



## TPD Council Meeting

MINUTES

SEPT 16, 2011

9:00 AM–12:00 PM

Cocoa Library

MEETING CALLED BY	Dr. Xiaodi Chen
TYPE OF MEETING	Organizational and Directional meeting for TPD Council
FACILITATOR	Dr. Xiaodi Chen
NOTE TAKER	J. Bottesch
TIMEKEEPER	
ATTENDEES	Willie Smith, Robin Campbell, Karen Simpson, Norma Rudmik, Debbie Andersen, Xiaodi Chen, Chris Petrie, J. Bottesch, Carol Bourke (via phone for Vice Chairperson "vote")

### Agenda topics

[TIME ALLOTTED]

Welcome new TPD Palm Bay representative

DR. CHEN

DISCUSSION	Welcome new TPD Palm Bay representative --- Debbie Anderson	
<p>The meeting started at 9:12 AM.</p> <p>The TPD Council welcomed the new member, Ms. Debbie Anderson, a librarian representing Palm Bay Campus.</p> <p>The Council members made a self-introduction.</p>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

At-large member Patricia Hurley from Institute of Nursing

DR. CHEN

DISCUSSION	Ms. Patricia Hurley, from Institute of Nursing, volunteered and was recommended by Dr. Miedema to serve as a member “at-large”. Because Ms. Hurley is teaching on Fridays from 6:30 AM to 2:30 PM. She is unable to attend all of the TPD meetings. TPD will continue to search for possible candidates before the vacancies are filled.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[TIME ALLOTTED]

Election of a Vice Chairperson

DR. CHEN

DISCUSSION	The TPD Council unanimously voted for Chris Petrie who volunteered this position. Ms. Carol Bourke also voted via telephone.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[TIME ALLOTTED]

Left over business from last year

DR. CHEN

DISCUSSION	<ol style="list-style-type: none"> <li>The former TPD chairperson, Dr. Katina Gothard, submitted sample tabs for tenure portfolios: <ul style="list-style-type: none"> <li>Performance Evaluations</li> <li>Student Reviews</li> <li>Professional Development</li> <li>College-wide Contributions</li> </ul> **These tabs will be used in New Faculty Mentoring Program. </li> <li>Dr. Gothard made a request to create some sort of online resource for</li> </ol>
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	<p>professional portfolio construction, which will house on the Faculty Mentoring website under ACE. Marika Koch has offered to help and possibly facilitate a workshop. Dr. Gothard would like to have TPD Council's approval to move forward on this.</p> <ol style="list-style-type: none"> <li>3. Dr. Gothard requested the FINAL tenure, rank change, and instructional evaluation forms, in DOC format, for inclusion in the Mentoring Handbook, which will be uploaded to the mentoring website.</li> <li>4. Dr. Gothard requested whether the completed tenure applications from last year should be returned to the candidates, and suggested that they be added to the candidates' personnel files. The applications have Provost and faculty signatures on them, which makes them College property.</li> </ol>
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CONCLUSIONS	<ol style="list-style-type: none"> <li>1. The Council unanimously approved the Tabs design. And the suggestion was made to add "Instructional Materials", "Student/Community Outreach", and a Tab to include a confirmation sheet from the Mentor and Dr. Gothard that the candidate had participated in the Mentoring Program.</li> <li>2. The TPD unanimously approved it, and recommended to take a look at the website first before it is fully activated publicly.</li> <li>3. Dr. Gothard was advised that the Forms are in the new CBA Contract 2009-2012 and TPD handbook.</li> <li>4. TPD agreed and recommend that the original cover sheets with signatures must be kept at the HR. And a copy will be made for the candidates to keep with their portfolio, return the portfolios in a secure manner. As to the "single candidate in question", TPD will hold it for the time being, Ms. Norma Rudmik will confirm with Ms. Schatte if there is any pending grievance.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Secure portfolio return of confirmed candidates	Dr. Gothard or Dr. Chen	ASAP
Question of a single candidate's application and potential lingering question	Ms. Norma Rudmik	Pending

[TIME ALLOTTED]                      Rank and Tenure Applications Update                      DR. CHEN

DISCUSSION	<p><u>Rank applications update:</u> Candidates who were hired prior to 8/20/2009 may still choose the Old Program to apply for the Rank Change through HR. The deadline for submission to provost office is Sept 15, and the provost makes recommendation by Oct 1. No stipend is granted to the Old Program.</p> <p>If the candidate chooses the New Program (per 2009-2012 CBA), the deadline for submission to TPD Council is Oct 15. The TPD will make recommendation to the Administration by Nov 15. There is a one-time \$1000 stipend for the rank change.</p>
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Tenure applications update:  
 Candidates who were hired prior to the 8/20/2009 ratification may still choose the Old Program to apply for tenure through Provost Office.

