Northern Virginia Community College Senate
Meeting Minutes
10/17/2019

Attending: Teba Aljumali, Kristin Balbuena, Ivy Beringer, Braddlee, Kathy Bohnstedt, Alexander Case, Julie Combs, Kerry Cotter, Jen Daniels (proxy for Pam Hilbert), Santwana Das, Kathleen Deal, Kelly L. DeSenti, Stephanie Dupal, Michelle Gee, Katherine Hitchcock, Robert Johnson, Imran Kukdawala, Elizabeth Lanthier, Jack Lechelt, Beatrice McKeithen, Mike McMillon, Donna Minnich, Mary Moseley, Steven Mosley (proxy for Ellen Fancher-Ruiz), Diane Mucci, Rhonda Myers (proxy for Tykesha Myrick), Negina Noorzada, Marilyn Odaka, Mike Polcen, Regina Sanders, Beth Shewmaker, Stacy Slaten, Lisa Stelle, Maureen Townsend, Ashlie Warnick, