



## TPD Council Meeting

MINUTES

JAN 27, 2012

9:45 AM–12:00 PM

Cocoa Library

MEETING CALLED BY	Dr. Xiaodi Chen
TYPE OF MEETING	Start of Spring Semester and Directional Meeting
FACILITATOR	Dr. Xiaodi Chen
NOTE TAKER	J. Bottesch
TIMEKEEPER	
ATTENDEES	Willie Smith, Robin Campbell, Karen Simpson, Debbie Anderson, Xiaodi Chen, Chris Petrie, J. Bottesch

### Agenda topics

[TIME ALLOTTED]

Approval of last meeting minutes

DR. CHEN

DISCUSSION		
<p>The meeting began at 9:45 AM.</p> <p>The TPD Council approved the November meeting minutes from last semester's final meeting. Minutes will be posted to TPD Council's web site.</p>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post minutes	Xiaodi Chen	

[TIME ALLOTTED]

TPD Chair Update

DR. CHEN

DISCUSSION	<p>Web site has outside web content writer team that is re-designing the site; Dr. Chen has given suggestions for our Council page; templates shown, but wishes the Council to be more prominent; timeline for release of new site is unclear.</p> <p>Contact person: Annette Clifford</p> <p>On the old web site, appendix B updated; minutes posted.</p>	
<p>More updates from Dr. Chen: They are actively building the site now, with a team of BCC staff members. The BCC main site will launch in March. Right now, they are concentrating on the Admissions, Academics, Student Life and other areas, but will start on Faculty &amp; Staff pages shortly as more information from various faculty members and groups come in. they will let us know when your proposed pages are done and ready for viewing on the "development" site. Then there will be time for corrections or improvements, as needed.</p>		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

REPORT FROM TPD REPRESENTATIVES IN 3  
STANDING COMMITTEES:

DR. CHEN

DISCUSSION	<p><u>Rank Standing Committee</u> – Dr. Carol Bourke was not present.</p> <p><u>Sabbatical Leave Standing Committee</u> – Karen Simpson and Debbie Anderson reported that the standing committee is in good shape; all tasks should be completed by March.</p> <p>Bargaining recommendations:</p> <ul style="list-style-type: none"> <li>• The eligibility for faculty is currently stated as "3 years in", but it needs to be changed to "tenured".</li> <li>• Professional Sabbatical Leave with Pay is stated in contract as "not more than 66%" (who decides the %? How to figure out?). It is recommended that it changes to "at 66%".</li> </ul> <p>Concerns of funding: A faculty is funded at 66%, the remaining 34% should be sufficient to cover adjunct pay.</p> <p>For example, if a fulltime faculty makes \$50K,</p> <ul style="list-style-type: none"> <li>• 66% of 50K is 33.3K.</li> <li>• Hiring adjunct to teach (2 semesters or 30 credits)=30 x \$535 (MS)=\$16.05K.</li> </ul>	
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- The total is \$49.35K.

So BCC is saving money (additionally, with no benefits included to adjunct).  
If taking time in summer, college still saves money due to adjunct faculty are paid at lesser rate. So, economically, this is very feasible for the College.

Questions from Council members:

- What if while you are gone, you synthesize a product that may be sold? Where does BCC's involvement (either with product, marketing, sales, etc...) fall, if anywhere?
- What if one receives monies from a grant while on sabbatical? Do all benefits of sabbatical still apply (monetary, employment afterward, location of employment)?
- When one does come back from sabbatical, does he/she have the same position, rank, on same campus?

\*\*\* It is understood that for "personal leave w/o pay", it is not guaranteed to come back to the same campus after 1 semester.

In the TPD Council Handbook, we need to add a section for Sabbatical Leave (which should be finished up by March by the Standing Committee); needs to be listed/included in the Handbook in Article VII under "Committees"

The Application Forms for Sabbatical Leave will be also added to the Appendix in TPD Handbook.

Professional Development – Willie Smith: items being resolved include how to meet criteria for MCC; how much to include Provost in the approval of plan; standing committee's thoughts were that they should receive the proposal and decide while the Provost would come in for dispute, but this needs to be negotiated --- in short, what is Provost's role in the decision-making process; end result is hoping to have a check-and-balance.

