# TPD Council Meeting

## MINUTES        FEB 17, 2012        9:45 AM–12:00 PM        Melbourne Library

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| **MEETING CALLED BY** | Dr. Xiaodi Chen |
| **TYPE OF MEETING** | February Update Meeting |
| **FACILITATOR** | Dr. Xiaodi Chen |
| **NOTE TAKER** | J. Bottesch |
| **TIMEKEEPER** | |
| **ATTENDEES** | Willie Smith, Debbie Andersen, Karen Simpson, Norma Rudmik, Dr. Xiaodi Chen, Dr. Carol Bourke, J. Bottesch |

## Agenda topics

**[TIME ALLOTTED]**        TPD Chair Updates        DR. CHEN

| **DISCUSSION** | |
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The meeting began at 9:45 AM.

TPD website – off of ACE; agenda and minutes from Sept 2011 to Jan 2012 are posted; all in pdf format so they are un-editable.

Standing committees are listed; their meeting minutes were also posted.

In March, the new BCC major web site planned to be launched; New TPD and AAC websites will be launched afterwards.

Rank Appendices were updated as well, as cited in last meetings minutes.

| **CONCLUSIONS** | |
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| **ACTION ITEMS** | **PERSON RESPONSIBLE** | **DEADLINE** |
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| **DISCUSSION** | The main purpose is to make the Tenure Application more in line with the Rank Application, MCC, and the Portfolio Tabs in the New Faculty Mentoring Program. The modifications will be as follows:

- Move the "New Faculty Mentoring Program" out of "Professional Development" and treat it as a separate item (#4 in Appendix D). Every new hire must participate in the Program.

- "Professional Development" requires "two boxes or more". It is now prominent in the directions for the application, as well as requirement(s) for course credits toward professional development. It states :
    - ☐ Successfully completing a graduate level course of at least 3 credit semester hours in one's discipline or directly applicable to that discipline (include copy of unofficial transcript)

    - ☐ Successfully completing a college level course of at least 3 credit semester hours in one's discipline or directly applicable to that discipline (include copy of unofficial transcript) if the college level is the highest for the specific discipline

- Make "Contribution to College and Profession" (Discipline) into two separate categories. Check at least one box in for each category.

    (i)    Several examples were added for Contribution to College:
    - ☐ Writing a funded grant proposal for College program improvement or new equipment.

    - ☐ Researching or developing products appropriate to the academic setting that require a significant amount of time and effort (must be pre-approved by the supervisor)

    - ☐ Developing and delivering a college-wide faculty workshop.

    (ii)    Several examples were given for Contribution to Profession (Discipline)
    - ☐ Participating in a discipline related professional organization or committee (include length of service, 1-2 sentence description of duties, role such as chair or secretary, and meeting minutes)
    - ☐ Participating on an advisory committee for the discipline (include meeting minutes)

    - ☐ Successfully delivering a professional development workshop (include official workshop description/outline)

    - ☐ Writing a grant proposal for program improvement or new equipment |

(include executive summary of grant and documentation from funding source)

☐ Participating on an articulation committee (include meeting minutes)

☐ Presenting a paper or panel member at a professional conference / meeting

☐ Publishing a scholarly or research paper on a profession-related subject in a refereed journal or textbook

☐ Creation of innovative instructional design

☐ Other: _____

- Contribution to the Community was missing from the Tenure Application, but for now it is treated as optional (not mandatory).

Discussion of clarifying the application, readability, flow

What if individuals have tenure from another institution with much teaching experience and numerous contributions to their field(s), how long do they have to wait to qualify for tenure? 1year after?

TPD Council's feelings are that the previous status has no impact at all on the requirements for BCC tenure, everyone comes in as an "instructor". They must participate in the New Faculty Mentoring Program for it is unique to BCC and its needs. Once the tenure is granted, the rank can quickly be adjusted depending on the teaching experience.

Concerns were brought up again for lack of "sample" of Student Opinion Surveys, low participation of students, and them being potentially very biased to either positive or negative. TPD recommend that a system be set up in a way to make SOS mandatory for all students.

Inherent problem with the system is that it is required by Contract that a tenure applicant needs to provide all surveys for each section taught for five semesters – so now "student opinion surveys for each section taught in at least five semesters as part of your full-time load".

Clarification: Professional development is for self-improvement whereas Contribution to Profession (Discipline) is external or service.

