

President's Advisory and Planning Council
Governance Committee
End of Year Reports
2015-2016

Committees

President's Advisory and Planning Council Committee.....	2
Classroom Teaching and Learning with Technology Committee.....	4
Curriculum Committee	6
Faculty Professional Development Committee	8
Global and Intercultural Learning Committee	9
Instruction Committee.....	11
Internal Relations Committee.....	15
Online Learning Committee.....	17
Student Success Committee	19
Workforce Solutions Committee	21

Constituent Groups

Constituent Groups.....	22
Administrative Association	23
Classified Association.....	26

MEMORANDUM: End of Year Report to Executive Staff Member

To: Edna Baehre-Kolovani, President
Curt Aasen, Director of Institutional Effectiveness
Phyllis Milloy, Vice President for Finance
Corey McCray, Vice President for Workforce Solutions
Daniel DeMarte, Vice President for Academic Affairs and CAO
Michael Summers, Interim Vice President of Student Affairs
Lisa Rhine, Provost - Chesapeake
Michelle Woodhouse – Portsmouth
Jeffery Boyd - Norfolk
Robin Ying, Vice President for Information Systems

From: Christine Damrose-Mahlmann, PAPC Committee Chair

Date: June 30, 2016

Subject: Governance Committee End of Year Report 2015-2016

Comments from the Chair:

Having served in the capacity of PAPC Chair for the last two years, I have been privileged to work with individuals who are loyal, committed, and dedicated to this institution. The decisions that have been made have always circled around what is best for our students. The work of the chairs and their committees demonstrates the enthusiasm and collaboration the word governance implies. I now pass the torch to Monica McFerrin who was elected the 2016-2017 PAPC Chair. I wish her all the best in this role and I am sure she will lead the PAPC to the next level.

The PAPC continues its commitment to ensuring all charges are addressed. The work being accomplished by the governance committees and their chairs are indicated in the following reports.

PAPC Charge:

1. Revisit the proposed vision statement from 2014-2015. Review websites from other colleges and combine with the proposed alternates from last year. Submit to the college community for feedback.
2. Review the records on the college's website of each governance committee and each constituent group and add missing content to ensure completeness and accuracy for the last five years of the following:
 - a. Bylaws
 - b. Membership (names)
 - c. Charges
 - d. End-of-Year Reports
 - e. Meeting Minutes

3. Review the draft(s) of the developing Quality Enhancement Plan (QEP) being developed by the QEP Task Force of the college's 10 year reaffirmation and provide constructive criticism that represents the governance and constituent groups.

Goals/Planned Actions/Approved Motions:

1. A vision statement was presented to the PAPC based on a college-wide survey and the results. The vision statement, *"Tidewater Community College is vital to the regional economy and is the most affordable, convenient, and innovative provider of high-quality higher education and career training."* was voted on and approved.
2. The PAPC and governance websites have been updated for consistency. Most membership information and minutes for the governance groups are up to date. Current year charges and reports from past years are complete. The PAPC worked in collaboration with Web Services for consistency.
3. The bylaws for the PAPC were reviewed and recommended changes were voted on in February, 2016.
4. Ms. Monica McFerrin was elected chair of the PAPC for 2016-2017. Dr. Jeannetta Hollins was elected secretary for 2016-2017.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO
From: Mike Williams, Classroom Teaching and Learning with Technology Committee Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

The CTLTC charges for 2015-2016 are to:

1. Plan the Annual Technology Showcase as part of the college's annual Learning Institute (innovative technology applications in teaching and learning).
2. Review and revise the CTLTC by-laws; consider changing the purpose, mission and name of the governance committee.
3. Review and update the Classroom Technology Standard which will include universal design presentation stations.
4. Audit and evaluate helpdesk tickets from teaching faculty (nature, timeliness, response, resolution and operation hours).
5. Review and recommend a resource guide created by the Office of Educational Accessibility to assist faculty in accommodating student needs via the use of technology.
6. Survey the extent of faculty interest in and current use of OER.

Goals/Planned Actions/Approved Motions:

1. Plan the Annual Technology Showcase as part of the college's Learning Institute in May (innovative technology applications in teaching and learning)

The sub-committee for this charge includes Derek Laws, Matthew Blanchard, Frank Futyma, and Kellie Robinson. John Morea attended the Learning Institute Committee meeting to coordinate the event. As of now, we are looking at a "buffet" style showcase exhibiting the following areas:

- a. Focus on assessment using technology
- b. Using social media (Instagram, twitter, Facebook) to engage students
- c. Ask instructors who are already using this technology to present at the showcase

2. Review and revise the CTLTC by-laws; consider changing the purpose, mission and name of the governance committee.

This charge is coordinated by Michael Williams. The focus is to include a diversity statement in the bylaws as well as changing some of the language to broaden the focus on all technologies that assist faculty in and out of the classroom.

