



## College Faculty Senate Minutes

**Date & Time: Thursday, December 5, 2013, 2-4:30 PM.**

**Location: VB Campus, JUL., Small Conference Room**

**Attending:** David Kiracofe (C), Lara Tedrow (N), Tom Garrett (P), Lorenz Drake (P), Monica McFerrin (VB), Mike Adams (VB), Steve Delong (VB), Frank Futyma (VB), John Gallo (VB), Tom Geary (VB), Mark Greer (VB), Ellyn Hodgins (VB), Anne Mach (VB), Cheryl Nabati (VB), Gary Noah (VB), Suzanne Rauch (VB), Lou Tinaro (VB), Ruth Shumate (Library), Allison Harwell (Counseling)

**Non-attending:** Kevin Brady (C), Dick Gill (N), Sarah Di Calogero (N), Rita Bouchard (P), Mabelle Kerr (C), Kathy Buhner (VB), Sandra Dunn (Counseling)

### **I. Call to Order**

A. Introductions

### **II. Guests**

A. Mr. George Okaty-Director of Safety and Security

1. Mr. Okaty presented an overview of his job and goals
2. TCC renewed its contract with Top Guard Security. Mr. Okaty discussed the certification and training programs security guards go through. He also discussed the staffing strategies for the campuses.
3. Mr. Okaty also discussed safety issues. TCC has a new Safety Program Coordinator. They will be doing the safety policy and plans.
4. Mr. Okaty then opened the floor for questions. Topics addressed include:
  - Fights in the classroom: Faculty do not need permission to call 911; personal safety and the safety of other students are priority in those situations; Security will intervene between fighting students when one student is at risk of serious injury or death but then the police must be involved at that point
  - Campus police force: TCC has close personal relationship with city police departments so executive staff does not believe a campus police force is necessary; budget issues are part of that decision
  - Evening security: campuses have the same level of security coverage during evening classes as during the day
  - Personal safety trumps policy
  - Security upgrades include internal locks in classrooms and phones in classrooms

- Security's inclusion in building design: Security is included in planning process but suggestions are not always utilized
- Student Centers: campuses are seeing more relationship issues as students spend more time on campus
- Due process must be considered
- Focus on crime prevention

### **III. Approval of November Meeting Minutes**

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

### **IV. Reports of Senate Officers**

#### A. Faculty Senate Chair Report, Ellyn Hodgis

1. FDEP has been returned to the VCCS. The vote was passed with an 87% majority of those who voted. Of 163 FT faculty who voted, 24 provided comments and I will send them around.
2. Faculty Professional Development Day and Division Meetings-Thursday January 9, 2014, Last month's motion was presented to Dr. DeMarte and accepted. (Motion: In order to improve efficiency and increase faculty participation, the faculty senate recommends planning the Faculty Professional Development day and discipline meetings on a single campus or virtually.) There will be morning refreshments, and 2 1 hour and 15 minute PD sessions in the AM followed by lunch on our own and discipline meetings to follow scheduled on the Norfolk campus.
3. Dr. Kolovani will attend the March 6th College FS meeting in Norfolk.
4. Graduation is December 20. Faculty are asked to register so enough seating is saved.
5. Fall Convocation and Recognition Survey Results were shared with Executive Staff. More adjunct faculty replied than any other college group. It was reported that overall results indicated satisfaction with the way the event went on in August and that it was an improvement over past events. Results are not for distribution but Ellyn will share them with the Awards Committee

#### B. Secretary, Lara Tedrow: No report

#### C. Treasurer, Lou Tinaro: No report

#### D. Faculty Senate Vice Chair Reports:

1. Chesapeake Campus, David Kiracofe
  - Met with Provost to discuss campus security
2. Norfolk Campus, Dick Gill: No report
3. Portsmouth, Campus, Tom Garrett
  - Revised by-laws to include 2 official adjunct positions on their senate
4. Virginia Beach Campus, Monica McFerrin
  - Voted to participate in the Norfolk campus golf tournament.

- Frank Futyma volunteered to serve as FSVA representative
- Senate is looking at committee membership to ensure opportunities for all faculty to participate
- Presented motion regarding the FDEP  
**Motion:** The Virginia Beach Campus Faculty Senate moves that a small subcommittee of faculty members be formed to draft a letter to the Chancellor expressing the faculty's discontent with the manner in which the VCCS policy regarding the Faculty Evaluation Plan was implemented. Once completed, this letter shall be presented to the College Faculty Senate for approval and signatures. **Motion passed.**

#### **V. Reports of Faculty Senate Committees**

- A. Adjunct Committee-Mike Adams: No meeting
- B. Awards Committee – Mike Adams
  1. Created criteria for new Adjunct Award
  2. Revised timeline: Nominations now open through February 1; packages due mid-February
  3. Will determine if/when award ceremony will occur
  4. **Motion:** To allow Deans to nominate faculty for all three awards. **Motion passed.**
- C. Professional Development Committee-Joe Joyner: No report
- D. Ad-hoc committee on Audio/Visual Policy-Machelle Kerr
  1. Report containing data and recommendations provided to chairs: recommend that a policy be created
  2. Senate will review and provide feedback at next meeting.

#### **VI. Reports from Other Committees, Groups, or Individuals**

- A. FSVA: No report
- B. PAPC – Mark Greer
  1. Committee chairs encouraged to post by-laws on their websites
  2. Will meet again in January
- C. CFAC-Gary Noah: No report
- D. VCCS Professional Development Committee-Tom Geary
  1. Tidewater Regional Center for Teaching Excellence will host workshop on February 7 on the VB campus. The topic will be on differentiation in the classroom.

#### **VII. Unfinished Business:**

- A. FDEP

1. There are still concerns over the new plan, including the number of bulleted items needed to meet expectations (most faculty will not be able to meet all of them)
  2. Ellyn will follow up for clarification
- B. Hiring Procedure/Policy
1. Position Description developed by Dr. DeMarte was shared
  2. Concerns expressed over pedagogy requirements: most collegiate faculty do not have teaching backgrounds that would provide required experience
  3. Provide feedback to Ellyn or Dr. DeMarte
- C. Academic Calendar/Exams
1. The lack of exam week creates problems for the two campuses that have MWF classes
  2. Judy Williams has created an exam schedule for those courses
  3. Send feedback to Ellyn

**VIII. New Business:**

- A. Classified Teaching Adjunct: Not discussed as Dick Gill was not present due to illness
- B. Lorenz Drake raised issue of appropriate documentation for new evaluation plan. Some activities such as webinars do not provide proof of attendance. How much documentation will deans expect? Senate suggested discussing the issue with your dean when you meet to set goals for the evaluation.

**IX. Close**