

VIRGINIA COMMUNITY COLLEGE SYSTEM
Proceedings of
CHANCELLOR'S FACULTY ADVISORY COMMITTEE
April 9-10, 2009

The Chancellor's Faculty Advisory Committee convened at 12 noon for lunch on April 9, 2009 in the Godwin-Hamel Board Room, James Monroe Building, Richmond, Virginia.

Those in attendance were:

BRCC	Debra S. Fitzgerald
CVCC	Peter Dorman
DSLCC	
DCC	Vickie Holland Taylor
ESCC	Paul Weitzel
GCC	Frances Lea
JSRCC	Ann Sullivan
JTCC	Patrick Tompkins
LFCC	
MECC	Nick Edwards
NRCC	Pablo Chalmeta
NVCC	Charles Errico
PHCC	John Buck
PDCCC	Renee R. Felts
PVCC	John Hancock
RCC	John Paden
SSVCC	Teresa Hudson
SWVCC	Elizabeth Smith
TNCC	Tom Kellen
TCC	Gary Noah
VHCC	Sandra Davis
VWCC	Sarah Burns
WCC	Rita Klimas

System Office staff members present were:

Dr. Glenn DuBois	Ms. Marlene Mondziel
Ms. Donna Swiney	Dr. Monty Sullivan
Ms. Karen Petersen	Dr. Christopher Lee
Ms. Donna VanCleave	Dr. Susan Wood
Dr. Inez Farrell	Mr. Bill Hightower
Ms. Jennifer Allman	Ms. Marianne Hassel
Dr. Susan Wood	Mr. Trent Hightower
Ms. Marcia Harrington	Mr. Bruce Bartek
Ms. Rita Woltz	Mr. John Brilliant

Guest:

Ms. Kathy Ennis

CHANCELLOR'S FACULTY ADVISORY COMMITTEE

**JAMES MONROE BUILDING - 15TH FLOOR
GODWIN HAMEL BOARD ROOM
RICHMOND, VIRGINIA**

April 9-10, 2009

Thursday, April 9, 2009

Dr. Vickie Taylor welcomed everyone to the meeting, and CFAC members were introduced.

1. Introduction of Dr. Joy Hatch, Vice Chancellor for Information Technology

This is the first CFAC meeting for Dr. Joy Hatch. Dr. Hatch is from Harford Community College in Maryland. She has been at several colleges, both public and private and has served as a faculty member.

2. Update on Budget Actions of the 2009 General Assembly and VCCS
Participation in the American Recovery and Reinvestment Act of 2009 – Ms.
Karen Petersen, Executive Vice Chancellor

- a. Update on the GA Budget Final
- b. 2009 Conferees Budget with Notes
- c. ARRA Board
- d. ARRA Summary 2

Ms. Petersen spoke about the three 5 percent reductions the VCCS was instructed to take as the economy declined. The Virginia House of Delegates put 4 of the 5 percent back in the budget. The House pulled out the general funds and inserted the stimulus money in its place. Therefore, we did not have to take the last five percent cut. Presidents have been advised to be careful in spending grant money.

There was a five percent cut last year, five percent cut this year and the VCCS was slated to take another 5 percent cut next year. The Recovery Act money was divided in half and held in a central reserve. We will get the second half of the Recovery Act funds in the second year. Folks were told to think of the stimulus funds as a grant – when the grant goes away, we will have to assume the cost. When those monies came to us, there was anticipation that these funds would be used to mitigate tuition increases. The VCCS will need additional revenue coming in due to enrollment growth, physical plant needs, increases in utilities, and many other needs. The VCCS has not been funded for any kind of increases for these additional costs. If we did not have the stimulus funds, the tuition increases would be 13-14%. Due to the stimulus funds, tuition increases will likely be in

the 6-7 percent range. There have, however, been healthy increases in financial aid. We will be talking to the State Board next month about tuition.

The VCCS is looking at a delicate balancing of resources and needs over the next 2-3 years. No salary increases will be given this year or next year. The state has tried to hold the line on healthcare increases for state employees. There were no changes in retirement benefits. Ms. Petersen discussed the American Recovery and Reinvestment Act of 2009 and the potential funding available for higher education.

