

TCC PAPC Meeting Minutes

Date: Friday, January 19, 2017

Time: 2:00 p.m. – 4:00 p.m.

Location: District Office – Large Conference Room

Attendance: Joseph Fairchild (PAPC chair) (Presidential appointee); Judy Gill (College Faculty Senate chair); Adam Hess (Student Government Association Federation Council chair); 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); Batanya Gipson (Workforce Solutions Committee chair); Sarah Falls (Libraries); Danielle Giscombe (Counselors); Karen Campbell (Presidential appointee); Laura Soulsby (Presidential appointee); Beth Callahan attended for Sarah Lupton (Administrative Association appointee); Amanda Burbage for Tom Geary (Faculty Professional Development Committee chair).

Absent: Blair Rhodes (Administrative Association chair); Nancy Prather-Johnson (College Faculty Senate appointee). Monica McFerrin (Ex-Officio PAPC chair); Jeffrey Boyd (Executive Staff appointee); Toni Dixon (Classified Association chair); Emily Hartman (Student Success Committee chair); Nancy Jones (Classified Association appointee).

Guests: None.

I. Call to order

- a. The PAPC meeting was called to order by Joseph Fairchild (PAPC chair) at 2:10 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 2:12 p.m.

III. Officer Reports

- a. Chair – If you haven't turned in a midyear report, please turn it in. Majority are outstanding—Joe must get everything to President by Feb. 15.

IV. Committee Reports

- A. Administrative Association
 - a. Beth sitting in for Sarah, no report
- B. Classified Association
 - a. No report
- C. Classroom Teaching and Learning with Technology Committee
 - a. The survey that was supposed to go out to faculty in Nov, going out in January due to printing delays.
 - b. Charge to speak with constituents, emailed VB faculty and received feedback. CTLTC does not have Norfolk or Chesapeake faculty representation this year. If they have any needs, please communicate with committee.
- D. College Faculty Senate
 - a. No report
- E. Curriculum Committee
 - a. Met in November and approved a new career studies certificate in photographic arts. Changes to horticulture, management and others, IST specializations, cybersecurity, programming apps, one new course in statistical reasoning
- F. Executive Staff
 - a. No report
- G. Faculty Professional Development Committee
 - a. The committee met on Tuesday, December 5 in Chesapeake and Tuesday, January 16 in Norfolk. We also had a Faculty Professional Development retreat in Norfolk on Tuesday, December 12.
 - b. The committee filled its vacant academic dean position as Jenefer Snyder is joining but the committee is again looking for an adjunct to fill a new vacancy.
 - c. On Dec. 5, the committee discussed financial support for those who are presenters at New Horizons 2018, a distance education half-day workshop led by Marsha Jurewicz on Feb. 23, the need for OER course development for GOL 105 and 110, REL 230, PHI 220, ENG 125, and SDV 100, possible speakers and other general planning for Faculty Development Day, and the Guided Pathways work session on Jan. 4 (rescheduled for Jan. 19). Monica McFerrin discussed development of a Facilitator's Handbook for the New Faculty Academy, and Jeanne Hopkins discussed the final review of the Adjunct Faculty Academy before it goes live.
 - d. Dr. Anne Weiss of NASA presented virtually at the retreat on Dec. 12 on digital badging. The FPD team also reviewed its unit goals for 2017-18 and

conducted a SWOT (strengths, weaknesses, opportunities, threats) analysis of faculty professional development at TCC.

e. On Jan. 16, the FPDC discussed digital badging at TCC, various options, costs, and availability of possible speakers at fall 2018 Faculty Development Day, a call for papers for Faculty Development Day, and several recommendations for the New Faculty Academy. The committee also discussed a review of by-laws and flexibility of meeting dates as requested by the PAPC.

f. The FPDC meets again on Tuesday, February 6 in Portsmouth.

