Faculty Assembly Meeting
MINUTES
March 5, 2020

1. Call to Order – Amber Clark

Graham could not attend the meeting, so Amber welcomed all faculty to the meeting.

2. Review and approval of minutes from last meeting

The minutes from the February meeting were reviewed and approved as submitted, and copies were available at the meeting.

3. Treasurer’s Report – Ellen Oliver

The balance in the treasury is $1396.27 as of February 29, 2020. Copies of the Treasurer’s Report were available at the meeting. Ellen is taking dues payments ($10/member for full time, $5/member for part-time) and Support Staff Luncheon donations ($20/member suggested). Feel free to leave your payments in her mailbox and she will get you a receipt.

4. Family Fun Festival Update – Cindy Wynne

Cindy and others reported that this year’s Family Fun Festival was great, once again. The DJ worked out really well. Attendance seemed a bit down from last year, but it was still strong. It seemed better for general flow this year. Cindy volunteered to bring some of her critters to the TV studio and filmed a spot that ran on a morning show – she was awesome! In the future, we may wish to search for a different company for the mechanical bull/bouncy house; the current company continues to be a bit difficult to work with, seemed to be a bit too rough with the bull for some children, and showed up late, so that a line had formed before they got started. Amy volunteered to talk to some other companies. Just prior to the FFF, we were approached by a request (from a local travel soccer club) to have a table at the event; we declined due to the late notice, but decided we do want to put a policy in place for Jill and Kelly to be able to share with anyone from the outside who inquires about having a presence at our events. Amber and Ellen agreed to put together some verbiage for a draft of a policy for this situation, to be discussed at our next meeting. In general, it was thought that “educational partners” would be ok (such as the Physics club from VT, for example), but not others. Also, we discussed the possibility of inviting more of our STEM students to participate (like Jeff Levy’s or Bill Noble’s or Jay Lusk’s students, for example).

5. CLAS/CFAC Updates – Amber Clark

Amber shared a CLAS idea brought up by the Automotive department: when we mark a student absent, they get an email asking about/remarking on their absence. The verbiage can be created to suit us. We gave recommendations about verbiage as well as opt-in versus opt-out to assist faculty with making sure it was working as they wanted it to work with only initial attention from them. The CLAS Advisory Group meets at the end of April; if you think of anything you want considered for CLAS, just let Amber know and they can discuss it at that meeting. Additionally, Amber reported that the next CFAC meeting would be held in early April. One topic to be discussed is tuition waivers for spouses/children of VCCS faculty – we strongly approved of this idea. Amber asked for any other topics we would like her to bring forward to this meeting, and we raised the concern about Health – there is a Unit on infectious disease and one on mental health that we feel are especially important to retain in students’ curriculum. One idea would be to add it to College Success Skills; Amber will bring this topic to the meeting for discussion.

6. Faculty/Course Evaluation Procedures – Graham Mitchell

Graham sent the following report in his absence: “According to Sarah, the only procedures for completing the evaluation are those printed on the Evaluation Instruction Form. The Faculty Assembly can suggest additional
protocols; we just need to agree on what those might be, type them up, and make sure copies are given to the Deans.” Pablo offered to write up a draft of the protocol we discussed at our last meeting to be sent forward to Deans.

7. Support Staff Appreciation Luncheon – Amber Clark

Amber will confirm the date/location (Thursday, May 14) with Tammy Smith to make sure it won’t interfere with Graduation set-up and preparation. We need to figure out a new food vendor since Wade’s is now closed. We need to talk to Monica to find out what vendors we can use. Amber offered to do this. Amy will again handle the donation solicitation, Amber & Cindy will again handle the shopping, and Ellen & Caroline will again handle the invitations.

Respectfully submitted by Ellen Oliver, Faculty Assembly Secretary/Treasurer