

TCC PAPC Meeting Minutes

Date: Friday, December 1, 2017

Time: 2:00 p.m. - 4:00 p.m.

Location: District Office - Large Conference Room

Attendance: Joseph Fairchild (PAPC chair) (Presidential appointee); Monica McFerrin (Ex-Officio PAPC chair); Jeffrey Boyd (Executive Staff appointee); Blair Rhodes (Administrative Association chair); Toni Dixon (Classified Association chair); Adam Hess (Student Government Association Federation Council chair); Beth Callahan (Administrative Association appointee, in place of Sarah Lupton); Nancy Jones (Classified Association appointee); Ané Pearman (Classroom Teaching and Learning with Technology Committee chair); Mary Gable (Curriculum Committee chair); William Connor (Global and Intercultural Committee chair); James Hines (Internal Relations Committee chair); Josh Howell (Instruction Committee chair); Matthew Watts (Online Learning Committee chair); Emily Hartman (Student Success Committee chair); Batanya Gipson (Workforce Solutions Committee chair); Sarah Falls (Libraries); Tom Geary (Faculty Professional Development Committee chair); Nancy Prather-Johnson (College Faculty Senate appointee).

Absent: Danielle Giscombe (Counselors); Karen Campbell (Presidential appointee); Laura Soulsby (Presidential appointee); Judy Gill (College Faculty Senate chair).

Guests: None.

I. Call to order

- a. The PAPC meeting was called to order by Joseph Fairchild (PAPC chair) at 2:02 p.m.

II. Corrections and approval of the minutes of the previous meeting

- a. A motion to accept the minutes without changes was unanimously approved at 2:04 p.m.

III. Officer Reports

- a. Chair – None.
- b. Secretary – None.

IV. Committee Reports

A. Administrative Association

- a. A proposed suggestion for the constitution was presented at the November meeting. Those proposed changes include the inclusion

of professional librarians and counselors to be able to attend professional administrator's meetings.

B. Classified Association

- a. The association is working toward its professional development day in March. It will be held on the Portsmouth campus in building A.

C. Classroom Teaching and Learning with Technology Committee

- a. Apple TV switches arrived and worked effectively with the analog to digital converters.
- b. There are many vacancies on the committee that need to be filled.
- c. The Syllabus Builder has been updated by Learning Technologies.
- d. There is a survey on equipment usage going to faculty who use the classrooms; it will not apply to online instructors.
- e. In spring 2018, there will be a push for increased usage of the distance learning classrooms. Multiple classes can be combined asynchronously in a distance learning setting, though this could pose issues in terms of security, scheduling, and the presence of a proctor in each physical classroom. There is at least one distance learning classroom available on each campus.

D. College Faculty Senate

- a. The Senate met on Thursday, Nov. 2.
- b. The Senate discussed its resolution to the President regarding the dean's restructuring. The President's response agrees that advising and Guided Pathways needs to be focused, but the restructure does need to occur. A department chair proposal has been shared.
- c. A salary equity study was discussed. The President responded that there will not be a salary equity study conducted due to budgetary restrictions.
- d. Chairs of each campus have been planning the Jan. 4 work session around Guided Pathways. An invitation with agenda and reservation will be sent out early next week. Attendees will see the technology (Navigate) behind Guided Pathways and how it helps our students. The work session will be focused on developing a default curriculum for each pathway. Planning sessions for P.A.C.E. on experiential learning will be next Thursday and Friday.
- e. The Senate meets on Thursday, Dec. 7 in Chesapeake.

E. Curriculum Committee

- a. There have been many course changes as recommended. A few new proposals are courses associated with an A.A.S. in Medical Stenography, a co-op component of the trucking curriculum, a new career study certificate for photographic arts, and an A.A.S. in

- hospitality management with a specialization in event planning.
 - b. The committee used the shared governance portal on Blackboard to conduct its last meeting.
 - c. There has consistently been a vacancy for Engineering Technology, and there is a vacancy for Industrial Technology. The committee will amend its by-laws to remove the Engineering Technology representative.
- F. Executive Staff
- a. The new risk management policy (4307) is in place.
 - b. Graduation on Saturday, May 12, 2018 will be held closer to noon – as opposed to the usual 10 a.m. – due to a scheduling conflict at the Constant Convocation Center. The official time has not been determined yet.
- G. Faculty Professional Development Committee
- a. The committee met on Tuesday, November 14 in Virginia Beach.
 - b. The committee filled its vacant adjunct position, but is still looking for an Engineering, Applied Technology, and Industrial Technology representative, an Information System Technologies and Computer Science representative, and an academic dean.
 - c. The committee discussed progress of the New Faculty and Adjunct Academies and brainstormed ways to connect New Horizons presenters and attendees with TCC Batten Center professional development opportunities.
 - d. John Morea attended to review updates to the Syllabus Builder and received the unanimous approval of the committee in making those changes.
 - e. The FPDC discussed the Faculty Guild, a possible supplemental option for professional development opportunities at TCC. The committee unanimously rejected it.
 - f. The committee meets again this upcoming Tuesday, Dec. 5 in Chesapeake.
- H. Global and Intercultural Learning Committee
- a. The committee has not met since the last PAPC meeting.
 - b. There is a dean vacancy, one vacancy for Chesapeake, and two vacancies for Virginia Beach.
 - c. The WorldQuest student participants finished in second place at their event.
 - d. The Potlatch event was held in November and deemed a success. It included presentations.
- I. Instruction Committee

