



## College Faculty Senate Meeting Minutes

Date & Time: Thursday, December 3 @ 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, Kimberly Lee**

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

**Ruth Shumate – Librarian Representative**

**Ex Officiato – Stacey Deputy**

**Other Attendance:**

**Matthew Gorris, Leona McGowan, Staci Forgey, Sean LaCroix, Siabhan Harris, Carmelita Williams, Beth Callahan, Bobby Rowe, CMerritt, David Howell, Derek Laws, Madhuri Parasa, Richard (Guest), Manisha Trivedi, 17575366357 (Guest) , Wendy, Michele Marits, Nancy Whitfield**

Meeting called to order at 2:00 PM

**I.** November 5 Meeting Minutes Approved

**II.** No Campus Motions

**III.** Chair Report – Sarah DiCalogero

### **Collegewide Faculty Senate Chair Report**

- PC Updates
  - Matt Baumgarten is no longer with the college.
  - President’s Letter on the future of the Culinary/Arts Center.
  - REV initiative. December 15 is the cut-off date for designating funds. <https://www.tcc.edu/paying-for-college/rev/>
  - Workforce - Tamara S. Williams (Interim VP for Workforce)
  - Institutional Advancement - Dr. Stan Turbeville
    - Director of Public Relations & Marketing - Ms. Naima Ford
- TCCISC - Teaching, Creating and Communicating Instructional Steering Committee
  - TCCISC Class Scheduling Subgroup
  - Recommendations from the sub-committee have been made. See Appendix G for a copy. Committee members are Joe Fairchild; John Morea; Kevin McCarthy; Sarah DiCalogero;

Andrea Pearman; Gabriela Toletti; Sandra R Bryant; Monica McFerrin; Lynette Hauser; Kevin Brady; Christopher A Blow; Cynthia Pedigo; Sean Lacroix; Lisa Carters

- Description of Classes for Spring 2020: see Appendix G
- 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 priced.
- **Cortana:** Cortana is a virtual Microsoft assistant that comes with Office 365 and based on what I read sends messages as you described. According to Microsoft, you should just need to click the unsubscribe in the message to disable it. If that does not work contact the helpdesk.  
<https://docs.microsoft.com/en-us/briefing/be-overview>
- Concern over student group messaging in Canvas
  - Email from John Morea: - Copy is in Appendix G
- Campus motions from November Update:
  - **Motion 1:**  
*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.*  
**Response:**  
The administration is supportive of this motion and Dr. Woodhouse presented a few potential models at the President's Cabinet meeting on Monday, November 23. The model that the PC is pursuing is something similar to the NVCC model (<https://www.nvcc.edu/safe-campus/reporting.html>) where buildings and timeframes of potential exposure are listed. I expect additional updates before the end of the fall semester.
  - **Motion 2:**  
*The Senate moves to raise 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.*  
**Response:**  
No formal administrative response necessary. Faculty may request these additional dollars immediately. As a note this motion is based on a recommendation from our Faculty Professional Development Committee Chair, Dr. Leporte, who pointed out that out of the \$235,000 set aside for Faculty Professional Development only \$27,708.80 (Full-time \$18,838.80 and Adjunct \$8,870) has been committed and those using the funds are mainly taking graduate classes as faculty are unable to attend conferences during this academic year. This will increase funding available to Full Time to \$2175 and Adjunct Faculty to \$1050.  
Cortana: Cortana is a virtual Microsoft assistant that comes with Office 365 and based on what I read sends messages as you described. According to Microsoft, you should just need to click the unsubscribe in the message to disable it. If that does not work contact the helpdesk.  
<https://docs.microsoft.com/en-us/briefing/be-overview>

**IV.** Treasurer Report – David Ring - no updates

**V.** Secretary Report - Elizabeth Briggs - no updates

**VI.** Campus Reports – Campus Chairs

**Chesapeake Campus**

**Meeting Date: November 24, 2020**

**Attendance: Senators: Elizabeth Briggs, (Chair / CST) Jennifer Hopkins (Sec. / IDS) Matthew Gorris (CST – Theater) Andrea Tomlin (HRT) Missy Comer (LIB) Larry Nobles (RAC) Guests: Dave Howell, Travis Umstot, Bobby Rowe, Sean LaCroix, Yuki Roquefort**

**Motions: None**

**Update:** Discussed updates from Academic Council and Campus Leads meetings. One area of concern is the leadership structure of the Chesapeake campus. We have a number of specialty programs that only exist on our campus. With the shift from Provost to Student Services Dean responsibilities of leadership is unclear. This impacts some logistical elements of support for these programs on the campus. We discussed possible solutions to make sure that these programs are supported.

