



PAPC Minutes

Date: October 28, 2021

Time: 2:00 PM – 3:35 PM

Location: ZOOM Teleconference

Present

Classified Association Appointee	Christie Bradley
Classified Association	Jill Hartney
College Faculty Senate	Dr. Tiffanye Sledge
College Faculty Senate Appointee	Sarah DiCalogero
Distance Learning and Technology Committee	Andrea Pearman
Faculty Professional Development Committee	Dr. Jeanne Hopkins
General Education Committee	Dr. Lara Tedrow
Global and Intercultural Learning Committee	Dr. Sandra Bryant
Instruction Committee	Debra Dart
Instruction Committee	Mike Blankenship
Internal Relations Committee	Mary Apperson
Workforce Solutions Committee	Anthony Fontes
Library	Steve Litherland

Absent

Cabinet Member	Dr. Michelle Woodhouse
Curriculum Committee	Tom Siegmund
Resource	Dr. Kim Bovee
Student Success Committee	Dr. Thomas Chatman Jr.

Vacant

Administrative Association
Counselor
Student Governance Association Federation Council

1. Call to order:

- a. The President's Advisory and Planning Council was called to order by PAPC Chair DiCalogero at 2:03 PM with quorum.

2. Introductions:

- a. N/A

3. **Approval of minutes:** Minutes for the PAPC meeting held on September 30, 2021 were approved as amended.
4. **Officer Reports:**
 - a. Chair: Members are asked to review and update governance web pages. The secretary will review and update the PAPC web page.
 - a. Secretary: No report.
5. **Governance Reports:** please review submitted reports for additional information.
 - a. **Curriculum Committee:** no report.
 - b. **Distance Learning and Technology Committee:** The report was given by Chair Ané Pearman on behalf of the Distance Learning and Technology Committee.
 - i. Following the report, PAPC Chair DiCalogero recommended the Faculty Senate Executive Committee meet with Ms. Pearman, Dr. Hopkins, and Mr. Morea to discuss how the teaching issue may be addressed at the January Learning Institute.
 - c. **Faculty Professional Development Committee:** The report was given by Chair Dr. Jeanne Hopkins on behalf of the Faculty Professional Development Committee.
 - d. **General Education Committee:** The General Education Committee did not meet during the month of October.
 - e. **Global and Intercultural Learning Committee:** The report was given by Chair Dr. Sandra Bryant on behalf of the Global and Intercultural Learning Committee.
 - f. **Instruction Committee:** The report was given by Co-Chair Mike Blankenship on behalf of the Instruction Committee.
 - g. **Internal Relations Committee:** The report was given by Chair Mary Apperson on behalf of the Internal Relations Committee.
 - h. **Student Success Committee:** No report.
 - i. **Workforce Solutions Committee:** The report was given by Chair Anthony Fontes on behalf of the Workforce Solutions Committee.
 - j. **Reports from Subcommittees:** no reports.
6. **Constituent Reports:**
 - a. **Administrative Association:** no report.
 - b. **Classified Association:** The report was given by Chair Jill Hartney on behalf of the Classified Association.
 - c. **College Faculty Senate** The report was given by Chair Dr. Tiffanye Sledge on behalf of the College Faculty Senate.
 - d. **Student Federation:** no report.
7. **New Business:** Members discussed feedback on the governance video created by Dr. Bovee. The following points were made during discussion:

- Feedback should be solicited from Associate Vice President for Human Resources Beth Lunde pertaining to use of the content for new employee orientation.
- The tone of the video should be adjusted to be more informative rather than recruitment-oriented.
- Music and visuals should be added to improve engagement with the content.
- Content for specific governance committees may need to be updated – DLTC was cited as an example.
- Content explaining the purpose and membership of constituent groups should be added.
- Content illustrating the impact of shared governance on institutional success should be added, such as improved communication, action on issues of importance, and reduced duplication of efforts.
- Versions of the video aligned with the needs of different audiences should be created.

8. Action items:

- a. Members are asked to review and update governance web pages.
- b. Members are asked to consider content for a mid-year report focusing on promoting accomplishments and impact (rather than charges). The mid-year reports are due January 15, 2022.
- c. Next meeting is scheduled for Thursday, December 9th @ 2 pm on Zoom.

