



College Faculty Senate Meeting Minutes

Date & Time: Thursday, February 2, 2023 @ 2pm

Location: Online via Zoom meeting

Tiffanye Sledge (Chair) is in attendance, Dania Sinibaldi is acting as Secretary

Ex Officio - Sarah DiCalogero is present

Attendance:

Voting Senators

Chesapeake: Elizabeth Briggs, Kevin Brady, Jennifer Hopkins

Norfolk: Jeff Acosta, Ivory Warren, Sarah DiCalogero

Portsmouth: Staci Forgey, Matthew Woods for Calvin Scheidt, Kimberly Lee

Virginia Beach: Dania Sinibaldi, John Krenzke, Alan Holck, Amy Shay, Emily Wilson, Lisa Whitaker for Amy Shay, Kim Jones, Tiffany Putman

Library Representative:

Counseling Representative: Vacant

Non-voting Executive Committee:

Elizabeth Briggs, Treasurer/Communications

Guests: Jim Silver, Jenny Dozier, Wendy Pollard-Boyle, Judy McMillan, Matthew Gorris, Breanna Noffsinger, Mary MacDougall, Evgenia Harrison, Lisa Whitaker, K. Easley, C. Cannon, Scott Davis, Shannon Ponack, Beth Callahan, Katina Harris-Carter

Agenda

- I. Call to Order - Meeting called to order at 2:07pm.

- II. Guest Speaker - AVP of Libraries: Steven Litherland Brainfuse is a tutoring system available after hours and weekends and is accessible through Canvas courses so can track usage as per the grant which enabled it to be offered to our students. Brainfuse is presently only available to those courses with success rates below 70% with expectations to expand once budgeting allows. New tutor services page on TCC libraries website with an appointment

scheduling system. Presently recruiting tutors in multiple subjects; piloting use of adjunct faculty as ESL tutors.

III. Review and Approval of December 2022 Minutes - approved unanimously

IV. Campus Motion

V. Chair Report - Tiffanye Sledge

Collegewide Faculty Senate Chair Report

For the sake of time, the report will not be “read” at the meeting. Please avail yourselves of the information and note any topics that raise questions or concerns

Reminders:

- TimelyCare is now available for Faculty and Staff
- Testing Center weekend hours; students must make an appointment by the preceding Thursday
- Library services continue to expand to offer more resources for faculty and students. There is a link for Library Services in every Canvas shell, but be reminded that our librarians are vital resources. Please be sure to visit the TCC Library website: <https://libguides.tcc.edu/library>
- VIVA Open Grants:
 - To learn more about the changes to the VIVA Open Grant program and to get a detailed look at the application process for Open Course Grants, please register and join VIVA for a webinar. Remaining dates:
February 13, 11:00 am: <https://vivalib.libcal.com/event/10016346>
 - vivaopen@gmu.edu For questions about VIVA grants

New/Ongoing/Other Information:

Enrollment Concerns:

- DE Enrollment is up (this enrollment is floating us at present - STILL)
- Repeat/return enrollment is down as is PT student enrollment
- Fraudulent enrollments are hurting us (do we need to rethink how we count attendance for 60% census)

[Enrollment Spring January 30, 2023](#)

Pay Equity Study:

- Initial data collection complete (**there is more; updating prior to meeting**)

- There has been no clearly communicated timeline. The reason given is that there is a lot of data left to sort and analyze. Will continue to follow up with AVP Lunde

Campus and Safety

- In addition to the changes she presented, Dr. Campbell did say that they would investigate having police officers - even if they are rovers, at the Norfolk campus.
[Student Affairs Updates January 20, 2023 \(see last 2 slides\)](#)

Teaching Mandate

- Regarding the clarifying email on the mandate, HIPAA concerns, etc., Dr. Woodhouse indicated that the email sent explaining the mandate was the clarifying message since it detailed what would occur. In addition, she indicated that the deans were providing more details in meetings with faculty.
- We are poised to follow the same scheduling model in the Fall.
- Summer will NOT follow this model but the expectation is a balanced schedule

Strategic Planning

- Dr. Bovee gave a presentation on strategic planning; Dr. Conston suggested that faculty be encouraged to go through the training. There will be some form of non-monetary recognition
[Strategic Planning Proposed Workshop Timeline](#)

Retention

- More emphasis on retention including faculty strategies to help with retention

Academic Affairs

Reference this report: [Academic Affairs Updates January 18, 2023](#)

NOTE: There was no January 30 presentation as AVP Litherland gave a presentation on updates for Libraries.

