



TPD Council Meeting

MINUTES

OCTOBER 21,
2011

9:30 AM–12:00
PM

Melbourne Campus Library

MEETING CALLED BY	Dr. Xiaodi Chen
TYPE OF MEETING	TPD Council Meeting for 2011 Rank Applications Evaluation
FACILITATOR	Dr. Xiaodi Chen
NOTE TAKER	J. Bottesch
TIMEKEEPER	
ATTENDEES	Willie Smith, Karen Simpson, Norma Rudmik, Debbie Anderson, Xiaodi Chen, Chris Petrie, J. Bottesch

Agenda topics

[TIME ALLOTTED]	Welcome to Professional Rank Standing Subcommittee new TPD Palm Bay representative	DR. CHEN
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DISCUSSION	Welcome to TPD Professional Rank Standing Subcommittee representative --- Connie Bobik	
<p>The meeting started at 9:45 AM.</p> <p>The TPD Council welcomed the Rank Subcommittee representative, Ms. Connie Bobik, from the Health Science Department on Cocoa Campus.</p> <p>The Council members made a self-introduction.</p>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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[TIME ALLOTTED] DEMONSTRATION OF THE TPD WEBSITE UNDER ACE ON THE BCC WEB PAGE DR. CHEN

DISCUSSION	<p>A quick tour of TPD website which contains the membership list, TPD handbook, Appendices, and the three standing committees. The minutes will be posted with a log-in required.</p> <p>Question posed – is there a potential in the future to create a dropbox for applications and/or supportive materials in a secure, digital format?</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] Review of change in rank scoring guide and timeline DR. CHEN

DISCUSSION	<p>Dr. Chen supplied the scoring guide with nine applicant names, and overall guidelines for evaluation and scoring/recommendation</p> <p>Time period for how long to hold applications after decisions was then stated</p> <p><u>Alterations to rank scoring guideline:</u> Scoring sheet utilizes a Y/N scale, instead of using a Likert scale (1,2,3,4).</p> <p>3 activities are required in two categories (<u>3 activities in total, not 6, as needs to be clarified</u>), or one in all three categories (contribution to college, discipline, community) for approval; plus a fourth category, ongoing professional development, which is mandatory.</p> <p>One side note: For MCC, faculty must select three activities from at least two of the three categories. Activities must be completed within the faculty member’s professional development cycle.</p> <p>“Learning-centered” activity – originated from???</p> <p>Potential examples to substantiate “learning-centered”: Skip Downing workshops/courses, SLS college success skill mentor-program, service learning 4th credit option, honors coursesi.e. any innovative approach to instruction focused on student needs.; <u>IT NEEDS clarification and elaboration.</u></p>	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
where/what/how did learning centered come from? We need clarification from union please.	Norma Rudmik	

[TIME ALLOTTED] OFFICIAL REVIEW OF THE 2011 CHANGE IN RANK DR. CHEN
 CANDIDATES

DISCUSSION	Each TPD Council member present reviewed each application. As appropriate, TPD Council members collectively discussed their findings regarding each applicant. The scoring sheets were then consolidated into one summary.	
Evidences supplied by each candidate of successful completion for rank change were clarified for the various categories, as summarized in the attached ranking form.		
CONCLUSIONS	<p>7 candidates out of 9 received recommendation for approval for rank change.</p> <p>2 candidates out of 9 did not receive recommendation for approval for rank change</p> <p>**each candidate not receiving a positive recommendation was cited, and the committee's rationale presented at the end of the ranking form.</p> <p>Each TPD council member that was present signed and dated the ranking form.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
TPD chair will forward the recommendation to the College President for final approval. Candidates need to be notified of the status of the rank change by the end of semester.	Dr. Chen	11/15/2011

Post Meeting Addendum from TPD Chair:

During the meeting on Oct 21, when we discussed the criteria for Rank Change, we noticed that the following two things were included in the TPD Handbook Appendices A and B for the Rank Change:

- Category 1, Contribution to the Discipline, “Innovative Learner-Centered Instruction”, AND one other box.
- Category 4, mandatory, Continuing education credits, OR at least two other boxes.

TPD members were confused about where and when these were added.

Subsequently Norma consulted the Executive Council (EC), and the EC agreed that “Learning Centered” should never have been in there. No one on the EC or bargaining team remembers it, and they indicated that they would never have voted for it. Judi Schatte checked this out with Linda Miedema who agreed. Thus both sides agree that it should be removed.

Upon further investigation, Dr. Chen found that the earlier TPD Handbook draft (dated April 20th from Katina Gothard) indeed contained “learner-centered”. But later, in the May 4th edition, it did not contain the “learner-centered”, so it was removed.

Going forward, the summer bargaining session should have used the TPD handbook May 4th edition, which does not contain the “learner-centered” requirement. Therefore, it was an error to include “learner-centered” in the final version of the TPD handbook. Somehow, the April 20th version was taken.

Since the TPD handbook is part of the bargaining process, it is subjected to approval. The TPD Council can only vote for minor changes in the handbook without being scrutinized by bargaining unless there is a substantive change which directly contradicts with the contract. Fortunately the CBA contract itself did not mention “learner-centered” anywhere. By removing the "learner-centered" from Appendices A and B in TPD handbook, it also makes the handbook more in line with the contract.

Additionally, in Category 4 (Professional Development) in the May 4th edition, an applicant just needed any one box checked; it did not require “one box for ongoing continuing education, OR two other boxes”.

This had a greater implication in that one of the rank applicants could have passed.

As a result, out of 9 members (chair + 8), we have 7 for “yes”, 1 “abstain”, with the Chair not being able to vote unless of tie. The motion was passed to use the Appendices A and B in May 4th edition of the TPD Handbook, instead of April 20th edition. The May 4th edition neither included “learner-centered instruction” nor required two boxes checked in Professional Development.

We believe that it was an error to include the April 20th edition, as it should have been the May 4th edition. The TPD Chair was informed that both the Union, EC, and Dr. Miedema agreed to make the correction. By using May 4th edition, the TPD handbook is more in synch with the CBA contract.

As a result, an additional candidate’s portfolio was also approved. The TPD website has been updated with new Appendices.