



## College Faculty Senate Minutes

Date & Time: Thursday September 3, 2020 @ 2 PM

**Location: Online via Zoom meeting**

<https://vccs.zoom.us/j/97430799446>

**Meeting ID: 97430799446**

**Attendance:**

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

**Chesapeake - Elizabeth Briggs, David Ring, Jennifer Hopkins**

**Norfolk - Ivory Warren, Jeffrey Acosta, Judy Gill**

**Portsmouth - Kimberly Lee, Tiffanye Sledge, Derek L, Geraldine Woodberry Wright**

**Virginia Beach - Dania Sinibaldi, John Gallo, Lawson, John Krenzke, Julia Arnold, Melanie Basinger, Maureen Cahill, JT Williams**

**Ruth Shumate – Counselor**

**Ex Officiato – Stacey Deputy**

**Other Attendance:**

**Peter Shaw, David Kiracoffe, Kevin Mitchell, Siabhon Harris, Larry Noble, Joseph Sych, Richard Gill, Thomas Siegmund, Judy McMillan, Susan Parker, Matthew Gorris, Stacey Deputy Carmelita Williams, Ian Springer-Woods, Sara Lewis, Leona McGowan, Mary MacDougall, Michele Marits, Andrea Palmisano, Sylvia Ross, Ann Jerks, Frank Hendrick, Rhonda Goudy, Brittney's Iphone, Staci Forgey, Angela Holley, Elizabeth Harris, Mike Blankenship, Melinda Richmond**

**Agenda**

- I.** Call to Order
- II.** May 7, 2020 Minutes and June 25 Meeting Minutes - Minutes Approved
- III.** Guest Speaker - Dr. Edwards concerning the Virtual Student Center and CARE Teams  
**Presented to faculty, will be presented to the President's Cabinet and the information will be sent out.**
- IV.** Campus Motions - none
- V.** Chair Report – Sarah DiCalogero
  - A.** PC Update

**Collegewide Faculty Senate Chair Report**

Request made to have Deans avoid scheduling meetings during Faculty Senate meetings

Request for Faculty Senate Executive Committee meet with Administration as needed.

- VI.** Meeting Schedule for 2020-2021
- A.** September 3, 2020 - 2 pm Portsmouth Campus
  - B.** October 1, 2020 - 2 pm Virginia Beach Campus
  - C.** November 5, 2020 - 2 pm Chesapeake Campus
  - D.** December 3, 2020 - 2 pm Norfolk Campus
  - E.** February 4, 2021 - 2 pm Portsmouth Campus
  - F.** March 4, 2020 - 2 pm Virginia Beach Campus
  - G.** April 1, 2020 - 2 pm Chesapeake Campus
  - H.** May 6, 2021 - 2 pm Norfolk Campus

**VII.** Treasurer Report – David Ring - None

**VIII.** Secretary Report - Elizabeth Briggs - None

**IX.** Campus Reports

### Chesapeake Campus

**Meeting Date: August 25th, 12:30PM, via Zoom**

**Motions:** No Motions

Updates:

Concerns were raised regarding lack of faculty involvement in the reorganization of disciplines within pathways. Continuing concerns regarding communication.

Discussion and consensus on faculty priorities for the 2020-2021 academic year resulted in the following:

1. Advocate for a campus-based administrative structure for faculty.
2. Developing a comprehensive model of college structure (organizational chart) including Communication flow.
3. Continue in the College's efforts to enhance enrollment growth and ensure that faculty is represented in those efforts.

### Norfolk Campus

**Meeting Date:** Tuesday 9/1/2020

**Motions:** None

**Updates:**

The agenda was light but some questions came up for the College-wide Senate.

The mini-mester/OVN courses - Who can we ask about the OVN template? Are there any faculty who have created courses in the template that we can contact about it?

Also, some campus concerns:

Several faculty noticed that the security desks at the entrance to many buildings were often unattended, with sign-in sheets left to be completed voluntarily.

There was also a lack of masks being worn by individuals who were delivering supplies to the Walker Building and also by other unidentified individuals who were not social distancing. Perhaps this was a consequence of the lack of security personnel monitoring entrances.

Are any other campuses experiencing the same issues?

Some campuses are experiencing it, request to follow-up

OVN (Open Virginia Network) Courses built with OER working with our designers, you can receive a stipend for creating the course.

Suggestion that if a faculty member is building a minimester course that is not in the OVN repository they could possibly apply for the stipend if they meet the guidelines.

