



## College Faculty Senate Minutes

**Date & Time:** Thursday, November 1, 2018, 2 PM

**Location:** Portsmouth Campus, The Forum, A Building

**Members Present:** Stacey Deputy, Sean LaCroix, Siabhon Harris, Maureen Cahill, Angela Bell, Robyn Browder, John Krenzke, Dania Sinibaldi, Tiffanye Sledge, Sharon Waters, David Kiracofe, David Ring, Sarah DiCalogero, Ruth Shumate, Wendy Buie, Tom Siegmund

**Guests Present:** Lorenz Drake, Geraldine Wright, Elizabeth Briggs, Jennifer Hopkins, Katrina Dash, Jennifer Hopkins, Elizabeth Harris

- I. Call to Order
- II. Campus Motions\* (See Appendix)
- III. Review and Approval of Minutes
- IV. Chair Report – Stacey Deputy –See Appendix
- V. Secretary Report – Judy Gill
- VI. Treasurer Report – Tom Siegmund
- VII. Campus Reports – Campus Chairs –See Appendix
- VIII. Committee and Representative Reports
  - A. Adjunct Committee –Elizabeth Harris – See Appendix
  - B. Faculty Development and Evaluation Plan – Tom Siegmund -  
Did work in Spring 2018 and got feedback. Goal is to remove details of the First Year Academy and details of the Rewards and Recognition to they are not tethered to the plan. FDEP will need attention once the Academic Reorganization is implemented. Stacey will send out the proposed revisions for feedback.
  - C. Professional Development – Joe Joyner – not present
  - D. CFAC – Ellyn Hodgis – not present, at CFAC currently
  - E. FSVA – Sean LaCroix – went to the meeting. Concern about erosion of shared governance. Concern about population of high school graduates falling and competition between CC and 4 year colleges. Funds are available to invite legislators to campus to advocate for Community College. Mixed reviews of Pathways adoption at the VCCS colleges.  
We owe \$100 to FSVA for dues. Will pay from Treasury.
  - F. PAPC – Ruth Shumate – not able to attend. Stacey attended the meeting and reports – considering change of By-laws because there is nothing that dissolves a governance committee. There will be a process. PAPC getting ready for new president and Strategic Plan.
  - G. Rewards and Recognition & Awards-Sarah Dicalogero – committee is staffed, meeting later this month.
  - H. Parliamentary Rules Committee-Tom Siegmund – Committee is Tom and Skip Harland. He is working up some information. What will our rules look like? Run more efficiently. We need to have a smaller agenda.
  - I. Ad-Hoc Committee to improve the e-Portfolio tool. – Judy Gill -  
Committee dissolved until e-Portfolio becomes mandatory.
  - J. Ad Astra-Deborah Edson – not present
  - K. Ad-Hoc Committee to Consolidate Faculty Suggestions/Concerns concerning the Academic
  - L. Reorganization-Sarah DiCalogero – Survey was sent out, 55 responses. Biggest concern was student support and faculty support on campus level. Adjuncts having to drive to different campus to sign a contract is currently a problem. Also concern about being evaluated by deans who do not know you.

- IX.** Initiative Updates
  - A.** Dr. DeCinque’s email “News from the President” 10/29/18
- X.** Old Business
  - A.** Professional Development funding: Motions tabled in October  
 Motion: CPDF funds may be used for mandatory job related training such as first aid and mental health when funds are available.  
**Amended motion: CPDF funds may be used for training such as first aid and mental health when funds are available.**  
**Vote: 15 in favor, 1 abstention, Motion carries.**  
 Motion: CPDF funds may be used for entry fees, jury fees, and shipping costs associated with submitting creative work in peer reviewed exhibitions when funds are available.  
**Vote: 16 in favor, Motion carries unanimously.**
- XI.** New Business
 

Per the Senate by-laws the Senate will invite Dr. DeCinque and Dr. McCray to the next Faculty Senate meeting. Kim Bovee will be invited to attend the next Senate meeting to get ideas on how to engage faculty in providing input for Foundational Scanning to inform the next president regarding the Strategic Plan.
- XII.** Items for the Board
- XIII.** Other items – **Stacey will ask about timeline for Dean Evaluation implementation.**  
 College should be recruiting future teachers who can complete gen ed requirements at TCC as well as other programs such as optical, dental, etc.  
 Discussion about app to facilitate business prior to Senate meeting
- XIV.** Close –Next meeting December 6, 2018 in Virginia Beach (Room TBA)

**Appendix**

**Motions**

**Chesapeake**

***The Interior Design Program is a feature program with uniquely designed facilities solely based on the Chesapeake Campus. As such, the faculty senate moves that the Interior Design Program be reassigned to a campus or pathway that is located on the Chesapeake Campus.***

Rationale of why this is necessary.

**Vote: 11 in favor, 0 opposed, 1 abstention. Motion carries.**

**Norfolk**

None

**Portsmouth**

Wordsmithing of the onboarding/training motion tabled during CWFS in early October 2018. Motion revised (see below) and approved, **pending** input from Dr. Woodhouse regarding provost engagement.

**Background:** While it is not our intent to add to the workload of the provosts, Portsmouth faculty felt that the provosts would be in the best position to advocate for the campus culture on their respective campuses. We did not want this motion to be a surprise to our provosts since we are asking for their support in these efforts and have solicited feedback from provosts regarding the coordination of an onboarding process for pathway deans that involves pathway

deans visiting campuses to ensure that they are familiar with the campus cultures, staff and procedures at each campus. We purposefully left flexibility in the interpretation and design of the on-boarding process to allow provosts the opportunity to take a leadership role in coordinating and/or delegating the process in cooperation with faculty and staff.

**1. Revised Motion (pending feedback from Provosts): As part of the onboarding process and consistent with other College wide onboarding procedures for faculty rank employees, newly appointed pathway and campus deans shall visit campuses and acclimate to the culture and uniqueness of each campus. Guidelines defining requirements shall be established and administered by campus administration, faculty, and staff at each campus.**

Discussion concerning motion. *Portsmouth retracts motion and asks that it be added to the list of cohesive recommendations to the college for the academic restructuring.*

### Virginia Beach

See Old Business

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## Collegewide Faculty Senate Chair Report

### A. Update on CWFS Motions

The following motions, passed at the October meeting, were sent to Dr. McCray and Dr. DeCinque on October 19<sup>th</sup>:

1. Faculty Senate requests that faculty receive a minimum of thirty (30) days to review and respond to the faculty advising component of the faculty advising plan before it is finalized.
2. Whereas there are serious concerns about the way the ATD grant for Z-courses was administered and the selection process used, the TCC Faculty Senate requests a comprehensive report regarding the administration of the ATD grant for Z-courses.
3. TCC modify current Policy 2400 – Administration of Public Grant and Sponsored Programs, to ensure transparency and equitable campus participation.
4. In light of the inequity between the ratio of students to deans for each of the four campuses in the proposed Pathway reorganization, we move that all four campuses be allocated proportional leadership based on campus FTE's.

Dr. DeCinque responded with thanks for the open communication. He indicated that work is occurring to make some revisions to the academic reorganization to insure college wide curricular and academic consistency.

### B. Initiative Update: Ad Astra

Debbie Edson in the faculty representative on the Ad Astra committee. She provided the following update on October 30, 2018: "For the past several weeks (and expected for upcoming weeks as well), team members have been learning how to work in the Ad Astra tool in sort of a sandbox situation. There has been some discussion of setting up individual training sessions, especially for deans, to help them become more comfortable navigating the system to interpret the data.

Dr. Woodhouse prepared an executive summary about the tool and our work to date, and I noticed that Dr. DeCinque included that summary almost verbatim in his newsletter that was sent October 29. I would encourage everyone to read that summary to get a good feel for exactly what the tool is and how the college expects to use it. There is actually some data already available to deans that can help inform their decision-making for spring classes, but much more information will continue to be loaded as the year progresses to be able to see projections for student demand/need based (such as degree plans)."

### C. President's Cabinet Meeting, October 25<sup>th</sup>, 2018

-Advising Policy 2213 was approved. It will require new, curricular placed, students to receive advising prior to enrolling into classes. Students will also be required to receive advising after completing 24 credits (after 12 credits if in a certificate or career studies certificate program). This policy will be added to the website soon.

-College operations during the December break were discussed. The one day TCC is open during the break will likely be eliminated.

