Tidewater Community College PAPC Minutes

Date: October 30, 2015

Time: 1:00pm

Location: President's Board Room, District Office, Norfolk

Attendance: Christine Damrose-Mahlmann (PAPC Chair); Jeannetta Hollins (Administrative Association Committee Chair); Sarah Lupton (Administrative Association Appointee); Monica McFerrin (College Faculty Senate Chair); Forrest Crock (Curriculum Committee); Jeffrey Boyd (Executive Staff Chair); David Wright (Faculty Professional Development Committee Chair); William (Bill) Conner (Global and Intercultural Learning Committee Chair); Amanda Leo (Instruction Committee Chair); Sarah DiCalogero (Online Learning Committee Chair); Tiffanye Sledge (Student Success Committee Chair); Michael Williams (Classroom Teaching and Learning with Technology Committee Chair);

Absent: Sara Hair (Classified Association Chair); Nancy Jones (Classified Association Appointee); Kelly Gillerlain (College Faculty Senate Appointee); Danielle Giscombe (Counselor); Jeff Dunbar (Internal Relations Committee Chair); Abbie Basile (Librarian); Laura Soulsby (Presidential Appointee); Joseph Fairchild (Presidential Appointee); Karen Campbell (Presidential Appointee); Bryan Hurdle (Student Federation Council); Student Representative (?); Workforce Solutions Committee Chair (No appointee identified)

I. **Call To Order**
   The PAPC meeting was called to order by Christine Damrose-Mahlmann (PAPC Chair) at approximately 1:08pm.

II. **Guest Speakers - NONE**

III. **Corrections and approval of the minutes of the previous meeting Minutes for October 2, 2015**

   A. *Correction*
      1. Faculty Senate does not have charges and all correspondences should read as *"Items of Discussion"*
      2. Correct the spelling of Sarah Hair's name to remove the 'h' from her first name to read "Sara" opposed to "Sarah"
   B. *Motion to approve and accept with the indicated correction were approved by the body.*

IV.   Committee Reports

A. PAPC Chair
1. Convocation presentations facilitated by Steve Litherland for additional governance committees
2. Governance website – difficulty locating information on the TCC webpage may be due to the launch of the new website
    a. Review webpages for any discrepancies which need to be corrected
    b. Provide a list of items to correct on respective governance committee webpages to Terrence Johnson and cc Christine Damrose-Mahlmann on all correspondence to Mr. Johnson
3. Send committee's 2015-2016 charges to PAPC chair by November 6, 2015

B. Administrative Association (Jeannetta Hollins)
1. Executive Board met on 10/21/15; meetings are scheduled monthly (1st Tuesday of every month)
2. Determined November 12, 2015 (2 to 4pm) will be first TCC Administrators General Body meeting – purpose of the meeting is to further assess needs and revitalize the committee to meet the needs of the administrators
3. Notified TCC Administrators about the scheduled general body meeting (included a survey to assess the needs of administrators and their likelihood of attending the meeting)
4. Plans to hold a Spring Professional Development Day during Spring 2016 (April)
5. Develop sub-committees to address reviewing and amending the constitution, by-laws and website
6. Will solicit Faculty Grievance membership during the general body meeting; if no volunteers, plans to contact deans to identify potential candidates

C. Classified Professional Development Association (Coby Dillard appointee)
1. Classified Professional Development Day
    a. 110 to 115 attendees – successful program
    b. Collected 178 lbs. of canned food for the food bank
    c. $182 donations
    d. Recording of the event will be available soon

D. Classroom Teaching and Learning with Technology Committee
1. All charges were approved
2. Charges will be sent to PAPC chair

E. *College Faculty Senate (Monica McFerrin)*
   1. Drafting Teaching evaluation forms

F. *Curriculum Committee (Forrest Crock)*
   1. Last meeting held on Oct. 15, 2015
   2. Approved courses
   3. Discussed diversity inclusion statement
   4. Discussed the election process
      a. Time of year (spring)
      b. How to incorporate new members, but ensure voting is practical as former members transition off and new members transition onto the committee

G. *Executive Staff – (Jeffrey Boyd)*
   1. Working priorities for 2015-2016 – Student Success Goal
      a. Objective 1 - Complete SEM Phase I, II, III and IV
         - CRM (several components which tracks the life cycle of the student from prospect through alumni)
         - Streamline orientation and customize orientation for each campus where necessary
         - Academic and Student Services realignment
         - Degree completion
         - Meta majors, academic clusters/pathways (handouts were provided to show comparison between Career/Technical and Transfer)
         - Co-Curricular programs
         - Map SEM Phase IV
         - Developmental Math
         - QEP
         - Specialized advising and Faculty Advising
      b. Objective 2 - Policies and Practices Impacting Students Outcomes Streamline orientation and customize orientation for each campus where necessary
   2. Goal 2 – Innovation through Collaboration
      a. Objective 1 – Professional Development using Technology & Collaboration Outcomes
      b. Objective 2 – Collaboration to Maximize Efficiency & Effectiveness Outcomes
   3. Goal 3 – Internal and External Resource Development
      a. Objective 1 – Human Capital, Community, and Infrastructure Outcomes
      b. Objective 2 – College Facilities & Equipment Outcomes

H. *Faculty Professional Development Committee (David Wright)*
   1. Learning Institute
   2. First Meeting will be Dec. 1st
   3. Open invite for interested parties to attend
   4. Will send all charges to Christine

I. *Global and Intercultural Learning Committee (William Conner)*
   1. 2nd meeting was held 10/22/15
   2. Took an hour to meet quorum requirements
   3. Developing sub-committees to address all identified charges

J. *Instruction Committee (Amanda Leo)*
   1. Working in sub-committees to address charges
      a. Amending by-laws to include diversity inclusion statement
      b. General Education reporting assessment
         - Proposal to D. DeMarte for a General Education standalone committee
      c. Professional Development Model
      d. Assessing faculty needs
      e. Next meeting will occur in November

K. *Internal Relations – No Report*

L. *Online Learning Committee – (Sarah DiCalogero)*
   1. In collaboration with Learning Technologies, the Center for E-Learning and the Student Success Committee, recommend a student orientation for online learning including its intended purpose and if it should be mandatory or optional
   2. In collaboration with Learning Technologies, review the capability and practicality of pushing 'interactive' course syllabi into Blackboard course shells
   3. By December 2015, in conjunction with the Office of Learning Technologies, review the use of Blackboard Collaborate to authenticate the identity of online students and to conduct office hours online; also, identify other cost neutral (no new student fees or costs to the college) methods to authenticate student identity (e.g., testing centers for exams, use of other Bb functions)

4. Review recruitment strategies from 2014-2015 in relation to the revised Faculty Evaluation Plan for faculty to participate in Quality Matters Peer Review (100 peer reviews targeted for 2015-16)
5. Review the current Blackboard course shell template and recommend revisions and how to ensure its use college-wide
6. In collaboration with the Center for E-Learning establish a list of best practices for online teaching at Tidewater Community College.

M. *Student Federation No Report*

N. *Student Success Committee (Tiffanye Sledge)*
1. Last meeting scheduled for 10/9/15 was cancelled due to not meeting quorum
2. Developing a sub-committee to address the role of faculty to include advising duties
3. Plans to incorporate Web X as a modality to increase meeting participation to avoid quorum issues

O. *Workforce Solutions Committee – No committee leadership determined*

V. New Business

A. *2015-2016 Presidential Charges*
1. Revisit the proposed vision statement from 2014-2015.
   a. Christine reviewed websites from other colleges and combined with the previously proposed alternates
   b. President is currently reviewing submitted vision statement examples
   c. Proposed vision statements will be submitted to the college community for feedback (December 2015)
2. Review the records on the college's website of each governance committee and each constituent group is directed to include missing information to ensure completeness and accuracy for the last 5 years regarding the following:
   a. By-laws
   b. Membership
   c. End of Year Reports
   d. Meeting minutes
   e. Meeting Dates
3. Review the draft(s) of the developing Quality Enhancement Plan (QEP) for the college's 10 year reaffirmation and provide constructive criticism that represents the governance and constituent groups

VI.   Meeting adjourned at 2:03 pm

          Respectfully submitted,
          Jeannetta Hollins