



College Faculty Senate Meeting Minutes

Date & Time: Thursday April 9, 2020 @ 2 PM

Location: Online via Zoom meeting

<https://vccs.zoom.us/j/443310838>

Meeting ID: 443310838

Password: will be added at 1:45 pm on Thursday, April 9.

Sarah DiCalogero (Senate Chair) and Elizabeth Briggs (Secretary) are both present.

Attendance:

Chesapeake Senators: David Ring, Elizabeth Briggs, Ruth Shumate

Norfolk Senators: Julia Arnold, Judy Gill

Portsmouth Senators: Katrina Dash, Tom Siegmund, Tiffanye Sledge

Virginia Beach Senators: Angela Bell, John Krenzke, Sam Duncan, Maureen Cahill, Melanie Basinger, John Gallo, Dania Sinibaldi, Tom Williams

Ex Officio: Stacey Deputy

Guests: Matthew Gorris, Jim Silver, Sean LaCroix, Leah Weaver, Leona McGowan, Leah Whitaker, Sara Lewis, Amy Shay, Chuck Cartledge, Elizabeth Harris, Evgenia Harrison, Michele Marits, Ian Springer

Counseling: Rhonda Goudy

Agenda

- I.** Call to Order
- II.** Review and Approval of March 5, 2020 Minutes - Minutes approved
- III.** Campus Motions - Discussion regarding bylaws

May Meeting - Assign voting chair to collect votes for officer positions

- IV.** Chair Report – Sarah DiCalogero –
 - On Friday, March 13 the executive committee reached out to the President via email concerning social distancing and the college's cancelling of classes for Monday and Tuesday, March 16th & 17th as well as the concern that faculty were asked to attend in-person meetings on Monday, March 16th. The President called a PC meeting for that afternoon and the Senate advocated to extend the class cancelations through March 20th. During the meeting Governor Northam announced that all K-12 schools would be closed beginning on Monday, March 16th for a minimum of two weeks. At the regularly scheduled PC meeting on Monday, March 16th she announced that TCC would cancel classes for the remainder of the week so that faculty had time to prepare for the move to remote learning.

- The VCCS implemented a special grading policy for the Spring 2020 semester on Thursday, March 26th. College Presidents were sent a memo on the 26th. The information was posted on the VCCS site https://www.vccs.edu/vccsblog_post/emergency-grading-policy-for-vccs-spring-2020-classes/ on Friday, March 27th. The media reported on the change as early as 1:26 pm on Friday, March 27: <https://www.wavy.com/news/health/coronavirus/virginias-community-colleges-change-grading-policy-during-covid-19-crisis/> The TCC faculty were informed via an email from Dr. McCray at 8:32 pm on Friday March 27th.

Action: Request additional communication to students to indicate the importance of requesting a letter grade if it is required by their program or funding.

- The Faculty Senate Chair, Sarah DiCalogero, and four additional faculty members were asked to participate in a call to discuss the implementation of the VCCS policy as it pertains to TCC on Monday, March 30 @ 1 pm. There was agreement among all attendees concerning the implementation process and schedule during the meeting. After the meeting, the Faculty Senate Chair shared notes (as the process pertains to faculty) with Dr. McCray for verification - which he agreed with. Note: during both the meeting and the follow-up emails the chair emphasized that the faculty need to be made aware of the implementation schedule and procedures BEFORE an official communication was sent to students. Students were sent a notification shortly after 5 pm on Tuesday, March 31st. The executive committee decided that the chairs notes should be shared with faculty - as nothing had been sent (nor has since been sent) to the faculty concerning these procedures. A message was sent to faculty members on Tuesday, March 31 at 11:42 PM from the chair.
- The executive committee sent an official response to Dr. Conston and Dr. McCray on Wednesday, April 1 @ 1:30 pm entitled "Communication Concerns". A copy of the email can be found in Appendix H.
- There is a recommendation that we add communication from Administration to Faculty as part of the CFS communication plan.
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- Nominations for 2020-2021 Faculty Senate Chair, Secretary and Treasurer will open at the April meeting. Nominations will stay open until the meeting in May. Please have your new senators in place before the May meeting. Both Designees for 2019-2020 and 2020-2021 are expected to attend the May meeting. The Designees for 2019-2020 will vote on motions and other Senate business at the May meeting while the designees for 2020-2021 will vote for the 2020-2021 Senate Chair, Secretary and Treasurer. Considering the circumstances the Virginia Beach Senate proposed the idea of freezing membership and holding elections in the fall. See Appendix I for a copy of the communication from the CFS Parliamentarian, Thomas Siegmund, for information concerning the necessary steps that would need to be taken in order to do so.
- Beth Lunde had been invited to speak at the April 2, 2020 Faculty Senate Meeting concerning faculty salary and the issues of equity and compression. She has been sent the list of questions posted in the agenda and minutes from the April meeting by the Virginia Beach Campus. She has been extended an invitation to speak at the April 9th meeting but considering current circumstances her addressing of the CFS may not be feasible at this time.
- TCC College Board Meeting met on Tuesday, March 10th @ 4:30 pm at the Workforce Development Center on the Suffolk Campus.
- The Academic Council meeting on Friday, March 20th, was focused on the G3 initiative. However, considering the COVID-19 crisis it appears as if that initiative might not be funded. The next Academic Council meeting is scheduled for April 24th @ 9 am.
- Concerns have been raised by faculty members that there is not a way to use Chrome River to complete funding requests for virtual conferences.

