

TCC PAPC Meeting Minutes

Date: November 30, 2018

Time: 2:00 p.m. - 4:00 p.m.

Location: District Office - Conference Room 602

Attendance:

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

Matthew Watts (Online Learning Committee chair);

James Edwards (Student Success Committee chair);

Gabriela Toletti (Workforce Solutions Committee chair);

Mary Anne Glanzer (Librarian Appointee);

Danielle Giscombe (Counselors);

David Kiracofe (General Education Committee chair);

Nancy Jones (Classified Association chair);

Jessica Lynam (Global and Intercultural Committee chair);

Richie Windley (Internal Relations Committee chair);

Jessica Morales (Instruction Committee chair);

Stacey Deputy (College Faculty Senate chair);

Absent:

Joseph Fairchild (Ex-Officio PAPC chair);

Linda Williams (Curriculum Committee chair);

Leona Davis-Daniels (Classified Association appointee);

Toni Dixon (Classified Association chair);

Ruth Shumate (College Faculty Senate appointee).

Ané Pearman (Classroom Teaching and Learning Committee chair);

Guests:

None

I. Call to order

- A. The PAPC meeting was called to order by Tom Geary (PAPC chair) at 2:00 p.m. with quorum.

II. Corrections and approval of the minutes of the previous meetings

- A. We reviewed the [September Meeting Minutes - September 28, 2018](#)

1. A motion to accept the September minutes with no adjustments is approved unanimously at 2:00 p.m (David abstained). Motioned by Jessica Lynam, seconded by Mary Anne Glanzer.

- B. We reviewed the [Previous Meeting Minutes - October 19, 2018](#)

1. A motion to accept the October minutes with no adjustments is approved unanimously at 2:00 p.m (All abstained except Tom, Matt, Mary Anne, and Richie). Motioned by Mary Anne, seconded by Richie Windley.

III. Open Business

A. [PAPC Proposed By-Law Changes](#)

1. Moved General Education Committee to alphabetical location
2. Addition of process for dissolution of a committee
 - a) Remove “new” from first sentence
 - b) Add “proposals for a merger should include updated bylaws for the merged committee.” to third paragraph
 - c) Add “SCGS” to part X.
3. Motion to approve the changes passed unanimously. Moved by Nancy Jones, seconded by Jessica Lynam.

IV. Officer Reports

A. Chair:

1. Tom Geary went to the TCC board meeting on November 13, 2018 at the Norfolk campus. Peggy Layne, with the state board, spoke about issues affecting TCC. Other topics for discussion included: the new automotive technology center and a report from the finance and facilities committee: \$1 million budget shortage will be covered by a reduction in operating and part time personnel budgets. No reductions in full time budget. [Link to Tom's notes](#)
2. Tom Geary met with Dr. DeCinque at his office. He may attend the PAPC meeting in January. Discussed the creation of an Academic Counsel to deal with all things academic. His analysis so far is that things are not being finished, though we have good ideas. Faculty advising should be faculty led. We need to focus on enrollment and recruitment. In response to the communication plan, he would like to enact it and include the lunch meetings he has been conducting. He would like the committee summaries to be included in his presidential newsletter. For our current charges he wants us to look at it holistically. He wants the next strategic plan to not just be words, but something we can actually do. Don't worry about the data, instead identify strengths and improvements we see. Other issues: College-wide textbook adoption and department heads, partnering with ODU on professional development.

B. Secretary:

1. Matthew Watts will be unable to attend the (now cancelled) December 14 meeting and will need someone else to take minutes.

- a) Nancy Jones motioned, Jessica Lynam seconded motioned that we cancel the December 14th meeting.
- b) We discussed the date for the January meeting and decided to keep it at January 18, 2019.

V. Committee Reports

A. Administrative Association

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

B. Classified Association

1. The Classified Association held their Fall Professional Development Day on October 26, 2018 on the Chesapeake campus.
 - a) 94 people attended
 - b) Guest speaker, through the EAP program, presented on change and how it affects or work/lives.
 - c) Curt and Kim's presentation.
2. Next event March 15, 2019 on Portsmouth Campus.
 - a) Need a speaker for Time Management - contact Nancy Davis if you have a suggestion.

