

## TCC PAPC Meeting Minutes #

Date: March 1, 2019

Time: 2:00 PM - 4:00 PM

Location: District Office - President's Boardroom

### **Attendance:**

Tom Geary (PAPC chair, Faculty Professional Development Committee chair); !

Matthew Watts (Online Learning Committee chair); !

Ruth Shumate (College Faculty Senate appointee). !

Joseph Fairchild (Ex-Officio PAPC chair); !

Jessica Lynam (Global and Intercultural Committee chair); !

Richie Windley (Internal Relations Committee chair); !

Mary Anne Glanzer (Librarian Appointee) !

Leona Davis-Daniels (Classified Association appointee); !

Gabriela Toletti (Workforce Solutions Committee chair); !

Jessica Morales (Instruction Committee chair); !

Charleston Yancey (Student Federation) !

### **Absent:**

Danielle Giscombe (Counselors); !

James Edwards (Student Success Committee chair); !

David Kiracofe (General Education Committee chair); !

Nancy Jones (Classified Association chair); !

Stacey Deputy (College Faculty Senate chair); !

Linda Williams (Curriculum Committee chair); !

Toni Dixon (Classified Association chair); !

Ané Pearman (Classroom Teaching and Learning Committee chair); !

### **Guests:**

President DeCinque !

Kim Bovee !

- I. Call to order
  - A. The PAPC meeting was called to order by Tom Geary (PAPC chair) at 2:01 PM with quorum.
- II. Corrections and approval of the minutes of the previous meetings
  - A. We reviewed the [November 30, 2018 Meeting Minutes](#)

1. A motion to accept the November minutes with no adjustments was approved unanimously. Motioned by Richie Windley, seconded by Dean Fairchild.

B. We reviewed the [January 18, 2019 Meeting Minutes](#)

1. There was no quorum at the January meeting so these are informational minutes and not official. They were reviewed and will be attached to the November minutes on the website.

III. Officer Reports

A. Chair:

1. Upcoming PAPC deadlines:
  - a) March 15 - Send list of membership openings to Tom Geary
  - b) March 15 - Start elections
  - c) April 15 - Elections should be completed
  - d) May 1 - Officers are named and End of Year report is sent to Tom Geary
  - e) May 15 - Deadline to hold PAPC elections
2. Tuesday March 12, 2019 4:00 PM in Virginia Beach is the next College Board Meeting. Tom Geary will be at a conference and is unable to attend. If you are interested in attending as a PAPC representative then contact Tom.
3. Tom Geary reviewed the website for currency of the various constituent groups and governance committees and the results were sent to the President. There was discussion about the posting of the schedule of meetings for the various committees.
4. Tom Geary asked about people attending PAPC meetings via phone or web conference. Several committees have used web conferencing and phone calls with moderate success. Tom Geary will draft an addition to the bylaws to address this issue and present it at the next meeting.
5. Tom Geary reviewed the process for updating bylaws with the PAPC.

B. Secretary:

1. No report

IV. Committee Reports

A. Administrative Association

1. No report - have not met, do not have a chair

B. Classified Association

1. The Classified Association's Professional Development day is scheduled for March 15 at the Portsmouth campus.

2. The Black Concerns Commission scheduled for March 13 at the VCCS district office in Richmond.
- C. Classroom Teaching and Learning with Technology Committee
1. No report - see Online Learning Committee
- D. College Faculty Senate
1. The College Faculty Senate met Feb 7, at 2:00 PM on the Chesapeake campus.
  2. There was discussion about Pathways and the Advising of students.
  3. The next meeting is next Thursday March 7, 2019.
- E. Curriculum Committee
1. No report - not present
- F. Executive Staff
1. No report - not present
- G. Faculty Professional Development Committee
1. The Faculty Professional Development Committee met on Tuesday, February 5 in Virginia Beach (and virtually) at the Batten Center for Teaching Excellence and meets again this upcoming Tuesday, March 5 at the same location.
  2. The committee confirmed an upcoming Faculty Development Day event. The committee will be working closely with STEM Promise Program Coordinator Jaedda Hall to hold an event on Friday, April 19 on the Virginia Beach campus. The theme will be diversity and inclusion and culturally relevant STEM teaching, and the keynote speaker and workshop facilitator will be Dr. Janice Underwood, Director of Diversity Initiatives at Old Dominion University. The event will have a target audience of STEM faculty, and the committee plans to live stream and record the event.
  3. The Learning Institute Planning Team has confirmed that this year's event will be one day, Tuesday, May 14 on the Portsmouth campus. The central theme will be faculty advising. Faculty who need to submit grades for classes ending on May 13 will have an additional day (May 15) to finish grades. Patricia Parker of the VCCS and Transfer VA is tentatively being invited to speak, and Kelly Miller of EAB Navigate is also tentatively being invited as a speaker. The planning team is planning mock sessions to ensure faculty questions are addressed at the Learning Institute; those mock sessions will be held in Virginia Beach on Tuesday, March 26.

