



MINUTES

Date & Time: October 27, 2016 12:30 p.m.

Location: Virginia Beach Student Center, K-322

Senators Attending:

Tom Geary, Chair, Humanities; Richard Dienst, Social Sciences & Public Services; **Gary Noah**, Information Technology & Business; Tom Hilton, Humanities; John Gallo, Engineering, Math & Industrial Technologies; Mark Greer, Natural Sciences; **Angela Bell**, Health Professions; **John Krenzke**, Vice Chair, Social Sciences & Public Services; Bob Maynard, Division of Engineering, Mathematics & Industrial Technologies; **Monica McFerrin**, Humanities; Suzan Dozier, Information Technology & Business; **Kathy Buhner**, Natural Sciences; **Frank Futyma**, Adjunct, Information Technology & Business; **Anne Mach**, Health Professions; Crystal Stafford, Counseling (College Senate Counseling Representative); Meredith Velasco, Adjunct, Humanities.

Senators Not in Attendance: Wayne Grimsley, Secretary, Social Science & Public Services; **Garrison Libby**, Library (College Senate Library Representative); Cary Paulk, Adjunct, Humanities.

**** Bold font** denotes College Senate designated senators

College Representative(s): **Crystal Stafford**, Counseling (**College Senate Counseling Representative**).

Visitors/Guests: Nick Ingram, Adjunct, Information Technology & Business; Emily Hartman, Co-Director of Student Activities at Virginia Beach Student Center.

- I. **Call to Order by** Chair Tom Geary at 12:30 p.m.
- II. **Review/Approval of September 29, 2016 Minutes:** The Senate approved amended minutes at 12:35 p.m.
- III. **Chair's Report:** The chair discussed several matters of importance in his report:
 1. The chair opened nominations for a new Virginia Beach Faculty Senate secretary but received no volunteers.
 2. The Senate discussed the possibility of live-streaming and temporarily archiving Senate meetings for non-attendees and posterity of minutes. A pilot will be conducted in a future meeting.
 3. Enrollment numbers for the fall 2016 semester were relayed: the college is down 8.2%, with the Virginia Beach campus down 6.4%. Other campuses varied from 6% to 12%.
 4. The campus retention task force sent a survey to 3,500 students and had 257 total respondents. Some findings of the survey were that instructors are not considered approachable (12 of 26 respondents) and are not connecting with millennials.
 5. The Financial Aid Course Audit simulation was run, and the Provost found that 3,661 students would be flagged. 43% of students in a small sample size were found to be in the wrong major. The Provost

declared a goal to reach out to the students who might be affected by FACA. Concerns were raised by the Senate regarding the distribution of envelopes to alert students of possible Financial Aid Course Audit violations. Senators felt that the envelopes might violate student privacy and alternative methods of delivering the information were discussed.

IV. *Old Business:*

- A. **Administration Organization Chart:** The Senate discussed the need for a current organizational chart of full-time employees to promote transparency and improve communication. The chart would be updated on SharePoint since it is available to employees but not public, thus removing security concerns. Senators discussed the inclusion of contact information for each employee but decided not to include it in the motion. The motion proposed was as follows: "The Senate moves that administration provide and maintain on our college-wide intranet a current organizational chart with numbers of full-time employees in each office." The motion passed unanimously.
- B. **SDV Courses and Title IX Training:** Senators continued a September discussion regarding the proper channels through which directives should be given to faculty. Because the Title IX training is an institutional requirement to meet federal compliance, the e-mail directing faculty to include Title IX training in SDV courses was a unique circumstance. It was concluded that, while there was a concern that communication should come from deans in the future, this issue was isolated and was tabled.
- C. **FDEP:** The Faculty Evaluation and Development Plan revisions were passed with 92% approval of the full-time faculty, though only 83 faculty members voted.
- D. **Open Dialogue with Dr. DeMarte:** The chair reminded Senators that the Open Dialogue with Vice President for Academic Affairs and Chief Academic Office Daniel DeMarte was scheduled for November 10 at 12:30 p.m. in JA-12 (Sciences building). Senators discussed the open question-and-answer format of the dialogue and approved taking notes and providing evaluation forms.
- E. **Faculty Leads Pilot:** The chair discussed how administration was waiting for some placement of discipline leads before sending out a full list of faculty participating in the Faculty Leads Pilot. Only nine programs are in the scope of the pilot. The plan is to have a regularly updated SharePoint site with leads and their contact information included.
- F. **Adjunct Travel Stipend:** The Chair announced that a motion seeking further research into the mean, median, and mode of the current adjunct pay for teaching a class that meets more than once a week was passed unanimously at the October College Senate meeting.
- G. **CPDF Travel Restrictions:** The Chair announced that a motion seeking notification regarding the process by which professional development funds can be used for out of state travel was passed at the October College Senate meeting.
- H. **SACS Visit:** The visit by the Southern Association of Colleges and Schools (SACS) was deemed a success with only six areas of improvement for the college.

V. *New Business*

- A. General Education Assessment Procedure:** The chair reviewed a College Senate discussion regarding the arduous process of the current General Education Assessment form. Senators were concerned about the amount of work to complete the Authentic Assessment.
- B. Student Award:** The chair inquired into the revival of a discussion regarding a Faculty Senate sponsored student award. The discussion was tabled.
- C. Subject Lines in E-mails Sent via Blackboard:** Senators discussed shortening e-mail subject lines for e-mails sent to students via Blackboard. The issue will be brought to the CFAC representative Ellyn Hodgis via College Senate since the concern is statewide.
- D. Faculty Enlight:** The chair discussed the Web site Faculty Enlight for textbook adoption and demonstrated its ease of use.
- E. College Senate Recap Recipients:** Senators approved of the College Senate chair including administrators, namely DeMarte and Provosts, as recipients to the monthly e-mail recap as it promotes transparency.
- F. Division Meeting Frequency:** Senators discussed the frequency at which each division meets across campus. The bottleneck of information delivery from administration to deans to faculty was discussed.

VI. *Guest Speakers*

- A. Emily Hartman, Co-Director of Student Activities at Virginia Beach Student Center:** Hartman reviewed the various ways that faculty can use the Virginia Beach Student Center, including the fitness facilities, game rooms, and meeting and study rooms. The Student Center encourages faculty to use fitness facilities; only an ID and assumption of risk form are required. Faculty can participate in recreational leagues, including gaming and billiards. To reserve a room in the Student Center for student study sessions or class sessions, faculty are encouraged to contact Hartman. Faculty can bring food to events in the Student Center as long as TCC funds are not used. Hartman noted the success of food trucks on campus and discussed a spring 5K that will be held on campus.

VII. *Next College Senate Meeting* – Thursday, November 3, 2016. Meet and greet at 1:30 p.m., meeting at 2:00 p.m. – Chesapeake campus, Whitehurst room 2057.

VIII. *Next VB Senate Meeting* – Tuesday, November 22 at 12:30 p.m. in Student Center K-322.

IX. *Close:* The meeting closed at 2:26 p.m.

Respectfully submitted,

***Tom Geary in place of Wayne Grimsley
Secretary, Virginia Beach Campus Faculty Senate***