



## College Faculty Senate Minutes

**Date & Time: Thursday, March 3, 2022 @ 2pm**

### **Location: Online via Zoom meeting**

#### Agenda

- I.** Call to Order
- II.** Guest Speaker - Dr. CauDean Kizart Director DEI presented
- III.** Review and Approval of February 3, 2022 Minutes
- IV.** Campus Motions - See Appendix B
  - A.** Motion #1: The VB Senate motions that scheduling in SIS label classes to indicate the campus (spelled out) and format for class (spelled out in laymen's language), and add popup questions to require students to confirm the campus and format of class.
    1. NVCC has a 3rd party overlay (a better version) Salesforce.
    2. Very clear language
    3. Popup question is a good idea (Are you sure you want to take this class on the Chesapeake Campus, in person, on Tuesdays, at X time?)
    4. Add language to explain/background and sent to the Senate Chair
  - B.** Motion #2: VB Senate recommends that when planning the semester course schedules, that the college continue to offer a percentage of the courses in a discipline/pathway be taught in the online synchronous (via Zoom) mode when possible.
    1. A faculty member is trying to create a fully-online program. To accommodate it would require Zoom for certain programs.
    2. All modalities including Zoom classes will still be offered for the Fall semester
    3. Most VCCS colleges have returned to in-person instruction.
    4. Military members may not receive credit for Zoom courses
- V.** Chair Report – Tiffanye Sledge – See Appendix B
- VI.** Treasurer and Communications Officer Report – Elizabeth Briggs - See Appendix B
- VII.** Secretary Report - Maureen Cahill - See Appendix B
- VIII.** Campus Reports – Campus Chairs –See Appendix B
- IX.** Committee and Representative Reports - See Appendix C
  - A.** CFAC – Stacey Deputy
  - B.** FSVA – Debra Dart (Interim Representative)
  - C.** PAPC – Sarah DiCalogero
  - D.** Academic Affairs Council
  - E.** Academic Affairs Workgroup - Sarah DiCalogero/Eric Hayes/Tiffanye

Sledge

- F. Adjunct Committee – Elizabeth Harris/Jeff Acosta
- G. Professional Development – Lydia Leporte
- H. ITAC - Information Technology Advisory Committee - Sarah DiCalogero
- I. Enrollment Committee - Sarah DiCalogero
- J. Faculty Development and Evaluation Plan
- K. Rewards and Recognition & Awards-Maureen Cahill & Sarah DiCalogero
- L. Communication Plan Committee - Elizabeth Briggs

**X.** Initiative Updates

**XI.** Old Business

**XII.** New Business

**XIII.** Other items – Motions from the floor, etc.

## Appendix A: Motions

## Appendix B: Chair and Officer Reports

### Collegewide Faculty Senate Chair Report

For the sake of time, the report will not be “read” at the meeting. Areas pertinent to faculty are emboldened below and key points will be verbally highlighted during the meeting..

Ongoing/Open Concerns:

- **Pay Equity and Compression Study:** Faculty Senate response to Administration’s Pay Insert - update from Beth
- **MFA (Student Rollout):**
  - Student rollout is going well. We are ahead of other VCCS institutions. There are still many students to onboard, but the drop-in zoom sessions have been well attended and
- **Return to Campus and Safety**
  - There are now BOTH N95 and KN95 masks available at all campuses. We are going through them too quickly despite having a limited number of people on campus. They are replenished daily. VP for Finance is asking that people stop grabbing handfuls.
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- **Transfer VA:**
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New Information (updates needed):

