

Tidewater Community College
President's Advisory and Planning Council (PAPC) Meeting Minutes

Date: Sept. 27, 2019

Time: 2:00 p.m. – 4:00 p.m.

Location: District Office, President's Boardroom

Attendance:

Richie Windley (PAPC chair, Internal Relations Committee chair);

Tom Geary (Secretary, Faculty Professional Development Committee representative, Ex-Officio PAPC chair);

Forrest Crock (Distance Learning and Technology Committee chair);

Sarah DiCalogero (College Faculty Senate chair);

Mary Anne Glanzer (Librarian Appointee)

Nancy Jones (Classified Association);

Heather Fitzgerald (in place of David Kiracofe, General Education Committee chair);

Kevin McCarthy (Student Success Committee chair);

Jessica Morales (Instruction Committee chair);

Diane Graham (Curriculum Committee vice chair)

Absent:

Danielle Giscombe (Counselors);

Jessica Lynam (Global and Intercultural Committee chair);

Ruth Shumate (College Faculty Senate appointee).

Gabriela Toletti (Workforce Solutions Committee chair);

Guests:

None.

- I. Call to order
 - A. The President's Advisory and Planning Council (PAPC) meeting was called to order by Richie Windley (PAPC chair) at 2:06 p.m. with quorum.
- II. Corrections and approval of the minutes of the previous meetings
 - A. We reviewed the May 10 minutes and a motion was passed to accept them unanimously without any revisions.
- III. Officer Reports
 - A. Chair:
 1. President DeCinque could not attend this meeting due to illness.
 2. It is important to have full participation in the PAPC with attendance from all committees. If a chair or representative cannot attend, an

Approved Oct. 18 at 2:25 p.m.

alternate can attend. We need to avoid a lack of quorum in any meetings.

3. The PAPC will likely not meet in December but is planning for meetings each month for the remainder of 2019.
4. The candidates for TCC President were officially announced today. Streams of candidate forums will be recorded and then released to TCC employees at a later date to avoid the 2nd and 3rd candidates from knowing the questions that are asked. Employees can vote, which will be recorded by the Office of Institutional Effectiveness and sent to the Board. The streams will be deleted after 24 hours; the survey will only be available after watching the stream. The goal is to have the college's new president on board by Jan. 1.
5. The College Board was held on Sept. 26. The college will aggressively be seeking transfer students.

B. Secretary:

1. Please report any membership openings to Richie Windley or Tom Geary for an e-mail to the college. Our by-laws specify that these openings should be announced by March 1, but we can send a fall version as well. Vacancies can be reported by the 2nd week in October.
2. If you plan to attend an upcoming meeting remotely, e-mail Richie Windley and Tom Geary at least 24-48 hours in advance so that we can verify that we have the proper equipment for virtual attendance.

IV. Committee Reports

A. Administrative Association

1. No report. There is still no activity from the Administrative Association, thus professional development funds to administrators are unavailable.

B. Classified Association

1. The college has been losing classified staff. Wage employee positions not getting filled.
2. The new Classified Professional Development Fund contact is Jackie Fernandez. Funds are only for full-time classified staff.
3. The new web site has resulted in broken links to professional development funding. It directs to SharePoint but is still broken.
4. Nov. 8 is the next professional development day, and the topic is customer service. It will be held in the Chesapeake Student Center. About 80 staff usually participates. The event is open to part-time wage employees and full-time classified staff. Speakers will be

coming from EAP (Anthem) and an adjunct who is doing a customer service presentation.

5. The Chair position for the Classified Association is again being shared by individual chairs on each campus.

C. College Faculty Senate

1. The College Faculty Senate did not meet in Sept. since the college was closed due to severe weather.
2. The Senate voted in Lydia LePorte electronically to fill the Faculty Senate Professional Development Committee chair vacancy. Other members of the committee are not known to anyone other than the chair to prevent hounding those members if there is disagreement about funding.
3. The executive members of the Senate met on Sept. 27 to ensure Senate coverage at all of the presidential candidate open forums. Administrative and classified faculty can meet earlier in the morning each day (10:15 – 10:45 a.m.) with the candidates. Three questions were developed for each of the candidates to ensure consistency. The questions are about improving enrollment, sharing an experience of disagreement between faculty and administration and how it was resolved, and finding stability and structure while adapting to the rapidly changing educational environment.

D. Curriculum Committee

1. Chair Linda Williams reported that the curriculum handbook was revised and shared where to find in iINCURR.
2. The General Education Committee needs to recruit a member from the Curriculum Committee but so far has no takers.
3. There was a vacancy for the Recorder position; Wayne Grimsley volunteered.
4. Proposals were all tabled for the meeting, so no motions were passed.