9. Items from the Floor:

- a. N/A

10. Adjournment: The meeting was adjourned at 3:35 PM.

Appendix A - Governance Committee Reports

Curriculum Committee

Meeting Date	
Attendees	
Charges	
Summary	

Distance Learning and Technology Committee

Meeting Date	15 October 21
Attendees	Ané Pearman, Heather Brown, Judy Gill, Leah Hagedorn, Jennifer Hopkins, Michele Marits, Norris McClain, Sarah Stevenson, Iris Wang, Lisa Whitaker, Bethany Wright
Charges	<ol style="list-style-type: none"> 1. Review add on software for Canvas: Harmonize, TurnIt In e.g. 2. Review remote proctoring contracts 3. Classroom technology needs assessment <p>Subcommittee created to address feasibility of faculty webpages but not a formal charge for the DLTC as this does not fall under our purview.</p>
Summary	<p>DLTC - report for PAPC:</p> <ol style="list-style-type: none"> 1. DLTC Minutes submitted for Sept meeting to our governance site; awaiting update 2. Action items on charges: <ol style="list-style-type: none"> A. CHARGE 1. Review and make recommendations regarding add-on software for Canvas. <ol style="list-style-type: none"> 1). Committee members offered detailed reports; more research needed prior to recommendations being submitted. B. CHARGE 2: Review and make recommendations regarding add-on software for Canvas <ol style="list-style-type: none"> 1). Several members have volunteered to pilot Harmonize for Canvas in SP 22 (Marits, Pearman from DLTC) C. Ad Hoc Committee: Faculty Webpages -- Marketing/Fac Webpage Update: Option of portfolio in Canvas and links from TCC.edu via a directory page. Offered idea to marketing regarding faculty webpages - emailed 15 Oct, still awaiting response.

	<p>D. CHARGE 3: Conduct a classroom technology needs assessment to assist with on campus and synchronous remote learning. Subcommittee needs more clarification on the charge. Background on the charge was to determine if classrooms prepared for hyflex, synchronous learning?</p> <p>Concerns expressed about the way classroom technology is upgraded. She asked to be added to the charge. Action item: Ané will contact OIS about MFA; Multifactor authentication could potentially affect classroom use if Wi-Fi issues prevent students from being able to log in.</p> <p>OIS: Questions/issues regarding classroom technology changes and updates without informing faculty using the room with special/proprietary software 1). Action: Ané will ask OIS - sent 10/15/21 - still awaiting response 2). SUGGESTED: Classroom tech survey recommended</p> <p>E. Title 3 fund distribution:) Discussion on how the funds for faculty advising would be distributed. All faculty asked to take on advising and Chairs do classroom observation. Action: Ané will ask Kim</p> <p>3. Subcommittee formed to research and write a recommendation to administration regarding more clarity for the continuance of synchronous aka ZOOM classes across all disciplines in the future.</p> <p>A. DLTC will ask administration to clarify their rationale (and supporting research).</p>
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Faculty Professional Development Committee

Meeting Date	October 5, 2021
Attendees	Jeanne Hopkins, David Wright, Katie DiSanto, John Morea, Monica McFerrin, Thomas Geary, Carolyn Satz, Jenefer Snyder, Amanda Goldstein
Charges	<ol style="list-style-type: none"> 1. Support the continued revival of Tidewater Community College Batten Fellowship and the Ad Hoc Selection Committee by hosting a workshop to solicit strong applications and ensure a competitive fellowship process and providing guidance for current Batten Fellow to meet fellowship requirements and scheduled timeline goals. 2. Organize, promote, and provide direct support for the Learning Institute and Faculty Development Day. 3. Act as the Faculty Academy advisory committee. 4. In partnership with the Faculty Professional Development Committee and

