

TCC PAPC Meeting Minutes

Date: 11/20/2015

Time: 1:00 p.m.-3:00 p.m.

Location: President's Board Room, District Office, Norfolk

Attendance: Christine Damrose-Mahlmann (PAPC Chair); Jeannetta Hollins (Administrative Association Committee Chair); Sarah Lupton (Administrative Association Appointee); Nancy Jones (Classified Association Appointee); Monica McFerrin (College Faculty Senate Chair); Danielle Giscombe (Counselor); Forrest Crock (Curriculum Committee); Jeffrey Boyd (Executive Staff Chair); David Wright (Faculty Professional Development Committee Chair); William (Bill) Conner (Global and Intercultural Learning Committee Chair); Jeff Dunbar (Internal Relations Committee Chair); Sarah DiCalogero (Online Learning Committee Chair); Michael Williams (Classroom Teaching and Learning with Technology Committee Chair); Don Mendonsa in absence for Amanda Leo (Instruction Committee Chair); Karen Campbell (Presidential Appointee); Laura Soulsby (Presidential Appointee);

Absent: Sara Hair (Classified Association Chair); Amanda Leo (Instruction Committee Chair); Kelly Gillerlain (College Faculty Senate Appointee); Abbie Basile (Librarian); Joseph Fairchild (Presidential Appointee); Bryan Hurdle (Student Federation Council); Student Representative (?); Tiffanye Sledge (Student Success Committee Chair); Workforce Solutions Committee Chair (No appointee identified)

I. Call to order

The PAPC meeting was called to order by Christine Damrose-Mahlmann (PAPC Chair) at approximately 1:05pm.

II. Guest Speakers - None

**III. Corrections and approval of the minutes of the previous meeting
Minutes for October 30, 2015**

A. Correction

1. Correction of the meeting time
2. Last meeting minute date
3. Online Learning Committee report: Office of Information Systems was corrected to read "Office of Learning Technologies"

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

IV. Reports

A. Officer Reports

1. Chair – Meeting with the President, Dr. Toscano, & Curt Aasen regarding Vision Statement Survey is scheduled to occur on December 1, 2015. At the conclusion of the meeting a survey will be developed and distributed throughout the college for input
2. Secretary – **No report**

B. Administrative Association (**Jeannetta Hollins**)

1. Administrative Association General Body Meeting held on November 12, 2015 at the Virginia Beach Student Center
2. 17 attendees and some volunteers were identified to serve on the Faculty Grievance Board; Campus Deans were contacted to assist with identifying other members for vacancies
3. Members were also identified to serve on various subcommittees
4. AA Executive Board will meet on December 1, 2015 to determine whether a repeat general body meeting to assess the needs of TCC Administrators is necessary to move forward with plans to best serve the staff in efforts to revitalize the committee

C. Classified Association (**Nancy Jones**)

1. Next scheduled Professional Development day is March 10, 2016 at the Portsmouth Campus

D. Classroom Teaching and Learning with Technology Committee – **No Report**

E. College Faculty Senate (**Monica McFerrin**)

1. November 7, 2015 – Faculty Senate of VA representatives from across the area met to discuss various issues
2. Revised by-laws
3. Continuing to draft Teaching Faculty evaluation forms
4. Hosting Mental Health discussions on each campus to provide an opportunity for faculty to ask relevant questions regarding mental health issues and community college students; Date, Time, & Location: TBD
5. Recent representative stepped down from faculty senate and currently seeking a replacement

F. Curriculum Committee (**Forrest Crock**)

1. Last meeting approved several procedural changes and curriculum related items (courses, programs, etc.)
2. Postponed the discussion of the diversity statement inclusion until after the holiday for greater input

- G. Executive Staff (**Jeff Boyd**)
 - 1. Completing purchase for CRM program
 - 2. Guided Pathways is an emerging strategy among community colleges nationwide, designed to improve student success and completion rates. Guided Pathways are one of three priorities that we will address in SEM Phase III: Academic Advancement
 - a. Meeting scheduled for December 4, 2015 to further discuss

- H. Faculty Professional Development Committee (**David Wright**)
 - 1. First Learning Institute Planning Committee meeting on Tuesday, December 1st from 2:30-3:30pm in room 502 – 5th floor of the District Green Building
 - 2. Purpose of the meeting is to plan for the 2016 learning institute on May 11th and 12th
 - 3. Discussion of changing the name of Faculty Professional Development Day to a title which may create more excitement among the faculty
 - 4. Suggestions from other members to conduct professional development days after Labor Day or Tuesday prior to Thanksgiving break