The Chancellor discussed how Kemper Associates plans to assist the VCCS with legislative advocacy.

3. Strategic Planning Update (Vetting Session) – Dr. Susan Wood, Associate Vice Chancellor for Institutional Effectiveness

Susan Wood discussed the next strategic plan. The purpose of the session is to review and discuss the preliminary draft of the next strategic plan for Virginia's Community Colleges. There have been five to ten vetting sessions so far. Perhaps some from CFAC have attended the vetting sessions.

The Strategic Planning Task Force is composed of representatives from 15 of our colleges and is Chaired and Co-Chaired by college presidents. Two students are also members of this Task Force – one from PVCC and the other from WCC. The Vice-Chair of the State Board for Community Colleges is also a member of this Task Force. Dr. Wood stated that we have a good draft of the new strategic plan and would like CFAC members to react to that draft. Pablo Chalmeta discussed the new plan which includes focusing on developing Virginia's workforce for global competitiveness.

John Paden discussed workforce and alternative resources. He shared that the Task Force is interested in how these goals capture the unique contribution of Virginia's Community Colleges for Virginia's workforce and citizens.

There was discussion on the term "workforce". Some felt that there might be a breakdown in communication on this. The Chancellor stated that we are hearing from companies that they need better skilled workers, and they will help with developing the curriculum.

The Preamble and all five of the goals (access, affordability, student success, workforce, and alternative resources) were discussed in depth. It was noted that student success was the most important and all other goals come from that. The term "international competitiveness" was discussed and defined. It was noted that the U.S. is falling further and further behind in education. Student success and measures of student success were discussed at length. Chancellor DuBois stated

that we need to produce more credentials – more post-secondary completers. The traditional arrows need to go up, but also respond to workforce needs. The Chancellor spoke about both credit and non-credit areas. The plan needs to acknowledge the importance of both of these. The importance of internships was also noted by one CFAC member.

4. Developmental Education Task Force – Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research

ASAC has been looking at data to see how we can move forward in the student success realm. As we move through Dateline 2009, they have honed in on an area to student success: Developmental Education has become one of the primary goals. We need to reconsider what developmental education really is. We need an internal focus on how to do a better job in developmental education.

This Task Force is led by John Dever. There is a broad cross-section of people involved in the Task Force, including Patrick Thompkins, a CFAC member. In an effort to consider a wide spectrum of comments, the Developmental Education Task Force (DETF) invites input from the entire VCCS community through an open blog site: <http://inezh.wordpress.com>. All of the supporting documents considered by the DETF are posted on this site for the review of interested individuals. This is one way for CFAC members to weigh in on developmental education.

Dr. Sullivan noted that the common theme of why students remain in college is the student success course. There is a 10 percent difference between those who take the student success course and those who do not.

5. Fall 2008 Enrollment Summary – Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research

Fall FTE enrollment is up 5.3%. We continue to see a trend towards transfer students and traditional students. Due to the economy, students are coming back to be retrained. Dr. Sullivan reviewed the fall 2008 enrollment summary, including demographic and academic data.

ASAC is interested in identifying distance learning courses where students are having difficulty.

6. Student Success Snapshots #5 and #6 – Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research

Student Success Snapshots were started in June 2008. Student success snapshot #5 was in the midst of budget cuts. We were being asked by our business community to produce more credentials. This creates a challenge when we are

being asked to make additional budget cuts. There is a need to invest in career and technical programs. Snapshot #6 shows success rates in Perkins related programs. Concentrators is a term that has been coined and refers to CTE (career and technical education) majors who have earned 12 or more college level credits.

At the Spring 2007 CFAC meeting, there was a request that we do more for international education across the system. As a result of that request, an international education website has been created on the VCCS website and can be accessed by clicking on the “Academics” tab. Everyone is encouraged to take a look at the link below:

<http://myfuture.vccs.edu/Academics/InternationalEducation/tabid/765/Default.aspx>

In talking about international education, the Chancellor was asked to give an update on his trips to Turkey and China. Young people in Turkey want access to higher education, but only 300,000 are allowed into the universities. There is interest in American universities more so than European universities, and particularly universities in Virginia because of the Guaranteed Admission Agreements. The VCCS is working with a private university in Turkey that will create an ESL institute. A similar program is planned with China. We will be starting with two colleges (yet to be determined). There is an interest in having Chinese students come here. Parents will want to know their students are safe. Taiwan is interested in faculty exchange. This will diversify our campuses and create relationships along with resource development opportunities.

