

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

Date: October 18, 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);

Danielle Giscombe (Counselors);

Brittany Horn (in place of Mary Anne Glanzer, Librarian Appointee);

Diane Graham (Curriculum Committee vice chair);

David Kiracofe (General Education Committee chair);

Jessica Lynam (Global and Intercultural Committee chair);

Kevin McCarthy (Student Success Committee chair);

Jessica Morales (Instruction Committee chair);

Ruth Shumate (College Faculty Senate appointee).

Gabriela Toletti (Workforce Solutions Committee chair)

**Absent:**

Nancy Jones (Classified Association)

**Guests:**

President Greg DeCinque.

- I. Call to order
  - A. The President's Advisory and Planning Council (PAPC) meeting was called to order by Richie Windley (PAPC chair) at 2:02 p.m. with quorum.
- II. Introductions
  - A. Meeting attendees introduces themselves.
- III. Guests: President Gregory DeCinque
  - A. The President provides thoughts on where the college goes next.
    1. Dr. Marcia Conston will become Tidewater Community College President on Jan. 1.
    2. Things have been mostly good at TCC, but there are some tough spots. We can't trace the history of the institution to a previous

Approved on Nov. 15, 2019 at 2:09 p.m.

president. There's a culture established in which administration and faculty have been at odds. There's a lack of trust. We need to consider letting the past go to build a brighter future. We have more resources than any organization DeCinque has been a part of before. We've absorbed more of the downturn than the smaller institutions. Too much time has been spent debating and arguing.

3. The new president will be a first-time president. She will need a lot of assistance, so it is important for leaders to reach out and let her know we are here to help. We should give her the benefit of a doubt; her intentions will be good. It is important to do things in a civil way.
4. In his previous experience, there was a loss of morale and difficulty with lost enrollment and layoffs. He relays a story about a president answering a question in regards to how many faculty he needs to support something to move forward with it; that president's answer was 20%.
5. Things will get very different in the next few years as we redefine what higher education is. Close to 50 smaller colleges closed their doors or merged; many more will over the next decade. Eastern Shore was very close to it. If TCC had not stepped in to provide a model to keep them functioning, they would've been gone right now.
6. President DeCinque says that the College Board thinks that enrollment is our biggest problem. Enrollment is a symptom of other problems. We lose up to 5% in the enrollment process. Completion is the biggest problem. We replace 6 out of 10 students each fall. We have to keep them and make them successful.
7. Our new president has an enrollment background, so we hope that she will have strategies to help with the enrollment process and completion.
8. We can make cohort groups successful, but when we pigeonhole larger groups, it doesn't work.

IV. Corrections and approval of the minutes of the previous meetings

- A. We reviewed the September 27 minutes and a motion was passed to accept them unanimously – with one abstention – without any revisions.

V. Officer Reports

- A. Chair:
  1. No report.
- B. Secretary:
  1. No report.

IV. Committee Reports

- A. Administrative Association

1. No report.
- B. Classified Association
1. Professional Development Day is in Chesapeake on Nov. 8.
  2. The professional development web page is still broken.
  3. We continue to have classified staff leaving for jobs elsewhere; replacing them is taking longer than anticipated.
- C. College Faculty Senate
1. The Senate passed a motion for its own Faculty Senate communication plan. There will be a working draft by Thurs. Nov. 7 in Norfolk. This plan addresses concerns of gaps in communication. Last year, the Senate passed motions to extend the faculty professional development plan, but these approved motions did not reach many faculty, including the Faculty Senate Professional Development Committee. In addition, that committee was relying on an old list of approved associations for professional memberships. There is additionally no link to access how to apply for faculty professional development funds.
  2. The Senate's next meeting is Thurs. Nov. 7 in Norfolk.
- D. Curriculum Committee
1. The Curriculum Committee met on Thurs. Oct. 17.
  2. Kellie Sorey discussed the SCHEV passport on general studies.
  3. Motions were approved unanimously for a new Associate degree in General Studies with a teaching prep specialization.
  4. Bill Clement had a specialization under IT called Cybersecurity. It is now a parent degree so it can have its own specializations.
  5. Crafts had a revision proposal to align lecture hours and studio hours with other craft courses. This was an error that was corrected.
  6. Amy Shay proposed HLT Medical Terminology 2 to her current curriculum. This brought it up to 72 credits, but survey results from a national commission recommended it strongly as a credential.
- E. Distance Learning and Technology Committee
1. Subcommittees met to discuss their progress.
  2. Liz Briggs of the Faculty Senate is discussing inconsistencies in online classes. Three members from Distance Learning and Technology Committee will join that discussion.
  3. Classroom technology does not seem to be taken care of as much as it should be. There is not as much preventative care.
  4. The DLTC's next meeting is Nov. 15.
- F. Executive Staff
1. No report.

