



Portsmouth Faculty Senate Meeting Minutes

Date & Time: Thursday, September 25, 2018, 12:30 PM

Location: Portsmouth Campus, Batten Center (B204)

Attendance

In attendance: Siabhon Harris, Katrina Dash, Ted Tyler, Tiffanye Sledge, Elizabeth Harris, Sharon Waters, Geraldine Wright, Nancy Prather-Johnson (guest speaker)

- I. Call to Order - Meeting called to order by Siabhon Harris at 12:43 PM
- II. Review and Approval of April and August 2018 Minutes
 - A. Motion to approve April minutes passed – 6 in favor, none opposed
 - B. Motion to approve August minutes passed – 6 in favor, 1 abstention
- III. Chair Report
 - A. Copy of chair report provided to members by Siabhon Harris
 - B. Rewards and Recognition needs one more committee member from the Portsmouth campus, in addition to Katrina Dash. One in-person meeting will be scheduled but all other meetings will be done virtually. Contact Sarah DiCalogero if interested.
 - C. Motions and results listed in chair report.
 1. Faculty handbook updates were approved. Since the college-wide faculty senate meeting, information about adjunct promotions has also been added to the faculty handbook and did not require a motion.
 2. Email sent out about faculty advising by Stacey Deputy. Pilot/soft launch for faculty advising will start in spring. Faculty advisors will need to attend orientation. Training for soft launch participants must be completed by March. There will still be an advisor for each pathway and for transfer advising. Student to advisor ratios are still being determined but will most likely be around 27 students per advisor. Most recent calculations for ratios were based on Spring 2018 enrollment and faculty numbers.
 3. Shared Services – travel system will be changing. Full implementation begins October 16th. There have been some issues with Chrome River so there may be some hiccups in the implementation process. Travel requests may be scrutinized more closely. It is highly recommend that faculty participate in training for Shared Services.
 4. Childcare – contract with YWCA ends in December but there is not currently a new contract in place.
 5. Ad-Astra – software package that looks and enrollment trends that helps to forecast for scheduling. This is just data analysis and will not actually be doing the scheduling for any department. The goal is to provide an objective justification and data for determining prime attendance times and reducing the number of empty seats in classrooms. Concerns exist that the software may miss some of the nuances of scheduling and lead to the cancellation of needed courses. Implementation is still in the developmental stages.
 6. Motions to separate Math and English into their own pathways were not carried, mostly because many faculty did not feel comfortable speaking for the math and English faculty on their campuses. Many faculty also want to see if the current plan is successful before changing it.
 7. Motion to notify faculty as soon as possible about anticipated layoffs was approved.
 8. Motions about changes in summer pay and overload pay calculations were withdrawn because they are already VCCS policy.
 9. Motions to restrict summative evaluations to only APPDPs and narrative for this year as well as create a committee to improve the ePortfolio process were approved.

IV. Guest speaker: Nancy Prather-Johnson, Pathway Dean

- A.** Presentation on faculty advising. The first advising launch is about general advising but faculty can begin to help if they want to be trained. The role of faculty advisors will not come into play until students have completed a certain number of credits. From the advising taskforce, there was a recommendation for four types of insertion points based on different program requirements but this does not seem to be realistic. Instead, faculty within departments will be able to determine how students are assigned to a faculty advisor. Faculty will be required to advise after 25-45 credits but have the option to see students earlier in their academic career and as many times as they want. There is some concern about starting advising at orientation since there is no way to enforce the requirement that students attend orientation. There are barriers to making orientation mandatory such as creating barriers to enrollment and how to deal with transfer and transient students.
- B.** Proposed recommendation: New student orientation needs to be modified to meet the needs of different subsets of students, i.e. transfer students, transient students, and older students.
- C.** A poll or survey could be sent out to help determine which orientation a student should be directed to take.
- D.** Advising is still in the planning process and at this point is just a template to build on, especially when Navigate comes on board.
- E.** Let Nancy know via email if there are areas that you are still unclear or confused about certain aspects of the restructuring process and Guided Pathways so that those issues can be resolved. She wants to know how faculty are feeling about the process and bring the concerns of faculty to the administration.