For Contributions to Community (OPTIONAL) – asked to cite your contribution; the Standing Committee for Professional Development has been a little more precise by offering suggestions (20 hrs community service as a guideline as an **ongoing** commitment, etc...); then applicants may have other contributions that he or she would like the committee to know about or consider.

SO, for tenure guidelines– Professional Development, Contribution (or

commitment) to College, Contribution to Profession, and Contribution to Community mirror the Rank Application, in which 2 out of at least 3 categories are needed.

MCC – requires 3 activities in at least 2 separate categories beyond professional development.

| CONCLUSIONS | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Members need to read TPD Handbook and E-MAIL points of concern/discussion with what the committee work is (tenure, rank, sabbatical, professional development), concern with Handbook, process, or contract language, changes like to see in the handbook (can make change with majority vote without negotiation; anything substantial change, need supermajority and then on to negotiation),  decide what priorities would be. TPD chair will compile a list of suggested items to be brought to the upcoming Contract negotiation. | All Council members | By next meeting |
| | | |

| [TIME ALLOTTED] | PROFESSIONAL DEVELOPMENT STANDING COMMITTEE UPDATE | NORMA RUDMIK |
| --- | --- | --- |

| DISCUSSION | |
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Professional Development Standing Committee–

- PDSC met 2 weeks ago
- Survey was made during welcome back and the results were compiled by Ms. Norma Rudmik, results sent to Miedema, Chen, Simpson, and PD subcommittee;
- Ms. Rudmik also went over a list of modified requirements for MCC.
     currently being delineated by Dr. Miedema with regards to initiatives to be worked on due to the aforementioned survey results.

     **additional update from PDSC meeting – Lynn Spencer attended the standing committee meeting and thought that Dr. Miedema was "in sync" with the standing committee taking over the MCC (determining MCC for the contract); Dr. Miedema thought that this topic would need to go to bargaining so the decision will be delayed.
          worries centered on faculty members of PDSC being stretched too far, considering their time and responsibilities first in the classroom and then for committee work compounded with MCC;

secondary topic brought up the idea that faculty approving/checking co-faculty seems unclear and incestuous – The supervisors (Provosts) should be the ones to approve MCC; faculty are not the supervisor(s) or administrators

agreement seemed to fall on to professional development and MCC occurring in subsets – but need to establish parameters for these subsets

<u>With regards to Professional Development activities</u>: the formation of a steering committee seems timely and appropriate; an initiation for the creation of the steering committee and an invitation for members was suggested; the steering committee would be ones responsible for the suggestion, creation, and/or sequestration of professional development activities

PDSC came up with categories for continuing contract (please see attached)

anything on the list should be automatic approval; only ones which would involve Provost approval would be from "other" category

Section 7.04 – handles appeals to the MCC for disapproval as means of check-and-balance and fairness, -----This is correct.

Question posed: Is there a desire to add anything which may be more specialized to a certain field or discipline in any of the outlined categories ( i.e. developing/marketing new programs and services)?

\*\*\* These will be no more reminders from the standing committee or from HR to remind faculty of checking their own MCC status or if coming due shortly; perhaps an automated system to generate an E-MAIL to notify faculty if/when MCC status is in jeopardy; Council suggested an annual reminder in the Fall be sent to all faculty to check their status

<u>Final Notes from Dr. Chen with regard to the Professional Development</u>:

TPD and its professional standing committees are responsible for establishing the "professional development" criteria and required elements in MCC, Rank, Sabbatical Leave, New Faculty Mentoring and Tenure Process. In other words, TPD will decide what need/need not to be included in "professional development". All of the above results will then be brought to the table for negotiation.

TPD alone is not responsible for implementing and scheduling those faculty workshops. TPD does not have enough manpower and resources to arrange those educational offerings, trainings and workshops.

There should be a system in place to provide faculty the opportunities for their professional development in order to fulfill their obligations.

Currently BCC has various workshops and offerings coming out from different areas. Dr. Miedema suggested BCC form a joint steering committee comprised of faculty, staff

and administrators.

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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Need to have minutes/calendar from all subcommittees to post to the web site under the respective standing committee | TPD Council members of the respective standing committees | |
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## [**TIME ALLOTTED**]

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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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# Appendix C.  Tenure Application

Granting of tenure is the responsibility of the College President, whose decision is based on two recommendations – one from the Tenure and Professional Development Committee and the second from your direct supervisor. Per Section 11.1 of the Faculty Contract, *four criteria* must be met for tenure:

1. Satisfactory service performed in a full-time faculty position for three or four academic years.
2. Satisfactory completion of a tenure portfolio.
3. Supermajority recommendation by a faculty Campus Tenure Committee.
4. A 75% majority recommendation by the faculty Tenure and Professional Development Committee.