#### G. Faculty Professional Development Committee

1. The Faculty Professional Development Committee (FPDC) met on Tuesday, Oct. 1 in Chesapeake at the Batten Center for Teaching Excellence and remotely via Zoom.
2. The committee focused much of its time on the Batten Fellow revival, looking into its history, the available funds, and released time. A brownbag workshop for preparing applications was discussed as a professional development event to assist possible applicants.
3. The FPDC discussed development of questions for the new Evaluation Kit and the option of having one for face to face classes and another for online classes. Vy Calhoun will head a subcommittee looking into the Evaluation Kit.
4. Chair David Wright confirmed with Lydia Leporte that workshop grants through the Faculty Senate's Professional Development Committee do not have a set amount from the larger pot of funds.
5. The Learning Institute planning committee is seeking ideas and positive influencers to help shape this year's event. Dr. McCray is open to having a teaching and learning part of the Learning Institute that includes faculty-driven presentations on a topic other than faculty advising.
6. The New Faculty Academy had 15 enthusiastic first-year faculty attend the first meeting of the year. They will be assigned mentors and address learning outcomes next. Second-year faculty are meeting with the coordinator to ensure they are prepared for evaluations. The FDEP Prep course is underway and has 19 participating.
7. The next meeting will be Tues. Nov. 5 in Portsmouth and remotely via Zoom.

#### H. General Education Committee

1. The General Education Committee met on Friday, Oct. 11.
2. The committee was slated to review courses in HUM with a focus on English, but there was a lag in receiving materials so it was postponed to the spring. The committee will meet again in November to discuss Philosophy and Religion courses.
3. The committee discussed its charges from Dr. McCray for the committee and made progress on one at the meeting.
4. The committee will update documentation to make it easier for deans and faculty to complete the worksheet.

#### I. Global and Intercultural Learning Committee

1. The Global and Intercultural Learning Committee met on Sept. 24.

2. The committee reviewed charges that were received from Dr. McCray and aligned subcommittees to begin working on the charges.
3. A focus of the meeting was discussing intercultural programming.
4. The committee will work on an event for International Education Week Nov. 18-22. The GILC needs more feedback from the Intercultural Learning Center for what that event will look like, but their hands are full at the moment.
5. The committee heard back from Fulbright to learn that they did not have their grant awarded but came very close. They are in a strong position to resubmit next time, or they can shop around the proposal in search of a source of funding. One charge for this year is to get that accomplished. They will try to get a group of faculty together to develop OERs in Ecuador in 2020 and provide the same OER training to all participants. Olivia Reinauer and Jessica Lynam co-wrote the grant, and there was an enthusiastic response from reviewers.
6. A new charge for this year is an ongoing sustainable model for an exchange program in a Spanish-speaking country. They will look at this charge in conjunction with the Intercultural Learning Center. The goal is to discuss intercultural encounters in the classroom as they happen. Drama/theater students could re-enact experiences in the classroom to have attendees discuss how they would've handled it.
7. The GILC is looking for one faculty-oriented event in the spring.
8. An intercultural student certificate was discussed. They questioned what type of clout this would have on student resumes. It is still being determined.
9. The committee's next meeting is Tues. Oct. 22.

