



College Faculty Senate Minutes

Date & Time: Thursday, February 4, 2016, 2-4:30 PM.

Location: Virginia Beach Campus, Student Center Room K304.

Attending: Monica McFerrin (VB) (**College Senate Chair**); Rianna Amolsch (C) (**Senate Chair**); David Kiracofe (C); Bobby Rowe, Sr. (C); Judy Gill (N) (**Senate Chair**); Thomas Siegmund (P) (**Senate Chair**); Jim Roberts (VB) (**Senate Chair**); Mike Adams (VB) (**College Senate Secretary**); John Gallo (VB); Mark Greer (VB); Ellyn Hodgis (VB); Anne Mach (VB); Kathy Buhner (VB); Allison Harwell (**Counseling**); Ruth Shumate (**Library**).

Non-attending: Jeannie Taylor (C); Phyllis Gowdy (N); Jim Holden (N); Lorenz Drake (P); Nancy Prather-Johnson (P); Dianne Davis-Wagner (P); Harlan Krepcik (P); Frank Futyma (VB); Gary Noah (VB)

Guests Present: Dr. Kim Bovee; Emanuel Chestnut (N); Garrison Libby (VB); Eugene Kirby (VB); Frances Norge (VB); Richard Gill (N); Allison Treloar (N)

I. Call to Order at 2:05 PM

II. Introduction of Guests:

- A. (2:05 – 2:25 PM) Dr. Bovee provided the College Faculty Senate with an overview of the ongoing preparation for the **SACSCOC** process.
- B. (2:25 – 2:48 PM) Mr. Emanuel Chestnut followed with a presentation referring to the ongoing **SACSCOC** process entitled **PACE** (Progressive Academic Career Experience), with the topic "Preparation for employment."

III. Approval of Minutes of December 1, 2015 as amended at 2:49 PM

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

IV. Reports of Senate Officers

A. Faculty Senate Chair Report, Monica McFerrin (2:49 to 2:52 PM)

1. Meeting Structure was reemphasized by requesting the senate chairs/committee chairs with reports to be included in the agenda notify her prior to the meeting
2. Additional items discussed:
 - a. Summer Class enrollment initiatives
 - b. Major Gifts Campaign is underway
 - c. Spring 2016 enrollment levels
 - d. March – the department chairs begin the mapping for scheduling. Faculty are encouraged to provide inputs to their dean's
 - e. Annual convocation and College picnic
 - i. All campus senates are requested to give feedback at the CFS executive meeting February 19th
 - ii. Hold the convocation separate from the picnic
 - iii. Conduct the College convocation followed by individual campus convocations (or vice versa)
 - iv. Hold the picnic 1 to 2 weeks into the academic semester.

B. Secretary, Mike Adams

1. No report

C. Treasurer, Judy Gill

1. No report

D. Faculty Senate Vice Chair Reports

1. Chesapeake Campus, Rianna Amolsch(2:52 to 3:12 PM)

- a. There were questions within the senate in reference to scheduling
- b. There were questions on the Development Education schedule already published (this was shared by Dr. Boyd by his remark “it’s already being taken care of”
- c. There was a suggestion to schedule more 8 week classes
- d. The senate asked if there is an existing policy in reference to bumping adjunct, such as bumping an adjunct to make load verses bumping adjunct to make overload. If there is no policy, could the college develop one
- e. The TCC Academic Spring 2016 academic calendar is not aligned with the ODU academic calendar which causes student difficulty at graduation time

2. Norfolk Campus, Judy Gill (3:12 to 3:15 PM)

- a. The Norfolk senate has moved there scheduled Mental Health presentation to April 7th at 12:30 PM
- b. The question was raised regarding Special Projects Coordinators on each campus; who are they and what is their specific purpose?
- c. Policy 1100 was discussed
- d. The ongoing question of dean’s access to the online courses, is there a policy in effect?

