



## College Faculty Senate Meeting Minutes

Date & Time: Thursday, February 4th @ 2pm

**Location: Online via Zoom meeting**

**Attendance:**

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

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

**Norfolk - Jeffrey Acosta, Julia Arnold, Judy Gill**

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

**Virginia Beach - Dania Sinibaldi, John Gallo, Melanie Basinger, Maureen Cahill, Tom Williams, Laurie Lawson**

**Ruth Shumate – Librarian Representative**

**Ex Officio – Stacey Deputy**

**Other Attendance:**

**Sylvia Ross, Richard Gill, Michele Marits, Leona McGowan, Sean LaCroix, Jen Dozier, Ivory Warren, Siabhon Harris, Shirley Ann Greenway, Rhonda Goudy, Matthew Gorris, Frank Hendrick, Staci Forgey, Brittany Shorts, Anne MacConochie, Amy Office, Kelly Gillerlain, Elizabeth Harris, Ferdinand Hall, Rvonderhaar, Carmelita Kimber Williams, Alan, Shannon Ponack**

Meeting called to order at 2:00 PM

- I.** Review and Approval of December 3rd minutes - Minutes Approved.
- II.** Guest Speaker: Kelly Gillerlain - Strategic Plan Update (10 min)
  - A.** Recording of Presentation given on 2/2 <https://www.youtube.com/watch?v=B7rZv0Nivyg>
- III.** Campus Motions - None
- IV.** Chair Report – Sarah DiCalogero

PC Updates

Workforce - Tamara S. Williams (Interim VP for Workforce)

Hiring of 10 new Part-time (29 hrs/wk) REV Coaches (will work only with REV students in both Academics & Workforce)

New Director of Public Safety - Mike Powell

Class Schedule for Fall 2021: see Appendix G

Faculty Needed for College-Wide Committees. Faculty members are needed for the Promotions and new Campus Safety and Compliance Committees. Please encourage faculty to volunteer by filling out this form:

<https://forms.gle/f7H15PK6WN9FHxje8>

ITAC

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. UPDATE: Equipment has been purchased and most received. Contact John Morea for pick-up. If you did not request equipment via the survey contact John Morea as more than the requested equipment was ordered.

“January was a long year but we made it”. Tuesday, February 16th @ 12:30 via Zoom (same link and password as the Faculty Senate Meetings). The Senate will hold monthly lunch and chat meetings during the Tuesday Activity Hour (12:30-1:30). Come and share what is working in your classes (and life if you want :-).

Update on December Motions:

Motion 1:

Changes from the current 16, 12, and 8-week sessions to 15, 10, 7, 5, and 3-week options are significantly different from previous iterations; these courses must proceed through the current governance system before being fully implemented.

Response:

The proposal was presented to the Instruction Committee on December 4, 2020.

Motion 2:

Selection of courses offered in 3 and 5-week sessions must be voted on and approved by the majority of the discipline faculty before being fully implemented.

Response:

From Dr. Woodhouse: "I am committed to open and continuous dialogue with the teaching faculty at TCC. Since assuming the responsibilities of the Chief Academic Officer, I have demonstrated this commitment and will continue to do so during my tenure. And while I appreciate the concern some faculty have communicated over the efficacy of 5-week and 3-week courses, I am not supportive of removing the administration's authority for the course schedule with a vote required by faculty on the specific length of courses. Instead, I continue to support open communication and collaborative decision-making among the faculty and deans to determine what and if courses should be offered in a 5-week and 3-week format. We will continue to collect data on these courses' efficacy and use it to guide future discussions".

Senate Comments:

The Senate Executive Committee was still concerned about short session courses after Dr. Woodhouse's response. Dr. Woodhouse did ask the Deans to meet with their discipline faculty to discuss which courses should be offered in shorter sessions. If there are concerns over short session courses the concern should first be discussed with their Dean and then elevated to the Senate and Dr. Woodhouse.

