



TIDEWATER COMMUNITY COLLEGE
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DISTRICT ADMINISTRATION
MEMORANDUM

To: Christopher Cartwright
From: Michael Summers
Subject: Update on Issues and Projects
Date: August 26, 2008

I write to address questions you have raised on behalf of the Faculty Senate relative to projects underway or initiatives that need to begin. I regret not being able to attend your Senate meeting on September 4th to discuss these matters in person but I will be out of the state the first week in September. I do plan on attending all of the other Senate meetings as I think they are extremely valuable to me in maintaining effective communication between the faculty and administration.

Grievance Procedures on the Web

As requested, we have included the text of the VCCS Faculty Grievance procedures in the Faculty Handbook that is posted on the college's website. The URL for these procedures is:

<http://www.tcc.edu/faculty/policies/HumanResources/grievance.htm>

Adjunct Faculty Loads

As an update to what you have posted on your Senate website, VP Dunn has been charged by the President to develop a new policy for consideration/action on adjunct teaching faculty load. It is expected that this new policy will be effective beginning with the spring 2009 semester.

Mentoring Program for Adjunct Faculty

Accompanying this memorandum is an updated proposal for the pilot project that we discussed. Given that the fall semester is already underway, the proposal needed to be modified to reflect a project that would focus on the spring 2009 semester. I would ask that the Senate review the proposal and indicate whether they support it. If so, we would then forward it to Dr. DiCroce for her review and action.

Student Conduct Committee

I regret not being able to make progress on this last year but am prepared to move it forward this fall. I am requesting the Senate's assistance in identifying faculty that would be willing to serve on an ad hoc committee that would examine the issue of student conduct in the classroom and make recommendations for improvements to our policies and procedures that would be based on best practices and ultimately improve the teaching and learning environment for all.

Other Committees To Form

I am also seeking the Senate's assistance in recommending members for the following additional ad hoc committees that need to begin work this fall:

- Textbook Selection
- Quality Assurance for Online Education – Phase II development
- Role of Adjunct Faculty at TCC

If you have any questions or concerns regarding these and any other issues, please let me know. I look forward to working with you and your colleagues this year.