

## TCC PAPC Meeting Minutes

Date: February 3, 2017

Time: 11:00am p.m.-12:30 p.m.

Location: District Office- President's Conference Room

**Attendance:** Monica McFerrin (PAPC Chair) (College Faculty Senate Chair); Jeannetta Hollins (Administrative Association Committee Chair); Sarah Lupton (Administrative Association Committee Appointee); Nancy Jones (Classified Association Appointee); Michael Williams (Classroom Teaching & Learning w/Technology Chair); Bobby Rowe (College Faculty Senate Appointee); Jeannie Taylor (Curriculum Committee); David Wright (Faculty Professional Development Committee Chair); Jim Hines (Internal Relations Committee Chair); Amanda Leo (Instruction Committee Chair); Sarah Falls (Librarian); Cameron Russell (Online Learning Committee Chair); Laura Soulsby (Presidential Appointee); Joseph Fairchild (Presidential Appointee); Karen Campbell (Presidential Appointee); Griffin Leach Student Federation Chair (Vacant); Emily Hartman (Student Success Committee Chair); Batanya Gipson (Workforce Solutions Committee Chair); Christine Damrose-Mahlmann (Ex-Officio PAPC Chair);

**Absent:** Sara Hair (Classified Association Chair); Danielle Giscombe (Counselor); Jeffrey Boyd (Executive Staff Chair); William (Bill) Conner (Global and Intercultural Learning Committee Chair);

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*I. Call to order*

The PAPC meeting was called to order by Monica McFerrin (PAPC Chair) at approximately 11:02am

*II. Corrections and approval of the minutes of the previous meeting*

- A. Corrections were identified in various areas of the minutes (i.e. capitalization, names, spelling, etc.)
- B. A motion to accept the minutes with noted corrections was unanimously accepted and approved by the general body

*III. Officer Reports*

A. Chair Report

1. Advising Task Force Committee: efforts are geared towards restructuring the college's advising program; members consist of staff from across all campuses and departments
2. Governance structure invites committee members to request review of or recommend suggestions to the attention of the PAPC Chair

*B. Secretary*

1. Ensure sign-in procedures are followed for accurate attendance record-keeping purposes
2. Amend names and/or roles on the sign-in sheet if information is inaccurate or missing from

*IV. Committee Reports*

*A. Administrative Association*

1. Welcome Letters: A general introduction letter was developed and forwarded to Human Resources to include in the onboard training process to inform new Administrative Faculty of their membership with the AA
2. Executive committee meeting held on the first Tuesday each month
3. General Body meetings are held at least twice a semester – last meeting held on November 9<sup>th</sup> at the Norfolk Campus;
4. Upcoming meeting will be February 15, 2017 at the Portsmouth Campus with the Brown Bag session facilitated by Kim Bovee and Curt Aasen addressing “How to Write Goals for Your EWP”
5. Attempting to have a successful launch an off-campus social networking event for TCC Administrators

*B. Classified Association*

1. Upcoming Professional Development Day on Thursday, March 9, 2017 at the Chesapeake Student Center
2. All-day event, which will include a presentation on “Violence in the Classroom”

*C. Classroom Teaching and Learning with Technology Committee*

1. Technology showcase with a Brown Bag session
2. OER in classrooms

*D. College Faculty Senate*

1. Last meeting was held on 2/2/2017
2. Efforts to complete the Faculty Recognition program
3. Circulating a textbook policy draft for faculty input
4. Ad hoc committee developed to address classroom capacity appeal procedures
5. Findings, reviews and questions will be forwarded to Instruction Committee Chair regarding the authentic general assessment tool

*E. Curriculum Committee*

1. Recommended approval for revisions with the ASL program
2. Approved new Veterinarian Tech degree with 14 new course outlines