Meeting Schedule for 2020-2021

February 4, 2021 - 2 pm Portsmouth Campus

March 4, 2020 - 2 pm Virginia Beach Campus

April 1, 2020 - 2 pm Chesapeake Campus

May 6, 2021 - 2 pm Norfolk Campus

**V.** Treasurer Report – David Ring - No Money

**VI.** Secretary Report - Elizabeth Briggs - Thank you for approving the minutes.

**VII.** Campus Reports – Campus Chairs

**Chesapeake Campus**

<b>Meeting Date:</b>	January 26, 2021
<b>Attendance:</b>	<p><b>Attending Senators:</b></p> <p>Elizabeth Briggs, (Chair / CST), David Ring (Vice-Chair/ENG), Jennifer Hopkins (Sec. / IDS), Matthew Gorris (CST – Theater), Andrea Tomlin (HRT), Missy Comer (LIB), Larry Nobles (RAC)</p> <p><b>Guests:</b> Libby Jakubowski, Travis Umstot, Bobby Rowe, Sean LaCroix, Mary MacDougall, Jenny Dozier, David Kiracofe, Beth Callahan, Michael Blankenship</p>
<b>Motions:</b>	No Motions
<b>Update:</b>	<p>Discussed the PPE process for face to face courses. Concerns regarding Chesapeake Programs not receiving PPE through the off-campus Pathways. Several requests have been placed and not delivered causing faculty to purchase materials on their own in some cases. There has been some success going directly to facilities, but that is not the process that was given to faculty.</p> <p>Concerns regarding issues of inequity in regard to reassigned time. Reassigned time received is not equally applied to faculty who are tasked with different loads (Ex. Full time faculty vs. Department Chairs vs. Department Chairs who are also Program Heads). Additional responsibilities are continually added with no adjustments made.</p> <p>Discussed the lack of updates regarding Faculty Advising. In questioning no one had yet received any communication from their Deans regarding advising.</p> <p>Discussed the VCCS-29 and potential revisions. Because this is used VCCS wide, the understanding is that it would need to be pursued either through CFAC or our administration. The plan is to do research to try to gain an idea of what the best approach would be for this type of proposal. We did discuss the proposal of the course that would be offered through the Faculty Academy. One additional idea was to include institutional leadership service as part of the promotion plan.</p> <p>Jennifer Hopkins provided an update on AFDGC (Adjunct Faculty Development and Growth Committee).</p>

**Norfolk Campus**

<b>Meeting Date:</b>	February 2, 2021
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<b>Attendance:</b>	<p>Senators: Judy Gill, Jeff Acosta, Chris McCammon, Julia Arnold, Sarah DiCalogero, Richard Gill, Leah Hagedorn</p> <p>Guests: Cecilia Petretto, Frank Hedrick, Sylvia Ross, Bronson Haynes, Carmelita Williams, Pete Shaw, Terrence Afer-Anderson, Manisha Trivedi, Deborah Brown</p>
<b>Motions:</b>	None
<b>Update:</b>	<p>The following updates were shared:</p> <ul style="list-style-type: none"> <li>● Academic Council meeting (Judy Gill)</li> <li>● Adjunct Evaluation committee work (Jeff Acosta)</li> <li>● DTLTC committee (Julia Arnold)</li> <li>● Other college information (Sarah DiCalogero)</li> </ul> <p>Faculty who have offices in Walker Building were invited to a meeting with Dr. Conston on Friday, 2/5/21 to discuss the status of the building.</p>

#### Virginia Beach Chair Report

<b>Meeting Date:</b>	January 28, 2021
<b>Attendance:</b>	No meeting was held because the college was closed due to snow.
<b>Motions:</b>	None
<b>Update:</b>	

#### Portsmouth Chair Report

<b>Meeting Date:</b>	January 29, 2021 (CANCELLED)
<b>Attendance:</b>	The January meeting was cancelled and we will meet again as planned on February 26

<b>Motions:</b>	<b>None</b>
<b>Update:</b>	<p><b>The following ad hoc issues were raised since the December meeting and colleagues have asked that we raise this at CFS as FYI items</b></p> <p>Many student phone numbers are still missing in SIS. This was to be addressed last term. Awaiting response to 1/25 inquiry sent to Dean of Enrollment Management</p> <p>Instructional time for lab and lecture classes will increase to 3 clock hours each to align with Transfer VA. How will this be managed - pay, loads, etc. What about scheduling in general; how will we dovetail classes?</p> <p>Threat Assessment procedures should be clearly defined, and we need training to understand the protocols/procedures as well as legalities and assurances/protections for the campus community. Until the new processes are initiated, what procedures are in place to protect faculty from students that may pose a danger</p> <p>What is the process for recommending students for Accessibility Services when they verbally self-disclose previous receipt of services but indicate that they do not wish to pursue such accommodations (when their behavior is disruptive)</p> <p>We need more support FOR Library Services</p> <p>What is the VCCS/College's plan for mental health support for students?</p> <p>Do pathway deans plan to align expectations regarding the APPDP/Summative processes to make them more equitable within faculty ranks/level of seniority?</p>

