

## TCC PAPC Meeting Minutes

Date: May 5, 2017

Time: 1:00 p.m.-2:30 p.m.

Location: District Office- Large Conference Room

**Attendance:** Monica McFerrin (PAPC Chair) (College Faculty Senate Chair); Sarah Lupton (Administrative Association Committee Appointee); Bobby Rowe (College Faculty Senate Appointee); Jeannie Taylor (Curriculum Committee); Tom Geary (Faculty Professional Development Committee); Jim Hines (Internal Relations Committee Chair); Amanda Leo (Instruction Committee Chair); Cameron Russell (Online Learning Committee Chair); Laura Soulsby (Presidential Appointee); Joseph Fairchild (Presidential Appointee); William (Bill) Conner (Global and Intercultural Learning Committee Chair); Lynn Rainard (Administrative Association Committee Appointee); Michael Williams (Classroom Teaching & Learning w/Technology Chair); Jeffrey Boyd (Executive Staff Chair); Emily Hartman (Student Success Committee Chair); Batanya Gipson (Workforce Solutions Committee Chair); Matthew Watts (Online Learning Committee); Judy Gill (College Faculty Senate); Nancy Jones (Classified Association Appointee).

**Absent:** Sara Hair (Classified Association Chair); Danielle Giscombe (Counselor); Karen Campbell (Presidential Appointee); Griffin Leach (Student Federation Chair); Christine Damrose-Mahlmann (Ex-Officio PAPC Chair); Sarah Falls (Librarian); David Wright (Faculty Professional Development Committee Chair).

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*I. Call to order*

The PAPC meeting was called to order by Monica McFerrin (PAPC Chair) at 1:01 p.m.

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

A. A motion to accept the minutes with noted corrections was unanimously accepted and approved by the general body

*III. Officer Reports*

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

*IV. Committee Reports*

- A. Administrative Association
  - a. Progress for Administrator of the Year Award. Unprecedented number of administrators voting this year.

- b. Need to investigate sources for the Administrator of the Year Award plaque.
  - c. Discussed need to revisit and refine our professional development funds process for 2017-2018.
  - d. Identified a problem with the Administrative Association web page. Two-three reports are currently missing. Will investigate and resolve the problem.
  - e. Members are encouraged to reach out to colleagues to serve during the 2017-2019 terms. Norfolk representative is needed.
  - f. Plan to begin planning for 2017-2018 year at our May meeting. Lynn Rainard is the new chair.
- B. Classified Association
- a. Reviewing constitution for 2017-2018 year
  - b. Looking at incorporating satellite areas in future professional day events
- C. Classroom Teaching and Learning with Technology Committee
- a. Completed all 2016-2017 charges
  - b. The luncheon event was poorly attended. Looking at revamping for future events.
  - c. Completed 2017-2018 elections on May 5, 2017
- D. College Faculty Senate
- a. Elections have concluded. Judy Gill is new chair.
  - b. Discussed a future ad hoc committee. Still being discussed as votes were ½ yes and ½ no.
- E. Curriculum Committee
- a. Recommended to approve the continuation of the Nurse Aid certification-two new course outline.
  - b. Formulation of promotions committee.
  - c. Recommended curriculum development training .
- F. Executive Staff
- a. Many budget meetings to discuss and implement college-wide layoffs.
  - b. Programs will be identified for the major gifts campaign.
- G. Faculty Professional Development Committee
- a. Learning Institute will be May 10-11
  - b. Tom Geary was voted as chair for 2017-2018.
  - c. The Learning Institute and Faculty Development Day proposals will be June 1, 2017.
- H. Global and Intercultural Learning Committee
- a. All 2016-2017 charges have been met or currently completed charges.

- b. He also indicated that the committee would be reviewing study abroad proposals which were solicited by the Intercultural Learning Center: One is expected to be funded this year and the country will be Jamaica. GILC will make its recommendation to Dr. DeMarte.
  - c. Retreat was on April 22, 2017. Future day trip retreats to DC and/or Richmond were discussed as a possibility.
- I. Instruction Committee
- a. New Chair and Reporter have been voted on for 2017-2018.
  - b. Completed all 2016-2017 charges and have begun writing proposals for 2017-2018.
  - c. Discussed promotions- have not voted on recommendations.
  - d. IC approved a document defining its role in support of Guided Pathways.
  - e. IC has established an Instructional Resource Repository webpage that is housed within LibGuides on the Library Homepage and is now live for faculty to  
access: [libguides.tcc.edu/instructionalresources](http://libguides.tcc.edu/instructionalresources)
- J. Internal Relations Committee
- a. The Awards and Recognition was complete 309 people responded to include 16 pages of written responses. Will be available on SharePoint soon.  
A IRC DI subcommittee is being set up is being set up to turn the survey results into a plan. Will be reviewing other community college's processes on similar data
  - b. Beth Lunde and Susan James will be contacted regarding proposed plan for feedback and implementation.
- K. Online Learning Committee
- a. Charges for the year completed or near completion.
  - b. Elections for positions from the Norfolk campus and officer positions will take place in May
  - c. Definition of an "online course"
    - i. Policy 2111
    - ii. Need to craft email to faculty to include options for proctored tests, any meeting or activity that may require an on-campus presence. The student has to be able to participate without coming to campus if he/she chooses not to or is unable to.
    - iii. NOVA and other colleges/universities' online policies will be viewed and discussed.
    - iv. Proposal for 2017-2018 is to develop a procedure manual for the betterment of online students.
  - d. OLC Blog

- v. So far, there have been 538 (March/April) total page views to <http://tccolc.weebly.com>.
  - e. Learning Institute sessions
    - vi. Accessibility – Matthew
    - vii. Student verification/authentication – Cameron and Virginia
  - f. Updating the TCC Website Governance page for OLC
  - g. OLC Bylaws updated
- L. Student Federation
  - a. Federation meeting to initiate new members will take place on May 9, 2017 at the Virginia Beach Campus.
- M. Student Success Committee
  - a. Completed all charges
- N. Workforce Solutions Committee
  - a. Presented WS Committee Bylaws. PAPC committee voted and approved proposed bylaws—unanimously with the recommendation to replace meta major with career pathways.
  - b. Looking at meeting days to align with PAPC meetings.
- V. *Open Business*
  - a. Promotions Committee Proposal
    - i. Not supported by Faculty Senate. Motion to remand to task force-approved unanimously.
- VI. *New Business*
  - a. Elections
    - i. Secretary nominations- Only nominee was Tom Geary. Approved unanimously.
    - ii. Chair Nominations- Jim Himes and Joe Fairchild. Joe received an unanimous vote from the PAPC committee.
- VII. Items from the Floor – NONE
- VIII. Adjournment – 2:05 p.m.
- IX. Next meeting: Fall 2017 - TBD