

Tidewater Community College
President's Advisory and Planning Council (PAPC) Meeting Minutes

Date: November 15, 2019

Time: 2:00 p.m. – 4:00 p.m.

Location: District Office, President's Boardroom

Attendance:

Richie Windley (PAPC chair, Internal Relations Committee chair);

Tom Geary (Secretary, Faculty Professional Development Committee representative, Ex-Officio PAPC chair);

Forrest Crock (Distance Learning and Technology Committee chair);

Sarah DiCalogero (College Faculty Senate chair);

Nancy Jones (Classified Association);

Kevin McCarthy (Student Success Committee chair);

Jessica Morales (Instruction Committee chair);

Virginia Sojdehei (in place of Mary Anne Glanzer, Librarian Appointee)

Absent:

Danielle Giscombe (Counselors);

Diane Graham (Curriculum Committee vice chair);

David Kiracofe (General Education Committee chair);

Nakia Leslie (Student Federation);

Jessica Lynam (Global and Intercultural Committee chair);

Ruth Shumate (College Faculty Senate appointee);

Gabriela Toletti (Workforce Solutions Committee chair)

Guests:

None.

- I. Call to order
 - A. The President's Advisory and Planning Council (PAPC) meeting was called to order by Richie Windley (PAPC chair) at 2:07 p.m. with quorum.
- II. Guests: N/A
- III. Corrections and approval of the minutes of the previous meetings
 - A. We reviewed the October 18 minutes and a motion was passed to accept them unanimously without any revisions.
- IV. Officer Reports
 - A. Chair:

Approved on Jan. 17, 2020 at 2:05 p.m.

1. No report. The College Board meeting did not have quorum on Nov. 14, 2019, so it is going to be rescheduled for December.
- B. Secretary:
1. No report.
- IV. Committee Reports
- A. Administrative Association
1. No report.
- B. Classified Association
1. The Classified professional development day was held on Nov. 8 with 75-80 attendees. There were several in-house presenters: Ashanti Watts who teaches marketing, Sara Hair who held a team building exercise, and Tim Mallory who discussed security.
 2. The next classified professional development day will be Mar. 13 on the Portsmouth campus.
- C. College Faculty Senate
1. The Senate passed two motions at its most recent meeting on Thurs. Nov. 7.
 - a) The first motion passed (paraphrased) is that SDV courses be moved to under the purview of Academics rather than Student Services. There are curricular and rigor inconsistencies in the 1-credit SDV courses. Questions regarding which pathway SDV would fall under have not yet been addressed.
 - b) The second motion passed (paraphrased) is to ask Human Resources for college resources for a compression study, similar to one that Northern Virginia Community College held in the past year. It would analyze faculty pay, median rates, and competitive raises.
 2. There is a president's council meeting next week.
 3. The link to faculty College Professional Development Fund has been updated and posted. The chair discussed policy 3113 and the Continuous Learning Program, which allows for TCC employees to take TCC credit courses at no cost.
- D. Curriculum Committee
1. No report.
- E. Distance Learning and Technology Committee
1. The Distance Learning and Technology Committee met on Nov. 15.
 2. A major topic was a pamphlet being made for counselors to hand out to students who are signing up for online and hybrid classes. It helps with time management and focusing on the syllabus. A recommendation was made about adding the amount of time

commitment for each credit hour. The pamphlet is being created as a Google Doc.

3. A communications plan for the DLTC was discussed. John Morea will include a paragraph on the progress on the communications plan in the next Distance Learning e-mail.
4. The committee discussed piloting the use of Zoom for online proctoring. A mock test of DLTC members will be implemented to measure viability. Proctor U is approximately \$15 a test, which can be cost prohibitive to students; Zoom is being tested as an alternative.
5. The DLTC needs an Office of Information Systems member on the committee. The PAPC will contact Curt Aasen to determine if a volunteer can be found for DLTC from OIS.

F. Executive Staff

1. No report.

G. Faculty Professional Development Committee

1. The Faculty Professional Development Committee (FPDC) met on Tuesday, Nov. 5 in Portsmouth and remotely via Zoom.
2. The committee continued planning for the faculty-driven component of the January Learning Institute on Jan. 8. We narrowed down the topics to seven specific sessions most requested in over 120 survey responses. Chair David Wright has e-mailed faculty with requests for faculty presenters.
3. As of Nov. 5, there was a response rate of over 42% for course evaluations in 8-week courses. The committee will explore ways to increase student engagement of course surveys.
4. The Batten Foundation supports the use of available funds for a revived Batten Fellow, and the committee is now seeking formal activation through Dr. McCray before it commences advertising the fellowship.
5. The New Faculty Academy and Faculty Development and Evaluation Preparation leaders shared updates on their progress.
6. Katie DiSanto has joined the committee to serve as the Health Professions pathway representative.
7. The next meeting will be Tues. Dec. 3 in Virginia Beach and remotely via Zoom.

