



College Faculty Senate Minutes

Date & Time: Thursday, November 7, 2013, 2-4:30 PM.

Location: Portsmouth Campus, B Bldg., Rm B 227

Attending: David Kiracofe (C), Kevin Brady (C), Dick Gill (N), Sarah Di Calogero (N), Lara Tedrow (N), Tom Garrett (P), Lorenz Drake (P), Rita Bouchard (P), Monica McFerrin (VB), Mike Adams (VB), Tom Geary (VB), Mark Greer (VB), Ellyn Hodgins (VB), Anne Mach (VB), Gary Noah (VB), Lou Tinaro (VB), Ruth Shumate (Library)

Non-attending: Machel Kerr (C), Kathy Buhner (VB), Steve Delong (VB), Sandra Dunn (Counseling)

I. Call to Order and Introductions

II. Approval of October Meeting Minutes

Motion: To improve the minutes as amended. **Motion passed.**

III. Reports of Senate Officers

A. Faculty Senate Chair Report, Ellyn Hodgins

1. FDEP update: Faculty concerns from the APPDP meetings include the definition of service and classroom observations by deans (who may not be subject matter experts in area being observed)
2. FS Executive Staff Meeting with President Kolovani
 - a. Presented motion requesting a more defined state of the college address; she seemed receptive to the idea
 - b. Discussed concerns in regard to awards presentation at convocation, communication, and security
 - c. President will engage interested parties in project management and process mapping to facilitate better communication and follow through.
 - d. Dr. Kolovani agreed to attend a spring college senate meeting
3. Executive Staff Update
 - a. Shared services distance learning: based out of Northern Virginia CC; would allow students to take courses that are not offered on our campus; FTEs and tuition are shared by the colleges
 - b. Dr. Lepper put forth a timeline for spring student registration to encourage more registrations
 - c. Multiyear Appointment committee elections taking place this week; members will be presented to Dr. DeMarte by 11/11/13
 - d. From the VCCS Professional Development office:

- Request a representative from each campus for the advisory board of the Tidewater Regional Center for Teaching Excellence; Board member would discuss RCTE professional development opportunities, workshops, classroom observations, and resources, and assist in creating ideas and executing events, with other members via email, phone conferences, or meetings
- Tom Geary volunteered until we can find another volunteer; Should this position be part of the VCCS PD representatives responsibility

Motion: VCCS PD representative on faculty senate will also be representative for the RCTE. **Motion passed.**

- Adjunct Job Fair will take place the first week of December on all campuses
- Faculty Professional Development Day and Discipline meetings scheduled for Thursday, January 9, 2014

Motion: In order to improve efficiency and increase faculty participation, the faculty senate recommends planning the Faculty Professional Development day and discipline meetings on a single campus or virtually. **Motion passed.**

B. Secretary, Lara Tedrow: No report

C. Treasurer, Lou Tinaro

- Lou presented the current available budget
- Questions about the amount paid for QM reviewers: senate was supposed to pay half but it looks like we paid more than half
- Also those funds should have come from last year's budget; not this year's budget
- Lou will check these discrepancies and report next month

D. Faculty Senate Vice Chair Reports:

- Chesapeake Campus, David Kiracofe
 - Discussed privacy issue associated with use of gmail platform by VCCS; not sure who should address this issue
 - David met with the provost to discuss campus security issues
 - Need clear directions on what to do in emergency situations and what campus security can do in emergency situations
 - Also there is no administrative-level security representative on any governance committees
 - Ellyn will ask George Okaty to next senate meeting to discuss these security issues
- Norfolk Campus, Dick Gill
 - Discussed adjunct limits on teaching loads and questioned if there is a waiver for those adjuncts who do not need insurance; There are no exceptions based on the IRS federal law
 - Faculty member raised issue of honorariums for guest speakers; current policy requires speaker to submit bill; is there an easier way to reward speakers?