**Directions:** Applying for tenure involves several steps, each with a different deadline. To apply, do the following:

1. By May 1 of your second or third year, notify your supervisor of your intent to apply for tenure the following academic year.
2. By October 1 of the Fall Term of the candidate's third or fourth year, the candidate must submit an application for tenure and an authorization for tenure committees to review limited access files to the announced chair of the campus tenure committee.
3. By January 10 of the year of tenure consideration, submit your application and tenure portfolio to your campus committee. Portfolio guidelines are available in Appendix D of the Tenure and Professional Development handbook and on the TPD website.

The timeline for consideration is:

1. By January 20, the Supervising Administrator acknowledge that the position for which the applicant is requesting tenure is projected to continue and the summary of student opinionaires to the candidate's Campus Tenure Committee.
2. By February 1, the Campus Tenure Committee will have met and made a recommendation to the College-wide Tenure Committee and copied your supervisor.
3. By February 21, the College-wide Tenure Committee will have met and made a recommendation to the College President.
4. In time for the March Board of Trustees meeting, your supervisor and the College President will have made their recommendations.
5. By April 1, candidates for Tenure will be notified of approval or non-approval by the Administration.

Incomplete applications will not be considered. Please verify that each of the following is included in this application before submitting:

☐  Signature and date on Faculty Authorization and Verification section
☐  Signature and date from Human Resources

Name (Printed):_____  Campus:_____

Date hired as F/T faculty (Month, Year): _____

Degrees awarded and dates: _____

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I.  FACULTY AUTHORIZATION AND VERIFICATION:

By signing below, I: (i) authorize members of the Tenure and Professional Development Committee to review all materials included in my portfolio, and (ii) certify that to the best of my knowledge the contents of this application and portfolio are complete and accurate.

Faculty Signature: _____  Date: _____

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II.  HUMAN RESOURCES VERIFICATION:

I certify that the exact hire date for this faculty member was:_____

Human Resource Officer Signature: _____  Date: _____

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III.  PROVOST STATEMENT:

___ The applicant is in a faculty position that is expected to continue to be needed.
___ The applicant is in a faculty position that is not expected to continue to be needed.

Provost Signature:_____  Date:_____

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IV.    CAMPUS-BASED TENURE COMMITTEE RECOMMENDATION

___ We recommend this applicant for tenure.
___ We do not recommend this applicant for tenure.

Justification for non-approval is:

_____

_____

_____

_____

_____

_____


Committee Chairperson Signature:_____          Date:    _____

Committee Member Signature:    _____          Date:    _____

Committee Member Signature:    _____          Date:    _____

Committee Member Signature:    _____          Date:    _____

Committee Member Signature:    _____          Date:    _____

Committee Member Signature:    _____          Date:    _____

V.    TENURE AND PROFESSIONAL DEVELOPMENT COUNCIL  RECOMMENDATION

The committee will use the following checklist to ensure all standards were met and procedures followed.

| Criteria | Yes | No |
|---|---|---|
| Completed tracking form | | |
| Completed tenure application, including any required signatures and dates | | |
| Completed campus-based scoring guide | | |
| Included campus-based meeting minutes | | |
| Verified the content of the portfolios | | |
| Verified minimum standards for tenure were met | | |
| Verified recommendation was made by campus-based committee | | |

___ We recommend this applicant for tenure.
___ We do not recommend this applicant for tenure.

Justification for non-approval is:

_____

_____

_____

_____


Committee Chairperson Signature: _____          Date:    _____

Committee Member Signature:    _____          Date:    _____

Committee Member Signature: _____    Date:    _____

Committee Member Signature: _____    Date:    _____

Committee Member Signature: _____    Date:    _____

Committee Member Signature: _____    Date:    _____

Committee Member Signature: _____    Date:    _____

Committee Member Signature: _____    Date:    _____

Committee Member Signature: _____    Date:    _____

| Portfolio Checklist | | |
|---|---|---|
| Criteria | Yes | No |
| <ul><li>"Satisfactory" in all performance evaluations since hired in tenure track position;</li><li>Included all forms since hire date;</li><li>Forms were signed and dated</li></ul> | | |
| <ul><li>Positive student reviews;</li><li>Included at least five semesters worth from F/T hire date</li></ul> | | |
| Met minimum standard for professional development | | |
| Met minimum standard for contributions to the College | | |
| Met minimum standard for contributions to the Profession (Discipline) | | |
| Other Contributions such as Contributions to the Community  (not mandatory ) | | |
| | | |