3. Review and update the Classroom Technology Standard which will include universal design presentation stations

The sub-committee for this charge includes John Morea and Leah Hagedorn. There is a draft copy of the CTS that is ready for review and approval. Items of note include:

- a. The standard must include minimum number of classrooms with universal design stations. Minimum number per campus and per building.
 - b. Adding the Coordinator of Educational Accessibility to the signature page with AVP of Learning Technology and VP of Academic Affairs.
4. Audit and evaluate helpdesk tickets from teaching faculty (nature, timeliness, response, resolution and operation hours)

The sub-committee for this charge includes John Morea, Joseph Joyner, and Beth Callahan. The timeframe for evaluation of the helpdesk tickets is from January 2015 to December 2015. Only faculty tickets should be evaluated; no student tickets. After reviewing the format for evaluation, it was agreed that the format in which the dataset was stored is not easily parsed for efficient analysis. The focus is now on the new evaluation system and how it can best be used to analyze the help desk tickets. New reporting system starting in February. This system will allow better reporting information. This charge should be carried forward and followed up with next year for a larger sample of data. We are also looking at bringing in OIS to talk about the implementation of the new system to the CTLTC in the next few meetings.

5. Review and recommend a resource guide created by the Office of Educational Accessibility to assist faculty in accommodating student needs via the use of technology

Beth Callahan will lead this charge. Beth has already drafted a guide for review. The membership is to decide what they feel are the “top ten” most important items in regards to technology and accessibility.

6. Survey the extent of faculty interest in and current use of OER

Libby Watts will lead this charge. Libby worked with Linda Williams on developing the survey for faculty. Libby gathered information from Lumineer and will ask Iris Wang to create the survey. The survey will be reviewed by CTLTC membership. Once a final survey is approved, it will be dispersed to all faculty.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Forrest Crock, Curriculum Committee Chair

Date: June 30, 2016

Subject: Governance Committee End of Year Report 2015-2016

Charge:

1. Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Curriculum Committee, e.g., the Curriculum Procedures Handbook, Requisite Policy, i-INCURR.
2. Recommend curriculum development training for faculty via the Batten Center for Teaching Excellence, i.e., new faculty via the Faculty Academy, and new members to the Curriculum Committee, all teaching faculty including adjuncts.

Goals/Planned Actions/Approved Motions:

The Curriculum Committee held meetings in September, October, and November. We had a quorum with each meeting. We approved of our charges as given to us by Dr. DeMarte. Before the first meeting Forrest Crock was elected as the Chair by an email vote. During the September meeting Susan Dozier was elected as the recorder. Maura Lansing was the recorder for the September meeting, after that Susan Dozier was our official recorder.

Fall Semester:

- Recommend - Revision for A.A.S. in ASL – English Interpretation Curriculum Change
- Recommend - Revision for C.S.C. in American Sign Language Curriculum Change
- Recommend - Revision for C.S.C. in Fire Science and Supervision Curriculum Change
- Discussed redesign of four MTE courses
- Decided the Committee would review course outline revisions when requested by the dean of a particular department or by Kellie Sorey
- Brought up Assessor training for Curriculum Committee Members, it was decided that it was not necessary for the committee members. Members are encouraged to attend if they wish to.
- SACSOC accreditation was discussed as well as a meeting in April with Curtis Aasen.
- Accepted proposed amendments to the Curriculum Procedures Handbook
- Recommend - Discontinuance of C.S.C. Supervision in Ship Repair
- Recommend - Discontinuance of C.S.C. Customer Service and Sales
- Recommend - Revision for C.S.C. in Cloud Computing, Cyber Security, Database Specialist, Geographic Information Systems, Geospatial Intelligence, Network Administration, Network

Curriculum Committee End of Year Report, continued

Infrastructure Specialist, Programmer Trainee, Server Infrastructure Administrator – Windows 2012, Virtualization, and Web Development Specialist

- Recommend - Revision for A.A.A. in Studio Arts Specializations: Glass, Photographic Media Arts, and Pre-Art Therapy
- Recommend - 10 Official Course Outlines
- Recommend - 58 Requisite Changes
- Discusses changes in the by-laws to be voted on in January

Spring Semester:

- Approved revisions for A.A.S. in Fire sciences
- Approved revisions for C.S.C. in Collisional Repair Technology Non-Structural
- Approved revisions for C.S.C. in Collisional Repair Technology Refinishing
- Approved of new Curriculum C.S.C in Pipefitter
- Approved of a Curriculum Revision: Renewable Energy Technologies
- Discontinuance of C.S.C Early Childhood Development – Infant and Toddler Care
- Approved 20 Official New Course Outline
- Approved of 8 Faculty Requisite forms
- Approved of Changes in the Curriculum Procedures Handbook
- Changes in the By-Laws
- Part III Membership
- “As a governing body of TCC, the Curriculum Committee will make every attempt to reflect our diverse population when comprising our membership.”
- Part V Election of Officers
 - Voting of officers – V. Election of Officers, A - change September to April meeting; B – change term to from June to June
- Part VI Officers
 - Past-Chair vs Vice-Chair – VI. Officers: A, 5 – change Past Chair to Vice-Chair

