



College Faculty Senate Minutes

Date & Time: Thursday, February 1, 2018, 2 PM

Location: Norfolk Campus, Walker 3140

Attending: Angela Bell (VB); Kathy Buhner (VB); Maureen Cahill (VB); Stacey Deputy (C); Sarah DiCalogero (N); Jennifer Dixon-McNight (N); Susan Dozier (VB); Judy Gill (N); Siabhon Harris (P); Alison Harwell (Counseling); David Kiracofe (C); John Krenzke (VB); Sean LaCroix (C); Garrison Libby (VB); Monica McFerrin (Past-Chair); Nancy Prather-Johnson (P); Olivia Reinauer (Library); Tom Siegmund (P)
Guests Present: Kevin Brady, Matthew Gorris, Dianne Stanbach

- I. Call to Order – 2:04 p.m.
- II. Review and Approval of Minutes
Approved as amended.
- III. Chair Report – Judy Gill (see Appendix)

Additions/Discussion of written report:

Stacey Deputy provided additional details on CCSSE (Community College Survey of Student Engagement): 100 randomly selected courses at each campus. Will take 30-45 minutes of class time. Each campus will have a facilitator.

- IV. Secretary Report – Olivia Reinauer
No report

- V. Treasurer Report – Tom Siegmund
No report

- VI. Campus Reports – Campus Chairs (see Appendix)
Beach, Chesapeake: See Appendix
Norfolk: See motions
Portsmouth: Kurt Wynn CRM demonstration/presentation & marketing information

- VII. Committee and Representative Reports (20)
 - A. Adjunct Committee – Amanda Burbage/Elizabeth Harris
Reminder to campus senates to verify adjunct representation.
Faculty Directory usability issue. Judy will contact Sara Hair. Elizabeth will send specific examples. One example is first and last name together will not retrieve.
Policy 3112 4.2 Adjunct Faculty, 2nd paragraph: Is that still valid (can elect not to be compensated for lab section); related to workload. Response: this was added at the request of adjuncts to address an issue that could prevent them from teaching 12 hours. Professional conduct is expected in teaching a lab not listed in contract and allows TCC to meet VCCS workload requirements. Chairs will speak to departments with many adjuncts to gather feedback on the policy & whether or not it should be reviewed.

B. Faculty Development and Evaluation Plan – Tom Siegmund

Monica can also assist.

C. Professional Development – Joe Joyner (Judy Gill will read a statement)

Use of faculty professional development funds is below what is available this year (\$141,000 (60%) summer fall, \$94,000 (40%) spring).

D. CFAC – Ellyn Hodgis

No report

E. FSVA – Nancy Prather-Johnson

No report

F. PAPC – Nancy Prather-Johnson/Judy Gill

Communication plan wording changed to: *Constituent groups (Faculty Senate....) are encouraged to submit summaries....*

Would the FS be willing to change the bylaws to reflect *'the meetings will be held according to the schedule posted on the college website'*?

Senate should keep a regular schedule. Other governance committees may change meeting times.

Change in TCC Mission Statement. *Adults of all ages → students of diverse backgrounds.*

Senate is fine with this.

G. Rewards and Recognition & Awards – Annette Mewborn will hold the first meeting.

Please find representation from each campus (need two from each campus and one from the FS) I have sent an email to the President asking what funds are available this year.

Need 2 people from Norfolk and Portsmouth. Kathy Buhrer will serve as Senate and Beach rep.

Campus Chairs request volunteers.

Need a FS member to chair the FS Awards: Professor of the Year, Adjunct of the Year, Special Achievement Award

In the past, Rewards & Recognition has reviewed submissions for these awards and made recommendations/nominations in some cases, and Senate Chair has put out the call.

VIII. Initiative Updates

A. Advising – Faculty Subcommittee met 1/31. Representation from each Pathway is now on the subcommittee. Will be bringing the discussions to the Pathway meetings.

Discussed in Chair report. Question about Faculty Advising Taskforce – not sure if this is still meeting. Judy will ask.

B. Faculty Lead pilot – Judy Gill, Nancy Prather-Johnson, Stacey Deputy: Navigate introduction and Pathways faculty workdays recap. Senate statement concerning first semester common schedule. Communication of meetings. Concern about precedent set by Implementation Team.

