



## College Faculty Senate Meeting Minutes

Date & Time: Thursday, November 5 @ 2pm Final

**Location: Online via Zoom meeting**

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

**Meeting ID: 97430799446**

**Password: see email**

**Attendance:**

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

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

**Norfolk - Jeffrey Acosta, Julia Arnold**

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

**Virginia Beach - Dania Sinibaldi, John Gallo, John Krenzke, Melanie Basinger, Maureen Cahill, Sam Duncan Ratanmani Joshi Tom Williams**

**Ruth Shumate –Librarian Representative**

**Ex Officiato – Stacey Deputy**

**Other Attendance:**

**Matthew Gorris, Ian Springer-Woods, Leona McGowan, Staci Forgey, Elizabeth Harris, Sean LaCroix, Amy Shay, Alan Holck, Jeanne Hopkins, Andrea Palmisano, Siabhan Harris, Katrina Dash, Carmelita Williams, Nancy Yaeger, Matthew Woods, Shirley Greenway, Frank Hendrick**

Meeting Called to Order at 2:23 PM

**I.** October Meeting Minutes approved

**II.** Campus Motions

The senate moves that administration share any CoVid cases or exposure with faculty weekly to include: number of cases (including zero), campus and building, timeframe, and actions taken by the college. (Virginia Beach)

Motion passes unanimously

**III.** Chair Report – Sarah DiCalogero

**Collegewide Faculty Senate Chair Report**

**IV.** PC Updates

**A.** Matt Baumgarten indicated that TCC has a 6-8 month supply of PPE and custodial products.

B. Town Hall meeting tentatively scheduled for November 16 @ 2pm. The President has asked the Senate to query questions from faculty members. Questions need to be sent to Sarah by Thursday, November 12.

C. REV Funding for current and future students.

**V.** TCCISC - Teaching, Creating and Communicating Instructional Steering Committee

A. Textbook procedures- moved from college-wide committee to individual pathways

B. TCCISC Class Scheduling Subgroup

1. Feedback needed concerning moving to a shorter session schedule. 5, 10 & 15 week blocks were discussed. Time has been allotted during this meeting to discuss. Committee members are Joe Fairchild; John Morea; Kevin McCarthy; Sarah DiCalogero; Andrea Pearman; Gabriela Toletti; Sandra R Bryant; Monica McFerrin; Lynette Hauser; Kevin Brady; Glenn Bert Fox; Christopher A Blow; Cynthia Pedigo; Sean Lacroix; Lisa Carters

**VI.** ITAC (Information Technology Advisory Committee - chaired by John Morea)

A. The Senate and committee worked together to determine technology needs for faculty. There is CARES money available for a significant purchase of equipment. Laptops/Computers were identified as the greatest need among respondents. If faculty members have an immediate need for a laptop/computer or a webcam please contact your Dean (and cc your Senate Chair) as they are a limited supply of this equipment available.

**VII.** Meeting Schedule for 2020-2021

A. September 3, 2020 - 2 pm ZOOM (Portsmouth Campus)

B. October 1, 2020 - 2 pm ZOOM (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

**VIII.** Treasurer Report – David Ring: No updates

**IX.** Secretary Report - Elizabeth Briggs: No updates

**X.** Campus Reports – Campus Chairs

**Chesapeake Campus**

**Meeting Date: October 27, 2020**

**Attendance: Elizabeth Briggs, Jennifer Hopkins, David Ring, Matthew Gorris, Andrea Tomlin, Rhonda Goudy, Missy Comer, Mary McDougall, Randy, Dave Howell, Michael Blankenship, Beth Callahan, Libby Jakubowski, Marie Linton, Stacey Deputy, Michael Mitchell, Bert Fox, Christopher Lessick, Judy McMillan, Bobby Rowe**

**Motions: None**

**Update:**

**Jennifer Hopkins provided an update regarding the Adjunct Faculty Growth and Evaluation Plan:**

**First meeting was Friday October 23, 2020. Based on the VCCS plan, but each college will be modifying based on its unique needs.**

**Purpose: The Committee will assist TCC in defining a process by which Adjunct Faculty will attain and maintain “Good Standing”. It will likely be modeled on the Full Time Faculty Evaluation Plan but modified as needed.**

Covers 4 domains:

1. Adjunct Faculty Growth and Development
2. Teaching Effectiveness
3. Institutional Responsibility
4. Adjunct Faculty Reward and / or Recognition

Focus: Committee is charged with what “good standing” means. Specifies minimum requirements for growth and development of adjunct faculty. Will have a paired down “classroom observation” component. Professional Development opportunities will be available that will support adjunct faculty. Adjunct Faculty will be evaluated by Deans, Chairs, or other designees.