MEMORANDUM: End of Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO
From: David Wright, Faculty Professional Development Committee Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

1. Plan for 3 events per year (FDD-8/20, VCCS Regional event-10/20, Learning Institute-5/11-12)
2. Draft 2014-2015 report and propose recommendations
3. Review practices and procedures for BCTE

Goals/Planned Actions/Approved Motions:

1. The committee took a major role in planning and carrying out the Faculty Development Day on August 20, 2015. There were 384 attendees, with 60 professional development sessions and 77 presenters.
2. The Committee also gave input into the planning of the VCCS Regional Event on October 20, 2015. This event had 142 participants from TCC and a total of 162 participants.
3. The Faculty Professional Development Committee took the lead on planning the 2016 Learning Institute, which plan was implemented on May 11, 12. The FPDC enlisted the support of several other governance standing committees and administrative staff in this process. There were 265 attendees, with 51 presentations and 42 presenters at the Learning Institute.
4. The committee reviewed the practices and procedures for the BCTE. Recommendations are still forthcoming.
5. The committee began the process of planning the August 18, 2016 Faculty Development Day. Throughout the summer term, the committee will complete this process and then implement the plan in August.
6. The Faculty Professional Development Committee assisted in the completion of the FPD annual reports.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: William D. Connor, Global and Intercultural Learning Committee Chair

Date: June 30, 2016

Subject: Governance Committee End of Year Report 2015-2016

Charge:

1. Recommend a framework and structure to support a student cultural competency certificate program.
2. Recommend a 2016-17 intercultural programming theme (due by December 2015) and recommend cultural keynote programs and faculty-driven intercultural programs.
3. In collaboration with the Office for Intercultural Learning, develop a 2016-17 faculty professional development series of 3-4 programs on intercultural and inclusive pedagogy.
4. Using the Study Abroad Program Development Rubric, review program proposals, rank, and recommend proposals for further development.
5. Review the catalog of Fulbright Programs and recommend which programs would be beneficial for TCC to pursue as well as a strategy for engaging faculty in Fulbright programs.
6. Evaluate the International Honors Certificate program administered by Academic Partnerships and PTK and make a recommendation about whether the program will be viable at TCC.

Goals/Planned Actions/Approved Motions:

These bullets address all of the bulleted charges of the committee for 2015-2016:

- The GILC has recommended a 2015-2016 intercultural programming theme and sub theme entitled, *Changing America: Diversity and Inclusion*. The GILC also recommended the 2016-17 intercultural programming theme, *American Political Life*. Additionally, the Committee has recommended cultural programs and faculty driven intercultural programs to address the themes and associated learning outcomes.
- The GILC has used the study abroad program development rubric to review a pilot program proposal against a *dummy* proposal. This allowed GILC to test the rubric, its ranking system, and craft feedback to the faculty member who proposed the program. Based in its work, additional proposals will be solicited during the 2016 -2017 academic year.

- The GILC has reviewed the catalog of Fulbright Programs and recommends that the College pursue the Fulbright Group Projects Abroad (GPA) program. This program will build on the momentum from the Tadium Exchange program and help TCC continue to develop faculty capacity in both international and intercultural experience. Further, participating in GPA will help faculty develop curriculum that infuses international and intercultural content. Faculty who participate in a program such as GPA will also be better equipped to help their students meet outcomes related to social and cultural understanding. The Committee has also developed a strategy for engaging faculty in other Fulbright programs which will be promoted across the college. GILC will continue to pursue the Fulbright GPA in the 2016-17 academic year.
- The GILC has considered the International Honors Certificates (IHC) Program established by Academic Partnerships. This program is set up to be maintained through PTK. The final program is much more limited than IHC was originally envisioned to be: There are currently four on-line classes available—two through American universities and two through international universities. None of these courses aligns with programs in I-Incur. GILC does not endorse this as a worthwhile college-wide program because of the lack of clarity about what is expected of TCC's PTK Chapter and the lack of alignment of IHC courses to I-Incur. GILC does think information about IHC should be made available for students who may be interested on an individual basis.
- With the college wide move to Guided Pathways (GP), the committee recommended that we suspend work on the student and faculty cultural competency certificate programs. The GILC is awaiting more information on the implementation of Guided Pathways and how GP can be leveraged to develop a stronger and more relevant certificate program than what was under discussion this year. The charges are proposed for carry-forward as charges for 2016-2017.

