



College Faculty Senate Minutes

Date & Time: Thursday, April 3, 2014, 2-4:30 PM.

Location: Portsmouth Campus Room C-206.

Attending: David Kiracofe (C), Machel Kerr (C), Dick Gill (N), Sarah Di Calogero (N), Lara Tedrow (N), Lorenz Drake (P), Tom Garrett (P), Monica McFerrin (VB), Mike Adams (VB), Mark Greer (VB), Ruth Shumate (Library), Allison Harwell (Sub for Counseling)

Non-attending: Kevin Brady (C), Rita Bouchard (P), Kathy Buhner (VB), Steve Delong (VB), Tom Geary (VB), Lou Tinaro (VB), Frank Futyma (VB), Ellyn Hodgins (VB), Anne Mach (VB), Gary Noah (VB)

I. Call to Order

- A. Introductions: New senators were introduced

II. Approval of March Meeting Minutes

Motion: To approve the minutes as amended. **Motion passed.**

III. Reports of Senate Officers

- A. Faculty Senate Chair Report

1. SAILS

- a. At the last faculty senate meeting, the issue of counseling only responding to: General concern, Never Attended, and Endanger of Failing was raised.
- b. However all of the other options are available for faculty to use to flag student performance and to send a message directly to students through the SAILS portal. In addition, faculty can send Kudos to individual students and track attendance.

2. 2014 Learning Institute- May 14 and 15

- a. On the 14th there will be panel discussions on “Creating Learning Experiences in Your Course to Align with the General Education Competencies.”
 - i. The Instruction Committee is asking for volunteers for each of the five panel sessions. The positions are:
 - Moderators and Assistant Moderators (leading the discussion)
 - Recorders and Reporters (taking notes and reporting the findings of the discussions)
- b. On the 15th The Instruction Committee is asking for volunteers to present at two of the workshops:

- Active Learning Strategies for the Classroom
- Assessment Strategies in Online and Hybrid Courses.

Volunteers would give a 15-20 minute presentation (this can be adjusted), and we would have 3-5 presentations in each of these two workshops.

- c. Please volunteer by responding to Cameron Russell.
 - d. Location and registration information should be available soon.
 3. A new webmaster has been hired for the college, and iFactory has been contracted to redesign the TCC webpage
 4. A convocation committee is being formed and a volunteer faculty representative from each campus is requested to answer this question among other things: What is the purpose of convocation?
- B. Secretary, Lara Tedrow: No report
- C. Treasurer, Lou Tinaro: No report
- D. Faculty Senate Vice Chair Reports:
1. Chesapeake Campus, David Kiracofe
 - a. Provost visited meeting and updated senate on the restructuring of the academic divisions
 - b. Changing by-laws to include a senator from the Regional Automotive Center
 - c. Held elections; have one new senator
 2. Norfolk Campus, Dick Gill
 - a. Discussed the re-opening of the Provost search and the problem TCC seems to have in attracting quality, high profile candidates; Suggested a “Grow Your Own” program might help fill the gaps; Send feedback regarding this idea to Dick Gill and he will present information at next meeting
 - b. The Norfolk faculty senate requests the college faculty senate to follow up with the installation of phones and door locks in campus classrooms
 - c. Norfolk Moss Scholar: no golf tournament this year – if any other campuses want to participate in a tournament next year, let the Norfolk senate know; still selecting Scholar for this year
 - d. Elections held; have three new senators
 3. Portsmouth, Campus, Tom Garrett
 - a. By-laws should be finished by next meeting
 - b. Elections to be held this month
 4. Virginia Beach Campus, Monica McFerrin
 - a. Presented two items from the Executive Staff meeting:
 - i. PERC (the automated pre-requisite program) is in place but only in “query” mode, which still allows student to register without meeting pre-requisite but will produce a list of students who do not meet enrollment requirement

- ii. VCCS policy on free speech violates the US Constitution; new policy is being produced
- b. Certification of participation from Convocation: 4 copies of certificates were produced per participant on expensive paper; suggests we tell Dr. DeMarte that emailing a certificate is sufficient
- c. Discussed the need to evaluate the methods used to determine class size for online courses; there is a big discrepancy in sizes on their campus
- d. Faculty have noticed the time between beginning a faculty appointment and the time for faculty evaluation are out of alignment

