

Faculty Professional Development Committee

MINUTES

November 16, 2021

Zoom

2:00 - 4:00 p.m.

Attendees: Jeanne Hopkins (chair), Thomas Geary (temporary recorder), John Morea, David Wright, Jenefer Snyder, Amanda Goldstein, Stephanie “Missy” Comer, Tiffany Putman, Monica McFerrin.

- I. Call to order by Jeanne Hopkins @ 2:04 p.m.
- II. Approval of Minutes from October 2021 (attachment) – Motion to accept (Jenefer); Second (Jeanne). The motion is passed by unanimous vote.
- III. Chair’s report (Jeanne Hopkins)
 - Charges: Vice President Woodhouse accepted the charges as proposed.
 - DLTC: The Distance Learning and Teaching Committee recommended that we add a charge to update our Appendix E3 form (Classroom Observation for Online Classes) for the faculty evaluation to remove outdated language. Jeanne does not feel that it necessitates a charge, but recommendations can be made as a task of the FPDC. Monica points out that the Faculty Senate should have jurisdiction over changes to the form, so only recommendations would be needed. The committee discusses how the recommendations go forward to the Faculty Senate as an articulated motion.
 - HyFlex training: At the PAPC meeting, HyFlex training was discussed as a 6-to-10 week program. Amanda acknowledges that the training can be self-paced but should only take 3 weeks. Jeanne asks what content should be included in HyFlex training. John Morea talks about Dr. Brian Beatty’s training from a VCCS level and how it is consistent across the state. The workshop can take place over a full week. It is an asynchronous workshop with 5 modules that can be attended synchronously; the content is available through the LMS for a full year post-training to all who attend. It covers engagement strategies across modalities, designing a Hyflex solution, implementing it, evaluating it, etc. The college would fund faculty who are interested in taking these workshops. Faculty could follow up with instructional designers for implementing these ideas into their teaching. HyFlex could be an ideal professional development session for the Learning Institute. Faculty who participate can experience what the HyFlex model is like for students. It can be taught with cohorts, so we could have up to 20 TCC faculty taking the course together for about \$5,000. Jenefer asks when this training could be held. John Morea notes that it would need to be held prior to June 30 to use current funds, but the idea is to have a spring cohort and a fall cohort. Dr. Beatty’s next scheduled week-long training is in January. The Learning Institute could be a good time to provide a preview of the full workshop with Dr. Beatty. Jeanne suggests that department chairs could take this training so that they are a resource for faculty who have questions about HyFlex. Tiffany suggests that the training could have a badge attached to it. The objectives of the workshop are shared by John Morea:
 - “Purpose: Prepare faculty to implement HyFlex instructional mode in their upcoming courses. Equip staff instructional designers to support faculty in their course development and implementation.
 - Objectives: In this workshop, participants will review effective Hybrid-Flexible instructional practices, engage in reflective discussions and draft an initial HyFlex course design; preparing them, in their own contexts, to:
 - 1. Develop a course plan enabling flexible student participation in multiple delivery modes (HyFlex).
 - 2. Revise a set of student learning outcomes for at least one HyFlex course.

- 3. Identify existing and needed content resources for at least one course.
- 4. Plan for effective engagement strategies that support meaningful interaction throughout a course.
- 5. Implement effective assessment approaches that work well in all supported instructional modes.
- 6. Discuss the need and opportunity for evaluating the impact of HyFlex delivery on student participation, achievement, and other organizational goals.”
- Instruction Committee: There is a new library resource that the Instruction Committee is promoting. It advertises the various resources available through our library. A video to be included in the syllabus builder has also been discussed. Currently, the link to library resources is at the bottom of the syllabus builder; moving it up to the textbook section could be a better pairing since the resources students need would be next to one another.
- Faculty Senate: The Senate has created a motion for a faculty compensation survey. They are also analyzing the professional development funding process since it is currently too difficult and tedious to complete.

IV. Ongoing Business

- a. New Faculty Academy (Monica McFerrin)
 - The NFA met last week at the Virginia Beach library both in person and via Zoom. Monica has been meeting individually with faculty to discuss their APPDPs. She asks about a college-wide decision regarding first-year faculty APPDP requirements. Some deans are requesting that faculty complete the portfolio; others are not. The requirements are not consistent across all pathways. Dean Snyder recommends bringing the conversation to a deans’ council meeting or email; with new deans in place, the requirements may not be consistent yet. Monica will send an email to Dean Fairchild to initiate the conversation. Monica asks the committee for feedback regarding campus rotation since none of the new faculty are on the Portsmouth campus; the NFA will likely meet remotely via Zoom only in December but visit Portsmouth in the spring semester. The committee discusses using Batten funds to get every campus’ Batten Lab up to Zoom class standards. Monica moves that “the Faculty Professional Development Committee recommends that the Batten centers be outfitted as HyFlex learning areas using the Batten funds.” Jeanne seconds. The motion passes unanimously.
- b. Batten Fellowship (Jeanne Hopkins)
 - Vice President Woodhouse asked that the Batten Fellowship be held every other year rather than every year. David points out that we might be able to convert to an annual fellowship once this initial trial run is completed. Megan Taliaferro’s progress on the current Batten Fellowship is going well, according to multiple committee members, and she is setting a high standard.

V. New Business

- a. November 2 professional development day
 - Vice President Woodhouse inquired into the November 2 professional development day. Election Day is not designed as a day off but as a faculty development day. Jeanne reviews how the spring committee discussions resulted in overlooking that day’s potential events. Monica suggests that the committee also promote mental health and not fill the day with professional development.
- b. Learning Institute (LI) Planning
 - Update: The Learning Institute will be two days: Jan. 5-6, 2022 in Chesapeake and via Zoom. The theme will be a celebration of TCC’s strategic plan Innovate 2026.
 - Overview of the two days: The first day (Jan. 5) will start at 8:30 a.m. with a breakfast and finish at 2 p.m. This will include a state of the college address by President Conston and cabinet members preceded by an introduction by Dr. Sledge. After lunch, there will be a deep dive into

data for the institution with Vice President Aasen leading the discussion. The second day (Jan. 6) will be open professional development sessions with flexible durations. There will be a keynote speaker on the first day; Michael Collins (Jobs for the Future), however, is no longer available. Our new director of DEI will be consulted for day two sessions. Other topics include mental health and multi-factor authentication. Department chair and discipline meetings, which usually were held during LI in the past, will be scheduled at the discretion of supervisors and not an official event of the LI.

- Solicitation for proposals: Sessions can vary from 30-60 minutes. Faculty will have the option to record their sessions in advance as long as they can be available for Q+A after their video plays. Tiffany asks about including a training for how to survive a 5 or 7 week course; Amanda confirms that there is a training available, and it could be promoted in the monthly TCC Communications news email updates. Five-minute video updates could also be a good fit for these emails. The call for proposals should go out this week with a save the date being sent out first. The FPDC can review proposals, and the program can go out Dec. 10 with a call for RSVPs for who will attend in person since only 150 meals will be ordered. Day 2 presentations can be determined by Dec. 1 so that the program can be created. The FPDC could meet on Thursday, Dec. 2 – in place of the normally scheduled Tues. Dec. 7 meeting – to review proposals.

VI. Items from the Floor

- None.

VII. Next Meeting – Thursday, December 2, 2021 from 2 - 4 p.m.

VIII. Adjournment – Motion to Adjourn (Monica) @ 3:25 p.m.; Second (Tiffany). The motion passes by unanimous vote.