

**Members present: Stacey Deputy, Judy Gill, Sean LaCroix, Sarah DiCalogero, Siabhon Harris, Maureen Cahill, Angela Bell, Robyn Browder, Kathy Buhner, John Krenzke, Dania Sinibaldi, Tom Williams, Katrina Dash, Sharon Waters, David Kiracofe, Libby Watts, Ruth Shumate, Wendy Buie, Lorenz Drake (proxy for Tom Siegmund), David Ring**

**Members absent: Tom Siegmund, Ellyn Hodgis, Gregg Tennefoss,**

**Guests present: Matthew Gorris, Kevin Brady, Michael Tarpey, Jennifer Hopkins, Elizabeth Briggs, David Howell, Bill Simmons, Jenny Dozier, Lorenz Drake, Elizabeth Harris**

**I.** Call to Order 2pm

**II.** Campus Motions\* (See Appendix)

**III.** Review and Approval of Minutes

**Motion to accept the minutes as amended**

**Vote: 12 in favor, 0 opposed, 1 abstention. Motion carries**

**IV.** Chair Report – Stacey Deputy (see appendix)

**V.** Secretary Report – Judy Gill (confirm roster)

**VI.** Treasurer Report – Tom Siegmund

**VII.** Campus Reports – Campus Chairs (see appendix)

**VIII.** Committee and Representative Reports

**A.** Adjunct Committee –Elizabeth Harris

Elizabeth Harris is the only member of the Adjunct Committee. She is seeking senators for each campus.

Discussion – adjuncts have a difficult time attending College Senate meetings.

What is the role of the Adjunct Committee? From webpage – to encourage adjunct faculty to participate in the campus and college-wide senates.

The adjuncts are concerned with the proposed adjunct evaluation plan. The concerns are contained in the bulleted list from Norfolk Campus Chair report.

**B.** Faculty Development and Evaluation Plan – Tom Siegmund (no report)

**C.** Professional Development – Joe Joyner (no report)

**D.** CFAC – Ellyn Hodgis – next meeting November. Enrollment data from all VCCS colleges will be sent to the chairs. Chairs should solicit concerns from faculty for CFAC.

**E.** FSVA – Sean LaCroix

**F.** PAPC – Ruth Shumate

**G.** Rewards and Recognition & Awards- Need a volunteer to lead and implement a quality assurance process. – Sarah DiCalogero

**H.** Parliamentary Rules Committee- Tom Siegmund has been nominated.

**I.** Ad-Hoc Committee to streamline the Evaluation process and improve the e-Portfolio tool. – Judy Gill

**IX.** Initiative Updates

- A.** Academic Reorganization-Update from 10/30/18 President's Cabinet meeting-Campus Deans

**X.** Old Business:

- A.** Formation of the Parliamentary Rules Committee. Charge from motion passed at the May 2018 meeting: "Charged with interpreting the Roberts Rules of Order and creating the CWFS Special Rules of Order or Parliamentary Procedures" - Tom Siegmund nominated

**XI.** New Business

- A. Faculty Handbook Update-Vote to approve changes made since November 2017. Changes highlighted on the last page of the Handbook for easy review.**

Section on Learning Technologies and A/V equipment needs to be removed. Professional Development Dept and Professional Development day need to be removed.

**Vote to approve handbook with changes listed: In favor: 12, opposed 0, abstentions 2.**

- B.** Faculty Professional Development Department dissolved

- 1.** Suggestions requested for how to provide support to faculty undergoing their five year FDEP evaluation for the first time this year. Suggestions provided will go to Dr. McCray. – **covered by Norfolk's motion. See appendix.**

- C.** Space Use Analysis-Should the Faculty Senate request that one be completed in house? – Discussion. **No motion at this time.**

- D.** Faculty Advising- Recommendations made by the Faculty Advising Work Group in Spring 2018

Karen Campbell working in Implementation Task Force. Tasked with combining Advising Committee with Faculty Advising Subcommittee. Karen Campbell is scheduling a meeting with College Chairs to share plan.