3. Portsmouth, Campus, Tom Siegmund (3:15 to 3:16 PM)

- a. The main issue discussed was the pathways confusion impacting student success

4. Virginia Beach Campus, Jim Roberts (3:16 to 3:32 PM)

- a. Dr. DeMarte taking position of ongoing issues was discussed
- b. Discussed the development/opening a blog to expedite the sharing of information
 - i. Proposed release time to the individual responsible for maintenance of blog

V. Reports of Faculty Senate Committees

A. Adjunct Committee-Mike Adams

1. Nothing to report

B. Awards Committee-Mike Adams (3:32 to 3:35 PM)

1. A follow-up call went out in January
2. One Outstanding Adjunct nomination received

C. FDEP Committee – Judy Gill (3:35 to 3:36 PM)

1. The Reward and Recognition nominations remain open until tomorrow (February 5th)
2. No further report

VI. Reports from Other Committees, Groups, or Individuals

A. Professional Development Committee – Joe Joyner

1. No report

B. FSVF-Frank Futyma

1. No report

C. PAPC-Bobby Rowe, Sr.

1. No report

D. CFAC-Ellyn Hodgis

1. No report

E. VCCS Professional Development Committee-Tom Geary

1. No report.

F. Reward and Recognition – Kimberly Griffin (3:36 to 3:37 PM)

1. Nominations remain open until tomorrow (February 5th)
2. No further report

G. Textbook Committee - David Kiracofe (3:37 to 3:40 PM)

1. The committee is moving forward in a positive manner, preparing to schedule a face-to-face meeting
2. No further report

VII. *Unfinished Business:*

A. (3:40 to 3:41 PM) Student evaluations to be reviewed by the appropriate sub-committee

B. (3:41 to 3:42 PM) Student complaint process ...can it be handled within the procedures contained in Student Handbook

C. (3:42 to 3:49 PM) The Schedule Committee – Chair Dick Gill (N) has been notified that faculty are under the impression the deans are working on their own without Faculty Senate or senior faculty input.

1. It was discussed that deans work closely with the lead/senior discipline faculty on each campus.
2. The committee has been reformed to see this through

VIII. *Review of Old Business:*

A. (3:49 to 3:51 PM) Mental Health Sessions – all campuses scheduled, Virginia Beach session was held prior to the senate meeting

B. (3:51 to 3:53 PM) Dean Access to Online Courses

1. Proposed letter text

There is concern among the faculty that there is currently no guidance for deans regarding the practice of notifying faculty members when they access the faculty member's Blackboard courses. This issue was brought to the college Faculty Senate in December. As a result of Senate discussion, the Faculty Senate and the Online Learning Committee request the deans notify faculty members of the date and reason prior (at least 24 hours) to entering their Blackboard courses, just as they would if they were to observe a face-to-face class

C. (3:53 to 3:55 PM) Computer Competency – currently, college faculty are evaluating the IC3 Certification Program

IX. Action Items

A. (3:55 to 4:03 PM) Catalog disclaimer draft:

TCC encourages and supports a learning environment where free expression and views of speech, which are essential components of academic freedom, is supported. In this learning environment you may encounter content (language, videos, pictures, and other teaching resources) that offers differing points of view or challenges your beliefs and values. We encourage you to make informed decisions when selecting courses. Contact the faculty member teaching the course if you have any questions.

1. Next steps proposed:

- a. Recommend revisions to the draft Catalog Disclaimer
- b. Include into student Orientation
- c. Add a disclaimer in I-INCURR that can be selected by faculty at the course level
- d. Or include statement into the over the subject matter for review and comment syllabus template as a selectable option by individual faculty

B. (4:03 to 4:23 PM) Policy 1100 – (relevant article under discussion is 4.1 item 3)

“3. Depending on the nature of the policy, it may be provided to one or more of the College’s governance system with cognizance over the subject matter for review and comment.”

Proposal: Develop and recommend a more detailed pathway for policy circulation to the appropriate constituents.

1. The Executive Staff member initiating the new/revised policy will provide the affected faculty and or staff with the proposed additions and/or changes clearly identified, including rationale when needed
2. Feedback will be gathered by the Executive Staff member (or his/her designee) from the affected group over a period of no less than two weeks

Add an additional step prior to the existing step 5 to read:

“Once the policy is approved, the Executive Staff member responsible for the policy will circulate the revision to the appropriate constituents with changes clearly identified and rationale included when necessary.

X. Un resolved Motions

A. (4:23 to 4:25 PM) The TCC College Faculty Senate makes a statement concerning the policies and changes to policy without collaboration with the faculty

Resolution: Judy Gill will coordinate the creation of a statement and present it to the College Faculty Senate at the March meeting

The changing of the recommendations to Policy 1100 closes this motion. MOTION RESOLVED.

XI. Next College Senate Meeting – March 3, 2016. Meet and greet at 1:30pm, meeting at 2:00 PM – Chesapeake Campus, Location TBD.

XII. Close: The February meeting closed at 4:25 PM

Respectfully submitted,



Michael B. Adams
Secretary, College Faculty Senate