President's Advisory and Planning Council
Governance Committee
Mid-Year Reports
2014-2015

College Faculty Senate
Administrative Association
Classified Association
SGA Federation Council

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Edna Baehre-Kolovani, President
            Curt Aasen, Director of Institutional Effectiveness
            Leslie Boughton, Interim Vice President for Workforce Solutions
            Daniel DeMarte, Vice President for Academic Affairs and CAO
            Frank Dunn, Executive Vice President
            Charles Lepper, Vice President of Student Affairs
            Phyllis Milloy, Vice President for Finance
            Robin Ying, Vice President for Information Systems

From: Christine Damrose-Mahlmann, PAPC Committee Chair

Date: February 26, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1. Review the College's mission statement and develop a vision statement; suggest revisions to the mission if necessary and document the entire process in the PAPC's minutes. Ensure the mission addresses teaching and learning, clearly defines the college's function, and conveys the essence of institutional identity. Ensure the new vision statement reflects the mission.

2. Review for currency the governance committees' bylaws and meeting minutes and ensure they are up-to-date and accurate.

Goals/Planned Actions/Approved Motions:

1. A subcommittee was formed to review the College's mission and develop a vision statement. The committee has been researching vision statements from other institutions as well as reviewing the process for developing vision statements. Several vision statements have been suggested and shared with the PAPC governance committee chairs and the College Wide Faculty Senate.

2. The PAPC and governance websites are being updated for consistency. Most membership information and minutes for the governance groups are up to date. Current year charges and reports from past years are still in the process of being updated. The PAPC has been working with Webservices on restructuring the website for consistency.

3. A proposal for a new governance committee, the Faculty Professional Development Committee, came before the PAPC during the January 27th meeting. The proposal was unanimously approved. The next step was to send the proposal out to the Constituent groups for comments.

4. A proposal to send periodic emails to the college community sharing the work TCC's governance committees are doing was unanimously approved. The first communique went out on January 14, 2015. Positive comments were received for the information.

5. Next PAPC meeting to review the vision statement proposals and follow through with the Faculty Professional Development Committee will take place on March 17, 2015.

Chair's Comments:

While the PAPC has only held two meetings thus far, the commitment and good work being accomplished by the governance committees and their chairs are indicated in the following reports. Their work demonstrates the enthusiasm and collaboration the word governance implies. It is a pleasure to work with individuals who are so very loyal and dedicated to their institution.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Libby Watts, Classroom Teaching and Learning with Technology Committee
                Chair

Date: February 15, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

The CTLTC charges for 2014-2015 are to:

1.   Plan the Annual Technology Showcase as part of the college's Learning Institute in May
(innovative technology applications in teaching and learning)

2.   Plan and coordinate with the Batten Lab for faculty workshops and training on technology as
it relates to accessibility.

3.   Coordinate with the Batten Lab to expand and organize professional development in
technology and learning, including but not limited to: faculty volunteer presenters, outside local
presenters, and sharing information via presentations or video from conferences.

4.   Develop an FAQ area on the CTLTC website. The FAQ will answer faculty member's
questions that relate to technology and funding at TCC.

5.   Identify a technology application(s), in addition to email, better suited for faculty input on
governance matters.

Goals/Planned Actions/Approved Motions:

1.   Plan the Annual Technology Showcase as part of the college's Learning Institute in May
    (innovative technology applications in teaching and learning)

2.   A subcommittee has been formed headed by Tom Geary. Libby Watts, Tom Lee, Amy
    Boher, Alex Birke, Frank Futyma and Corey Schmitt. The committee will meet on
    January 30th.

3.   Plan and coordinate with the Batten Lab for faculty workshops and training on
    technology as it relates to accessibility.

4.   Beth Callahan has reported that she is conducting sessions through the Batten Centers
    to educate people on accessibility. See the Batten Lab schedule for details.

5. Coordinate with the Batten Lab to expand and organize professional development in technology and learning, including but not limited to: faculty volunteer presenters, outside local presenters, and sharing information via presentations or video from conferences.

6. A Batten Lab Manager from each campus now attends the CTLTC meetings as we rotate each campus. We have formed a subcommittee to put together a survey to find out what type of training faculty would like in terms of technology. Kristin Gregory (Chesapeake Batten Lab) is the lead on this with Iris Wang and Jennifer Hopkins. A draft of the survey will be presented at our February meeting.