V. New Business

- A.** Chair(s) meeting with Dr. DeCinque on Sept 25 at 2:30pm – Faculty will be asking for something written on the restructuring process to see who is responsible for which duties and who each position reports to in the hopes of providing more clarity. For example, what are the duties for campus deans and department chairs? There should be a consistent and transparent distribution of duties across all of the pathways. The current distribution of release time is different for each pathway based on the number of students and pathway requirements, but the reasons for the differences in distribution are not transparent.
- B.** Adjunct faculty promotion update – see notes in the chair report for update.
- C.** Achieving the Dream Grant - lack of “transparency and communication” – email will be sent discussing this. There are three motions pending regarding this topic so please read through the emails about the topic.
- D.** Onboarding/Training of pathway and campus deans
 - 1. Proposed Motion: That Pathway and Campus deans be required to complete onboarding training on best practices in leadership and scheduling, with input from faculty and administration on training content.
 - a) Discussion: This training will help to show deans how the culture at different campuses might influence their decision-making processes. For example, a dean might cancel a class at one campus with the assumption that students can go to other campuses when the reality is that students at that campus do not have the means to travel. Discrepancies in how different campuses determining scheduling could also be problematic. Faculty want input in the training process to ensure that deans are exposed to these diverse issues.
 - b) Motion voted: 6 in favor, no opposed
- E.** Faculty advising model update – see notes from guest speaker.
- F.** Security concerns – there have been issues arising with the doors being locked. There have been complaints from both students and faculty with disabilities. There is not as much security and they are not able to monitor all of the doors but it is restricting access for students. Would it be possible to provide faculty access through key cards or relocate disabled parking to a more accessible location?

a) In lieu of a formal motion or recommendation, Siabhon will email the Provost to inquire about her thoughts and ideas regarding security and locked doors.

- G.** Electronic Student Surveys – tabled until the next meeting.
- H.** Performance Funding model information
 - 1. November presentation with Curt Aasen and Kim Bovee to Portsmouth Faculty Senate
 - 2. Portsmouth dates: October 11 at 12:30-1:30pm and October 15 from 5-6pm - Student Center, Multipurpose Room #126
- I.** Use of faculty professional development funds- Should certification fees and certification exam fees be funded? Some teaching positions have credentials that need to be updated (accounting, law, health professions, etc.) First aid (CPR, Mental Health first aid)? Should jury fees and shipping costs associated with exhibiting artwork in peer-reviewed exhibitions be funded? The College Art Association, the largest professional organization for higher education artists, considers this funding a best practice. <http://www.collegeart.org/standards-and-guidelines/guidelines/statement-of-exhibition-venues>
 - 1. This may be applicable to many faculty since basic first aid training is a good idea for anyone in the classroom but especially when teaching students with medical conditions such as epilepsy. It may be a good idea for all faculty to obtain first aid and mental health training. The concern is that this goes beyond the scope of the faculty role.
 - 2. Consensus: first aid training should not be a requirement but faculty should be able to use their professional development funds for those types of credentials.
- J.** Shared Services Training: Portsmouth Campus - Friday, September 28, 2018 @ 8:30AM – 11:30AM; Forum A101; WebEx Sessions – Email sent 9/21

VI. Old business

VII. Other items – Faculty discussion,

- A.** Planning for November CWFS – replacements needed for voting members that cannot attend. Lorenz and Tom will be asked to attend.

VIII. Next CWFS meeting scheduled for Thursday, Oct 4, 2018, from 2-5pm, Norfolk Campus Student Center, Martin Building, Rm 2610. Meet and greet begins at 1:30pm.

IX. Next Portsmouth Faculty Senate Meeting scheduled for Friday, Oct 26, 2018 from 12:30-1:30pm, Batten Center.

X. Close – Called to close at 2:04 PM.