Here is a summary of the proposed charges for 2016-2017:

- Recommend a framework and structure to support a student cultural competency certificate program that is consistent with Guided Pathways.
- Recommend a 2017-18 intercultural programming theme (due by December 2016) and recommend cultural keynote programs and faculty-driven intercultural programs.
- In collaboration with the Office for Intercultural Learning, develop a 2016-17 faculty professional development series of 3-4 programs on intercultural and inclusive pedagogy, which is consistent with Guided Pathways.
- Using the Study Abroad Program Development Rubric, review program proposals, rank, and recommend proposals for further development.
- Develop the administrative and operating structure of the College's Fulbright Program in conjunction with the 2015-2016 recommendation.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO
From: Amanda Leo, Instruction Committee Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

1. Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Instruction Committee, e.g., course outline and course syllabus templates, the General Education Assessment Plan, Academic Standards.
2. Establish ongoing assessment responsibilities in the Instruction Committee Bylaws.
3. Recommend a reporting template and process to close the assessment loop; specifically, the use of assessment results and the subsequent impact/action.
4. Recommend content for professional development modules specific to general education assessment.
5. Increase awareness of General Education Assessment and plan opportunities for faculty to provide feedback.

Goals/Planned Actions/Approved Motions:

Actions taken to address charges are summarized below.

- The IC vetted Content Disclaimer during February 9th meeting and made formal recommendation on proposal for inclusion in official course syllabus template as being required or optional.
- Committee established a proposed sequence and timeline of next cycle for core competency assessments to be identified in the GEA plan.
- John Morea, Associate Vice President, Learning Technologies, Kellie Sorey, Associate Vice President, Academics met with Instruction Committee on the integration of the Official Course Syllabus into Blackboard.

Instruction Committee End of Year Report, continued

- Instruction Committee revised IC bylaws with approval from PAPC on December 11, 2015 and Committee approval with full adoption on January 12, 2016. Summary of revisions are as follows:
 - Addition of new Section: *Responsibilities* to establish documentation of ongoing responsibilities in accordance with 2015-2016 IC charges
 - Addition of diversity and inclusion statement under Membership
 - Addition of language to identify that the Academic Affairs representative is appointed by the college's chief academic officer.
 - Change in membership term of office from 2 years to 3 years
 - Change to allow Ex-Officio voting privileges in accordance with Robert's Rules of Order
 - Subsequent change in total voting members
 - Change in language to attendance requirements

- IC revised the reporting template in the most current edition of the GEA Plan online (pages 41-49), appendix I and K and an overall move around for better flow.

- Sample assignments were removed from the GEA Plan as they are now available on GEARS.

- Proposed content topics for tiered professional development modules specific to general education assessment were developed:
 - Tier I: Introduction to General Education Assessment
 - History, Background, & Process of Competency Identification
 - Assessment: Process and Purpose
 - Tier II: Instructional Design and Authentic Assignments
 - Resources: Access, Content, & Utilization
 - Rubrics: Exploring the Framework
 - Authentic Assignment Tool I: Breaking Down Assignment Components
 - Tier III: Results-Driven Progress
 - Using Results as the Impetus for Change
 - Authentic Assignment Tool II: Building Assignments from the Ground UP
 - Other

- Submitted recommendation to Vice President for Academic Affairs for inclusion of an agenda item for discipline meetings: Faculty will discuss the application of specific GEA rubrics to individual disciplines and/or courses."

- [The General Education Assessment Resource System \(GEARS\)](#) has been updated with a new fillable PDF Authentic Assignment Tool (AAT).

- This new version of the AAT was distributed to faculty participants for use in the General Education Assessment cycle in spring 2016 semester (Personal Development) and will be distributed with all future assessment cycles.

- A direct link to GEARS has been added to the "[Resources for Faculty and Staff](#)" page under "Instructional Resources"

Instruction Committee End of Year Report, continued

- A direct link to i-INCURR has been added under “Resources” on the IC homepage
- The Committee agreed upon a plan to send out monthly emails to all TCC Faculty from February through May 2016. Four main content topics were identified:
 - What is GEARS? – Introduction to website with direct link, logo, and main bullet points on what is available. Email sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 2/29/16.
 - How Does GEARS Apply to YOU? – Resources available on the site, Rubrics, AAT, sample authentic assignments under competencies, FAQ’s on GEA process, etc. Email sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 3/21/16.
 - Why Should YOU Contribute to GEARS? Submission of sample assignments, participation in IC via open positions, support Annual Performance and Professional Development Plan (APPDP), other. Email sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 4/8/16.
 - G.E.A.R.S Shift Your Approach: Encourage faculty participation in May Learning Institute to learn about GEARS, attend GEA related sessions, etc. Email to be sent to TCC ALL FT Faculty, TCC ALL Adjunct Faculty and TCC ALL Librarians 5/2/16.
- A faculty questionnaire was created and distributed to all faculty member participants (66) from the fall 2015 General Education Assessment cycle (Oral Communication/ Cultural & Social Understanding) on 3/4/16. Twenty-two (22) faculty responses were received as of 4/4/16. Information gathered from the questionnaire was then used to guide faculty focus group meetings.
 - Faculty focus group held on 4/1/16 in evening on VB campus with 1 faculty participant.
 - Faculty focus group held on 4/5/16 in the evening on Norfolk campus with 3 faculty participants.
- Information cumulatively gathered from the survey responses and focus group participants was embedded within the tiered professional development modules proposed by IC
- IC has recommended that the faculty questionnaire and faculty focus group become an ongoing part of the general education assessment process
- A meeting with visual communications has resulted in the following:
 - Creation of a unit logo for Instruction Committee
 - A motion graphic for the GEARS web page
 - Email Template for IC communications
 - GEARS Bookmark for distribution at May Learning Institute
 - Establishment of TCC.edu/gears URL redirect to GEARS webpage