Faculty are on the Implementation Team as Senate representatives. At the Implementation Team meeting, they agreed that a common first semester was not necessary/practical for all Pathways. This is not what was said at January 19 Guided Pathways meeting.

Communication for when Pathways planning meetings will be. Decided Faculty Professional Development group would put out a list of Pathways meetings each week. Now that is not happening.

Associate Deans positions have reappeared in the draft Pathways planning document.

Agreements made between faculty and administration are changed. Senate representatives understand that this happens, but the missing link is communicating to faculty when agreed upon things can't happen.

Agreement that we should document these examples, as done above.

C. Pathway Deans Council – Chairs

Associate Deans are back! Senate request for information-see handout

Associate Deans were not on the plate as of the December College-wide Faculty Senate meeting. In subsequent Pathway Deans Council meetings, discussed that administration in Dean form was needed on each campus. There are things that faculty, department chair or not, do not have the authority to do (faculty cannot evaluate other faculty, cannot sign certain enrollment forms, etc).

Faculty would like their supervisor on their campus.

Difficulty in finding a structure that makes sense.

IX. Old Business: (30)

A. The College Senate Bylaws should be changed to appointment at least one adjunct per campus to the voting roster of the college wide faculty senate. Results of discussions Tabled – Revisit at next meeting. Chairs please bring up at Campus.

B. VB Motions

While aware of the college's budgetary restrictions, to document the need, the Faculty Senate directs Tidewater Community College to form a task force with faculty representation to conduct an in-house faculty-salary equity study. Thereafter, faculty-salary equity studies will be conducted by a third party periodically, with no longer than five years between each study.

Motion passed.

Yes – 15 No-0 Abstain – 0

Faculty and counselors should work in conjunction with deans to establish separate levels of faculty advising and assign specific disciplines that best fit the needs of students within each discipline.

Withdrawn.

Online audits of classes should be conducted by deans as part of the regular faculty evaluation and that faculty should be provided a checklist in advance.

Tabled.

Faculty should be informed no later than the spring break of 2018 about changes in summer pay for full-time faculty.

Withdrawn.

Faculty, in consultation with discipline deans, should work collaboratively to determine the college definition of “low enrollment.”

Withdrawn.

The Faculty Lead Pilot should be reviewed by all faculty, not just the Pilot Leads.

Withdrawn.

The Virginia Beach Faculty Senate recommends that faculty members bring their own food for College-wide Faculty Senate meetings instead of relying on the donations from faculty senators of the hosting campuses.

Motion did not pass.

Yes - 1 No – 13 Abstentions – 0

X. New Business

A. Norfolk Motion – See handout

The Senate asks that Faculty evaluation of Deans take place before the reorganization of the academic structure and the implementation of Guided Pathways in accordance to VCCS policy – 3.6.1 Administrative and Professional Faculty Development, Evaluation and Recognition Policy, which was adopted by the VCCS on July 1, 2016.

Withdrawn.

The senate asks that the Instruction Committee reviews the college specific material included in the Syllabus Template to determine if the syllabus is the appropriate location for this information as it is also contained in the student handbook. The areas include (but not necessarily limited to) the following:

- Statement on Classroom Behavior
- Electronic Devices Policy
- Inclement Weather/Emergent Hazardous Conditions
- Disposition of Classes for Emergency Shutdown of the College
- Academic Policies & Procedures
- Student Success Resources

Motion did not pass.

Yes –0 No –3 Abstentions – 10

B. Community College Survey of Student Engagement (CCSSE) will be administered Spring 2018. Would the Senate be willing to assist with notification?

Faculty Senate will assist in general notification to faculty but will not notify the individuals selected.

C. Spring Break statement from FS

Spring Break potential elimination: will take back to campus senates

D. Chesapeake Motion

Motion slightly revised with approval from campus voting representatives:

Because the Navigate and advising initiatives are so critical to student success and because the data collected from them will inform changes in our academic structure, faculty hereby resolve that the Navigate and advising initiatives be implemented for one year prior to finalizing any administrative restructuring.

Motion passed.

Yes - 10 No 0 Abstain – 7

Motion from the floor: College Faculty Senate create a work group to develop a proposal to resolve the implementation concerns that have arisen concerning the current academic restructure. Initial findings should be presented to the college faculty senate at the March meeting.

Motion passed.