E. Distance Learning and Technology Committee

1. The Distance Learning and Technology Committee (DLTC) met on Sept. 20 and made quorum.
2. The committee reviewed its four charges and developed subcommittees.
3. The charges are to create a pamphlet for counselors about online/hybrid courses so that students know what they're getting into; to collaborate with Instruction Committee to make a syllabus template for online/hybrid courses; to provide official netiquette, which sounds better than code of conduct; to review proctoring online

using Zoom for exams and to set up wage earners on campus to watch students take tests; and to align online/hybrid course standards.

4. The DLTC's first meeting mostly focused on distance learning and not in-class technologies.
5. The next meeting is on Friday, Oct. 18.
6. Sarah DiCalogero noted that the Academic Council is reviewing the online policy for inconsistencies, so the DLTC should connect with that group to ensure representation and communication.

F. Executive Staff

1. No report.

G. Faculty Professional Development Committee

1. The Faculty Professional Development Committee (FPDC) met on Tuesday, Sept. 3 in Virginia Beach at the Batten Center for Teaching Excellence and remotely via Zoom.
2. The committee discussed its proposed charges for the 2019-2020 academic year, including implementing a revival of the TCC Batten Fellow, conducting an evaluation of class survey responses, aligning the committee's mission with current college resources (e.g. Batten funding, Batten Centers, current professional development opportunities), and supporting and promoting TCC and regional professional development.
3. Extensive conversation took place regarding the Batten Fellow selection process and planning for revisions to the application.
4. The committee discussed collaboration with the Faculty Senate Professional Development Committee to promote more funded workshop grants, which carry a maximum of \$3,000. The new chair of that Faculty Senate committee is Lydia LePorte, and she is in the process of getting the funding web site restored.
5. The New Faculty Academy has between 16-20 members this year, and its first meeting was Sept. 13; many were still receiving login credentials. Second year faculty is engaging in online certification, OER certification, General Education peer review, governance participation, and workshop presentations.
6. The FDEP Prep course was built by Jeanne Hopkins and has been deployed for those are interested in enrollment.
7. This year's Learning Institute will be Wed. Jan. 8 and Thurs. Jan. 9 and focus on faculty advising.
8. The next meeting will be Tues. Oct. 1 in Chesapeake and remotely via Zoom as the committee will again rotate campuses.

- H. General Education Committee
 - 1. The committee met on Friday, Sept. 13 and had quorum.
 - 2. The committee discussed proposed charges and meeting times.
 - 3. One possible charge is reviewing General Education transfer electives in the Humanities. Previous reviews were for Social Sciences. The committee's by-laws ensure that courses meet transferability.
 - 4. All minutes are up to date on the web site.
- I. Global and Intercultural Learning Committee
 - 1. No report.
- J. Instruction Committee
 - 1. The Instruction Committee did not meet in Sept. since the college was closed due to severe weather but meets next Friday, Oct. 4.
 - 2. The committee is working on the Professional Readiness rubric and will focus on another rubric in the spring.
- K. Internal Relations Committee
 - 1. The Internal Relations committee met on Sept. 19 and continued to discuss the rollover charge about the TCC "good place to work" survey. Ideas discussed last year are now transforming into actions for improvement. Service awards and the company picnic, for example, were implemented.
- L. Student Federation
 - 1. No report.
- M. Student Success Committee
 - 1. Kevin McCarthy was appointed as chair about a week ago. The charge was received very recently.
 - 2. The committee's main charge is advising training modules, which includes reviewing advising practices to focus on inconsistent college-wide practices and long wait times.
 - 3. Sarah DiCalogero recommended that everyone at the college should participate in activities alongside students to train for advising. The hands-on activity teaches more than a typical training.
- N. Workforce Solutions Committee
 - 1. No report.
- O. Reports from Subcommittees
 - 1. None.
- V. Open Business
 - A. Review of PAPC charges for 2018-19
 - 1. The committee confirmed that each of the charges from last year were met.

VI. New Business

A. PAPC charges for 2019-2020

1. The PAPC needs to plan its charges for the year and discuss with President DeCinque. The strategic plan and scanning remains at the forefront.
2. A college-wide communication plan that goes beyond the PAPC is discussed as a possible charge for the year. A communications plan for the college is needed. The lack of a communication plan is already being addressed by the Faculty Senate. The PAPC approved one in 2017-18.

B. Calendar of governance committee meetings

1. Oct. 18 and 25 at 2 p.m. are tentative dates for the next meeting. The date that the committee meets depends on President DeCinque's availability.
2. Nov. 15 at 2 p.m. is a tentative date for the third meeting of the fall semester, again depending on President DeCinque's availability.

VII. Items from the Floor

- A. None.

VIII. Adjournment

- A. The meeting was adjourned at 3:10 p.m.

IX. Next meeting

- A. Friday, October 18 or 25, 2:00 – 4:00 p.m. in District Office, President's Boardroom depending on the President's availability.