

Faculty Professional Development Committee Meeting Minutes **DRAFT**

Date: Tuesday, December 16, 2016

Time: 3:00pm-4:30pm

Location: Virginia Beach, A-111

Attendance:

In attendance:

Bert Fox (Chesapeake, Peer Group #1)
David Wright, Chair (Virginia Beach, Peer Group #4)
Joe Joyner (Norfolk, Peer Group #5)
Tom Geary (Virginia Beach, Peer Group #10)
Dianne Stanbach (Virginia Beach, Peer Group #11)
Laetitia Stone (Virginia Beach, Peer Group #12)
Fred Stemple, Ex-Officio (AVP Faculty Professional Development)
Jennifer Ferguson (Guest - GEA and Transfer Partnerships Coordinator)
Jeanne Hopkins (Guest - Portsmouth faculty)
Amanda Burbage (Guest - Portsmouth, Faculty Professional Development Manager)
Tom Lee (Guest – Virginia Beach, Faculty Professional Development Coordinator)

Absent:

Elizabeth Briggs (Chesapeake, Peer Group #2)
Abe Arispe (RAC, Peer Group #3)
Kim Curry-Lourenco (Portsmouth, Peer Group #6)
Frank Futyma (Virginia Beach, Peer Group #7)
Nancy Prather-Johnson (Portsmouth, Peer Group #8)
Rhonda Goudy (Chesapeake, Peer Group #9)
LaToya Mack (Counselor)
Cheryl Nabati (Virginia Beach, Library)
Marcee Anderson (Virginia Beach, Dean)
Kristen Gregory, Recorder (Chesapeake, Faculty Professional Development Manager)

I. Call to order

David Wright called the meeting to order at 3:10pm

II. Minutes

November meeting minutes for Faculty Professional Development Committee joint meeting were approved. (Joe– motion, Tom – second)

III. Academic Affairs Update

- A. Dr. DeMarte is still considering options for Learning Institute and welcomes committee input.
- B. Dr. DeMarte requests an annual calendar, removing Faculty Development Day in October.

IV. Next Meeting

- A. Need next meeting in early January to accommodate subcommittee due dates for Adjunct Academy. Preference expressed for January 12th at Norfolk.
- B. David Wright will send an official invitation to confirm.

V. Ex-Officio Update

- A. Events: Faculty Lead Pilot Training for select faculty and deans on January 5th at Virginia Beach Student Center.
- B. VCCS LMS Focus Group for interested faculty on January 5th. Diane Stanbach volunteered to participate in focus group and serve as TCC host to VCCS facilitator.
- C. Completion by Design and Loss Momentum Framework will be focus on Guided Pathways Event on January 5th; speaker, Rob Johnstone. All faculty event.
- D. January 4th, Faculty Colloquium at Thomas Nelson, a VCCS Tidewater Regional Center for Teaching Excellence event. Not required event but highly encouraged.
- E. TCC has confirmed funding for VCCS New Horizons: most meals, registration and a modified mileage rate.
- F. MagnaCommons, the online learning resource, is no longer funded by VCCS.

VI. Sub Committee Meetings

- A. The FPD Committee continues to work on our charges - Adjunct Academy, 3rd year of New Faculty Academy and NFA Mentoring.

VII. Adjunct Subcommittee Update

- A. Adjunct Subcommittee addressed reports previous meeting discussion to include
 - 1. a mentor within a new adjunct's discipline or peer group
 - 2. multiple modalities of instruction, including at least one face-to-face session
 - 3. better use of Blackboard as a system for instruction and support
 - 4. integrating aspects of the faculty handbook
- B. Discussion:
 - 1. Joshua Howell shared based on his research and focus groups adjuncts share:
 - a. their desires for a mentor

- b. Blackboard FAQs
- c. accommodation and consideration of evening hours
- d. interview prep for transitioning for full time
- e. desiring positive feedback from dean
- f. better understanding of the college such as GEARs
- g. want compensation for participation in academy

2. Josh also reports adjunct remain positive and are passionate about teaching.

3. There is shared concern that requiring participation would cause employment/HR issues because the terms of the contract are to teach a course(s), and the academy is outside of the contract. Alternatively, if the session(s) are not required, adjuncts may not be accountable for completing the academy. We must find the right balance between requiring adjuncts to complete 2 modules (for instance) (and who will track that and what are the consequences if the modules aren't done?) and they can select from a menu of online modules (some required such as GEA and others optional, and MOAT doesn't count).

4. If the academy includes a physical meeting it is suggested that one face-to-face meeting would be held during convocation week morning, evening and weekend sessions, where adjuncts meet their mentor. A mentor should be carefully selected and possibly compensated. Adjuncts completing the academy should potentially be compensated (financially, a "thank you" from the dean, or an "I -heart- TCC" t-Shirt" - it demonstrates that we are investing in them and their time is meaningful!). Facilitators should be compensated for developing and monitoring modules online.

5. Bert Fox shared an article that he read relating to SACS. If adjunct academy is well designed, it should impact retention, completion and student success because adjuncts feel more connected and can make better referrals to student services.

6. There is shared interest in seeing the adjunct faculty academy begin Fall 2017 and eventually grow into an adjunct evaluation system which includes dean oversight for hiring, etc.

7. Once the academy is developed there is desire to pilot it over the summer, offer it each semester.

8. Adjuncts could be invited to participate in New Faculty Academy on a voluntary basis; make it a competitive process open to just 5 selected applicants (for example). This should not take the place of the required "2 modules and 1 face-to-face meeting" but should be offered for the highly motivated.

9. Online modules could include discussion boards (moderated by facilitators and mentors), PLC cohort to follow on after completing a semester ,and customized learning plan to accommodate different levels of experience in teaching (novice, experienced, etc.), a finished product/evidence of what they might have learned over the academy this semester.

10. It would be helpful to capitalize on the cohort model in some way.

11. Next step is to make a proposal and recommendation to Dr. DeMarte for the process and the content of the academy to receive approval before a small group is responsible for championing the adjunct academy cause. The proposal should also include a communication plan to include expectations for deans, adjuncts, getting information from Human Resources for adjunct contact information, etc.

12. Fred Stemple will put together the proposal and submit to the committee for comment and review prior to sending proposal to Dr. DeMarte. The committee requests feedback for the January 12th follow-up meeting to this meeting.

VIII. Next meeting

The next meeting will be held January 12th at Norfolk. Fred Stemple will send a Doodle Poll to check for time.

IX. Adjournment

The meeting was adjourned at 4:45 pm.

Submitted by

Amanda Burbage, Substitute Recorder