

Attending: Angela Bell (VB); Kathy Buhner (VB); Maureen Cahill (VB); Stacey Deputy (C); Sarah DiCalogero (N); Jennifer Dixon-McNight (N); Susan Dozier (VB); Lorenz Drake (P); Judy Gill (N); Richard Gill (N); Siabhon Harris (P); Alison Harwell (Counseling); Tom Hilton (VB); Ellyn Hodgins (VB); David Kiracofe (C); John Krenzke (VB); Sean LaCroix (C); Garrison Libby (VB); Monica McFerrin (Past-Chair); Nancy Prather-Johnson (P); Olivia Reinauer (Library)

Guests Present: Kevin Brady, Amanda Burbage

- I.** Call to Order – 2:00 p.m.
- II.** Review and Approval of Minutes
Approved as amended
- III.** Chair Report – Judy Gill
See Appendix
- IV.** Secretary Report – Olivia Reinauer
Campus Chair written reports are included as Appendix in minutes
- V.** Treasurer Report – Tom Siegmund
Money still available, have only spent about \$150
- VI.** Campus Reports – Campus Chairs
See Appendix
- VII.** Committee and Representative Reports
 - A.** Adjunct Committee – Amanda Burbage/Elizabeth Harris
Reached out to adjunct faculty via e-mail. Feedback indicated appreciation for the outreach, but no topics to address at this time.
 - B.** Faculty Development and Evaluation Plan – Tom Siegmund
Needs committee members – Sarah DiCalogero volunteered; Amanda Burbage can possibly serve as FDEP rep. Chairs will put out a call for volunteers. Will try to schedule a meeting for January.
 - C.** Professional Development – Joe Joyner
No report
 - D.** CFAC – Ellyn Hodgins
Official minutes will be forwarded to all faculty; informal notes were distributed in print at meeting.
 - Enrollment flat or declining across the board. Departing positions not being replaced.
 - Dr. Lee, Vice Chancellor for HR (VCCS): Almost 100 full time faculty RIFs. They have to give faculty 60 days notice. CFAC made a recommendation that faculty be considered for positions at other colleges, but Dr. Lee said this is very complicated. Possibly a mechanism in place with Shared Services.
 - Chrome River (travel system); everyone using it but us. Changeover may be forthcoming.
 - 3-5 years to fully implement Shared Services. Potential to make that a student call center as well.
 - Legislative update. SCHEV has asked for 2% increase for faculty. Won't be a big ask this year; K-12 is more likely to get the larger funding this year.
 - Transgender students: System will probably start with guidelines and move to policy. Megan Healy working on student name preferences in classroom. ASAC also talking about it. Looking at diploma names, still looking at ID cards.

- Evaluation plan for Administrative faculty. To be evaluated every three years but up to college. Request for more faculty engagement in Chancellor’s statewide syllabus.
- Multiple measures: students can now be placed by GPA, not just placement testing. Feeling that overall GPA isn’t a good reflection for individual courses, such as English and Math.
- LMS new contract in March. There should be video presentations available. Retraining and new system, even if it is Blackboard. Won’t go live until 2019.
- Enrollment management taskforce at system level. Draft recommendations for recruitment & retention.
- Electives in the Pathways (limited course selections). Ad Astra and Navigate software.
- OER Lumen platform. **Chairs should ask for feedback on OER platforms at campuses.**
- AAUC chapter under CFAC, approved and will bring more info at next meeting.

E. FSV – Nancy Prather-Johnson

Maureen will help Nancy with process to join.