-Great Colleges to Work For Survey Results. The results were shared with the cabinet. The President plans to work within the governance system to improve TCC's results in the future. The Internal Relations committee will receive a charge from Dr. DeCinque on this topic. Look for communication soon from the President and/or Beth Lunde regarding where the results of the survey can be found and for information on the charge to the Internal Relations Committee.

-The full agenda of the meeting was not completed, therefore the PC will meet again on November 1<sup>st</sup>. This is the same day as the Faculty Senate Meeting. Updates will be provided at the meeting.

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### **Chesapeake Chair Report**

Chesapeake faculty senate passed one motion:

***The Interior Design Program is a feature program with uniquely designed facilities solely based on the Chesapeake Campus. As such, the faculty senate moves that the Interior Design Program be reassigned to a campus or pathway that is located on the Chesapeake Campus.***

### **Other issues that were addressed:**

- There continues to be concerns regarding faculty advising. Having learned from President's newsletter (10/29/18) that a conceptual framework for the advising model has been adopted, faculty request details on that framework. Faculty are also requesting an update to the timeline for training. Mandatory student holds are also an area of concern.
- Details related to potential layoffs and any plans related to staffing changes are requested.
- Faculty ask why individual programs (e.g. welding/nursing/IDS) are not specifically marketed.
- Those having undergone Canvas training are reporting that a syllabus developed in the syllabus builder cannot be imported into Canvas.
- There is support that the eportfolio be made optional in perpetuity.
- Faculty continue to discuss and develop proposed recommendations regarding the administration reorganization/restructuring.
- In an effort to enhance communication, the SGA leadership has asked to periodically attend CFS meetings and requested that a Chesapeake faculty senator attend their meetings.
- Concerns regarding the adjunct evaluation plan remain. In particular, the use of pass rates and withdraws for evaluation purposes was highlighted.

### **Next meeting**

- Chesapeake campus senate meeting - November 27<sup>th</sup>, 2018 12:30 pm; Room 4202 (CAB)

### **Norfolk Chair Report**

No report, Norfolk met but did not have a quorum.

## Portsmouth Chair Report

Portsmouth Faculty and Senators met on October 26, 2018 at 12:30pm. Our guest speaker for this meeting was Dr. Michelle Woodhouse, Portsmouth Provost.

### **Issues Addressed**

- Lack of faculty evaluations for the first 8 weeks – follow-up with John Morea
- Food pantry at TCC-Portsmouth (during exam week) and donation of non-perishable items by faculty
- Accessibility of entry into buildings limited due to decrease in security staff (4 max)
- Discussion of advising model and its focus on first time and returning students; “There HAS to be communication” otherwise we will continue to decrease enrollment
- Academic Restructuring – Decisions will be made prior to Thanksgiving regarding any changes
- Overview of Ad-Astra capabilities
- Discussed concerns over canvas implementation and confusion for students if some classes are in canvas, while others are in blackboard during Spring 2019 – will students enroll in canvas-based courses. Additional concerns over inconsistencies in LMS for labs and lectures.
- New initiatives on the horizon: G3 – the college promise (free community college access for specific workforce pathways on the CREDIT side in high demand areas); direct placement
- PFS supports Chesapeake motion to move interior design based on the rationale that these programs are capable of determining their own location in Pathways.
- Wordsmithing of the onboarding/training motion tabled during CWFS in early October 2018. Motion revised (see below) and approved, **pending** input from Dr. Woodhouse regarding provost engagement.
  - **Background:** While it is not our intent to add to the workload of the provosts, Portsmouth faculty felt that the provosts would be in the best position to advocate for the campus culture on their respective campuses. We did not want this motion to be a surprise to our provosts since we are asking for their support in these efforts and have solicited feedback from provosts regarding the coordination of an onboarding process for pathway deans that involves pathway deans visiting campuses to ensure that they are familiar with the campus cultures, staff and procedures at each campus. We purposefully left flexibility in the interpretation and design of the on-boarding process to allow provosts the opportunity to take a leadership role in coordinating and/or delegating the process in cooperation with faculty and staff.
  - **Revised Motion (pending feedback from Provosts):** As part of the onboarding process and consistent with other College wide onboarding procedures for faculty rank employees, newly appointed pathway and campus deans shall visit campuses and acclimate to the culture and uniqueness of each campus. Guidelines defining requirements shall be established and administered by provosts, faculty, and staff at each campus.
- Concerns expressed regarding the lack of mental health counseling and support. PFS will work on a motion to bring to the Jan 2019 meeting.