## Norfolk Campus

**Meeting Date: November 10, 2020**

**Attendance:** Judy Gill, Jeff Acosta, Sarah DiCalogero, Richard Gill, Frank Hedrick, Timothy Fobbs, Ivory Warren, Julia Arnold, Deborah Brown

**Motions:** none

**Update:**

- Sarah DiCalogero gave a summary of the college-wide Senate meeting
- Jeff Acosta gave an update of the Adjunct Faculty Growth and Development plan
- Questions came up about plan for reopening based on vaccine distribution
- Next meeting Tuesday, 12/8

## Virginia Beach Chair Report

**Meeting Date:** Nov 19, 2020

**Attendance:**

*Present:* Dania Sinibaldi, John Krenzke, John Gallo, Maureen Cahill, Melanie Basinger, Sam Duncan, Jared Oliverio, Kimberly Jones, Laurie Lawson, Tom Williams, Chris Cartwright.

*Absent:* Wendy Buie, Amy Shay, Cheryl Nabati

**Motions:** none

**Update:**

- Designated senator position is still open.
- VB Faculty Senate to host a Holiday Party via Zoom for VB faculty. A subcommittee will create activities for those able to attend.
- 5-10-15 week semester. “Doesn’t this have to go through the curriculum committee?” The quality and rigor of a shorter course is in question. Maintaining course integrity should be a main concern. There are some colleges that do not accept the short term courses for academic credit. If we are to offer short-term courses (referring to the presently being piloted 3 week mini-mester and the proposed 5 week), there should be grade norming within the Pathway offering the course. “Enrollment goals cannot supersede course integrity.”
- Student enrollment issues. Physical Therapy students are not able to enroll in classes. It’s a problem every semester. The students successfully enroll themselves and enrollment drops them out even though they have met all prerequisites. The department chair has to manually enroll every physical therapy student for each semester. This same issue also occurs with students in the Funeral Services program.
- Advising. Engineering is unable to use EAB Navigate to send emails to students in their program to, for example, advertise what new classes are being offered in that program. Engineering students need to be advised long before the third semester.

## Not Discussed:

please pose these two questions to group if possible from adjunct:

1. Will adjuncts who are part-time wage be able to receive the stipend for each position, if they work at 2 different campuses? {She gets two W2s} **ANSWER: No, they should only receive one stipend.**

“It is my pleasure to share that the college will issue a one-time stipend for all Faculty and Staff who meet the criteria below. Full-time eligible employees will receive \$550 and part-time eligible employees will receive \$397. Payment will be included in the mid-December pay (adjunct + wage – 12/18; semi-monthly – 12/16) and are fully taxable. The criteria are as follows:

All employees must have been hired by November 1, 2020

Adjunct faculty who taught in the Spring, Summer, or Fall of 2020 and are still active in the HRMS system are eligible

Workforce instructors who taught at least 20 business days between January 1, 2020 and December 31, 2020 are eligible

Student’s whose sole employment with the college is through a federally funded work-study program are not eligible

2. Why don’t adjuncts get a certificate of recognition for years of service?

## Portsmouth Chair Report

**Meeting Date: November 20**

**Attendance: Tiffanye Sledge, Geraldine Wright, Katrina Dash, Derek Laws, Terry Eusebio, Kimberly Lee, Missy Comer, Catherine Merritt, S. Greenway, Darryl Perkinson, Elizabeth Lohman, Staci Forgey, Gabrielle Pennington, Katina Harris-Carter, Carmelita Williams**

**Motions: None**

**Update:**

- Adjunct evaluation process – evaluation will likely be done by department chair. The formal process is still being determined but there is still concern about the workload burden on adjunct faculty. Current plan is an observation within the first 3 credits for new hires and in the next calendar year for current hires. We’d like more information about what the committee is doing to ensure that there is enough faculty input on what forms and evaluation process is being used for adjuncts.
- REV program has received a lot of applications so student services is currently developing information sessions to determine student eligibility for funding. Funds have to be allocated by December 14<sup>th</sup>. Informational website: <https://www.tcc.edu/paying-for-college/rev/#>.
- Dean Hathorne verified the specifics of the incident. In the Provost model, the campus provosts had access to send on TCCAlerts. When the administration reorganized, those permissions were not transferred. A report was filed with police but it is not clear what happened with the TCC report.
  - What IS the policy and why is there so much disconnect; faculty feel exposed in the evening when walking to cars because of the controlled access (having to walk around the entire building including along poorly lit corridors/areas to get to vehicles, etc.

- The centralized security process does not work - especially now when we need direct access to our OWN campus security personnel
- Shawnell Deans is now in charge of security and we are in the process of hiring a new VP of college security. (Tiffanye is meeting with Shawndell to get more clarity on the temporary security protocol and to see how we communicate that to faculty, staff and students)
- There was another incident that the campus was on lockdown because of a reported shooting but there was no formal alert sent out so people on campus did not know what was happening.
- There seems to be confusion about who should be sending out security alerts and who has permission to do so. There is also concern about security staffing in the evenings
  - **Request for CWFS Discussion: We need an Administrator on call in the evening and early morning**
- Faculty Senate of Virginia (FSVA) Dr. Wright mentioned that there are two new initiatives being explored: health insurance for adjunct faculty and reassessing how credit hours for lab courses/contact hours are counted for science faculty
- Senate vacancy still open; Lorenz Drake did not have a recommendation for his replacement, but did mention Skip Harland (inquiry will be sent to Skip and he has been active in previous years)
- PFS Voting Senator Designation: Kimberly Lee has been designated as the 4th Designee for the campus
- Changes to Semester length
  - Lynette Hauser may be a great possible resource
  - If lectures and labs could be counted as separate grades then students could retake a lab during a short semester (this is not possible or offered now).
  - This should also be a consideration for TransferVA revisions because the 4-year schools (most) do separate lab and lecture . This also has HUGE implications for Nursing and the current Clinical/remediation process

