

Attending: Angela Bell (VB); Kathy Buhner (VB); Maureen Cahill (VB); Stacey Deputy (C); Sarah DiCalogero (N); Susan Dozier (VB); Lorenz Drake (P); Judy Gill (N); Richard Gill (N); Siabhon Harris (P); Alison Harwell (Counseling); Tom Hilton (VB); David Kiracofe (C); John Krenzke (VB); Sean LaCroix (C); Garrison Libby (VB); Monica McFerrin (Past-Chair); Nancy Prather-Johnson (P); Olivia Reinauer (Library)

Guests Present: Kevin Brady, Diana Branton, Amanda Burbage, Andrea Palmisano, Jennifer Valentine, Susanne Rauch, Paul Gasparo, Mike Kirby, Dania Sinibaldi, Laetitia Stone

- I.** Call to Order – 2:05 p.m.
- II.** Special Guests – None
- III.** Review and Approval of Minutes – Approved as amended. Passed unanimously.
- IV.** Chair Report – Judy Gill
See Appendix
- V.** Secretary Report – Olivia Reinauer
No report
- VI.** Treasurer Report – Tom Siegmund
No report
- VII.** Campus Reports – Campus Chairs
See Appendix
- VIII.** Committee and Representative Reports
 - A.** Adjunct Committee – Amanda Burbage/Elizabeth Harris
Elizabeth and Amanda introduced themselves as the representatives in an e-mail to adjuncts. Shared concern about how budget shortfall affects adjuncts; shared concern about how Pathways affects reporting.
There was a decision made over the summer to remove full-time, non-exempt, classified employees from classrooms. This is an HR issue with pay scale; legal/tax policy reasons. Amanda will contact Beth Lunde to request further detail.
 - B.** Faculty Development and Evaluation Plan – Tom Siegmund
Tom Siegmund has taken over from Judy Gill as the representative. Let the record show that Judy is grateful!
 - C.** Professional Development – Joe Joyner
No report
 - D.** CFAC – Ellyn Hodgis
No report
 - E.** FSV A – Nancy Prather-Johnson
No report
 - F.** PAPC – Nancy Prather-Johnson

Effective communication strategy charge. Working on a governance e-mail address that will stay at the top of your e-mail until read. Trying to get President's town hall meetings live-streamed and recorded. All groups included in communication – student governance, classified staff, and faculty. Governance and constituency groups should check website info to make sure everything is up to date: membership, bylaws, and minutes. Would like to add to governance bylaws that it is the responsibility of the chair is to communicate to their constituencies. The committee has a draft of the communication strategy/recommendation.

G. VCCS Professional Development Committee – Fred Stemple

No report

H. Rewards and Recognition & Awards – Vacant

No report

IX. Initiative Updates

A. Advising – Presentations were held on all campuses. Subcommittee recommendations were sent to all faculty. Feedback was gathered. ATF meeting early November to discuss and/or incorporate feedback.

B. Faculty Lead pilot – Judy Gill, Nancy Prather-Johnson, Stacey Deputy, and Tom Geary will be taking lead to complete pilot. Meeting in November.

C. PACE – Presentations were held on all campuses. Feedback was gathered. Next steps outlined in an email from Karen Campbell.

D. Pathway Deans Council – Chairs

Programs aligned within Pathways (sent by e-mail) taking faculty feedback into account. At this point Math and English remain within the Pathways. Subcommittee met to align resources and will present at next PDC meeting.

E. EAB Navigate/VIP Pass - Chairs

This is the technology we will be using for students to navigate Pathways. They will have pulldown menus for electives, limited to 7. Faculty will need to decide which electives are included. Attend January 4 meeting (Guided Pathways work session) if you're concerned about this.

X. Old Business:

A. Norfolk Motion -The faculty senate convene an ad-hoc committee to report on the academic impact of the relationship between the Vice President of Academic Affairs/CAO/CEO office and shared governance over the last decade.

Collecting more information from faculty via survey monkey. Tabled pending results of survey.

