



College Faculty Senate Meeting Minutes

Date & Time: Thursday June 25, 2020 @ 2 PM

Location: Online via Zoom meeting

Attendance: Sarah DiCalogero, Elizabeth Briggs, Gillian Durham, Leah Hagedorn, K. Jones, Stacey Deputy, Jennifer Hopkins, Melanie Basinger, Eileen Huey, Emily Wilson, Tiffanaye Sledge, Evelyn Coutee, Kimberley Lee, John Krenzke, LawsonLM, Robert Crumpler, Dania Sinibaldi, Andrea Tomlin, Laura Fuller, Joseph Sych, Ruth Shumate, John Gallo, Amy Shay, Jeffrey Acosta, Geraldine Wright, Catherine Merritt, Tom McHugh, Kelly Gillerlain, Christopher McCammon, Judith Gill, Bobby Bennett, Jen Dozier, Tricia Swoope, Matthew Gorris, Julia Arnold, Leona McGowan, Judy McMillan, Gabriela, Bronson Haynes, Angela Bell, Darryl Perkinson, Mary MacDougall, Lisakern Lipscomb, Kathy Brothers, Sean LaCroix, Ann Roblin, Don Liburd, Elizabeth Harris, Thomas Siegmund, Siabhon Harris, Peter Shaw

Agenda

- I.** Call to Order
- II.** Campus Motions* -See Appendix A
- III.** Chair Report – Sarah DiCalogero –See Appendix B
 - A.**
- IV.** Campus Reports – Campus Chairs –See Appendix B
- V.** CFAC - Stacey Deputy
- VI.** New Business
 - A.** Motions from the floor

Motion 1: Tidewater Community College require all persons to wear a CDC recommended face covering over mouth and nose and practice physical distancing when on campus.

Motion passed unanimously.

Motion 2: With the increased need for online synchronous course offerings in response to pandemic conditions that utilize active learning strategies and enable strong faculty interaction, but that also suspends student choice with regard to delivery modalities, the Faculty Senate moves to reduce course capacities for online synchronous courses to the SHEV ratios for all disciplines.

Motion passed unanimously.

- B.** Q&A from faculty (20 minutes)
- C.** Other items

Appendix B:Chair Reports

Collegewide Faculty Senate Chair Report

Chesapeake Campus

Meeting Date: Tuesday 6/16/20

Motions: No Motions

Updates:

Concerns for TCCISC Committee

1. Zoom time for Synchronous classes – Faculty would like to ensure that Deans do not dictate time requirements for Zoom sessions, and that faculty have the flexibility to modify the class so that it is efficient and sustainable for students.
2. Course caps for online/synchronous courses in the fall. If students are not successful, this can have a severe detrimental impact on enrollment long-term. We know that this is going to be challenging, and lowering the course caps make sure that faculty have the time to give students the extra help they need to succeed.
3. Concerns about inconsistent messaging – Some Deans are requiring faculty who are going to be teaching synchronous to complete online certification while others are not. Training requirements for fall are unclear.
 - a. Concerns about the amount of work required in the online certification course. VCCS is conducting a 7 part training initiative, and those who complete it will get an online certification certificate. Request for this to be the requirement instead of the TCC course.
 - b. Clarification requested – many have been grandfathered for online teaching and have never completed the TCC course. Are they still certified or are they required to complete the training?
 - c. Who is the contact person to verify who has and has not completed training?
4. Concerns about practical implementation of social distancing in lab classes.
 - a. Identified Bert Thompson as the person who is going to be evaluating the lab spaces. Is this correct?
 - b. It is essential for the faculty to be involved in this, as they are the ones that know how the space will actually be used. One faculty worked this out for her lab, and based on how teaching takes place, she would go from being able to teach 16 to only being able to teach 3.
 - c. Consensus from Biology faculty is that they would prefer not to have in person labs.
5. Concerns about who is going to be responsible for sanitization in-between sessions.
 - a. Concerns about lack of cleaning.

6. Concerns about faculties ability to require students to wear masks/comply with other requests. What is the process if a student refuses?
7. Request for Michelle Woodhouse to host townhalls to update on the process as well as get direct feedback from faculty. The suggestion is for the townhalls to be themed based on program/class type. For example, a townhall about the Automotive program, and then another townhall about the science lab classes, etc. Also, that chat is turned on so that faculty can ask questions and get a response directly.
8. The possibility of having a limited number of non-lab based courses run face to face in the fall.
 - a. Identifying faculty who would be comfortable with this option.
 - b. Identifying large classroom spaces that would allow for social distancing while limiting the need to reduce class sizes.
9. Concerns about the schedule.

Norfolk Campus

Meeting Date: Tuesday 6/23/20

Motions: "That TCC require, for any on-campus activity, that students, faculty, and staff wear masks and practice social distancing."

