

Senators in Attendance: Kaye Betz, Bill Caldecutt, Lee Childree, Anthony Cornett, Cindy Courtney, Tina Feleccia, Sally Fitzgerald, Jim Haischer, Greg Harris, LouAnne Harto, Lorrie Jones, CR Junkins, Mike Malone, Derek Menchan, Greg Richeson, Misty Sparling, Rosa Walsh, Mostafa Zamani.

Others in Attendance: Patricia Jones (substituting for Dodie Cowan as Administrative Liaison).

Bill Caldecutt called the meeting to order at 3:04 p.m.

Approval of Minutes from July 2014:

CR Junkins noted that the July 2014 meeting did not have a quorum for the first five minutes of the meeting, and the July 2014 minutes were tabled. Misty Sparling motioned that the July 2014 minutes be accepted as submitted, and Greg Richeson seconded. The majority of the Senators approved the motion. Jim Haischer voted nay.

Approval of Minutes from August 2014:

LouAnne Harto moved that the August 2014 minutes be accepted as submitted, and Lorrie Jones seconded. The majority of the Senators approved the motion. Jim Haischer voted nay.

Approval of the September 2014 Agenda:

Bill moved that the item "Special Election for Faculty Senate Parliamentarian" be moved to the first item under New Business. Tina Feleccia moved to accept the change, and Rosa Walsh seconded. The motion carried.

Reports:

President's Report:

Bill began by explaining the onboarding procedures he was undertaking to meet the President's Staff. He stated that his first concern was to see the bylaws amended, especially the language to allow electronic voting. He mentioned that colleagues working in satellite centers had requested voting stations for upcoming elections. He

reported that currently no STEP increase was in the works, but that No was not definite. If there is an increase in enrollment for 12-week or FT2 courses, a STEP increase was still possible. He requested to have a count of employees versus the number of Senators to see if there was a possibility of adding new Senators. Tina Feleccia stated that she would have that count to Bill by the October meeting. Lastly Bill said that he would like to work on the request to streamline the Faculty Senate's role on screening committees.

Lakeland Vice President's Report:

Kaye Betz submitted a Vice President's Report (see attached). She highlighted the work done by S.O.A.R. (Student Orientation for Academic Readiness). She asked Senators to remind their constituents to commend the faculty volunteers who were involved and to recommend that students attend. She announced the October 8 deadline for a \$1000 Classroom Enhancement Grant for adding learner-centered teaching strategies to courses. She asked Lakeland Senators to remind their colleagues that Faculty Goals were due September 12. She also highlighted the all faculty meeting in the Lake Wales Art Center on September 19.

Winter Haven Vice President's Report:

Greg Harris submitted a Vice President's Report (see attached). He highlighted the following items: 3-D Printing Workshops at Clear Springs; the all faculty meeting in the Lake Wales Art Center on September 19; the hiring of John Black as the new Director/Supervisor for maintenance facilities in Winter Haven; changes to Polk State's Special Performance Series schedule; the Winter Haven campus fire drill; SPD Funding; and the follow-up meeting for Winter Haven faculty on September 18. Derek Menchan noted changes to the Voices of the People concerts. Kaye asked if there was a way to provide feedback to administration on the decision concerning SPD funds. Bill agreed to look into it.

Administrative Liaison's Report:

Patricia Jones submitted the Administrative Liaison's Report on Dodie Cowan's behalf. She mentioned that the legislative moratorium on new bachelor's degree programs was still in effect. She said the legislature had hired an outside group to research how state colleges were determining community needs for new bachelor's programs. She said that Polk State is still continuing to develop those proposals that had already begun so that the college could quickly move forward when and if the moratorium is lifted. Patricia stated that Attendance Confirmation Reports are missing for some classes. Kaye suggested that the Attendance Confirmation Reports may be missing because of a recent change in the deadline for submitting them; she also requested that a longer window for submitting reports be used next semester. Patricia asked for feedback on the previous Student Convocation, and that input for the next Student Convocation is welcome.

Committee Reports and Updates:Screening Committees:

CR stated that the Steering Committee was concerned that too much time was being spent reporting on the status of screening committees without much benefit to the Senate.