F. P – Nancy Prather-Johnson - Communication

- Plan finalized, voted, passed last Friday. Recommendation has been approved and sent to President. Some changes based on feedback from Chairs. Governance/constituent group summaries: changed wording from required to “shall.”
- Procedural concern about constituency groups; cannot be regulated. Nancy and Monica clarified that this concern is included in the P meeting minutes, so there is documentation in case this becomes a problem.
- Regularly scheduled town hall meetings. Added bullet about questions from floor. How will the audience know what those topics will be and how will the questions be received? Clarification needed. Unclear if questions will shape the agenda, or if there will be an agenda first and questions will follow.
- Look at Mission and Vision statement at TCC. Does the mission statement need to be updated? Should we use the same process to review the Vision statement that we used last year to review the Mission statement?
- Nancy will put the mission/vision statements in a document and send to Chairs to send to faculty.
- Senate and committee websites: Review bylaws and meeting minutes and ensure they are up to date and accurate. Determine if updating is necessary. Also review specified dates & times. Governance committees; several meetings happening same day/time. Make sure times and dates are posted.

G. Rewards and Recognition & Awards – Vacant (Chairs please send email for volunteers)

VIII. Initiative Updates

A. Advising – Faculty Subcommittee meeting Friday, 12/8. Survey to be sent out to find out what advising is currently being done. Should the senate send the email jointly with the President?

Email should be coming from Advising Taskforce. If President sends it, then Judy can forward and ask people to provide feedback.

B. Faculty Lead pilot – Judy Gill, Nancy Prather-Johnson, Stacey Deputy: January 4; Navigate introduction and Pathways faculty work day. (see handout)

C. PACE – Meetings Dec 7 and 8 for administrators, insertion points beginning to be identified on Jan 4

D. Pathway Deans Council – Chairs

President’s email adding faculty Department Chairs to the reorganization (in response to our motion from November Senate meeting). Feedback from faculty. **Norfolk motion.**

Each campus senate chair presented feedback from campuses. Mix of comments: some positive, some critical, and some confusion and desire for further detail.

- IX.** Old Business: (30)
 - A. Result of motions from November
 - B. What action should be taken for motions that do not have a response?
- X.** New Business
 - A. Motions

Portsmouth:

The College Senate Bylaws should be changed to appointment at least one adjunct per campus to the voting roster of the college wide faculty senate.

Discuss at campus senates.

Chesapeake:

Whereas the implementation of TCC Policy 2111 has been inconsistent in both the letter and the spirit of the policy, the Chesapeake campus faculty senate moves that the following emendations be made:

Section 4.2

Deans/Directors will use the following criteria when cancelling, collapsing, and reassigning classes:

- **Three (3) weeks before the start of the semester, classes that are at 20% or more of discipline efficiency ratios shall not be cancelled, collapsed, and/or reassigned due to low enrollment.**
- **Two (2) weeks before the start of the semester, classes that are at 30% or more of discipline efficiency ratios shall not be cancelled, collapsed, and/or reassigned due to low enrollment.**
- **One (1) week before the start of the semester, classes that are at less than 40% of discipline efficiency ratios may be cancelled, collapsed, and/or reassigned due to low enrollment.**

During discussion, agreed to add “due to low enrollment,” as written above.

Vote: Motion passes – all in favor, except for two abstentions.

Here is the language in the current policy (2111, section 4.2) for reference. The highlighted words are those our motion wishes to change:

4.2 Cancelling, Collapsing, and Reassigning Classes

Classes shall be cancelled, collapsed, and/or reassigned as required by the Dean/Director to meet discipline efficiency ratios before the first day of class. When a course is offered on more than one campus, decisions regarding cancelling or collapsing sections with enrollment below efficiency standards should be made collaboratively by the Deans/Directors of all campuses offering the class, in consultation with the Program and Discipline Heads as appropriate.

Exceptions to running classes below the published ratio shall be documented by the Dean/Director and approved by the respective Provost and CAO. Exceptions include, for example, new classes in the first offering, courses required for program completion, the ratio for a discipline having been met with some classes exceeding the ratio allowing for another class(es) to run below the ratio, or a documented enrollment pattern.