- a. The committee met on Friday, Dec. 1.
 - b. The committee discussed grammatical issues with by-laws.
 - c. A major concern for General Education Assessment is that it is missing 20 reports from faculty members despite repeated attempts to contact them. This lack of 20 reports mirrors the numbers from last year. Faculty not submitting to assessment are a majority full-time.
 - d. Subcommittees have been formed to address charges for the year. The Instruction Committee feels that one of its charges is better suited for the Curriculum Committee.
 - e. A possible Civic Engagement ad-hoc committee will be discussed with Chief Academic Officer DeMarte.
 - f. All members of the committee are signed up for the Blackboard governance portal.
 - g. There has been no participation from deans in meetings this academic year as meetings conflict with Pathway Deans meetings.
- J. Internal Relations Committee
- a. The committee met on Nov. 18.
 - b. A Rewards and Recognition discussion is scheduled.
 - c. The charge from President Kolovani on diversity and inclusion that had not been found prior to the last PAPC meeting was found one day later. This issue has been resolved.
- K. Online Learning Committee
- a. The committee met on Nov. 17.
 - b. There were four charges for this semester. One has already been completed, and two are still underway. One charge was stymied by the lack of feedback on online course review.
 - c. TOP-ELITE is available to faculty who were waitlisted.
 - d. Students who visit the Testing Center on the Virginia Beach campus only are asked to attend at least two hours early to ensure they complete the test on time. The committee discussed the availability of tests and agreed that students could take them in under that two-hour window as long as students are aware of their time limit.
- L. Student Federation
- a. The federation discussed inclusive policies for transgender students, faculty, and staff. The federation has been in contact with various parties engaged in diversity and inclusion policies and procedures at the college, including Jeanne Natali and Christine Damrose-Mahlmann.
 - b. The next meeting is Tuesday, Dec. 5.
- M. Student Success Committee

- a. The committee met on Nov. 1 in Chesapeake.
- b. By-laws have been amended.
- c. All committee members have been added to the Blackboard governance portal.
- d. The next meeting in Wednesday, Dec. 6.

N. Workforce Solutions Committee

- a. The committee met on Nov. 13.
- b. The communication plan continues to be worked on. A draft document has been created. It will be discussed with the advising task force.
- c. The next meeting is Dec. 11.

O. Reports from Subcommittees

- a. No reports.

V. *Open Business*

a. Review and Vote on the PAPC Communication Subcommittee Recommendation on College Communications (PAPC Charge 1)

- i. This recommendation was sent out on Oct. 12 and later discussed at the Oct. 20 meeting. The Office of Institutional Effectiveness was added as the central repository for summaries.
- ii. Campus Faculty Senate chairs expressed concerns but not specific revisions to the recommendation other than a suggestion that “shall submit summaries” be changed to a recommendation since constituency groups are not governance committee and thus cannot be required. PAPC members discussed how the recommendation would be passed on the President, who would then choose whether this becomes a college-wide policy. Members further discussed the language of the first bullet point as being interpreted as a requirement.
- iii. The Senate chairs also expressed that they would like the Town Hall meetings to include questions from the floor.
- iv. “Time permitting, questions from the floor may be accepted at the discretion of the Administrator” was added as an additional bullet point for “Regularly Scheduled Town Hall Meetings.”
- v. Members discussed whether face-to-face meetings might offer a stronger presence than live video.
- vi. Members inquired into the use of the Blackboard shared governance portal instead of SharePoint. The Blackboard site will not remain available in perpetuity; all faculty have access to the SharePoint site.
- vii. A motion to approve the recommendation with the added language

to the “Regularly Scheduled Town Hall Meetings” section was approved unanimously.

b. Discussion: PAPC Charges 2 and 3

i. PAPC Charge 2: “Review the college’s mission statement and develop a vision statement; suggest revisions to the mission if necessary and document the entire process in the PAPC’s minutes. Ensure the mission addresses teaching and learning, clearly defines the college’s function, and conveys the essence of institutional identity. Ensure the new vision statement reflects the mission.”

1. The initial charge #2 was discussed further with President Kolovani. A process for reviewing the mission statement was established, but there needs to be a process (and documentation) for periodic review of the vision statement.

2. Committee and constituency group chairs were asked to relay to their respective members at their next meeting the following questions: “Does the mission statement need to be updated?” and “Should we utilize the same process for reviewing the vision statement that we used last year for reviewing the mission statement?” Answers to those questions will be reviewed in the spring semester.

ii. PAPC Charge 3: “Review the currency the governance committees’ by-laws and meeting minutes and ensure they are up-to-date and accurate.”

1. Many by-laws are outdated due to changes in language. Those new to the college may be confused by positions that no longer exist or have changed. For example, the Executive Staff has been renamed the President’s Cabinet, and most committees and groups have not reflected that change in their respective by-laws.

2. Chairs were asked to relay to their respective groups a review of by-laws for what needs to be changed or updated and to consider the flexibility of meeting dates and locations to ensure fewer conflicts between committees. Changes to by-laws should be tracked clearly for clarity of the revisions.

a. Concerns regarding a flexible schedule were discussed as teaching schedules are sometimes developed with fixed schedules in mind.

b. Adding a clause for emergency meetings was discussed. Members discussed the importance of a fixed schedule for constituency groups.

- c. A schedule of the regular meeting times for governance committees and constituency groups will be developed for the first meeting of the spring semester to review possible conflicts. This list of meetings will tentatively be posted on SharePoint.
- d. The murky concern of representation from each pathway was discussed as pathways are still in flux.

VI. *New Business*

- a. None.

VII. Items from the Floor

- a. None.

VIII. Adjournment

- a. The committee adjourned at 3:23 p.m.

IX. Next meeting

- a. Friday, January 19, 2 – 4 p.m. in District Office – Large Conference Room