



College Faculty Senate Minutes

Date & Time: Thursday, September 5, 2013, 2-4:30 PM.

Location: Chesapeake Campus, New Academic Bldg., Rm 4111

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), Ruth Shumate (P), Monica McFerrin (VB), Steve Delong (VB), Tom Geary (VB), Mark Greer (VB), Ellyn Hodgins (VB), Gary Noah (VB), Suzanne Rauch (VB), Lou Tinaro (VB), Sandra Dunn (Counseling)

Non-Attending: Mike Adams (VB), Kathy Buhner (VB), Anne Mach (VB),

I. Call to Order

Introduction of new senators

II. Approval of May Meeting Minutes

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

III. Guests

A. Dr. Marilyn Hodge-Student Success Committee

1. Presented Expanded Registration Proposal: to revise registration period to begin earlier.
2. Issues raised by senate: how will this impact pre-reqs; how well will the new EMS (event management system) software for registration work

Motion: To accept the Early Registration Proposal from the Student Success Committee.

Motion passed.

IV. Reports of Senate Officers

A. Faculty Senate Chair Report, Ellyn Hodgins

1. Strategic Recruitment Plan includes looking into new software to improve registration, open houses, recruitment schedules, and use of Access foundation
2. Travel forms: Finance will provide training to the divisional assistants so they will be able to help complete travel forms
3. Branding: Any item that is going to be promoted visually or externally must go through Visual Identity
4. Adjunct work:
 - a. Adjuncts must now disclose any other VCCS employment
 - b. Also must have official transcripts on file to be paid
 - c. Impact study on adding stipend for cases where adjunct loses class due to low enrollment or bumping

5. Scantron Evaluation Tool: Now will have the option to use electronic or paper/pencil evaluation method
6. Convocation/Awards
 - a. Chair asked for feedback on the revised Convocation/Awards ceremony
 - b. Comments include:
 - i. It was nice to have audience for Awards (where typically only people getting awards are there) but the presentation of awards was not done well
 - ii. Need State of College address
Motion: Senate requests a more defined State of College address at Convocation. **Motion passed** (10 For; 3 Against; 2 Abstentions)
 - iii. There was no Q&A session
 - iv. Student Services/Counselors feel excluded as registration stays open during Convocation
7. Calendar
 - a. Removal of exam week has caused controversy
 - b. Semester still has 16 weeks; just no special exam week schedule which may cause problems with comprehensive exams and MWF classes
 - c. Committee is addressing the problem
- B. Secretary, Lara Tedrow: Check roster
- C. Treasurer, Lou Tinaro: Balance of \$3100
- D. Faculty Senate Vice Chair Reports:
 1. Chesapeake Campus, David Kiracofe:
 - a. No meeting yet
 - b. New Provost of Chesapeake campus welcomes the senate to the new building
 2. Norfolk Campus, Dick Gill
 - a. Need 2 new senators
 - b. Discussed the Thomas Moss Scholar award; looking for alternatives to the golf tournament
 - c. Discussed the Faculty Evaluation Plan, including the idea of having a mentor for faculty to help with the evaluation process
 - d. No word on Dr. Bright's departure
 3. Portsmouth, Campus, Tom Garrett
 - a. No meeting yet
 - b. Plan on revising the by-laws (to add more part-time faculty senators)
 4. Virginia Beach Campus, Monica McFerrin
 - a. Presented motion on the college's change in the pre-requisites in SIS; senators requested the motion be reworded for clarification and sent out via email.
 - b. Motion is attached to the minutes below

V. Reports of Faculty Senate Committees

- A. No reports were given; Chair requests that all committees review their charges and membership
- B. Adjunct Committee-Mike Adams
- C. Awards Committee
- D. Professional Development Committee: Joe Joyner will meet with senate at next meeting

VI. Reports from Other Committees, Groups, or Individuals

- A. FSVA: Need new representative (Roberta Bernadini retired); Ellyn will email information on the position and meeting schedule
- B. PAPC-Janie Crouch: No meeting yet
- C. CFAC-Gary Noah: No report
- D. VCCS Professional Development Committee-Tom Geary: No meeting yet

VII. Unfinished Business:

- A. Faculty Development and Evaluation
 1. Senate's Ad Hoc committee developed a Faculty Evaluation Plan that will be in compliance with the new VCCS evaluation policy
 2. Faculty Senate was provided both the VCCS model plan and the TCC plan for review; Senate voted to accept the TCC plan (11 votes for; 1 vote against; 3 abstentions)
 3. Plans now will be presented to faculty for a vote; Voting will run September 9 – 13th
- B. Classroom security
 1. Requested locks on classroom doors still have not been installed
 2. Ellyn checked into the issue and found the request is stalled in the procurement process

VIII. New Business:

- A. Acknowledgment of raise
 1. Salary raises were given for those with good, very good, and excellent evaluations and employed as of 4/24/2013
 2. College Board authorized an extra 2% to be added to the 3% approved for full-time faculty (bringing total to 5%)
 3. Senate should recognize this extra pay and thank those responsible.

IX. Close

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 a group whose membership has faculty members as its majority. In addition, we ask for a change in both 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.