	<p>the Director of Institutional Equity, Diversity, and Inclusion, develop and implement professional development focused on DE&I pedagogical strategies at Faculty Academy.</p> <p>5. Collaborate and build relationships with local, regional, and/or statewide professional development groups to extend opportunities to faculty.</p> <p>6. Analyze access to professional development opportunities for dual enrollment faculty and provide recommendations for improvement if needed.</p> <p>7. Create an evaluation for Faculty Academy participants.</p> <p>8. Research and begin to develop Faculty Learning Communities to nurture collaboration, mentorship, and innovation.</p>
Summary	<ul style="list-style-type: none"> • Charges approved by Dr. Woodhouse • Dr. Woodhouse decided that the Batten Fellowship will only be available every other year rather than every year • Planning for Learning Institute <ul style="list-style-type: none"> ○ Format: Virtual ○ Theme: Innovation ○ Jan. 5 address from Dr. Conston & PC then PD sessions ○ Jan. 6 Pathway and Discipline Meetings

General Education Committee

Meeting Date	No October mtg
Attendees	
Charges	<p>Conduct review of courses in Social Sciences and make recommendations for continuance as general education transfer electives for the College.</p> <p>Utilize institutional data to make recommendations regarding general education course usage.</p> <p>Vet new classes that are part of TransferVA on a rolling basis</p>
Summary	<ul style="list-style-type: none"> • The GEC did not meet in October to allow the deans and faculty more time to prepare the materials for review • Webpage is updated; email sent to committee members soliciting opinions about counselors versus advisors for membership

Global and Intercultural Learning Committee

Meeting Date	Oct 26 at 2p via ZOOM
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Attendees	Sandra Bryant, Lynette Hauser, Olive Ezell, Ratnmani Joshi, David Kiracofe, Virginia Sojdehei, and Marilyn Castro. Special Guest: Alicia Peoples
Charges	<ul style="list-style-type: none"> · Review of By-Laws · Study Abroad Program Sustainable Model · Collaboration of Global Activities with HR Based Organizations, ESL and Student Services · Collaboration with Co-Curricular Committee on International Event development and coordination
Summary	<ol style="list-style-type: none"> 1. GILC Charge was approved by Dr. Woodhouse as of October 19. 2. International Education Week (Nov. 15-19) GILC activities in collaboration with TCC Co-Curricular Committee are: <ol style="list-style-type: none"> 1. Intercultural Club Virtual Social - Nov 16 1230p - 130p 2. International Student Success -- Nov. 18, 4p -5p is a panel discussion of services 3. Intercultural Expo from last year will be available for viewing starting Nov. 15 3. Study Abroad Program and By Laws Review discussion was tabled until next meeting Nov. 30 4. Meeting adjourned at 2:29p - Motion by David Kiracofe and second by Lynnette Hauser

Instruction Committee

Meeting Date	October 1, 2021
Attendees	Michael Blankenship (English-C), Debra Dart (Information Systems-B), Sydney Gordon (Libraries-B), Thomas Slopnick (History-B), Steve Litherland (District), Evgenia Harrison (Mathematics-C), Steve DeLong (Mathematics-B), Angela Slaughter (Business Management-B-appointed by PAPC), Dr. Peter Agbakpe-(Transfer Dean of Engineering, Science, & Mathematics- Chesapeake(P)
Charges	Proposed Charges (To be voted on October 1, 2021)

	<ol style="list-style-type: none"> 1. Facilitate review of the Quantitative Literacy rubric and make revisions that align with the college's new General Education Assessment Plan and associated learning outcomes. 2. Develop and maintain content pertaining to instructional effectiveness for inclusion in the Instructional Resource Repository (this is ongoing) 3. Creating library resources (navigating Canvas) and placing somewhere on the modules and/or syllabus to help improve information literacy. New charge 4. Work with the Curriculum committee to determine ways to infuse D, E, & I into our curricula and courses in accordance with One Virginia Plan- (state law).
Summary	<p>Review of the Quantitative Literacy rubric will begin at the November, finalization is projected for April 2022.</p> <p>Sydney has created a library resource video which was shared with the committee to assist with the promotion of library support. A meeting is scheduled to meet with John Morea to determine where to place the video in Canvas as well as a link for the syllabus builder.</p> <p>Collaboration with the Curriculum Committee (Brittany Horn) will take place at our November and December meeting to develop plans for D,E & I. implementation</p>

