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TPDC Meeting		
12.11.2015 (Approved)	9:30 am – 12:30 pm	Melb. Bldg. 2-124
Meeting called by	Deborah Anderson, TPDC Chair	
Type of meeting	General	
Facilitator	Deborah Anderson	
Note taker	Jill Simser	
Attendees	Mevlut Guvendik, Willie Smith, Daryl Davis, Brad Marovich, Joe Wakim, Cordia Simpson, Jill Simser, Asiya Satdanova, Maureen Groome, Karen Ott, Lynn Spencer (guest - FMSS), Katina Gothard (guest - FMSS), Kristie Rose (guest PDSC/FMSS)	
Old Business		
Action Items	Person Responsible	Deadline
Request Goals from FMSS	J Simser	Completed - D. Anderson sent by email
Standing Committee and Other Affiliates		
9:30 – 10:00	Standing Committee Updates	
Discussion	<p>PDSC – K Rose reported the PDSC approved two On-Course workshops submitted for faculty advancement, plus four other workshops over the term. The committee plans to develop submission deadlines for workshop approval.</p> <p>The PDSC Handbook was updated to include a new attendance policy for members, minor edits to the criteria for Chair and Vice Chair, and PDSC's duties as they relate to FMSS, &amp; the CTE workshop approval process.</p> <p>Also, SC discussing with the CTE a proposal for the possibility of awarding faculty advancement for attending "seminars" versus "workshops". Criteria and a clear definition of the differences need to be established.</p> <p>PDSC has reviewed and voted on the work that FMSS has completed up to this point.</p> <p>SLSC – Nothing to report, per D. Anderson via K Norris (absent)</p> <p>RCSC – Procedures will be more clearly stated in the next revision of the TPDC Handbook.</p> <p>D Anderson reported on the time expended returning approved rank portfolios to applicants. The administrative support person shared by CTE and TPDC has agreed to do this if approved by TPDC. TPDC agreed to take advantage of CTE/TPDC administrative support when returning rank change portfolios in the future. There is currently no Rank Change Custody form in place. The TPDC may consider new language and process for this during the TPDC Handbook revision.</p> <p>CTE – J Wakim reported the group is working on a feedback survey regarding faculty perceptions about the CTE. It will be sent out 2.14.16.</p> <p>The group voted to have Baycare Behavioral Health conduct two workshops at Welcome Back. The college has a partnership with Baycare to assist students seeking counseling if needed. Included in the partnership is the college's prerogative to have them conduct workshops for the college. Ashley Spring is working on grant proposals and Wayne Brown is focused on global learning.</p> <p>CTE wants to develop a Canvas Champion recognition program. The program would spotlight people who are Canvas power users.</p> <p>FMSS – K Gothard reported the FMSS Handbook will be incorporated into the PDSC Handbook. After discussion it was determined the FMSS Handbook could be a link in the TPDC Handbook and not be part of the appendices.</p> <p><b>Mentor Time Commitment in PTP</b>            TPDC raised concerns about the formal commitment required of a faculty mentor participating in the PTP program. The program proposed will last 5 years. After year 2 the level of participation is determined by the mentor and partner. A mentor's formal commitment will be 1 year. Reassignments may be requested by the new faculty in year 2.</p> <p>Mentoring resources, once approved by PDSC/TPDC, will be posted on the CTE web page.            Phil Simpson is drafting language defining "withdraw" and "drop" that faculty can use on their syllabus.</p>	

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Action Items	Person Responsible	Deadline
Ask for CTE Liaison to the FMSS	J Wakim	next meeting
Send FMSS meeting notes (12.4.15) to TPDC	J Simser	asap
FMSS Document Review		
10:00 am - 12:30 am	TPDC and Guests	
Discussion	<p>Tenure Sample Portfolio Review - TPDC reviewed the example portfolio with some FMSS members and PDSC Chair present. TPDC was concerned prescriptive language of actual portfolio content, as opposed to generic language contained in the Rank Mock Portfolios might prompt faculty to assume that is "specifically" what they will need, and further encourage the "Will/Does this count" questions.</p> <p>Updates include the following:</p> <ul style="list-style-type: none"> <li>• FMSS will add a disclaimer and redact additional identifying information</li> <li>• Portfolio will be identified as a PSAV faculty example, AS faculty example, AA faculty example, etc.</li> <li>• The creation of tenure sample portfolios are planned for AA and AS program faculty.</li> <li>• The Custody Form, Application and Checklist will remain blank.</li> <li>• A qualifying statement underneath (other)</li> <li>• Replace tabs to align with the tenure requirements from CBA, 2012-2015 requirements. When faculty begin using CBA 2015-1018 requirements all portfolios will have to be pulled and updated.</li> <li>• CBA 2012-2015 requirements include tabs for Faculty Evaluations and Student Opinion Surveys</li> <li>• Signed statement of permission by faculty applicant member to use content for sample portfolios</li> <li>• TPDC Handbook edit: training requirements will have a statement "No EFSC mandatory training considered in Tenure application"</li> <li>• TPDC Handbook edit: EFSC training records to be considered in tenure application/portfolio should be highlighted on printout.</li> </ul> <p>Example portfolios will have spine labels identifying the notebooks as "Tenure Sample Portfolio - PSAV Program Faculty," etc. Copies of sample tenure portfolios will be housed at each campus library in the Reserves area. They will be available to faculty for Library Use Only checkout.</p>	
Conclusions	Time constraints prevented the TPDC from reviewing the FMSS Guide and Pathway to Tenure Program Guidelines (including FAQs). TPDC will meet virtually to review and send comments to FMSS for feedback. Michelle Maseman will be asked to send out a Doodle Poll for virtual meetings.	
Meeting adjourned: 12:30 pm		
Next Meeting: Friday, Jan. 8 <sup>th</sup> 2016 in Melb. 2-124		