- In response to Campus Senate concerns from February 3 meeting:
  - TCC Alerts and mass email (who is responsible)
    - Various persons depending on the reason (emergency, inclement weather, etc.), but the approval comes from Dr. Conston in consultation with relevant Cabinet members (primarily facilities, academics, student services but the full Cabinet consults) as well as Public Safety. They base decisions on information from the VCCS (and the National Weather Service specific to our area)
  - Inclement weather cancellations (justification)
    - When the college shuts down we do not have operational services available and this could create accessibility issues if we don't shut down. Some students may be impacted by weather as well. While faculty are not required to push deadlines for asynchronous classes, we do ask that they consider working with students who may have power outages or need access to technical services (that are shut down) and provided by the College
- President's Cabinet (PC) Meetings were held on: 2/7/22, 2/21/22 & 2/28/22:
  - Save the Date: Academic Excellence and Service Awards **May 3, 2022**  
**Location update: Chesapeake Campus @6PM**
  - VCCS-wide Pathways initiative has been approved by the Chancellor's Cabinet. There are no details on a timeline yet, but our TCC Pathway structure will be affected. Please see the following link to a document detailing the proposed VCCS Pathways. Institutions do have some flexibility in terms of how pathways are named, but not the content of disciplinary offerings within each pathway:  
[https://drive.google.com/file/d/1TaUL4z-NN-gfQ2JDuhCC4FJ\\_fdXwbZKO/view?usp=sharing](https://drive.google.com/file/d/1TaUL4z-NN-gfQ2JDuhCC4FJ_fdXwbZKO/view?usp=sharing)
  - Student MFARollout is going well
  - CARES funding is still available. Now a one-stop webpage for students to get help (accessible via the "Service & Support" tab on the TCC home page):  
<https://www.tcc.edu/service-support/>
  - Governor Youngkin presented a new model for "lab schools" (\$150M allocated)
    - 4-year institutions will be involved which will impact our dual enrollment
    - Lab schools will be under the governance of the individual colleges and universities
    - GMU being used as a possible model (The Patriot Innovation Academy)
    - PVCC currently has a form of lab school
    - Next Meeting: Mar 11, 2022

- Chair delivered for all campuses beginning with Portsmouth 3/5-3/6
- Dr. Woodhouse has tasked AVP Snyder with forming a committee to address Faculty Wellness (program forthcoming)
  - Dr. Campbell also offered to contact TimelyMD (the service used for students) to see if there is any way to expand and offer services to faculty and staff
- CARES money almost gone - students will have to start paying their own tuition in the summer
- Roper carpet replacement started March 3 and continues for 2-4 weeks; it will be ready for Fall Convocation
- Kendra Brown - New Director of Open Door
- Workforce:
  - Mobile welding lab successfully launched
  - Several Workforce programs mirror what we already offer in academics (more on this in New business as faculty have raised this as a concern)
- Dr. Thomas Geary was honored on March 1 for his award - Dr. Conston was in attendance
- PTK Event is Apr 20, 2022
- Other Updates:
  - The Rivers Casino Portsmouth will be occupying the space known as the firm
  - Dr. Conston addressed rumors and concerns at her Portsmouth campus visit
    - The Portsmouth campus is not being "sold"
    - Faculty, Staff and Students expressed concern that she did not communicate with faculty PRIOR TO entering this arrangement with the casino
    - More is ongoing given how this was handles and the fact that this is a non-academic program that is utilizing academic space
- Class cap reduction:
  - The language was changed since the subgroup met. Synchronous classes will be reduced by 20%, but no reductions in asynchronous classes; Dr. Woodhouse to communicate with deans

- College-wide Faculty Senate Meetings 2021-2022 (meeting virtually via Zoom unless/until updated; hosting campuses listed below):
  - September 2, 2021 - 2 pm Norfolk Campus
  - October 7, 2021 - 2 pm Portsmouth Campus
  - November 4, 2021 - 2pm Virginia Beach Campus

- December 2, 2021 - 2 pm Chesapeake Campus
- February 3, 2022 - 2 pm Norfolk Campus
- March 3, 2022 - 2 pm Portsmouth Campus
- April 7, 2022 - 2 pm Virginia Beach Campus
- May 5, 2022 - 2pm Chesapeake Campus