7. Emergency Preparedness Update – Dr. Chris Lee, Associate Vice Chancellor for Human Resource Services

The Emergency Preparedness Task Force had 40 recommendations. All campuses are making remarkable progress. The challenge is primarily financial as some things take resources when our resources are limited. VWCC has a CD to show students what to do if xyz happens. Much is related to training and awareness, and the significance of this cannot be overstated. Situations that occur on our campuses are a reminder for us all to be vigilant. The Employee Assistance Program is available to all faculty and is a great resource.

Chris Lee will look into whether or not faculty is obligated to assist a student until a medical person takes over a situation and whether there is a liability for failure to act.

8. Chancellor’s Faculty Diversity Initiative Update – Dr. Chris Lee, Associate Vice Chancellor for Human Resource Services

This program is aimed at attracting graduate students to teach in community colleges. This is currently the sixth semester for this program and the Chancellor would like to increase the size of the program. This year, we have had 141

successful placements. The goal is to have faculty look like our students and to have all colleges involved in the program. About half of the faculty at our colleges come from the adjunct pool. An on-line database is available where professionals can apply, and each campus has a coordinator. To date, we have had 725 people apply. This is a great resource to use in recruiting. CFAC members can contact campus coordinators or Chris Lee to have access to the database.

9. Compliance with VITA Standards – Dr. Joy Hatch, Vice Chancellor for Information Technology

At the November 2008 CFAC meeting, there was a lot of discussion on the SEC501 standards. Dr. Hatch met with Dr. Sullivan to create a joint ASAC/Tech Council security work group. Their task is to review SEC501 and identify issues that are hindering the teaching and learning process and to then find solutions. Rita Woltz and John Brilliant are on the task force and have really helped to get down to the bare bones of information.

Everything revolves around protecting security and sensitive information. The goal is to protect, but the key is identifying sensitive data. Dr. Hatch pointed out three elements of sensitive data: confidentiality, integrity and availability. She discussed sensitive information and non-sensitive information. Items covered under FERPA include educational records and official grades for students. Grade books are not covered under FERPA. Items not covered under FERPA include information not intended to be shared and records and or test results prior to their enrollment. Faculty should take precautions to protect all student grades and gradebooks to maintain the integrity of the information. A specialized area would include Blackboard. Faculty members should never enter into a contract for the institution.

The security work group reviewed all of SEC501 to find issues that would relate to academics. Dr. Hatch reviewed the draft recommendations for Administrative Rights, Adjunct Faculty, Password Management, Screen Saver Lockout, Data Storage Media, Email Forwarding, and Software License Management. The work group will have final recommendations, but all of this hinges on Level II authorization. Any comments can be sent to Dr. Hatch who will convey them back to the Security Work Group. Level 2 is required for these changes, and without Level 2, an exemption will be needed from VITA.

10. CFAC Representative from DSLCC to Report on Safety Issue and How One Student was assisted at DSLCC

Information on how DSLCC handles referrals to the Alleghany Highlands Community Services Board was distributed to CFAC members.

11. Other Business

There was no other business. The meeting was adjourned at 3:30 p.m., at which time CFAC members met to work on their list of questions for Friday's session. The meeting was scheduled to resume at 9:00 a.m. on Friday, April 10.

Friday, April 10, 2009

The CFAC meeting reconvened at 9:00 a.m. on Friday, April 10, 2009. Vicki Taylor opened the meeting and welcomed everyone. Two available dates for the Fall CFAC meeting were given to CFAC, and it was decided that the fall CFAC meeting will be held on **October 29 and 30, 2009**.

Ms. Taylor thanked the System Office Staff for all that they do for CFAC. She also thanked the Strategic Planning Task Force for all the work they are doing and for letting CFAC members have an input. CFAC is looking forward to hearing a report from the Task Force on Environmental Sustainability. Vicky Taylor stated that she is hopeful the VCCS will get to Level II with VITA. She thanked all CFAC members for responding to requests for assistance.

