

TCC PAPC Meeting Minutes

Date: May 10, 2019

Time: 2:00 PM - 4:00 PM

Location: District Office - President's Boardroom

Attendance:

Tom Geary (PAPC chair, Faculty Professional Development Committee chair);

Matthew Watts (Online Learning Committee chair);

Ruth Shumate (College Faculty Senate appointee).

Gabriela Toletti (Workforce Solutions Committee chair);

Dean Joseph Fairchild (Ex-Officio PAPC chair);

Nancy Jones (Classified Association in place of Toni Dixon);

Virginia Sojdehei (Librarian Appointee in place of Mary Anne Glanzer)

Jessica Lynam (Global and Intercultural Committee chair);

Richie Windley (Internal Relations Committee chair);

Absent:

James Edwards (Student Success Committee chair);

David Kiracofe (General Education Committee chair);

Jessica Morales (Instruction Committee chair);

Danielle Giscombe (Counselors);

Leona Davis-Daniels (Classified Association appointee);

Stacey Deputy (College Faculty Senate chair);

Linda Williams (Curriculum Committee chair);

Guests:

Kim Bovee

- I. Call to order
 - A. The PAPC meeting was called to order by Tom Geary (PAPC chair) at 2:00 PM with quorum.
- II. Corrections and approval of the minutes of the previous meetings
 - A. We reviewed the [April 5, 2019 Meeting Minutes](#)
 1. A motion to accept the April minutes with the following correction:
 - a) III. O. 7. Elections will be held.
 2. The motion was approved unanimously. Motioned by Richie Windley, seconded by Dean Fairchild.
- III. Guest Speaker: Kim Bovee
 - A. Kim Bovee provided updates on the scanning process which is underway.

Approved Sept. 27, 2019 at 2:19 p.m.

- B. No economic impact report for 10 year. Sean LaCroix will help with the RFP for the report.
 - C. Student group - there is a plan for layering students: first add students, work with SGA, work with part-time students, work with faculty.
 - D. Competition group - online is a competitive area because of the military.
 - E. Alumni group - will be meeting alumni.
 - F. Honest conversations have been recorded by Kim and sent out to participants and then larger groups.
 - G. Faculty group was the least successful due to complaints.
- IV. Officer Reports
- A. Chair:
 1. Tom Geary reviewed the May 15 deadline for the PAPC chair to send out the year-end reports and asked that all chairs send reports to Tom no later than Monday May 13.
 2. Some groups had year-long vacancies that need to be looked into: Administrative Association, Student Federation, and Executive Staff.
 - B. Secretary:
 1. No report
- V. Committee Reports
- A. Administrative Association
 1. No report - have not met, do not have a chair
 - B. Classified Association
 1. The Classified Association meets monthly. Participation is difficult due to understaffing. They are meeting today, May 10, 2019.
 2. Professional Development day is planned for November 8, 2019 next year.
 3. Nancy Jones plans to be the chair again next year.
 - C. College Faculty Senate
 1. Our meeting last meeting was held May 2nd. Sarah DiCalogero was elected as Faculty Senate Chair for next year. Elizabeth Briggs will be Secretary. Thomas Siegmund will remain Treasurer. Stacey Deputy will be the CFAC representative. Campus senate chairs for next year are: Chesapeake-Elizabeth Briggs, Norfolk-Judy Gill, Portsmouth-Thomas Siegmund, Virginia Beach-Dania Siniabaldi.
 2. The faculty senate passed a motion to provide [a written list of all motions passed by the faculty senate this academic year](#) to the TCC board for informational purposes. That list was provided by email to the TCC Board Liaison, Latesha Johnson, who did send it out to the board prior to their May 7th meeting. The TCC Board chair thanked the senate for the list at the meeting and will place the motions on

the agenda for the board's August work session. That list of motions is attached to this email.

3. All of our minutes up to and including April 2019 are posted to the webpage. The minutes for May 2019 will be voted on at the first faculty senate meeting of the fall, September 5th at 2pm on the VB campus.
4. Ruth Shumate will continue to be the PAPC representative for the Faculty Senate next year.