## Virginia Beach Chair Report

TCC Health Professions Pathway programs are requesting the NAS pre-requisite be discontinued as they are finding no difference in success rates after completing the course. BIO 100 and 101 are better indicators. They will take this to Curriculum committee.

VB will change the bylaws to change the VB Campus Senate meeting day from the last Thurs of the month to the Thurs. immediately following the College Faculty Senate meeting (second Thurs. of the month). As discussed at the last CFS meeting, this change will accommodate better communication and decision-making at the Full Senate meetings.

Dr. DeCinque visited, and discussed his upcoming newsletter to update faculty on our many initiatives. Regarding reorganization, Dr. DeCinque mentioned step one of a plan proposed by the Provosts that he hopes to have available before Thanksgiving. He mentioned it would be at the macro level, and he hoped faculty and Deans could fill in the details. The CFS has been asked to weigh in on it. Modifications would likely be needed, as there is no perfect plan, only one we can live with. Dr. DeCinque repeated that for TCC to run effectively, faculty knowledge was a necessity.

Dr. DeCinque mentioned a large gift targeting students in need will be forthcoming.

Dr. Summers attended the meeting. We voted last month to invite him to all VB Senate meetings. Dr. Summers provided a brief overview of the plan. The goal is that TCC must have academic and curricular consistency across the college and must also allow individual campuses to maintain their differences. Consistency would be needed for: Program sequences, substitutions and waivers, faculty credentialing, and processes as 29% of our students take classes on more than one campus.

Enrollment was discussed in regards to proprietary schools and nursing.

Dr. Summers discussed a situation in which a student with a concealed carry license had a gun on campus. There were mixed stories; Dr. Summers stated the student with the gun had it locked in the trunk of his car, and it was legal to do so. An interview by security indicated the student did not take the gun to class.

The VB Senate will be changing the VB Senate bylaws to change the VB Senate meeting to the Thursday after the CFS meetings.

Our priorities for reorganization include:

1. Dean support of students on all campuses
2. Dean support for faculty on all campuses
3. Faculty evaluations completed by a dean housed on his/her own campus.
4. Dean support proportionate to the students and faculty on each campus.
5. Academic freedom/Autonomy for curricular and pedagogical issues would be decided by faculty within disciplines or programs; this includes selection of textbooks and other instructional materials.
6. Consistency in course objectives, faculty credentialing, substitutions and waivers, processes, and program sequences
7. Accountability
8. Limitations on 9 month faculty who would be Discipline Leads/Assistants to the Dean.

Tabled motions from last month are being reworded.

### **November, 2018 – Adjunct Committee Report**

Two adjuncts will be joining the Adjunct Committee: Nancy Pettigrew and Peggy Scott.

1. **An adjunct has raised the following questions: Since pass rates and withdrawals will be factored into the evaluations, what is an acceptable pass rate, and will that pass rate be different for different departments? When will the expected/desired pass rates be made available to the faculty who will be affected by the policy?**
2. Few faculty, including adjuncts, attended the **Performance-Based Metrics presentations** led by Kim Bovee and Anthony Macera. The presentations also included a handout entitled Student Progression Markers and Goals. Many adjuncts appeared to be unaware of the times/locations of the meetings and of how these metrics affect our college funding. Several adjuncts expressed frustration that the times the sessions were offered did not correspond with times they could attend. They expressed a desire that the information, along with accompanying explanations, be posted where they can access it. The administration is working on this, but they also want to be able to answer questions in context. **Student Progression Markers and Goals** are already on the TCC web site under "Student Progression Goals" on this page: <https://www.tcc.edu/about-tcc/oie/student-success>. Adjuncts have been advised by e-mail where to locate it.
3. Many adjuncts were not able to attend the **regional Canvas training** offered last week. I have notified all of them where information about Canvas is available on the TCC web site and have also sent all of them the PDF with the information regarding Migration from Blackboard to Canvas. They have all been reminded that everyone will be using Canvas as of summer, 2019, and have been encouraged to begin using Canvas for at least one class beginning in spring, 2019.
4. **Since some of the adjuncts are teaching only on-line from locations well outside the Hampton Roads area, it is essential that all information be posted where they can access it remotely.**