



College Faculty Senate Minutes

Date & Time: Thursday, October 3, 2013, 2-4:30 PM.

Location: Norfolk Campus, Roper Theater, Room 4233

Attending: David Kiracofe (C), Kevin Brady (C), Machel Kerr (C), Dick Gill (N), Sarah Di Calogero (N), Lara Tedrow (N), Tom Garrett (P), Lorenz Drake (P), Monica McFerrin (VB), Steve DeLong (VB), Tom Geary (VB), Mark Greer (VB), Ellyn Hodgins (VB), Anne Mach (VB), Allison Harwell (Counselor, Substituting for Sandra Dunn), Ruth Shumate (Library)

Non-Attending: Rita Bouchard (P), Mike Adams (VB), Kathy Buhner (VB), Gary Noah (VB), Lou Tinaro (VB)

I. Call to Order

II. Approval of September Meeting Minutes

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

III. Guests

A. Dr. Robin Ying, VP of IT

1. Dr. Ying updated the senate on the new EMS Academic and Event Schedule System; Benefits include: centralized scheduling; ability to run optimization analysis on room usage
2. Executive staff will identify authorized users; deans and assistants will have access
3. System will be implemented by Provost at campus level so campus senates need to discuss the role of senate in the plan for using the EMS system

B. Dr. Daniel DeMarte, VP Academic Affairs

1. Need more systemic process for college-wide professional development
2. Academic Affairs is being restructured to support academic change; changes include:
 - a. Dean of e-Learning to be announced next week
 - b. Dr. Kim Bovee is AVP of College Readiness
 - c. Steve Litherland is AVP of Library
 - d. John Morea is AVP of Learning Technology

IV. Reports of Senate Officers

- A. Faculty Senate Chair Report, Ellyn Hodgins

1. Child care services on campuses: Services will be provided by the YWCA; services will start next spring and summer (varies by campus); Can use financial aid and Storm card to pay for services
 2. General Assembly Visits by students: Complaints about the visits include too many students involved, lunches are expensive, students often don't get in to see the legislators; Future visits will be limited to 8 to 24 students per campus and a box lunch will be provided
 3. Community College Survey of Student Engagement: TCC improved in most areas over previous 2005 and 2008 surveys
 4. FDEP: 202 faculty members voted on the plans with 96.5% approving the TCC plan; Plan was sent to President Kolovani with cover letter (see attached); Plan was approved by President and then submitted to the Chancellor
 5. Budget down \$6 million; some college-wide projects must be cut
 6. Calendar committee meets October 4th
 7. FSVA: Unclear when next meeting is; Elynn tried to contact both Roberta Bernardini and FSVA but received no response
 8. HB 1184 requires community colleges to develop dual-enrollment programs; both NSU and VSU have dual enrollment programs that will conflict with TCC's program; SCHEV will work with us to ameliorate any conflicts
 9. Policy being implemented that requires all TCC employees to report child abuse and/or child neglect
 10. Communication of Open Campus Meetings: For some campus meetings there was little to no notice of the meetings; meetings were never advertised campus wide; poor attendance may have been due to lack of communication
- B. Secretary, Lara Tedrow: No report
- C. Treasurer, Lou Tinaro: No report
- D. Faculty Senate Vice Chair Reports:
1. Chesapeake Campus, David Kiracofe:
 - a. Issues regarding adjuncts and scheduling were discussed; Chair will address these issues with the dean
 - b. Faculty interested in having semi-formal discipline chairs to help with deans' workloads.
 2. Norfolk Campus, Dick Gill
 - a. Soliciting volunteers to serve as faculty mentors in the new faculty evaluation plan
 - b. Filled vacant senate positions
 - c. Will participate in the Grand Illumination parade in Norfolk
 - d. Dr. Kolovani and Provost Woodhouse want open meetings with faculty to discuss Provost search
 3. Portsmouth, Campus, Tom Garrett

- a. Continued to discuss by-law revisions
- b. Faculty member was told her lost office key would not be replaced; senate is investigating
- 4. Virginia Beach Campus, Monica McFerrin
 - a. Requests renewal of institutional license for Magna online workshops as they are a convenient professional development opportunity
 - b. Expressed interest in having access to shredders in each building; determined there is a college-wide contract that allows requests for shredder box placement
 - c. Motion on Pre-requisites: Revised motion was presented (see attached); Dr. DeMarte addressed the topic saying there is no current policy or procedure for pre-requisites; Pre-reqs were hardwired into SIS to ensure consistency with the course catalogue; Senate will arrange a meeting with Dr. DeMarte to address the issue of allowing faculty to review and change pre-requisites; Motion tabled for now.

