

**Tidewater Community College**  
**Faculty Professional Development Committee Meeting**

March 14, 2017  
Virginia Beach BCTE

Present: Fred Stemple, David Wright, Jeanne Hopkins, Diane Stanbach, Nancy Prather-Johnson, Bert Fox, Thomas Geary, Rhonda Goudy (Google Hangout), Kim Curry-Lourenco, Laetitia Stone, Marcee Andersen, Joe Joyner

Guests: Amanda Burbage, Tom Lee, Monica McFerrin, Jennifer Ferguson

- I. Call to Order
  - a. Meeting called to order by David Wright at 3:11 PM
- II. Approval of Minutes from 2.17.17.
  - a. Jeanne motions to approved. Diane seconds. Unanimous vote to approve.
- III. Old Business
  - a. Adjunct Faculty Academy proposal
    - i. Fred and David met with Dr. DeMarte. Dr. DeMarte approved. Committee needs to explore how to select/appoint faculty facilitator.
    - ii. Will be tied to Batten Foundation money.
    - iii. Fred made a comment that timeline discussed (design in summer; launch in fall) may be too close on time, as we would have to hire someone quickly to have them start to design course
  - b. Online Evaluations
    - i. More cost-effective.
    - ii. Also discussed with Dr. DeMarte and he approved
    - iii. Piloting online surveys for remainder of spring 2017
      1. This will save about \$1000 just in paper; in addition, staff hours, scanner maintenance (\$2000 a year), tool is \$7000 a year
    - iv. Faculty have concerns with student's participation; system will send "pretty e-mail" out in advance, invite to participate, then every 3 or 4 days after until completed. Also accessible via Blackboard.
    - v. Results will be live
    - vi. Every faculty will receive an e-mail when survey is ready so that they can encourage students to complete (possibly still in class if desired)
    - vii. On average, there have been about 15% of course surveys not even picked up
    - viii. A discussion of the possibility of using iPads occurred; pros and cons noted
  - c. Adjunct faculty survey (Josh Howell conducted)
    - i. Passed around to review
- IV. New Business
  - a. Learning Institute Agenda: May 10 and 11

Meeting notes recorded by Jeanne Hopkins

- i. Handout: 2017 Learning Institute Agenda Draft
    - ii. Handout: 2017 Learning Institute Agenda Draft, annotated
    - iii. Concurrent sessions will possibly be recorded using Webex
    - iv. Concurrent session presenters will likely be “invite only” as to keep topics narrowed down
    - v. Rhonda confirms that it would be a good idea to include counselors to meet with discipline leads
  - b. Call for Faculty Development Day
    - i. Proposed for Thursday, August 17
    - ii. Discipline Meetings should be held
    - iii. Possible keynote: Adolph Brown. Nancy Prather-Johnson will contact Dr. Woodhouse (Portsmouth Provost) about a possible connection. Would need for 2 -45 minute sessions
    - iv. Need to send out call for proposals by mid-April so that there will be time to complete prior to the end of the semester
    - v. Proposal to switch from 12 peer groups to 9 meta-majors
    - vi. Tom suggests inviting the VCCS grants, having Joe talk about PPDF etc
    - vii. Will be open call for proposals during the 2<sup>nd</sup> week of April
    - viii. Proposals will be due May 5
- V. Next Meeting:  
Tuesday, April 4<sup>th</sup>  
N-BCTE: Room #3316, 3<sup>rd</sup> floor, Walker building  
3:00 PM – 5:00 PM
- VI. Adjournment  
David Wright adjourns the meeting at 4:53 PM.