What do faculty think about advising?

Question about Course Waivers – who will be processing/signing?

Make sure the recommendations from the Faculty Advising subcommittee are being followed.

Rotating schedule for advisors.

Mixed concern whether there should be holds at all on students for advising.

EAB Navigate has an Advising Subcommittee. They are developing advising procedures. Want to make sure they will dovetail with this work.

Pathway autonomy should be at the top of the list.

- E.** Performance Based Funding Metrics (PBM)

- 1.** Schedule presentation(s) with Curt Aasen and Kim Bovee on our current results and on aligning the college's planning efforts to improve student success in the metrics. They are willing to come to College-wide senate or Campus senates. Campus Senates will have the presentations. Planning this year will be based on Performance Based metrics. Goals will trickle down from Provosts to Deans to Faculty.

- F.** Professional Development funding

- 1.** Should certification fees and certification exam fees be funded? Some teaching positions have credentials that need to be updated (accounting, law, health professions, etc.) – **Each campus should bring this back to their campuses for discussion to vote on next month.**
- 2.** First aid (CPR, Mental Health first aid) **Each campus should bring this back to their campuses for discussion to vote on next month.**
- 3.** Should jury fees and shipping costs associated with exhibiting artwork in peer-reviewed exhibitions be funded? The College Art Association, the largest professional organization for higher education artists,

considers this funding a best practice. <http://www.collegeart.org/standards-and-guidelines/guidelines/statement-of-exhibition-venues>

**Each campus should bring this back to their campuses for discussion to vote on next month.**

**XII.** Items for the Board

**XIII.** Other items – Motions from the floor, etc.

**Stacey will inquire about clarity for a plan for Pathways.**

**XIV.** Close –Next meeting October 4, 2018 in Norfolk (Room 2610)  
Meeting Adjourned 5:20.

Minutes respectfully submitted by Judith Gill

### **Appendix**

#### **Motions**

##### **Virginia Beach**

**1. That Math and Engineering be separated from the SEM Pathway and English be separated from the Humanities Pathway, with a separate Math/Engineering Dean and English Dean designated to head those disciplines.**

Discussion – there are benefits for students, faculty, and Performance based funding of separating the disciplines from the Pathways.

Discussion - math faculty in Chesapeake think the Department Chair position be made important instead of separating the discipline from the Pathway. Department chairs should have sufficient compensation.

Amendment – Math and Engineering disciplines with a Dean and English discipline with a Dean be broken out of the Pathways.

Discussion – because we have not implemented Pathways we don't know if there will be a problem.

Norfolk has no Engineering faculty so we request two separate votes for math and Engineering.

Discussion – there is precedent to separate out gen ed disciplines at colleges across the country, also there is hesitation to put more responsibilities on department chairs.

Discussion – how is department chair reassigned time determined? The check box has no weight to base reassigned time on. How do we know it is equitable?

Discussion – Business Pathway decided how reassigned time was allotted based on conversation with the dean. The hope it that this will be a Pathway decision, not one-size fits all.

Discussion – Department Chairs would still be utilized with discipline Deans.

Discussion – What makes us think Administration will agree to this? What is plan B otherwise?

Discussion – Pathways is different than the academic reorganization, it is meant to address curricular issues. We still do not have a plan or structure. Moving away from a campus based organization seems to create more problems than it solves.

Discussion – Chancellor made it clear that Pathways, including the academic reorganization, would move forward. However, there have been some changes already so there seems to be room for changes.

Discussion – difficult for one person to pay attention to the Pathway and lead the math discipline, and do a good job.

Discussion – confusion and chaos is trickling down to students. They are being told untrue and incomplete information.

Discussion – Best Colleges to Work For results have not been disseminated. We sacrifice on-campus support for college-wide scheduling and curriculum organization. Now, we will be adding a campus dean to each campus and realign things that didn't need realignment.

Discussion – FS want to understand clearly the structural change. There is mass confusion which has not been clarified as leaders have left the college.

