MINUTES

Date & Time: September 29, 2016 12:30 p.m.
Location: Virginia Beach Student Center, K-322

Senators Attending:

Tom Geary, **Chair,** Humanities; Wayne Grimsley, Secretary, Social Science & Public Services; 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; Cary Paulk, Adjunct, Humanities; Bob Maynard, Division of Engineering, Mathematics & Industrial Technologies; **Monica McFerrin**, Humanities; Suzan Dozier, Information Technology & Business; **Kathy Buhrer**, Natural Sciences; **Frank Futyma**, Adjunct, Information Technology & Business; Garrison Libby, Library (College Senate Library Representative); Crystal Stafford, Counseling (College Senate Counseling Representative).

Senators Not in Attendance: **Anne Mach**, Health Professions

** Bold font denotes College Senate designated senators

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

Visitors/Guests: Fred Stemple, Associate Vice President of Professional Development; Tom Lee, Manager of Virginia Beach Batten Center for Teaching Excellence; Andrea Palmisano, Associate Professor, Social Sciences & Public Services.

I. *Call to Order by* Chair Tom Geary at 12:32 p.m.

II. *Review/Approval of August 25, 2016 Minutes:* The Senate approved the minutes with minor changes at 12:42 p.m.

III. *Chair's Report:* The chair discussed several matters of importance in his report:

   1. The Financial Aid Course Audit (FACA) was reviewed in depth. Financial aid will be available to students only for courses within a program of study. In ensuring compliance with federal and state regulations, the VCCS purchased software for all 23 colleges that integrates with SIS. The software will operate on a nightly batch process to alert students via e-mail notification the next day if a class is ineligible for financial aid. Provost Michael Summers and fellow administrators are reviewing how much bandwidth will be required for the nightly batch tests and attempting to answer remaining inquiries regarding FACA implementation such as textbook purchases and students in more than one program.

   2. Co-Director of Student Activities Sarah Lupton is overseeing the cleanup of old bulletin boards on campus. Old boards will be identified, and division offices will be contacted to confirm whether the boards can be taken down and painted or replaced.

   3. The campus is hosting #IChooseLove events at the Student Center; these events are scheduled for October 24 and November 15.

   4. Enrollment at the Virginia Beach campus is down 6.1% as of Sept. 20. College-wide enrollment is down 7.3% also as of Sept. 20.

   5. The Child Development Center is seeking another expansion due to a long waiting list.

   6. Provost Summers has donated $10,000 of a leftover campus fund, which has remained unused for seven years, to a college-wide initiative to defray the costs of tuition of ITT Tech students transferring to TCC.

IV. **Old Business:**
  A. **FDEP**: The chair announced that TCC faculty will soon vote on whether to approve the revised Faculty Development Plan and encouraged participation.
  B. **Adjunct Election for Vacant Position:** The chair announced that Meredith Velasco was elected to the vacant adjunct faculty position on the Virginia Beach campus Faculty Senate.
  C. **Open Dialogue with Dr. Daniel DeMarte**: The Vice President of Academic Affairs will meet with the Virginia Beach Faculty Senate, tentatively on November 10 or November 17, depending on when he is available and room availability.
  D. **Faculty Leads Pilot:** The chair said that a small group of faculty will meet with President Edna Baehre-Kolovani in the first week of October about the Faculty Leads Pilot. If approved, the Faculty Leads Pilot will begin in the spring of 2017.
  E. **Enrollment:** The Provost's envelope initiative in which Virginia Beach faculty and staff agree to call first-year students about their progress is in its second-call phase. The Senate clarified that faculty volunteered to participate in the initiative; administrators and counselors similarly volunteered to help with the plan to aid retention.
  F. **Students with Behavioral Issues:** The chair reviewed campus Senate minutes from April 2015 to cover the established procedures for handling students with classroom behavior issues, including but not limited to removing a student from class, reporting incidents to Dean Marilyn Hodge, and having a personal counselor sit in on a class to analyze a student's body language and actions. Provost Summers confirmed that there is a centralized system for reviewing students with behavioral issues on more than one campus.

