

VIRGINIA COMMUNITY COLLEGE SYSTEM
Proceedings of
CHANCELLOR'S FACULTY ADVISORY COMMITTEE
November 20-21, 2008

The Chancellor's Faculty Advisory Committee convened at 12 noon for lunch on November 20, 2008 in the Godwin-Hamel Board Room, James Monroe Building, Richmond, Virginia.

Those in attendance were:

BRCC	Debra S. Fitzgerald
CVCC	Peter Dorman
DSLCC	Bruce Olson
DCC	Vickie Holland Taylor
ESCC	Paul Weitzel
GCC	Frances Lea
JSRCC	Ann Sullivan
JTCC	Patrick Tompkins
LFCC	Nancy Penney
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	
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. Nan Ottenritter	Ms. Donna VanCleave
Dr. Inez Farrell	Mr. Jeff Kraus
Ms. Jennifer Allman	Mr. Rob Belcher
Ms. Marianne Hassel	Dr. Susan Wood
Mr. Trenton Hightower	Mr. Shartek Woodson
Mr. Matt Lawson	

Guest: Dr. Michael D. Summers, Vice President of Academic Affairs, TCC

**AGENDA
CHANCELLOR'S FACULTY ADVISORY COMMITTEE**

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

November 20-21, 2008

Thursday, November 20, 2008

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

A. Chancellor's Report

1. Introduction of Ms. Donna VanCleave, Vice Chancellor for Administrative Services

Ms. VanCleave joined the VCCS a couple of months ago. She is well known in Virginia as a result of several financial leadership positions she has held—most recently at Radford University.

2. Five-Year Update on Dateline 09

The Chancellor gave a progress report on the status of Dateline 2009 at the end of the fifth year . He stated that we have achieved four of the seven goals and have made substantial progress on two goals. Minimal progress has been made on the graduation and retention goal. Foundation holdings have doubled over the past five years. A lot of work has already been done to transition to the new strategic plan.

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

The Strategic Planning Task Force is charged with developing a new strategic plan for 2010-2015. The process is broad-based with many internal and external voices. Endorsement of the new plan by the State Board for Community Colleges is planned for November 2009 and will be unveiled at the Annual Meeting in November 2009. The Chancellor has set some guiding principles. Two CFAC members are serving on the Strategic Planning Task Force. Five initial goals have been identified by the Task Force: Access, Affordability, Student Success, Workforce, and Alternative Resources.

The first meeting of the Task Force was held in September 2008 and the second is planned for December 2008.

The draft plan will be vetted by many different groups. Draft goals and goal areas will be developed at the December meeting. Six forums were held around the state by the Chancellor, the final occurred yesterday, November 19, 2008.

4. Summary of the Commonwealth's Budget Situation and Impact on VCCS

Governor Kaine has released the official revenue reforecast for the current biennium. The new forecast predicts a decline in the general fund budget for fiscal year 2009 of 4.0%, and very slow growth of 3.6% as the recovery begins in fiscal year 2010. The VCCS budget cut in this latest round was \$19.9 million which is a 5% reduction in the general fund Educational and General (E&G) appropriation. State funding for student financial assistance was not reduced. Salary increases have been eliminated from the budget for all state agencies and institutions. On December 17th the Governor will release his budget recommendations. The Chancellor indicated that we have exceptional people on our State Board and we have been going through planning scenarios for up to a 15 percent reduction in funding. The VCCS may have to raise resources by increasing tuition. We are trying to hold on to the jobs and the programs that we currently have. The Legislative Session begins on January 14, and the General Assembly will be looking at another revenue update during that session. The Chancellor noted that economic downturns usually result in increased enrollments at community colleges.

The Blue Ribbon Report on Adult Basic Education from Secretary Morris was discussed. Trenton Hightower will forward this article to CFAC members.

5. Emergency Preparedness Update, Mr. Shartek Woodson, VCCS Operations Analyst

The Task Force report included a total of forty recommendations. The recommendations were divided into two major categories: Campus Safety and Emergency Planning, and Communication and Notification Systems in a Commuter Environment. All colleges have made good progress, where appropriate, in complying with the recommendations.

6. JLARC Compensation Update – Dr. Christopher Lee, Associate Vice Chancellor for Human Resource Services

JLARC was given the task two years ago to assess the State's current compensation system and opportunities to promote the recruitment and retention of a qualified workforce. A draft report was released on October 14, 2008. The report indicated that salary for state employees was generally competitive statewide yet less so in the metropolitan areas. Benefits, however, were above average, particularly our retirement and healthcare benefits. There were several recommendations in the report for the legislature to consider, most of which surround balancing the

competitiveness of salary as compared to benefits.