Discussion – Where do faculty have this type of input?

Discussion – We should come up with a plan.

**Vote: 8 in favor, 10 opposed, 1 abstention. Motion does not carry.**

**2. That if faculty layoffs are anticipated, that faculty be notified in writing as early as possible to allow those affected to begin a job search.**

Discussion concerning VCCS policy. A plan must be submitted to the VCCS based on seniority with specific names. The college has through March 15 to notify the faculty.

Amended **That if faculty layoffs are anticipated, affected faculty be notified in writing when layoffs requests are sent to the VCCS.**

**Vote: 19 in favor, Motion passes unanimously.**

**3. If there are any changes to summer pay calculations, faculty shall be notified in writing prior to the start of the previous contract year.**

Discussion – whether this is a good idea

Discussion – According to VCCS policy, any change in pay must be in consultation with the faculty

**Motion withdrawn based on VCCS policy.**

**4. If there are any changes to overload pay calculations or procedures, faculty should be notified in writing prior to the start of the affected contract year.**

**Motion withdrawn based on VCCS policy.**

### **Norfolk**

**1. Summative evaluations this year should consist only of the five APPDPs and the narrative; faculty usage of the E-Portfolio shall be optional.**

No PD department to assist with the ePortfolio.

Some faculty are being evaluated for the first time this year. Dr. McCray said our input is welcome.

**Amended: Summative evaluations for 2018 shall consist only of the cumulative APPDPs for the evaluation period and the narrative; faculty usage of the E-Portfolio shall be optional.**

**Vote: 18 in favor, 1 abstention. Motion carries.**

**2. The TCC College Senate should create an ad-hoc committee charged with improving the E-Portfolio tool.**

Discussion surrounding the tool and the Evaluation plan.

**Amended: The TCC College Senate shall create an ad-hoc committee charged with improving the evaluation process and the E-Portfolio tool.**

**Vote: 15 in favor, 0 opposed, 3 abstentions**

**3. Mathematics should be removed from its current pathway and established as its own discipline with a college wide dean.**

Discussion – benefits to the students to have a dedicated dean for math.

**Amended: Mathematics shall be established as its own discipline with a dedicated college wide dean.**

**Vote 5 in favor, 6 opposed, 8 abstentions. Motion does not carry.**

## Collegewide Faculty Senate Chair Report

-The Library staff did not support the faculty senate motion from May 2018, recommending that each library stay open one night a week until 9pm, opening later on that day. Library staff were concerned about stretching their staff too thin to cover our proposed hours and about the impact on the morning hours, which have the highest amount of student use. Based on the library staff recommendations, the President's Cabinet (PC) approved the librarian recommended JUL hours, closing at 7:30 M-R and at 5:30 Friday and Saturday.

-Shared Services.

Travel is moving to VCCS wide system called Chrome River. Pilot is occurring now at District TCC and in the Provost offices. Full TCC implementation anticipated on October 16<sup>th</sup>. Webex training will be provided by the VCCS the weeks of October 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>. Look for an email from VP Milloy soon with details.

Payables and Procurement goes live October 2<sup>nd</sup>. Training from Shared Services Center will occur for appropriate staff September 26-28.

-Skilled Trades Center. 3303 Airline Blvd. Newly purchased facility by the Foundation. TCC is leasing the space from the Foundation, and the lease payment is completely covered by funds from Workforce Solutions. The space is being furnished with furniture from TCC's warehouse. Tools and equipment donations have been received from many local companies. Other equipment will be purchased using WorkForce Solution's Equipment Trust Fund. The center will provide workforce training in construction, welding, pipelaying, roofing, etc.

-Direct Placement Pilot. TCC has agreed to join in a statewide pilot (2019-20) to place students into classes without a placement test, but with supplemental instructors. A statewide committee is being formed to look at colleges who have done this (in FL and IN) and determine how they have funded it.

-Child care. The YWCA contract ends in December. The college put out an RFP with no suitable bidders. A new RFP was released and bids are due soon.