C. Classroom Teaching and Learning with Technology Committee

1. No report - see OLC

D. College Faculty Senate

1. No report - not present at the time (see later in the minutes)

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, Nov. 6 in Chesapeake.
2. The committee its new faculty liaison, John Morea. He replaces Fred Stemple.
3. Curt Aasen and Kim Bovee delivered their funding model presentation on performance-based funding and strategic planning.
4. The New Faculty Academy has been preparing for the faculty evaluations. The academy chair Monica McFerrin also met with over 30 veteran faculty about evaluations and the online portfolio.
5. The committee discussed advising-based training for Learning Institute. Faculty Development Day might be replaced by a series of brown bag presentations in Batten Centers. Vice President McCray expressed interest in having faculty out in the community and at

universities. Pathway-based community partnerships could be an option.

6. John Morea reviewed the Canvas trainings and additional content to support the transition to Canvas. TCC is leading the VCCS so far in the number of Canvas courses (180 courses and 73 shells for training). The next nearest VCCS institution is at 100.
7. Committee members discussed and resolved why some IDs aren't opening Batten Centers. There was a coding issue.

H. General Education Committee

1. The General Education Committee (GEC) met on November 9, 2018 and quorum was established.
2. Discussed Gen-Ed policy changes mandated by SCHEV and the VCCS; going from 8 to 6 competencies. Information literacy, oral communication, cultural and social understanding, and personal development are being dispensed with. Quantitative reasoning and scientific reasoning are being recast as quantitative literacy and scientific literacy respectively. The instruction committee will handle any changes to the rubrics. Not sure where professional readiness will be implemented.
3. Discussed plans for review of existing gen-ed elective classes. Should be vetting some courses in the near future.

I. Global and Intercultural Learning Committee

1. Met October 19 with no quorum. Meetings were moved to the fourth Tuesday of every month. Met on November
2. Charges have been approved with the exception of the diversity/inclusion task force, which is still awaiting discussion.
3. International Ed week was the second week in November. GILC collaborated with ILC for activities. Reductions in staff did limit the scope, however there were events each day with healthy student participation.
4. Subcommittees have been created for each charge
 - a) Fulbright proposal - working on grant for study abroad to be done by March with a theme of OER. Plans are to go to Ecuador in 2020.
 - b) Potlatch event - second annual event is scheduled for mid-February and will feature the collective sharing of information, techniques, and tools to further global and intercultural learning e.g. Google Street View being used in a Spanish class.

5. Met on Tuesday November 27, 2019 and heard the presentation from Curt and Kim.
6. Next meeting January 22, 2019.

J. Instruction Committee

1. Met on November 2, 2018.
2. Working on the General Education Policy, specifically developing the Civic Engagement rubric. A rubric from MIT is being used as a model. In small groups, the committee synthesized existing rubrics with SCHEV requirements and TCC's assessment process. They also drafted definitions of key terms e.g. "civic values".
3. Presentation by Steve Litherland on [VIVA OER grant opportunities](#)
Applications are due January 31, 2019.
4. Next meeting December 7, 2019 at the Portsmouth campus

K. Internal Relations Committee

1. Met with the President on November 8, 2018.
2. The "Great Place to Work" survey was discussed.
3. The committee will go into detail and form subcommittees in the January meeting. There will be an emphasis on making everything measurable.
4. The committee had a meeting on November 14, 2018 to hear the presentation from Curt and Kim.