IV. Reports of Faculty Senate Committees

- A. Adjunct Committee-Mike Adams
 - 1. A Virginia Beach Dean sent out an email describing the changes in workload limits for adjunct faculty based on the IRS ruling
 - 2. Based on the assumption that the state law will be changed, adjuncts can teach 8 credits in the summer and 12 in each Fall and Spring semester
 - 3. However, if the law is not changed, adjunct faculty will be limited to 27 credits over the three semesters
- B. Awards Committee-Mike Adams
 - 1. Only 7 out of 12 committee members voted
 - 2. Winners have been selected; will be announced later
- C. Professional Development Committee-Joe Joyner-None scheduled
- D. Ad-hoc committee on Audio/Visual Policy-Machelle Kerr – Will present policy at May meeting

V. Reports from Other Committees, Groups, or Individuals

- A. FSVA-Frank Futyma: Currently at the meeting
- B. PAPC-Mark Greer
 - 1. Reported on governance elections:
 - a. Filled 12 seats; 34 left
 - b. Need to improve faculty involvement
 - 2. Revised term limits
 - a. Motion passed to allow a second two year term
 - b. In no objections are registered before next PAPC meeting, the new limits will be enacted
 - c. Faculty senate raised concerns about the new policy allowing committee members to refuse to rotate off and thus serve for four years
 - 3. Faculty senate raised issue of aligning solicitations for committee members with the faculty evaluations
 - 4. Online Learning Committee

- a. Because this committee is new, PAPC is allowing a staggered rotation so new members will be added but old members will stay for another year; Email volunteers to Joe or Mark
- b. Provisional by-laws have been submitted
- C. CFAC-Gary Noah: Currently at the meeting
- D. VCCS Professional Development Committee-Tom Geary: no meeting
- E. Ad Hoc Calendar/Final Exams Committee-Dick Gill
 - 1. Survey has been developed and will launch shortly
 - 2. Survey will be re-deployed after the end of the semester

VI. Unfinished Business:

- A. Online Teaching Audit
 - 1. Ellyn sent letter to Dr. DeMarte, Dr. Zillges, and Professor Joyner expressing senate's concerns and providing them with the senate's motion regarding postponement of the audit; No response has been received yet
 - 2. The OLC may be reviewing the new rubric
 - 3. As requested, faculty will be continue to be notified of Bb changes via email

VII. New Business

- A. Textbook Policy:
 - 1. The proposed textbook policy was presented at Executive Staff for discussion in regard to the staffing requirements for the procedures portion of the document. There is a College Priorities Task Force on Alignment of Staffing and reintroducing this policy would allow this task force to take the recommendations contained in it, into consideration for implementation.
 - 2. Policy was written four years ago (but never implemented); senators raised concerns about the need to review the policy given the increase in non-traditional materials and multiple book formats
 - 3. Tabled for next meeting
- B. Campus Security Communication
 - 1. The Virginia Beach senate raised the issue of need for better campus security communications after the indecent exposure incident in the Virginia Beach Joint Use Library.
 - 2. Monica talked to George Okaty regarding a crime blog to communicate security issues to faculty; Mr. Okaty expressed a need to get Provost approval prior to releasing such information: Provost expressed a need to be Executive Staff approval to release this information
 - 3. Many incidences are not listed on the security report because they are filed as "policy violations" and not as criminal violations and as such are not required to be included on security reports
 - 4. The Virginia Beach faculty senate has requested a bi-weekly crime report email to faculty; VB senate would like to know if there is college-wide support to get all campuses information about their crime reports?
 - a. Send feedback to Monica
 - b. Also, please raise this issue with your Provost

- C. BIOS passwords on computers
 - 1. Virginia Beach senate also has issue with classroom computers being open for use due to lack of passwords
 - 2. With new Wifi changes, everyone will be required to log in to computers to use them so hopefully this will resolve the issue
- D. Nominations for 2014-2015 College Faculty Senate
 - 1. Chair: Ellyn Hodgis; Monica McFerrin
 - 2. Secretary: Mike Adams
 - 3. Treasurer: Lou Tinaro
 - 4. Nominations will remain open until next month's meeting

VIII. Close