NOTE: *The campus that holds the final meeting of the academic year hosts the first meeting of the next academic year, campuses follow in alphabetical order.*

**Senate Treasurer and Communications Officer Report - Elizabeth Briggs**

No updates at this time

**Senate Secretary's Report - Maureen Cahill**

See Minutes; No further updates at this time

**Chesapeake Campus - David Ring**

<b>Meeting Date:</b>	TUES, Feb 22, 2022 @ 12:30
<b>Attendance:</b>	David Ring, Kevin Brady, Elizabeth Briggs, Jennifer Hopkins, Mary MacDougall, Matthew Gorris, Jenny Dozier, Bert Fox, David Kiracoffe
<b>Motions:</b>	N/A
<b>Update:</b>	<ul style="list-style-type: none"> <li>● Dr. Emily Hartman started on 2/10 as the new interim campus dean.</li> <li>● Heather Fitzgerald is the new Library Coordinator, she begins on 2/25.</li> <li>● Brief discussion re: response to the senate's motion concerning Program Prioritization Process</li> </ul> <p>“Response to your motion is as follows:</p> <ol style="list-style-type: none"> <li>1. \$250 was paid to each evaluator and chair/lead. Paperwork has been completed and submitted to payroll.</li> </ol>

	<p>2. The Program Prioritization process is currently being revamped for phase II implementation. Much was learned from the first semester of work and we are stepping back to review and determine next steps.</p> <p>Thanks"</p> <ul style="list-style-type: none"> <li>● Brief discussion re: updated status to the senate’s motion concerning equity and compression studies (faculty pay)</li> </ul> <p>“While there has been no significant, sustained growth in college enrollment and the college budget is as uncertain as ever, we have continued to discuss and consider the Motion submitted by Faculty Senate on October 11, 2021. On Monday during the Budget Meeting after PC, we determined that we will engage in a salary equity study. There is no guarantee that an employee will receive a pay raise as a result. We will look at the data - all data, including enrollment trends, the budget, along with the salary equity data – and make data-informed decisions. I think this is a positive step forward and in keeping with our Strategic Plan, <i>Innovate 2026.</i>”</p> <ul style="list-style-type: none"> <li>● Concern about the wording of messages through TCC Alerts- no updates at this time, Tiffanye Sledge planned to relay the concerns.</li> <li>● Portsmouth campus/casino situation led to a discussion about structural concerns. Primary concerns expressed: <ul style="list-style-type: none"> <li>○ Transparency regarding VCCS Pathway structure changes.</li> <li>○ Lack of clarity regarding who has ownership over campus Academic concerns. Example: Shakespeare in the Grove – access to bathrooms and other logistical planning. Who has ownership and coordinates this?</li> <li>○ Centralized services leaves individuals with no contacts and makes follow-up and accountability difficult.</li> <li>○ Structure allows for a lack of transparency. There are no administrative campus/community advocates with this structure.</li> </ul> </li> </ul>

**Norfolk Campus - Sarah DiCalogero**

<p><b>Meeting Date:</b></p>	
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<b>Attendance:</b>	
<b>Motions:</b>	<ol style="list-style-type: none"> <li>1) Portsmouth Campus/Casino discussion.</li> <li>2) Many faculty are teaching on campus. No issues at this time.</li> <li>3) Faculty recommended a 20% reduction for all classes in the summer and fall. However, the recommendation was changed before it reached Dr. Woodhouse. The new wording stated that synchronous and asynchronous courses will be reduced by 20%. Courses that were in-person before the pandemic and those classes only will be allowed a 20% reduction of class sizes. This is not the agreement that faculty supported.</li> </ol>
<b>Update:</b>	

