

TCC PAPC Meeting Minutes

Date: May 11, 2018

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); Ané Pearman (Classroom Teaching and Learning with Technology Committee chair); Mary Gable (Curriculum Committee chair); William Connor (Global and Intercultural Committee chair); Matthew Watts (Online Learning Committee chair); Batanya Gipson (Workforce Solutions Committee chair); Tom Geary (Faculty Professional Development Committee chair); David Kiracofe (General Education Committee chair); Judy Gill (College Faculty Senate chair); Emily Hartman (Student Success Committee chair); Karen Campbell (Presidential appointee); Sarah Lupton (Administrative Association appointee); Nancy Prather-Johnson (College Faculty Senate appointee).

Absent: Jeffrey Boyd (Executive Staff appointee); Toni Dixon (Classified Association chair); Adam Hess (Student Government Association Federation Council chair); Nancy Jones (Classified Association appointee); Blair Rhodes (Administrative Association chair); James Hines (Internal Relations Committee chair); Josh Howell (Instruction Committee chair); Sarah Falls (Libraries); Danielle Giscombe (Counselors); Laura Soulsby (Presidential appointee).

Guests: Stacey Deputy (College Faculty Senate incoming chair).

I. Call to order

- a. The PAPC meeting was called to order by Joseph Fairchild (PAPC chair) at 2:08 p.m.

II. Open Business

- a. PAPC Charge 1: PAPC Communication Recommendation
 - i. This charge has already been completed.
- b. PAPC Charge 2: Mission and Vision statement
 - i. This charge has already been completed.
- c. PAPC Charge 3: Chairs update as to whether bylaws and minutes are up to date and posted on the college website. Various Governance Committees to present bylaw changes for approval by the PAPC
 - i. The Global and Intercultural Learning Committee (GILC) shared its by-law updates.
 1. A note was added that all campuses should be represented.

Approved September ?, 2018 at ??? p.m.

2. The number of librarians was changed from two to one.
 3. The term “pathway” was added to the academic deans.
 4. In the case of time sensitive action items, the chair can now call for a virtual vote. These votes will be binding if the votes constitute a quorum.
 5. The committee will discuss and request a PAPC appointee when the need is present.
 6. What constitutes a quorum was clarified to be 50% plus one.
 7. Additional chair and secretary responsibilities were taken from the PAPC recommended language.
 8. How a PAPC appointee is determined by the committee is discussed. Concerns about the representation of faculty on the committee as it relates to number of committee members per pathway relative to its size are addressed.
 9. A motion to approve the amended by-laws is passed with a vote of 12 yay, 2 nay, and 1 abstention.
- ii. The Classroom Teaching and Learning with Technology Committee (CTLTC) shared its by-law updates.
1. Membership structure was changed from two faculty members from each campus to one in an effort to help make quorum on a regular basis.
 2. Concerns about the membership makeup and representation from faculty were addressed.
 3. Changes to reflect departments that will no longer exist and updates to language were made.
 4. A motion to approve the amended by-laws is passed with a vote of 11 yay, 2 nay, and 1 abstention.
- iii. The Workforce Solutions Committee (WSC) shared its by-law updates.
1. The committee chose to update its membership to include one faculty member from each pathway in an effort to consistently make quorum.
 2. Ex-officio members are updated to not be voting members.
 3. Other language updates include an inclusion that continuing members are also eligible to vote in elections, changes to language (Executive staff to President’s cabinet), and “excluding vacancies” to what constitutes a quorum.
 4. Concerns about the membership makeup and representation from faculty were addressed. The restructuring and pathways implementation are discussed, and the PAPC chair clarifies

- that pathways still exist during the restructure.
5. A motion to approve the amended by-laws is unanimously passed.
- iv. The Online Learning Committee (OLC) shared its by-law updates.
1. QM certification is cut from “teaching faculty, qualified to teach online” since it is no longer used by the college.
 2. “Student services dean” was changed to “Student services representative” after many efforts to find an available dean for the committee.
 3. Elections of officers were updated from “in May” to the last meeting of the semester.
 4. The Administrator’s Work Day session was originally cut from the list of responsibilities for the chair but then added back into the by-laws.
 5. Additional chair and secretary responsibilities were taken from the PAPC recommended language.
 6. The title for the Executive Vice President of Academic and Student Affairs is updated in a second mention in the by-laws.
 7. A motion to approve the amended by-laws is passed with a vote of 13 yay and 1 nay.
- v. The Faculty Professional Development Committee (FPDC) shared its previously PAPC-endorsed by-law updates.
1. The committee’s changes, which were already presented to the PAPC at the Feb. 16, 2018 meeting, were shared again for approval.
 2. Additional chair and secretary responsibilities were taken from the PAPC recommended language but not included in the by-laws.
 3. Concerns regarding the membership makeup by pathways instead of discipline clusters are addressed.
 4. A motion to approve the amended by-laws is passed with a vote of 13 yay and 1 nay.
- vi. Curriculum Committee shared its by-law updates.
1. One amendment to the by-laws presented to the PAPC to reflect an annual review of course substitutions and waivers is included as an attachment, but it has not been approved by the committee yet.
 2. A change to faculty representatives is shared to reflect a cut to Engineering Technology. This will be rolled into Industrial Technology.