Ms. Taylor shared that Bill Hightower will send out a memo on the faculty evaluation survey. She asked him to briefly discuss the survey. Mr. Hightower indicated that the survey will be sent to the Deans with a link asking them to forward the survey to all fulltime teaching faculty. He intends to compare responses and find areas of agreement and disagreement. The aggregate data will be posted for system-wide access. College specific information will be sent back to individual institutions. It was requested that Bill Hightower also send the memo directly to Vicki Taylor.

CFAC members presented the following list of questions for the Chancellor.

- 1. Dr. Lee stated that adjunct issues had been addressed previously and that he would post that document. Where is it posted? Also what is the status of the VCCS central database of adjuncts with regard to their teaching loads at multiple VCCS colleges?*

Dr. Lee stated that the central database will be located in PeopleSoft and will be available when the HR module is completed. There is not a way to have a database separate from PeopleSoft. Until the module is complete, there is no way to audit across the 23 colleges. At this time, there are 6,000 adjuncts.

There are no documents to post yet. Dr. Lee stated that many of the issues presently being discussed are some of the same issues talked about in the Chancellor's Report from 1997. We are using that report as a starting point. That report can be put up on the VCCS website. Every college is doing some of these things but not systematically across the board. To manage the issue of faculty teaching at different locations, in the contract the faculty member needs to certify where else he/she is teaching. They need to discuss the amount of other employment they have, and this should be discussed as a condition of employment. At the present time, we do not have a system in place that will do this in a simple way. Dr. Lee stated that asking the person to discuss this is a

reasonable way of getting the information. A centralized pool of adjuncts is needed – we are not recruiting adjuncts, but we are stumbling upon them. We need to actively recruit adjuncts. It is more difficult to find adjuncts for daytime classes than it is to find adjuncts for evening classes. Colleges need to rely on their HR department to help with recruiting or advertising for adjuncts. PVCC does an adjunct fair twice a year. Retention of adjuncts is also a concern along with how often they are paid. This issue is currently being reviewed.

2. *Interpretation of VCCS 29 Requirements: CFAC would like a follow up and clarification regarding promoting transfer faculty with master's degrees and the 2005 modification of columns 3 and 4, Policy 3.2.3, that now requires additional new course hours. We were told a VCCS memo stipulates that graduate credits earned prior to VCCS employment cannot be used for advancement. Can we get clarification on the reason for this memo? How was this requirement communicated to faculty throughout the VCCS?*

Dr. Lee stated that he was not aware of a memo. There was mention of particular situations. If there is a certain situation that does not adhere to the current policy, it will be reviewed. Dr. Lee stated that this looks like an interpretation issue. Dr. Lee will discuss this further with the Human Resource personnel at the colleges and will send out a written clarification.

This item will also be discussed at the May ASAC meeting and then be brought back to CFAC at the fall meeting for an update. In addition, Dr. Lee will discuss with the Human Resources Committee of the Advisory Council of Presidents, the possibility of promoting transfer faculty with Masters degrees.

3. *Policy regarding inter-college testing centers for proctored testing for distance education courses: Could we get some consistency or best practices among colleges?*

Policy language will be considered at the May ASAC meeting, which Dr. Sullivan read. He noted that this refers to course integrity and how we insure the academic integrity of that course.

4. *What has happened to the peer group recommendations with regard to biology course prerequisites and the ITE lecture/lab issue? What are the stages and timeline for such recommendations to be implemented? If this process with a timeline is not in writing, could it be? What role does faculty play in the core competency process?*

Dr. Sullivan asked Bill Hightower to speak to the first question and Susan Wood to speak to last question.

Bill Hightower stated that in 2006 there were no colleges that asked to bring this forward. It was then brought back to the peer group but there was no widespread

support. It stagnated with the peer group. The course review committee makes decisions, not the System Office. Prerequisites are to be added as a local decision -this is a local consideration without it being in the master course file listing. Biology faculty can work on getting prerequisites instituted at their college.

