



TIDEWATER COMMUNITY COLLEGE
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DISTRICT ADMINISTRATION
MEMORANDUM

To: Christopher Cartwright
From: Michael D. Summers
Subject: Update on Issues and Projects
Date: February 23, 2008

Please see below comments and status information on issues and projects that you and I have recently discussed.

Computer Competencies

This group has met once and I am told the meeting went very well. They understand their charge is to recommend three sets of computer competencies: 1) what competencies students must have prior to enrolling in any college credit course; 2) what competencies students must have prior to enrolling in any online course; 3) what competencies students must have prior to graduating from a degree program. I have been advised that the group expects to meet a couple more times to complete their task.

“Assistant to the Dean” Issues

Discussions with the provosts and academic deans confirm a wide array of expected duties for faculty with release time for ATD duties. Given the lack of consistent needs from the deans, it is impractical at this point to develop a common list of duties. And since the ATD duties are not recognized as a “position” per se by the Executive Staff, the development of a position description is not appropriate. While I acknowledge that there is much confusion on the titles people are using, it is incumbent upon the provosts to work with their deans to clarify this issue. I am of the opinion that release time for ATD duties does not, by itself, justify any particular title. There are instances, however, where individuals are designated as “Program Head” and also have release time for ATD duties.

The recommendations on the selection and term, compensation, and evaluation are all predicated on there actually being a position that is recognized by the Executive Staff. Since we do not recognize the release time for ATD duties as a position, I do not see that any of the committee’s recommendations are appropriate at this point in time. However, I am confident that deans factor into

faculty evaluations the release time work assigned to some faculty. And as you know, release time is given on a semester-by-semester basis.

Adjunct Teaching Loads

I share your concern with the adjunct teaching loads that are more than 20 credits in a semester. I typically request that provosts and deans stay aware of those particular courses to watch for quality issues as raised by students. Further, those teaching 30 or more credits should be closely scrutinized by deans.

Deans are expected to seek additional adjunct faculty each semester so that loads can be kept at an appropriate level. Full-time faculty positions are only approved at the Executive Staff level and those decisions are intricately tied to our strategic planning and budgeting processes. Every attempt is made to keep adjunct loads at an appropriate level but if additional full-time positions are not approved and if additional adjunct faculty cannot be found, what typically happens is existing loads grow on a voluntary basis to serve our students. I will continue to prepare an adjunct load report each semester and would be happy to share it with you and your colleagues.

Student Conduct

I will be meeting with this group very soon. Other projects have just taken all of my time lately. I should also let you know that the Executive Staff is looking to consolidate and revise our Student Code of Conduct, Grievance Procedure, and Plenary Disciplinary Procedure. From what I understand are the faculty concerns related to this whole area, I think our work will complement these other efforts.

Release Time for Senate Chairs

I will not proceed with anything on this issue unless you bring back to me some examples of practices at peer institutions that would support your request for a modification to our present practice.

Revised Adjunct Faculty Evaluation System

I certainly support your interest in delaying work on this until fall 2008. However, we need to discuss the system that was already developed prior to our SACS work and never implemented. I would be interested in the Senate's view on what becomes of this system.

Electronic Student Evaluation of Instruction

You have shared with me some materials that describe a software system that might allow for the automation of student evaluation of instruction. Since the

purchase of this system would have to be approved as part of our spending plan for technology fees, it would compete with other requests. Do you want to pursue this in terms of understanding the initial cost, recurring costs, hardware requirements, support needs, and any other issues? Or would you prefer that we defer pursuing this until later?

If there are any other issues that need action or comment on, please advise.