# Appendix D.        Tenure Portfolio Guidelines

Guidelines for the portfolio:
- The portfolio must be a 2" – 3" three-ring binder.
- Only a completed copy of this form should be inside the front pocket of the portfolio.
- Plastic sleeves are acceptable only if documents do not need to be removed in order to be reviewed.
- Evidence must be dated hire date as a full-time instructor. Evidence dated prior to your full-time hire date will not be considered.
- Order evidence in each section beginning with the most recent accomplishments.

Incomplete portfolios will not be considered. Please verify that each of the following is included in your portfolio before submitting:
1. Table of Contents

2.  [REQUIRED] Signed and dated complete copies of all Performance Enhancement Conference Summary forms.

3. [REQUIRED] Student opinion surveys for each section taught in at least five semesters as part of your full-time load.

4. [REQUIRED] Evidence of successful completion of New Faculty Mentoring Program.

5. [REQUIRED] Evidence of continuing Professional Development. Limit all to the time interval of this application. Require two boxes or more.

   ☐ Successfully completing a graduate level course of at least 3 credit semester hours in one's discipline or directly applicable to that discipline (include copy of unofficial transcript)
   ☐ Successfully completing a college level course of at least 3 credit semester hours in one's discipline or directly applicable to that discipline (include copy of unofficial transcript) if the college level is the highest for the specific discipline
   ☐ Successfully completing a professional development workshop offered through the College (provide summary of all workshops completed and include a copy of your BCC Training Record)
   ☐ Obtaining continuing education credits meeting professional certification/licensure requirements (include copy of unofficial transcript or certificate of completion)
   ☐ Attending a conference, workshop, seminar, webinar, or professional meeting to advance knowledge in the career field (include a registration form and workshop agenda, or a certificate of completion or attendance)
   ☐ Other:_____

6. [REQUIRED] Evidence of contributions to the College.

   Identify the evidence you are submitting for contributions to the College:
   Check at least one box.

   ☐ Participating on a college-wide or campus committee (include length of service, 1-2 sentence description of duties, role such as chair or secretary, and meeting minutes)
   ☐ Participating on an advisory committee for the college (include meeting minutes)
   ☐ Sponsoring a student organization (such as a professional organization, PTK, or the Environmental Club)
   ☐ Writing a funded grant proposal for College program improvement or new equipment.
   ☐ Researching or developing products appropriate to the academic setting that require a significant amount of time and effort (must be pre-approved by the supervisor)
   ☐ Developing and delivering a college-wide faculty workshop.
   ☐ Mentoring a College Success Skills student (copy of mentor completion form)
   ☐ Other:_____

7. [REQUIRED] Evidence of contributions to your Profession (Discipline).

   Identify the evidence you are submitting for contributions to the Profession (Discipline).
   Check at least one box.

   ☐ Participating in a discipline related professional organization or  committee (include length of service, 1-2 sentence description of duties, role such as chair or secretary, and meeting minutes)
   ☐ Participating on an advisory committee for the discipline (include meeting minutes)
   ☐ Successfully delivering a professional development workshop (include official workshop description/outline)
   ☐ Writing a grant proposal for program improvement or new equipment (include executive summary of grant and documentation from funding source)
   ☐ Participating on an articulation committee (include meeting minutes)
   ☐ Presenting a paper or panel member at a professional conference / meeting
   ☐ Publishing a scholarly or research paper on a profession-related subject in a refereed journal or textbook
   ☐ Creation of innovative instructional design
   ☐ Other: _____

8. [OPTIONAL] If you are also including other contributions (such as Contributions to the Community), please give a one to two sentence description of evidence included in portfolio:

_____
_____
_____
_____

# Appendix E.

TENURE PORTFOLIO
Custody Form

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Portfolio delivered to Campus Tenure Committee Chair by Tenure Candidate:
_____ Signature and date
_____ Print name

Received by Campus Tenure Committee Chair:
_____ Signature and date
_____ Print name

Received by Tenure and Professional Development Chair ( if necessary):
_____ Signature and date
_____ Print name

_____ Signature and date
_____ Print name

Return Receipt for Portfolio Received by Tenure Candidate
_____ Signature and date
_____ Print name