Updates:

Attending: Jeffrey Accosta, Julia Arnold, Carla Cannon, Sarah Dicalogero, Judy Gill (Chair), Richard Gill, Bronson Haynes, Frank Hendrick(?), Leah Hagedorn, Don Liburd, Christopher McCammon (Secretary), Shannon Ponack, Peter Shaw, Sylvia (Ross? Babcock?), Thomas Siegmund; Ivory Warren, Libby Watts, Carmelita Williams.

J. Gill called the meeting to order and introduced the items on the agenda.

I. TCCISC Committee

- In the fall, all courses that can be offered off campus will be. The only exceptions are lab/performance-based courses.
- Faculty will consult with deans and department chairs to ensure that classes are in the correct category by 7/13.

II. Faculty Survey Results

- There were high levels of participation in the survey: 65% of full-time faculty.
- 86 percent of respondents want the college to provide masks. The language now under consideration says use of masks is "encouraged".

- I. Warren mentioned the possibility of a waver to avoid lawsuits from parents.
- J. Gill pointed out that a higher percentage of adjuncts than full-time faculty are willing to teach in person this fall semester and wondered if this is due to fear of losing their jobs. 30% of faculty (full-time?) are unwilling to teach on campus in the fall.
- S. Dicalogero mentioned that family have expressed worries about student access to the technology necessary for distance learning.

III. Masks/Face Shields

- J. Gill asked if the senate should move to strengthen TCC's language on mask use. J. Accosta suggested the following motion: "That TCC require, for any on campus activity, that students, faculty, and staff must wear a mask and practice social distancing" I. Warren seconded the motion. The motion passed unanimously.

IV. Teaching Modality for Fall/New Modality

- J. Gill reported on her meeting with Jenefer Snyder (chair of TCCISC committee) and displayed proposed language for OS SIS note.
- The note explains to students that they will meet via Zoom at prescribed times, but may not meet every single time listed.
- S. Dicalogero emphasized the need to give faculty autonomy so that they can adjust as they see fit to the new circumstances of instruction.
- Faculty will be required to take a course in Canvas basics and Zoom basics. The latter will probably be offered during convocation. Faculty who have completed full online training are not required to take either.
- S. Dicalogero and I. Warren emphasized that faculty should be free to require that students have their cameras on during Zoom sessions. This might be best addressed via updates to Netiquette in course syllabi. J. Gill pointed out that requiring students to have Zoom-ready cameras will enable them to get the cameras with financial aid. Another possibility is to make some form of internet access available through the College so, again, financial aid could be used to purchase it.

V. Class Maximum Enrollment

- There was general agreement that it is difficult to keep track of large classes on Zoom. We could make a recommendation for something smaller: perhaps 16 or 20, so that all students are visible on a single screen, enabling the instructor to respond to the students' prompts.
- S. Dicalogero will seek a formal recommendation for class size at the 6/25 Campus Senate meeting.

Concluding Discussion/Business

- C. Cannon remarked on the complexities involving lab courses with labs. The College has ordered some kits for remote chemistry labs. There is currently not a good answer to the question of how these kits will be funded.
- P. Shaw asked for an update on the registration taskforce. S. Dicalogero replied that some of the recommendations have gone to President's Council and that the requirement that students meet with an advisor before enrolling has been removed.
- S. Dicalogero shared Health Professions COVID screening questionnaire. Questions that remain: Will the questionnaire be given again at each class meeting? Is it for faculty as well? How does it relate to a waiver?
- J. Accosta will be the third designated Norfolk senator to 6/25 Campus Senate meeting, replacing L. Watts.

Portsmouth Campus

Meeting Date: Friday, 5/29/20

Motions:

Please note that the following motions have been amended from the original motion that PFS initially approved in response to new information and work done by/in the CWFS Subcommittee and the TCCISC. In consideration of the SCHEV ratios in the *College Program Viability Reports* (these SHOULD be in Share Point, but we could not locate them there or on SCHEV's website), we put forward the following motions for consideration. Note that these ratios are different from the "efficiency ratios":

1. With the increased need for online synchronous course offerings in response to pandemic conditions that utilize active learning strategies, and enable strong faculty interaction, but that also suspends student choice with regard delivery modalities, the Portsmouth Faculty Senate moves to reduce course capacities for online synchronous courses to the SCHEV ratios for all disciplines.
2. As more faculty complete the required training to teach Online Asynchronous courses and given the increased loads that faculty may be required to manage in response to pandemic conditions, the Portsmouth Faculty Senate moves that TCC consider temporarily reducing course capacities for Online Asynchronous courses to no more than 25 students.

Updates:

New Senators and Campus Faculty Senate Matters:

We welcomed four new Senators: Derek Laws from Chemistry; Darryl Perkinson as an adjunct from NNSY; Mary Anne Glanzer to represent Library Services; and Terry Eusebio to represent Counseling Elections were approved by Senate membership

Summer and Fall Instructional Concerns:

Continuing Summer Science, Nursing, and Allied Health Remote/online Course Offerings included the cancelation of Summer CHM classes. This had a huge effect on our enrollment and program. Concerns were that many other VCCS institutions and 4-year institutions offered online courses, so there were questions as to what made TCC unique in this regard such that we did/could not offer online CHM classes.