-Planning. Kim Bovee made a presentation to the President's Cabinet on 8-9-18 outlining a way for aligning planning at the college based on Performance Based Funding Metrics. (PBM) OIE will set measurable goals based on enrollment and a defined methodology to improve PBM. PC members (Provosts and VP/AVPs) will define measureable strategies to achieve those goals. Pathways will incorporate faculty and Pathway Deans into strategies, measuring, and reporting. Not all PBM need to be targeted by everyone. \*\*\*Here is where we are as of 9/6: the meeting with the Provosts and OIE to discuss measureable strategies has been scheduled for the end of September.

-The President will hold his meetings with the Provosts on their campuses. After those meetings, he will have lunch with 20 faculty and staff from the campus. TCC Board members will be invited to join these lunches. Campus Provosts offices are organizing the faculty/staff members who attend each lunch. The President would like to meet as many people as possible.

-Senate Chairs and Dr. McCray met on 8/8/18. He emphasized the need for communication to be transparent and to foster collaboration with internal constituents. When asked about Faculty Advising, Dr. McCray said that it would begin "no sooner than Spring 19". He has asked the Deans of Student Services to combine the recommendations from the Faculty Advising Workgroup with the Advising Taskforce recommendations. He indicated that a draft would be created and sent out for input.

-Ad Astra. The VCCS has purchased Ad Astra software which looks at enrollment trends and then makes forecasts for scheduling. It is being set up using 2017 enrollment data (collected after the census date) and will incorporate degree audit data when it is available for 2017, which should be in a few months. This program will provide information to Deans on when course sections are recommended to be added, reduced, or eliminated. Recommendation will be based

on data and will still need a human eye to determine if they are feasible. TCC has an Ad Astra committee. Debbie Edson is the faculty representative to the committee. Official rollout of Ad Astra is set for Fall 2019.

## **Chesapeake Campus Report**

College Wide Faculty Senate Meeting - September 6, 2018

The Chesapeake Campus did not provide any motions for College wide faculty senate consideration.

### **Issues that were addressed:**

- IDS proposes that their program be moved to Engineering so that support comes from on-campus dean noting that this program is Chesapeake campus specific and Horticulture just moved for that reason.
- Faculty note that in October 2017, the College Wide Faculty Senate passed the motion that “the syllabus builder be made optional in perpetuity.” The administrative response at that time was that the syllabus builder be made optional for one semester pending review. It remains optional and we await further review. Chesapeake faculty ask that The Faculty Senate Chair request guidance on this review. It is worth noting that Chesapeake faculty oppose the use of this tool becoming mandatory.
- A “Bring the Bus back” effort is underway. This program involved taking students for a day trip to Richmond to interact with elected officials. It was ended three years ago and interest is now growing to have it reinstated.
- Faculty are curious as to the results of the “Great Colleges to work for” survey.
- Some faculty are reporting difficulties accessing the ePortfolio tool for their summative evaluation. Dean Stout has communicated this to administration but it is not clear if the issue has been addressed. It is worth noting that faculty support the idea of a movement toward a significantly simpler evaluation system.
- Chesapeake faculty were asked to report any concerns about students being dropped or having difficulties with enrollment. Responses included:
  - Students that enroll after the tuition deadline must pay by that day at midnight or they are removed. A wait list may be helpful but has proven too labor intensive. A proposal from faculty senate to the administration that they determine if Navigate will handle this more effectively is worth considering.
  - There is confusion as to which Dean can sign for which things (from both faculty and students). It is also unclear as to whether faculty chairs have any signatory authority. Each Dean seems to be handling this differently. Clear guidance and policies are being requested.
  - Some reports of student being automatically dropped from a course if they didn't sign in on the first day of classes (i.e. on Blackboard) or dropped for reasons not known by the instructor or student.

A.

### **Updates:**

- Broken ground on new Greenhouse. Horticulture moved to the Chesapeake campus.
- New mailroom / copy room location in Whitehurst building. Users need a badge to access it.