Discussed Faculty Advising. Faculty are concerned about the ability to advise students when training has been spotty, and resources are not updated. Failing the students may impact enrollment in a negative manner.

Pathways model still remains a concern to faculty especially with regard to the Academic Structure. Faculty remain concerned about the lack of Campus and community connection especially now that Provost positions have been eliminated. Who supports specialty Campus based programs who are not governed by Deans on their Campus now that the Provosts are gone?

Concerns regarding Dean accountability. Who evaluates the Deans for performance? Faculty expressed interest in the evaluation process for Deans. Is a survey needed?

Previewed the Canvas Shell being developed for communication. Feedback welcome.

Faculty Priorities: – Remain unchanged.

1. Advocate for a campus-based administrative structure for faculty. *(Further discussion suggests this continues to raise issues and should be revisited again in a future Campus Chesapeake Senate meeting once remaining concerns have been better defined by the Chesapeake Senate)*
2. Developing a comprehensive model of college structure (organizational chart) including Communication flow. Canvas Shell for Communication flow is being implemented.
3. Continue in the College's efforts to enhance enrollment growth and ensure that faculty is represented in those efforts. No update to date.

## Norfolk Campus

Meeting Date: Tuesday, October 6, 2020

Attendance: Judy Gill, Sarah DiCalogero, Jeff Acosta, Richard Gill, Ivory Warren, Carmelita Williams, Heather Fitzgerald, Richard (Chris) McCammon, Don Liburd, Sylvia Ross, Julia Arnold, Meredith Pollard, Leah Hagedorn, Peter Shaw

**Absent: Bobby Bennett**

**Motions: None**

**Update:**

1. Summary of Academic Council – Jeff Acosta
2. College Senate updates – Sarah DiCalogero
3. PACE discussion, tabled until next meeting. Considering making a motion about reevaluating the program.

### **Portsmouth Chair Report**

**Meeting Date: October 30, 2020**

**Attendance: Tiffanye Sledge, Katrina Dash, Kimberly Lee, Terry Eusebio, Gabrielle Pennington, Darryl Perkinson, Derek Laws, Suzanne Luna, Carmelita Williams, Katina Harris-Carter, Harlan Krepcik, Geraldine Wright, Patricia Knight**

**Motions: None**

**Update:**

Discussion about including the chair of the Classified Staff Association to increase the community feel of campus. For now, we will invite staff members as guest speakers. Classified often has information that can be hugely beneficial if not vital.

We need instructions for EVA in order to know how to request funds for association dues. Some faculty were unaware that there was another system besides Chrome River.

Still no word back from TCC Security on the safety incident that occurred on campus. Questions arose as to what happened to TCC Alerts, what about when faculty have to go to different campuses? One faculty member went to the Beach to donate laptops and could not get in; security was not helpful (did not know the building names; kept referring to/asking for the number - if that is not your home campus, you won't necessarily know the "Letter" for the building). So does security need basic training so they know the buildings on each campus.

Discussion about the need for a motion about how faculty governance and participation is managed. Decided to bring up the conversation at College Wide Faculty Senate but will not make a formal motion at this time.

Terry Eusibio provided a very robust update regarding student services initiatives including the new structure. Faculty requested that he add the names of key individuals to the organizational diagrams so we have as a quick reference. There have been major changes in the college-wide communication approach with students - instead of multiple emails, there will be one central advisor contact sending information. In addition, the college is now able to text. There will be advisor assignments to each pathway; each counselor will be assigned an advisor as a liaison. Faculty asked for more notice regarding the early alert process instead of the current 2-week notification and turn around.

We have a vacancy on PFS. I was going to send an email to recruit, but was advised that a more efficient approach would be to ask him to recommend someone from his pathway for representation.

## Virginia Beach Chair Report

**Meeting Date: October 29, 2020**

**Attendance:**

*Present:* Dania Sinibaldi, Maureen Cahill, John Krenzke, John Gallo, Tom Williams, Sam Duncan, Kimberly Jones, Amy Shaw, Melanie Basinger, Cheryl Nabati, Laurie Lawson      *Absent:* Chris Cartwright, Jared Oliverio, Wendy Buie

**Motions:** The senate moves that administration share any CoVid cases or exposure with faculty weekly to include: number of cases (including zero), campus and building, timeframe, and actions taken by the college.