7. Preliminary Report of fall 2008 Enrollment Data – Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research

Current semester preliminary figures were taken from PeopleSoft on the morning of October 27, 2008. A comparison to fall 2007 end-of-term enrollment data was discussed.

8. Google Apps – Dr. Inez Farrell, Director of Instructional Technology

Google Apps is an additional package to student email. It offers a variety of collaboration tools that will be valuable to both faculty and students for instruction, and is free. Google Apps was activated for students on September 22, 2008 in a transparent, smooth migration.

9. Get Ready for A&P – Dr. Inez Farrell, Director of Instructional Technology and Mr. Bill Hightower, Director of Educational Programs

These modules are on Blackboard. Within the modules are a lot of interactive activities. Faculty will be able to set up individual pieces for students that are important for their success.

10. New VCCS Peer Groups – Ms. Nan Ottenritter, Director of Professional Development

A change has been made in the peer group program that allows us to realign back to teaching and learning. All of this starts the summer of 2009. Current peer groups will need to reapply to be a peer group. Approval will be good for six years. Applications are due February 1 and August 1. For the first round, applications that are due February 1, peer groups will be able to start in October. The lag time is needed to get hotel contracts, etc. together. This change will result in robust, strong peer groups. Two year cycles will be retained for peer groups. If the budget situation gets tighter, we will encourage virtual meetings. Nan Ottenritter discussed the application process and stated that she will send out emails every two weeks with updates.

11. Going Green, Mr. Jeff Kraus, Associate Vice Chancellor for Public Relations

At the spring 2008 meeting, CFAC requested an update on the efforts being taken by the VCCS to become greener. Executive order 48 was signed by Governor Timothy M. Kaine on April 5, 2007. An email was sent to each of the VCCS colleges requesting an update on any and all efforts being made to make their campus and their community more environmentally friendly. College responses were collected through June and then analyzed. A handout was distributed by Jeff Kraus with all the data included.

12. Other Business

There was no other business.

The meeting was adjourned at 4:30 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, November 21.

Friday, November 21, 2008

The CFAC meeting reconvened at 9:00 a.m. on Friday, April 25, 2008. CFAC members presented the following list of questions for the Chancellor.

The next CFAC meeting will be April 9-10, 2009. It was asked if anyone would like a block of rooms to be held at the Omni for this meeting. Marlene Mondziel will call the Omni and hold nine rooms. (CFAC members were later able to get the state rate by calling the Omni Hotel individually, so this eliminated the need for a contract to be drawn up with the Omni by the System Office.)

CFAC would like to thank the Chancellor and Karen Petersen for their efforts to protect the VCCS budget in the face of the budgetary crisis.

Human Resources Issues

1. *Adjunct Faculty – policies, compensation, promotions, and contracts. We would like adjunct and full-time faculty representatives on the Task force.*

Dr. Lee stated that the Human Resource officers met earlier this week (drive-in meetings with Deans) and many questions were heard related to adjunct faculty. Dr. Mike Summers, Chair of the ASAC Faculty Affairs Committee is working with his group to look into adjunct faculty issues. There is a faculty representative on the ASAC committee. There are about twelve different ways through the system to pay adjunct faculty, and we will be looking at these issues. Dr. Lee would welcome any questions or ideas related to adjunct faculty.

Follow up from the Spring 2008 Meeting

2. *Adding a line to VCCS-29 to allow for exceptions so faculty with Master of Arts degrees can achieve full professor status.*

Not sure who is following up on this issue, or that it was a follow-up issue. There are no exceptions. At the ASAC meeting last year, it was determined that faculty evaluations and VCCS-29 are too big to consider at one time. The Chancellor suggested that this issue be brought before the Advisory Council of Presidents Human Resources Committee.

3. *VITA standards and VCCS requests for partial exemptions. Also Level 2 status for VCCS in IT procurement.*

A set of standards was issued by VITA that govern these activities and it has been extended to our agency. At the present time, there is no solution to this issue. We are trying to work with the academic officers. VITA made adjustments to the standards. We continue to issue guidance at this time. We will also continue to work with the chief

information officers and Internal Audit. One big problem is how to deal with internal issues like data sticks. We have issued the only guidance that we have at this time.

In order to receive Level 2 status, we must receive authority in two areas, one of which is capital outlay. We are hopeful that the VCCS will start the new fiscal year with Level 2 status, but it was noted that we must still comply with VITA standards, as they are comparable with best practices in the industry. Dr. Sullivan asked CFAC members to send him an e-mail if they have any issues with this, and he will work with Tech Council to resolve it.