B.

### **Upcoming events**

- Poverty Simulation – Wednesday, October 17<sup>th</sup>
- Luncheon with the President – Wednesday September 12<sup>th</sup>; 1-2 / Monday September 24<sup>th</sup> 1-2
- Faculty have requested that the CAO schedule a campus visit for Q&A with faculty. We await a response.
- Faculty have requested that Kim B. and Curt A. present details about the new funding model. The hope is that this presentation will inform a brainstorming session about future funding. They have replied and we are working to set a date in early October.

**Norfolk Campus Senate**  
**Chair Report - September 2018**

*Faculty Evaluation*

The Norfolk Faculty are concerned about faculty evaluations for the 2018-2019 academic year. As the Professional Development department no longer exists there isn't any support for those faculty who are in their summative year. Additionally, while there is not policy that specifically prohibits interim deans from conducting faculty evaluations, in practice interim deans do not usually conduct faculty evaluations as they are essentially evaluating their peers. The Norfolk Faculty are seeking clarification for those who would potentially be evaluated by Nancy Prather-Johnson either in the phase 1 implementation or in her concurrent role as a dean on the Norfolk Campus. See Motion Below.

*Adjunct Evaluations*

The following observations were made concerning the Adjunct Evaluation Proposal

- It is not fair to elevate adjunct responsibilities without elevating adjunct pay.
- It is wrong to expect a whole new layer of adjunct participation while academic and technical support is being laid off at unprecedented levels.
- Deans and department chairs are over-extended as is.
- Adjuncts should not be held accountable to standards that are more stringent than those of full-time faculty - i.e. evaluating adjuncts on their grade distributions/delete & withdrawal rates

*Math & English in the Pathway Model*

The Senate discussed the size(s) of the SEM & Arts & Humanities. The English faculty members (2) do not currently support removing English from the pathway - especially since there is an overlap between English & Humanities courses. There was a discussion on how there is an overlap between faculty who teach both History and Humanities courses (there are two full-time faculty members that will essentially teach in two pathways after the transition. Math faculty who were present at the meeting did support removal of Math from the SEM pathway into their own discipline - led by a discipline dean. See Motion Below.

*Campus Business*

The Senate will be revising and simplifying its membership (ie breakdown of full-time, adjunct and professional faculty) in order to move away from the Norfolk Campus Division Model into one that is compatible with pathways. The proposed model is 5 full-time faculty members, 2 adjuncts & 1 professional faculty. The remaining position is considered "at-large" and may be filled by a faculty member from any of the three previously listed groups.

The Norfolk Campus Faculty did not recognize an outstanding student for the Thomas Moss Award last year - largely due to (1) the restrictions put on the faculty for fund-raising and (2) the chaotic nature of the 2017-2018 academic year. We are researching potential fund-raising/funding sources and hope to be able to determine whether the award will be reinstated before the end of the fall semester..

*Motions*

- **Summative evaluations this year should consist only of the five APPDPs and the narrative; usage of the E-portfolio by faculty shall be optional.**
- **The TCC College Senate shall create an ad-hoc committee charged with improving and streamlining the E-Portfolio tool.**

- **Mathematics shall be removed from its current pathway and established as its own discipline with a college wide dean.**
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## Portsmouth Campus Report

College Wide Faculty Senate Meeting - September 6, 2018

Portsmouth Faculty and Senators met on August 31, 2018 at 12:30pm. We voted in two new members, Elizabeth Harris and Tiffanye Sledge (Vice Chair), and discussed several topics. The Portsmouth Campus did not provide any motions for College wide faculty senate consideration.

