

# Tidewater Community College

## Faculty Professional Development Committee

### Minutes

February 13, 2018

**Attending:** Elizabeth Briggs, Tiffany Putman, Rhonda Goudy, Fred Stemple, Tom Geary, Cheryl Nabati, Jeanne Hopkins, Dianne Stanbach, Amanda Burbage, Libby Watts

**Guests:** Tom Lee, Monica McFerrin

- I. Call to order.** Tom calls meeting to order at 3:13 pm.
- II. Approval of minutes from last meeting.** Tiffany needs to be added to attendance (completed). David moves to accept minutes. Jeanne seconds. Unanimous vote to approve.
- III. Old Business**
  - a. New Faculty & Adjunct Academy reports
    - i. NFA (Monica McFerrin)- First year faculty discussing basic onboarding issues (Blackboard uses, retirement, home/work balance, reflecting/changing practices each semester). Looking at student profiles and reading the Fact Book. Year 1 is meeting February 23. Year 2 working on Teaching Squares. Year 2 participants are concerned re: layoff recommendations, as some fall into the disciplines targeted: MTH, ENG, TRK, and EMT.
    - ii. AFA (Jeanne Hopkins)- In Week 7/10, Instructional Delivery. Two participants have “dropped out”- one for personal reasons and the other for being overloaded (taking AFA and TOP-Elite). I asked the second instructor what her thoughts were on workload and she replied, “I love the Adjunct Faculty Academy course, but the Top Elite course created memories of grad school with 4 assignments a week.” Both participants have enrolled for the summer section of AFA. Out of the rest, only half of participants are completing the unit assessments. I plan on reaching out to them individually to see what the problem has been. Four more weeks left! Will be working on a summative evaluation for the course. Will need to send it to committee for feedback via e-mail since it will be prior to next month’s meeting.

Committee Feedback: Call participants that are not active to check in. In future, begin with a “face to face” meeting; Collaborate Session would be ideal since participants come from all four campuses. Also, it is advised to add policy in syllabus in that participants not active (submitting assessments) would be dropped at Week 3. Course Evaluation should be done 3 x (in increments organized in beta test); use beta test surveys as baseline

and add questions regarding workload, difficulty level, what was helpful, what was not helpful, suggesting edits, etc.

Jeanne will post course syllabus and formative/summative evaluations via Google Drive; requesting committee feedback no later than the beginning of Spring Break.

- b. Batten Center topic brainstorming. None.
- c. Vote on New Faculty Academy recommendations

1st Year NFA – recommended wording change (McFerrin)

*No New Faculty overloads in the first semester – do not schedule overloads in semester one, year one. Overloads in semester two of year one only by faculty request and in consultation with the Dean and New Faculty Academy facilitator (only based on faculty request in Year 2)*

David proposes discussed changes to language changes (**see attached**). Jeanne seconds. Unanimous pass.

- d. Review of Committee By-Laws. Amanda motions to recommend the changes made (**see attached**) to the By-Laws to the PAPC for approval. Cheryl seconds. Unanimous pass.
- e. Digital Badging. *Tabled.* **Jeanne will add to Google Drive.**

Digital Badging Google doc:

<https://docs.google.com/document/d/1nGOAGX8VvfSv7m5hZjh2htpITFKHeKD-EbfOoZTwSuM/edit>

- f. Online Teaching Showcase with OLC: changed to April
- g. SWOT Analysis: discussion of results. *Tabled.*

#### IV. New business

- a. **PAPC Mid-Year Report.** Tom and Fred submitted to Dean Joe Fairchild. Tom will share with **Jeanne to disseminate to committee/upload to Drive.**
- b. 2018 Learning Institute – May 9th & 10th – Theme, concept, Planning Subcommittee needed  
  
Fred solicits members to serve on a Learning Institutes sub-committee. Proposes meeting the following week. Tentative meeting: February 23 @ 10:00 am at Norfolk BCTE
- c. Faculty Development Day: general planning, CFP, speaker. *Tabled.*

Minutes recorded by Jeanne Hopkins

- d. Committee vacancies. Cheryl recruited Vy Calhoun (B-history) and he agreed. Tom will reach out to him.

**V. Next Meeting & Upcoming Events**

March 13, 2018

3:00 – 5:00 pm

Virginia Beach BCTE, Princess Anne Building, A-111

- VI. Adjournment.** Tom motions to adjourn at 5:13 pm. Amanda seconds. Unanimous pass.