V. Reports of Faculty Senate Committees

- A. Adjunct Committee, Mike Adams: No report
- B. Awards Committee
 - 1. Only 4 members currently; Needs repopulating; campus senates will send out request for member and forward information to Ellyn
 - 2. Committee's role will change with implementation of the FDEP
 - 3. Need to establish criteria for adjunct award
- C. Professional Development Committee, Joe Joyner
 - 1. Joe solicited feedback from senate regarding some issues the professional development committee has faced:
 - a. Adjunct faculty requests funds at the start of upcoming semester
 - b. Requests for funds for certification/licensure exams
 - c. Requests for funds beyond one's annual entitlement
 - d. Requests for multi-year membership in professional association
 - e. VCCA membership
 - 2. The committee will address these issues over the next year
- D. Ad-hoc committee on Audio/Visual Policy, Mabelle Kerr
 - 1. Information gathered on the issue
 - 2. Will present report in December

VI. Reports from Other Committees, Groups, or Individuals

- A. FSVA, Roberta Bernadini: No report
- B. PAPC, Janie Crouch (as reported by Mark Greer)
 - 1. Met September 27th

2. Mark Greer elected chair again
 3. President presented strategic plan
 4. Will amend by laws so Online Learning Committee (OLC) will be represented
- C. CFAC, Gary Noah: No report
- D. VCCS Professional Development Committee, Tom Geary: No report

VII. Unfinished Business:

- A. Faculty Development and Evaluation: Discussed in Chair's report
- B. Acknowledgment of raise
1. Letter sent to senate for feedback
 2. Faculty senate members signed letter; Ellyn will send to Dr. Kolovani

VIII. New Business:

- A. FDEP Mentorships
1. Dick Gill presented senate with sections of the FDEP addressing faculty mentors; policy specifies mentors must have been through the evaluation process
 2. Need transitional people to help with process now
 3. Dick will present plan at next meeting; send him ideas
- B. Communication of Open Campus Meetings: Discussed in Chair's report
- C. Faculty Handbook
1. Need committee to help keep links current
 2. Ruth Shumate and Tom Geary volunteered

IX. Close



September 13, 2013

Dr. Edna Baehre-Kolovani
President
Tidewater Community College
121 College Place
Norfolk, VA 23510-1938

Dear Dr. Baehre-Kolovani,

It is with pleasure that I present to you the TCC Faculty Development and Evaluation Plan. This plan has been crafted by an ad-hoc committee of the Faculty Senate made up primarily of full time teaching faculty, endorsed by the College Faculty Senate, and approved by 96.5% of the full time teaching faculty who voted by an email survey conducted by Institutional Effectiveness, beginning September 9th and ending on September 13th. I am very pleased to report that 202 votes were cast; meaning a true majority of the colleges' full time teaching faculty members participated in the selection of the TCC plan.

I believe we have done a good job of making this VCCS policy fit the culture and needs of Tidewater Community College, and we have done our best to align the TCC plan with the VCCS requirements and hope it meets with your approval and will go forward to Chancellor Dubois without delay so it may be implemented over the VCCS model plan in January 2014.

But I would be remiss, if I didn't mention that this process is one that will require significant resources to implement in an institution of our size. So I hope you don't mind if I express my concerns going forward, so that we can successfully implement the full time Faculty Development and Evaluation Plan at TCC.