V. **New Business**
  A. **Faculty Course Instruction Load:** In response to a faculty concern regarding 30 required credit hours for full-time instruction in an academic year, the Senators discussed the VCCS requirements and determined that TCC's workload is in line with statewide expectations.
  B. **Released Time:** The Senators discussed changes to released time with the implementation of the Faculty Leads Pilot initiative. Released time was as high as 1,200 hours years ago but was cut to just over 600; it should not be impacted by the enrollment bubble. The proposal to fix equity is to bring the hours to zero and build up.
  C. **Administration Organization Chart:** In response to a faculty question regarding the organization and structure of TCC administration, the chair provided an organizational chart via Provost Summers.
  D. **SDV Courses and Title IX Training:** A faculty concern was raised regarding the late implementation (mid-September) of Title IX training in fall SDV courses. The Senate agreed that the training, which helps TCC become compliant, is necessary this semester. Faculty will receive a PowerPoint from Associate Vice President for Human Resources Beth Lunde soon with Title IX training material.
  E. **Adjunct Stipend:** The Senators discussed proposed changes to the adjunct instructor travel stipend for adjunct faculty who teach a class that meets more than once a week on campus. The discussion centered on whether Senators should endorse a $200 flat rate adjunct stipend, a higher stipend, or an increase in adjunct faculty salaries. The Senators decided to recommend to the College Senate a $300 flat rate stipend.
  F. **CPDF Travel Restrictions:** The Senate discussed the stricter limitations on out-of-state faculty travel via professional development funding and decided not to protest the limits due to the budget crisis.
  G. **Timing between Night Courses:** The Senate discussed whether there was a campus-wide problem with students getting from one night class to another in ample time and determined that there is not.

VI. **Guest Speakers**

A. **Fred Stemple, Associate Vice President of Professional Development:** Stemple offered professional development updates for the fall semester. He invited all faculty to an update on professional development offerings available through TCC and the VCCS; this event will be held on Tuesday, Oct. 4 from 3 – 5 p.m. Stemple also invited faculty to a VCCS Regional Center for Teaching Excellence event being held on Nov. 16 from 2 – 4 p.m. and likely hosted on the Virginia Beach campus. Pam Eddy of William & Mary will speak on teaching strategies. The new Knowledge Center tool is replacing SIS for registration of professional development events at TCC. Stemple noted that for faculty who are up for summative evaluation, the new submission function allows for updates to the site but not submission to deans yet (due Oct. 20). An update to the submission function is coming soon.

B. **Tom Lee, Manager of Virginia Beach Batten Center for Teaching Excellence:** Lee reviewed the many professional development opportunities available to TCC faculty on the Virginia Beach campus, focusing on discipline-specific opportunities. The campus Batten Lab has been located in the Princess Anne A Building since the spring semester; faculty can receive personalized help with instructional design, instructional technology, student assessment, and OERs. The Batten Center is open whenever the building is open via scan card. Lee reviewed the availability of consultations for faculty evaluations, online resources such as Lynda.com and MOOCs (Massive Open Online Courses), professional learning communities, and other opportunities. Lee showed Senators the new Knowledge Center and noted that faculty should contact Kristen Gregory with questions regarding troubleshooting. The TCC Professional Development Web site is web.tcc.edu/academics/fpd/index.html

VII. *Next College Senate Meeting* – **Thursday, October 6, 2016.** Meet and greet at 1:30 p.m., meeting at 2:00 p.m. – Virginia Beach campus, room K-304.

VIII. *Next VB Senate Meeting* – **Thursday, October 27** at 12:30 p.m. in Student Center K-322**.**

IX. *Close:* The meeting closed at **2:03 p.m.**

Respectfully submitted,

Wayne Grimsley
Secretary, Virginia Beach Campus Faculty Senate