

TCC PAPC Meeting Minutes

Date: 12/11/2015

Time: 1:30 p.m.-3:30 p.m.

Location: Room 602, District Office, Norfolk

Attendance: Christine Damrose-Mahlmann (PAPC Chair); Jeannetta Hollins (Administrative Association Committee Chair); Beth Callahan (Administrative Association Alternate); Nancy Jones (Classified Association Appointee); Coby Dillard (Classified Association Appointee); Monica McFerrin (College Faculty Senate Chair); Bobby Rowe (College Faculty Senate Appointee); Michael Williams (Classroom Teaching and Learning with Technology Committee Chair); Forrest Crock (Curriculum Committee); David Wright (Faculty Professional Development Committee Chair); William (Bill) Conner (Global and Intercultural Learning Committee Chair); Jeff Dunbar (Internal Relations Committee Chair); Amanda Leo (Instruction Committee Chair); Joseph Fairchild (Presidential Appointee); Karen Campbell (Presidential Appointee); Tiffanye Sledge (Student Success Committee Chair)

Absent: Sarah Lupton (Administrative Association Appointee); Sara Hair (Classified Association Chair); Danielle Giscombe (Counselor); Jeffrey Boyd (Executive Staff Chair); Abbie Basile (Librarian); Sarah DiCalogero (Online Learning Committee Chair); Laura Soulsby (Presidential Appointee); Bryan Hurdle (Student Federation Council); Student Representative (?); Workforce Solutions Committee Chair (No appointee identified)

I. Call to order

The PAPC meeting was called to order by Christine Damrose-Mahlmann (PAPC Chair) at approximately 1:33pm

II. Guest Speakers – None

III. Corrections and approval of the minutes of the previous meeting Minutes for November 20, 2015

A. Correction

1. Edits for name spelling of Don Mendonsa to include the letter “d” in his last name
2. College Faculty Senate report should read “Faculty Senate of VA” opposed to “Faculty senate representatives”
3. Global and Intercultural Learning Committee Chair indicated there are no plans to change the name of the committee

B. A motion to accept the minutes with corrections was unanimously accepted and approved by the general body.

IV. Reports

A. Officer Reports

1. Chair (**Christine Damrose-Mahlmann**)

- a. Meeting with the President, Dr. Toscano, & Curt Aasen on Vision Statement Survey, December 1, 2015 – 3 different versions will be sent college-wide soliciting feedback to identify to best and/or most appropriate TCC Vision Statement
- b. Next anticipated meeting is January 2016

2. Secretary (**Jeannetta Hollins**)

- a. Friendly reminder for attending members to sign-in for accurate recording of attendance

B. Committees

1. Administrative Association (**Jeannetta Hollins**)

- a. Last meeting held on 12/1/15 – scheduling additional general body meetings to solicit more feedback with the direction of the committee and how to meet the needs of TCC administrators; considering the use of Web X as means to increase general body attendance

2. Classified Association (**Nancy Jones**)

- a. No Report

3. Classroom Teaching and Learning with Technology Committee (**Michael Williams**)

- a. Last meeting held on Dec. 4, 2015 – amending by-laws to include diversity statement; multiple discussions regarding the Learning Institute and technology
- b. Attended 508 meeting to gain an understanding or more in-depth knowledge of such guidelines as it relates to technology for students with disabilities

4. College Faculty Senate (**Monica McFerrin**)

- a. Developing computer competency requirement
- b. Efficacy of student course evaluations
- c. Revising meeting location calendar and changes will reflect on website – campus location for the last meeting of the year will change annually

5. Curriculum Committee (**Forrest Crock**)

- a. No updates
- b. Online voting for area of discussion

6. Executive Staff

- a. No Report

7. Faculty Professional Development Committee (**David Wright**)

- a. Last meeting held on December 1, 2015

- b. Planning for May 2016 Learning Institute is underway and interested parties are invited to attend to offer suggestions for a productive event
- 8. Global and Intercultural Learning Committee (**William Conner**)
 - a. No report or update since last meeting
- 9. Instruction Committee (**Amanda Leo**)
 - a. Last meeting held on Tuesday, December 8, 2015
 - b. Vacancies for Public Services, Career & Technical, and Humanities
 - c. Met with Forrest Crock and David Wright to discuss a General Education Task Force
 - d. Attended the Learning Institute planning meeting
 - e. Sub-committees are working on
 - General Education assessments results
 - By-laws
- 10. Internal Relations Committee - (**Jeff Dunbar**)
 - a. No Report
- 11. Online Learning Committee
 - a. No Report
- 12. Student Federation – No Report
 - a. A new representative is scheduled to assume responsibilities
- 13. Student Success Committee (**Tiffanye Sledge**)
 - a. Last meeting held on 12/11/15 - discussion regarding the impact of Pathways on current charges; No further decisions have been determined whether current charges remain appropriate
- C. Workforce Solutions Committee - *Awaiting committee leadership to be determined*
- D. Reports from Subcommittees – N/A
- E. Other – N/A

V. Open Business

- A. PAPC – Bylaws Revisions
 - 1. Various revisions related to updating new committees, use of technology to vote (delete section 'C' in the voting section); authority of the PAPC Chair to vacate a seat due to attendance issues; oversight and management of the website; identifying specific amount of meetings per semester and strike the meeting "location" and "face-to-face" comments; PAPC sub-committees; etc.
 - 2. PAPC Chair will review the suggested edits for grammatical and sentence structure and forward to the committee for feedback
- B. Instruction Committee - Bylaws Revision
 - 1. Suggestions and corrections from the last PAPC meeting were reviewed by the general body

2. Changes included edits to the following sections: "Responsibilities," "Membership and Terms of Office," "Faculty Representatives," "Voting," "Elections," "Attendance," etc.
 3. A motion to accept the revisions was unanimously accepted and approved by the PAPC general body.
- C. Internal Relations Committee – Standardization for Dissemination of Hardcopy & Electronic Copies of Minutes, Reports, Rosters, etc. & website status.
1. Terrence Johnson will update website to include reports, meeting minutes, etc. When requesting that such information update on the website, the PAPC Chair is also notified.
 2. Christine stated she will create a program to include procedural instructions on how to properly store and transfer pertinent information to ensure accurate recording-keeping purposes

VI. New Business

- A. Procedure for circulating proposed changes in policy to the faculty (**Monica McFerrin**)
1. Faculty are seeking to receive feedback on relevant policy changes, rationale(s), a clear distinction on the specifics etc. - especially those policies in which their feedback was solicited
 2. Faculty wish to remain current with policies and the factors which contributed – when policy changes occur, they are unaware of the previous status to comprehend the amendment.
 3. Faculty Senate will draft a proposal regarding their concern in relation to policy changes, which will be forwarded to the executive staff
 4. Christine will forward a copy of the current policy regarding policies to the PAPC board members

VII. Other - None

VIII. Next meeting: February 19, 2016 @ 1pm; Jeannetta Hollins will secure a meeting location

IX. Adjournment: Meeting adjourned at 3:28 pm

Respectfully submitted,

Jeannetta Hollins