- I. Global and Intercultural Learning Committee (**William Conner**)
 - 1. Last meeting held on 11/19/2015
 - 2. Sub-committees completing tasks for:
 - a. developing cultural competency for faculty and students
 - faculty competency project will conclude at the end of the academic year and spring for the student version
 - b. Grant funding/writing
 - c. International courses (transfer courses to TCC)
 - 3. Several faculty members and students attended the “World Quest” sponsored by the World Affairs Council on November 19th. at the Double Tree Hotel in Norfolk. Each team, the faculty team and the student team, made a respectable showing.”
 - 4. Discussion about the use of Web X to conduct meetings to increase the likelihood of a quorum for meetings
 - a. May create 2 types of attendees (active & limited)
 - b. Suggested use for emergencies only
 - c. Set parameters regarding the number of meetings conducted via Web X

- J. Instruction Committee (**Don Mendosa in absence of Amanda Leo**)
 - 1. Last meeting held on November 11, 2015
 - 2. Discussed assessment issues and how different schools use assessments to make decisions
 - 3. Requested disciplines to review and recognize language of rubrics to determine definitions and eliminate items unused

- K. Internal Relations Committee (**Jeff Dunbar**)
 - 1. Last meeting held on November 19, 2015

2. Met with Kim Bovee regarding website and inoperable links
3. Established an ad hoc committee to revise by-laws and purpose statement
4. Consulted Human Resources regarding “New Employee” sponsor program to address training and how to resolve different matters
5. Inquiry regarding on how to determine the recognition of exemplary employees, awards, criteria, selection committee, etc.
6. Inquired with PAPC general body regarding the transfer of information from year-to-year and developing a system for a seamless transition
 - a. Discussion included assigning duties to the Vice Chair or Secretary of each committee
 - b. Create a Historian position to maintain records and a Communications position to transfer information
 - c. PAPC Chair suggested that each committee discuss best practices to retain information

L. Online Learning Committee (Sara DiCalogero)

1. Continuous efforts with designing best practices for authentication of online learners
 - a. Current practice is signing in Blackboard
 - b. Recommendations: 1 hour of synchronous office hours – available to students; student id pictures; signature page
2. Addressing matters of updating by-laws

M. Student Federation - **No Report**

N. Student Success Committee

1. The Student Success Governance Committee shall seek to work on the refinement of the 2014/15 pilot proposal such that a faculty training program is developed that more specifically defines what the faculty are expected to do and accomplish as advisors.
2. Last meeting held on November 13, 2015
 - a. Welcomed Angela Scott as the student representative from the Norfolk campus, but still seeking to fill vacancies for a student rep and Counselor from Chesapeake
 - b. There are several concerns and questions about our charge given the focus on Pathways to ensure that our work is relevant.
 - c. Focus on disciplines that do not have an advising program in place and also those that are broad such as liberal arts/sciences and other disciplines that may be identified later.

O. Workforce Solutions Committee - *No committee leadership determined*

V. New Business

A. PAPC - Bylaws Revision

1. Revised meeting dates, location; face-to-face vs. online meetings, etc.
2. The general body was asked to review current by-laws and send edits to PAPC Chair to discuss during next meeting
3. Membership names require updating and new committees should be added to website
4. Updating websites
 - a. Introduced Terrence Johnson – send all website updates and cc PAPC Chair

B. Instruction Committee - Bylaws Revision

1. Included diversity statement
2. Added a “Responsibilities” section
3. Changed membership term to 3-year term
4. Changed number of voting members
5. Attendance (p. 5) “absent 30% and officer (#5) duties were amended
6. Multiple changes were discussed (i.e. the use of “developmental” education to reference foundational Math/English courses; should ECO remain in Social Sciences or Business Mgmt., etc.) - areas of discussion will be directed to the committee
7. Motion was approved to return by-laws with changes to the committee

C. College Faculty Senate Constitution Bylaws

1. Included diversity statement
2. Edits to identify meeting location
3. A motion to accept the by-laws was unanimously accepted and approved by the general body.

D. Internal Relations Committee – Standardization for Dissemination of Hardcopy & Electronic Copies of Minutes, Reports, Rosters, etc.

VI. Next meeting: December 11, 2015 1:30 pm

VII. Adjournment

Meeting adjourned at 2:03 pm

Respectfully submitted,
Jeannetta Hollins