

TCC PAPC Meeting Minutes

Date: September 29, 2017

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); Jeffrey Boyd (Executive Staff appointee); Judy Gill (College Faculty Senate chair); Blair Rhodes (Administrative Association chair); Toni Dixon (Classified Association chair); Adam Hess (Student Government Association Federation Council chair); Beth Callahan (Administrative Association appointee, in place of Sarah Lupton); Nancy Jones (Classified Association appointee); Ané Pearman (Classroom Teaching and Learning with Technology Committee chair); Mary Gable (Curriculum Committee chair); William Connor (Global and Intercultural Committee chair); James Hines (Internal Relations Committee chair); Josh Howell (Instruction Committee chair); Matthew Watts (Online Learning Committee chair); Emily Hartman (Student Success Committee chair); Batanya Gipson (Workforce Solutions Committee chair); Sarah Falls (Libraries); Danielle Giscombe (Counselors); Karen Campbell (Presidential appointee); Laura Soulsby (Presidential appointee).

Absent: Tom Geary (Faculty Professional Development Committee chair); Nancy Prather-Johnson (College Faculty Senate appointee).

Guests: Michele Marits; David Kiracofe.

I. Call to order

The PAPC meeting was called to order by Joseph Fairchild (PAPC chair) at 2:00 p.m.

II. Review President Edna Baehre-Kolovani's committee charge for 2017-18 academic year

- a. There are recommendations for a structured way that coordinates communication across campus, both between governance groups, but also from employee to employee. When President Kolovani goes to town hall meetings, they don't always have information beforehand to be able to ask questions and make these meetings more productive.
- b. PAPC has until Jan. 1 to come up with solutions. This is not a one-year project, rather a three-month project.
- c. Another recommendation is Guided Pathways implementation, and other priorities—look at cross communication across constituencies, down from the executive layer and then back up.

- d. The next charge is a continuation of year before: to develop a vision statement that supports the mission statement. The deadline is the next calendar year. A fresh look is needed since that statement is from the late 1990's.
- e. Finally, the PAPC is tasked with reviewing bylaws for currency.

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

- A. A motion to accept the minutes with noted corrections (a redacted sentence, a fix to attendance) was unanimously accepted and approved by the general body

IV. Officer Reports

- a. Chair – None.
- b. Secretary – None. Sarah Falls is taking notes in place of Tom Geary.

V. Open Business

- a. None.

VI. New Business

- a. PAPC by-laws proposed revision
 - i. The General Education Committee was approved last year, but we need to amend PAPC bylaws to include it. A week in advance, the change will be made, then we go to constituency groups for discussion. There will be a vote at our next meeting.
- b. CTLTC (Ané Pearman) and John Morea presentation of communication site
 - i. John Morea and Ané Pearman outlined problems of updating sites with notes from meetings. Thus, a shared governance portal has been created. Different people will have access to different content (e.g., private vs. public content).
 - ii. This portal will have folders for agendas and the ability to launch Web conferences via Blackboard Collaborate.
 - iii. There is a calendar on the portal that users can select to see what is displayed via committees.
 - iv. There is a link to submit minutes; it will upload them for us.
 - v. Contacts will be posted for each committee with a liaison and chair for each. Everyone who is in a committee will be enrolled to this.
 - vi. Staff can “follow” a committee, and faculty can opt in to follow when they are not members.
 - vii. This portal shows up as “organizations” alongside classes on

Blackboard.

viii. PAPC members offer questions and suggestions for Morea and Pearman.

1. The protocol for recording a session would need to be determined.
2. Each committee is suggested to have someone who is in charge with submitting content in a timely manner and determining guidelines for deleting content.
3. Faculty and staff would have participant and/or leader roles in the Blackboard space.
4. This is a software that individuals have to initiate participation with; they are still looking at a broader communication strategy that brings everyone into the conversation without opting in.
5. Alerts are possible for updates, but we can't send them out every time something changes.
6. Information about the tool existing will need to be communicated.
7. We have to define types of communication, audiences, and types of information.
8. A governance newsletter sent out once per month from each committee chair is recommended, but where it gets published and how it is delivered (i.e., physical, digital) is questioned.
9. SharePoint is discussed as another source of information, but not many are using it. How the two concepts will be connected is reviewed.
10. The e-mail climate at TCC is discussed as a possible hurdle.
11. Assessment of our different constituency groups to find out preferred methods of communication is discussed.
12. Other colleges and their communication methods are questioned, though each varies and has its own culture.
13. A PAPC member notes that we need to increase attendance at events like graduation and convocation.
14. Alerts and notifications are discussed as important, but prioritizing information would be needed.
15. A subcommittee is formed to discuss the issue in more depth and add heightened research. Volunteers for the subcommittee include Laura, Josh, Emily, Ané, John, and Joe.