Nursing did not hold classes in the summer, for the Fall they are trying to do classroom work online and hold practicums on campus. This will be very challenging given the logistics and resource/materials requirements associated with Practicums and clinicals amid the continued pandemic.

Other pathways are working on putting as many of their courses online to leave room for classes that must be on campus

Technology Concerns

Library staff is still very constrained yet still doing the work of helping students and faculty as the demand for services has not decreased. In response to the need for more support, the expansion of library services includes expanded tutorials and reference assistance, available at: <https://libguides.tcc.edu/topic/digitallibrary/home>

The same concerns regarding equipment availability (computers, doc cams, etc. were raised that were also raised at other campuses and the CWFS meeting. While under normal conditions, institutions require that Adjunct faculty have their own equipment, these are not normal conditions. Some faculty may need equipment in order to teach remotely. What's available? Is it possible to provide these resources even if just during this transition?

Regarding Zoom: It is more secure to go through the Zoom link through myTCC than to schedule Zoom meetings in your Canvas shell. In fact, faculty need to be aware **that we will no longer be allowed to access Zoom in the Canvas shells due to new/emerging security requirements** This will change the way that many faculty release the access information to students and will take more time.

Another major concerns is that recordings done this way are not automatically upload to Canvas courses so links have to be sent individually. A question will be sent in to ask when the option to schedule meetings in Canvas shells will be removed (**sent and awaiting response**)

Changes in Administrative Structure

There are significant faculty concerns about the process and decision making process, which did not involve faculty. There is also concern about campus management as we return to campus and the multiple responsibilities being placed on administrators.

Faculty voiced concern about the movement away from the provost model though there was also some relief that the new interim CAO, Dr. Woodhouse, would be able to help the college move forward during this time. Now that the Dean of Student Services, Dana Hathorn, is the senior point of contact for campus issues, there is some concern that faculty raised regarding whether this would be too much for that office to manage because they resume responsibility for their normal duties/areas, in addition to facilities concerns, academic escalations and related, etc. Given that they are primarily involved with Student Services, the question of whether this office will be able to help with issues that arise on the Academic Services side.

Dr. Johnna Harrell is an interim Campus Associate Dean, so Academic concerns can be brought to her but the Dean of Students is the administrator in charge of the campus. Dr. Harrell is both campus facing and Pathway facing (Social Sciences and Education), so there is some confusion as to her specific role and to what extent she serves in each capacity. Question raised as to whether we need a dedicated campus academic dean/associate dean who is not attached to a pathway? In any event, there needs to be clear communication and where both faculty and students should go when they have questions or issues.

Fall Reopening - safety concerns

We discussed the urgent work of the CWFS subcommittee working on these concerns including the fact that faculty should be on the lookout for surveys and other correspondence that required action/response.

Concerns regarding PPE requirements aligned with what was discussed at the CWFS meeting. Face coverings should be mandatory, the availability of sanitizers (sprays, hands, etc.) and other similar concerns including how we accommodate those that cannot wear face coverings.

Fall reopening – curricular concerns

Faculty raised the question of the proposed course schedule and calendar relative to the expected resurgence and confluence of flu season. Since the majority of classes will be remote, do we need to be concerned about this as much? What about our classes that are meeting on campus (should they end earlier in the semester as many of the 4-years are doing)?

Course capacity concerns were also addressed. If classes are going to be synchronous remote, there needs to be more consistency in the course capacities. Faculty are in favor of reducing capacities. Lowest limit likely to be approved is 25. Dean Snyder asked the Faculty senate to try and push this forward and we agreed to bring a motion to the CWFS.

Campus morale and participation

It has been good to see the increased participation in the Zoom Faculty Senate meetings and we need to find a way to help it continue when we return to campus. Vice Chair Dr. Wright would like to coordinate social events and open forums to encourage faculty participation in the future.

Virginia Beach Chair Report

Meeting Date: June 23, 2020

Motions: none

Updates: Numerous discussions

- course caps for a remote Fall 2020?
- requiring students to have web cameras, can we do this?
- several faculty would like to conduct their exams on campus, can they do this?
- 90" Promethean Boards are being installed in Blackwater Building classrooms. Faculty have opposed their use in place of projectors and they obscure the much needed white board space. While they are wonderful technology, they are not well suited for our math curriculum instruction. Two years ago all math faculty voted to not have

- them installed. The Pathway Dean and the Provost were not consulted. Faculty would like them to be removed.
- New Online Synchronous, Online Asynchronous and Hybrid definitions will appear in student notes when they sign up for a course. This will be followed by an email. Question: What will students who have already signed up for a f2f class be communicated and when would that happen?