

TCC PAPC Meeting Minutes

Date: September 28, 2018

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

Location: District Office - College Board Room

Attendance:

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

Joseph Fairchild (Ex-Officio PAPC chair);

Matthew Watts (Online Learning Committee chair);

Stacey Deputy (College Faculty Senate chair);

James Edwards (Student Success Committee chair);

Leona Davis-Daniels (Classified Association appointee);

Danielle Giscombe (Counselors);

Mary Anne Glanzer (Librarian Appointee);

Jessica Lynam (Global and Intercultural Committee chair);

Richie Windley (Internal Relations Committee chair);

Absent:

Toni Dixon (Classified Association chair);

Ruth Shumate (College Faculty Senate appointee).

Linda Williams (Curriculum Committee chair);

David Kiracofe (General Education Committee chair);

Jessica Morales (Instruction Committee chair);

Batanya Gipson (Workforce Solutions Committee chair);

Guests:

None

- I. Call to order
 - A. The PAPC meeting was called to order by Tom Geary (PAPC chair) at 2:07 p.m. without quorum.
- II. Corrections and approval of the minutes of the previous meeting
 - A. We reviewed the [Previous Meeting Minutes - May 11, 2018](#) but did not have quorum to approve them.
 1. Stacey Deputy commented that Sean LaCroix is now the chair of the Chesapeake faculty senate.
 2. We do not have quorum and will come back to this once we have enough attendees.
- III. Officer Reports

- A. Chair - no report, waiting to meet with Dr. DeCinque
 - B. Secretary - no report.
- IV. Committee Reports
- A. Administrative Association
 - 1. Not present - have not met, do not have a chair
 - B. Classified Association
 - 1. Leona provided a copy of the most recent constitution
 - a) Diversity and Inclusion statement added to constitution
 - b) Added to the membership to account for changes in the college
 - c) Constitution was ratified as of May 2018.
 - 2. Classified Staff professional development day planned for October 26, 2018 at the Chesapeake Campus with a consortium of guest speakers.
 - C. Classroom Teaching and Learning with Technology Committee
 - 1. The committee is currently working as part of the Online Learning Committee. A single charge has been taken on by a subcommittee and is awaiting approval by Dr. McCray to proceed.
 - D. College Faculty Senate
 - 1. Held first meeting on September 6, 2018
 - 2. Passes several motions
 - a) Recommended that faculty up for evaluation this year can use their APPDP's and a written narrative since there is no BCTE staff.
 - b) Requested from HR that any individuals who could potentially be laid off this year be notified.
 - E. Curriculum Committee
 - 1. Not present
 - F. Executive Staff
 - 1. Not present
 - G. Faculty Professional Development Committee
 - 1. The FPDC has not yet met. Will be meeting next Tuesday October 2, 2018 at 3:00 PM.
 - H. General Education Committee
 - 1. Not present
 - I. Instruction Committee
 - 1. Not present.
 - J. Internal Relations Committee
 - 1. Richie Windley is the new chair of the IRC. Richie met with Beth Lunde and discussed the charge from last year - improving the

Rewards and Recognitions program. Some other ideas mentioned included: certificates of achievement, how to market the use of professional development funds. This will all be brought to the administration when the charges for this year are agreed upon.

K. Online Learning Committee

1. The first meeting of the semester was Friday September 21, 2018.
2. The committee discussed the following:
 - a) Proposed bylaws changes - discussed later. The schedule of meetings - there was a mistake in the schedule that has been fixed. Vacancies in the membership - we are in need of a student member. The merge with the CTLTC - It was decided that having Beth Callahan as a PAPC appointee would better represent the CTLTC. There is a single charge from the CTLTC that will be added to the OLC's charges and handled by a subcommittee headed by Ané Pearman.
 - b) The other charges for the current year which include:
 - (1) Quality online standards and the evaluation of online courses.
 - (2) The college's transition to Canvas.
 - (3) Recommendations on shorter durations for online courses.
 - (4) [OLC Draft Charges for 2018-2019](#)
3. A summary of the meeting was sent to Web Communications for posting as part of the PAPC communication recommendations from last year.
4. The next meeting is Friday October 19, 2018.
5. Stacey Deputy asked about the merge with CTLTC - This year both committees are still active but have shared meetings. The actual dissolution of the CTLTC would require PAPC approval.
6. Joseph Fairchild checked with Dr. DeCinque about the communication plan and it was received and will be addressed. Tom Geary will bring this up with his meeting and check with the Office of Institutional Effectiveness. For now, subcommittees should send summaries to webcomm@tcc.edu if their bylaws require it.
7. Tom Geary would like Ané Pearman to still attend PAPC meetings

