

Attending: Monica McFerrin (VB) (**College Senate Chair**); Rianna Amolsch (C) (**Senate Chair**); Bobby Rowe, Sr. (C); Jeannie Taylor (C); Judy Gill (N) (**Senate Chair**); Tom Ellis (N); Jim Holden (N); Thomas Siegmund (P) (**Senate Chair**); Jim Roberts (VB) (**Senate Chair**); Mike Adams (VB) (**College Senate Secretary**); Kathy Buhner (VB); Frank Futyma (VB); Mark Greer (VB); Gary Noah (VB); Ruth Shumate (**Library**).

Non-attending: Phyllis Gowdy (N); Lorenz Drake (P); Nancy Prather-Johnson (P); Harlan Krepcik (P); Dianne Davis-Wagner (P); Ellyn Hodgins (VB); Anne Mach (VB); Allison Harwell (**Counseling**).

Guests Present: Richard Gill (N); Kevin Brady (C); Sylvia Ross (N); Garrison Libby (VB)

I. Call to Order at 2:01 PM

II. Introduction of new senators and guests:

III. Approval of Minutes of March 3, 2016 as amended at 2:03 PM

A. Motion: To approve the minutes as amended. - **Motion passed.**

IV. FDEP report

A. – (2:03 PM) Judy Gill introduced VP Fred Stemple and _____ to brief the senate on development of the faculty FDEP submission tool.

1. The first point made in the presentation was the creation of three component tools
 - a. Phase 1 being the FDEP Content manager (FCM)
 - i. This is a storage solution; repository for faculty promotion materials; aligns with the current FDEP; contains an ease of transport between FCM and the submission module
 - b. Phase 2 is the FDEP Submission Module
 - i. Contains tab across top of form indicating the active Submission tool module; layout is mostly self-explanatory
 - c. Phase 3 is the APPDP Module
 - i. Temporarily part of the FCM until the APPDP module of the Submission Tool is deployed. Intended to store and upload as pdf
2. The FDEP Submission Tool Timeline:
 - a. Publish FDEP Content Manager (6/2016)
 - b. Publish Submission Module (9/2016)
 - c. Publish APPDP Module (Late Fall 2016/Early 2017)

V. Reports of Senate Officers

A. (2:35 PM) Faculty Senate Chair Report, Monica McFerrin

1. It was announced that Dr. Ying is on medical leave. Any notes/well wishes can be forwarded to him through Beth Lunde
2. Contributions to the TCC basket for the New Horizons Conference raffle are sought and welcome through Tuesday, April 12, 2016
3. Chair Monica McFerrin is departing for the New Horizons conference Wednesday, April 13.
4. The Executive Staff reminded Monica of the Honors Mentorship Scholarship, an annual \$6,000.00 available to the College Faculty Senate for award to students. (As extracted from the TCC Board minutes of September 10, 2015)

Honors Mentorship Scholarships – Awards to students selected by faculty for special talents in their field of study. Honors Mentorship students are assigned to a division in the

college to assist in research and other academic pursuits for faculty. Faculty serve as mentors to students on assigned academic projects and activities in their field of study.

5. There are decreases in the upcoming 2016/2017 budget, most notably is the expected decrease of funds from the bookstore due to the OER increase
6. Faculty were asked to note the reference to OER in the SIS site.
7. The policy on course substitutions/waivers are being removed from the Registrar and are now controlled through the appropriate dean and qualified faculty member
8. The senate was asked to note the Major Gifts for the 2017-2020 campaign is underway. The goal is \$15 - \$20 million. There is interest in development in new programs and corresponding program chairs \$2-\$3 million is targeted for the program chair(s).
9. VCCS is developing a new Shared Services Model/Office to be located in Roanoke. This would replace ALL Human Resources and Finance offices within the VCCS. This would also include all procurement services. TCC to be the last of the 23 colleges to be phased in. This is advantageous to the smaller institutions. This will be effective in July 2016
10. The Reverse Transfer program with ODU is active. ODU refers students with academic challenges to TCC, where after the students completes a minimum of 15 credits with a 2.5 GPA or better, receives an automatic acceptance back to ODU

B. (2:51 PM) Secretary, Mike Adams

1. Requests ALL four campus chairs forward the results of the ongoing elections for the upcoming academic year for a roster update for the College Senate elections in May

C. Treasurer, Judy Gill

1. No report

D. Faculty Senate Vice Chair Reports

3. (2:52 PM)Chesapeake Campus, Rianna Amolsch

- a. Elections were held and Kevin Brady has been elected as the campus senate secretary
- b. They completed a by-laws update

4. (2:54 PM) Norfolk Campus, Judy Gill

- a. Campus senate elections were completed, new senate designates are Sara DiCalogero, Judy Gill, and Jim Holden
- b. They completed a by-laws update
- c. The email sent out from the Student Information Center in response to the most recent weather delay was presented. The text is as follows:

“Students: Due to road conditions, TCC will delay opening until 10:00 AM this morning. All classes and activities before 10 am are cancelled. Classes normally scheduled for 10:00 am and later will be held as scheduled. Visit the TCC web site for updates.”

The senate agrees with the FIRST sentence of this notification. The remained of the message contravenes the material that the faculty have incorporated into their syllabi.

- d. They had a lengthy discussion in reference to the new policy of early class cancellation, to identifying the decrease in enrollment in the 12 week classes.
- e. Sylvia Ross introduced the issue of faculty teaching DUAL ENROLLMENT classes with the various high schools. Issues noted was the scheduling conflict; being that the TCC semester (and contract period) expires long before the high school semester; the difference in the Spring Breaks on the calendar (TCC faculty in this roll do not get this benefit)
- f. The Norfolk campus dialogue with Dr. deMarte is April 21st at 3:30 pm.

5. (3:07 PM)Portsmouth, Campus, Tom Siegmund (Presented by Nancy Prather-Johnson)

- a. Nothing special to report, business as usual

6. (3:08PM) Virginia Beach Campus, Jim Roberts

- a. The major point of discussion was the recent SSN breach
 - b. Requested the various divisions to complete their elections before the next meeting
 - c. SEM Management was discussed
 - d. Dr. DeMarte tasked the Virginia Beach faculty with the development of scheduling by faculty.
- The previous proposals of Lead Dean and Scheduling Office have both been soundly defeated.

VI. Committee and Representative Reports

A. (3:12 PM) Adjunct Committee-Mike Adams

1. Virginia Beach adjunct have completed the elections for the 2016-2018 term, re-electing Frank Futyma, and electing Cary Paulk

B. (3:13 PM) Awards Committee-Mike Adams

1. There were two nominations presented for consideration. The TCC Faculty Senate Special Achievement nomination was presenting two individuals for the award; Matt Watts and Libby Watts. Libby and Mathew have been instrumental in bringing the OER movement to the math departments at TCC. They have developed courses from the entire MTE 1-9 series, to MTH 152, MTH 157 and MTH 270. And what's really special about these courses is that they share them freely. The Outstanding Adjunct Award presented Donna Maria Walker. Both candidates were accepted and approved.

C. (3:15 PM) FDEP Committee – Judy Gill

1. There has been nothing concrete brought forth yet in regards to the student evaluation being a data point in the FDEP. This has been sent back to committee for clarification. It was proposed that a survey of the faculty be developed and run immediately. It was suggested that the faculty understand- that this would be a “can use” item vice a “must use” as it currently stands.
2. The motion presented by Portsmouth at a previous meeting is as follows:
“The Portsmouth Campus Faculty Senate proposes that the current Student Course evaluation document/student ratings be removed from the FDEP as a data source (FDEP page 14). The motion passed, and this was forwarded to the FDEP for discussion and implementation into the TCC FDEP.
3. This will now be distributed to the TCC full-time faculty in a survey for determination

D. (3:44 PM) Reward and Recognition – Presented by Tom Siegmund for Kimberly Griffin

1. The number of awards were up noticeably over last year, where the committee had to make selections. It was to the point that judgment of individual merit of one faculty versus another had to be made.
2. This is NOT an easy process for volunteer committee members when performing this on your peers

E. (3:49 PM) Student Evaluation: Tom Siegmund

1. Requested that this be tabled for action in the Fall 2016

F. (3:49 PM) Schedule Complaint Policy and Procedure: Tom Siegmund

1. Requested that this be tabled for action in the Fall 2016

G. (3:50 PM) Schedule Committee – Dick Gill

1. The Norfolk Math faculty developed a proposed scheduled and then presented it, reviewed it, and defended it with the deans. The end result was the need for specific guidelines be developed.

H. (3:52 PM) Textbook Committee - David Kiracofe

1. Trying to make progress but experiencing participation problems to where a quorum cannot be attained.

VII. Review of Old Business:

A. (3:53 PM) Inclement Weather Notification

- The email sent out from the Student Information Center in response to the most recent weather delay was presented. The text is as follows:
 “Students: Due to road conditions, TCC will delay opening until 10:00 AM this morning. All classes and activities before 10 am are cancelled. Classes normally scheduled for 10:00 am and later will be held as scheduled. Visit the TCC web site for updates.”
 The senate agrees with the FIRST sentence of this notification. The remained of the message contravenes the material that the faculty have incorporated into their syllabi.

B. (3:56 PM) Class Scheduling

- There is no easy answer, as many differences occur between different disciplines where it comes to scheduling
- A baseline, generic scheduling policy needs to be developed, so that the disciplines have a foundation to work from.

C. (3:53 PM) Open Meetings

- As this was tabled from the march meeting, the results of the final response from all campuses is that there will be no change from the current senate policy

VIII. Action Items

Purpose:

<p>(4:06 PM) Bylaw Correction Time: 5 min Lead: Monica McFerrin</p>	<p>Vote III.B. The campus that hosts the last College Faculty Senate meeting in the Spring semester will host the first College Faculty Senate meeting of the following Fall semester. The meetings will be hosted alphabetically in between Aye: 14 Nay: 0 Abstain: 1</p>
<p>(4:11 PM) Identity Theft Time: 15 min Lead: Monica McFerrin</p>	<p>Discussion and Solicitation of Feedback It is questioned that with the access to the employee SSN, hackers can use that SSN to get earlier copies of tax returns and acquired spouse and offspring DOB/SSN's</p>
<p>(4:26 PM) Program and Discipline Lead Structure Time: 20 min Lead: Monica McFerrin, Judy Gill, Jim Roberts, Kevin Brady</p>	<p>Information, Discussion, and Solicitation of Feedback Handout showed the current as well as the proposed additions to the existing duties. It was pointed out that the Discipline Lead would be responsible for the scheduling. A point of contention was where is the decision made when there are multiple candidates from multiple campuses.</p>
<p>(4:09 PM) Nominations of 2016-2017 Officers Time: 10 min Lead: Monica McFerrin</p>	<p>Discussion Nominations to date: Treasurer: Jim Holden (N) Secretary: Kevin Brady (C) Chair: Monica McFerrin (VB)</p>

IX. Items from the Floor

A. (4:48 PM) None

X. Next College Senate Meeting – May 5, 2016. Meet and greet at 1:30pm, meeting at 2:00 PM – Portsmouth Campus, Location TBD.

XI. Close: The March meeting closed at 4:48 PM

Respectfully submitted,



Michael B. Adams
Secretary, College Faculty Senate