**Question to take to Cabinet: What are the requirements for the courses offered in the minimester to make?**

**Other Question: If "student failure is an option", then why did we have to re-design our developmental courses? Who is pushing the mini-mester: is it a TCC initiative or VCCS initiative?**

**Minimester is an enrollment task force initiative.**

## Virginia Beach Chair Report

**Meeting Date:** August 27, 2020

**Motions:** none

### Updates/Discussions:

- What happened to the course cap issue?
- Concerns regarding language to students “although you are encouraged to participate in these live sessions during the designated times, you are not required to do so.” How can a faculty teach a language, like French if the student doesn’t have to come to any live sessions? Clarified that faculty determine which sessions are live, how many and what percentage that the student is expected to attend, if any. Specific attendance requirements should be stated in the faculty syllabus.
- Faculty did not know how to take Zoom attendance. Shared multiple ways: add “attendance” to the Canvas menu from settings, open Zoom and see reports, open Zoom recordings and see reports, view participants and record attendance the old-fashioned way, Canvas analytics....
- Confusion over who is required to participate in Zoom and Canvas training. Pathway Dean should communicate with their faculty with regards to who needs what training. Who tracks this?
- There is a Canvas training module that addresses the design of course learning outcomes. Concern that it is without faculty input. Even though the training was designed by faculty for faculty, this needs further investigation.

### NOT DISCUSSED:

- Managed course vs. Shared courses. TCC is offering a stipend for faculty to create courses that TCC will own the rights to (faculty gives up their rights) and can use as they see fit. The faculty must meet specified design and development requirements. The Department of Distance of Learning owns the course and can offer it as a managed course. This removes the right of faculty to make any changes and faculty may be competing against a managed course.
- TCC Bookstore lacks Math and English text materials, orders delayed, students don’t have required materials
- Faculty need to build esprit de corps. Teaching from home has reduced the ability to collaborate.

### Problems with the bookstore - Follow-up

## Portsmouth Chair Report

**Meeting Date:** Meet on July 31st. Not meeting until September 25.

**Motions:** No Motions

**Updates:** Faculty would like to get extra PPE for their offices. Have not yet contacted the Campus Dean. Who is the point of contact for escalation at the Newport News Shipyard in areas of noncompliance.

Ongoing confusion regarding Zoom training. Many have tried to sign up and have not been able.

Cost of teaching remotely - instances where this is prohibitive. Heather McCraig has said that we are not able to use Professional Development Funds to address these issues.

Questions regarding what is happening with Adjunct evaluations, and how will the pandemic impact APPDP and summative evaluations.

Organizational Chart - Request for clarity regarding not only the positions but who is responsible for what.

Inconsistent communication between pathways. Significant issues regarding communication and organization within pathways.

### **From Chat - Suggestion to help with confusion**

**In a related issue, it would be nice to have a help guide for faculty. A listing of who to call for different issues. For example, I call Matthew Blanchard for all of my Zoom questions. Many faculty do not know this kind of information. Besides the issues of different communications for different deans, some deans already have too much on their plates: they just do not have time to address all of the issues. A guide that would allow faculty to contact the action people themselves would be helpful.**

**Student Services would appreciate a guide like this as well.**

Problems with recommended items at the bookstore. **Has already been brought up to Michelle Woodhouse and taken care of - any future issues need to be specifically addressed should be brought to Michelle Woodhouse to get resolution.**

## **Committee and Representative Reports**

Adjunct Committee – Joe Sych - Awaiting information regarding Adjunct Faculty Evaluations

Faculty Development and Evaluation Plan – Tom Siegmund **NONE**

Professional Development – Lyida Leporte

CFAC – Stacey Deputy

CFAC did not officially meet over the summer, but remained in contact via email. The largest issue we addressed was the addendum to the faculty contract. The CFAC chair, Charles Errico, learned that the addendum was created by VCCS attorneys but was not required to be used. He communicated that information with the 23 presidents and asked that they not use the last two sentences of the addendum, which read: "Moreover, if required as a result of Commonwealth, System or college health and safety directives any or all of your required classes are cancelled prior to the end of the contract

term, this appointment may be terminated by the college prior to the end of the contract term. In that event, your contract salary will be prorated based upon (completion of contract deliverables/number of classes completed/etc.)" . All 23 community colleges opted to remove those two sentences from faculty contracts for 2020-21.

FSVA – Sarah DiCalogero - no report

PAPC – Sarah DiCalogero/Maureen Cahill - has not met

Rewards and Recognition & Awards - Maureen Cahill - Order has been placed for plaques, unsure if they have been received. Working on a rubric for going forward to evaluate submissions.

- X.** Initiative Updates
- XI.** Old Business
- XII.** New Business
  - A.** Items for the Board
  - B.** Other items – Motions from the floor, etc.

Many concerns regarding the shortness of the minimester and ensuring the educational quality.

from chat: Faculty and Department heads know what works best for the delivery of their unique classes. We have 4 classes that run comfortably as stacked 8 week, and studio based classes that really can't go shorter than 10 weeks.

Schedule being rebuilt college-wide. Need to have collaboration. Schedule should be built from a program perspective.

**From Chat: (Idea for the "parking lot" for later: Something to mention to the administration if they want to increase enrollment. Why does all of our social media have to go through a single person?! At most colleges that I have heard of, the individual departments (Career services, academic advising, even academic departments, perhaps) have more control over their social media interactions and, therefore, have more interactions.)**

Meeting adjourned at 4:17 pm.