3. The schedule for meetings is changed to be more generic (from “the third Thursday of every month at 2 p.m.” to “once per month during the months of September, October, November, January, February, March, April, and June”).
 4. A concern regarding the placement of ECO from Social Sciences instead of Business Management is raised.
 5. The title of the Executive Vice President for Academic and Student Affairs is updated to be current under section VI.
 6. Clarification regarding the use and selection of PAPC appointees is offered.
 7. A motion to approve the amended by-laws is passed with a vote of 13 yay and 1 nay.
- d. Approval of the PAPC Bylaw changes reviewed at the Feb. 16, 2018 meeting
- i. The chair reviews the changes made to the by-laws in February including language updates to President’s Cabinet and substantive updates to the College Mission Statement and College Vision Statement. These by-laws were not approved in February as per the two-part process detailed in the by-laws.
 - ii. Updates to the College Mission Statement and College Vision Statement from “chair of the constituent groups” to “chairs of the constituent groups” were noted.
 - iii. A motion to approve the amended by-laws is passed with a vote of 13 yay and 1 abstention.

III. Items from the Floor

- a. The CTLTC and OLC recommend piloting a shared committee (Learning and Technology Committee).
 - i. Holding joint meetings of the committees is recommended as it follows precedent.
 - ii. Revised by-laws that blend the two committees could be proposed after piloting the joint meetings.
- b. The FPDC requests three new PAPC appointees to its committee: Tom Geary, David Wright, and Fred Stemple. A motion to approve these appointees is unanimously approved.
- c. The OLC requests two new PAPC appointees to its committee: Anè Pearman and Kelly Gillerlain. A motion to approve these appointees is unanimously approved.

- d. The GILC requests three new PAPC appointees to its committee: Samuel Duncan, Grace Murray, and Sandra Bryant. A motion to approve these appointees is unanimously approved.
- e. The final approved PAPC Communication Plan is beyond our purview, so any further edits made are not determined by the PAPC. It might take until 2019 for the policy to be completed and implemented.
- f. Committee realignment of membership to pathways was not a PAPC charge or endorsement. Whether it is appropriate for committees should be determined by each committee separately.

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

- a. A motion to accept the minutes with no adjustments is approved unanimously at 3:25 p.m.

V. New Business

- a. Create calendar for 2018-19 governance committee meetings
 - i. There is no current conflict among committee meeting times, though Internal Relations and Instruction Committee meeting times are unknown as of the meeting time.
 1. GILC – 4th Wednesday of each month at 2:30 p.m.
 2. CTLTC and OLC – 3rd Friday of each month at 10:30 a.m.
 3. Administrative – First Wednesday of each month at 9 a.m.
 4. Student Success – First Wednesday of each month at 2 p.m.
 5. Curriculum – Third Thursday of the month (except May, August, and December) at 2 p.m.
 6. FPDC – First Tuesday of the month at 3 p.m.
 7. Gen Ed – Third Friday of the month at 2:30 p.m.
 8. Workforce – Third Monday of the month at 1 p.m.
 9. Faculty Senate – First Thursday of the month at 2 p.m.
 10. Student Federation – Each Friday at 12 p.m.
- b. Elections of officers
 - i. The PAPC moves for and unanimously approves of Tom Geary to be incoming PAPC Chair.
 - ii. The PAPC moves for and unanimously approves of Matthew Watts to be incoming PAPC Secretary.

VI. Officer Reports

- a. Chair – Committee year-end reports are due before May 15.
- b. Secretary – None.

VII. Committee Reports

- A. Administrative Association
 - a. The end-of-year event is Wed. May 16 from 9 – 12 p.m. in Chesapeake. From 12 – 1 p.m., there will be a lunch in honor of award recipient Diane Ryan.
- B. Classified Association
 - a. No report.
- C. Classroom Teaching and Learning with Technology Committee
 - a. The committee met all charges.
 - b. Inclusion of survey of classrooms – a lot of great information from surveys. About 85% of faculty use LT in the classrooms.
- D. College Faculty Senate
 - a. A number of motions made by Faculty Senate were passed from Feb – May. A list of the motions were included in the Faculty Senate minutes.
 - b. Listening sessions and town hall meetings were held by the President on each campus. Faculty questions and input were brought to the listening sessions. Now the Senate is comparing notes from each campus town hall to consider a faculty response. The town halls addressed some questions and concerns.
 - c. The Testing Centers proposed changes in hours due to budget restrictions. Each Dean of Student Services went to the campus senates to solicit feedback. Each campus senate was responsive in soliciting faculty input and suggestions. The proposal that was accepted for the testing center was that despite shortened hours, at least one night each week (until 9 p.m.) would be provided on each campus for student availability.
 - d. The Joint Use Library adjusted its hours. Steve Litherland showed the College Senate the statistics behind the decision. A proposal to stay open later one night a week was suggested for all libraries.
 - e. Stacey Deputy is the new chair. Judy Gill is the new secretary. Tom Siegmund is the treasurer.
 - f. Siabhon Harris is the new chair in Portsmouth. Maureen Cahill is the chair in Virginia Beach. Sarah DiCalogero returns as chair in Norfolk. There is no chair currently in Chesapeake.
- E. Curriculum Committee
 - a. Since the last PAPC meeting, a new A.A.S. in Technical Studies was approved.
 - b. All membership openings have been filled except English and Development English.
 - c. New positions were added. Linda Williams will be the incoming chair.