B. Portsmouth: What is the grant process and does a policy exist to ensure that there are faculty representatives from each campus and each discipline that a grant may fund?

How to ensure access for all faculty who would like to participate. Equal opportunity & representation from various campuses; transparent selection process.

Ask Laverne Ellerby, cc Dr. DeMarte: When the college receives a grant, what is the announcement and selection process?

C. Chesapeake: P.A.C.E. Experiential learning Rubrics-Would like the opportunity to revise the rubrics periodically. We have rubrics but the assignments don't exist yet.

Tabled – Karen Campbell e-mail: there will be a process, but it has not been developed yet. The rubrics do not have to be used to grade assignments; they are more external. But the assignment does need to be aligned to rubric. Judy will forward Karen Campbell e-mail to Stacey Deputy.

Insertion points: PACE will reach out to faculty to identify insertion points.

- D. Chesapeake: Scheduling Policy concerns-Would like to change the language to allow classes more time to fill before canceling. Would like to ensure that the policy is used uniformly by all Deans. Would like to ensure that Deans consult with Discipline Leads before cancelling courses so that a student' ability to finish a degree isn't impacted.

Tabled. Will bring a formal motion at the next College-wide Faculty Senate meeting.

- E. Chesapeake: Faculty Advising-concerns about time, training, and the need for more professional advisors/counselors

Withdrawn

- F. Virginia Beach Motions – Motion to request a salary equity study for the full-time teaching and professional faculty.

Request was made by Judy. Beth Lunde and Phyllis Milloy are meeting early November and will have a response. Some colleges do this regularly, we do not. There is an expense as it is contracted out. Judy will ask again.

- G. Chesapeake Motion - The syllabus builder be made optional in perpetuity and access to the syllabus templates be made available in iINCURR

Optional for spring 2018; working on fixing some of the issues faculty have identified. They would like for us to review improvements before making the request again. Templates are the alternative. Each section has a separate template, rather than just one template per course. It's a PDF file; must be converted to Word to edit.

Judy and Chairs will ask at Chairs meeting with Dr. DeMarte on 11/16.

Not everyone received an e-mail announcing that use is optional in spring.

XI. New Business

- A. Motions – Chesapeake

Motion 1

Whereas, in the recent past, there have been numerous attempts by administration to curtail the freedom of faculty to organize their own classes, manage their own syllabi, determine the fitness of their own assessments, and

Whereas, administration has provided no substantive positive evidence that such curtailment has produced

success; therefore, be it

Resolved that the Faculty Senate of Tidewater Community College opposes all administrative measures that would deprive faculty of the autonomy necessary to teach, and to promote learning in an open and unencumbered fashion inside and outside the classroom.

Vote: 8 for-7 opposed-3 abstentions

Did not pass as presented. Option available to re-word and bring back.

Motion 2

Whereas, the mention of Guided Pathways in the VCCS Six-Year Plan appears quite limited beyond the scope of “an umbrella term used to describe highly structured *student* experiences” (emphasis added); and,
Whereas, insufficient clarity on the restructuring’s roll-out and practical implications remains despite an effort at increased communication between administration and faculty; and,
Whereas, insufficient clarity on the restructuring’s connection to student success persists;
Be it resolved that the Faculty Senate of Tidewater Community College opposes the proposed administrative restructuring of the college’s deans.

Revised as written above – Chesapeake Faculty Senate Chair approves, seconded.

Vote: 14 – 0 – 4 (Motion passes)

Proposed motion from the floor (Monica McFerrin): Any change in academic structure that directly impacts students must be thoroughly developed and vetted through governance prior to implementation to preserve the integrity of the student experience.

Seconded

Vote: 17–0-1 (Motion passes)

B. Motions – Norfolk: None

C. Motions – Portsmouth:

Motion 1: Based on the new drive for communication, faculty request to be informed and have a vote in any proposals that affect faculty pay.

Vote – 16-0-0 (Motion passes)

Motion 2: Move that the college take a look at the current Quality Matters reviewers and reintroduce the peer review process for online reviews. In addition, we suggest to inform online instructors early about what is expected of them, thus utilizing the QM concept. This process should take place amongst colleagues and not the deans.

