



TIDEWATER COMMUNITY COLLEGE
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Minutes
Student Success Committee Meeting
Virginia Beach Campus – Provost Conference Room
November 21st, 2013
1:00 p.m. to 5:00 p.m.

Members in attendance:

Frank Dixon, Virginia Beach – Student
Holly Estrada, Chesapeake – Classified Staff
Marilyn Hodge, Virginia Beach – Chair
Tiffanye Sledge, Portsmouth – Faculty
Marc Wingette, Chesapeake – Faculty
Emily Hartman, Virginia Beach—Student Activities, Secretary
Michele Barnes, Virginia Beach—Counseling

I. Call to order

The meeting was called to order at 1:33 p.m.

II. Minutes approval

The minutes were distributed for review. A motion for approval of the minutes was made, seconded and approved.

III. Introduction of New Committee Members

The Chair introduced the new committee members: Emily Hartman as the recording secretary.

IV. Old Business

The Chair discussed the early registration and academic advising charges that were given to the committee last year:

- Update on early registration: Dr. Kolovani, President, is moving forward with an early registration proposed date in April.
- Some of the challenge with this is the IT, SIS, and Student Financials offices, there are issues with keeping multiple semesters open at one time. If the student's account is open, the funds that are paid for the classes will end up paying for the current balance, but not a future balance. They are consulting with Northern Virginia Community College to see how the work-flow is completed for this.

The Chair moved to the assignments that were distributed at the last meeting with regard to faculty advisement/mentoring.

- **Peer Mentoring** – Dean Hodge, Janet Taylor Magee and Frank Dixon
 - This was put on hold to allow for this to be discussed with Emily Hartman, as peer mentoring will be under her purview.
- **Engineering, Science and Horticulture** (Chesapeake Campus curriculums) – Holly Estrada and Marc Wingette
 - Holly Estrada discussed Tom Stout’s program.
 - It was discussed that many of the applied science programs already have a faculty advising/mentoring component that is provided for students enrolled in those programs.
 - Holly Estrada discussed Tom Stout’s program where he has created a faculty advising piece that allows him to teach, advise student provide mentorship, organize career fairs, and keeps the program surviving by going into the school systems created a TCC feeder program. He meets with each of his students to ensure first year success, works with the counseling office, works with second year students to make sure they are on track, writes letters of recommendation. He’s gone into the public high schools as well, Virginia Beach, Chesapeake, Portsmouth school districts to act as a feed program for his programs.
 - Michele Barnes discussed that the group should focus on the Career and Technical Programs and the Applied Science Programs for this program for ease of transition.
 - Marc Wingette discussed the Horticulture program
 - The Horticulture program does not have a formal faculty mentoring program currently but they do provide a lot of related services for their enrolled students. Students are not required to meet with a faculty advisor; however, they do assist students in making class choices. The faculty are in SIS and do assist students with scheduling their classes. This program has a lot of transitional students that are a certification program and not set up to really transfer. They were interested in being a part of the pilot program.
- **Health Professions, Early Childhood Development and Administration of Justice** (Virginia Beach Campus curriculums) – Marshall Ellis
 - None provided
- **Culinary Arts, Early Childhood Development and Human Services** (Norfolk Campus curriculums) – Sarah DiCalogero
 - None provided
- **Criteria eligibility** – Tiffanye Sledge to develop a draft narrative.

