

TPDC MEETING
 FRIDAY, 11-14-14
 9:30 AM – 1:00 PM
 Cocoa Library, 2-205
Approved 12.04.2014
by majority vote

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, Katina Gothard (guest), Daryl Davis, Jill Simser

PB REPRESENTATIVE, STANDING
 COMMITTEE LIAISONS & AD-HOC
 COMMITTEE LIAISON

D. ANDERSON

DISCUSSION	Susan Houts resigned. Arlene Walker Adams and Paulette Howell volunteered to fill the position. Still needed are two volunteers to act as liaison to 1) CTE and 2) PDSC.
A new, ad-hoc committee called 2-year and Beyond is also looking for a liaison from the TPDC.	
CONCLUSIONS	Kelly Norris motioned for Paulette Howell to become PB representative. Maureen Groome seconded. The motion passed. No members volunteered to serve as liaisons in established, existing relationships. In the event of other groups requesting liaison relationships be established, it was suggested that TPDC's membership be increased in the future.

POINT SYSTEM

D. ANDERSON

DISCUSSION	TPDC continued work on a Point System for all activities within the categories of MCC. Motion made by Maureen Groome to keep TPDC's focus on MCC standalone activities using the existing framework of points for any activity not going below .25 or above 1 point. Jill Simser seconded. Motion passed. TPDC reviewed the compiled point
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	recommendations for each activity made by PDSC for MCC, RCSC for Rank Change, and TPDC for Tenure making several adjustments in point values. The TPDC voted in favor of the final document of point value recommendations.
CONCLUSIONS	Debbie Anderson is scheduled to present the TPDC's recommendations at the Nov. 25 th Executive Council meeting. (Note: EC meeting was rescheduled to Dec. 2 nd .)

**TENURE & STUDENT OPINION
SURVEYS**

K. GOTHARD

DISCUSSION	<p>Statistics were shared from 2012-2013 and 2013-2014 showing low response rate from students in completing the online Student Faculty Opinion Surveys. If students don't respond to online surveys, faculty have no evidence or feedback needed for their evaluation, per the CBA 2012-2015, 9.2. A.</p> <p>A conflict exists as the CBA 2012-2015, Appendix M, shows a printed Student Opinion Survey. Student opinion surveys are required for the Tenure Portfolio but the requirement is not being met. Faculty who have submitted printed copies as a backup plan to fulfill the Tenure Portfolio requirement are receiving pushback from administration as there is no systematic way to gather the results.</p> <p>How should this be addressed in the upcoming Spring 2015 Tenure Portfolio Review?</p>		
CONCLUSIONS	<p>TPDC drafted a letter of recommendation regarding the student opinion survey requirement for non-tenured faculty going through Tenure Portfolio Review in the Spring 2015. (Recommendation Attached) Motion to approve recommendation by Brad Marovich. Seconded by Kelli Norris. Motion passed.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
TPDC's recommendation sent to Dr. Miedema	Debbie Anderson	ASAP	

**PROFESSIONAL ENHANCEMENT
FUNDS**

K. NORRIS

DISCUSSION	<p>EFSC set aside \$50,000 in 2014-2015 for faculty professional enhancement activities per the 2015 CBA Reopener.</p> <p>The PEF Ad-Hoc committee sent a questionnaire to faculty asking about the types of activities they would support for funding. Open ended questions for suggestions were included. Ninety-four people responded to the questionnaire. CTE is developing a request form to complete for Professional Enhancement Funds. The Ad-Hoc Committee charge is to come up with a possible list of prioritized activities, guidelines, and</p>
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recommendations for the form.		
CONCLUSIONS Forward survey link to Dr. Miedema to send out a 2 nd time.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Questionnaire to be sent to Dr. Miedema for redistribution to faculty	Kelli Norris	soon

**RANK – PROVOST EVALUATIONS
CRITERIA**

M. GUVENDIK

DISCUSSION	To be eligible for rank change faculty must have “Satisfactory” or better on at least two evaluations in the previous 5 years. However according to the CBA 2012-2015, 9.2.A., evaluations are completed once every three years. How will the TPDC address the discrepancy?
CONCLUSIONS	Motion by Maureen Groome to change wording on the Provost Verification Form in the Change in Rank application from, “I certify that this faculty member has earned a “Satisfactory” or better on at least two evaluations in the previous five years with a “Satisfactory” or better on the most recent evaluation” to “I certify that this faculty member has earned a “Satisfactory” or better on at least one evaluation in the previous five years.” Seconded by Mevlut Guvendik. Motion passed. This is a suggested revision in the Handbook and other documents. Also, rank applicants will not need to include copies of signed and dated Performance Enhancement Conference Summary forms as part of the Change Rank Application. The supervising administrator’s verification on this part of the application indicates that the requirement has been met.

STANDING COMMITTEE UPDATES

D. ANDERSON & M. GROOME

DISCUSSION	PDSC – Is compiling a list of needs for a faculty e-Portfolio system and evaluating whether Canvas’ ePortfolio option might meet the needs of the faculty. The ability to create e-portfolio as a future option has been suggested for Tenure and Rank Change portfolio submission.
	RCSC – Has been asked to create physical mock portfolios for rank change as examples for faculty. Once compiled a mock portfolio would be placed in each library.

CTE WORKSHOP

DISCUSSION	TPDC approved workshop, “Reconstructing the Research Habits for Today’s Student” for MCC, Rank and Tenure.
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Meeting adjourned: 1:00 PM

TPDC recommendation 11.14.2014 – Student Opinion Survey

Submitted on behalf of the TPDC by D. Anderson, TPDC Chair

To foster student feedback for non-tenured faculty, the TPDC strongly encourages faculty to meet the student opinion survey requirement as set forth in the tenure application/portfolio. The TPDC acknowledges that the online student opinion survey 2012-13 collegewide response rate was 9.24%, and the 2013-2014 response rate was 9.6% (Data from CLO 11.13.14).

The TPDC recommends that a faculty member (as stated in CBA 2012-2015, 9.2.B.3) first use the online system. However, due to the identified low response rate when using the online feedback system, and if a faculty's response rate is low, the faculty member has the option of administering a print "Student Course Opinion Form" (CBA 2012-2015, 9.2.B. Appendix M).

In order to facilitate Spring 2015 tenure portfolio review, the faculty member will provide copies of the required student opinion surveys or the supervising administrator will confirm the faculty's compliance as stated in CBA 2015 Article 9.2 by providing appropriate documentation.

DRAFT