7. Develop an FAQ area on the CTLTC website. The FAQ will answer faculty member's questions that relate to technology and funding at TCC.

8. We are in the process of gathering data for this. Currently we have a blog where faculty can participate in the discussion of what questions they have in regards to technology and funding.

9. Identify a technology application(s), in addition to email, better suited for faculty input on governance matters.

10. We are working on a package to give all governance committees to use for meetings and communication. The package will consist of: a webcam, wireless mouse and/or keyboards, information on various web conferencing and a Blackboard organization shell. Currently we are testing out various web tools.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Thomas Stout, Curriculum Committee chair

Date: February 15, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1. Ensure *Curriculum Procedures Handbook* contains current information and any revisions to the handbook be effectively communicated to the TCC community.

2. Provide a sub-committee that will define all of the General Education core courses available for use.

Goals/Planned Actions/Approved Motions:

The committee held meetings in September, October and November with a Quorum for each meeting. The Bylaw changes recommended in the spring of 2014 were approved by the President's Advisory and Planning Counsel. Elections were held in September IAW the Bylaws with Mr. Thomas Stout being reelected to Chair, Dr. Calvin Scheidt was elected as Co-chair and Miss Maura Lansing as recorder. Training was held in September for the committee by Kellie Sorey and Thomas Stout for new and continuing members.

1. Adopted Curriculum Procedure Handbook for 14/15
2. Subcommittee convened for General Education Electives for 2015/16
3. New AAS in Diesel Recommended
4. AS History Specialization Not Recommended
5. AAS Revisions in Interior Design and Automotive Technology, Both Recommended
6. New Career Studies Certificate in Computer Numerical Controls Operator Recommended
7. Revisions to Six Career Studies Certificates in Diesel Engine Technician, Marine Diesel Technician, Medium/Heavy Truce Service Technician, Personal Training and Fitness and Kitchen and Bath Design all Recommended
8. Thirty five Official Course Outlines Recommended
9. Four Requisite changes Recommended

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: William D. Connor, Global and Intercultural Learning Committee Chair

Date: February 25, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1.   Evaluate the 2014 Tradium Exchange and develop a sustainable structure to support continuing the program, including expanding to include sending TCC students to Denmark.

2.   Explore the possibility of developing an academic degree program in Global Studies, and a certificate in Global Business and make a recommendation to the Vice President of Academic Affairs.

3.   Explore the possibility of developing a TCC Model U.N. club and make a recommendation to the Vice President of Academic Affairs.

4.   Work with the Office for Intercultural Learning to recommend to the Vice President of Academic Affairs formal policies to govern study abroad, faculty, and student exchange programs.

5.   Support the Office for Intercultural Learning by assisting with development of intercultural programming and supporting OIL initiatives.

6.   Establish the intercultural programming theme and goals for 2015-16.

7.   Develop a cultural competency certificate program for faculty.

Goals/Planned Actions/Approved Motions:

The following address all of the above charges of the committee for 2014-2015.

1. The GILC has evaluated the 2014 Tradium Exchange and is working to develop a sustainable structure to support the program, including expanding to include sending students to Denmark. This has included the creation of both a subcommittee of the GILC, staffed with administrators, and faculty, and a student committee. The students have completed their work and made recommendations to the GILC Tradium Subcommittee. The GILC expects to complete its work on this charge in the spring of 2015.

2. The GILC has continued its work developing a cultural competency certificate for faculty. This work had begun under the direction of committee member Laura Hanson last year. Because there was a good start last year, and because a subcommittee has been working diligently to complete the charge this year, GILC expects to complete the development process in the spring of 2015.

3. The GILC has begun working with the Office of Intercultural Learning to recommend to the Vice President of Academic Affairs formal policies to govern study abroad, faculty, and student exchange programs. Two subcommittees, the Tradium Subcommittee and the Study Abroad Subcommittee, have been working with the Office of Intercultural Learning to develop formal policies to govern study abroad programs as well as faculty and student exchange programs such as the one being developed with Tradium College of Denmark. GILC expects to complete the development of these formal policies in the spring of 2015.

4. The GILC has established a Programming Subcommittee to support the Office for Intercultural Learning by assisting with the development of intercultural programming and supporting OIL initiatives. This is a periodic charge with a beginning and end date rather than the requirement to deliver a specific work product. GILC has fulfilled its requirements under the charge and will continue to do so throughout the spring of 2015.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Barbara Blake-Gonzalez, Instruction Committee chair

Date: February 15, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1.   Develop an online General Education Assignment Resource for TCC faculty that
        supports student achievement of the College's General Education Competencies. The
        resource will feature:

        o   Information and best practices on effective assignment design
        o   Examples of TCC faculty-developed assignments that support student achievement
            of General Education Learning Outcomes
        o   Information about and/or links to the College's General Education Assessment
            Program

        Note: This resource will be actively maintained by the Instruction Committee on an ongoing
        basis, with support from the Libraries using the LibGuides content management system.

2.   Review faculty feedback regarding the TCC General Education Competency Rubrics
        collected at the spring 2014 Learning Institute, and recommend how to proceed following
        the review.

3.   Revise bylaws to incorporate language establishing ongoing responsibility for:
        o   Reviewing and recommending revisions of the General Education Assessment Plan
        o   Reviewing and revising of the General Education Assignment Resource
        o   Reviewing and recommending revisions of the Process and Timeline for Review of
            Official Course Outlines
        o   Reviewing and recommending changes to the TCC General Education Competency
            Rubrics based on college-wide faculty feedback
        o   Reviewing and recommending changes to Instruction Committee membership

Goals/Planned Actions/Approved Motions:

In 2014–2015, the Instruction Committee took the following actions to achieve the committee's
accepted charges:

   1. The committee has developed an online General Education Assignment Resource for
       TCC faculty to support student achievement of the College's General Education
       Competencies. The General Education Assessment Resource System or *GEARS*

resource when completed will feature information and best practices on effective assignment design, examples of TCC faculty-developed assignments that support student achievement of General Education Learning Outcomes and other important educational information including "FAQs" about the College's General Education Assessment Program. This resource will be actively maintained by the Instruction Committee, with support from the Libraries using the LibGuides content management system. The site is currently under development and may be found at: http://libguides.tcc.edu/gears

2. To gather faculty assignments and other *GEARS* content, the committee met with Associate Vice President of Professional Development, Fred Stemple to develop a training/information session at the 2015 May Learning Institute to engage faculty on this initiative. Committee members are also actively reviewing the TCC General Education Competency Rubrics, evaluating the sample assignments found in the current General Education Assessment Plan, and recommending model course assignments to populate *GEARS*.

3. The committee is currently reviewing and recommending revisions to the Process and Timeline for Review of Official Course Outlines. Current committee discussions include promoting a better understanding of course templates available in i-INCURR with specific emphasis on clarifying what sections of an outline may or may not be changed by faculty and the consequences of faculty non-compliance to template standards.

4. After a review of the available faculty feedback from the 2014 May Learning Institute on the TCC General Education Competency Rubrics, the committee has found that the data are insufficient and limited in scope. Until GEARs is ready for faculty use and the Instruction Committee has been able to engage faculty thorough the May Institute session, the committee is currently reviewing other options for gathering feedback on the rubrics from TCC's Assessment Coaches. These coaches have detailed and practical knowledge of the rubrics and their feedback could prove very valuable in recommending appropriate changes and/or validating usefulness.

5. In the fall of 2014, the committee identified several issues with the current by-laws that impeded the productivity of the committee. After detailed discussion, revisions and recommended changes to the Instruction Committee membership were approved. The changes to streamline the committee by-laws by condensing membership domains and redefining a quorum were presented to the PAPC and approved in January 2015.

Other:

Barbara Blake-Gonzalez has stepped down as Chair of the Instruction Committee to pursue another career opportunity. Amanda Leo will continue the year as Chair.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Frank Dunn, Executive Vice President

From: Steve Litherland, Internal Relations Committee chair

Date: February 15, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1.   Assist and advise the Director of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.

2.   Assist and advise the Director of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and workforce development services, and location and composition of the campuses and stand-alone centers.

3.   Assist and advise the Director of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.

Goals/Planned Actions/Approved Motions:

1. No action taken during fall 2014

    o Need to clarify this charge in the context of the same charge being given to VP Toscano's office

2. Worked with OIS and Institutional Advancement Staff to identify and add content to the online shell

    o Work with H.R. to align the content with in-person new employee orientation
    o Present online employee orientation program to H.R. for review

3. No Action Taken during fall 2014

    o Administer survey of supervisors
    o Incorporate survey results into IRC draft program
    o draft program to Director of Human Resources for feedback

Other:

Steve Litherland stepped down from IRC, and will advise the new chair outside the committee meetings. Heather Kitsis was elected IRC Chair for the remainder of the term.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Sarah DiCalogero, Online Learning Committee chair

Date: February 25, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1.   Coordinate offering eLearning professional development/training sessions in the Batten Centers including but not limited to: faculty presenters, presenters (internal and external), eLearning administrative faculty, and sharing information via presentations or video from conferences.

2.   Recommend training/professional development requirements for faculty who teach hybrid courses.

3.   Determine a plan that results in 100 new QM peer reviews by June 30, 2015.

4.   Reassess the best solution for online proctoring including suggestions for a seamless experience for faculty and students with stringent authentication requirements. (This charge is currently being revised by Dr. DeMarte to reflect the need for student verification in online learning).

Goals/Planned Actions/Approved Motions:

1. The committee is finalizing a plan to implement 100 QM reviews per year. The original charge given to the committee was to devise a plan for the 2014-2015 academic year but the committee has created the plan for ongoing use. The current version of the plan ties into the Full Time Faculty Evaluation and Performance Plan by evidencing where a successful Quality Matters review ties into the Teaching Effectiveness Domain.

2. The committee is recommending that faculty teaching hybrid courses require the same training as those who teach online courses. This recommendation would go into effect for the Fall 2015 semester. Data provided by Ken Ballard's office and e-learning have identified that there are 7 7 faculty members who will need to undergo this training in order to continue teaching hybrid courses.

3. While the committee was originally charged with reviewing online proctoring solutions and making a recommendation for a product that will create a seamless

experience for faculty and students with stringent authentication requirements we have expanded the scope of the charge to include the issue of student verification in online courses.

4. The committee has determined that student orientation is critical for student success in online learning and is currently investigating existing orientation programs.

5. The committee has sent a short survey to all online faculty to seek input on the design of the current Blackboard Template. If faculty input determines that modification is needed, what types of updates should be made to support student ease of navigation across TCC courses and simplify the process of course design for college faculty, while addressing online quality standards of accrediting agencies.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Charles Lepper, Vice President of Student Affairs

From: Marilyn Hodge, Committee chair

Date: February 23, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

1.   Complete the Faculty Advising and Mentoring Model

Goals/Planned Actions/Approved Motions:

1. Substantive work on the charge has been accomplished.

2. The committee goal is to complete the Faculty Advising and Mentoring proposal by March, 2015.

MEMORANDUM: Mid-Year Report to Executive Staff Member

To: Leslie Boughton, Interim Vice President for Workforce Solutions

From: Beno Rubin, Workforce Solutions Committee chair

Date: February 23, 2015

Subject: Governance Committee Mid-Year Report 2014-2015

Charge:

The 2014-15 charges have been carried over from 2013-14 because of Executive level transitions:

1.   Through the committee chair, identify one or more areas not presently being served by Workforce Solutions through which TCC can become a proactive player in regional economic development.

2.   In conjunction with the Associate Vice President for Workforce Solutions and the Associate Vice President for Operations and Special Programs, assess at least one current workforce training project for its effectiveness.

3.   Through the committee chair, identify means to ensure the effective flow of communication between staff in the Division of Workforce Solutions and Academic and Student Services staff.

4.   Through the committee chair, participate in the deliberations for the President's Advisory and Planning Council (PAPC), keeping the group informed as appropriate about the work of the committee.

5.   Prepare an annual report (to include major accomplishments, unfinished business, and recommendations for the future) to be submitted at the end of the academic year to the chair of the PAPC and to the Office of the Vice President for Workforce Solutions, no later than May 1.

Goals/Planned Actions/Approved Motions:

At this time there is no report.

Constituent Groups

As Constituent Groups, College Faculty Senate, the Administrative Association the Classified Association and the SGA Federation Council do not receive charges. Please see minutes posted on the TCC website for information regarding the Constituent Groups.

College Faculty Senate, Ellyn Hodgis, Chair
Administrative Association, Ronald Gray, Chair
Classified Association, Coby Dillard, Chair
SGA Federation Council, Frank Dixon Chair