J. Instruction Committee

1. The Instruction Committee met on Oct. 4. There was a change of scheduled location due to the presidential search, so they met in Norfolk. The committee did not have quorum.
2. The committee discussed charges and the professional readiness rubric. They did not officially vote on anything.
3. The next meeting is Fri. Nov. 1.

K. Internal Relations Committee

1. Internal Relations Committee met on Thur. Oct. 17.
2. They discussed the Great Places to Work At survey results and ideas from committee members.

- a) New ideas include an in-service brownbag to socialize and meet other departments. The importance of building cohesiveness across the college and understanding what everyone at the college does was discussed.
  - b) They discussed a bulletin board or discussion board to find information regarding courses for professional development.
  - c) The committee is looking into the college's PAPC communication plan for modifications. Sarah DiCalogero points out how a Communication faculty member should be added to this discussion to ensure it fits the basic tents of a communication plan.
- 3. Visual communications created thank you cards to give to staff members. They are free. It can help others feel valued.
- 4. The next meeting is Nov. 21.
- L. Student Federation
  - 1. No report.
- M. Student Success Committee
  - 1. No report. The Student Success Committee meets at 2:30 p.m. on Fri. Oct. 18, the same time as the PAPC meeting.
- N. Workforce Solutions Committee
  - 1. The committee met on Oct. 14.
  - 2. There are vacancies for Engineering Science and Math, Health Sciences, Computer Sciences and IT, and Social Sciences and Education.
  - 3. The Workforce Solutions secretary had to step down due to active duty, and chair Gabriela Toletti is stepping down in December.
  - 4. An ongoing charge is crosswalking workforce development courses into credit.
    - a) Safety 130 and Building 215 (construction) are already in the prior learning database and approved.
    - b) HRI (Hotel and Restaurant) 158 is approved for crosswalk.
    - c) Vice President McCray inquired into payroll certification course crosswalk.
    - d) Questions arose about the recording of workforce credentials earned by students entered into Student Information System.
  - 5. Tom Stout identified the current process he uses to provide experiential learning credits. Students need proof of experience such as verified work experience. He identifies the course that is most applicable based on learning objectives. Documentation is uploaded into an online system maintained by the registrar, who then enters

the course into SIS and students get credit as a transfer course, but no grade is recorded.

a) Karen Miller suggested a possible solution is to add credentials into the transfer evaluation system (TES), similar to when a student wants to transfer an academic course taken elsewhere.

b) Lisa Peterson suggested that Workforce Solutions creates a credentials class. Any student who earns that credential is enrolled into that class. Workforce credit could be transferred over to SIS through the Workforce Enterprise System (WES).

6. Dec. 2 is the next meeting for the committee.

O. Reports from Subcommittees

1. None.

V. Open Business

A. Suggestions from the President for PAPC charges for 2019-2020

1. None. President DeCinque shared advice regarding the presidential transition but was not asked about possible charges.

VI. New Business

A. Roundtable discussion of new charges

1. The PAPC discussed what the President's Council should share with the new president.

2. A major question is "what can the PAPC offer?"

3. OER can be a priority.

4. Incoming President Conston mentioned in a meeting that she put resources to a grants office to work with faculty to take their ideas and turn them into funding for innovations.

5. Strategic Priorities from Central Piedmont Community College were reviewed to see where we might align. Equity and Telling Our Story are discussed as charges that have come up.

6. PAPC members will e-mail possible charge ideas to Richie Windley and/or Tom Geary by the end of the month. They will then compile these ideas and craft possible charges with Kim Bovee.

VII. Items from the Floor

A. None.

VIII. Adjournment

A. The meeting was adjourned at 3:14 p.m.

IX. Next meeting

A. Friday, November 15, 2:00 – 4:00 p.m. in District Office, President's Boardroom.