Discussion: We already trained faculty to be reviewers; why not do this instead of giving it to deans and building something new? VCCS prohibition against peer reviewing. Might need to be voluntary not mandatory. We have QM-qualified reviewers now, but what would we do for future training? Option of certified peer review in place of checklist administered by Dean. Maybe this could be called “collaborative review” instead of peer review. Maybe call it formative.

Vote: 0-4-13 (Motion did not pass)

D. Motions – Virginia Beach:

Invite the Chancellor a Town Hall at TCC for a Q and A session.

Vote: 2 – 3 – 12 (Motion did not pass)

Motion from the floor: Full-time faculty should have first right of refusal college-wide for initial summer class assignments.

Seconded.

Vote: 13-0-4 (Motion passes)

The scheduling policy should be reviewed.

Faculty in consultation with the deans will define the low enrollment threshold for cancelling classes.

XII. Other items – Marketing plan: Maybe a presentation an hour before a Senate meeting.

XIII. Close – The meeting closed at 4:57 p.m. Next meeting December, 2017 in Chesapeake; Student Center, Big Otter Room

Respectfully submitted,
Olivia Reinauer
Secretary, College Faculty Senate

APPENDIX:

College Senate Chair report - Judy Gill

Pathway Deans Council

1. Advising Task Force will be discussing feedback on Friday 11/5; Faculty Advising subgroup will also meet that day. So far has recommended faculty take over at 22-26 credits and no further holds
2. Programs aligned within Pathways. English and Math remain within the Pathway, two program names changed (see document). Next step is to align resources within Pathways
3. Associate Dean job description moving forward.
4. EAB Navigate/VIP Pass - Training begins on 11/7. Uses technology to implement Guided Pathways. Pull-down for limited electives. Faculty MUST have input! This is possibly going to begin at the Guided Pathways briefing on Jan 4, 2018

New marketing plan - Curt Wynn. Do we want a presentation?

Free Threat Assessment being done on college. Results in by Christmas (Prevailance is company) Syllabus builder: Optional thru Spring 18. Chairs will have presentation mid-November.

Chesapeake Campus Chair report – Stacey Deputy

-Dr. DeMarte held an Open Dialogue on October 4, 2017. Issues regarding the syllabus builder were discussed and questions on the Academic Dean restructure were asked.

-Performance Based Funding presentation was given by Curt Aasen and Kim Bovee on 10/24/17. During this presentation Curt Aasen mentioned that he would be working on a formula to prorate Faculty summer pay, in cases where a class would otherwise be canceled as described in the Course Scheduling policy (2111.)

-Chesapeake campus Faculty Senate met on October 24, 2017. Two motions passed to move forward to the collegewide Faculty Senate.

Portsmouth Campus Chair report - Nancy Prather-Johnson

Definition of a Pathway was reconfirmed as a model for student completion and that each pathway is comprised of career programs. Conversation of whether certain areas should be disciplines or should be in a pathway continued.

Feedback from College Senate on President and DeMarte's discussion of restructuring, budget cuts and town hall meetings. Statement of the current climate among faculty and staff and how to improve the climate (emails, hotline phone calls, etc.). (1) Question asked of whether or not it was agreed upon that Dr. DeMarte should be allowed to attend all college faculty senate meeting? – most faculty said no and that we will bring them in as needed.

Online reviews of the Spring 2017 courses to date has taken place (52 courses completed to date). Currently there is no component allowing a negative review to impact whether that faculty continues teaching or not (i.e. no process for appeal). Where should the complaints funnel through? Faculty suggested we should use QM concept to let online instructors know what is expected of them. It was suggested that faculty should create list of master reviewers to review these online courses as opposed to the dean.