- Frank Dixon and Tiffanye Sledge discussed the changing the eligibility criteria for the faculty mentoring piece.
 - Students that have unsuccessful course attempts should be considered even if they are failing, they will be entering into their major courses. If the class is not essential to their major, students are allowed and encouraged to take major classes while still re-taking classes. With faculty mentoring, students have failed classes and have 21 credits but because they failed could have had 24 credits, these students could have benefited from some sort of faculty mentoring piece because they would benefit from the faculty mentoring. Students who are in a specific program, should have access to mentoring regardless of their credit standing. With regard to students with failed course attempts, to prevent students from falling through the cracks, students who are taking core major classes would benefit from faculty mentoring. The proposal had a 24 credit hours minimum in order to be mentored. Some students do not have the 24 hour requirement, but would need the mentoring as well because they were in their core major specific classes. 24 credit hours was selected because it was the consensus of the group that First Year Success handles all students prior to the 24 credit hour mark.
 - Michele Barnes proposed taking First Year Success out of the mentoring piece because each campus uses FYS differently.
 - The objective is that students would be able to take advantage of a faculty advisor from start. Once students start the core classes of their program, students should be available to take advantage of faculty advisement.
- **Counseling** – Michele Barnes, Naomi Riddick and Ted Tyler to develop a Counseling component to the document.
 - Michele discussed the draft that was created.
 - The counselors would be charged with coming up with a comprehensive training plan for all faculty advisors/mentors.
 - The recommendation of the group is to gather a group of faculty volunteers for the pilot areas. The pilot areas include: Engineer, Science, Horticulture. In the proposal, we are asking to stay with volunteers first, train the faculty advisor process will take 30 days, two to three sessions per week. The counselors would support the advisors on site and serve as the contact and support for the programs. Pre-registration will have a training or update to notify the advisors. At the beginning of each registration period, Counseling would conduct training sessions to provide the group with updates on any changes that might have been implemented since the last registration. A minimum of two sessions of registration training that would occur each semester. It was suggested that engineering and science

programs be excluded from the pilot because they deal with the transfer process which is different for all transferable schools. There are too many variables with the transfer programs, so it was recommended that the pilot be moved towards the applied science programs. Electrical engineering, automotive, interior design were recommended with the pilot. For the pilot program, it was reiterated to go with applied sciences to start out and then move, based on the pilot.

- Following Michele's proposal, there was much discussion
 - Holly Estrada would like to change the group to administrative justice at the Chesapeake Campus. The recommendation for the pilot was to something different at each campus. Once there is success, we would want to move to having all programs to advise their programs. It is suggested that the way they go through counseling be removed from the process and be taken care of with the faculty advisor. Tom Stout's program is already in affect and it would be easy to look at how this is completed for the pilot of the program.
 - Frank Dixon suggested that the engineering program be included because there is a need for a more consistent advisement piece for the engineering students. There is a benefit for the student to come to the counseling center. The students are not getting what they need from the counseling center. With the program faculty, there is not enough staff to handle this. To take the model of some of the four year schools, have program specific advisors developed. There is a specific framework that the Engineering Club uses to already provide peer mentoring to their members. The Club is very active and has students now that would be willing to participate as well.

The Chair suggested to look back at the original intent of the pilot, which had already looked into programs that were already doing this sort of faculty mentoring/advisement piece.

- Chesapeake—Administrative Justice, Horticulture, Engineering (to include peer mentoring)
 - Norfolk—Culinary Arts, Childhood, Human Services
 - Portsmouth—Nursing, Welding, and Visual Arts
 - Virginia Beach—Administrative Justice, Early Childhood and Health Professions
- The Chair suggested that once we finish the faculty advising component, the Student Success Committee will be looking at the SDV101 courses.

V. New Business

- **Faculty Advisement/Mentoring Literature Review**

The Chair discussed a folder given to her by Provost Summers with research articles and information that he had collected pertaining to faculty advisement.

- The documents were distributed amongst the group for a literature review to be completed by the next meeting.
- Additionally, it was mentioned that there was a previous document created from the VCCS regarding faculty advising that had already gone through the faculty senate and was going to be researched for the next meeting.

Action Items

- The Chair made a motion that Frank Dixon, Emily Hartman, and the Dean be charged that we will start the Peer Mentoring pilot program as a component for the faculty mentoring program for Engineering. With a proposal, speak with the engineering club and with the Dean. Report back at the next meeting
- The group will review the documents that were distributed and present at the December 12 meeting. Michelle Barnes will research Valencia Community College's faculty advisement component. Holly will look at the Northern Virginia Model, the Chair will look at the original faculty advisement model from the VCCS from Dr. Summers. Identify if any components from the literary review with components to be included with the faculty advisement/mentoring.

VI. Meeting Schedule

- For the next meeting, the Chair discussed, the next meeting would be Thursday, January 12th, 2013 at the Virginia Beach Campus.

VII. Meeting adjourned.

Respectfully submitted by:

Emily Hartman
Committee Secretary