



Virginia Beach **MINUTES**

Date & Time: August 30, 2020 12:30 p.m.

Location: Virtual Meeting via Zoom

Virginia Beach Senators Attending:

Chair: Dania Sinibaldi, Engr, Science & Math;
Melanie Basinger, Health Professions;
Angela Bell, Secretary, Health Professions;
Maureen Cahill, Arts and Humanities;
Sam Duncan, Arts and Humanities;
John Gallo, Engr, Science & Math;

Vice Chair: John Krenzke, Social Sciences;
Sydney Gordon, Library;
Kimberly Jones, Public and Prof Services;
Cheryl Nabati, Library;
Jared Oliverio, Computer Science and IT

Senators Not in Attendance:

Wendy Buie, Counseling;
Chris Cartwright, Engr, Science & Math;

Lauri Lawson, Engr, Science & Math;
Tom Williams, Arts and Humanities.

I. Call to Order: The meeting was called to order at 12:30 PM.

II. Review/Approval of February and March Minutes: April minutes approved with corrections.

III. New Business

A. Student attendance in live remote sessions

1. Some faculty were concerned over the language used in the summer in the over language used in the TCC syllabus builder: "Although you are encouraged to participate in these live sessions during the designated times, you are not required to do so".
2. This statement was only used in the syllabus builder for summer 2020 courses. It is not in the syllabus builder for fall 2020 classes.
3. Faculty members determine which classes are live and how many and what percentage that the student is expected to attend, if any, in a course. Specific attendance requirements should be stated in the faculty syllabus.

B. Recording attendance in Zoom classes

1. Some faculty were unaware of class attendance features available for use in Zoom.
2. Several faculty senators shared methods that are available to faculty to take attendance in Zoom and Canvas.

- C. Faculty training requirements in Canvas and Zoom
 1. There is some confusion about the Canvas and Zoom training that is required for faculty members who teach online synchronous classes.
 2. Some faculty are receiving different information concerning Canvas and Zoom training requirements for faculty from the TCC information technology department, pathway deans, and discipline deans.
 3. Appropriate deans, either pathway or discipline, determine requirements for individual faculty members. Each dean must communicate clearly to faculty members what training is required by the dean and who is already considered to have completed training. Individual faculty members are encouraged to contact dean(s) for these requirements.
 4. There may be a need to establish a formal system for recording this information for faculty members. It is unclear who maintains the record of which requirements have been met by individual faculty members.
- D. Training modules without appropriate faculty input
 1. A faculty member concern was raised that a Canvas training module on designing course learning outcomes was produced without faculty input
 2. No senators in attendance could identify the module in question, so the Senate decided to take up the issue later, if necessary.
- E. Student group study areas on campus
 1. Some students have requested faculty members that space on the Virginia Beach campus be made available for students to meet in small groups for study.
 2. The library is currently the only campus space available for small group study, but that is not an ideal location for such study. The small group meeting rooms in the library are still closed and trying to hold small group study sessions in the open areas in the library is not conducive to good study or library operation.
 3. Consideration might be given to opening other, currently unused spaces on the Virginia Beach campus, for example, the ATC building or the student center, to allow students to arrange group study sessions.
- F. Organizational changes
 1. A major organizational change affecting the operation of campuses was made over the summer
 2. There are no campus provosts: non-academic duties that were previously the responsibility of the provosts will be performed by new campus Deans of Student Services.
 3. More organizational changes are expected.
- G. Communications
 1. Communications within TCC continues to need improvement
 2. One suggestion was made that the administration produce an updated organizational chart detailing the current administrative structure at TCC.
 3. Another suggestion was that someone develop a faculty help guide, a resource that would identify for faculty members (as well as others in the TCC community) which organization and individual within the administration handle specific issues.

IV. Chair's Report:

A. College-Wide Senate

1. The TCC Faculty Senate met over the summer to provide updates on COVID-related issues and administrative reorganization.
2. The Faculty Senate Executive committee continued over the summer to communicate with administration about changes.
3. There has been no response to the TCC Faculty Senate motion to limit class sizes that passed in the spring 2020 semester.

B. Academic Advisory Council Staff Meeting

1. The TCC Academic Advisory Council developed the re-opening plan over the summer for the fall semester.
2. The Council continues work on minimizing the numbers of students and visitors on campuses.
3. TCC enrollment is down from previous years.
4. TCC will conduct a 3-week winter term pilot this winter. Details are being worked out.
5. Work for TCC's strategic plan continues. There will be opportunity for faculty input this fall.

C. The Navy plans to begin a nation-wide Navy Community College in spring 2021. This will have some impact on TCC.

V. Division Reports: No reports

VI. Old Business: None

Next College Senate Meeting – September 3rd, 2:00 pm, Virtual Meeting via Zoom

Next VB Senate Meeting – September 24th, 12:30 pm, Virtual Meeting via Zoom

Close: Meeting adjourned at 2:27pm

Respectfully submitted, John Gallo, Secretary