Internal Relations Committee

Meeting Date	October 21, 2021
Attendees	Mary Beth Apperson, Sandra Bryant, Faith Watrous, Davine Faulks-Brayboy, Diane Graham, J Taylor, Bobby Bennett, Indu Sharma, and AVP Beth Lunde.
Charges	
Summary	<p>A. Updating By-Laws</p> <p>A question was raised about quorum for voting purposes. MB advised capacity for electronic voting to address any missing quorum issues. Motion was made by Graham, second Watrous. Measure approved unanimously.</p>

B. Revamp Staff Award Program

Recommendation that a one-page overview be developed and attached to the report for submission to Dr. Coston.

C. DEI and Strategic Plan communicated how efforts for inclusion will be forthcoming

Discussion addressed the history for equity between faculty and classified/wage staff. The key is to establish a recognition and appreciation program for all employees. The Staff Award program was identified as a means to improve the culture and

D. Equity throughout the college in terms of communication channels, awards and behaviors

Communication does occur through SharePoint but it is not always the best. Suggestion offered to consider inclusion of key communication and recognition facts within the TCC Newsletter as a possible step for communicating all types of information available to staff, faculty and others.

E. Resources (technology, printers, ink, etc.) to assist employees when working from home

Discussion covered the pandemic work from home challenges faced by some employees lacking equipment, and basic needs to effectively perform work related tasks and the lack of consistency across the college to address these needs. Recommendation that additional communication and clarification about college policy may have been lacking in some areas. A combination of SharePoint and Newsletter(s) will be considered to address these issues if needed in the future.

F. Storm Mascot – is it time to return!

Discussion covered how or whether to incorporate Strom into college recognition and award settings and what other possibilities exist.

G. Rewarding employees consistently – application of the Extraordinary Contributor Award

Discussion involved the manner in which this recognition may occur. Recommendation was made to consider adding these deadlines with link to documentation for completion to College Calendar and other deadline reminders to remind Supervisory Staff

and Staff of the application process and key details. Consideration to TCC Newsletter and other HR communications.

H. Establishing a Community Forum/Blog – similar to social media sites for those who love this or that as a means to communicate, educate and answer questions.

Discussion of this key charge to the Committee. Discussion will continue on this issue. Initial thoughts were to initiate a combined use of SharePoint and Newsletter(s) will be considered. Further discussion on this topic will continue.

I. Future Meetings –Third Thursday 2:00 PM

November 18, 2021

December 16, 2021

January 20, 2022

February 17, 2022

March 17, 2022

April 21, 2022

IV. ZOOM Link for Meetings Scheduled Above:

Topic: My IRC Meeting

Join Zoom Meeting

<https://vccs.zoom.us/j/86935703915>

Meeting ID: 869 3570 3915

Passcode: 498107

One tap mobile

+13126266799,,86935703915#,,,,*498107# US (Chicago)

+16465588656,,86935703915#,,,,*498107# US (New York)