Notes of Associate Dean Position – Discussion of difference between pathway and associate/campus deans. Clarification that campus deans will stay campus deans and will not be changed to associate deans unless position is vacant. Discussion on the Associate Dean position description. Thought duties seemed overwhelming or too much for an associate dean. Concern that each campus is, in fact, different. We can all complete the same job, but we have to go about it based on the campus. Our school systems here at Virginia Beach is very different from Portsmouth public schools- are the pathway deans able to speak for each of these populations? Associate dean should report or at least collaborate ("dotted line") with the associate deans - this should be added. Discussion of what the provost will do in this new plan/model and movement towards "one college" –do we need someone looking out for individual campuses (i.e. provost)? Will pathway deans be looking out for all campuses?

Summary of Corrections to Document

- Add in connection to campus provosts
- Responsibilities #3-G - Need to add clarification of what "dean" is being referred to or reported to throughout the position (letter D)
- Qualifications #5 - remove positive attitude and sense of humor –this should just say "proven record to work as team leader" or replace positive attitude with "forward thinker"
- Qualifications #10–Issues with managing equipment, this needs to be collaborated with the faculty
- Qualifications #12 –This is too specific to one area –there should be some and/or or flexibility in here
- The description seems too descriptive, too specific and responsibility/qualification heavy - no one is superman/superwoman

Advising taskforce and PACE are giving presentations at each campus. They are now gathering input and making changes in the advising model. Advising taskforce is coming back to Portsmouth campus on October 24th at 12 :30pm to redo the presentation and will come from a different perspective. Advising model will be presented to the President's Cabinet soon and is proposed to take place on Nov 2 after feedback have been added and addressed in making changes to the existing model. One component of discussion was faculty advising - when should a student be transferred to a faculty advisor? 15 credits? 30 credits? 22-26 credits? After conversations, most faculty agreed that we should recommend students be transfer to faculty for advising after they have reached 15 credits and in some cases, faculty would like to talk to them upon application or upon selection of a program.

Virginia Beach Chair report - Maureen Cahill

VB Faculty are concerned about communication on the following issues:

Pathways Deans: Faculty remain concerned about the rapidity and lack of input they have had on the Pathways Dean decision. They see the job descriptions for PD and Associate Dean as too similar, and the pay band too small to accommodate two positions. It is unclear which Dean will handle what. They want to know how student and faculty concerns will be handled in a timely manner. They are also concerned that their PD could have no familiarity with the subject areas they are supposed to lead, and they are concerned about evaluations.

Scheduling: Faculty are concerned about class scheduling because the Q & A in Share point states that the PD will 'give' faculty their schedules. Many VB divisions use a lottery that we see as fair. An unfamiliar PD would not be aware of the "best" schedule. Administrative assistants currently enter schedules. In the future. Will they no longer be doing that? It would be an understatement to say that the scheduling part of this new approach is alarming.

Transfer: With PD, the question of transfer requirements seems unaddressed. Financial aid issues and transfer students face certain rules. Articulation agreements do not always align with the PD requirements. What if they need classes that are not on the program curricula?

Timing: Faculty remain concerned and staff who would be thrown into this undefined system are understandably anxious. The general thinking is that change is not a problem, but hastily thrown together change creates many problems.

Faculty advising: Faculty are concerned that they will be expected to add counseling/advising without any reduction in other requirements, especially teaching load. Several people also mentioned the need for extensive training. I forwarded the compiled concerns and questions Senate chair.

Current division office: Much concern was expressed about division offices. Who will conduct the needed tasks that support students and faculty?

Because of their concerns on the above issues, the following motion was brought forward:

Motion: The Senate voted to recommend to the College Faculty Senate to have the VCCS Chancellor speak to the faculty at a town hall meeting to discuss current initiative. The motion carried. Senate.

Spring tuition due on 12/14 (first backout) and then not until Jan 2,3,4 and 7. More 8 and 12 week classes should be put on the schedule.

James Toscano leaving, Marian Anderfuren taking over as VP of Advancement. Curt Wynn will do Marian's job, along with other moves.

Curt Aasen to begin work on prorating summer pay for low enrolled courses. Senate trying to ensure that faculty have input at the planning stages.