*F. Executive Staff – NO REPORT*

*G. Faculty Professional Development Committee*

1. Soliciting membership for Learning Institute Committee
  2. Planning for Learning Institute is underway
- H. Global and Intercultural Learning Committee – NO REPORT
- I. Instruction Committee
1. Critical Thinking Rubric Workshop is 2/17/17 (9am – 12pm)
  2. Email reminder for workshop will be sent week of Feb.6<sup>th</sup>
  3. Scientific Reasoning Workshop will be held on 3/31/17 at the Norfolk Student Center
  4. Quantitative Rubric was recently revised
  5. Last meeting on 2/3/17
- J. Internal Relations Committee
1. Currently developing an awards/recognition program for compliance with state handbook
  2. Plans to send out survey to assess a consensus for various ways to recognize exemplary staff
  3. Next meeting is scheduled for 2/16/17
- K. Online Learning Committee
1. Attempts to determine launching point for student online orientation
  2. Identifying various ways (i.e. webcam, student id, etc.) to authenticate enrolled students
  3. Online programs
    - a) 12-week or less courses
    - b) Reviews success data between 16 & 12 week sessions
    - c) Clearer communication re: class location, start/end dates, etc.
    - d) Assess enrollment and student success data to use in decision-making
  4. Working on a goal for Quality Matters (QM) certification with plans to apply for the 1<sup>st</sup> Tier status
- L. Student Federation
1. First meeting occurred January 2017
  2. Plans to send out Food Service Survey on 2/6/2017
    - a) Collaborating with deans and Office of Institutional Effectiveness to determine the best and most effective manner to contact students
  3. American Heart Association Mix-fit sponsored event
    - a) Chesapeake Student Center
    - b) February 25, 2017
    - c) 10am – 12noon
    - d) \$10 students; \$15 external guests
    - e) 150 students can attend

M. Student Success Committee

1. 1<sup>st</sup> meeting was held on 1/6/17
2. Developing PACE recommendations
3. Next 2/10/17: discuss ways to improve the student experience on campus

N. Workforce Solutions Committee

1. Last meeting held on 12/12/17
2. 2 charges
  - a) Develop internal marketing initiative
    - Visit counselors, librarians, career coaches, etc.
  - b) Incorporate advanced standing

V. *Open Business*

A. Sub-committee Charges

1. Develop and recommend a procedure which, on a periodic basis, provides for the formal solicitation, review, and proposed modifications to the college mission statement in order to support SACSCOC Principles of Accreditation Comprehensive Standard 3.1.1
2. Communication procedures

B. Committees

1. Ensure websites are updated
  - a) Proposal to include a calendar on each website and use Share Point
  - b) Inquire with groups about universal calendar programming

VI. *New Business*

A. General Education Committee Proposal

1. The goal is to improve the quality and relevance of the College's general education curriculum. The GEC considers new courses for inclusion as general education and approved transfer elective courses. The GEC performs periodic reviews of these courses to ensure they are continuing to satisfy required core competencies and transfer suitability. The committee reports to the Vice President for Academic Affairs & Chief Academic Office
2. Different from the Curriculum Committee
3. Propose governance committee status to the PAPC; Review and recommend any revisions to policies, procedures, plans, or other relevant documents that are germane to the purpose of the General Education Task Force; Assist in drafting new policy and procedures, if needed; Determine and substantiate the need for a general education governance committee; Implement general education

course selection procedures; Participate in focused discussion(s) regarding general education assessment results with faculty and academic deans each semester; Determine the committee's role in advancing Guided Pathways.

4. Membership will include: Written Communication; Oral Communication; Personal Development; Information Literacy; Scientific Reasoning; Quantitative Reasoning; Cultural & Social Understanding; Critical Thinking; Librarians; Counselors; Academic Deans; Curriculum Committee; Instruction Committee; Ex-Officio members, non-voting member(s), including the Director of General Education Assessment & Transfer Partnerships and immediate past Chair

VII. Items from the Floor – NONE

VIII. Adjournment – 12:31pm

IX. Next meeting: TBD