Therefore, he would now provide Senators with a simple form to note any updates on their screening committees; he would collect those notes and publish one document. Bill noted that the item would remain on the agenda in the future in case any Senator wanted to report on any particular issue that he or she felt the Senate should know. Greg Harris reported that a candidate would be selected for the Winter Haven Librarian this week.

SPI Committee:

Kaye presented the Faculty Face-to-face Classroom Observation Form. She stated that the SPI committee wanted to take the form to the District Campus Group on September 17. She next introduced the Student Perception of Instruction (SPI) form. She noted that a student focus group had not seen the document, and she would request that the District Campus Group set up a student focus group. Kaye noted that the SPI was for all students, both face-to-face and online. The Classroom Observation Form did not include online classes and the committee was still working on an observation form for online classes. Jim moved to send the documents to the District Campus Group, and Greg Harris seconded.

During discussion, Sally Fitzgerald asked for clarification on Question 11 on the SPI: “The professor relates tests and assignments to course objectives listed on the course syllabus or Basic Course Information (BCI).” Her concern was that professors would need to state the connection for every single assignment or class work. Kaye asked those SPI Committee members present for their feedback and asked the Senate for a better wording of the question. The general consensus was that the intent of the question was to ask “Did the professor teach what was supposed to be taught?” The suggestion was made that the student focus group could help with the wording. Sally next asked about Question 16 on the SPI: “The professor is professional and treats students in a respectful manner.” The recommendation was made to remove the words “is professional and.” Bill asked about Question 12 on the Faculty Face-to-face Classroom Observation Form: “The professor infused technology in the instruction,” noting that some forms of instruction, like dissection, don’t necessarily require technology. The recommendation was made to add the words “where applicable.” CR asked if the SPI Committee had any control over how the SPIs were distributed, noting that students are not required to fill out the form. Kaye said that was not part of the committee’s task. The committee was tasked with reviewing the forms. Bill said that he would ask the District Campus Group for feedback on requiring students to fill out SPI forms as well as provide a count to professors of the number of students who had filled out the form. Jim moved to amend his original motion to accept these recommendations, and Greg Harris seconded.

Constitution and Bylaws Committee:

Greg Harris began by naming the current members of the committee: himself, LouAnne and Rosa. He said the committee would have a draft of changes prepared by the October meeting. He asked for a volunteer from the Lakeland campus to join the committee. Jim volunteered.

Kaye recommended a quick change to Bylaws to be voted on in October and November and that more in-depth changes be worked on by the Bylaws Committee over the next

few months. She recommended that the word “written” be removed from the following sentence in Article VII, Section 1: “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.”

Jim recommended removing Article VIII, Section 4, entirely for now, with a new section written later by the Constitution and Bylaws Committee. The section reads as follows: “The Steering Committee may meet and make decisions on behalf of the full Senate when the Senate is not in session.”

Jim moved that the removal of the word “written” from Article VII, Section 1 be brought forward as a bylaw change next month, and Rosa seconded. There were none opposed.

Jim moved for the deletion of Article VIII, Section 4 to be brought forward as a bylaw change next month, and Sally seconded. Jim requested a roll call vote. The vote was 5 aye (Derek Menchan, Greg Richeson, Jim Haischer, Rosa Walsh and Sally Fitzgerald), 10 nay (Kaye Betz, Greg Harris, CR Junkins, LouAnne Harto, Anthony Cornett, Cindy Courtney, Lorrie Jones, Misty Sparling, Mostafa Zamani and Tina Feleccia) and 2 abstentions (Mike Malone and Lee Childree). The motion did not carry.

Other Committees:

Sally announced the Global Initiatives Celebration scheduled for November. Kaye said that the Online Course Development Agreement Form was being implemented and that it would have an effect on the timeframe in which we developed online courses. We would have to start thinking and planning ahead a bit more than might currently be done.

At 4:18, Jim moved to extend the meeting. Greg Harris seconded.

New Business:

Special Election for Faculty Senate Parliamentarian:

Greg Harris nominated LouAnne, and Lorrie Jones seconded.

Rosa nominated Jim, and Derek seconded.

Greg Harris moved to close the nominations, and Lee Childree seconded.

Paper ballots were cast. Jim was elected Parliamentarian.