### Issues Addressed

- Academic/Pathway Structure – Faculty were in support of the addition of the provost and campus dean to the current academic structure. We support the concept of chair reporting to campus deans, and against chairs reporting to pathway deans. We felt pathway deans should be focusing on curriculum and pathway courses; whereas, campus deans should be focusing on scheduling and cooperating with pathway deans and provost to ensure the needs of the students are being met regardless of their campus location. *Question: Do we have a job description for campus deans? Who is Responsible for student complaints?*
- Faculty Letter from Portsmouth – Discussion over whether APPDP can be completed without professional development and whether we should take a stand on this issue?
- Professional Development – Faculty are standing firm that we need a fulltime support staff in the Batten center. The helpdesk will be dealing with pathways and canvas and other concerns. Our job is to teach students and we need professional support when using technology and seek help to address everyday concerns. This is not a place where we can compromise, this is the foundation of our job.
- Transparency and Communication: Many adjunct faculty do not even know they can apply for promotions. *Question: Why is this not being communicated to adjunct faculty?*
- Committees - Need to form committee for Parliamentary “Robert’s Rule”
- Conflicts with Scheduling Policy – 1700 students enrolled in the last 3 days in LMS on Portsmouth alone. We need to consider alternates to canceling classes, such as pushing to 12 weeks classes or coordinating scheduling. *Questions: Who is onboarding/training our pathway and campus deans. Best practices in scheduling needs to be part of onboarding/training for our pathway and/or campus deans*
- Administrative Turnover - Concern over what will happen when we obtain new president and vice president. We need to thinking about characteristics that we will see in our incoming president/vice president. We need to ensure that a President can argue enrichment, obtain funding, build community relationships, and work with faculty.
- Achieving the Dream - Issues over potential discriminatory practices at TCC; Tabled
- Advising –*Question: Part of advising is writing up course substitution waivers, will this be problematic? Can we consider a rotating schedule of advising where faculty rotate this responsibility?*
- In-house Analysis of Space – There are several empty spaces in district building and spaces, such as the student centers, that can be re-purposed. *Question: Can we consider the use of the locations for community meetings, weddings, school board meetings, online business owners, etc.*



- Adjunct Evaluation - Faculty are already being evaluated as they are only employed semester by semester. Adjuncts have professional development, much that they are paying for out-of-pocket. *Question: Will we lose good adjuncts by the implementation of this evaluation process.*
- Multi-measures – Differences in GPAs between high schools in the Va Beach versus Portsmouth. For example, students placed in college level math when they have not taken math in 2 years simply because they have a high GPA.

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Virginia Beach Chair Report Aug. 30, 2018

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- **The Virginia Beach Faculty Senate met on Aug. 30. There were several guests from Math and Social Sciences.**
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- **Topics discussed included:**
- Faculty Evaluations/Reorganization: One motion was created as a result of these discussions.
- Faculty Advising:
- Performance Based Funding Metrics. TCC must maintain college expectations for the courses that transfer. No specific ideas were sent to me yet. We plan to invite Dr. Kim Bovee and Curt Aasen to present to the Virginia Beach faculty.
- Counselors are being used to fill staffing gaps in Admissions and other areas.
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- We plan to invite Dr. DeCinque and Dr. McCray to speak with the Virginia Beach Faculty Senate.
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- **MOTION: Moved and seconded that Math be separated from the SEM Pathway and English be separated from the Humanities Pathway, with a separate Math Dean and English Dean designated to head those disciplines. Motion carried with 14 in favor and 1 abstention.**
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- **MOTION: Moved and seconded that if faculty layoffs are anticipated, that faculty be notified in writing as early as possible to allow those affected to begin a job search. Motion carried by unanimous vote.**
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- **MOTION: If there are any changes to summer pay calculations, faculty should be notified in writing prior to the start of the previous contract year. Motion carried by unanimous vote.**
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- **MOTION: If there are any changes to overload pay calculations or procedures, faculty should be notified in writing prior to the start of the affected contract year. Motion carried with 8 in favor and 2 abstentions.**
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- **The following motion will be handled on the VB Campus:**
- **MOTION: Moved and seconded that in order to provide support for student success and avoid lengthy waits for students, Virginia Beach counselors should not be covering Student Services areas in which they have no training. Motion carried by unanimous vote.**