

Faculty Senate Meeting Minutes
November 15, 2019

Meeting called to order at 1:00 PM. A quorum of 33 were present when the meeting began.

- i. Agenda Adoption: Motion to approve by Ellie Bunting; second by Ray Lenius; adopted.
- ii. Minutes Adoption:
 - a. 9/20/19 approval of the minutes: Motion to approve by Elizabeth Whitmer; second by Ellie Bunting; approved.
- iii. Action Items: none
- iv. Committee / College Updates:
 - a. OER Committee Update: Arenthia Herren reported that the committee has met and begun its work. Discussion ensued about which classes it is appropriate to use OERs for, and which not. Obviously, it is not possible to replace all textbooks with OERs.
 - b. Professional Development Committee: Sarah Lublink reported that the college found the money to double the funds available. November 29th is the next deadline for submitting. She also noted that there are opportunities for TLC workshops and discussion facilitators for PD Fridays. Also, train-the-trainer workshops are coming up.
- v. Information Items:
 - A. Meet the 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 Ph. D and background in both human resources and criminology. He is experienced in modern policing practices, technology, and customer service.
 - B. Jason Dudley and Team responding to the following issues:

Technology:

 - *WIFI
 - *Instructor computers need upgrades
 - *Issues with Outlook
 - *Computers-- faculty should be allowed to install programs and updates.

Dudley addressed these issues. He noted that 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. He noted that the 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. He acknowledged a problem with WIFI and inadequate bandwidth, which is currently capped at one gigabyte. They will be spending \$400,000 to upgrade the system to ten gigabytes. He discussed issues of refreshing podium PCs, which 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. He noted that all computers will be upgraded to Windows 10 by January 31, 2020, as the current system will not be supported after January 14th, 2020.

- C. Calendar Committee Recommendations 20/21: Martin McClinton and Martin Tawil spoke. The committee met three times. The draft 2020/2021 calendar will be put up on the Faculty Senate page. The calendar is synchronized with Collier and Lee School Districts. It will incorporate two study days, based on FGCU's model. These are planned for the day after Labor Day and the day before Thanksgiving. Classes will not be held and although these are duty days, faculty may take personal leave. There will be time to submit grades between A and B sessions.
- D. 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.

vi. Faculty Updates: 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.

vii. New Business: none

Meeting adjourned at 2:05 PM. Minutes by Frank Dowd