Dear colleagues,

Thank you to the faculty members who attended our November meeting!

- Action Items:
  - None
- Committee/College updates:
  - **OER committee** – Arenthia Herren (aherren@fsw.edu) : Committee has met and begun work which includes a survey of OER, mission statement and possible events. Some faculty wondered if OER might be more appropriate for certain courses, but not for all.
  - **Professional Development Committee:** --Sara Lublink (slublink@fsw.edu) 17 events have already been funded, but since the budget was increased to $76,000 there is more money available to fund additional professional development. Funds are designated for a particular quarter. Application deadline for January, February and March events is November 29th. TLC is sponsoring several workshops and events e.g. 2nd FSW & FGCU symposium, Train the Trainer workshop.
- Information Items:
  - **New Police Chief**—Chief Jerry Connolly introduced himself as a policeman of some thirty years' experience in Polk County with a background in vulnerability assessment and threat management, working with both Polk State College and the Polk County school system.
    - He noted that he is a passionate academic, with a Phd in Human Services and background in both human resources and criminology.
    - He is experienced in modern policing practices, technology, and customer service.
  - **Technology issues** addressed: --Jason Dudley
    - **ZOOM**--FSW is switching to Zoom to replace the current Polycom system. This is available now to all faculty members and there will be training. Faculty will have webinar capability from their desks, but Dudley will have to create the meetings. Zoom can also be used to meet with students.
    - **Helpdesk**--Canvas and IT Help Desks will be merged and that there will be pop-in training and expansive training for technology available in the first floor of G Building on the Lee Campus. Service will be provided by a staff of five full-time employees who will replace student assistants. New ticket system will be in place in January, with chat help available starting in January. Response time to issue should be under 2 hours.

- **WIFI**—WIFI issue was acknowledged due to inadequate bandwidth, which is currently capped at one gigabyte. They will be spending $400,000 to upgrade the system to ten gigabytes.
- **Refreshing podium PCs**: The process is slow as they did not receive adequate funding. A schedule for refreshing both podium PCs and faculty PCs will be posted. The new schedule will be four years instead of seven.
- **Windows 10:** ---All computers will be upgraded to Windows 10 by January 31, 2020, as the current system will not be supported after January 14th, 2020.
- **FSW software center:** Faculty will be able to download programs e.g. ZOOM, adobe reader. AdobePro should be available June 2020.
- **Outlook/portal:** Instructions will be sent on how to avoid getting kicked out if working off campus.

o **Calendar Committee**: --Martin McClinton.

    a. **Calendar Committee Recommendations 20/21:** Martin McClinton and Martin Tawil spoke.

        i. The committee met three times. The draft 2020/2021 calendar will be put up on the Faculty Senate page.

        ii. Spring Break week is synchronized with surrounding School Districts.

        iii. It will incorporate two study days, based on FGCU's model. These are planned for the Tuesday after Labor Day and the Wednesday before Thanksgiving. Classes will not be held and although these are duty days, faculty may take personal leave.

        iv. There will be time to submit grades between A and B sessions.

        v. New start times prosed: e.g. 3 credit (8:30, 10:00, noon and 1:30), 4 credit (8:00, 10:00, noon and 2:00) This will create a common "lunch break" for students so they can participate in FSW sponsored events.

o **Service Animals on Campus** –COP 01-0105 attached: Discussion ensued about what faculty can and cannot ask students. It is appropriate to inquire whether the animal in question is a service animal and what it has been

trained to do, but Matt Hoffman advised that the best thing is just not to ask. Service animals are allowed on campus and in the classroom, but support animals are not.

- Faculty Updates:
  - **Faculty Handbook**: Cindy Campbell noted that the Faculty Handbook has been updated and is available to view under the Provost link in the Documents Manager. She will send the PDF link to Martin Tawil so that it can be widely available.
  - It was noted that there has to be better communication when someone dies. Vinnie Butler recently died and there was no announcement. This has happened in the past as well.

- New Business:
  - none

Your faculty senate

" Teachers affect eternity; no one can tell where their influence stops.

HENRY BROOKS ADAMS