

**Attending:** David Kiracofe (C) (Senate Chair), Kelly Gillerlain (C) (Sub for Carolyn Satz), Kevin Brady (C), Judy Gill (N) (Senate Chair), Jim Holden (N), Dick Gill (N) (Sub for Ivory Warren), Harlan Krepcik (P), Monica McFerrin (VB) (Senate Chair), Tom Geary (VB), Mike Adams (VB), Kathy Buhner (VB), Frank Futyma (VB), Ellyn Hodgis (VB) (College Senate Chair), Anne Mach (VB), Lou Tinaro (VB), Mark Greer (VB) (Sub for Gary Noah), Ruth Shumate (Library), Bobby Rowe, Sr. (C), Karl Moore (N) (Adjunct Representative), Nancy Prather-Johnson (P).

**Non-attending:** Carolyn Satz (C), Ivory Warren (N), Tom Siegmund (P) (Senate Chair), Lorenz Drake (P), Rita Bouchard (P), Gary Noah (VB), Allison Harwell (Counseling),

### **I. Call to Order at 2:00 PM**

- A. Introduction of New Senators

### **II. Approval of May Meeting Minutes**

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

### **III. Guests**

#### **A. Dr. Robin Ying – Tablets and Apps**

1. Dr. Ying reported on the workings of Task Force #2-College Professional Development
2. Through dialog with Dr. DeMarte, he discussed providing iPad's for faculty members and loaners to students.
  - a. OIS has established iPad deployment and support infrastructure.
  - b. The training of using iPad in the classroom will be done through Faculty Professional Development.
  - c. iPad's are furnished at "no cost" to each academic department.
  - d. Learning apps acquired for these iPad's will go through the Apple Volume Purchase Program (VPP), academic departments will need to fund the purchase of the apps they use.
  - e. No actions until the policies for iPad deployment are fully developed.
3. Dr. Ying is proposing meeting with the four campus senates to discuss technology support to faculty members.
  - a. He requests that the Senate's compile discussion questions prior to these meetings.
4. Dr. Ying stated that current Blackboard App does not provide adequate support to iPad users, so iPad users should login to their Blackboard account through the Safari browser on iPad.
5. He announced that the college has obtained [Lynda.com](http://Lynda.com) for faculty professional development and encouraged faculty to sign up and avail themselves of the numerous high quality PD materials that the platform provides.

## IV. Reports of Senate Officers

### A. Faculty Senate Chair Report

1. There is an immediate need for a Senate PASC representative; Kelly Gillerlain volunteered.
2. The Automotive Center in Chesapeake has already outgrown its space with expanded certificates/degrees offerings in Diesel, Marine and Collision Repair. Plan to add space to accommodate growth if budget permits.
3. Procurement processes have been updated to provide a simplified tracking method. Sharepoint has been put in place to track major purchases. There is a new food purchase form for all to use when requesting food from Aramark from a budget.
4. There is a new evaluation for Administrative Faculty. The question came up, should Professional Faculty come under this evaluation or not. President Kolovani stated that the issue should not be prescribed, but should come through the Senate for discussion with the counselors and librarians.
5. An online Crime Log has been established under Security on Website as of July 1
6. Changes will be made to graduation so that it will not go beyond 2 hours.
7. Smoking policy updated to include electronic devices
8. Enrollment
  - a. The Summer semester ended with enrollment down 13%
  - b. TCC, at time of convocation, enrollment was down 9-10%
  - c. As of September 3rd, Fall enrollment was down 5.7%
  - d. Anticipated to be down 9-10% for the year
    - 1) This equates to an anticipated \$6.2 million deficit
  - e. VCCS enrollment is down 4%
  - f. Enrollment in Developmental English and Math way down, there have been changes in military financial aid
  - g. Advertising-we are being outspent, competing with a larger market, increased costs of air time so we have less ads, we are not sending paper schedules. What we are known for: affordability, convenience.
9. Coming soon-Professional Development registration will be through the Non-Credit side of SIS- in place before Oct 21
10. Graduation Dec. 18-testing center available for grads who have classes Thurs 12/18 & Fri 12/19
11. TOPS/QM-3 additional instructors have been added to aid with backlog. However, many classes start full and then faculty drop
12. Ideas for Thomas Moss Scholars
  - a. Norfolk Campus raised funds with a raffle and direct donations
  - b. Virginia Beach Campus is investigating fundraising for current school year.
13. Vacancy review-ES cut over \$1 million in funded vacant positions and eliminated unfunded faculty positions
  - a. Plan is to Streamline, reduce redundancy, & correct dysfunctional service delivery
14. State mandate for Student Success, in 2014-15 year, 2% allocated to be spent
  - 1) In 2015-16 year, 4% allocated to be spent
  - 2) In 2016-17 year, 8% allocated to be spent
15. Convocation/picnic event well received.