Additional actions taken by the IC this academic year are summarized below:

Instruction Committee End of Year Report, continued

- Submitted recommendations to Vice President for Academic Affairs on a) the creation of a standalone General Education Committee, as well as b) the inclusion of one IC representative and one Curriculum Committee representative in the proposed GE Committee membership.
- Amanda Leo is participating on the General Education Committee Task Force as the IC representative
- [Instruction Committee Webpage](#): Updates regarding membership, minutes, and bylaws have been made and are current as of 5/11/16. Resource links to GEARS, i-INCURR, GEA Plan, Policy 2105 and Faculty Professional Development page have been added.

Planned Actions/Goals:

- Review and recommend any revisions to policies, procedures, plans, or other relevant document that are germane to the purpose of the Instruction Committee, e.g., course outline and course syllabus templates, the General Education Assessment Plan, Policy 2015 Academic Standards
- Establish proposed definitions for methods of assessment to be included on TCC Official Course Outline
- Establish proposed glossary of terms for the quantitative reasoning general education competency rubric; (Note: Additional glossaries to be addressed in sequential order during academic year prior to subsequent assessment rotation as laid out in GEA plan.)
- Plan opportunities to increase adjunct faculty awareness of General Education Assessment through communication and dissemination of information
- Collaborate with Faculty Professional Development Committee to provide professional development content specific to general education assessment.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Beth Lunde, Associate Vice President for Human Resources
From: Jeff Dunbar, Internal Relations Committee Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

1. Assist and advise the AVP of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.
2. Assist and advise the AVP of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.
3. Assist and advise the AVP of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and Workforce Solutions services, and location and composition of the campuses and stand-alone centers.

Goals/Planned Actions/Approved Motions:

1. Assist and advise the AVP of Human Resources in completing development of policy and procedures for a formal Employee Recognition Program that is consistent with state and VCCS policy.
 - a. Met with EVP Frank Dunn in September 2015 to clarify the charge.
 - b. Began the development of document that detailing a comprehensive list of college wide recognitions for full time faculty and staff as well as part time wage staff.
 - c. The incoming IRC will use this document as a foundation to move forward for the new committee year.
2. Assist and advise the AVP of Human Resources in completing development of an online employee orientation program that will provide new employees with an understanding of TCC's history, mission, organization, academic offerings and workforce development services, and location and composition of the campuses and stand-alone centers.

Internal Relations Committee End of Year Report, continued

- a. Invited human resources staff (Beth Lunde) and OIS (James Boyd) to the September meeting to make sure the site meets the needs of all parties. It was determined at this meeting that a VCCS product was going to be utilized.
 - b. Completed all but final edits with human resources to edit and add content to the online shell.
 - c. HR began utilizing the web site on a trial basis in the Spring of 2016 and has been reporting feedback and results back to the committee for discussion.
3. Assist and advise the AVP of Human Resources in completing development of a New Employee Sponsor Program that will provide new employees transitional assistance.
- a. HR along with the committee designed a proposal detailing a New Employee Sponsor (Mentoring) Program that will assist new TCC employees with the integration process to TCC.
 - b. The proposal is to be presented to the Executive Staff this spring by HR personnel for discussion.

Other:

- The IRC is scheduled to have an instructional session with Kim Bovee regarding the SACSCOC Accreditation process at the last meeting to be held on May 19, 2016.
- The IRC bylaws were reviewed for any needed updates. No changes were required.
- The IRC discussed and reviewed new Diversity and Inclusion Statements for TCC.
- James Hines was elected the IRC Chair for 2016-2017.
- Jeffrey Dunbar, IRC Chair meet with AVP Lunde to discuss possible committee charges for the following year.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Daniel DeMarte, Vice President for Academic Affairs and CAO

From: Sarah DiCalogero, Online Learning Committee Chair

Date: June 30, 2016

Subject: Governance Committee End of Year Report 2015-2016

Charge:

1. In collaboration with Learning Technologies, the Center for E-Learning and the Student Success Committee, recommend a student orientation for online learning including its intended purpose and if it should be mandatory or optional.
2. In collaboration with Learning Technologies, review the capability and practicality of pushing 'interactive' course syllabi into Blackboard course shells.
3. By December 2015, in conjunction with the Department of Information Systems, review the use of Blackboard Collaborate to authenticate the identity of online students and to conduct office hours online; also, identify other cost neutral (no new student fees or costs to the college) methods to authenticate student identity (e.g., testing centers for exams, use of other BB functions).
4. Review recruitment strategies from 2014-2015 in relation to the revised Faculty Evaluation Plan for faculty to participate in Quality Matters Peer Review (100 peer reviews targeted for 2016-2016).
5. Review the current Blackboard course shell template and recommend revisions and how to ensure its use college-wide.
6. In collaboration with the Center for E-Learning establish a list of best practices for online teaching at Tidewater Community College.