Deans/Directors are **encouraged** to use the following **guide** when cancelling, collapsing, and reassigning classes **for 16-week semesters**:

- Three (3) weeks before the start of the semester, classes that are **at less than 20%** of discipline efficiency ratios **shall be cancelled, collapsed, and/or reassigned**.
- Two (2) weeks before the start of the semester, classes that are **at less than 30%** of discipline efficiency ratios **shall be cancelled, collapsed, and/or reassigned**.
- One (1) week before the start of the semester, classes that are at less than 40% of discipline efficiency ratios **shall** be cancelled, collapsed, and/or reassigned.

Virginia Beach:

While aware of the college's budgetary restrictions, to document the need, the Virginia Beach Faculty Senate recommends Tidewater Community College conduct an in-house faculty-salary equity study.

Faculty-salary equity studies be conducted periodically, with no longer than five years between each study.

Faculty and counselors should work in conjunction with deans to establish separate levels of faculty advising and assign specific disciplines that best fit the needs of students within each discipline.

Online-class reviews should be conducted by deans as part of the regular faculty evaluation and that faculty should be provided a checklist in advance.

Faculty should be informed about changes in summer pay for full-time faculty no later than 9 months before the implementation of the change.

Faculty, in consultation with discipline deans, should work collaboratively to determine the college definition of "low enrollment."

The Faculty Lead Pilot should be reviewed by all faculty, not just the Pilot Leads.

The Virginia Beach Faculty Senate recommends that faculty members bring their own food for College-wide Faculty Student meetings instead of relying on the donations from faculty senators of the hosting campuses.

All Virginia Beach motions tabled.

Norfolk:

Based on the unanswered questions and gaps remaining even with the addition of Department Chairs, the Faculty Senate moves that deans maintain their current division responsibilities (campus/student/faculty evaluation) and take on Pathway (programmatic) responsibilities for the Pathways for which they have been selected.

Sarah DiCalogero presented the draft plan

Vote: 3 for – 15 opposed – 2 abstentions (motion does not pass)

Unanswered questions and gaps include **but are not limited to:**

Communication Issues, reporting and daily support.

Travel issues for deans, students, faculty.

Funding issues for Pathways vs campuses.

Evaluation issues – lack of relationships

Administrative issues – adjunct contracts, daily support (canceling classes, printing, etc), communication.

Faculty issues – daily support, contracts, administrative assistance

An alternate motion was brought from the floor:

Motion: While the faculty senate remains concerned about the academic restructure, we view the department chair proposal as a foundation for collaborative progress. (Monica McFerrin)

Second

Vote: 13 for – 6 opposed – 2 abstentions (Motion carries)

Discussion: There are still areas of concern that need to be addressed. There are modifications that need to take place. Faculty need to be given a substantive voice in the continued development of this restructure.

B. Joint emails between the President and the Senate Chair

Discussed under VIII – A. Case by case basis. May discuss with campus senate chairs to determine if it is representative of faculty senate.

XI. Other items – Review faculty senate website; indicate what’s current, etc. Tom Siegmund will look at it and come up with a punch list. Campus Chairs will look at their sites.

XII. Close – The meeting closed at 5:10 p.m. Next meeting February, 2017 in Norfolk.

Respectfully submitted,

Olivia Reinauer

Secretary, College Faculty Senate

APPENDIX:

Chair Reports:

Senate Chair Report – Judy Gill

Notices of the motions passed in November were sent to the appropriate administrators on 11/4.

The Salary Equity study was denied.

The Syllabus Builder has been improved and will remain optional for one year at which point it will be revisited.

The response to the Senate opposition to the Academic Dean restructure was a new proposal to add Department Chairs (faculty with release time) to the plan. Faculty feedback included the following concerns:

Proposal does not solve the problem of lack of student and faculty support on campus.

Department chairs cannot fill the gap left when division office/deans are reassigned to Pathway responsibilities. No support over breaks, etc.

Released time is insufficient for work that would be involved.

Evaluation of faculty would still be completed by a dean on another campus.

There were also discipline- specific concerns, etc.

There has been no official response to the motion that faculty want to be involved and vote on any pay change. Dr.

DeMarte acknowledged the motion at the FS Executive board meeting but there is no resolution and still concern about summer proration and summer pay in general.