The Course Review Committee has wrestled with lecture lab for a while. Last September the Deans Course Review Committee came up with Lecture Lab Guidelines. If students need specialized equipment and supplies, then the course requires a lab. Mr. Hightower read the guidelines that the Course Review Committee considers with regard to a special lab requirement. How labs are handled is a local level decision. Each course is considered on its own merit and independently. Some classes do not require separate lab time as some software is available at home or in the library. The Course Review Committee looks at how a course is written. Mr. Hightower provided the link to the guidelines.

With regard to the core competency process, Dr. Susan Wood stated that the colleges are accountable for a number of things. SCHEV is just one piece and is what the System Office coordinates and responds to. She stated that we have been through one round of SCHEV mandated core competencies. Currently, we are on a cycle of one assessment per year. This began with SCHEV approval of our calendar. The 2009-2010 assessment that is on the SCHEV schedule is written communication. Dr. Wood discussed the summer pilot program using English 111 or English 100. She stated that the faculty are the discipline experts and must be involved. There is a strong change of philosophy on SCHEV side, with their primary interest in looking at value added with pretesting and post testing. Major grading will take place in 2010. We plan to go to SCHEV with 2300 papers and there will be a massive scoring in summer 2010. Dr. Wood was thanked by CFAC for the excellent information she provided that helped members to better understand the process. Dr. Wood is grateful for the English faculty that has participated intensely in the process. There is a need to communicate that this process is different from the process used in 2003.

Bill Hightower was asked if the System Office could officially follow up with four-year universities regarding course transferability. Mr. Hightower said that could be done.

Mr. Hightower noted where CFAC could find the Primer for Peer Group Guidelines for Communicating with the System Office. This is listed under Professional Development on the VCCS Website. Bill Hightower is the contact person and he will route concerns/questions to the appropriate personnel.

5. *VCCS International Webpage: We appreciate that this site has been updated. Can something be sent to the VPs of Academics so that all colleges are aware of this webpage and can contribute their colleges' programs? Could there be a way for colleges to share funding opportunities, such as Google Apps, a blog, or a discussion board?*

After each State Board meeting, a policy update is sent out to the academic vice presidents. The international webpage will be included in the next update. One of the original intents was to serve as a clearing house of international travel. During April 1 through June 30 Jennifer Allman will reach out to international coordinators to try to pull all activities into the web site. There will be a single person from each institution who can add content to the site. It was suggested to include international travel on VCCS Online. Dr. Sullivan shared that first we need to put all international activity in one place. Also it would require another instructional mode and Peoplesoft folks know which code to put in. The difficulty is to pull information from 23 different forms, and it will take time to get there. Chancellor DuBois asked Ms. Allman to take a look at three states that have a student activity fee for international education. Faculty international education will also be included in the website. Several years ago colleges were polled regarding international education. This information has been compiled in an electronic form and will be sent out to CFAC members. Chancellor DuBois noted that we have a couple of opportunities for faculty related to Taiwan.

6. *Could we get clarification of teaching load policy with regard to sick leave, reassigned time, etc.?*

Dr. Lee stated that this particular question referred to a personnel matter and is very complicated. He would not want to address the specific issue because it would be inappropriate.

Overload policy looks at both fall and spring semesters. There were a number of questions related to reassigned time and overload. Dr. Lee will meet with Human Resources personnel and discuss the interpretation of the policy.

7. *State policy prohibits offering developmental education courses as dual enrollment. Where does the VCCS stand on this?*

The State policy agreement between the VCCS and Department of Education concerning dual enrollment was updated last year. An example was given of what Blue Ridge Community College is doing in order to make sure students are ready for college when they graduate.

Other:

The Chancellor noted that there are over one million adults with no GED. Some of our colleges are providing Adult Basic Education (ABE) partnerships. Secretary Tom Morris brought together a panel to discuss this issue. The conclusion was that our track record in

the Commonwealth is terrible. Providers of ABE are only recovering 2 percent per year. There is room for improvement.

Every high school should have a career coach. Danville Community College is involved in this program. Eastern Shore Community College has been involved in ABE for a long time, and Rappahannock Community College has started a Middle College Program.

The meeting was adjourned at 10:45 a.m.