This question came from the issue that faculty cannot download programs on their own but rather must call someone from IT to do so. Level 2 will not help in this area.

4. *V DEN standards. We were told a draft would be taken to ASAC this November.*

Dr. Inez Farrell noted that DDLC has completed a draft version, and she has posted a link to the minutes in Google Apps. Dr. Sullivan encouraged all CFAC members to take a look at it. With technology changing as fast as it is, we are trying to identify best practices for e-learning.

5. *Publication of system-wide committee minutes. We were told that the System Office would decide what to put on the Internet and what goes on the Intranet, but minutes would be published in one of those areas.*

CFAC members were advised to go to the VCCS website, on the left side of the page, click on Academics, then go to “Committees.” You will find the membership and committee minutes listed there. They are also available on Blackboard.

Budget and Finance Issues

6. *We thank the Chancellor for recognizing that faculty are the backbone of the system and we trust that the VCCS will keep this in mind as we work through the budget difficulties.*

The Chancellor noted CFAC’s concern and stated that he is trying to do everything he can to save jobs. No one group is exempt, and no one group is off the table. If there are cuts, he will have to let the presidents make those decisions. He stated that we do have faculty lined up asking to be laid off. He is particularly concerned that some of our colleges are so small; they don’t even have the money to lay people off. For the last round of cuts, public higher education received 51 percent of the cuts. The legislature is aware of that, and they are concerned about it. The Chancellor stated that no one or no program is off the table. We will get out of this, but we don’t know where the bottom is.

There are some new strategies we are trying to employ in the advocacy realm. The Foundation has also hired a lobbying firm to support those efforts. This is a year-long relationship. We have been informed that legislators like seeing our students, but they are getting mixed messages. As a result, they do not know what our priorities are. Students will be chosen carefully and will be better prepared, limiting their remarks to telling their individual stories. The VCCS also needs to organize the business community.

We are actually recruiting more significant companies that will come in and talk during the legislative session about what their needs are. Companies that already see us as a fundamental partner are being recruited.

It was brought up that some faculty would like a 10-month or 11-month contract rather than 12-month. Currently there are nine and twelve month contracts. It was suggested that this is something that could be put in place.

Ms. Petersen noted that we are bringing online one million square feet of space this year. The VCCS received 22% of the new space, one-third of that went to Northern Virginia Community College. In addition, Eastern Shore Community College is adding a new building for the first time in its history.

The Chancellor spoke about international programs, and discussed his trip that he took to Turkey about 18 months ago. He was amazed at what he saw: a nation of young people who want to go to college. He stated that they have 1.8 million people who are ready to go to college, but a capacity for only 300,000 students. Getting into college is very competitive, and a national test is given to those in middle school, high school, and college. Families with means seek universities outside of Turkey, especially the United States.

Northern Virginia Community College has a large demand from Turkish students. We have guaranteed transfer opportunities at a price a Turkish family is able to pay. We also have connections to George Mason and other universities. Dr. Templin visited Turkey and talked with folks at a university outside of Istanbul regarding a partnership related to continuing education that will reach out to those who wish to come to a university here in the U.S. by letting them know what they need to do in order to get into an American university. We would need faculty to teach English as a Second Language as one piece of that. The community colleges that could participate include PVCC, NRCC, NVCC, TCC, JSRCC, and others. There is a lot of potential for additional revenue and faculty exchange opportunities.

This month, the Chancellor visited Taiwan and seven universities. Taiwan has a population of 24 million people with 161 universities. There are many students from affluent families who cannot get into the universities in China. He spoke with someone who does all of the prep work to get young Chinese students into a university placement. Hank Chao, a member of our State Board, was instrumental in setting up this trip. There are about four or five cities in China with a huge demand for students to obtain a baccalaureate degree. Exchange opportunities are also an option with Taiwan. The Minister of Education offered two fully paid scholarships for our students. A memorandum of understanding has been signed.

The big demand is in mainland China. Some of our colleges are more ready than others to entertain this type of program. We would need places with available housing.

Academic and Student Services Issues

7. *We need a uniform policy and procedure for inter-college proctored testing.*

Dr. Sullivan has been in some discussion about the issue of sitting for a proctored exam at a college other than the one the student is enrolled at. Some colleges are refusing to let students use their facilities if they are not a student of the college. It is a space limitation problem. This is an issue that will be discussed further.