Upcoming Election:

Bill requested that Jim (as Parliamentarian) and CR (as Secretary) handle the election. He reminded them that the satellite campuses had requested voting stations. Bill asked for a timeline. Jim suggested Thursday, October 16 at 5:00 p.m. so that employees would not have to stay after hours on Friday to count the ballots. Jim asked to start the voting process on Monday, October 6. He requested nominations and signatures by Monday,

September 22. CR requested permission to announce the election results immediately after the vote count.

CR asked that he be allowed to continue posting candidates' campaign statements on line as well as sent out by email, just in case faculty don't receive the emails. Concern was expressed that college funds had been used to produce printed postcards that faculty had received from one of the candidates. CR said that while the cards were clearly expensive to produce, he had spoken to Kim Thomas and assured Senators that she had paid for the cards herself. Rosa said that the cards were sent to faculty through intercompany mail, which was a college expense. LouAnne said that faculty can use intercompany mail for service related reasons, and that running for a Faculty Senate election was an example of service. LouAnne also said that candidates should have the freedom to campaign as they like. CR said that having as much information about candidates as possible is good for elections. Jim asked that candidates be asked to agree to campaign in such a way as to avoid expense to the college. CR agreed to include that statement in the request for nominations and signatures.

Faculty Forums:

Jim moved that Faculty Forums be tabled after November 2014. He argued that colleagues would focus too much on the President's election. CR seconded. The motion carried.

Faculty Handbook:

Kaye drew attention to the following statements in the Faculty Handbook, page 31, Section 7.1: "Full-time faculty members are expected to attend department, campus, and other meetings as a part of the contractual obligation. Failure to do so constitutes a material breach of employment contract unless there is a more pressing college engagement." Kaye said that the first sentence has been a part of the faculty handbook and that the second sentence had been added. Kaye stated that she thought the first sentence was sufficient and that she was concerned by the tone and the underlying message that the second sentence sent to faculty. Rosa and CR both stated that the message sounded as if it was being directed at a small number of faculty members and recommended that administration deal with the issue on a one-on-one basis. Bill asked where such a requirement exists in faculty contracts. Jim moved to request the statement be removed from the Faculty Handbook, and Misty Sparling seconded. The motion carried.

Forming Sub-Committee to Address Faculty Camaraderie:

CR announced that he had volunteered to chair a sub-committee or task force that would work on maintaining or building cross-campus camaraderie. He said he would be sending out an email invitation for volunteers from the Senate, but that he wanted to mention it first in front of the members.

Upcoming Faculty Senate meeting locations:

CR said that two Senators had requested that the December meeting be held in one location to make voting for officers easier, but that two other Senators had requested that

the December meeting remain teleconferenced because of exams. The general consensus favored having the December meeting teleconferenced. Bill recommended that all meetings be teleconferenced, and that the Steering Committee members would meet on one campus during the meetings. The Steering Committee members agreed. CR agreed to schedule the October 13, November 10 and December 8 meetings as teleconferences.

Changes to Screening Committees:

Bill recommended that Changes to Screening Committees be tabled. Jim moved that the topic be tabled, and CR seconded. The motion carried.

Rules and Procedures:

CR moved that the proposed rules and procedures be tabled until the October meeting, and Jim seconded. The motion carried. The rules and procedures included the following: 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; Procedure 6038: College Calendar. Commenting on the move to table, Kaye requested that Senators pay close attention to the proposed changes in Procedure 6038: College Calendar.

New Business from the Floor:

Chain of Lakes Collegiate High School:

Misty reported that a class had been built in Genesis, and students had been enrolled in the class, without the faculty knowing ahead of time. They had to scramble to find a professor to teach the course.

Misty also requested that faculty members not change their textbooks at the beginning of the course. Chain of Lakes had to return textbooks and purchase new ones. CR stated that the English department had two professors who could not teach this semester because of medical issues, and replacements had to be found at the last minute. The replacements had tried to keep changes to a minimum. CR said the biggest problem was that Follett had not transferred our book orders to Barnes and Nobles. BN tried to guess as best they could, but not all the orders were correct. CR said that the English department believes this problem won't happen again, but he would remind his colleagues to be avoid changes in the future.

Contracts:

Rosa reported that she had discovered incorrect calculations on her contract, and that the mistake was substantial. She urged faculty members to double-check their contracts in case they had errors, too.

Adjournment:

Jim moved that the meeting be adjourned at 5:01 p.m. Greg Harris seconded.

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

Respectfully submitted,
CR Junkins
Secretary