There has been no official response to the first right of refusal of summer classes for f/t faculty. Dr. DeMarte mentioned there may be legal issues involved.

The chairs who were available attended the EAB Navigate (VIP-Pass) meeting. This is the software that students and advisors will be using to choose classes, etc. The programs will need to be aligned for entry into Navigate. The electives will need to be reduced to 7 choices in each program to align with the software and best practices of limiting choices. This work will begin at the faculty work day on January 4.

The Pathway Deans Council will meet on Friday 12/8. Feedback for the proposal sent out by the President will be presented. The Faculty Advising Subcommittee will meet on 12/8 as well. A chair will be elected. The discussion will include a survey to faculty to determine who is already advising. A model is yet to be determined.

Chair report VB – Maureen Cahill

The VB Senate Chair attended the bi-monthly Provost Leadership Meetings. Dr. Summers included updates on enrollment, the budget, the Pathways Deans reorganization, VIP-Pass, and PACE. Updates on campus initiatives were also discussed. I also attended the retirement party for Charlotte Newsome.

The Virginia Beach Campus Senate met on November 30th. The following issues were discussed: the proposed revision of the Pathways Deans reorganization and the Norfolk Campus revised-proposal, faculty advising, summer pay, and potential changes to how TCC calculates summer pay and low enrollment, the budget, the PAPC communication plan.

Chair report Portsmouth – Nancy Prather-Johnson

The chair attends the Provost Team Management meetings. Last Provost team management meeting attended was November 3rd where an update was given on a campus enrollment initiative to improve enrollment at the Portsmouth campus and the campus senate chair gave an update on college initiatives and senate updates. The Provost also gave an update from the last Executive meeting regarding enrollment data and her goals for our campus.

The chair met with the campus senate on November 17th and gave updates on the Syllabus Builder: any issues were fixed, builder enhanced, and optional through Fall 2018. The chair also gave updates on the college initiatives regarding the

advising taskforce who completed their development of an advising model and submitted it to the President for approval, PACE updates on their next steps regarding insertion points for career experiential learning, P APC communication plan charge that is due in January, and senate resolutions that were sent to the President and Dr. DeMarte. The chair also encouraged the faculty to read the Power Point presentation on enrollment that was sent to them from the President. The chair also encouraged all faculty to attend the January 4th Program Restructuring work session on the Virginia Beach campus that will highlight EAB Navigate tool that will support the implementation of guided pathways and the work session will begin the work of building our structured programs. Encouraged all faculty to attend if they were interested in making sure that their classes were included in the curriculum suggestions built into Navigate when providing students with limited class offerings.

After our campus meeting, the President sent out a response to the college senate resolution on opposing the Dean Restructure. She sent out a new proposal that she felt was a compromise regarding a department chair model to be vetted by faculty. Faculty have responded and the campus senate chair will report their responses in another document to both the college senate and the pathway deans council. In addition, the Norfolk senate sent a revised department chair model to the senate chairs. The Portsmouth senate chair also sent this to the Portsmouth faculty to be vetted and informed them to give feedback before Thursday's college senate meeting and therefore awaiting feedback. Lastly, the Portsmouth senate chair also sent out the proposed P APC communication plan for feedback before it was voted for on Friday. Faculty did respond and the chair both sent this feedback and brought the feedback to the P APC meeting.

Chair report Chesapeake – Stacey Deputy

-The Chair has monthly, one on one, meetings with Provost Rhine. The Chair has recently been asked to attend the Provost's Senior Leadership Meetings. The first one attended was November 14, 2017. A summary of the President's cabinet meeting on November 2nd was given. This included an update on the Advising Plan and the Staffing model. Updates on other college initiatives were also discussed.

-The Chesapeake Campus Senate met on November 28th. The proposed P APC communication plan, the scheduling policy, and the Pathway Dean's Council Department Chair/Reorganization proposal were all discussed.

Chair report Norfolk – Sarah DiCalogero

See motion.