

TCC PAPC Meeting Minutes

Date: October 21, 2016

Time: 1:30 p.m.-3:30 p.m.

Location: District Office- President's Conference Room

Attendance: Monica McFerrin (PAPC Chair) (College Faculty Senate Chair); Christine Damrose-Mahmann (Ex-Officio PAPC Chair); Jeannetta Hollins (Administrative Association Committee Chair); Sarah Lupton (Administrative Association Committee Appointee); Nancy Jones (Classified Association Appointee); Michael Williams (Classroom Teaching & Learning w/Technology Chair); Jeannie Taylor (Curriculum Committee); Jeffrey Boyd (Executive Staff Chair); Jim Hines (Internal Relations Committee Chair); Amanda Leo (Instruction Committee Chair); Sarah Falls (Librarian); Cameron Russell (Online Learning Committee Chair); Joseph Fairchild (Presidential Appointee); Griffin Leach (Student Federation Council); Emily Hartman (Student Success Committee)

Absent: Sara Hair (Classified Association Chair); Bobby Rowe (College Faculty Senate Appointee); Danielle Giscombe (Counselor); David Wright (Faculty Professional Development Committee Chair); William (Bill) Conner (Global and Intercultural Learning Committee Chair); Laura Soulsby (Presidential Appointee); Karen Campbell (Presidential Appointee); Sarah Lupton (Administrative Association Appointee); Kelly Gillerlain (Workforce Solutions Committee Chair); Student Representative (Vacant)

I. Call to order

The PAPC meeting was called to order by Monica McFerrin (PAPC Chair) at approximately 1:30pm

II. TCC President Charges (Dr. Kolovani)

2016-2017 Academic Year

1. Develop and recommend a procedure which, on a periodic basis, provides for the formal solicitation, review, and proposed modifications to the college mission statement in order to support SACSCOC Principles of Accreditation Comprehensive Standard 3.1.1:

“The mission statement is current and comprehensive, accurately guides the institution’s operations, is periodically reviewed and updated, is approved by the governing board, and is communicated to the institution’s constituencies (emphasis added).”

Any proposed mission modifications must also be in accordance with SACSCOC Principles of Accreditation Core Requirement 2.4:

“The institution has a clearly defined, comprehensive, and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service.”

2. Working with Institutional Effectiveness, the Director of the QEP, Academics, other appropriate college divisions, and initiative leadership ensure the following:
 - a) Revisions to the QEP (PACE) are communicated to the college's governance structure each semester
 - b) QEP (PACE), through review of QEP periodic reporting and consultation with initiative leadership, coordination and integration with the Guided Pathways project, Co-Curricular Initiative, and the upcoming Advising Initiative is communicated to the college community through the governance structure each semester.

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

- A. Correction – None identified
- B. A motion to accept the minutes was unanimously accepted and approved by the general body

IV. Officer Reports

- A. *Chair* – None identified
- B. *Secretary*
 1. Ensure sign-in procedures are followed for accurate attendance record-keeping purposes
 2. Amend names and/or roles on the sign-in sheet if information is inaccurate or missing from

V. Committee Reports

- A. *Administrative Association*
 1. Welcome Letters: A general introduction letter was developed and forwarded to Human Resources to include in the onboard training process to inform new Administrative Faculty of their membership with the AA
 2. Executive committee meeting held on the first Tuesday each month
 3. General Body meetings are held at least twice a semester – last meeting held on September 14th (3:00-4:30pm) at the Chesapeake Campus; next meeting on November 9th on the Norfolk Campus
 4. All General Body meetings will include Brown Bag sessions and

committee agenda items

- a) Goal is to record all meetings and post on website for those unable to attend
5. New Initiative: 2nd Fridays is an off-campus social networking event for TCC Administrators to connect

B. Classified Association

1. Monthly meetings, but attendance has been a rising concern with various attempts to engage members through the use of Web X, teleconference, etc.
2. Upcoming Professional Development Day on Friday, October 28th, 2016 at the Portsmouth Campus