Starting next year, everyone must go through the New Program to apply for tenure. There is ONLY one candidate who possibly would be allowed to go through the Old Program because of his calling away for military duty. (Per HR confirmation)

**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	

[TIME ALLOTTED]                      Formation of Standing Committees / Template                      DR. CHEN

**DISCUSSION**

Dr. Chen presented the list of names who serve in the three standing committees, with:

- 12 people in Professional Development Committee (Norma Rudmik and Willie Smith as TPD representatives);
- 9 people in Sabbatical Leave Committee (Karen Simpson and Debbie Anderson as TPD representatives);
- 10 people in Professional Rank Committee (Carol Bourke as TPD representative).

Dr. Chen presented templates for the subcommittees for their first meeting to act as a catalyst and following the contract (see attached).

**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Coordinate with respective subcommittee members and decide initial meeting time and location. The initial subcommittee meeting will be run by its respective TPD	Each subcommittee's TPD representatives	

representative to introduce the entailed work for the subcommittee and help set guidelines until elections are held.		

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

[TIME ALLOTTED]

Miscellaneous items, TPD website

DR. CHEN

DISCUSSION	<p>Discussion on tenure track candidates that may file a grievance. Paperwork should be retained, especially if litigation involved. Not sure which party should keep the material. According to the CBA 09-12 contract, if a candidate is denied on the campus based level by campus based tenure committee, the material will be returned to the candidate. The case will not even make to the TPD Council.</p> <p>The discussion on the above issue is that TPD Council will not be able to make sure the tenure process on the campus level is properly followed, and the integrity of the whole process is intact. If the file never made it to TPD Council. TPD recommended it be clarified during next contract negotiation. Also, confidentiality must be kept.</p> <p>Discussion on TPD website along with AAC. They are currently under construction. The initial information will contain TPD Handbook, Rank Application and Tenure Application, Appendixes, names of TPD members, calendar, and three other tabs for each standing committees.</p> <p>Discussion on the current MCC website. Once a faculty member hits the "submit" button, one will not be able to update and attach the files until the entire request is rejected by the Provost. Discussions also included how often purged (if at all) on current site and any movements to improve.</p> <p>Discussion on Temp FT being later hired as Tenure Track FT. Up to one year as Temp FT can be counted toward their tenure process.</p> <p>Discussion on possible proposal from AAC and collectively with TPD to create Chief Learning Officer, and Dean of Faculty (a faculty position with full release time). Justifications and Job descriptions will be prepared by AAC and possibly brought to the table on Oct 14 meeting on Melbourne Campus.</p> <p>Discussion on the meeting calendar. There will be Oct 14 on Melbourne Campus, Oct 28 on Cocoa, and possibly Nov 18 meeting if more time is needed for processing rank application.</p> <p>Question about how to access the result of the new online student opinion survey, or whether the results are available. Members indicated being evaluated in more than 2 courses, and those that requested paper evaluations were still given online ones. The initial default is all online evaluation for all courses. Faculty members must</p>
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log on the system and select only 2 courses and uncheck the boxes.

**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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# Professional Development Standing Committee

## **Purpose:**

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## **Primary Responsibilities:**

- The Professional Development Committee gives the faculty a voice in their professional development. The committee will make recommendations to the administration concerning new and established faculty mentoring, teaching in a higher education institute and professional development opportunities. This committee will also field appeals for maintenance of continuing contract issues as addressed in Article 11.2C in the Collective Bargaining Agreement.

## **Meetings:**

Meetings of the Committee will be held at a minimum of once a year and may be called at additional times as necessary. Minutes are taken at every meeting. The committee reports its minutes to the TPD Council and stores them in a central location.