8. *Do you foresee the System Office requiring faculty to take something like TOP in order to teach online?*

There are many students who shouldn't take on-line courses because they require a lot of discipline. It was suggested that students be asked a series of questions before allowing them to take distance learning classes. It is important to build the necessary structure into distance learning classes so that students can succeed. Late registration and withdrawal dates were discussed, in addition to mini sessions which stagger starting dates.

The issue is student success. Unfortunately, the way to measure student success is by grades. We do not want to implement a system-wide policy requiring faculty to take something like TOP in order to teach on-line. The measure is not did you take an online teaching course but rather how successful is the student. There is concern that some students are not ready to take an on-line course.

9. *Who sets the time period during which a student can withdraw without mitigating circumstances, receive a tuition refund, and add a course?*

There are some system level policies that guide colleges. There is some flexibility at the colleges, but for the most part the academic calendar is what drives it.

One of those dates is guided broadly by financial aid policies. There is some flexibility, but it is a matter of days. Distance learning is starting to drive conversations. We will try to have more information on this item at the next meeting.

10. *Faculty Evaluation – Dr. Sullivan had previously stated that there would not be a single evaluation system and that faculty would still retain control. However, there seems to be a continuing push in ASAC and CODD that does not honor these principles. We believe that faculty should be represented in these discussions concerning faculty evaluation.*

Faculty evaluations were discussed. It was noted that it is not our intention to have a single faculty evaluation. This is still clearly a campus level decision. Two years ago, the Deans said the faculty evaluation was broken and they needed help – 85-90% of faculty received excellent ratings. We have tried to frame the issue broadly. Faculty evaluation is about continuous improvement. The VCCS has no probationary period; we

use a one year appointment. A multi-year appointment is a clear statement of a tenure-like relationship. We will continue to work with the deans on this issue.

The Chancellor stated that we need more full-time faculty, but the base budget adequacy keeps us stuck because it just measures cost. That formula includes over 50% of our faculty being part-time. SCHEV has been told that we need 65-35% in the model as a real cost. SCHEV states that there is no demonstration of full-time faculty contributing to student success.

11. *Recently the Dean's Course Review Committee rejected revisions to ITE courses. We are concerned that this decision was made by people who are not conversant in the pedagogy of this field.*

In the past, IT courses have had separate labs. Several years ago the labs were taken out. Last year, the course review committee put in the requirement to have separate labs. The intent was not to tell you where to teach. The group is dealing with a lecture lab that is broader than IT. IT is caught in the lecture lab issue. Gary Noah will be serving on the committee, and Dr. Sullivan will discuss this issue with Bill Hightower.

12. *In light of the VA Tech shootings, and given that VCCS colleges are serving increasing numbers of students with mental health issues, how does the VCCS Emergency Preparedness Plan address this problem?*

The Task Force dealt with a number of issues. James Davis gave an update at the State Board and Advisory Council of Presidents meetings. It was noted that the one area we have difficulty with nationally is the notion of mental health – from privacy related issues to qualified personnel to deal with it. If we had resources to employ people, we would not find enough qualified people.

There was a discussion on the campus safety issue, and Dabney S. Lancaster had a problem and the student was given some help. The CFAC representative from Dabney S. Lancaster was asked to come back and report on this at the next CFAC meeting.

IT Issues

13. *The People Soft waitlist feature does not work effectively. We would like the VCCS to work on improving this feature.*

There was a discussion of the issue of waitlisting of students and whether the student has an opportunity to pay before they are dropped. It was determined that there is no technology fix for this issue; it is a business process at the college. Most colleges do not use the waitlist feature; however, someone from our IT staff will be asked to check on this.

Other

System Foundation –

The Chancellor gave a report on the Foundation. The Foundation was dormant for 15 years or so, but we revitalized the System Foundation in order to do things that no college is able to do. We began raising money to support the Commonwealth Legacy Scholarship and have given out \$400,000 in scholarships to date. We have also started a special project called Great Expectations to help foster care students get into college. Virginia has the most number of foster care children in group homes. A high percentage of foster care youth will never earn a college degree. Mark Fried, a member of our Foundation, told us to speak with Anne Holton, First Lady of Virginia, about this need. We are creating a web based resource center that will give folks everything they need to know to help foster care students. We have started an afterschool program for teens to come to a community college and are teaching them how to stay in foster care and finance their education. Our goal is to also recover younger former foster care youth who want to get back in but have no secured housing or transportation. That will be costly, but we need secure housing in order to break the generational cycle.

The meeting was adjourned at 11:50 a.m.