C. Classroom Teaching and Learning with Technology Committee

1. Upcoming afternoon meeting on 10/21/16 with Vice President DeMarte to receive 2016-2017 charges

D. College Faculty Senate

1. *Faculty Leads Pilot program will create a structure of faculty to serve as leads for the academic program*
2. Faculty release time remains the same, but distribution of time will be adjusted

E. Curriculum Committee

1. 2 meetings have occurred since the start of the 2016-2017 academic year
2. Thus, far during the 2016-2017 academic year, 2 new programs and 6 courses have been approved
3. Efforts to amend and edit By-laws are underway and the committee will vote on the revisions during the November meeting
4. Vacancies listed below
 - a) 1 Engineering teaching faculty
 - b) 1 Portsmouth teaching faculty – PAPC appointee
5. Due to the limited number of faculty who meet the Engineering classification, a proposal to include Social Sciences/Engineering Tech.
 - a) Discussion surrounding amending By-laws to address issues when few employed faculty meet role classification

F. Executive Staff

1. Financial Aid Course Audit (FACA) communication to student has been disseminated to the student population
2. Initiatives to inform students include faculty distributing notices to students currently enrolled in ineligible courses

G. Faculty Professional Development Committee

1. 1 meeting since the start of the 2016-2017 academic year with the next scheduled for the first week in November
2. Proposal of an Adjunct Academy
3. Soliciting membership for Learning Institute Committee
4. Vacancies are listed below
 - a) Engineer Faculty

H. Global and Intercultural Learning Committee – NONE

I. Instruction Committee

1. 2 meetings since the start of the 2016-2017 academic year
2. Reading summer books for institutional effectiveness
3. Presenting on GEARS in Richmond
4. Assessor Training Session occurred on 10/14/16 – large audience attendance
5. Vacancies listed below
 - a) 1-2* Humanities/Fine Arts/Arts and Design
ART, CRF, CST (Theatre), DAN, HUM, IDS,
Languages (CHI, FRE, GER, JPN, RUS, SPA), MUS,
PHI, PHT, REL
 - b) 1 Business Management
ACC, ACQ, AST, BUS, ECO, FIN, HRI, HRT, LGL,
MKT, REA

* representing faculty must be from two different disciplines
6. Charges received by VP DeMarte - available online
 - a) Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the Instruction Committee; assist in drafting new policies and procedures, if needed
 - b) Establish proposed glossary of terms for general education competency rubrics as needed (oral communication, cultural and social understanding, information literacy, personal development, quantitative reasoning).
 - c) Recommend content for professional development modules specific to general education assessment
 - d) Increase adjunct faculty awareness of General Education Assessment through communication and dissemination of information
 - e) Determine the committee's role in advancing Guided Pathways
 - f) Establish a repository of resources for faculty to support instructional effectiveness

J. Internal Relations Committee

1. Last meeting occurred September 2016
2. Reviewed charges from AVP Beth Lunde
 - Assist and advise the AVP for Human Resources in completing development of policy and procedures for a formal Employee Recognition Program for all categories of employees that is consistent with state and VCCS policy
 - Assist and advise the AVP of Human Resources in completing development of policy and revising procedures for service recognition (service awards) that is consistent with state and VCCS policy

K. Online Learning Committee

1. 2016-2017 Charges received
2. Request for training regarding authenticating student identity for online learners
3. Faculty Enlite – faculty and Barnes/Noble to adopt a course book
4. Goal for adjuncts to be QM & TOPS certified by Fall 2017
5. No vacancies, but plans to contact Marcee Anderson to serve as an appointee

L. Student Federation

1. Food service and book prices propose major issues for students
2. Plans to connect SGA with Bridgett Passauer regarding concerns related to bookstore charges and communications to students about changes with food services

M. Student Success Committee

1. No meetings since the start of the 2016-2017 academic year
2. No charges received
3. Vacancies listed below
 - a) Portsmouth
 - b) Norfolk

N. Workforce Solutions Committee – NONE

O. Subcommittees – NONE

VI. Open Business

- A. Send website changes to Terrence Johnson in the Registrar's Office

VII. New Business

- A. Forward all committee vacancies to Chair
- B. PAPC will send a Doodle Poll surveying availability for next meeting

VIII. Items from the Floor – NONE

IX. Adjournment – 2:56pm

X. Next meeting: TBD