**Update:**

- CoVid Pedagogical Issues. Faculty are overwhelmed with training and grading in this new environment. Faculty are struggling to engage students; if they attend, many keep video off (black box shown) and often they do not participate. Students seem less capable of working independently and need more one on one. Faculty should not assume students are tech ready. A suggestion was made to start the term with a phone call to each student to help with getting started in their course– like a doctor’s office does prior to a virtual visit to provide the “human touch”.
- Faculty Advising. Who is our go-to person? Lack of current training. Where is EAB Navigate?
- Still need a Designated Senator to replace Angela Bell – none yet
- Student Enrollment issues and initiatives were shared. The question is still why are Germanna and Nova doing so much better in enrollment than is TCC?
- Early Alerts? Faculty received an email requiring completion in a short window of time without prior notice or instruction as to how. What is the purpose? Faculty are already contacting students, providing progress information, and reaching out to those not doing well.
- Too many new initiatives, committees, and training. Early alerts, faculty advising, textbooks, to name a few. The focus of faculty is on our current students. “Extra policies and extra committees don’t increase enrollment.”
- Faculty prefer to be asked to serve on a committee as opposed to being “voluntold”.

### **XI. Committee and Representative Reports**

- A.** Academic Council
- B.** Adjunct Committee – Joe Sych/Elizabeth Harris/Jeff Acosta
- C.** Faculty Development and Evaluation Plan - Tom Seigmund: No updates
- D.** Professional Development – Lydia Leporte

Total Funds for FY 20/21 - \$235,000

Total Funds Committed for use \$27,708.80

Full Time: \$18,838.80

Adjunct: \$8,870

I would suggest the faculty senate consider a one-time temporary increase to limits instead of a rush in the last month since this year is definitely going to be underutilized. Maybe an extra \$500 for full-time to \$2175, and an extra \$250 for adjunct to \$1050.

These increases will most likely be used by the few who are taking grad classes, and I don't believe we will be in danger of coming near the \$235,000, as those who aren't going to use it anyway will not be enticed by the increased limits.

**E.** CFAC – Stacey Deputy

Meeting on Nov. 12th via Zoom. One topic of particular interest is removing the VCCS 29 obstacles to promotion.

**F.** FSVA – Geraldine Wright

Not requiring dues for the 20-21 year. Gathering all faculty contact information to make it easy to contact faculty regarding advocacy days and legislative days.

Adjunct Health Care

Budget

Public Sector Bargaining

Internet Access for all

**G.** PAPC – Maureen Cahill/Sarah DiCalogero

No meeting in October.

**H.** Adjunct Growth and Development Committee - Jeff Acosta & Jennifer Hopkins

**Purpose: The Committee will assist TCC in defining a process by which Adjunct Faculty will attain and maintain “Good Standing”. It will likely be modeled on the Full Time Faculty Evaluation Plan but modified as needed.**

**Covers 4 domains:**

- 1. Adjunct Faculty Growth and Development**
- 2. Teaching Effectiveness**
- 3. Institutional Responsibility**
- 4. Adjunct Faculty Reward and / or Recognition**

Initial focus on Adjunct Faculty Growth and Development and Teaching Effectiveness. New Hires have to go through a classroom observation during their first 3 credit hours.

Adjunct Faculty will not be asked to do anything full-time faculty are not asked to do.

Faculty will only be evaluated once even if they are in more than one pathway.

if the faculty is teaching synchronous and asynchronous they will only have one evaluation.

Full-time faculty or counselors (where appropriate) may help with evaluations. It will be on a volunteer basis, no one will be forced to do evaluations. Evaluations will not be a surprise.

There will be prep and training for the evaluators. Currently in draft form.

- I. Rewards and Recognition & Awards-Maureen Cahill
- J. Communication Plan Committee - Elizabeth Briggs
- K. ITAC - Information Technology Advisory Committee - Sarah DiCalogero see Chair Report
- L. Identify two faculty members to serve on the ongoing enrollment committee

Preferred: At least one designated senator.

## **XII.** Initiative Updates

Strategic Planning

## **XIII.** Old Business

None

## **XIV.** New Business

- A. Discussion of academic calendar scheduling. - max 15 minutes, timer will be set

Faculty are concerned about shortened time frames and student success. There are also concerns about faculty eventually being forced to teach using shortened time frames or it being forced onto programs that it would not be beneficial for.

- B. Questions for Town Hall - Max of 15 minutes

No specific questions, but would like to see more communication from the president.

- C. Items for the Board

- D. Other items – Motions from the floor, etc.

**Motion: The faculty senate raises the individual limit for professional development funding by \$500 for full time faculty and by \$250 for adjunct faculty for the 20/21 academic year.**

**Motion passes unanimously**

Meeting adjourned at 5:21 PM