**VIII. Committee and Representative Reports**

- A. Academic Council - See Chair Report
- B. Adjunct Committee – Elizabeth Harris/Jeff Acosta
- C. Faculty Development and Evaluation Plan - None
- D. Professional Development – Lydia Leporte
  - Total Committed for Use: \$41,539.30 (18% of available funds)
  - Remaining Balance: \$193,460.70
  - Total Funds committed to Full-Time Faculty \$27,338.80
  - Total Funds committed to Adjunct Faculty \$14,200.50

**E. CFAC – Stacey Deputy -**

FAC Update for February 4, 2021 Faculty Senate Meeting.

CFAC met on December 21, 2020. The meeting included the faculty representatives. The only VCCS system office representative present was Carla Kimbrough, VCCS Manager of Diversity and Strategic Recruitment.

1. Presentation by Carla Kimbrough, VCCS Manager of Diversity and Strategic Recruitment.
  - People of color make up 40% of the VCCS student body but only 20% of the full time teaching faculty.

- To reflect today's student body the VCCS would need to hire 125 people of color in the next five years and then again in the five years after that.
- VCCS trained Search Advocates can help hiring committees in writing job ads that remove artificial barriers, help design selection grids based on job criteria, and design interview questions that show candidate's commitment to diversity and inclusion.
- Faculty can volunteer to become search advocates and receive training. If interested email [ckimbrough@vccs.edu](mailto:ckimbrough@vccs.edu) and put "search advocate" in the subject line.

## 2. Dual enrollment and Zoom meetings

- Some individual high schools have requested that Zoom meetings not be recorded and posted. Some students edit the recordings and use them to bully other students. This request appears to be limited to one or two community colleges.

## 3. Discussion of Faculty Burnout and Class size

- In some colleges, class enrollment caps have been raised higher than they would have been on campus.
- Discussion of shorter terms lengths, i.e. 7 week sessions and 5 week session. Agreed that the preparation for a shorter session was different than for a longer one. The workload increases.

## 4. Tuition Waiver for Dependents

- CFAC created a subcommittee to work on a proposal to waive tuition for the children/spouses of faculty members taking courses at VCCS institutions.
- The starting idea for the subcommittee would be to allow dependents to enroll in classes that had already met their enrollment requirements (already had enough students enrolled that they would not be cancelled).
- Concerns about cost and the timing of sending the proposal to the VCCS were discussed but we decided to move ahead and form the subcommittee.

## 5. Academic and Student Affairs Council (ASAC) topics discussed.

- In December ASAC denied accepting degrees from nationally accredited institutions for promotion. Only regionally accredited institutions are accepted. Several nursing faculty members were denied promotions based on national accreditation. CFAC feels that degrees should be evaluated individually, or that a list of approved nationally accredited institutions could be generated.
- Discussion of clinical lab hours. A clinical hour is 0.5 clock hours and many nursing faculty members feel this needs to be recalculated. So far, ASAC has maintained the current calculation.

Submitted by Stacey Deputy

- F.** FSVA – Geraldine Wright
- G.** PAPC – Maureen Cahill/Sarah DiCalogero
- H.** Adjunct Growth and Development Committee - Jeff Acosta/Jennifer Hopkins/Judy Gill
- 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.** Enrollment Committee - Tom Williams and Peter Shaw

**IX.** Initiative Updates

**X.** Old Business

**XI.** New Business

- A. Items for the Board
- B. Other items – Motions from the floor, etc.

Motions from Rewards and Recognition Committee:

The Rewards and Recognition Committee motions that those who earn the Outstanding Faculty of the Year, Special Achievement, and Outstanding Adjunct Faculty of the Year awards have the option to use the award money for professional development or to request a cash payment with the understanding that taxes and other required deductions would apply.

Passed unanimously

Proposed Committee for Reviewing VCCS - 29

Chair: Maureen Cahill

Volunteers: Judy Gill, Sean LaCroix, Jennifer Hopkins

Meeting adjourned 5:00 PM