Yes – 17 No -0 Abstain – 0

Group members: Monica, Maureen, Nancy, Kathy, Stacey, Sarah, Judy, Sean (Judy will lead it)

XI. Other items –

XII. Close – Next meeting March, 2018 Portsmouth

Meeting adjourned at 5:08 p.m.

Respectfully submitted,

Olivia Reinauer

Secretary, College Faculty Senate

APPENDIX:

Chair Report — Judy Gill

There still has been no official response to the motion that faculty want to be involved and vote on any pay change.

There still has been no official response to the first right of refusal of summer classes for F/T faculty.

Community College Survey of Student Engagement (CCSSE) will be administered Spring 2018. Would the Senate be willing to assist with notification?

There is some discussion to eliminate Spring Break beginning next spring.

Pathway Dean Restructuring:

The Pathway Deans Council Structure Subcommittee met on Friday 1/26. At that meeting it was observed that faculty serving in the role of Pathway Chairs would not be able to provide sufficient support to students and faculty in the Pathway. The positions were eliminated in the latest draft and the Associate Deans position was reinstated.

Guided Pathways Briefing and Work Session:

The Guided Pathways briefing took place on 1/19 and the work sessions are ongoing. You can refer to the email from FPD for the meetings this week. After that faculty will receive an email at the beginning of each week reminding them to consult Sharepoint for the most recent meeting information.

Faculty Advising:

The Faculty Advising Subcommittee has elected Lynette Hauser as chair, The subcommittee has agreed that advising may look very different from Pathway to Pathway and should be determined by Pathway. In order to facilitate a plan that is helpful to our students and equitable to all faculty there is representation on the Faculty Advising Subcommittee from each Pathway. If you have a question about who represents your Pathway please contact Lynette Hauser.

Class Scheduling Policy:

There is a date set in February to review the Class Scheduling Policy. Until then, Dr. DeMarte has asked the Provosts to ensure the Deans/Directors are following the letter and spirit of the class scheduling policy, working together to do so wherever possible. This was in response to the Faculty Senate motion addressing Policy 2111, section 4.2 — re cancelling, collapsing, reassigning of classes.

Other information:

The Syllabus Builder remains optional for this semester.

The Chairs will be meeting with Dr. Kolovani on Friday to discuss the rumors about the Reduction in Force (RIF). One possible plan is to offer early retirement as an alternative to layoffs.

Chesapeake Campus Report

1. Provost Leadership Team meetings:

-The mailroom on campus is moving to the Whitehurst building. The space formerly occupied by early childhood development is- currently being renovated into the new mailroom.

-The college is participating in the Community College Survey of Student Engagement, as part of our PACE. 100 face to face courses will be chosen at random from the entire college. Notification of course selection will be by email at the end of February.

Survey facilitators will administer the survey in the selected courses between March 19-April 21st. Approximately 30-45 minutes of class time will be needed to complete the survey.

2. There have been staff changes at the Student Center. Vincent Gary has taken on new roles and responsibilities. Look for more partnerships with faculty and more external (outside the building) programs in the future.
3. Advising and Counseling request faculty to help advertise transfer events to students. They have had low participation in the past, but are a great source of information for students looking to transfer. A handout of upcoming Transfer Events was passed out.
4. A new Library circulation system is being adopted on July 1st. Expect to see emails with more information about this soon. There may be a couple of weeks of transition, during which there is no electronic circulation system and all recording will be done manually.

Virginia Beach Campus Report:

While we had no motions this month, the following areas of concern were discussed:

Navigate

First-semester electives: Technology seems to be driving decision-making regarding electives in Navigate. Have the unintended consequences been considered? Some elective classes could be marginalized through lower enrollment. Certain elective classes could face silos within classes where all students are from one discipline or program instead of a more heterogeneous grouping.

Is it feasible to create a "common pathway" and allow students a taste of their area of study in the first semester?

There is also concern that the decisions on electives options are being made blindly by people without the appropriate background.

Communication about and organization of the Navigate/Pathways meetings make it difficult for faculty to know how to help and the best ways to recommend electives. Should faculty have to sell their courses to their colleagues?

The new Guided Pathways software appears to lack a "transfer" option aiding the college transfer of students.

Academic advising:

There has been little information regarding academic advising. What is the status? What training will be planned and when?

Pathway Deans

Associate Deans are included on the new draft sent by Dr. Summers This is not the plan agreed to by the Faculty Senate.

Faculty would like to know about food at graduation in advance. College Senate minutes need to be posted.