Campus Council Minutes  
November 6th, 2014 – 3:15 pm  
Provost Conference Room

Present: Aya Al-Senusi, Felicia D. Blakeney, Cheryl D. Buckley, Victoria W. Budd, Laura McCullough, Mihaela Chamberlin, Celeste Dubeck-Smith, Karen S. Murph, Jo Ann M. Short, DeQuan Smith

Absent: Joan F. Anderson, Marjorie W. Parker, LaTonia M. White

I. Approval of Agenda
   • Minutes were approved through general consent and meeting was called to order at 3:15 pm.

II. Charlotte Calobrisi – On-time Registration
   • On-Time Registration was brought to the discussion.
   • One suggestion was added to the discussion of On-Time Registration that differences between registration before a class session begins and the time a class begins should be looked into.
   • It was mentioned that several staff members as well as some students have not received surveys regarding the On-Time Registration and that surveys should be looked into.
   • It was brought to the discussion that exceptions regarding registration should be made for Senior citizens.
   • It was mentioned that exceptions for getting into classes don’t particularly exist and involve many gray areas unless certain “rare” circumstances allow for them, to which a judgment call would have to be made.
      o However, these exceptions should not be advertised as feasible ways of getting around On-Time Registration and should be solely made for cases deemed as special.
   • It was claimed that many faculty find that On-Time Registration is an issue because of the syllabus and course load that the policy allegedly conflicts with.
   • It was also claimed that many people find this unhelpful for students and faculty and a suggestion was made to give students at least a week, or a few days to add, drop and/or switch courses.
   • It was added to the discussion that continuing On-Time Registration should be looked into because enrollment isn’t growing and because of the financial reality that students endure.
• A suggestion was brought to the discussion to make course syllabi available for students by professors in advance to at least give students an idea of what they should expect enrolling in that course.
  o However, enforcing that obligation upon instructors may be an issue to look into if those steps were to be made. Also, it may be an issue because adjuncts aren’t always guaranteed a course and course dates aren’t finalized.
• Another suggestion was made to have some kind of review available for students with mitigating circumstances to give students an idea of what to expect in a course.
• Another issue regarding On-Time Registration is that instructors typically need the first day of class to explain the syllabus.
• It was concluded that On-Time Registration has had some detriment effect and adjustments must be made.
• According to Ms. Calobrisi, there will not be a lot of changes seen to the On-Time Registration policy in the Spring and in order for those changes to be made, a whole academic year will be needed in order to fully settle any adjustments.

III. Group Photo
• The Campus Council members posed for a group photo that was taken of them and is soon to be posted on the website.

IV. College Senate Updates
• It was discussed that the budget will not involve any lay-offs, although there have been about 900 state lay-offs.
• It was mentioned that new policies of Freedom of Speech have been just recently implemented and formalized by the state.
• It was brought to the discussion that selecting the Rewards and Recognition group is in process by the Senate.
  o Professors/ administrative faculty are in the next phase of being recognized and eventually every one will be a part of the recognition system.
• It was brought to the discussion that Dr. Templin raised a question on where the college is heading to which it was added that we need to pay attention to completion, as in how do we engage faculty and students on how to complete their goals here at NOVA.
  o The overall input from faculty and engagement from both faculty and students is important in order to move forward.

V. CA Building Doors – concluded
• It was brought to the discussion that the CA building doors will be secured and are to be used for emergency situations only.
It was added to the discussion that these doors need to be programmed into a 24-7 lock-mode system because anybody has access to walk through them and are not very secure at the moment.

VI. Council Goal Setting/Campus Council Initiative
- The Campus Council came up with the goal of increasing visibility.
- The ideas on how to accomplish this goal:
  1. Input campaign to students/faculty
  2. Marketing of Council
  3. Intercom
  4. Campus hour once per month
  5. Send Campus Council minutes to representatives
  6. Electronic suggestion box on page via Google docs (NVCC An-Campus Council G-mail)
  7. Surveys
- Steps the Council will take to reach this goal:
  - Publish picture, and how to reach us, purpose, mission, (intercom/ picture)
  - Things the Council will do now (Implementation):
    - Google forms (Aya & Mihaela)
    - Open Council forum (Jo Ann & DeQuan) before semester ends

VII. Letter to Committee – Delegation
- This agenda item has been tabled to the next Campus Council meeting.

VIII. Mental Health Discussion
- It was discussed that feedback is anticipated from the House to inform what discussion has been taken place regarding the mental health policy at 2-year colleges.
  - It was added that there are studies to support why it should be included and by next Campus Council meeting there should be feedback on this matter.

IX. NVCC Alumni Federation petition
- The idea of approaching Senate to have adjuncts recognized with an additional award, through funding from the Alumni Federation and the Education Federation, with Campus Council as a conduit, was brought to the discussion since adjuncts are typically under-paid.
  - Rather than having the Campus Council be a conduit for approaching the Senate, it was encouraged to go direct to them instead or call them directly.
- The movement was made to directly contact the representative for the Federation.
- All in favor: 9
- Nays: 1
- Abstentions: 0

- The movement was made to ask the Federation board to have one more Outstanding Service Award for adjuncts.
  - Was approved by general consent.

- A suggestion was brought to the discussion to have desks provided for adjuncts in the same building of which they teach since it was deemed not practical for those instructors to have a desk in a different building.

X. **Gift for President Templin (College Senate)**

- It was brought to the discussion to have a portrait made for Dr. Templin to be hung at the NOVA in honor of him or to have a bench named after him.

XI. **New Business**

- It was brought to the discussion that the Campus Council should come up with a list of what qualities a provost should have.
  - Coming up with a list of these qualities a prospective Provost should have can be done through a survey just as what was done for the President search).
  - The survey can potentially include the mission, job description and questions that can ask what should NOVA have in a Provost.

XII. **Adjourn**

- Meeting was adjourned at 4:42 pm.