A. Global and Intercultural Learning Committee

- a. Wants to be of more help to office of intercultural learning on day trips, film festivals, food festivals.
- b. Planning to come up with some awards related to intercultural learning
- c. Plan to review bylaws to reflect current times
- d. Study abroad to Jamaica is moving forward, open house being scheduled

B. Instruction Committee

- a. Active with subcommittees, template subc. Working on coursebuilder. Instruction committee will be spearheading timeline review
- b. Communication Sub. Working on governance portal
- c. Communication and instruct. Resource, working with fac. Academy to make videos on going through assessment
- d. Working with J. Ferguson for Civic Engagement to gauge how people are using it already

C. Internal Relations Committee

- a. Need to makeup meeting from snow
- b. Still working on awards program, research results are together in a draft, currently being professionalized
- c. Has one vacancy to fill

D. Online Learning Committee

- a. Last meeting cancelled due to Pathways reschedule
- b. Question from Ane: Could there be a master class for online teaching? Would be a populated Blackboard shell. Matthew, could use BB classes that are out there for OER. Ane: Would be helpful for adjunct to see an approved class. Bill: This is called "shared courses."

E. Student Federation

- a. Last meeting failed to make quorum, more information coming soon on Food Service survey.

F. Student Success Committee

- a. No report

G. Workforce Solutions Committee

- a. Met in December, moving along with communications tool for workforce development. Built out in sharepoint, Deans will determine who has access to use as information for students.
- b. Credentializing to integrate with Pathways to help those coming in with credentials move into a degree program.

H. Reports from Subcommittees

- a. None

V. *Open Business*

- a. Revisit PAPC Communications Subcommittee Recommendation on College Communications (PAPC Charge 1)
 - i. Reviewed by the cabinet, concerns with summaries and asked to revisit our recommendations. Faculty Senate is not bound by PAPC, Chair believes that this would set bad precedent. Would it be a better process to submit minutes rather than summaries? Minutes would not duplicate work and be approved by the committee. Concern expressed about minutes, approval process and time-lag—information would be out-of-date if summary not submitted.

Proposed changes: All Governance Committees and the President's Cabinet shall submit summaries of each meeting to the Office of Institutional Effectiveness as a central repository by the 25th of each month. Constituent Groups (Faculty Senate, Administrative Association, Classified Association, Student Senate) are strongly encouraged to submit summaries to the Office of IE by the 25th of each month. The Office of IE will compile those Governance Committee/Constituent Group Summaries and send them via email to TCC All in the first week of each month.

- ii. Instruction Committee opposed to governance town halls being held by distance. Original intent was to make sure town halls would be live, but also make streaming and recorded video available.

Suggested wording: Town hall meetings will be offered quarterly, in-person by the President or members of the President's Cabinet. For

those who cannot attend in person, the meeting shall be streamed live and recorded. Recordings will be made available to the TCC community.

In the 2nd bullet: replace would with will

In the 3rd bullet: “time permitting” removed

- iii. Issues with organizational emails. Will it be easier, or will people use them? Should be a send and receive email address, rather than a “no-reply.”

Should read:

1st bullet: adding

Organizational email addresses to be created i.e., governance committees, constituent groups and others as necessary. (Thus, email recipients would be better advised as to the purpose of the email.)

2nd bullet: original second bullet added to the first bullet. And a new second bullet created that states: This email address will be listed in the drop box for the sending and receiving of email messages.

Motion made to accept changes, and approved.

- b. Bylaw reviews: most committees have been correcting for current climate, adding disciplines as needed and correcting.
- c. Meeting flexibility issue. The Thursday committees were asked to talk with Jim Hines to check with calendar. Jim will share for next meeting. Proposal to create meeting schedule for governance committees in May by PAPC members for next year. Bylaws for each committee will reflect that the meeting day is determined by the PAPC in May.
- d. Mission and Vision statements. Constituency groups will make suggested changes at next PAPC meeting.
- e. Motion made that vision statement process review remains the same, to review in Fall 2018. Motion accepted

VI. Adjournment

- a. 4:32 p.m.

VII. Next meeting

- a. Friday, February 16, 2 – 4 p.m. in District Office – Large Conference Room