Dr Chen: The TPD Council needs to compile a list of things that will go to Ms. Judi Schatte for things we feel need to be changed / tweaked during upcoming negotiation.

MCC question on student Opinion Survey Forms

- Initially faculty would choose either paper or online computer form. But now the paper option is no longer available.
- The student response rate online is very low. It will not be a valid statistical tool if there are only 2-3 out of 24 students completed the opinion survey form.
- This is a major concern for TPD Council since the student opinion survey is part of a faculty performance evaluation especially for those who are on the annual contract and up for considering tenure track.
- Is this an AAC issue? The College needs to set it up in the system to make it mandatory for students to complete those forms.

Also, why are FT faculty members evaluating their Department Chairs when a DC is not their supervisor. The evaluation of DC should only be done by adjunct faculty as they are supervised by the Chair; Fulltime faculty should be evaluating the Provost (their supervisor).

Side note:

www.ratemyprofessors.com – convolutes things and should never be used in any sort of evaluation process, especially by administration; the “tool” is simply not valid and unofficial.

Concern on the security level of the BCC web site ... removing profile pictures and posting to other site(s)?

Concern for monies/budget line item for MCC items such as professional organization dues, meetings for Faculty, where co-faculty guest speak or demonstrate self-improvement in the classroom or novel techniques, monies for outside guest speakers.

Council felt a standardized amount for everyone for the organization dues or portion thereof should be available; this would also encourage others that do not belong to organizations due to money to participate.

Responsibility of PDSC discussed – implementing workshops/activities or evaluating the worth or validity of the activity toward MCC, tenure, and rank?

Standing committee is still deliberating parameters to qualify for MCC and consistency with MCC, mentoring program, rank, tenure portfolios.

Other issue: “new faculty professional development program” or is this mentoring? In contract, “teaching higher education” → there is a need to develop a package for new hires such as classroom management, ANGEL training, effective teaching/lecture, exam production with/without co-faculty or guest speakers ... in short, the Council is not confident what it is or if it needs to be pursued or removed.

Other issue: What if one partially submits MCC materials then wishes to update later; Currently, once it is submitted, approved by Provost. Faculty can neither update the information nor upload more files. Once it is sent, it is done ... Is there anything being changed on the new web site to accommodate this? The old web site has no options to go back to submit more materials later, but there really needs to be.

HR is no longer sending out notification or updates when one’s MCC cycle is coming due, so that one may check or plan appropriately to satisfy the requirement.

**CONCLUSIONS**

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

Need to have minutes/calendar from all subcommittees to post to the web site under the

TPD Council members of the respective

respective standing committee	standing committees	

**[TIME ALLOTTED]**      Tenure Requirements: under appendix D of TPD Council Handbook      DR. CHEN

<b>DISCUSSION</b>	<p>With regard to:</p> <p><u>Professional Development</u> – “check at least 2 boxes” needs to be added to directions and there’s a potential for more elaboration of choices later;</p> <p>Council members agreed upon the wording, “taking a course of at least 3 credit hours in one’s discipline or directly applicable to that discipline”, with regard to the option of taking a graduate level course for professional development credit.</p> <p><u>Evidence of contribution to the College and Profession</u> – “check at least 3 boxes” needs to be added to directions.</p> <p style="padding-left: 40px;">In rank, the categories of Contribution to the College and Contribution to the Profession are separated categories, Action item: →to keep consistent, separate the College contribution from Professional contribution for the tenure process as well.</p> <p>Under Contribution to the Community, College, Profession</p> <ul style="list-style-type: none"> <li>• In rank application, 2 boxes are checked (required).</li> <li>• In tenure application, TPD Council members agreed that 3 boxes need to be checked in 2 or more categories, in addition to the mentor program (which is mandatory for all new hires).</li> </ul> <p>** Tenure process this year: all candidates chose to go through Provosts using the OLD method (this is last year to do so). There are 10 candidates in total this year who are up for tenure consideration.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Separate the College contribution from Professional contribution for the tenure process as well	Dr. Chen	