



TPD Council Meeting

MINUTES

NOVEMBER 9,
2012

9:40 –11:30 AM

Cocoa Library

MEETING CALLED BY	Dr. Chris Petrie
TYPE OF MEETING	Change in Rank
FACILITATOR	Dr. Chris Petrie
NOTE TAKER	J. Bottesch
TIMEKEEPER	
ATTENDEES	Debbie Anderson, Karen Simpson, Norma Rudmik, Dr. Chris Petrie, Dr. Carol Bourke, J. Bottesch, Mark Marovich

Agenda topics

[TIME ALLOTTED]

TPD Old Business

DR. PETRIE

DISCUSSION		
	<p>The meeting began at 9:40 AM.</p> <p>Minutes from August meeting were approved and shall be posted on the TPDC web page.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post August minutes	Bottesch or Dr. Petrie	

[TIME ALLOTTED]

TPD New Business

DR. PETRIE

DISCUSSION	<p>Concern arose: what if a faculty member does not want to earn tenure – is this a concern for Judy Schatte? Do they go for a continual annual contract? Is it between the Faculty and his/her Provost? Will they be on a 4th year contract or terminated?</p>
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Issue needs to be raised with Judy Schatte and identify input from the Union perspective	Dr. Petrie	At leisure

[TIME ALLOTTED]

STANDING COMMITTEE UPDATES

TPD COUNCIL
MEMBERS OF THE
RESPECTIVE
STANDING
COMMITTEES

DISCUSSION	<p>Norma Rudmik– Professional Development</p> <p>The standing committee reported that there was no money for professional development; offer was made by the union to pay for professional development as long as recognition (sign/acknowledgment) was received</p> <p>Intended activity includes a panel session with a topic generated from the last welcome back survey; one of the most important topics for faculty included classroom organization, plagiarism and discipline; in nursing, there are many things to have students read/abide by; How do you keep free-flow of ideas with discipline? How does one keep administrative backing of one’s classroom management and syllabus? wish is to have a panel discussion and record it so those w/o attendance can view (or potentially placed out onto WIMBA); the date is still being worked out; however, it is meant to be in April; potential stipend available for a committee to create/coordinate/participate in the discussion; will be coordinated through Marilyn Cook’s office</p> <p>** Recommendation: Administration pays in part or full for professional organization memberships of faculty</p> <p>Dr. Carol Bourke – Rank</p> <p>Rank update and evaluation: Tenure sideline – updating forms and deadlines; signature line added to tenure form so when DC gets form, they sign it—after DC sees it and signs, there is no clear direction as to where the form moves from there – the DC needs to set up the campus-base tenure comm., but not spelled out (so needs to spelled out in contract)</p>
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Rank Standing Committee– suggestions created during last meeting as this is the initial time the standing committee has met for rank; changes need to go to contract discussion (not MOU)

In Appendix B – changes in rank scoring guide; step #1 says “Chair will send E-MAIL” (needs to read as “TPDC Chair”); in step #2 “Chair” needs to read “TPDC Chair”; in step #3 is the Chair should be from the Rank Standing Committee; in step #5,6, needs to read that “TPDC Chair forwards recommend...”

Directions for deliberations:

Rank Chair should be specified in step #1-3

Step # 4,5 – standing committee members are to review applications; standing committee members need to individually review the application during the meeting and then deliberate as a group; after deliberation, committee votes for a majority vote

Step #6 – Rank Standing Committee Chair needs to specified

Step #7 – TPDC Chair needs to be specified

Step #9 – TPDC Chair needs to be specified

Step #10 – TPDC provides written justification if denied change in rank; this then needs to go to the President’s office for final submittance to the applicant; timeline needs to be ironed a little (but negotiation will be required)

Scoring Guide (suggested so that have a potential template):

Standing Committee utilized the change in rank application as a guide to see if following a uniform direction (but items seemed to be overlap)

Form had HR sig/date – recc that missed this iin meeting

Provost sign/date – no suggestions

Evaluations required – no suggestions

Professional development and contribution to college seem to overlap – it was not negotiated that Professional Development be required, so this should be eliminated from the scoring guide as being required; but still cannot use same activity twice in separate categories and receive credit for both

Under Professional Development – AAC should be contribution to College, not the profession

*** need to clarify contribution to profession must be to operations outside of BCC; for college contribution, the end product is designed to be utilized within the college

Community contribution – if on an advisory committee, definitely acceptable; but what does participate mean – just a warm body or more active participation...?

Question raised – why not skip the change to go to higher rank? If skip levels, will miss the stipend (one time only) for each rank change

** for activities and contributions, items which are continual may be utilized on separate consecutive rank applications (being on a committee for several years or a grant, etc...); one time events may absolutely not be used on consecutive applications;

** applicants also need to make sure that the order of contributions listed matches that in the application and scoring guide to ease the evaluation process

“ Appendix A. verify that each of the following ... included in this application and the associated portfolio are in the following order before submitting”

lost in this right now..???? verbage about changes to wording in this section concerning order of materials

Instruction section – #3 and #4 need to be switched in order

Guideline for Portfolio section needs

“evidence dated prior to the last rank change will not be considered”; need two dated evaluations but evaluations need not be a part of “evidence”

** new bullet -- “Order sections as indicated above in the instructions”

2 rank applications were evaluated by the Rank Standing Committee and presented to TPDC this morning

1 approved and substantiated by TPDC

1 disapproved due to not having two peer recommendations on letterhead (#5 requirement); not a faculty signature on the application; activities/contributions were not in order or an indication as to which category the activities pertained to; professional development was not clearly identified

NEED TO BE CHECKED FOR CLARITY AND COMPLETENESS

Standing Committee voted next year office – Koch will be Chair; Schaffer will be Vice Chair

also voted on years of service – minutes attached.....

	<p>Debbie Anderson and Karen Simpson – Sabbatical</p> <p>Sabbatical Standing Committee met; documents need to be approved from last year;</p> <p>TPDC need to make sure the documents are reviewed and accepted prior to release for applicants</p> <p>Documents dispersed – see attached (NEED ELECTRONIC VERSION TO ATTACH)</p> <p>**Problem with “highly recc.” line on application; criteria need to be in place for such a ranking versus a “recc” status</p>
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] TPD COUNCIL TIMELINE DR. PETRIE

DISCUSSION	<p>For Tenure:</p> <p>October 1 – application needs to be made by tenure candidate and allow for authorization (Appendix C of TPD Council Handbook)</p> <p>January 10 – application submitted to Campus-Base Committee</p> <p>February 1 – deadline for TPD Council notification by Campus-Base Committee of recommendation decision for candidate</p> <p>February 21 – TPD Council deadline for decision on candidate’s Application of tenure</p> <p>if a documentation meeting is not needed, only meeting for Tenure needed in Spring; however will need to evaluate number of meetings based upon number of applicants to evaluate; meet on Feb 8th absolutely for application review and potentially the 15th if needed.</p>
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

DISCUSSION		
CONCLUSIONS		
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