

TPDC MEETING
 FRIDAY, 1-16-15
 9:30 AM – 12:30 PM
 COCOA, LIBRARY, 2-205
 Approved 2.09.2015

MEETING CALLED BY	Deborah Anderson
TYPE OF MEETING	General
FACILITATOR	Deborah Anderson
NOTE TAKER	Jill Simser
ATTENDEES	Kelli Norris, Mevlut Guvendik, Brad Marovich, Willie Smith, Maureen Groome, Deborah Anderson, Daryl Davis, Jill Simser, Paulette Howell and Asiya Satdanova, Dr. Newman (guest), Katina Gothard (guest), Laura Earle (guest), Lynn Spencer (guest), Kristie Rose (guest)

MENTORING

L EARLE, L SPENCER, K
 GOTHARD, K ROSE & TPDC

DISCUSSION	<p>Discussion ensued regarding appropriate placement of the Faculty Mentoring Programs. At issue is whether the programs should be under the purview of CTE or TPDC. CTE is a faculty advisory council and funding branch. Improved teaching is not the primary focus of the Mentoring Program. If under TPDC, what standing committee does it report to? Until now it has been an independent program. Views expressed for placement under TPDC included:</p> <ul style="list-style-type: none"> • TPDC is the faculty voice for the shared governance model • Completing the Mentoring Program is part of the tenure process for new faculty • Adjunct mentoring would not be part of this relationship • Both faculty mentoring programs, the existing first year and the second year and beyond, would have oversight under the TPDC/PDSC <p>Question raised: If Mentoring Programs (both first year and second year and beyond) were to be placed under TPDC what line does it report to? A relationship exists between the Mentoring Program and PDSC. PDSC acts as a conduit to mentoring.</p>
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CONCLUSIONS	K Norris motioned to house the Faculty Mentoring Programs under the TPDC as a standing subcommittee to the PDSC. B Marovich seconded. The motion passed.
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**PROFESSIONAL LEARNING ACTIVITY
FUNDS – FORM AND PROCESS
REVIEW**

D. ANDERSON

DISCUSSION	<p>The CTE used the existing workshop proposal form to create the Professional Learning Activity Funding Form (new language from UFF contract). TPDC’s role is only whether the activity should be approved for funding. The process of faculty submitting completed college forms to itemize travel costs is not under the purview of the TPDC.</p> <p>The TPDC is under the gun of the fiscal year to get the form and submission process in place. This first round will pilot the form. Once form is approved by the TPDC, D Anderson will request the call go out by Jan. 20th, or 21st through Dr. Miedema to faculty, with the proposed turnaround time of return to CTE by Feb 4th. Feb 5th it will come to us with our vote to complete by Feb. 13th.</p> <p>TPDC discussed and made the following edits to the form:</p> <ul style="list-style-type: none"> • Select one activity only • Delete If the activity is to be supported..... • ADD: *If funding approved, it is the requestor’s responsibility to submit all required college documentation. • ADD: “full-time” faculty • ADD: **Approval by the TPDC does not guarantee funding of this activity. • Name change to form: Professional Learning Activity Funding Request Form
ACTION ITEMS	<p>D Anderson to email edited document for online voting approval on Tuesday, Jan 20th.</p> <p>Once form is approved by the TPDC, D Anderson will request the call go out by Jan. 20th, or 21st through Dr. Miedema to faculty, with the proposed turnaround time that form will be returned to CTE by Feb 4th. Feb 5th it will come to us with our vote complete by Feb. 13th.</p>

DISCUSSION	The TPDC is a document-heavy committee. The ability to access documents on tablets would be more efficient when conducting business. Devices could be handed down to next campus committee representative. Suggestion made to work with your provost to individually request through the strategic planning process as an initiative.
ACTION ITEMS	B Marovich to draft a sample request that all members could use to submit for SP. D Anderson will review and edit.

STANDING COMMITTEE UPDATES K ROSE, M GROOME, K NORRIS

DISCUSSION	<p>PDSC – K Rose reported that a lot of Workshop Proposal Forms have gone through PDSC from CTE. Two more are due next week. Another form coming the week after. The review process is working well. She posts them in Canvas as a Discussion item. Committee is looking at ePortfolio feature in Canvas. Members didn't feel Canvas would be the right choice. K Rose to send discussion to TPDC. From this input TPDC will propose requirements and needs for an ePortfolio as an option for faculty submission.</p> <p>PDSC is working on their attendance policy which they will vote on at the next meeting. They will model their policy after TPDC's policy for non-attendance.</p> <p>Clarify what means in description of committee "This committee will also field appeals for maintenance of continuing contract issues as addressed in Article 11.2C in the Collective Bargaining Agreement." Is it a Provost not approving an activity or someone saying they were returned to annual contract? D Anderson to get clarification on this.</p> <p>Rank Change Standing Committee - M Groome reported no meeting scheduled as yet. It has been requested that the committee develop mock portfolios to be placed in each library. They have also been asked to look at ePortfolio requirement and whether Canvas' ePortfolio will meet these requirements.</p> <p>The roster shows that members' terms are up at the end of Fall term instead of the end of the Spring term. D Anderson has asked the committee to look at terms and try to get in sync with TPDC and its other Standing Committees so calls for committee members can go out regularly in the spring of the year.</p>
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DISCUSSION

Sabbatical Leave Standing Committee – K Norris advised if faculty have documents in Angel’s Repository to get them out immediately since Angel is being replaced by Canvas.

Liaison Rotation – B Marovich to attend PDSC’s meeting as liaison on Jan. 30th. K Norris and M Groome to attend CTE’s meeting on Jan 20th.

M Groome to ask B Kennedy to include all TPDC members when scheduling meetings through a Doodle poll.

Provost representatives on standing committees act as an informational, non-voting resource. Dr. Newman wanted to confirm her standing committee assignment. Dr. Newman (Cocoa) is the primary provost representative for the RCSC; Sandy Handfield (Melbourne) is the alternate.

NEW BUSINESS

D ANDERSON

DISCUSSION

Tenure Review - Campus Committees are meeting to review portfolios. February 2, 2015 is the deadline for the portfolios to be submitted to TPDC.

Issues have cropped up with the chain of custody in the tenure review process. The chain of custody is intended to preserve the integrity of the portfolios. This is important because if the chain of custody is broken and applicant determined packet wasn’t intact, they could file a grievance. There should be an email trail as well. A TPDC committee member can take custody, but the chair needs to be part of the conversation. The Custody Form must be signed by all who have handled the portfolio.

Based on HR reporting 11 applicants are eligible for tenure. The TPDC only checks processes after the campus-based committee has already reviewed content and signed off on it.

TPDC reviewed one tenure application, which was approved.

Meeting adjourned: 12:30 pm