#### Portsmouth Campus - Debra Dart

<b>Meeting Date:</b>	
<b>Attendance:</b>	
<b>Motions:</b>	<ol style="list-style-type: none"> <li>1) Portsmouth Campus/Casino motions. Thank you for support</li> <li>2) Hand's free bathroom</li> <li>3) Ad-Astra returning.</li> <li>4) Supply drive to support students. NUR students must do community service. They can participate to help them meet the requirement</li> </ol>
<b>Update:</b>	

#### Virginia Beach Campus - Dania Sinibaldi

<b>Meeting Date:</b>	12:30pm of Thursday, February 24, 2022 via Zoom
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<b>Attendance:</b>	<p><b>Present:</b> Dania Sinibaldi, Maureen Cahill, John Gallo, John Krenzke, Jared Oliverio, Melanie Basinger, Ian Springer-Woods, Tiffany Putman, Amy Shay, Cheryl Natabi, Jason Armstrong, Alan Holck</p> <p><b>Absent:</b> Kimberly Jones, Laurie Lawson</p>
<b>Motions:</b>	<p>Motion #1: The VB Senate motions that scheduling in SIS label classes to indicate the campus (spelled out) and format for class (spelled out in laymen's language), and add popup questions to require students to confirm the campus and format of class.</p> <p>Motion #2: VB Senate recommends that when planning the semester course schedules, that the college continue to offer a percentage of the courses in a discipline/pathway be taught in the online synchronous (via Zoom) mode when possible.</p>
<b>Update:</b>	<ul style="list-style-type: none"> <li>● Upcoming Senate elections; outgoing senators need to find their replacements</li> <li>● Portsmouth motion regarding a portion of that campus called “The Firm”, an academic space, being leased to the Rivers Casino without any faculty or academic input. This is not shared governance as required by SCHEV.</li> <li>● TCC Masking policy: Deans should model appropriate behavior and mask in public; moot point with new masking policy becoming effective March 14th</li> <li>● Counselor position job description being rewritten to replace the word “counselor” with the word “advisor”. The word change allows the college to reduce the pay of those already hired. It’s an attempt to remove the professional status. CFAC issue?</li> <li>● Going forward, what portion of classes should be held f2f?</li> <li>● Health class taught every summer will not be taught this summer - no reason why</li> </ul> <p>Not Discussed..</p> <ul style="list-style-type: none"> <li>● Data point: NVCC has 100 Admin Faculty vs 600 Teaching Faculty - 16.7%</li> <li>And TCC has 90 Admin Faculty vs 250 Teaching Faculty - 36%</li> <li>● TCC still lacks a Merit Pay system and inability to move higher within pay band</li> </ul>

**Appendix C: Committee and Representative Reports**

**A. Chancellor’s Faculty Advisory Committee (CFAC) - Stacey Deputy**

<b>Meeting Dates</b>	March 24-25 at the VCCS Office
<b>Updates</b>	The major items on the Agenda for the March CFAC meeting are listed below. There will most likely be updates given on these efforts at the meeting, but not final decisions.



	<p>1. Revision of <i>VCCS Policy 3.5.1 Office Hours to Student Engagement Hours</i>. This CFAC recommendation is currently before ASAC. It would give faculty and their supervisors discretion in developing a 10-hour policy that would include both on campus and virtual hours. Faculty could serve their on-campus hours in writing, computing, or math labs, in libraries or wherever students are more likely to need them for assistance.</p> <p>2. Revision of <i>VCCS Policy 3.8.8</i> that was a CFAC recommendation currently before ASAC. The current policy provides no direction on outside employment of full-time faculty. CFAC recommends that faculty inform their supervisors of full-time, but not part-time outside employment. Many outside part-time jobs (book contracts, consulting) complement teaching roles. Those that do not and interfere with contractual responsibilities, will impact annual evaluations.</p> <p>3. Revision of the VCCS-29 that is now before ASAC. CFAC had recommended an easier route from associate to full professor in columns one and two and an expansion of terminal degrees to qualify for full professor (such as those in the health care professions). The current thinking is that the VCCS-29 is both confusing and outdated and there is a working group devising a new formula for hiring and promotions.</p> <p>4. Update on the revision of the Merit Pay Policy (3.5.11 Item VII) wording to match current faculty evaluation outcomes.</p> <p>5. Information on the legislation from the General Assembly to include potential pay raises.</p>
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**B. Faculty Senate of Virginia - Debra Dart (Interim Representative)**