Goals/Planned Actions/Approved Motions:

1. The Center for Teaching and Learning Technologies presented a blackboard orientation for online learning at the January meeting of the OLC. Committee members have given feedback on additional information that should be included in the training. Committee members have volunteered to test the training modules in their Summer 2016 online courses.
2. The OLC has determined that an 'interactive' course syllabus in online courses is needed in order to recommend revisions to the current Blackboard course shell template. An overriding concern from faculty is that the current course shell is cumbersome and repetitive. An 'interactive'

syllabus where students can easily find course information will enable newer versions of the template to be not only streamlined but also designed to meet QM standards. The OLC is working with Learning Technologies on this issue and will reach out to the Instruction Committee during Spring 2016.

3. The OLC was charged to identify cost-neutral ways to authentic students in online courses. The OLC has mapped out a 3 step system that includes pictures included in course rosters, a student affirmation statement and verification through a variety of measures. These measures include online office hours, proctored testing and assignments that require government identification. A draft memo with these suggestions will be distributed to faculty through the center for e-learning's blog in Spring 2016.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Michael Summers, Interim Vice President of Student Affairs
From: Tiffanye Sledge, Student Success Committee Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

Develop a comprehensive list of best known practices and underlying questions - including possible constraints and implications, to be considered in the development of a faculty advising model.

Goals/Planned Actions/Approved Motions:

The Student Success Governance Committee met in September, November, December, and January. During the meetings in 2015, the committee focused on developing an action plan to address the original charge:

The Student Success Governance Committee shall seek to: work on the refinement of the 2014/15 pilot proposal such that a faculty training program is developed that more specifically defines what the faculty are expected to do and accomplish as advisors.

In support of this charge, the committee completed the following:

- Conducted a review of the 2015 document
- Searched for more recent literature, data, and examples of advising models that are currently being used
- Compiled the data sourced by committee members relating to the various models that were located
- Researched the differences at each campus with current advising practices
- Used the Project Mapping tool to try and reverse-engineer the main components of a faculty training program for faculty advisors.

As a result of initial efforts, the committee determined:

- There were unaddressed concerns based on feedback from faculty/faculty senate from the May 2015 presentation of the pilot document that are essential to continued work on the faculty training model for which we were charged this year

Student Success Committee End of Year Report, continued

- The 2015 document needed to be reviewed to *more specifically* pull out information and processes in the pilot proposal that might be useful for the development of the faculty training model
- The task of developing a proposed faculty training program is not attainable (please reference September meeting minutes for exhaustive list of underlying assumptions, key challenges, and new or existing opportunities)
- We needed more information in light of the current focus on Career Pathways
- That there were simply too many moving pieces, and too many areas of needed institutional improvement such as identifying why students are actually enrolled upon entry, determining the intensity of faculty versus counseling involvement and how that partnership would work (even in light of the provisions in the 2015 document), etc.
- We needed more assistance from faculty that have been advising in specific programs in order to gain a better understanding of how faculty can most effectively engage

As a result, the following changes have occurred:

- Dr. Summers issued a revised charge to the committee:

To develop a comprehensive list of best-known practices and underlying questions - including possible constraints and implications, to be considered in the development of a faculty advising model.

- The committee is reaching out to faculty who have or are engaged in advising in order to ensure that there is reliably empirical input in compiling the best know practices and other key preliminary components that must be considered before broaching the task of actually developing a training model for faculty.
- The committee has determined that the new charge provides a much better opportunity to have a finished work product that would be of more value in the ongoing efforts to develop a faculty advising model.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Corey McCray, Vice President for Workforce Solutions
From: David Steinhauer, Workforce Solutions Committee Acting Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

The 2015-2016 year was a year of transition for the Workforce Solutions Committee. With a list of updated members and an Acting Chair and Secretary, action will be taken as charges for the 2016-2017 year are disseminated to the committee.

Goals/Planned Actions/Approved Motions:

At this time there is no report.

Constituent Groups

As constituent groups, the College Faculty Senate, the Administrative Association, the Classified Association and the SGA Federation Council do not receive charges. Please see minutes posted on the TCC website for information regarding the Constituent Groups.

College Faculty Senate, Monica McFerrin, Chair
Administrative Association, Jeannetta Hollins, Chair
Classified Association, Sara Hair, Chair
SGA Federation Council, A'shonte Jones, Chair

This year the Administrative Association and the Classified Association provided end of year reports.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Beth Lunde, Association Vice President of Human Resources
From: Jeannetta Hollins, Administrative Association Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

No charges delivered.