## **Membership:**

Membership will be comprised of full-time faculty members with representatives from each campus as indicated below where feasible. The Committee will also include one to two members of the TPD Council, staff and administrators. The total number in the Committee will be between 7 and 13.

## **Terms:**

Terms are for two years and are renewable. The first year's committee should have staggered terms. Members of the committee may volunteer to serve a one year term in order to facilitate the necessary overlap. If none volunteer, members will draw straws for one or two year terms.

### Faculty Representatives (Voting Members)

1. Cocoa Campus
2. Melbourne Campus
3. Palm Bay Campus
4. Titusville Campus
5. eBrevard
6. Workforce
7. Library

### Non-Faculty Representatives (Non-Voting Members)

1. Staff
2. Administrator

### **Membership Selection**

The chairperson of TPD Council will solicit full time faculty volunteers for membership on the committee. All faculty members will be given the opportunity to volunteer on a given committee. A minimum of five (5) working days will be provided as a window of opportunity to volunteer. The final selection of the membership will be determined based on the mutual agreement between the Administration and the UFF-Brevard.

### **Chairperson Selection**

The Chairperson must be a voting member. The chairperson shall be selected by a vote of the voting faculty members of the Committee. The election of the chairperson shall occur every two years. The term of the Chair is two years. A member must be on the committee for one year before becoming eligible to be Chair (with the exception of the initial formation of the sub-Committee). The Vice Chair will be selected from the membership.

### **Chair Responsibilities**

- creates and distributes agenda prior to meetings
- presides at meetings, recommends/creates subcommittees if situations warrant
- acts as representative at TPD Council meetings if called
- calls special elections/requests for volunteers if a vacancy occurs
- advertises meetings to stakeholders

### **Vice-chair Responsibilities**

- takes meeting minutes and records them
- stands in for chair if unable to attend
- assumes chair position until next election if a vacancy occurs

### **Voting**

Each member has one vote. There must be a quorum present to vote.

### **Operational Processes**

TBD

# Professional Rank Standing Committee

## **Purpose:**

xxx

## **Primary Responsibilities:**

- The Professional Rank Committee will support faculty advancement. The committee will make recommendations to the administration for rank changes.

## **Meetings:**

Meetings of the Committee will be held a minimum of once a year during the fall and spring semesters and may be called at additional times as necessary. Minutes are taken at every meeting. The committee reports its minutes to the TPD Council and stores them in a central location.

## **Membership:**

Membership will be comprised of full-time faculty members with representatives from each campus as indicated below where feasible. The Committee will also include one to two members of the TPD Council, staff and administrators. The total number in the Committee will be between 7 and 13.

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### **Voting**

Each member has one vote. There must be a quorum present to vote.

### **Operational Processes**

TBD

# Sabbatical Leave Standing Committee

## **Purpose:**

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## **Primary Responsibilities:**

- The Sabbatical Leave Committee will support efforts by faculty members to complete upper level degrees, professional projects or other certifications that are pertinent to their expertise. The committee will make recommendations to the administration concerning candidates for professional/sabbatical leave.
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## **Meetings:**

Meetings of the Committee will be held a minimum of once a year during the fall and spring semesters and may be called at additional times as necessary. Minutes are taken at every meeting. The committee reports its minutes to the TPD Council and stores them in a central location.

## **Membership:**

Membership will be comprised of full-time faculty members with representatives from each campus as indicated below where feasible. The Committee will also include one to two members of the TPD Council, staff and administrators. The total number in the Committee will be between 7 and 13.

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### **Membership Selection**

The chairperson of TPD Council will solicit full time faculty volunteers for membership on the committee. All faculty members will be given the opportunity to volunteer on a given committee. A minimum of five (5) working days will be provided as a window of opportunity to volunteer. The selection of the membership will be determined based on the mutual agreement between the Administration and the UFF-Brevard.

### **Chairperson Selection**

The Chairperson must be a voting member. The chairperson shall be selected by a vote of the voting faculty members of the Committee. The election of the chairperson shall occur every two years. The term of the Chair is two years. A member must be on the committee for one year before becoming eligible to be Chair (with the exception of the initial formation of the sub-Committee). The Vice Chair will be selected from the membership.

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TBD