- Pre-Kindergarten Lab School
 - Collaborators: Portsmouth Public Schools, Ready Regions, TCC Child Development Centers, and TCC Child Development Faculty
- HRCF Vibrant Places Grant for the Visual Arts Center submitted on Jan 13, 2023 (\$295,546.07)
- VCCS G3 Innovation Grant submitted Jan 20, 2023 (up to \$250K)
 - For Vet Tech and HVAC programs
- See slides 7-14 for on-campus schedule analysis

TCC College Board Updates **Neither Sarah nor I could attend and I have received no updates; will include in the March report upon receipt**

- We will be meeting in a **hybrid format for some meetings**: virtually via Zoom with an in-person option. Whether we are hybrid or fully virtual is completely contingent upon availability of space with adequate technology to accommodate hybrid meetings and our anticipated group size.
- The Zoom information is the same for each meeting and is included in the text of the email given the open accessibility of the agenda.
- Hosting campuses are listed below:
 - September 1, 2022 - 2 pm Chesapeake Campus
 - October 6, 2022 - 2 pm Norfolk Campus
 - November 3, 2022 - 2pm Portsmouth Campus
 - December 1, 2022 - 2 pm Virginia Beach Campus
 - February 2, 2023 - 2 pm Chesapeake Campus
 - March 2, 2023 - 2 pm Norfolk Campus
 - April 6, 2023 - 2 pm Portsmouth Campus
 - May 4, 2023 - 2 pm Virginia Beach 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.*

College Faculty Senate Leadership (Executive and Campuses):

https://docs.google.com/document/d/1iAl8OAoymB12MA6OrFtX8jQ_AcF14RF1/edit?usp=sharing&ouid=105101585454865261969&rtpof=true&sd=true

VI. Treasurer and Communications Officer Report – Elizabeth Briggs

<p>Current Budget of \$326.00 Remind service No other updates at this time.</p>

VII. Senate Secretary’s Report - Dania Sinibaldi

See Minutes; No further updates at this time

VIII. Campus Reports – Campus Chairs

Chesapeake Campus (last Tuesday each month @ 12:30) - Chair, Elizabeth Briggs

Meeting Date:	January 31, 2023
Attendance:	Attending Senators: David Kiracofe, Kevin Brady, Elizabeth Briggs, Jennifer Hopkins, Dave Howell, Mary MacDougall, Heather Fitzgerald, Andrea Tomlin Guests: Sean LaCroix, Matt Gorris, Jenny Dozier, Bert Fox
Motions:	None
Update:	Discussion regarding issues with our approach to the schedule, inconsistency with Deans, and ChatGPT

Norfolk Campus (4th Tuesday each month @ 12:30) - Chair, Sarah DiCalogero

Meeting Date:	Tuesday, January 31 @ 1 pm Room 2610 of the Martin Building and via Zoom
Attendance:	Ivory Warren, Sarah DiCalogero, Shannon Ponack, Wendy Pollard-Boyle
Motions:	None
Update:	<ul style="list-style-type: none">• We did not make quorum. Enrollment and Security were discussed.

Portsmouth Campus (last Friday each month @ Noon)

Chair, Catherine Merritt

Meeting Date:	Friday, January 27, 2023
Attendance:	Catherine Merritt*, Kimberly Lee*, Staci Forgey*, Derek Laws*, Calvin Scheidt*, Matthew Woods*, Skip Krepcik*, Darryl Perkinson*, Katina Harris-Carter*, Missy Comer*, Cynthia Chester, Gabbe Pennington* - <i>*denotes senator</i>
Motions:	None
Update:	<ul style="list-style-type: none"> • Science faculty being asked to perform tasks of Lab Manager, even laundry; this is a lot of additional work with no compensation; Similar situation in Trucking as the classified employee who handled the labs resigned and faculty are taking up the slack with no compensation • Concerns re: Dual-Enrollment - Some students are enrolled in over 20 credits and they are over extended and underprepared; faculty concern about too many asynchronous courses and should not be in compressed classes, particularly online; DE students reporting they were put in a class that they can't be at on time; quality of DE student preparedness has seem to decline over time; Student Services has voiced concerned as well; DE students reporting that they choose to enroll in too many courses with the intention of withdrawing from some based on their performance • Discussion re: Rivers Casino Portsmouth opening issues - traffic issues on opening day, but seem to be manageable; concern of our Security managing Casino issues • Discussion re: inconsistencies between deans and APPDP process; we need to address the lack of merit pay in TCC's FDEP which doesn't meet VCCS requirements

Virginia Beach Campus (last Thursday each month @ 12:30) - Chair, Maureen Cahill

Meeting Date:	No meeting in November
Attendance:	Maureen Cahill Chair (A&H), Ian Springer-Woods Vice Chair (A&H), Alan Holk, Secretary (adjunct representative), Dania Sinibaldi (Math), Cheryl Nabati, (Library), Amy Shay (Health Professions), Jared Oliverio (IT and Business), Kimberly Jones (Public and Professional Services), Emily Wilson (Science), John Krenzke (Social Sciences) Guest: Scott Davis.