4. The committee discussed changes to the 2018 approved by-laws to reflect the loss of the Faculty Professional Development team. References to the Associate Vice President of Professional Development and the Faculty Professional Development team were cut throughout the by-laws, which will be added to next month's agenda for a vote.
5. John Morea shared Canvas training updates. Shells for summer courses are now available. The semester schedule for training has a lot of Saturday meetings. Class Climate integration is in Canvas. The most common concern so far has been class storage, but that can be easily addressed.
6. The New Faculty Academy reported a proposed update to the year 2 cohort to have members attend at least one governance committee meeting and share a summary, present at an upcoming professional development event (Faculty Development Day, a Regional Center for Teaching Excellence event, a Pathways event, or the year 1 cohort), apply for CPD funding for a professional membership and follow through on Chrome River, and annotation and revise an assignment.
7. Finally, the committee discussed reviving the Batten Fellow. The committee is researching the college's available funds and what would be expected of a Batten Fellow. This would be a competitive process for full-time faculty.

#### H. General Education Committee

1. David Kiracofe submitted a report electronically before the meeting and was unable to attend in person.
2. The General Education Committee (GEC) met on February 8 and quorum was established.
3. Two ! (2) full-time Communications faculty (representing two campuses) were present to answer questions regarding the request for CST 126 to be added to the General Education Approved Transfer Electives list.
4. The Committee unanimously approved CST 126 to be added to the General Education Approved Transfer Electives list. This recommendation was forwarded to Dr. Kellie Sorey, but it was denied on the grounds that the course did not conform to certain SACSCOC guidelines.
5. The Committee proposed verbiage for Policy 2105 regarding the role of the General Education Committee for a revision of that Policy. This was forwarded to Dr. Sorey as well.

6. The next meeting is March 8, when we will continue to review the Social Science Approved Transfer Electives

#### I. ! Global and Intercultural Learning Committee

1. The GILC met twice since the last PAPC meeting
2. The second annual Potlatch event was designed and takes place on March 22 12:00 - 4:00 on the 5th floor of the Norfolk student center. Faculty will bring gifts and share them at the event. The theme is "Everything is Global". Send proposals to Jim Roberts by March 10 for a 10 minute presentation. The best presentation will receive a prize. You do not need to bring a gift to attend.
3. There was also a discussion about the status of the Diversity and Inclusion taskforce and initiatives on campus. It has been proposed that the taskforce reconvene and recommit to provide a plan based on the current levels of services. Dr. McCray has proposed a focus on faculty training with respect to Diversity and Inclusion. The GILC has some rebuttals to this proposal:
  - a) A workshop model is preferred
  - b) There should be a focus on Inclusion as well as Diversity
  - c) The workshop should be voluntary
4. At the !most recent meeting, subcommittees focused on action items: Fulbright program and Trip to Ecuador. The trip to Ecuador, planned for 2020, is looking for participants and will focus on finding for OER. Contact Olivia Reinauer if you are interested.

#### J. ! Instruction Committee

1. Met twice since the last PAPC meeting
2. Worked !on the Civic Engagement rubric which has been time consuming since few previous rubrics have been developed. Looked at assignments which will go into review for the rubric.
3. Jessica !Morales shared the research on the Strategic Planning from the PAPC's subcommittee. Discussed the need for further transparency for the strategic planning process as well as alignment with the VCCS' strategic plan.
4. There is a May 15 deadline for getting course outlines updated. There needs to be time for department meetings at the Learning Institute.
5. Next meeting is April 5, 2019 at 10:00 AM - 12:00 PM at the Norfolk Campus.

#### K. Internal Relations Committee

1. The Internal Relations Committee met on February 21

2. Came up with 3 ideas for improving the results of the next Great Places to Work survey:
  - a) Revive the College-wide town halls but with a different format. There would be one representative from each group e.g. Faculty, Staff, Students, etc. that would gather questions from their group and then present those questions to the President.
  - b) Establish a College wide discussion board to allow people to post questions and comments.
  - c) Livestream the cabinet meetings. Part could be televised with a separate part that is private.
3. These all support the move toward transparency, communication, and collaboration.
4. Further research will determine how these would be done and then present them to the President.
5. This recognition would not go through HR but would be done by a committee and may help change the perception.
6. Their next meeting is March 21, 2019.