- c. PAPC Committee charges strategy and planning / subcommittee formation
 - i. Discussion of this issue was tabled since we have more time for discussion later.
- d. Online Learning Committee (Matthew Watts) requesting PAPC appointees
 - i. William Conner, Michele Marits, and Forrest Crock are the recommended appointees to the Online Learning Committee.
 - ii. According to bylaws, as many as three members may be appointed by PAPC for campus representation. A motion to appoint three members to the Online Learning Committee carried and approved.

VII. *Committee Reports*

A. Administrative Association

- a. John Morea was named Administrator of the Year.
- b. The first meeting is Oct. 11 in Chesapeake.
- c. The Administrative Association's goals are to increase engagement with administrative faculty throughout the year.
- d. Professional development day for administrative faculty is March 16, 2018, and there will be brownbag lunch talks on management, as well as working with pathways and other initiatives.
- e. The committee wants to add librarians and counselors to the constituency via by-laws as they work with both faculty and administration.

B. Classified Association

- a. Professional development day for classified staff is Oct. 27. There is a strong program with President Kolovani giving a State of the College presentation. There will be a presentation by Daye on Admissions 101. Workforce Development will have a presentation on the Classified Leadership Academy, and Jessica Smith will be responding to students in stress.
- b. The 2nd professional development day for classified staff will be in March during spring break.

C. Classroom Teaching and Learning with Technology Committee

- a. All charges were accepted and the CTLTC is already working on them.
- b. The CTLTC is working on getting the Virginia Beach campus up to speed in terms of technology.

D. College Faculty Senate

- a. The Senate met in September and passed two motions, increasing faculty representation on pathways groups.

- b. President Kolovani and Chief Academic Officer DeMarte will attend the next meeting.
- E. Curriculum Committee
 - a. The committee has two vacancies (Social Sciences and Engineering).
 - b. BIO 106 with an online lab component was approved.
 - c. The committee passed changes to the diagnostic medical sonogram course.
 - d. The prefix for new nursing program is changing from NSG to NSR.
 - e. The committee accepted its charges with no changes.
- F. Executive Staff
 - a. Tim Mallory is replacing George Okaty in security and looking into training for safety and active shooter situations.
 - b. There are new program brochures.
 - c. Announcements will be out next month on the budget due to our current shortfall.
 - d. The new name for Executive Staff is the President's Cabinet.
- G. Faculty Professional Development Committee
 - a. No report.
- H. Global and Intercultural Learning Committee
 - a. The committee accepted all charges.
 - b. The winner in a new faculty development initiative is called Potlatch, a festival devoted to sharing ideas. The kickoff event is planned for Nov. 18.
 - c. The committee wants suggestions for intercultural programs. The center is tasked with making sure there's coordination with diversity and inclusion initiatives, and the committee must help coordinate these activities.
- I. Instruction Committee
 - a. The committee approved its charges.
 - b. TCC alerts information is on the syllabus builder updates, and the committee will review more information on alerts.
 - c. The General Education Assessment is looking at scientific reasoning in the spring, writing in the fall with training on Oct. 13.
 - d. The committee filled its arts and humanities position.
- J. Internal Relations Committee
 - a. The committee accepted its charges.
 - b. Survey information was collected and is being pulled together with subcommittees. Administrative staff is added to communicate and research ideas.

- c. A diversity and inclusion task force was combined; they are working with the committee but also on their own separate charge. There should be a draft plan ready to circulate by Nov. 1.

K. Online Learning Committee

- a. The committee approved its charges.
- b. The OLC is working on three major issues and have subcommittees assigned. Online course review and course verifications are among those three issues.

L. Student Federation

- a. Student involvement was discussed and will be a major focus in the upcoming academic year.

M. Student Success Committee

- a. The first meeting of the academic year is coming up, and charges have been reviewed.

N. Workforce Solutions Committee

- a. The committee approved two charges, and much aligns with what we are doing in PAPC.
- b. The committee is establishing a process chain for updates for programs so that the college understands what Workforce Solutions is doing.
- c. The committee is looking at ways to take workforce certifications and align them.
- d. There are vacancies for Health Professions and a representative from the Virginia Beach campus.

O. Reports from Subcommittees

- a. None.

VIII. Items from the Floor

- a. Global and Intercultural Learning wants to amend bylaws to have one person from Student Centers rather than just Student Services. A motion to change bylaw was raised and approved.
- b. Online Learning Committee noted changes to where members come from. E-Learning is no longer in existence, and John Morea's department has a different name. A motion to revise member origins for the Online Learning Committee was raised and approved.
- c. The chair asked all committee members to review bylaws on the Web site to see if changes are needed.

IX. Adjournment

- a. 4:00 p.m.

- X. Next meeting
 - a. Friday, October 20, 2 – 4 p.m. in District Office – Large Conference Room