

**Polk State College Faculty Senate Minutes**  
**September 2015**  
**Date: Monday, September 14 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: Anthony Cornett, Misty Sparling, Lorrie Jones, Greg Harris, Cary Gardell, CR Junkins, Alexandros Dimitriadis, Debbie Sipes (for Bruce Dubendorff), Michael Harrison, Erik Roldan, Mike Malone, Michael Harrison, Cindy Courtney, Tina Feleccia

Others in attendance: Ken Ross, Reggie Webb, Cate Igo

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

Sally requested the issue of students parking in faculty-assigned parking be added to the agenda. It was added to New Business.

Minutes: Jim motioned to approve the minutes. Michael seconded the motion. The motion carried.

Jim moved to accept the agenda. CR seconded. The motion carried.

## **Reports**

### *President's Report*

Bill's report included the following:

\*He encouraged senators to maintain close contact with their constituents, especially since their feedback is needed in order to adequately represent them in matters such as Procedure 1003.

\*He will soon give direction in regards to the "Quality Scorecard for the Administration of Online Programs," a self-assessment being completed by the College.

\*He asked for all full-time faculty to be reminded that they are welcome to attend Senate meetings.

\*He welcomed two new members to the senate, Mike Malone for math and Erik Roldan of Gateway High School. He also welcomed Gateway High School as a newly represented department.

\*He welcomed Lee Childree as the newly-elected secretary and thanked LouAnne for her service as secretary.

\*He reminded senators to be alert for last-minute items that may come up between meetings and that may require departmental feedback.

\*He addressed technology issues raised at the last meeting, namely the problems some have been facing with laptop updates and internet filtering. Naomi Boyer and Bill DeWitt are working on solutions and he will keep everyone updated.

\*He addressed the review of the Department Coordinator procedure. He will be contacting all DCs. The Senate will lead this initiative with the help of all interested parties and he has elicited the help of FHRC to ensure that the Senate is coordinated with them as we begin work on the Department Coordinator portion of Procedure 1006 (Faculty Workload—Academic Accounting System). They are simultaneously working on other parts of the document, and we will work closely with them if we propose any changes to DC compensation.

\*He informed the senate that the Planning/Budget Council is scheduled to meet October 13. The committee hopes to have detailed information and options regarding our budget and hopes to see some progress with faculty salaries. The Senate will be working closely with FHRC as the date approaches.

#### *Lakeland VP Report*

Kaye shared several items, including:

- \*movement of the Aerospace program into the Flight Safety building at the Lakeland Airport
- \*a holiday-themed writing contest, which CR asked for clarification of, which was to be solicited from Professor Murphy
- \*promotion of Banned Book Week, which will run from 9/27 through 10/3
- \*Ask a Librarian, a new widget that can be added to any PAL course
- \*the writing tutors moving back into the TLCC and a piloted online version of the service
- \*the redesign of the library and TLCC webpages (input is being solicited from students)
- \*The faculty/staff vs. Polk State Soccer Team match will be on 10/19/15 from 12 – 1:15.
- \*FallFest will be Saturday, October 17 in WH.
- \*Joggin' for the Noggin, a 5k race to benefit the foundation, will be held on the Lakeland campus on 10/23 @ 6:30 p.m.

#### *WH VP Report*

No report

#### *Administrative Liaison Report*

Ken shared that enrollment is down 3 %, but enrollment for the Baccalaureate programs is up. 14 percent of our enrollment is now in the Baccalaureate degrees.

We are hoping to start Elementary Ed. and Early Childhood Ed. in January. They were approved by the state board. Donald shared that the College is still negotiating its internship agreement with the school board.

Ken shared what FHRC has been discussing, including academic freedom. Drew Crawford, from the College's legal firm, has been invited to present a workshop on legal issues for faculty later this month. *Follow-up after the meeting: It's scheduled for Thursday, 10/29, 2:00 – 4:00 in WLR 108.*

Textbook affordability: We are complying, but we are looking for initiatives to drive down the costs of textbooks. E-books, as it turns out, do not provide a financial advantage.

Performance measures—we are ranked #16 in the state. Polk State did not lose money because of performance measures. We are considered “silver.” Bronze schools lose their money.

Student services has a request—for us to consider going to one email system (students presently have two—my.polk and PAL).

#### *Screening Committees*

Nothing was reported

#### *Constitution and Bylaws Committee*

Jim indicated the need to make further technical corrections prior to approval. The bylaws are functional now, but need to be posted to our website.

#### *Textbook Affordability Committee*

Kaye spoke for the committee. There are three people on the committee and Kaye solicited for more help. CR agreed to serve, as did Tina. Bruce Dubendorff was suggested as a senator with potential interest. Ken indicated that new legislation requires textbook affordability be turned into a procedure (and not just a process).

There is a similar committee (Digital E-text) that the group will be working in collaboration with.

*Other Committee Updates*—Greg Harris shared that he is serving on a committee that is overseeing the renovation of the library (3<sup>rd</sup> floor) in Winter Haven from the 1<sup>st</sup> of May to the 1<sup>st</sup> of August. There will be limited access to the library's third floor. This includes classroom space and some offices.

#### *Distance Education*

Kaye shared the following:

\*A potential new opt-in statewide LMS (no decision has been made at this time).