Motions:	
Update:	<p>The agenda was light. No motions were made, but questions from faculty across the campus were shared. The discussion focused APPDP goals and the mandate for full-time faculty to teach three in-person classes. The heart of issue is: How can the college better balance student desire for online classes with the state's requirements that we use the physical buildings up to a certain capacity? Student retention was also discussed. The following requests for information were discussed/asked during the meeting:</p> <ol style="list-style-type: none">1. How many in-person classes were scheduled? (Campus by campus)2. How many in-person classes were closed for low enrollment? (Campus by campus).3. How many in-person classes ran with fewer than 12 people? (campus by campus).4. How many online (UVIRT)classes were scheduled? (Campus by campus)5. How many online (UVIRT) classes closed for low enrollment? (Campus by campus)6. How many Zoom classes (OS) were scheduled (Campus by campus)7. How many Zoom classes (OS) were closed for low enrollment? (Campus by campus) <p>After the meeting, the following concerns were sent to me by some faculty:</p> <p>Zoom classes are a distinct teaching modality separate from in-person or online, and they should be treated as such.</p> <p>Because of the in-person component, hybrid classes should be considered in-person.</p> <p>A faculty member, tracked enrollments using Class Status Details reports during enrollment period. For their discipline, the data clearly shows:</p> <ul style="list-style-type: none">Online classes filled firstOnline Synchronous classes filled 2ndF2F - filled (or didn't fill) LAST <p>OIS faculty need to be available the first day of classes on each campus. They are also needed during evening hours. Without this availability, if classroom technology fails, there is no available help. Another option would be for OIS to provide basic troubleshooting handouts on each MPS station to accommodate most simple errors.</p>

- IX. Committee and Representative Reports - See Appendix C**
- A.** CFAC – Stacey Deputy. No updates.
 - B.** FSVA – Debra Dart and Geraldine Woodberry-Wright. No updates.
 - C.** PAPC – Sarah DiCalogero. No updates.
 - D.** Academic Affairs Council - Exec Senate Designee. No updates.
 - E.** Center For Teaching Excellence - Staci Forgey. No updates.
 - F.** Academic Affairs Workgroup - Sarah DiCalogero & Tiffanye Sledge. No updates.
 - G.** Adjunct Committee – Jeff Acosta. List of which faculty members will be evaluated spring 2023 semester - **Deans have or will reach out to faculty regarding their review specifics.** Where are all of the adjunct offices on EVERY campus (including how Adjunct Faculty can access those spaces) **Inquiry sent to Dr Woodhouse and VP Aasen; this was just sent and they have had no time to reply; will update (Tiffanye).** History courses shouldn't run in 7 weeks; 10 weeks is more viable. Full-time faculty spread thin across small classes and are unavailable to teach. Different challenges in history than in English or math. Online asynchronous courses were the only history courses that maxed out.
 - H.** Professional Development Funding – Lydia Leporte. Needs to be reviewed; previously requested procedures (from admin) are still unavailable
Dec 2022 Values: Total Usage \$67,579.55, FT Faculty \$ 53,611.60 Adjunct \$ 13,967.95
Usage: 29%
 - I.** Faculty Development and Evaluation Plan. No updates. This is no longer a functioning committee but we MUST revise the FDEP. There have been no revisions since 2017.
 - J.** Rewards and Recognition & Awards- Sarah DiCalogero. Upcoming meeting on Friday.
 - K.** Communication Plan Committee - Elizabeth Briggs. No updates.
 - L.** Program Prioritization - Jennifer Hopkins.

Meeting Dates	Meeting date: 01/13/2023, 1pm Next Meeting: TASK COMPLETED
Updates:	<ul style="list-style-type: none"> ● The existing Rubric will be replaced with a report that follows a traditional SWOT Analysis. Program Heads will be provided with a “template” that they can use to build their report. ● Program Heads will be provided with Quantitative Data Reports for the programs undergoing review. These reports are generated by the Office of Academic Affairs using internal TCC Data and external reports, such as

	<p>labor market analysis prepared by Chmura. Program Heads may supplement this data report if they so choose.</p> <ul style="list-style-type: none"> ● Programs will be reviewed on a 3-5 year rolling schedule. However, if a Program meets SHEV’s Minimum Productivity Standards that program will only be reviewed every 5 years. Program Heads may request an earlier review. ● Program Prioritization Reports will be presented to the Curriculum Committee. The Program Head will be given time to incorporate feedback from the Curriculum Committee into the report, after which the final report will be forwarded to Academic Affairs and the Chief Academic Officer by the Curriculum Committee Chair. ● Program Heads will be given adequate notice that their program has been scheduled for Program Prioritization Review. The Advisory Council is recommending a minimum of 1 semester notice. For example, if the program is scheduled for review in FA23/SP24 then the Program Head will be notified and provided their data report in SP23. ● Programs that were reviewed in 21/22 will be given the option of proceeding to Curriculum Committee with their report as it stands or may elect to revise their report using the new format (SWOT). If the Program Head elects to revise their report, their program will retain its “place in line” in the process and will not have to wait until a later review cycle. ● Faculty on the PP2.0 Committee have stated that despite Dr. Woodhouse’s request to implement a new Program Prioritization Committee, due to the cycle of 3-5 years for reviews, a permanent committee is not warranted. <p>This is an overview of where the Advisory Council went with this. Of course, Dr. Woodhouse and President’s Cabinet have to “sign off” on what is recommended. Thank you to Linda Williams for her leadership on this.</p>
--	---

X. Initiative Updates - none

XI. Old Business - none.

XII. New Business - FDEP Revisions

XIII. Other Items - Motions from the floor, etc.

Topics of Discussion

Lost quorum at 3:55pm.