L. Student Federation

1. No member yet. Tom Geary will reach out

M. Student Success Committee

1. Still awaiting charge. Hope to meet in the next two weeks and have the charge at the next meeting.

- N. Workforce Solutions Committee
 - 1. No one here
- O. Global and Intercultural Learning Committee
 - 1. The GILC met but did not make quorum. Need to change meeting time. The next meeting is scheduled for October 17 but likely to change.
 - 2. Reports from International Learning Center. Last night Hispanic Heritage month began with keynote Gabriela Toletti.
 - 3. GILC discussed what would happen with the Diversity and INclusion task force. They are awaiting the results of Dr. Natali's meeting with Dr. DeCinque.
 - 4. Jessica Lynam discussed [the draft charges of the GILC](#)
 - 5. Dean Fairchild mentioned the issues with conflicting meeting times discussed last year and referred everyone to the meeting times of various committees posted in the previous meeting minutes.
- P. Reports from Subcommittees
 - 1. None yet
- V. Open Business
 - A. Communication Plan - The 25th of each month is when the summaries are due for many governance committees. To stay in accordance with your bylaws send them to webcomm@tcc.edu .
 - B. Send any vacancies and charges to Tom and he will compile them and send out one big email
- VI. New Business
 - A. [PAPC Committee Charges](#)
 - 1. Review charges
 - a) First three are all related to the Strategic Plan
 - b) First charge has us looking back and reviewing the previous strategic plan while the second charge has us planning for the next strategic plan.
 - c) The last charge is a continuation of last year.
 - 2. Interpretation of the Charges - There was a lengthy discussion about how to interpret charges 1-3, specifically 1. Ultimately, we agreed that we would review the 2013-2018 strategic plan and assess its strengths and weaknesses as opposed to assessing the College's performance under the plan. For example, one weakness of the plan might be that certain parts are not measurable. Some data might still be needed from OIE.
 - 3. Tom Geary gave a summary of the Strategic Plan

(1) Positive Core - Collaboration, Dedication, and Innovation

(2) Goals - Student Success, One College-One Voice, Internal Reinvestment, and Regional Collaboration

b) Tom Geary emphasized the importance of the Performance Funding Metrics and VCCS strategic plan when dealing with charge 2.

4. Strategy and planning/subcommittee formation

a) Stacey Deputy suggested that a subcommittee be formed to address charge 3. Leona Davis-Daniels mentioned that we might want to see Curt Aasen and Kim Bovee's presentation on the Performance Funding before addressing charge 2. Tom Geary mentioned that because we only have one year to do this we need to work on these concurrently Jessica mentioned that charge 3 should include other VCCS colleges.

b) A subcommittee was created for charge 3 with the following members: Stacey Deputy, Leona Davis-Daniels, Tom Geary, Richie Windley, Jessica Lynam, and Mary Anne Glanzer all volunteered with Stacey heading up the subcommittee.

c) Next meeting we will have Dr. DeCinque to discuss the charges further.

B. The role of the PAPC

1. [PAPC Bylaws](#)

2. We are serving as an advisory council for the President. Primarily this is for the strategic plan but we can advise in other ways. Do we have any ideas for how we work with Dr. DeCinque?

a) Stacey Deputy suggested we invite the President to our meetings more often. Richie Windley supported the idea noting that the president could just attend the first part of the meeting. Dean Edwards agreed but added that we should invite the President with specific outcomes or questions. Dean Fairchild mentioned the logistical challenge of scheduling multiple meetings with the President.

b) There was discussion about the purpose of the PAPC and how it could be interpreted. Dean Fairchild cited the bylaws and our purpose in assessing the governance system. Tom mentioned the advisory capacity on college wide policies.

C. Online Learning Committee proposed by-law changes and appointee

1. Proposed Change under Membership:

- a) Remove “One representative from the Department of Learning Technologies”
 - b) Remove “One representative from the Department of Faculty Professional Development”
 - c) Add “Two representatives from Academic and Student Affairs, with at least one from the Department of Distance Learning.”
2. Dean Fairchild motioned to approve the changes, Richie seconded, and all approved.
3. The OLC requests Beth Callahan, previously a voting member of CTLTC, as a PAPC appointee as part of the pilot merge.
 - a) Stacey motioned to appoint Beth Callahan to the OLC, Dean Fairchild seconded, and the motion was approved unanimously.
4. There was a discussion about the merge with OLC and CTLTC. There is currently nothing in the bylaws about dissolving a governance committee. This could be accomplished by adding a separate section detailing the process for dissolution. The new section would be very similar in language to the section about the creation of new committees.
 - a) Dean Fairchild moved that the changes be made to the bylaws, Richie Windley seconded, and all approved. Tom Geary will make proposed changes to the bylaws and send it out to the full committee to be voted on at the next meeting.

VII. Items from the Floor

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

1. A motion to accept the minutes with no adjustments is approved unanimously at 3:43 p.m. Motioned by Dean Fairchild, seconded by Stacey Deputy.

VIII. Adjournment

A. The meeting was adjourned at 4:11 p.m.

IX. Next meetings

- A. Friday, October 19, 2 – 4 p.m. in District Office – College Board Room
- B. Friday, November 30, 2 – 4 p.m. in District Office – College Board Room
- C. (Tentative) Friday, December 14, 2 – 4 p.m. in District Office – College Board Room