\*PAL data purge coming on 9/15 (classes from 07-08 and 08-09 will be purged)

\*Closed captioning is available as needed and can be added to lectures and PAL materials very quickly for students with the documented need.

\*Student help desk now has a phone tree, routing to specific locations for PAL help, PASSPORT help, etc.; Chris Amato is looking into the “forget password” option.

### **Old Business:**

#### *FHRC proposal to increase adjunct pay*

Jim shared that this includes overload pay and an additional stipend for a Masters, + 30, and for Doctorates (+ \$50 for each). Ken Ross spoke to the cost of the proposal (raising each of these just \$50 would cost \$210,000). Ken and Donald spoke to the challenge of adding this to the system. The next meeting to discuss this is on 9/18.

#### *Nondiscrimination wording on official documents*

Ken shared that state documents are to read “sex” and not “gender.”

#### *Guidelines for teaching in the Online Environment and Faculty Online Observation Form*

Kaye shared that the guidelines were developed through the distance education committee. Recently, the distance education committee correlated the Faculty Online Observation Form to those guidelines, marking FOOF # to indicate the number of the Faculty Online Observation Form (FOOF) each item correlated to. Under discussion was the scale that was on the face-to-face observation form: “excellent,” “acceptable,” “could improve,” and “not observed” vs. “met” and “not met,” which are currently on the form. Alexandros argued for “met” and “not met” vs. “observed” and “not observed.” Others agreed. Bill will send out direction for discussing the Faculty Online Observation Form further.

Jim motioned to table the Faculty Online Observation Form and the “Guidelines for Teaching in the Online Environment.” Tina seconded. The motion carried.

### **New Business:**

*Communication with Administration of Faculty Senator Representation Procedure* was struck from the agenda.

#### *(Procedure 1006)Limit on Maximum Work Load for Faculty*

Mike Malone shared that there was a request to change the procedure, specifically to change the “not exceed” cap from 1.4 to 1.6. Ken’s concern is that the 1.4 is already a high number and that SACS might consider this as “administration abusing the faculty.”

Lorrie saw no need to change the procedure as it is working for her department. The math department made the proposal. To this, Kaye suggested that there needs to be consistency across departments. Anthony suggested that there was no point in changing the procedure, as science regularly “goes over” out of necessity. Alexandros asserted that the current procedure allows for greater liberty or flexibility in scheduling/hiring. Sally requested clarification on “standard work load.” Ken explained standard work load and then agreed to research the maximum work load issue with SACS for compliance purposes.

Misty motioned to table. CR seconded. The motion to table carried.

#### *Additional Assignment Guide for Staff Employees*

Ken asserted that this “has no impact on faculty.” There may be some nonexempt employees prohibited from teaching because of new laws. Kaye brought this to faculty senate because individuals who *were* teaching become inexplicably ineligible at times. Ken added that there is an additional labor-related problem: pro-techs teaching classes during their regular hours.

#### *Department Coordinator Procedure*

Bill contacted the FHRC chair (Rebecka Sare); this would impact Procedure 1006. Bill added that it does contain information about compensation. Bill will contact the DCs and ask that a group be put together to evaluate the process. Compensation and responsibilities need to be looked at.

#### *Virtual Center for Excellence and Engagement*

Kaye shared that there will be a new intranet to:

- \*engage our Polk State community
- \*use a dynamic, user-friendly platform
- \*include relevant and current information
- \*stimulate collaboration and innovation

Updates will be coming soon!

#### *Student Pictures on Passport*

Kaye expressed the desire of many faculty members to be able to see student pictures on Passport. This has apparently been discussed for a considerable length of time. Ken will get with Melvin and will give an update before the next meeting.

#### *Technology Services Handbook*

This was a discussion that required no approval. Ken Ross shared that a manual will be coming out (instead of a series of procedures). Kaye expressed a concern about the page on smart phones, that it sounded a bit draconian. Ken shared that the use of smart phones can compromise security and that this is an issue if an employee’s phone is synced with the College network. The document is just for administrative employees with access directly to email from off campus, not the majority of employees or students. Everything in the handbook is already part of a procedure. Ken will get Naomi Boyer to clarify.

*Students Parking in Faculty Parking*

Sally shared concerns of a faculty member that security is not enforcing the parking rules. There may be a two-week warning period. Donald will follow up.

**Rules and Procedures:***Procedure 1003 (Determining Class Size)*

Some faculty are concerned about equity, suggesting that since the online courses of ENC 1102, ENC 1101, and literature are capped at 22, then other writing-intensive courses should be capped at that point or sooner. Lorrie suggested that consideration should be given for what a course contains, not just whether or not it is considered a writing course. Nursing classes are capped at 24 (per Lorrie). Lorrie wants a review of class sizes. Ken suggested that there is a mechanism in place for the procedure already.

Lorrie questioned whether or not there is a mechanism in place to lower class sizes.

***Motion to extend meeting made by Jim. Seconded by Kaye. The motion carried.***

Kaye suggested a change in wording of the procedure to return to the old language.

Bill suggested a motion to approve the amended procedure. A motion was made by Michael Harrison and seconded by Jim. The motion carried.

*Technology Acceptable Use*

Ken shared that this will not be in procedures; rather, it will be in the technology handbook. Jim motioned to table. Sally seconded. The motion carried.

Jim moved to adjourn. Tina seconded. The motion carried. Adjournment was at 4:37.

Respectfully Submitted,  
Lee Childree  
Secretary