D. Curriculum Committee

1. No report - not present

E. Executive Staff

1. No report - not present

F. Faculty Professional Development Committee

1. The Faculty Professional Development Committee met on Tuesday, May 7 in Virginia Beach and via Google Meet.
2. The FPDC held officer elections. David Wright was elected as the new chair of the committee; he returns to a position that he held for three years prior to Tom Geary's two years as chair. Tom Geary will still serve as the committee's PAPC representative. Jeanne Hopkins will return as Secretary of the FPDC.
3. The committee met all of its charges for the 2018-19 academic year though it would have liked to spend more time addressing course evaluations. The committee brainstormed ideas for next year's charges including collaborations with ODU and the Tidewater RCTE and the Batten Fellow revival.
4. The committee discussed a proposal to update the current structure of the New Faculty Academy and Adjunct Faculty Academy. The new structure would be a merged Faculty Academy, which automatically enrolls new faculty but is also open to adjunct and full-time faculty in four 8-week hybrid sessions on Instructional Design, Instructional Delivery, Instructional Effectiveness, and Scholarly and Creative Engagement, Institutional Responsibilities, and Service, respectively. There would be a new Faculty Evaluation Resources Center developed to assist faculty each year with the FDEP and APPDP.
5. The Chair and John Morea met with Dr. McCray to confirm interest in reviving the Batten Fellows program. The Batten Fellow would work on an innovative teaching project and would be funded with the interest (up to \$10k) available to keep sustainable.

6. The committee discussed moving course evaluations from a license with Class Climate to a new system that is cloud-based and able to overlay Canvas. A lot of issues have cropped up including external from campus submissions not going through.
7. Faculty Development Day was deemed a success with over 30 attendees from Tidewater, Thomas Nelson, and Germanna, including several online attendees.
8. The Learning Institute mock sessions were helpful in determining the content of this year's institute. The Learning Institute has over 210 registered. 144 are in the transfer track and 64 in the CTE track. Last year had 227 registered. Faculty who cannot attend will be able to access information from the Institute via on demand training that follows the training.
9. The committee's next meeting is tentatively Tuesday, Sept. 3 in a location to be determined and virtually via Google Meet.

G. General Education Committee

1. No report - not present

H. Global and Intercultural Learning Committee

1. Held last meeting on April 30 without quorum.
2. Jessica Lynam will remain chair for the next year.
3. Reflected on this year's big projects: the Fulbright grant proposal and Potlatch event.
4. Worked on a Global and Intercultural Student Certificate
 - a) Reviewed existing models
 - b) Rejected the language of "competency" in favor of "engagement".
 - c) Would cover: Familiarity of cultures other than one's own, openness and curiosity to views other than one's own, and self-awareness of one's own biases
 - d) Students would earn points by taking classes or attending cultural events in the area. The certification would appear on transcripts and put on resumes.
5. Met all charges for the current year.

I. Instruction Committee

1. Not present at the meeting - sent email to Tom Geary.
2. The Instruction Committee officers will remain the same
 - a) Chair: Jessica Morales
 - b) Recorder: Brittany Horn

J. Internal Relations Committee

1. The Internal Relations Committee met on May 9, 2019.

2. The meeting was to rollover the charge, of improving employee morale, to next year.
3. Richie Windley met with Dr. DeCinque and discussed the following:
 - a) Closing the college for the picnic - this is not possible.
 - b) Immediate recognition of employees with thank you cards - will put in newsletter for supervisors to start using.
 - c) Adding a "Did you know?" blurb to the newsletter - items will be vetted by Beth Lunde.
4. Richie Windley will continue as chair and Davine Faulks-Brayboy will be secretary.

K. Online Learning Committee

1. The Online Learning Committee met on Friday April 26, 2019.
2. The committee approved of an updated version of the [TCC standards for online and hybrid courses](#).
3. The committee approved of an updated research report for short term courses.
4. The committee held elections for the next year's officers with the following results:
 - a) Chair - Forrest Crock
 - b) Vice Chair - Ané Pearman
5. The committee approved of new bylaws that account for the dissolution of the CTLTC. The proposed new name is Distance Learning and Technology (DLTC).
 - a) [Link to proposed bylaws](#)
6. The current and future chair plan to meet with Dr. McCray on Monday May 13 and plan for next year.

L. Student Federation

1. No report - not present

M. Student Success Committee

1. Year-end report emailed to Tom Geary - not present

N. Workforce Solutions Committee

1. Met on April 22, 2019 at the Norfolk campus with quorum.
2. Gabriella Toletti will continue as chair and Claudia Macon will continue to serve as secretary.
3. All required items were sent to the PAPC to finish the year. All items on the website are up to date.
4. Highlights from the April meeting
 - a) Identified classes that are best to crosswalk. Lisa Peterson worked on crosswalking medical billing and coding.