- The new plan requires faculty and dean collaboration at a much greater level than in the past. Prior to the beginning of each calendar year, each faculty member must meet with his or her Dean or Director to determine the annual objectives and, if there are financial resources to achieve those objectives, and they must meet again for changes in those objectives. Then at the end of the appointed term, they must meet again for the summative evaluations. In addition, the dean must meet 3 times with a faculty member

just to complete 1 classroom observation. New faculty members have to be evaluated every semester. I believe our Deans will need assistance in implementing this policy.

- Many faculty members will be required to provide a lot of documentation to the Dean's over a substantial period of time to demonstrate that they are meeting the objectives in each of the domains. An electronic portfolio would make it easier for faculty to provide that documentation and for Dean's to evaluate faculty members equitably.
- One of the main concerns that came out of the convocation break out session and the online blog was that training on the plan and its implementation is essential for both the deans and the faculty. Once the TCC plan is approved by the VCCS, the Faculty Senate would like to sponsor training sessions on each campus for Deans and Faculty, with appropriate guidance.

The TCC Plan was devised to achieve approval at the VCCS level, and we have voted to submit it as written. However, the Recognition piece is something we may want to think about for the next iteration. The committee struggled with this portion of the policy. It seems that it was put in place to create competition, but this idea of creating competition is in direct opposition to our strategic college wide goals of one college, collaboration, and innovation. We will have the opportunity to evaluate the effectiveness of the plan each year and make changes. This may be an area we can work on changing in the future by suggesting that TCC supports the professional development of each faculty member who meets expectations by providing funding for their individual development through the Personal Professional Development Fund, as was discussed in Executive Staff.

And finally, I would like to thank the members of the Faculty Senate Ad-hoc committee for their dedication to this considerable task. Chair, Thomas Siegmund, Marcee Anderson, Denise Bieszczad, Amy Bohrer, Kim Bovee, Robyn Browder, Cynthia Cadieux, Stacey Deputy, Sarah DiCalogero, Thomas Geary, Judy Gill, James Holden, Anthony Macera, Gary Noah, Anne Parella, Drucilla Powell, Caroline Rivera, Dianne Stanbach, and Jeannie Taylor. I would like to add that in my estimation, Tom, Stacey, Robyn and Jeannie are the experts on this plan and would be excellent resources going forward. In addition the administrators on the committee, Dr. Terry Jones and Dr. Daniel DeMarte have provided the support necessary to present this well supported TCC Faculty Development and Evaluation Plan to you.

Sincerely,

Ellyn Hodgis

Ellyn Hodgis M.Ed. R.T.(R)(M)

Associate Professor

Faculty Senate Chair



September 20, 2013

Dr. Edna Baehre-Kolovani
President
Tidewater Community College
121 College Place
Norfolk, VA 23510-1938

Dear Dr. Baehre-Kolovani,

On behalf of the TCC full time teaching faculty, the College Faculty Senate thanks you for acknowledging our contribution to student success and to the college as a whole, with the additional percentage salary increase in August. While all TCC employees were long overdue for an increase from the state, we are grateful to you personally, and to the TCC Board, to be recognized for our hard work and dedication to our students, divisions, campuses and the college.

We look forward to working with you in achieving TCC's strategic goals of communication, collaboration and innovation and will share faculty inspired ideas to integrate these concepts into TCC's one college identity at any opportunity given.

Thank you,

The 2013-2014 College Faculty Senate

Motion from the Virginia Beach Campus Faculty Senate

It has come to the attention of the Senate that during the past several months hard prerequisites (those potentially preventing online enrollment) based on the VCCS Master File have been put in place in many courses at TCC, without meaningful consultation with the faculty who teach those courses.

This has thwarted the intent of faculty members who have worked diligently to put in place local prerequisites appropriate to circumstances at TCC. This is a curricular matter that is a bedrock right and responsibility of teaching faculty. An additional result of this change has been to interfere with the registration process of students who meet local prerequisites, when those differ from the VCCS prerequisites. This is an especially urgent problem considering the state of the College's enrollment over the last several semesters.

As representatives of both the teaching and professional faculty at the College, we ask that there be an immediate review of these changes by faculty members in the affected disciplines. In addition, we ask for a change in procedure and/or policy that returns faculty to their traditional role of approving any new prerequisites and any changes to those prerequisites already in place.