VI. Adjournment

Student Success Committee

Meeting Date	
Attendees	

Charges	
Summary	

Workforce Solutions Committee

Meeting Date	October 18, 2021
Attendees	Anthony Fontes, Pamela Cheek, Thomas Stout, Meredith Pollard, Laura Hanson, Kodi Fleming, Jennifer Ferguson, Ivory warren, Holly Duckett, Babi Brock, Adrian Baker, Theresa Romanelli for absent Alejandra Diaz-Rangel; Elisabeth Jakubowski, TCC Student Services Counselor, for Beth Callahan, Special Guest Elaina Dariah Virginia 211
Charges	<ol style="list-style-type: none"> 1. Marketing Workforce Programs (Branding) <ol style="list-style-type: none"> 1. Work with the Workforce Solutions Committee to establish an effective marketing process to brand and promote workforce programs and training opportunities throughout TCC’s service area. 2. Collaboration between WFS and Academics <ol style="list-style-type: none"> 1. Develop a subcommittee that effectively and efficiently creates, manages and maintains a seamless process for student to transition between non-credit certificates and certifications to TCC's credit courses and pathways. This subcommittee at a minimum will have members form Advising and Counseling, Faculty and Instruction, Workforce Solutions and Student Services. 3. Cross Walking Certifications to Academic Credits (Non-Credit to Credit) <ol style="list-style-type: none"> 1. Work with the Workforce Solutions Committee and Pathway Deans and continue to develop procedures to cross-walk noncredit courses and training into advance standing (credit for non-credit training) opportunities for TCC students and ensure adherence to SACSCOC Principles of Accreditation; in particular Comprehensive Standard 3.4.8 – Noncredit to Credit. Update Subcommittee members of any updates or changes. 4. External Strategies that Guide WFS Goals <ol style="list-style-type: none"> 1. Continue to monitor local, state, and federal labor data/strategies and use that data to develop programs and training that lead to certificate/certifications that enhance the local pipeline to employment, promotion for employee and regional stability. Foster relationships with local and state agencies, associations, employer partners and local economic

	<p>and development offices from each surrounding cities/community in the TCC service area.</p> <p>5. Ongoing Evaluation of Workforce Programs</p> <p>1. Effectively evaluate and monitor all workforce programs and maintain relevance with workforce solutions efforts to grow and develop pipelines for employees and employers within TCC's service area.</p>
<p>Summary</p>	<p>Call to Order- Approved Minutes for Septembers Meeting</p> <p>1. Guest Speaker: Elaina Dariah, 2-1-1 Virginia Resource and Community Support Network Community Engagement, Planning Counsel</p> <p>This community services resource began in the early 1900s and evolved from a community information and referral system to coordination of resources and services through the United Way to a national 2-1-1 hotline service that is mandated in the Virginia Code. The hotline is staffed by live certified professionals 24/7/365, and your area code directs your call to an appropriate professional in your area. National Phone Number: 800.230.6977. Websites: <i>211 Virginia University</i> (a resource for finding local community service help, news, events, and reports with data) at https://211vauniversity.mailchimpsites.com and <i>2-1-1 Virginia</i> (ways to contact this service, keyword and zip code search, and/or search resources by category) at https://211virginia.org/consite/index.php. This service is not for care coordination and instead directs callers to service providers in the caller's locale while encouraging callers to coordinate their own care.</p> <p>a. TCC WFS information sharing college wide with TCC employees and departments:</p> <p>GOAL: Use information sharing methods that will be manageable for busy TCC employees; maximize existing opportunities and be careful when designing a new approach or event.</p> <p>IDEA: TCC WFS Roundtables that evolve into WFS Summits involving internal and external TCC partners. Examples: Departmental contacts, Open House, TCC Convocation, TCC WFS Web Pages & Sharepoint.</p> <p>IDEA: Webpage links for TCC employees to internal TCC Sharepoint interface and information there.</p> <p>TCC WFS Advisory Committee and sub-groups are ACTIVELY working to improve finding TCC WFS information online, reach external partners, create a one-page document describing TCC WFS programs, and update WES profile (Workforce Enterprise System interface for WFS class and training enrollments).</p> <p>IDEA: TCC Student Affairs has monthly meetings, and perhaps TCC WFS could present quarterly updates.</p>

IDEA: Babi Brock can help with TCC Central Network, which has an Events link for announcements.

DEA: Could TCC campus visual monitor screens display TCC WFS information?

Cross Walking TCC WFS Certifications to TCC Academic Pathways Credits (Non-Credit to Credit)

GOOD NEWS: TCC is expanding student resource and empowerment services!

REFER TO: Inside TCC > Workforce Solutions > Noncredit to Credit Pathways table document.

GOAL: Identify specific TCC Academic Pathways that connect more easily with TCC WFS programs.

GOAL: Invite TCC Academic Pathway Deans, Teaching Faculty, and Advisors to organize and present information about their programs to TCC WFS students and employees.

Example: TCC WFS exposes SkillBridge students to WFS & Academic machining options.

GOAL: Identify specific ways to help TCC Academic students learn about earning initial or additional industry certifications & credentials to supplement their academic accomplishments.

