

Polk State College Faculty Senate Minutes
September 2016
Date: Monday, September 12, 2016, Time: 3:00 p.m.
Location: WMS 124 and LTB 1295

Officers:

Bill Caldecutt, President
Cindy Freitag, Lakeland Vice President
Anthony Cornett, Winter Haven Vice President
Lee Childree, Secretary
Jamie Haischer, Parliamentarian
Sally Fitzgerald, Senator at Large

Senators: Jim Rhodes, Michael Harrison, Derek Menchan, Mike Malone, Amy McIntosh, Alexandros Dimitriadis, Cary Gardell, Greg Harris, Tina Feleccia, Misty Sparling, Lorrie Jones, Louanne Harto, Jerry Palmer (substituting for Cindy Courtney)

Others in attendance: Dann Hazel, Mary Stowers, Reggie Webb, Jerri Palmer, Nathan Neuman

Guests: none

Meeting called to order: 3:00 PM.

Approval of August Minutes. Jamie moved to approve the minutes. Derek seconded the motion. The motion carried.

Approval of September Agenda. Jamie moved to approve the minutes. Michael seconded the motion. The motion carried.

Reports

President's Report

Bill reported that the Strategic Plan for the College is being refreshed. Teams are reviewing the facets of the Strategic Plan, which include Innovation, Community Impact, and Engagement. Bill said that he would provide updates of this work at future Senate meetings.

Bill shared that Dr. Ross has sent out the draft of the SACS five-year review document.

Bill gave Nathan Neuman the floor to report on PIE training. Nathan reminded the Senate that PIE stands for Polk Information Essentials, and he supplied the web address for PIE training (polk.edu/technology.training). He offered to give training to all departments. Nathan suggested that everyone attend Phase I Training/PIE Basics. He stated that his department is building

capacity by training and designating technical liaisons per department and committee. Each technical liaison will be a point of contact. Phase II Training will be for these technical liaisons. Phase III will be for designing. There is also a “Train the Trainer” session that would be appropriate for anyone who would like to hold his or her own PIE Basics training.

Lastly, Bill shared that a committee is being formed to hire a new director at the JD Alexander Center. Anthony has agreed to serve as the Faculty Senate representative.

Lakeland Vice President's Report

Nothing to report.

Winter Haven Vice President's Report

Anthony informed the Senate of the International Education Week Photo Contest. Submissions are due October 17th. The entry fee is waived for faculty and staff for up to three images.

For Constitution Day, the Winter Haven SGA is sponsoring a voter registration drive. The drive is on September 13th.

Fall Fest is October 15th.

Waiting for Godot will be performed October 6th, 7th, 8th, and 9th. Curtain is at 7:30 for the first three shows. For the Sunday matinee on the 9th, curtain is at 2:30.

Administrative Liaison Report

Ken reported on the FTICs (First-time-in-College) students. We have about 1600 FTICs, which includes the summer FTICs. About 1400 are new this fall term. Over 1400 students have been registered into the new SLS1122 course. Only FTIC AA students are required to participate in the First Year Experience, and we exempted our Collegiate High students.

Ken shared that he and Dr. Holden will make an appearance before the State Board of Education in which they will provide their plan. The hope is that money lost through the College's poor ranking will be regained—half in December and the other half in June. The area the College did poorest in for the ranking was “retention.” The College believes that the retention initiatives currently in place will significantly improve retention.

Ken added that enrollment is up slightly: 1.4% overall and 1.7% for credit courses. Non-credit courses continue to roll in on a different calendar. The majority of the non-credit FTE is generated by the Center for Public Safety. Student Services has been making phone calls to students who enrolled last fall to encourage them to come back. Their efforts have been paying off, as fall-to-fall retention was up by about 3% from the fall of 2014 to the fall of 2015.

The SACS document is in its final proofing stage. It is to be mailed out on September 13th.

Committee Reports and Updates

Ken announced that the College Safety Committee needs a representative from the science department. The person does not need to be a senator. Bill agreed to solicit representation.

Lorrie Jones volunteered to represent the Senate on the Distance Learning Committee.

Dale Anderson will represent the Senate on the Global Initiatives Committee.

Anthony and Greg are representing the Senate on the Institutional Technology Committee.

The Textbook Affordability committee met. Greg Harris agreed to chair the committee. The committee will be looking at setting a “variance” for the cost of text books by course. While there is no variance prescribed by the Florida statute, the auditor created a list of courses that they claim had a wide variance.

Old Business:

Nothing to report.

New Business:

PIE. Lee reported that he has begun storing Senate documents on the Senate’s new PIE page. Senators reported no difficulty accessing the documents. However, Ken reported that the Sharepoint (PIE) site does not read well on all devices, including iPads. Bill DeWitt is working on a fix for this. Some senators suggested the fix may be an app called Puffin. Ken agreed to share this with Bill DeWitt. Because Sharepoint is a Microsoft product, it communicates most easily with Internet Explorer. Nathan shared that approved agendas, minutes, and reports will be viewable to all of the College (excluding students) after the secretary chooses the “approved” option on the Senate PIE page. Nathan also shared that there is a discussion feed in PIE that may benefit senators. He added that instead of emailing out all of the Senate documents, the secretary may simply email a link to the Senate’s PIE page. The idea is to cut down on attachments.

Rules and Procedures

Procedure 6057: Distribution of Literature and Solicitation on Campus. It is now illegal to re-sell free samples marked “Not for Resale,” per Florida Statute 1004.085. The College’s attorneys added language to the procedure to make it match the state statute. Ken assured the Senate that the document would be proofread for grammar before going to President’s Staff. Louanne moved to approve the procedure. Jamie seconded the motion. The motion carried.

Attachment for Procedure 6002: Committee Composition. A non-voting resource member slot for the IT department was added to the Institutional Technology Committee. Basic changes were made to the names of position titles. Jamie moved to approved. Anthony seconded the motion. The motion carried.

New Business from the Floor:

Tina reported that the majority of her online students now have accompanying picture IDs in PAL. Her concern is the quality of the pictures.

Misty Sparling expressed a concern about not having reports from the Senate President, Vice President, and Faculty Liaison. Bill suggested that the officers needed to return to doing this. Lee will begin posting these on the Senate PIE page.

Adjournment: Jamie motioned to adjourn at 3:35. Derek seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary