TCC PAPC Meeting Minutes

Date: October 20, 2017
Time: 2:00 p.m. - 4:00 p.m.
Location: District Office - Large Conference Room

Attendance: Joseph Fairchild (PAPC chair) (Presidential appointee); Blair Rhodes (Administrative Association chair); Toni Dixon (Classified Association chair); Sarah Lupton (Administrative Association appointee); Ané Pearman (Classroom Teaching and Learning with Technology Committee chair); William Connor (Global and Intercultural Committee chair); James Hines (Internal Relations Committee chair); Matthew Watts (Online Learning Committee chair); Emily Hartman (Student Success Committee chair); Batanya Gipson (Workforce Solutions Committee chair); Sarah Falls (Libraries); Laura Soulsby (Presidential appointee); Thomas Geary (Faculty Professional Development Committee chair); Nancy Prather-Johnson (College Faculty Senate appointee).

Absent: Monica McFerrin (Ex-Officio PAPC chair); Jeffery Boyd (Executive Staff appointee); Judy Gill (College Faculty Senate chair); Adam Hess (Student Government Association Federation Council chair); Nancy Jones (Classified Association appointee); Mary Gable (Curriculum Committee chair); Josh Howell (Instruction Committee chair); Danielle Giscombe (Counselors); Karen Campbell (Presidential appointee).

I. *Call to order*
   a. The PAPC meeting was called to order by Joseph Fairchild (PAPC chair) at 2:08 p.m.

II. *Corrections and approval of the minutes of the previous meeting*
   a. A motion to accept the minutes with noted corrections was unanimously accepted and approved by the general body.

III. *Officer Reports*
   a. Chair
      i. An e-mail from Chief Academic Officer Daniel DeMarte on Oct. 10 asks for deans, directors, and governance committee chairs to share information on the Virginia Space Grant Consortium at their respective meetings.
   b. Secretary – None.

IV. *Committee Reports*
   A. Administrative Association
      a. A general body meeting occurred on Wed. Oct. 11 at the

Chesapeake campus.
   b. Daye spoke about classified employees. Attendance was strong, and a social event also had a good showing. Social events are an effort to raise attendance.
   c. There is no longer funding for the Administration Association budget for attending professional development. Allocation of the budget for the spring semester is coming soon.
   d. The next meeting is November 8 in Norfolk.
B. Classified Association
   a. No report.
C. Classroom Teaching and Learning with Technology Committee
   a. Apple TV has been requested for some rooms in the Pungo Building (F) of the Virginia Beach campus. The problem is that some rooms are analog, so switches have been ordered. The relevant faculty who requested the Apple TVs have been contacted.
D. College Faculty Senate
   a. No report.
E. Curriculum Committee
   a. No report.
F. Executive Staff
   a. No report.
G. Faculty Professional Development Committee
   a. The committee met on Tues. Oct. 3.
   b. A major topic of discussion is that the committee has several vacancies, including for adjunct faculty member, Peer Group #3, and Peer Group #7. This poses a problem for making quorum at meetings and doesn't fairly represent the full college.
   c. The committee discussed plans for certificates and/or badges as part of professional development training.
   d. Reports on progress for the New Faculty Academy and Adjunct Academy were shared.
H. Global and Intercultural Learning Committee
   a. There was a meeting on Thursday, Oct. 19.
   b. Blackboard Collaborate Ultra was tested, and it went well. Four people were in the room, and there were a lot of questions.
   c. There are concerns about how the performance metrics that Curt Aasen has been sharing with everyone will dramatically change how we're funded.
   d. There are two vacancies from Chesapeake, one from Virginia Beach, and one dean vacancy.

     e.   The committee is still trying to assess a charge given on diversity and inclusion. Jeanne Natali and Bill Connor have a meeting to discuss the charge with President Kolovani.

     f.   The committee is looking to fill a faculty table and a student table for WorldQuest, at which colleges and high schools compete on global trivia. The event will be held on Nov. 16 at the Norfolk Doubletree Hotel. A group of 8 faculty and 8 students is needed; so far, they only have 4 faculty. Practice sessions are common in preparation for WorldQuest, so they will be held on Nov. 7 in Norfolk from 3 - 4:30 p.m. and Nov. 13 in Virginia Beach from 3 - 4:30 p.m.

     g.   On Nov. 17, Potlatch will be held. More information can be found in the e-mail to all faculty from Jim Roberts sent on Oct. 20. It is a tribal custom in which items would be brought to share. Potlatch will be held in the Roper Theater from 1 - 4:30 p.m.

I. Instruction Committee
    a.   No report.

J. Internal Relations Committee
    a.   The committee met on Thurs., Oct. 19.
    b.   The highlight was discussion regarding a plan for Classified Reward and Recognition in draft form. Three volunteered to convert this into a policy, and a draft was sent to Ellyn Hodgis; faculty had voted on and vetted its own plan in 2014. An Administrative Reward and Recognition plan is in the works, and ideally, there will be one plan for the college, a robust plan.
    c.   President Kolovani attended the committee's Sept. meeting to provide a charge for diversity and inclusion but not for Internal Relations. The charge on diversity and inclusion has not been found and there is concern that it might be lost.

K. Online Learning Committee
    a.   There was a meeting on Friday, Oct. 13.
    b.   The new Blackboard template was discussed. The Blackboard newsletter was sent to faculty on Oct. 20 detailing Blackboard improvements. A new Blackboard theme will make it easier to access Blackboard via mobile and tablets.
    c.   A subcommittee is working on online course review. President Kolovani had tasked feedback by the end of the fall semester, but as of the Oct. 13 meeting, only 1/3 of the data has been acquired. CAO DeMarte was notified of the progress; the task might be carried over to next year.

L. Student Federation
    a. There was a meeting on Friday, Oct. 13.
    b. Two initiatives were discussed. One is food services (prices, quality, wait time) on each campus. The committee is working on a survey to send to student bodies and will work with Curt Aasen on surveys before sending them out. The second initiative is discussing diversity on campus: educational workshop and support for transgender students.

M. Student Success Committee
    a. The committee met on Oct. 4 in Virginia Beach.
    b. They have been using the Blackboard site instead of SharePoint since students cannot access it.
    c. The next meeting is Nov. 1 in Chesapeake.

N. Workforce Solutions Committee
    a. There was a meeting on Monday, Oct. 16.
    b. The committee is working on a charge to create a knowledge base and help the college understand what Workforce Solutions does.
    c. Sarah Swagger provided a template of databases she uses to speak to students when they call in. She discussed how to use this as a base for workforce programs. The committee is updating it.
    d. The committee is looking at identifying credentials that have been evaluated by the registrar's office for academic credit to create roadmaps to academic programs.
    e. The next meeting is Nov. 10.

O. Reports from Subcommittees
    a. This will be discussed under Open Business.

V. *Open Business*
    a. PAPC By-laws – Proposed Revision Discussion and Vote
        i. Membership of the PAPC is constituted by governance committees. The General Education Committee needs to be added to our by-laws. A motion to this proposed change to the by-laws was approved unanimously.
    b. Review PAPC Communication Subcommittee Recommendation (PAPC Charge 1: "Develop and effective communication strategy for TCC to keep all constituency groups informed of college matters. Please include open-ended Q+A constituency meetings, in addition to the President's Town Hall meetings. Recommendations due by January 1, 2018.")
        i. The subcommittee met and recommended to create a TCC Communication Policy to include a TCC Communicating Plan that

includes components for governance committee summaries, a repository for those summaries, regularly scheduled town hall meetings, organizational e-mail addresses, and cabinet e-mail priority.

1. Governance committee summaries
   a. Governance committee summaries would include links to contact chairs of each committee as well as access to a Dropbox with further information and details from meetings (i.e., minutes, agendas, supplements).
   b. John Morea argued that SharePoint could be the repository, but we would need to buy more functions as part of our software license. Web services would need to assist.
2. Town Hall meetings
   a. Town Hall meetings would be offered via live video and facilitated by a moderator with questions submitted in advance.
3. Organizational e-mail addresses
   a. Specific e-mail addresses assigned to governance committees could help with visibility and easy identification of the e-mail author.
4. Cabinet E-mail Priority
   a. E-mails from cabinet members would stay at the top of Outlook inbox until it is addressed.

ii. Discussion
1. The importance of consolidating information and communication opportunities from top-down and bottom-up was discussed. There should be context for communications received and opportunity for more two-way communication.
2. E-mail addresses would be less personal. Sending on behalf of a committee would make it more generalized.
3. Though we labeled the first section as "governance committee summaries," it might be too narrow of a label. Instead, a shift to "all constituency groups" would help include Faculty Senate, Student Federation, Classified Association, Administrative Association, and other groups who are not governance committees.
   a. How we define a constituency group is important to determine. One member questions whether Pathways

groups count as constituency groups.

    b. Temporary committees like the steering committee are also possible considerations. The diversity and inclusion task force is another example.

    c. One recommendation is that at a minimum it should be governance committees and four major constituency groups.

4. Some communication is not conveyed to faculty or staff about facilities and infrastructure. Having clear information about pushing information to a certain Web site or social media could help with promotion of events.

5. A member argued that we could use a college-wide communications strategy. Some of this falls into marketing. This strategy could help with development of the larger communication plan, but that goes beyond the scope of our charge and expertise. Someone will likely need to be hired to operationalize this.

6. SharePoint certification is important for us to have; we keep losing staff members who are most informed on it. We have this tool and it is paid for.

7. More capability could be bought for SharePoint, but it is only as good as its utilization. Training is a more important aspect. Faculty and staff professional development for SharePoint should be added as a recommendation.

8. Town Hall meetings could also be recorded and placed under password protection for those who are not available to watch a live stream due to being in a service position (i.e., librarians, counselors).

9. There is a responsibility of a constituency group chair to let constituency groups know what's happening. Codifying this responsibility into the communication plan is discussed and accepted.

10. E-mail policies for sending to larger groups (TCC-ALL, all faculty) vary by campus. Research is needed to determine when these e-mails can be sent. A process can be recommended for whoever looks at the communication plan. The current policy only focuses on the prohibitive basis. Summary e-mails already will cut down on the number of e-mails sent out each month. An e-mail digest of events could be sent out each morning.

11. The Town Hall meeting timing was discussed by the subcommittee, but "regularly scheduled" was the best solution since our needs change. The criteria for how often should be up to those who look at the communication plan; having monthly meetings might be too often.
12. The current communication plan focuses on PAPC constituency and governance committees.
13. The President's Cabinet could include its summary in the same fashion as other governance and constituency groups. Having a way of contacting the President's Cabinet with questions could also help improve Town Hall meetings.
14. Topics and concerns could be addressed easier if faculty and staff could communicate concerns via e-mail instead of only at the Town Hall meetings.

   iii. Changes
1. Develop constituency group summaries instead of governance committee summaries.
2. Offer faculty and staff professional development for SharePoint.
3. Codify recommendation that all constituency groups amend by-laws to include under chair duties the importance of keeping constituencies informed.
4. Add a process for e-mailing larger groups.
5. Drop the cabinet members from the regularly scheduled town hall meetings.

   iv. A revised plan of action for charge one will be sent out next week to be viewed by constituencies. A vote will occur on it next meeting.

c. Discussion: PAPC Charges 2 and 3
   i. By-law 2: "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."
1. We must develop a vision statement.
2. PAPC's 2015-16 End of Year Report had a vision statement, so past chair Christine Damrose-Mahlmann will be contacted regarding the vision statement developed and whether it was accepted. A college-wide vote had taken place regarding this vision statement.

            3. This will be discussed further at our next meeting.
- ii. By-law 3: "Review for currency the governance committees' by-laws and meeting minutes and ensure they are up-to-date and accurate."
    1. A report out from constituency chairs can verify that by-laws are up to date. Changes can be communicated to Web Development.
    2. A full progress report on the charge will be due March 1.
    3. PAPC's by-laws need to be updated in several areas. The by-laws currently do not mirror the process for the governance Web site. Volunteers in the spring can analyze these by-laws.

VI.   *New Business*
  - a. None.

VII.   Items from the Floor
  - a. The CTLTC (Ané Pearman) has a requested change to the by-laws to mirror the changes in departmental names. Among the changes are the following:
    - i. "One Disabilities Services or Testing Center representative, elected college-wide" to "One Office of Educational Accessibility or Testing Center representative, elected college-wide."
    - ii. "One representative from Learning Technology Applications elected college-wide" to "One representative from Learning Technologies elected college-wide."
    - iii. "One representative from eLearning elected college-wide – One representative from the Center for E-Learning" to "One representative from Faculty Professional Development elected college-wide"
    - iv. "One Batten Lab Manager" to be deleted as it is already included under Faculty Professional Development
    - v. A motion to approve these changes was approved unanimously.

VIII.   Adjournment
  - a. The committee adjourned at 3:33 p.m.

IX.   Next meeting
  - a. Friday, December 1, 2 – 4 p.m. in District Office – Large Conference Room

Approved Dec. 1, 2017 at 2:04 p.m.