

Faculty Professional Development Committee

February 7th Meeting Minutes

Portsmouth Campus

Attendance

FPDC: Jeanne Hopkins, Elizabeth Briggs, Joe Joyner, Cheryl Nabati, Nancy Prather-Johnson, Bert Fox, Amanda Burbage, David Wright, Fred Stemple - Dianne Stanbach, Frank Futyma, Tom Geary (Google Hangout)

Guests: Tom Lee, Monica McFerrin

Submitted FPDC meeting agenda for 2/7

1. Final discussions on Adjunct Faculty Academy recommendation – finalize draft (Google Drive)
2. Brainstorm on Academy facilitator position description (Faculty Fellow appointment – Batten Foundation Fund)
 - a. Qualifications, term limits, responsibilities
3. Share Mid-Year FPD unit progress and discuss MY FPDC progress
 - a. Share New Faculty Academy (NFA) Task Force proposal for 3rd year of NFA
 - b. Discuss Faculty Senate concerns with NFA and share NFA syllabus
4. Begin Evaluation Recommendation discussion
 - a. Complete survey for purpose, use of results and improvements for online response rates, etc. (handout)
5. Discuss Learning Institute agenda
 - o Day 2 recommendations for faculty awards, discipline or discipline cluster meetings – outcomes

New Business

Jeanne Hopkins was appointed to the FPDC committee for Portsmouth Campus representation equity by the PAPC Chair Monica McFerrin. Jeanne Hopkins volunteered unopposed for the Committee recorder role.

1. Adjunct Faculty Academy Recommendation Draft:

Questions raised concerning drafted language around selection of academy participants – voluntary, nomination, application, Deans appoint adjunct faculty to participate?

- Revisions to the draft will be made to Implementation - page 4

How to measure successful completion? NFA based completion on attendance and participation, TOP ELITE based on performance on learning units at 85%

Who has primary role of designing curriculum? Academy facilitator, curriculum designer, FPD committee and team – utilize NFA course content

2. Brainstorm on Academy facilitator position description:
 - Co-facilitators could be ideal
 - 2 year terms
 - a. Compensation - Facilitator release time or stipend – release time to buy faculty’s time may be optimal, release time may no longer be available for 2017, stipend in the summer and 3 hours release time in the fall and spring, more release time may be requested from Executive Staff
 - b. Responsibilities – curriculum development, facilitation, substantive qualitative feedback for AFA, enrollment of participants (VLC)
 - c. Qualifications – passion, experience teaching peers, some training in education, pedagogical and course design principles
 - Suggested - past adjunct experience
 - Preferred - TOP/QM certified, teaching online
 - d. Problem with hiring adjunct faculty – FT faculty knowledge ideal if facilitating includes NFA
 - Adjuncts not guaranteed employment - must continue semester adjunct contract or removed from TCC HR
 - VCCS policy - no peer to peer evaluations
 - Adjuncts can’t receive release time
 - e. Facilitator position description – needs to be drafted
 - Funding approval before proceeding
 - FPDC Adjunct Faculty Subcommittee as “selection committee”
 - If we have open solicitation for faculty applications to all FT faculty it would require a “reason for non-selection”
 - Recommendations for Academy Facilitator from CAO or Provost (FPDC or Deans)
 - Will explore options
3. Share Mid-Year FPD unit progress and discuss MY FPDC progress
 - Skipped this item – will share at next FPDC meeting
 - FPDC provided syllabus of New Faculty Academy year 1 for review
4. Begin Evaluation Recommendation discussion
 - a. FPDC completed survey for Faculty Feedback on Recommendation for Student Course Evaluations & Procedures (3 questions: purpose, use of results, online process consideration)
 - b. Discussion on Faculty Senate survey from last fall:
 - Currently fall Faculty Senate survey results recommended student course evaluation be moved to formative from evaluative – FDEP implicit on using evaluations to inform teaching
 - c. Suggestions concerning evaluation process:
 - Must provide qualitative/meaningful feedback
 - Timing of evaluation important and good framing from faculty

- Quicker feedback to allow for course changes, identify problems – during semester
- Usefulness for students – feedback available to students
- Wording/questions currently need revised – Faculty Senate subcommittee task
- Faculty must encourage students to complete, set aside time for students to complete using cell phone, make results public – question will faculty be on board

d. Future consideration comments:

- More value in a reflective assignment given by individual faculty
- Uniqueness of courses need to be addressed – course learning outcome connections
- Customer service vs. academic surveys?

Analytics needs not as important for FPDC faculty

Courses/disciplines should not be compared graphically – too many variables

Metrics around enrollment

5. Discuss Learning Institute agenda

Agenda draft from Academic Affairs & FLP Implementation Team shared with FPDC

Next meeting: March 14th – 3-5pm Virginia Beach Batten Center A111