### B. Secretary, Mike Adams

1. Check attendance roster for accuracy

C. Treasurer, Lou Tinaro (outgoing)

1. Excess monies from last year are carried over to current year
2. There is an approximate total of \$1,600 in outstanding liabilities
3. He estimates that there is approximately \$3,000 balance.
4. A complete report will be provided next meeting

D. Faculty Senate Vice Chair Reports:

1. **Chesapeake** Campus, David Kiracofe

- a. Met August 19, 2014
  - 1) Discussed the new evaluation plan
  - 2) There was discussion concerning the limitations for membership using Professional Development funds

2. **Norfolk** Campus, Judy Gill

- a. Meeting to be held September 9<sup>th</sup>, with a second meeting scheduled for September 23<sup>rd</sup>.
- b. New Provost hired, completing VCCS provost orientation before taking helm November 1<sup>st</sup>.
- c. All office locks were changed
  - i. Initially, no keys for adjunct...since resolved
- d. Thomas Moss Scholarship for 2013-2014 \$1,000.00
- e. One campus dean is requiring faculty take four hours personal when missing meetings of 1-2 hour duration.
- f. Norfolk faculty are not to access the Batten Lab when Batten manager is not present
  - 1) The Faculty Senate passed the following motion.

**Motion** The College Faculty Senate moves that the Batten Labs be accessible to the faculty when the College is open.

**Motion Passed**

3. **Portsmouth**, Campus, No report

- a. Meeting scheduled for September 9<sup>th</sup>

4. **Virginia Beach** Campus, Monica McFerrin:

- a. Tom Geary to chair the committee to create fundraising for the Thomas Moss Scholarship.
- b. VB Counselors identified some pre-requisites that are hindering enrollment and adding roadblocks for some students. The specifics will be brought to the attention of Kellie Sorey
- c. The Virginia Beach campus requests that the faculty member be notified through SIS when a student drops or adds a course
- d. Finals Week, is in addition to the VCCS required hours of instruction, and is not officially instruction time, so if, for an example, the Final exam is presented on a Tuesday of the 16<sup>th</sup> week-a Thursday class meeting is not required
- e. In updating its records, the college is asking some faculty members to re-submit official transcripts. Since the faculty member has already done this as a requirement for employment, faculty believe the expense should be covered by the college.

## **V. Reports of Faculty Senate Committees**

- A. Adjunct Committee-Mike Adams
  - 1. Will have virtual meetings
- B. Awards Committee-Mike Adams
- C. Professional Development Committee-Joe Joyner

## **VI. Reports from Other Committees, Groups, or Individuals**

- A. FSVA-Frank Futyma
- B. PAPC-Kelly Gillerlain
- C. CFAC-Gary Noah
- D. VCCS Professional Development Committee-Tom Geary
  - 1. Meets Sept. 18-19 in Midlothian
  - 2. Want to help promote Paul Lee PD Grants and Mini-Grants.
    - a. Applications due Nov. 1. Spring 2015
      - 1) 12 grants and 4 mini-grants.
      - 2) All mini-grants were funded at \$1,500.
      - 3) Grants ranged from \$1,625 to \$5,894.
        - a) NoVa had 7 grants.
        - b) John Tyler, Germanna, Piedmont Valley, Virginia Highlands, Rappahannock, each had 1 or 2.
        - c) TCC had 1 mini-grant.
        - d) Tom will send out an e-mail promoting them.

