

## Portsmouth Campus Faculty Senate Minutes

**Friday, March 31 at 12:00 PM**

**Location: Virtual via Zoom**

### 2022-2023 Senators

Chair, Catherine Merritt (HP/Nursing) - Chair, Kimberly Lee (SSE) - Secretary, Stephanie [Missy] Comer (Library), Staci Forgey (SM), Katina Harris-Carter (SM), Harlan [Skip] Krepcik (EMT), Derek Laws (SM), Gabrielle Penington (Counseling), Darryl Perkinson (SM/Adjunct), Calvin Scheidt (BCI), Tiffanye Sledge (SSE), Matthew Woods (MT)

### Attendees *\*denotes senator*

Catherine Merritt\*, Kimberly Lee\*, Staci Forgey\*, Derek Laws\*, Calvin Scheidt\*, Skip Krepcik\*, Darryl Perkinson\*, Katina Harris-Carter\*, Tiffanye Sledge\*, Carmelita Williams, Bronson Haynes, Laura MacIntyre, Geraldine Wright

### Quorum: MET

- Call to Order – Meeting called to order at 12:01 PM
- Correction and Approval of Previous Minutes – January 17 minutes approved; no minutes for February
- Guest Speakers – None
- Reports
  - President's Council & Academic Affairs Council – Administration is pilot testing allowing faculty to withdraw students directly through Navigate - late 10-Week and Late 7-Week enrollment is up - you can back date drop/deletions; make sure that the date is correct - Emily Wilson incoming Battan Fellow - developing another partnership with a correctional facility - the LPN program will begin in Fall 2023; currently only Virginia Beach campus - State level telework policy update (1.6.1) concerning out-of-town faculty; administration will be addressing - the new Chancellor is visiting the Portsmouth Campus on April 25; he is particularly interested in the Nursing program, NNSY, and sciences - TCC will be testing Sales Force which is an public-facing overlay for SIS - TCC has entered into agreement with local 4-year institutions for students who did not get accepted to come to TCC to reorient and eventually transfer back to institution - all deans should have communicated to faculty that administration is not requiring strict adherence to the three-class mandate for the fall semester
  - Portsmouth Management Leadership Team – Issues with the new traffic circle; the cones are an issue - now that we have gone to a single-point access, need to address the disabled parking spaces and the fact that mobility impaired have difficulties going around the building - encouraging all faculty and staff to attend campus events

- Pathway and Program Reports –
  - S&M – The unfilled Lab Manager position/s are having a strong negative impact on our science faculty as they are now required to take on responsibilities that should be fulfilled by a full-time and a part time staff position, e.g., four to five hours a week prepping beyond classes; also prep for adjunct faculty; Also, they were told they can use office hours for lab prep, but faculty use office hours for students; this will be even more taxing in the summer, particularly; if this continues, there is concern that we cannot fulfill these lab requirements for the variety of formats that we offer
    - **Motion from the Floor:**

*Because the Portsmouth Campus is in critical need to fill the vacant full-time Laboratory Instructional Assistant and the vacant part-time Laboratory Instructional Assistant positions, the Portsmouth Campus Faculty Senate moves:*

      - 1) *To fill these positions immediately; and*
      - 2) *If unable to fill these positions immediately, faculty must be compensated for taking on the added responsibilities of these roles.*
    - **The motion was unanimously approved**
- Student Services – (update via email)
  - Brainware, the Registrar's automated transcript evaluator, is now fully implemented. This should make the credit transfer process MUCH quicker. Note that electronic transcripts process faster.
  - Crystal Stafford, who was the Portsmouth Coordinator of Advising and Student Success, has left the college to work at the VCCS systems office. For now, Melissa Gray (mgray@tcc.edu or 822-2310) is the point of contact.
  - The advising office at Portsmouth is short staffed so wait times will be a bit longer (2 FT positions and 1-2 PT positions)
- Library Services – no update
- Campus Chair Report – no update
- Open Business
  - Dual-Enrollment – Significant issues with dual-enrollment students receiving their textbooks or digital access codes required for their courses; this is especially problematic for compressed courses; they will start testing the dual-enrollment testing for math again
    - **Motion from floor:**

*Because the lack of consistent policy regarding Dual Enrollment adversely affects Dual Enrollment student success, it is recommended that the College immediately form a task force to review Dual Enrollment policies and related concerns.*
    - **The motion was unanimously approved**
- New Business
  - We need to review and update the Bylaws; the Executive Committee will draft an update and email to the Senate before the April meeting
  - Senate nominations email will be sent April 1

- Other Items – None
- Next PFS Meeting – Friday, April 28, 2023 via Zoom
- Adjournment – Meeting ended at 2:02 PM

*Minutes recorded by Kimberly Lee, Secretary.*