- b) Discussion on fundamental payroll certification being embedded in credit courses.
 - c) Accounting 124 & 293 are the two courses identified as having the certification preparation embedded.
 - d) Calvin Scheidt worked on OSHA programs and presented two courses crosswalked for credit.
 - e) Dean Tom Stout worked on crosswalking maritime.
 - f) Discussed whether welding could be analyzed for credit equivalencies.
 - g) Update from Dr. McCray on the proposed 3G (Get skilled, Get a job, Give back) grant which allows any Virginian to earn a stackable credential that meets critical employer demands. The 3G grant at TCC could be a chance to crosswalk from non-credit to credit. Areas of interest include welding, education, and IT.
 - h) Also discussed the importance of establishing credits earned on the workforce graduation completion certificate.
5. The last meeting is May 20, 2019 at 2:00 PM in the District Building and will include guest Kim Bovee.

O. Reports from Subcommittees

- 1. None

VI. Open Business

A. Review of PAPC charges for 2018-2019

- 1. Charge 1 - discussion was held and reporting was done in the meeting.
- 2. Charge 2 - discussion was held and reporting was done verbally in prior meetings.
- 3. Charge 3 - a good research report was compiled and annotated.
- 4. Charge 4 - check the currency of your committee' roster on the website.

B. Charges for next year

- 1. The charges were met to the degree that was possible considering the changes in the strategic planning timeline.
- 2. The charges for next year are uncertain. There was discussion about the way the charges are decided and our role in those decisions. The role of the PAPC has been different for each president and will likely be decided by the next president.
- 3. The committee developed ideas for next year's charges:
 - a) Support Institutional Effectiveness in the scanning process.

- b) Report on the history and identity of the governance committees to the incoming president.
- c) Make recommendations to the incoming president on how to engage governance.

C. Kim Bovee suggested that the PAPC meet over the summer to discuss the scanning process and the hiring of the next president.

VII. New Business

A. By-laws approval:

1. [Proposed GEC Bylaws Changes](#)

- a) Richie Windley suggested someone from the Classified Staff be a part of the committee to avoid complications with funding. Dean Fairchild clarified the intent of the GEC noting that funding would not be an issue.
- b) A motion to approve of the new bylaws of the General Education Committee passed unanimously. The motion was made by Richie Windley and seconded by Ruth Shumate.

2. [Proposed OLC \(DLTC\) Bylaws changes](#)

- a) Ruth Shumate suggested having two separate positions for counselors and librarians. This will be brought back to the DLTC next fall for approval.
- b) Richie Windley asked about the type of OIS representative needed for the committee. The DLTC will contact the previous chair of the CTLTC and report back to the PAPC.
- c) A motion to approve of the bylaws with the change of capitalizing "Department of Distance Learning" passed unanimously. The motion was made by Richie Windley and seconded by Gabriela Toletti.

3. [Proposed PAPC Bylaws Changes](#)

- a) Several changes were made to items III and VII in the meeting resulting in the [revised proposed changes](#).
- b) [The updated PAPC Bylaws](#) were then motioned to be approved.
- c) A motion to approve of the new PAPC bylaws passed unanimously. Motioned by Jessica Lynam and seconded by Richie Windley.

B. Calendar of governance committee meetings

- 1. Tom Geary proposed a calendar with all the meeting times for governance committees be added to the TCC website but was denied. The PAPC agreed this is very important.

2. A motion was made that the College Leadership page be updated with a tab of governance committee and constituency group meeting schedules by Dean Fairchild, seconded by Jessica Lynam, and passed unanimously.
 3. Tom Geary reviewed the meeting times of each of the committees and groups and noted changes.
- C. 2019-2020 PAPC officer elections.
1. A motion was made to elect the following to PAPC roles for next year.
 - a) Chair: Richie Windley
 - b) Secretary: Tom Geary
 2. The motion was made by Jessica Lynam, and seconded by Gabriela Toletti, and passed unanimously.
- VIII. Items from the floor
- IX. Adjournment
- A. The meeting was adjourned at 4:03 PM
- X. Next meeting
- A. Possible summer meetings TBA (possibly in July)
 - B. Friday, September 20, 2:00 – 4:00 p.m. in District Office – President’s Boardroom