Goals/Planned Actions/Approved Motions:

The Administrative Association's 2015-2016 End of Year Report to the President's Advisory and Planning Council provides a summary of accomplishments and goals. All information is relevant for reporting purposes and allows for planning and execution of various projects.

Accomplishments:

- Established monthly executive committee meetings
- Surveyed needs of administrators' needs
- Filled governance vacancies
- General body meetings on all campuses
- Established sub-committees and participation from general body membership
- Updated website to reflect current status
- Awarded professional development funds to 15 administrators
 - Fall - \$1,008.83
 - Spring - \$4,202.83
 - Late Spring/Summer - \$3,480.46
- Total: \$8,692.12
- Determined Professional Development Day
 - June 8, 2016 (Chesapeake Student Center)
 - 49 RSVPs
 - Panel and Round table discussions regarding middle management
- Revised the Constitution & By-laws to include diversity and inclusion statement and the align with the purpose of the constituent group

Administrative Association End of Year Report, continued

- Revised the elections selection and recognition processes for the Administrator of the Year Award
 - Recipient will be recognized during the June 8th event
 - Offer \$500 stipend for the upcoming year

Goals:

- To continue to increase participation of general members and create forums which offer meaningful and relevant discussion surrounding issues impacting TCC administrators and the overall institutional culture
- To create a 2016 – 2017 working calendar and publish all upcoming scheduled events and meetings on the Administrative Association website
- To continue to create valuable experiences (retreats, mentoring, training, etc.)
- To offer an all-day Professional Development Day for 2016 – 2017 if feedback indicates interests

During the 2015 -2016 year, a new Administrative Association Executive Committee was established to lead the efforts in advocating and supporting the needs of TCC administrators. The executive committee met the first Tuesday of every month. These recurrent meetings created a routine of communication and interaction, as well as a healthy comradery among the committee members to develop realistic goals and a practical course of action to rebuild the Administrative Association. Activities during the 2015-2016 academic year were inspired by the need to revitalize an inactive constituent group and prepare for the upcoming SACSCOC accreditation.

SACSCOC accreditation preparation included:

1. Filling vacant governance positions (i.e. Faculty Grievance Board and PAPC representatives)
2. Attending scheduled SACSCOC meetings facilitated by the college's designees to gain an in-depth understanding SACSCOC requirements
3. Attending PAPC meetings and sustaining consistent communication with the PAPC Chair for updates
4. Creating ad hoc and sub-committees to assess, develop, amend, and restructure the Administrative Association's website, constitution and by-laws, Administrator of the Year, and Professional Development Funds/Day (list is available upon request)
5. Gathering historical data (i.e. EOY Reports, meeting minutes, membership, etc.)

Revitalizing the Administrative Association included the following:

1. General body meetings facilitated on all TCC campuses
2. First annual Administrator's Professional Development Day (June 8, 2016)

Administrative Association End of Year Report, continued

3. Soliciting feedback from all TCC administrative faculty members to identify needs, concerns, and suggestions for continued improvement by offering an opportunity to participate in an on-line survey to assess their knowledge of the Administrative Association and proposed programming of interest
4. Developing plans to incorporate suggested ideas for the 2016-2017 academic year (i.e. post annual calendar of events on website; brown bag sessions, welcoming program for new administrators, etc.)
5. Offered financial assistance to thirteen administrators requests for professional development funds in the amount of \$8,692.12
6. Invited general body members to join committees and consider serving as a facilitator for Professional Development Day
7. Administrative Association funds were also allocated to support the Professional Development Day

In closing, ongoing efforts and initiatives are continuously discussed to outline a clear purpose and to ensure all practices and activities align with our goal(s). In particular, plans are proceeding with finalizing details for the Professional Development Day and outlining an annual calendar for future events sponsored by the Administrative Association.

All required reports and tasks have been submitted and completed in a timely manner. At the end of the 2015-2016 year, the Administrative Association has accomplished some identified goals. The committee is working diligently to accomplish several pending goals over the next year. To achieve the magnitude in which we aspire, it will involve innovative ideas, guidance from seasoned professionals and commitment from all of those who desire support to grow in their professional roles and wish to experience positive change with the constituent group.

MEMORANDUM: End of Year Report to Executive Staff Member

To: Beth Lunde, Association Vice President of Human Resources
From: Sara Hair, Classified Association Chair
Date: June 30, 2016
Subject: Governance Committee End of Year Report 2015-2016

Charge:

No charges delivered.

Goals/Planned Actions/Approved Motions:

1. In congruence with the Strategic Plan – Goal 2; Objective 1, the Classified Association will work to capitalize on Professional Development investments through technology and collaboration.

The fall 2015 Professional Development Day on October 23, 2015 focused utilizing technology in lasting way through video recording of the day which included keynote presentations and activities. This resulted in a comprehensive video of the day that employees, regardless of ability to attend on day long development, can benefit from at any time to further their professional growth.