<b>Meeting Dates</b>	
<b>Updates</b>	

**C. President’s Advisory and Planning Council (PAPC) - Sarah DiCalogero**

<b>Meeting Dates</b>	
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<b>Updates</b>	Mid-year report goes to the President next week. It will go to the college shortly thereafter.

#### D. Academic Affairs Council

<b>Meeting Date</b>	Feb 25, 2022
<b>Updates</b>	See Chair report

#### E. Academic Affairs Workgroup - Sarah DiCalogero & Tiffanye Sledge

<b>Meeting Date</b>	Varied - multiple subgroups
<b>Updates</b>	Class cap

#### F. Adjunct Committee - Jeff Acosta & Elizabeth Harris

<b>Meeting Dates</b>	By phone and occasionally e-mails
<b>Updates:</b>	<p>The college needs to figure out some of the challenges with PACE. We keep bringing it up and are told the administration is “working on it,” but there continue to be issues with how it is implemented. In addition there is a form that is linked on the main faculty page for PACE referrals, but we need clarity on how this form is used.  <a href="https://forms.tcc.edu/pace-student-referral-form/">https://forms.tcc.edu/pace-student-referral-form/</a> (E Harris)</p> <p>Some of the adjuncts at the Portsmouth campus have had a significant number of students not show up for the first class in face-to-face courses that are late start classes. Even in spite of having e-mail reminders from the faculty, students seem to have forgotten the start date for the classes. For First Freshmen students the various different start dates are a major new challenge. Anybody have a good solution for this? (E Harris)</p>

#### G. Professional Development - Lydia Leporte

<b>Funding Balances</b>	<ul style="list-style-type: none"> <li>● Total Used:</li> <li>● Total Remaining: <ul style="list-style-type: none"> <li>○ FT Usage:</li> <li>○ Adjunct Usage:</li> </ul> </li> </ul>
<b>Updates</b>	

**H. Information and Technology Advisory Committee (ITAC) - Sarah DiCalogero**

<b>Meeting Dates</b>	March 24-25 - VCCS Office
<b>Updates:</b>	

**I. Enrollment Committee - Elizabeth Briggs**

<b>Meeting Dates</b>	March 24-25 at the VCCS Office
<b>Updates</b>	

**J. Faculty Development and Evaluation Plan (FDEP)**

<b>Meeting Dates</b>	March 24-25 - VCCS Office
<b>Updates:</b>	

**K. Rewards and Recognition and Awards - Sarah DiCalogero**

<b>Meeting Dates</b>	March 24-25 - VCCS Office
<b>Updates:</b>	

**L. Communication Plan Committee - Elizabeth Briggs**

<b>Meeting Dates</b>	March 24-25 - VCCS Office
<b>Updates:</b>	

**Appendix D: Summary of Faculty Senate Motions 2017-2022**

<https://docs.google.com/spreadsheets/d/1kCE0x6TCies71UN-5fWTAjDtIO0aWme7ZXhsWj5AhK4/edit?usp=sharing>

**Appendix E: February 3 Draft Minutes**

<https://docs.google.com/document/d/1Qde45fzjG8oop39HaLEsM3Zkt4H6Dy0ukITuumRI2Qg/edit?usp=sharing>

**Appendix F: Faculty Senate Professional Development Funding Guidelines**

<https://docs.google.com/document/d/17kJATDmysKoxfL2NVBSdf9qUwbPX9jPhbyKI6OaZHQU/edit?usp=sharing>

**Appendix G: Links to Documents**