Discussion regarding whether or not changes need to be made for this - Changes would need to be made at the VCCS level
- Katrina will post campus senate minutes to the website
- Motion was approved to skip the ZD

### **Committee and Representative Reports**

#### **A. Academic Council**

Enrollment updates

Changes to summer schedule to keep contracts from overlapping

Textbook discussions by Pathway

Added Banner for online tutoring to website

Dr. Mike Summers is over tutoring for the college

#### **B. Adjunct Committee – Joe Sych/Elizabeth Harris/Jeff Acosta - No Updates**

#### **C. Faculty Development and Evaluation Plan - No Updates**

#### **D. Professional Development – Lydia Leporte - No updates**

#### **E. CFAC – Stacey Deputy - See Appendix C**

#### **F. FSVA – Geraldine Wright**

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

- H. Adjunct Growth and Development Committee - Jeff Acosta & Jennifer Hopkins
- 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 - need two faculty members to volunteer

## VII. Initiative Updates

## VIII. Old Business

## IX. New Business

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

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

Motion passes unanimously

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

Motion passes unanimously

Concern: Teachers being forced to teach in a shorter time frame if they are not comfortable.

### C. Feedback for Course Option Guide for Students

## Committee and Representative Reports

- C. Adjunct Committee – Joe Sych
- D. Faculty Development and Evaluation Plan – Tom Siegmund **NONE**
- E. Professional Development – Lyida Leporte
- F. CFAC – Stacey Deputy -

### 1. Impact of Covid 19

- VCCS enrollment loss around 5-6%
- About 200 Covid 19 cases in the VCCS as of the meeting on November 12<sup>th</sup>

### 2. VCCS Strategic Plan

- Taskforce has two faculty representatives from TNCC and CVCC
- Focus is on equity alignment. The taskforce has proposed a definition for equity and an aspiration equity goal. "By 2027, VCCS will achieve equity in access, learning and success for students from every race, ethnicity, gender, and socioeconomic group."
- Next steps to develop strategies and measurable goals, then submit to governance councils and the state board by March 2021.

### 3. New Designations in SIS for Course Delivery Modalities

- Class attributes will become usable in SIS in January 2021 for the creation of Summer & Fall 2021 semesters
- Attributes:
  - No set meeting time (asynchronous)
  - Scheduled meeting time (synchronous)
  - Attend online or in person (Hiflex)

### 4. Removing VCCS-29 Barriers to Promotion

-ASAC is discussing accepting degrees from nationally accredited programs, as opposed to current wording that requires regional accreditation.

5. 1:2 Ratio of Clinical nursing hours

-The policy stands as is. (Policy 3.5.0.1) ASAC Faculty Issues Committee tabled the discussion to change it in June 2020, due to the potential impact changes would have on budgets.

6. Update on Direct Enrollment Project

-Eliminates the placement testing for Math and English, replaced with Multiple Measures.

-Limits developmental coursework to those with a high school GPA of 2.0 or less, or adults who decide to enroll after discussion with an advisor.

-There will be two developmental math courses and one developmental English course, each 3 credits. There will also be co-requisite learning support courses.

-TCC has participated in the pilot for this project. More colleges will join the pilot in phase 2 in Fall 2021. The project will be system wide in Fall 2022.

7. Discussion on the impact of high speed internet access on students/faculty.

-SCHEV research suggests the biggest barriers are not in rural areas, but in large urban centers. Cost is the biggest barrier.

-See Senator Hashmi's answer below, for the response from the state legislature.

-Chancellor Dubois is working to provide compensation for full and part time faculty for expenses they incurred by being thrust into online environment. Hopes to have it in paychecks before Christmas but cannot make any guarantees.

8. Senator Ghazala F. Hashmi attended the CFAC meeting.

-Senator Hashmi previously taught at Reynolds Community College for 20 years and -now represents Virginia Senate District 10 in the Virginia General Assembly.

-The Senator sees broad band internet access as an essential utility. The governor has designated \$80 million to underserved areas of the state. Working on public/private partnerships as well.

9. State Budget Update

-VCCS funding was maintained at current levels. No reductions due to Covid 19.

-Health Insurance premium holiday for December 2020. Reduces the proposed FY22 increase in health insurance premiums by half.

-Proposes bonus for state employees, including adjuncts, for the second year of the biennium if revenue projections are met. \$1500 full time/\$750 adjunct

**G.** FSVA – Geraldine Wright - no updates

**H.** PAPC – Sarah DiCalogero & Maureen Cahill - has not met

**I.** Rewards and Recognition & Awards - no updates

**Meeting Adjourned at 4:34 PM**