1. Perhaps TCC Academic Pathways students could be helped by TCC WFS Division testing for relevant industry certifications and credentials without having to complete a WFS program. WFS could seek funding to help cover student costs and fees for tests and exams. Examples: Certified Nursing Assistant (CNA) students testing for IT certifications; credential testing for which TCC does not have a program; and automotive/diesel mechanics, welding, culinary arts, electrical, & IT students, who are learning the material but don't have access to relevant credential testing.

2. Dual Enrollment students working toward an associate degree while achieving a high school diploma, some of whom progress to bachelor and/or master degrees, might benefit from WFS industry certifications & credentials to strengthen their transitions into the workforce.

3. TCC WFS division helps some people earn a high school diploma or GED that enables additional academic education toward an associate degree beyond or instead of more WFS training.

4. TCC military-affiliated CMVE or SkillBridge students could benefit from earning industry certifications and credentials combined with acquired skills, knowledge, experiences, training and education to transition themselves toward mid- and upper-level positions in the workforce.

vi. GOAL: Formalize short-, intermediate-, and long-range goals for TCC students to learn about and navigate between WFS and Academic programs (back

	<p>and forth) and earn credits, certifications and/or associate degrees, which boost the students' employability and job promotions and enables them to make a living.</p> <p>vii. GOAL: Sustain focus on these priorities. Create timelines & deadlines for cross walking initiatives involving targeted compatible TCC WFS and Academic Pathway programs that can be cross walked more easily.</p> <p>viii. GOAL: TCC WFS workflows gain and stack grants for persistent funding to sustain this work long term.</p> <p>Remaining Meeting Dates and Times:</p> <ul style="list-style-type: none"> a. <u>November 15, 2021 at 1pm-2:30pm</u> b. <u>December 6, 2021 at 1pm-2:30pm</u> c. <u>January 17, 2021 at 1pm-2:30pm</u> d. <u>February 21, 2021 at 1pm-2:30pm</u> e. <u>March 21, 2021 at 1pm-2:30pm</u> f. <u>April 18, 2021 at 1pm-2:30pm</u> g. <u>May 9, 2021 at 1pm-2:30pm</u>
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Appendix B - Constituency Groups Reports

Administrative Association

Meeting Date	N/A
Attendees	N/A
Summary	NOT CURRENTLY FUNCTIONAL

Classified Association

Meeting Date	10/1/2021
Attendees	15 members, 2 guests
Summary	<ol style="list-style-type: none"> 1. Continued work on the development/update of our new Classified Association Canvas site. 2. Working on making corrections/updating the CA webpage. 3. Have the updated CA Constitution out to the campuses for a vote to ratify.

	<p>4. November Service Project: While sponsored by the Classified Association, the college community is welcomed to participate. Donations can be made through the Educational Foundation, Choose Other: TCC Community Feed-CA Project. Nov. 1–Nov. 30, 2021.</p> <p>5. Mini-Event scheduled for Dec.3, 2021, 10:00 a.m.-12:30 p.m., Zoom, Steve Gilliland presenting “Making a Difference.”</p> <p>Our next meeting is scheduled for Nov. 5, 2021.</p>
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College Faculty Senate

Meeting Date	October 7, 2021
Attendees	Not available yet
Summary	<ul style="list-style-type: none"> • Guest Speaker - VP Aasen provided information on Multi-factor Authentication • Motion passed at the October 7th CFS meeting to commission pay equity and compression studies • Polarized concerns regarding the return to campus at full capacity <ul style="list-style-type: none"> ○ Removal of student and faculty choice regarding health and safety ○ We must return at some point, but what about the low vaccination and high infection rates in Norfolk and Portsmouth, particularly ○ Faculty requested a subcommittee to address these concerns; Executive Senate convened and comprised a list of recommendations • Concerns regarding inconsistencies in communications between pathways/pathway deans • Faculty concerns regarding Program Prioritization partially allayed with the announced pause/extension • The Professional Development Funding process needs to be addressed (lacking communication; confusion regarding application processes, etc.) • Ongoing B&N issues: asking for Administrative intervention