H. General Education Committee

1. The General Education Committee (GEC) met on November 8th and quorum was established.

2. The Committee reviewed Humanities General Education Transfer Elective courses PHI 101, PHI 102, PHI 111, PHI 220, PHI 226, REL 200, REL 210, and REL 230.
 3. The GEC recommended that PHI 101, PHI 102, PHI 111, PHI 220, PHI 226 and REL 230 remain on the list of approved transfer elective courses.
 4. Faculty present at the meeting agreed that current course assignments in REL 200 and REL 210 do not support the selected core competency of Written Communication. The GEC will review REL 200 and REL 210 once faculty agree on the core competencies or address the assignments issue for alignment with the Written Communication rubric.
- I. Global and Intercultural Learning Committee
1. The Global and Intercultural Learning Committee has not met since the PAPC last convened.
 2. Early next week the full faculty should receive an invitation to the International Education Week Teach-Out. In observance of International Education Week, Nov. 18-22, the GILC has pulled together materials to help colleagues across disciplines "internationalize" their curriculum and illustrate why a global perspective matters in disciplines including finance, biology, and the humanities. These materials are ready-made teaching modules and/or assignments that can be incorporated in a variety of classes and are shared with our colleagues via Canvas Commons; just enter "TCC International Education Week 2019" and start perusing them starting Monday, Nov. 18 (any colleagues who wish to contribute can share material). Instructions will circulate next week to anyone who needs to learn how to import or upload material from/to Canvas Commons.
- J. Instruction Committee
1. The Instruction Committee met on Nov. 1.
 2. A discussion occurred regarding the overlap of governance committee and pathway meetings and its effect on quorum for the Instruction Committee. Some pathways are scheduling on top of the Instruction Committee; others like the New Faculty Academy are conflicting with the Distance Learning and Technology Committee. The committee wants to review the idea of a central calendar to ensure conflicts are minimized. This issue will be brought up with the Executive Staff; there is no centralized location for finding the dates and times of each pathway meeting.

3. The committee discussed the lack of a camera and phone for remote attendance at the Big Otter Room; it wants to follow up on relevant technology to use Zoom in regular meeting rooms on each campus.
 4. The committee almost finished its Professional Readiness General Education rubric. There will be one final review of definitions and an outline in December. Faculty will have the opportunity to review and adopt it soon.
 5. The committee will discuss possible changes to its by-laws.
- K. Internal Relations Committee
1. The committee will meet on Thurs. Nov. 21 and does not have a new report. Members will contribute ideas for improving morale at the college.
- L. Student Federation
1. No report.
- M. Student Success Committee
1. The Student Success Committee met three times since Oct. 18 to plan its goals for 2019-2020.
 2. The committee's three goals are using the current advising training modules to develop an online format that is easily accessible for tracking usage, reviewing current advising practices and making recommendations for improvement, and analyzing retention strategies for students. That last charge will be the primary focus because six different committees at the college are working on advising; the Student Success Committee might best serve as support in regards to advising.
 3. Discussion occurred regarding the state of the college and morale at the college. Retention is difficult to improve with low morale at the college. Strategies to improve morale were discussed.
 4. The committee plans to pilot a mentoring program, named Connection with Direction, in the spring.
 - a) The committee will reach out to the college to find volunteers willing to mentor one first-time college student. They are seeking 100 volunteers (full-time and part-time faculty, staff, and administrators) who are nice, friendly, and willing to help. The committee believes 100 is an ideal number to determine if the pilot is a success and to identify what the real barriers to students are.
 - b) Most of our college's competitors have a "buddy for life" system once students seek information about the college. We, however, foster an environment that autonomous students

reach out for what they need but run into barriers and do not know how to proceed.

- c) The pilot organizers are going to develop a timeline of when to check in with the student. A manual will be developed. A welcome letter and templates for touchpoint communication will be created.
- d) The committee does not anticipate volunteers to know all the answers, but volunteers can guide students to find solutions to their questions.
- e) Whereas SalesPoint is more data driven, this is a relational approach.
- f) Sarah DiCalogero suggests not identifying this as a faculty program during the soft launch. We can sell it as the full TCC community getting involved as volunteers to avoid pushback.
- g) The pilot will have measurable objectives.

N. Workforce Solutions Committee

- 1. No report.

O. Reports from Subcommittees

- 1. None.

V. Open Business

A. PAPC charges for 2019-2020

- 1. Sarah DiCalogero suggests building a central calendar and maintaining it.
- 2. Gabriela Toletti e-mailed in a suggestion for PAPC charges that we listen to President Conston about her ideas and experiences for charges. She feels that reviewing committee web sites and memberships is a basic duty of the PAPC and does not need to be a charge.
- 3. Jessica Lynam e-mailed in a suggestion for a PAPC charge: "I would like to submit that we investigate our hiring processes as pertains to diversity, equity and inclusion, so that TCC staff and faculty reflect in the measure that's possible the student population we serve along multiple vectors of diversity."
- 4. A Google Doc will be created for sharing charge ideas.

VI. New Business

- A. None.

VII. Items from the Floor

- A. None.

VIII. Adjournment

- A. The meeting was adjourned at 3:19 p.m.

IX. Next meeting

- A. Friday, January 17, 2020, 2:00 – 4:00 p.m. in District Office, President's Boardroom.