## **VII. Unfinished Business:**

- A. Online Teaching Audit –
  - 1. Audit no longer scheduled to take place.
  - 2. **College Faculty Senate motion to OLC**
    - a. At the May Faculty Senate Meeting, the OLC Chair stated that an Ad Hoc Committee was to create a formative review process that is faculty driven. Since that time, Cameron Russell held 2 online faculty meetings that discussed best online practices. The faculty senate supports continuing the online faculty meetings to define best practices in online teaching, practices that result in student success. This definition of best online practices for TCC needs to be in place prior to prescribing a tool to evaluate faculty adherence to it.
    - b. The TCC online faculty recognizes the need to establish a basic navigation structure for all students, to require course components to be included in the online courses, but we must maintain the academic freedom to implement methods that result in student retention and success. For example communication is a major component of student engagement. Currently email is discouraged as a communication method or for submission of assignments, however, many online faculty know that the more avenues available to the students to communicate, the more confident they become in their ability to succeed.
    - c. And as the recent letter from Math Professor Donald R. Goral, at NOVA indicated, he goes outside of the LMS to provide a better quality platform to deliver what he believes is the best quality online education for his students. Faculty needs the ability to deliver course content in the manner they believe is in the best interest of delivering the course objectives and helping students succeed.

- d. The current Classroom Observation process outlined in the Full Time Faculty Development and Evaluation Plan and the Form for Online Classes, Appendix E3 were adopted and approved by the TCC full time faculty. These were designed with a degree of latitude for faculty to develop and implement online courses with high standards and flexibility. Any changes in this process should be faculty driven!
- e. Faculty also realize that online teaching faculty who do not respond to their students, provide course syllabi, objectives, content and assessment are a detriment to those who strive to provide quality online courses. So a timely definition of best practices to move forward is in the best interest of both faculty and students.

**Motion:** The College Faculty Senate asks the Online Learning Committee to continue online faculty meetings to define best online teaching practices for TCC by the end of the fall 2014 semester, as a first step, with an initial goal of improved student retention and success.

**Motion Passed**

- B. Textbook Policy – Monica McFerrin, chair VB Senate
  1. Current policy needs to be updated to reflect new technology and options (i.e., OER and no textbook degrees)
  2. Wants to revive the Textbook Committee; Monica offered to serve as chair
  3. Members that volunteered were Kathy Buhner, Bob Maynard, and Mike Adams, all from Virginia Beach campus. Other campuses will return to poll their constituents.

**VIII. New Business**

- A. 2014/2015 Senate responsibilities/initiatives as the FDEP is implemented
  1. Faculty mentors
    - a. As per page 16 of the FDEP
    - b. Return to campuses and through campus senate activities, determine potential mentors
  2. Faculty Responsibilities Paper
    - a. Faculty Senate is initiating the committee for this and seeks members to this newly required committee
    - b. Ask Dr. DeMarte for updating guidance in the ultimate goal of this committee
    - c. This has been tabled until response from Dr. DeMarte
  3. FDEP reward and recognition as per page 17 of the FDEP
    - a. Requesting two members from each campus and a faculty senator to fill this committee.
    - b. The committee needs to define Reward and de minimis Recognition and implement the plan for the 2014/2015 academic year
  4. The FDEP must undergo an annual review, as per page 23, and the senate is soliciting members for this FDEP committee to survey faculty and Deans and recommend changes to the current plan
    - a. Ellyn Hodgis volunteered.
- B. Seeking College faculty representative to serve on the College Safety Committee
  1. Monica McFerrin volunteered
- C. Academic dialogues
  1. Dr. DeMarte requests a meeting with the faculty of each campus during the Fall '14 semester
  2. Virginia Beach has scheduled their meeting at 12:30 PM, October 9<sup>th</sup>
  3. Please inform the chair when each of the other campuses schedule their meeting so it can be shared with the faculty college wide

**IX. From the Floor**

A. Syllabi template updates

1. Updates to the template need to be announced to the faculty and need to be readily identifiable (from previous versions)

**X. Close meeting closed at 4:43 PM**