L. Online Learning Committee

1. The committee met on Friday February 15, 2019.
2. The committee heard updates from the Department of Distance Learning.
  - a) Distance Learning has deployed the summer Canvas shells that include the TCC Blueprint.
  - b) Representatives from Canvas will be visiting TCC on March 14, 2019 and OLC members were invited to attend.
3. The committee heard brief updates from the subcommittees
  - a) Software Licenses (CTLTC) - The committee approved of the following recommendation: "The OLC recommends that whoever purchases and/or installs software on Tidewater Community College computers documents the purchase, license, and installation on a college-wide centralized list. The Committee makes this recommendation so that a software license is available for re-installation due to malfunction or deletion, and so that the license is available for reassignment when appropriate."
  - b) Quality Online Standards / Online Course Review - the subcommittee had nothing to report

- c) Shorter Durations - A summary of research was shared and the sub committee should have a recommendation to vote on at the next meeting.

4. The next meeting is Friday, March 22, 2019.

#### M. Student Federation

1. Two main focuses this semester:
  - a) Framework for governance: roles, responsibilities, and the transition of power.
  - b) Resolution completed in 2018: The student federation would like to be informed, with at least one month notice where comments could be voiced, before any public policies are changed and a student representative involved.

#### N. Student Success Committee

1. No report - not present.

#### O. Workforce Solutions Committee

1. Met on Monday February 11 and had quorum
2. Establishing and formalizing a process for the student credit equivalency for non-credit program certification e.g. eligibility for receiving credit from a workforce solutions course from our vendors.
3. Dr. McCray discussed the G3 grant that would develop an opportunity to crosswalk from credit to non-credit. This is a planning grant to determine how this would be implemented at TCC and must be spent by October 2019.
4. Calvin Schiedt proposed that the TCC advanced standing process map be brought in front of the committee for review. From that process we can then identify which programs have not been mapped.
5. Batanya Gipson suggested to establish the credits earned on the workforce graduation certificate.
6. Karen Mileer will bring a VCCS list of workforce credentials to the next meeting. Laura Burnham will determine if an equivalency already exists.
7. Next meeting is March 25 with meetings now on the 4th Monday of each month.

#### P. Reports from Subcommittees

1. Best Practices Subcommittee
  - a) The summary from the January meeting was presented.

#### Q. Report from Dr. DeCinque

1. Goal - to get this organization moving forward

2. Challenge - the organization is large and complex
3. Actions will be taken very soon about key issues e.g. Pathways.
4. Meeting next week with the Faculty Senate and provide them with a detailed outline of the process that will answer the FAQs of the faculty. The Senate going to the board is not good for public relations. You will report to someone. You will do some advising - not 400 students. Ultimatums are not a good strategy. Nitpicky questions are not helpful. There will be an assessment and evaluation model to improve the academic structure. Pretty much any structure will work, if we let it work.
5. Will only be here another 6-7 months
6. Town halls will follow and will provide an opportunity to answer questions. President DeCinque will not tolerate attacks. We need your support.
7. We are up 19% in dual enrollment including a breakthrough with Norfolk Public Schools.
8. A group is in place to look at issues with the onboarding process. Curt Wynn and Marian Anderfuren are part of the group.
9. Strategic planning will wait for the next president. The groundwork is being done for when the process begins.
10. Eastern Shore Community College did not meet any parts of the sustainability model. TCC is working on a model to provide some HR and Finance functions to ESCC at a reasonable charge. They have 3 years to reboot.
11. We have a new arrangement with Virginia Wesleyan University where all classes are transferred and students start as Juniors.
12. What is the role of the PAPC going forward? The next president should attend the meetings and be a part of the dialogue. From there decide the role of the PAPC.

R. Report from Dr. Kim Bovee

1. The results of the scanning interest survey were shared.
  - a) Proportion of respondents that are interested in helping ranged from 5% - 20%. The largest proportion (18.8%) were willing to reach out to students.
  - b) Preferred mode of providing input: survey (50%), focus group (25%), town hall (25%).
2. Kim invited herself to the next College Federation meeting.
3. These individuals need to help define their role in the process.
4. The presidential search has not started and we are near the bottom of the list.

V. Open Business

A. PAPC remaining charges for 2018-19

1. Tom Geary reviewed the four charges of the PAPC and stated that we have met charges 3 and 4.
2. Groups were formed to address the remaining two charges:
  - a) Identify strengths and weaknesses of the previous strategic plan
    - (1) Jessica Lynam
    - (2) Jessica Morales
  - b) Develop critical benchmarks of quality for the next strategic plan
    - (1) Tom Geary
    - (2) Richie Windley

VI. Items from the floor

VII. Adjournment

- A. The meeting was adjourned at 4:04 PM

VIII. Next meetings

- A. Friday, April 5, 2:00 – 4:00 p.m. in District Office – President’s Boardroom
- B. Friday, May 10, 2:00 – 4:00 p.m. in District Office – President’s Boardroom