A comprehensive electronic survey form went out to those in attendance and of the 126 that attended 64 completed the survey which indicates a 50.7% response from attendees. The Association took this feedback, and with the colleges Strategic Plan Goal 2; Objectives 1-3 in mind, worked to develop Professional Development Day outcomes and objectives to be used as a framework for future professional development.

There were 126 staff members in attendance at the fall development. As part of the desire to connect to the community over 400 pounds of food and \$71.00 was donated to the Food Bank of Hampton Roads.

The spring 2016 Professional Development In-Service training on March 10, 2016 focused on transitioning the professional development of classified staff to an “in-service training”. The goal of this shift was provide a comprehensive buildable development training program in alignment with the office of Human Resources Training and Development initiatives. This shift also was enacted to reshape the perceptions of “Professional Development Day” and to refocus employee engagement with the semi-annual event. This realignment has begun the first level of learning objective development that addresses Strategic Plan Goal 2; Objective 1.

The collaboration between HR and the Classified Association for this In-Service training resulted in positive feedback from those in attendance. In addition, due to utilizing speakers provided through our CommonHealth programs and use of campus facilities, the classified association was able to have no overhead costs for this event outside of Aramark catering. There were 113 staff members in attendance at this spring's training. Through evaluation responses (82.5% response rate) the feedback suggests a continuance on the objective driven "In-Service" training. Of note, the fall 2015 training brought 24 and the spring 2016 brought 27 employees that had never attended with desires to continue participation.

In support of the community the participants donated a van full of food and \$50.00 cash to OASIS homeless shelter in Portsmouth.

The Classified Association will continue to look for cost savings, ways to leverage technology in professional development, and collaboration opportunities with faculty, staff, and departments. This will allow the institution to offer more objective driven development opportunities for classified staff.

2. Assist the AVP for Student Success in the charge to streamline and update all governance pages for the college to ensure consistent and accurate information on the public facing governance pages.

Updated, revamped, and redesigned the Classified Association constituent page to align with the redesigned governance pages of the college. Provided minutes in a single updated template format, rewrote and redesigned the professional development funding application steps, and clearly identified membership, members and opportunities for development.

3. Work to educate and engage the campus staff on the college accreditation and QEP process for the institution.

Met with the college accreditation team on May 4, 2016 and received education on the formal accreditation process for the institution, educating peers, and the QEP area(s) of development. The association contributed feedback to the QEP process and had questions answered by the facilitation team.

4. Review submission packets and select the Support Staff of the Year recipients.

A committee was formed with representatives from each campus to review and select the Support Staff of the Year, and the Part-Time Support Staff of the Year recipients.

Recipients identified from the committee are Mrs. Estelle Bussey – Chesapeake Advising (full time) and Mrs. Holly Desteli – Chesapeake First Year Success (part time).

Other:

- Worked in conjunction with Betsy Foushee in the grants office to pursue the Paul Lee grant for professional development. After completing the necessary writing process the grants office decided to not pursue the grant due to its small dollar amount. Instead it was suggested to connect with individuals that could provide speaker services. This was disappointing as the goal

wasn't the speaker but the connection with Paul D. Camp and Eastern Shore CC. The Classified Association has remained in contact with the representatives at Paul D. and Eastern Shore and plan to invite them to the fall 2016 Professional Development Day.

- Provided input and feedback for the Diversity and Inclusion Statement for the college. The Classified Association will incorporate this statement into its bi-laws.
- Joyce Banks retired and Cheyanne Askew is the Chesapeake Campus representative on the Association.
- Inda Walker resigned as Secretary and Mrs. Peggy Manuelito has taken over this role for the Association.
- Participated in community service initiatives with the Salvation Army (stocking collection for Christmas) and with the H.E.R. Shelter (food servers and site coordination) in their annual flag football fundraising tournament.
- Worked in conjunction with the Human Resources department and Davine Faulks-Brayboy to coordinate facilitators for the spring 2016 in-service training.
- Reviewed Classified Association constitution in order to ensure the most inclusive and up to date language and processes. After communication with AVP Lunde we will review once more in June and take a final vote of approval at that time.
- Extensive conversations have been had regarding the timing and success of the offerings of professional development at the college and the role the association plays. The association has charged the Chair with submitting a proposal to AVP Lunde and President Kolovani that includes identified areas of need, proposed ideas, and data from classified staff evaluations. Proposal will be provided to President Kolovani prior to the June 22nd meeting with Classified Association.
- The Association discussed the potential for a Classified Staff Leadership Academy as a collaborative effort between HR Training and Development and the Classified Association to develop leadership and management skills in rising managers/supervisors.
- AVP Lunde has opened collaboration with the Classified Association to provide feedback on New Hire Mentoring Program. The Association will provide feedback to Davine Faulks-Brayboy and AVP Lunde
- Elections will be held on the June 22nd meeting date for the 2016-2017 year