- c. Norfolk Scholar award: is there any interest from the other campuses to start your own award and combine efforts to raise money? Sarah will email scholar information to chairs; there is support from the President's office for each campus having an award
- 3. Portsmouth, Campus, Tom Garrett
 - a. Met with Dr. Woodhouse regarding lost key issue; the new system of locks has tighter access to the blank keys; may take more time to replace keys but they will be replaced
- 4. Virginia Beach Campus, Monica McFerrin
 - a. Concern from counseling department that they are understaffed (seems to be a college-wide problem); would a faculty advisor program help offset the heavy loads on counselors? Can faculty senate address this issue?
 - This issue is being addressed by the Student Success committee; Monica will contact the chair of the Student Success committee for more information and will follow up as needed
 - b. Raised issue of content of hiring ads for faculty (spelling errors, incorrect credentials, etc); can faculty preview the ads prior to publication?
 - Also concerns were raised that many faculty feel hiring committees are "de facto"; problem seems to be that the policy is not being followed (which is the deans' responsibility); also there is no "hire from within" policy which may exacerbate the problem
 - Senate will ask that policy be followed; Monica will review the policy and present at the next senate meeting

IV. Reports of Faculty Senate Committees

- A. Adjunct Committee, Mike Adams: No meeting
- B. Awards Committee, (No chair):
 - 1. Ellyn will send request for volunteers to serve on committee; committee needs to be populated and working before Jan 1st
 - 2. Awards need to be redesigned to match the faculty evaluation plan; want to keep Adjunct and Special Achievement awards
- C. Professional Development Committee, Joe Joyner: No report
- D. Ad-hoc committee on Audio/Visual Policy, Machel Kerr: Will report in December

V. Reports from Other Committees, Groups, or Individuals

- A. FSVA
 - 1. Meeting will be November 16th at Radford;
 - 2. Campus chairs should send out request for representative
- B. PAPC, Mark Greer
 - 1. Met Nov. 1st;
 - 2. Added chair of the Online Learning Committee to the PAPC

3. TLTC is now the CTLTC (Classroom Teaching, Learning, and Technology Committee)
 4. There is an ongoing problem between the Instruction and Curriculum committees regarding responsibility for the Advanced Standing policy and protocol; PAPC asked the faculty senate for an opinion on the matter and PAPC will contact Dr. De Marte for assistance
- C. CFAC, Gary Noah
1. Gary will send a shortened version of the CFAC minutes to senators
 2. Some colleges have hired Adjuncts as Associate Instructors (new type of faculty) to help eliminate the overload issue
- D. VCCS Professional Development Committee, Tom Geary
1. Tom will email notes to faculty
 2. VCCS is considering a statewide license for Magna publications
 3. New Horizons is April 19th
 4. Program sub-committee: need 3 new board members for the Inquiry publication; Master Teacher workshop is July 6 – 10 at Hampden-Sydney college

VI. Unfinished Business:

- A. FDEP Mentorships:
1. There are concerns regarding the liability of mentors (can a mentor be sued by his/her mentee); Ellyn will ask Dr. Jones about liability issues for new faculty mentors
- B. Faculty Handbook Policy Update
1. Volunteers Tom Geary, Ruth Schumate
 2. Need to update all the VCCS links and several of the TCC policy links:
 3. Mike Adams has contacted Dr. DeMarte's office for information on maintaining updates but has not yet gotten a response
- C. Scantron-Class Climate
1. Will pilot new student evaluation of faculty program later this month with the last 4 week MTE sessions; system allows for queries across the college, divisions, rank, and gender
 2. Diann Holt is the project manager
 3. Faculty can add their own questions but this requires rights and training
 4. Paper copies will be provided for FTF and hybrid courses with a unique QR code which allows for online completion; Online courses will have a URL for the survey
 5. Concerns include:
 - a. Defining what can and cannot be used in the faculty evaluation process
 - b. Process will be handled by Batten labs, which currently have no staff
 - c. Does senate need a sub-committee to handle these issues?
- D. Academic Calendar
1. Committee met and discussed issues regarding the elimination of the exam schedule
 2. A calendar was produced that includes all of the minimum meeting times/days, registration dates, and drop dates for each session

3. Judy Williams created an exam schedule for 50 minute classes that will address the issue of comprehensive exams.

E. Pre and Co Requisites

1. Pre/Co-requisite policy was approved by Curriculum committee;
2. There are blocks in SIS on courses that require lower-level pre-requisites; There is a policy to make changes to current pre/co-requisites
3. Problem does not appear to be with the policy but the lack of communication regarding the implementation of the policy

VII. New Business:

- A. Classified teaching adjunct: Tabled for next meeting
- B. Security: See notes under Chesapeake campus report

VIII. Close