- Although the Norfolk Campus As per the request by the Norfolk Campus I am putting together an email concerning the March 31st deadline for the Violence Against Women quiz and the Disaster Training, it did not happen. I did attend a meeting during spring break concerning mandatory HR training for faculty and it was determined that a yearly training schedule would be made available to faculty. Davine Faulks-Brayboy sent a follow-up email post meeting on the 24th with a draft of a calendar that could be made available to faculty.
- The Inauguration Committee met on March 9th and the inauguration for Dr. Conston is currently scheduled for October. As of March 9th no location has been determined. There are no further updates at this time.

V. Secretary Report – Elizabeth Briggs

VI. Treasurer Report – Tom Siegmund

VII. Campus Reports – Campus Chairs –
Chesapeake Campus

Meeting Date: March 24, 12:30 PM, Zoom

Motions: None

Updates:

1. Academic counsel Friday via ZOOM: G3 - presentation by Kellie Sorey. Applications are due by April for rollout in Fall 20. Funds will be available after the student's Financial Aid is exhausted and will be first come first served. A list of qualifying degree programs is forthcoming.
2. Dr. Edwards Meeting – Most campus events are postponed until further notice.
3. Thanks go out to Sarah DiCalogero, Chair of College Wide Faculty Senate who reached out to President Conston to get Spring Break extended so faculty could better prepare for remote delivery of courses.

Norfolk Campus

Meeting Date: April 7th - 2:30 PM, Zoom

Motions: None

Updates:

Virginia Beach Chair Report

Meeting Date: 12:30pm of April 2, 2020 via ZOOM

Motions: We move to defer the new Senate membership selection and elections to Fall 2020

Updates:

- Senate Elections. The senate executive committee had discussed extending the terms of the current senators given CoVid19 had disrupted normal operations and thought it to be advisable.

- Pass/Fail Grading System. Communications of policies and procedures is broken. Students in health services, health sciences, funeral services, vet tech programs, in the military and receiving GI bill funding plus any students wishing to improve their GPA should opt for the A, B, C, letter grade.
- Online Summer Classes. The governor has us staying home until June 10th, so summer classes will most likely be taught online. Contact your Dean if you don't think you can teach your class online. Make note of the online teaching requirements as posted in the Distance Learning Canvas shell. Will those requirements be overlooked for the summer for teachers lacking online certification?
- Issues Regarding Teaching from Home. It is no longer called online learning, the official lingo is now supposed to be "remote delivery". It is recommended that synchronous Zoom sessions be held at the normal FTF class time as students are finding there are conflicts with other classes. Testing with a webcam and Respondus Lockdown – one senate member sent her student a webcam via postal service. Respondus Lockdown does not work together with a webcam on a Chromebook. Oral exams have been offered. Regarding students with handouts, the instructor could print copies and mail them to the students. Synchronous or streaming sessions use much data; one teacher commented that they will run out of data by holding Zoom classes for one week.
- Students that are Missing in Action. Email and Call them. W is the right thing to do as they may be in the hospital on a respirator. Don't withdraw now as SIS is not yet updated. May 4th is the new 16wk date. Recommend that you tell your students to "stay to the end, you're not going to get an F". What about students who were earning an F before we went remote but now want a W? A refund policy is being crafted now; we would like for this to be shared with faculty before with the students.

Action: Send names to Student Services Dean, Pathway Dean

- Inconsistent Practice for Class Size Determination within a Pathway/Discipline. Between fall and spring classes, some classes were increased to hold 40+ students in a single class while the previous maximum number had been 30. This appears to have been isolated to one pathway. However, there are inequities across campuses within the same discipline and Pathway. Transparency of policy and communication of this policy to the faculty in a Pathway is requested. Efficiency ratings impact accreditation scores and VCCS funding; however, class size should be driven by pedagogy. We realize some areas have different standards (such as healthcare) and are more regulated but what of the other Gen Ed courses? We should seek more info on Efficiency Ratings from Curt Aasen or Kim Bovee.
- Post CoVid19 Planning. What are we planning for after the CoVid19 shelter at home, when enrollment will most likely go up due to the numbers of people that are out of work? If we continue with more remote delivery, then there will need to be a shift in resources. VB campus lacks equipment and VB faculty need training. Will faculty keep the equipment for home use? Must it be returned to TCC right away? If so, how? What technology funding is presently available?

NOT DISCUSSED:

- Summer senate meetings. Very active time with regard to policy changes, should the senate continue to meet as normal?
- Faculty Evaluations. How are faculty evals impacted by social distancing? How will class observations occur or will they be waived during this time?

Portsmouth Chair Report

Meeting Date: 12:30pm of April 3, 2020 via ZOOM

Motions: None

Updates:

1. The Portsmouth Faculty Senate discussed and agreed with the idea of holding off April elections and freezing the current membership through the summer and to include the Fall semester. The idea would be to create some stability during this very fluid and fast changing crises we are in. In addition, we also agreed that we would need to meet during the summer months. The topic of Senate elections will be brought up at such time as is reasonable during the Fall Semester. The goal will be to hold elections towards the end of the Fall Semester for the Spring 2021 Semester.

The Portsmouth Faculty Senate thought it would be greatly beneficial and a show of solidarity if all Faculty Senates agreed to this plan and were doing the same thing. My question is - what do you think about this idea? **Can't Do!**

Elections in Process!

2. The faculty is asking for a more efficient process to the policy - allowing them to campus / offices / classrooms - to retrieve items necessary to *continue* their remote activities, which in many cases is being figured out on the fly.

3. John Morea - Please optimize a classroom in the B and C building for Synchronized Learning. In addition, think forward - J.S. Reynolds and John Tyler CC's both implementing parking lots as hot spots.

4. Conversations are being had between faculty about offering Synchronized Learning at community centers *when the smoke clears*. In general, TCC needs to be thinking about *when the smoke clears*.

5. Related - when we get to the other side of this - there should be an *uptick in enrollment*, and *interest in online classes*.

6. Related - we will need to move faculty from *temporary credentialed* to *official online credentialed* - through our current online credentialing program.

7. Interest in Synchronized Learning classes being offered at Portsmouth for Science, same with Nursing, Physics, Sociology, Engineering, Pre-Med and Math.

8. Faculty at Portsmouth want to make sure we are offering online *Science Courses with Labs* especially this summer. At present none are being offered. Some administrative resistance to this.

9. Faculty will need extra time to submit grades at the end of the semester due to the revised complex process.

10. Push Communication Plan. More urgent now than ever!

VIII. Committee and Representative Reports

- A. Adjunct Committee – Joe Sych - No updates
- B. Faculty Development and Evaluation Plan – Tom Siegmund - No updates
- C. Professional Development – Lydia Leporte

D. CFAC – Stacey Deputy -

1. The CFAC chair was contacted for input into the P+/P- grade policy before the Chancellor made a decision. The chair requested that CFAC be involved in any future COVID planning. 2. CFAC is collecting any remaining issues with remote instruction that are not being addressed (must be system wide issues, not specific to TCC.) 3. CFAC is concerned about enrollment, particularly for summer

E. FSVA – Sarah DiCalogero - No updates

F. PAPC – Sarah DiCalogero - March 6th meeting cancelled.

G. Rewards and Recognition & Awards- Maureen Cahill
Virtual meeting next week

H. Communication Plan Committee - No updates

IX. Initiative Updates -

Discuss possibility of summer meetings in Campus meetings

X. Old Business

XI. New Business

Sarah DiCalogero - Nominated for Faculty Senate Chair

Elizabeth Briggs - Nominated for Faculty Senate Secretary

XII. Items for the Board

A. Other items – Motions from the floor, etc.

Appendix C: Committee and Representative Reports

- B. Adjunct Committee – Joe Sych
- C. Faculty Development and Evaluation Plan – Tom Siegmund **NONE**
- D. Professional Development – Lyida Leporte
- E. CFAC – Stacey Deputy
- F. FSVA – Sarah DiCalogero
- G. PAPC – Sarah DiCalogero
The Friday, March 6 meeting was cancelled.
- H. Rewards and Recognition & Awards- Maureen Cahill
- I. Parliamentary Rules Committee-Tom Siegmund **NONE**