L. Online Learning Committee

1. The committee met for a presentation from Curt Aasen and Kim Bovee on Performance Based Funding on Friday November 16, 2018.
2. The final meeting of the fall semester was earlier today, Friday November 19, 2018.
3. The committee heard updates from the Department of Distance Learning.
 - a) Distance Learning presented Canvas Blueprints which will replace the Blackboard template. The OLC passed a motion that they will be added into all Canvas shells starting with Spring.
 - b) The OLC passed a motion to recommend that "All SDV courses should have the Canvas Student Orientation as an assignment".
4. The committee hear brief updates from the subcommittees
 - a) Quality Online Standards / Online Course Review - started research and has a meeting scheduled for January.

- b) Shorter Durations - started research and a survey to administer to students in the spring.
- c) Software Licenses - proposed two motions but they were sent back to the subcommittee for further discussion.

5. The next meeting is Friday January 18, 2019.

M. Student Federation

- 1. No report - no student member yet.
- 2. Tom Geary heard from Portsmouth SGA president. They have been meeting and are still deciding who should attend. They have been receiving our emails. been keeping them in the loop

N. Student Success Committee

- 1. Met on November 2, 2018.
- 2. Heard the presentation from Curt and Kim
- 3. The charges for the year were presented to the committee, the most important of which is to review the policies related to student affairs.
- 4. Next meeting December 7, 2018.

O. Workforce Solutions Committee

- 1. Met November 12, 2018 with quorum
- 2. Heard the presentation from Curt and Kim.
- 3. Next Meeting December 10, 2018
 - a) Will create two subcommittees for two charges

VI. Open Business

- A. Mid-year reports are due from each committee no later than January 31, 2019. Please allow a few days for the PAPC chair to compile them.
- B. If you have not already sent your charges and vacancies to Tom Geary then please do so.
- C. Other notes from the meeting between Tom and the President. Dr. DeCinque has former colleague, Larry, that can come discuss appreciative inquiry. He would like to bring back the TCC picnic.

VII. Discussion with Curt and Kim

- A. Tom Geary reviewed the [PAPC charges](#)
- B. Kim reviewed the history of the Strategic Plan since 1998
 - 1. DeCroce - problems with rolling over the same plan
 - 2. Kolovani - laudable goals but not measurable/applicable
- C. There was discussion about the relationship between the college's vision and the strategic plan.
- D. Issues: Customer Service, lack of an Academic Plan, getting feedback from staff, adjuncts, etc., work with no follow through e.g. SEM.

- E. Nancy mentioned her failed attempts to enroll in a glass-blowing class as an example of the difficulty with enrollment.
 - F. Tom restated some of the President's remarks he mentioned earlier.
 - G. There was discussion about the issues with having multiple campuses, especially scheduling/canceling classes.
 - H. Jessica M. postulated that the issues are all interrelated.
 - I. Richie discussed the connection between morale and customer service.
 - J. How do we interact with people who do not normally speak up? Town Halls were discussed as a good idea but problematic. Small group discussions, focus groups. Faculty, staff, and administrators need to all be involved. The end goal should be made clear to those involved.
 - K. Kim will begin drafting in the Spring and by Summer there will be two documents: a list that documents where people are (internal audit), and a shorter version that captures the big takeaways. Kim is seeing patterns and from the empirical data will use inductive reasoning to see the big picture.
 - L. Students - how should data be collected from them? In what set of groups should we view them? Who should collect the data?
- VIII. Committee Reports (continued)
- A. College Faculty Senate
 - 1. Passed several motions
 - a) Professional Development funding can be used for first aid or mental health training, regardless of your department.
 - b) Professional Development can be used for jury fees, shipping costs, etc. for visual arts.
- IX. Reports from Subcommittees (continued)
- A. Best Practices Subcommittee
 - 1. No report at this time.
 - 2. Stacey Deputy will assign readings of the research to subcommittee members. The summary of which will be presented at the January meeting.
- X. Items from the floor
- A. None
- XI. Adjournment
- A. The meeting was adjourned at 4:22 p.m.
- XII. Next meetings
- A. Friday, January 18, 2 – 4 p.m. in District Office – College Board Room
 - B. There was not quorum at the January 18 meeting, thus the notes taken cannot be approved as official minutes. [Link to notes from January 18 meeting.](#)