F. Executive Staff

- a. No report.

G. Faculty Professional Development Committee

- a. The FPDC met three times since the last PAPC meeting: March 13 in Virginia Beach, April 3 in Chesapeake, and May 1 in Norfolk.
- b. The committee met all charges and submitted its Year-End Report.
- c. The March 13 meeting was the first of the year that did not reach quorum as only 6 of the 9 in attendance were committee members. The committee still discussed the New Faculty Academy third year project focused on one of the four FDEP domains, the Learning Institute, and the development of focus groups to discuss professional development opportunities at the college.
- d. The April 3 meeting resulted in unanimous approval of our PAPC-endorsed by-laws updates as well as unanimous endorsement of the New Faculty Academy third year project. We also reviewed assessment methods for both the NFA and the Adjunct Faculty Academy and planned speakers and the call for proposals for Faculty Development Day. Finally, the committee reviewed its openings for (re-)election and discussed digital badging.
- e. The May 1 meeting centered on the development of various position statements and inquiries regarding the future of faculty professional development at the college in the wake of staff and administrative layoffs effectively eliminating the Professional Development team in its current form. The committee drafted a memo to Executive Vice President for Academic Affairs Daniel DeMarte. The committee also reviewed the successes of the New Faculty Academy and Adjunct Faculty Academy, discussed final Learning Institute plans, reviewed alternative options for Faculty Development Day, and held officer elections. Tom Geary was re-elected as chair, and Jeanne Hopkins was re-elected as recorder. With the by-law changes and committee elections, the committee loses a few long-standing members in Liz Briggs and Letty Stone. The committee also loses its Professional Development team members due to layoffs. Rhonda Goudy and Cheryl Nabati were re-elected, and four vacancies remain in the Health Professions Pathway, Computer Science and IT Pathway, the Manufacturing and Transportation Pathway, and the Maritime and Skilled Trades Pathway.
- f. The FPDC meets again on Tuesday, June 5 in the Portsmouth Batten Center for Teaching Excellence.

H. General Education Committee

- a. No report.
- I. Global and Intercultural Learning Committee
 - a. The committee voted on its final report that it satisfied all charges.
 - b. The GILC found a lot of missing information on its governance web site and sent updates to the web site.
 - c. Jessica Lynam is the new chair. There is no new secretary yet.
 - d. Four pathways need representation: Public and Professional Services, Health Professions Pathway, the Manufacturing and Transportation Pathway, and the Maritime and Skilled Trades Pathway.
 - e. There is no representation from the Chesapeake campus yet.
- J. Instruction Committee
 - a. No report.
- K. Internal Relations Committee
 - a. No report.
- L. Online Learning Committee
 - a. The last meeting of the semester was in April.
 - b. Matthew Watts was elected as chair. Forrest Crock was elected as vice chair. Bill Connor is the new secretary.
 - c. Year-End Report was sent to the PAPC. All charges except one were met. The Online Course Review charge was not met since the data was not received. The review was ended at 35% and there could not be conclusions made about the partial data.
 - d. Charges for next year have been established with Dr. DeMarte.
 - e. All positions have been fulfilled except a student position.
 - f. The next meeting is Sept. 21.
- M. Student Federation
 - a. Campus elections should be concluding soon.
 - b. Stipends usually given to chairs may not be present due to budget cuts.
- N. Student Success Committee
 - a. The last meeting was held in March, but there was no quorum.
 - b. The uncompleted charge on tailored orientation sessions was discussed at length.
 - c. Three out of four charges were met by the committee.
- O. Workforce Solutions Committee
 - a. March and April meetings did not make quorum.
 - b. By-laws were voted on electronically and passed.
 - c. Several vacancies need to be filled and pathway deans were contacted. Those vacancies are in Maritime, Health Professions,

Engineering Science and Math, and Arts & Humanities.

d. May 21 is the next meeting. New chair and secretary will be voted on.

P. Reports from Subcommittees

a. No reports.

VIII. Adjournment

a. 4:11 p.m.

IX. Next meeting

a. Friday, September 28, 2 – 4 p.m. in District Office – Large Conference Room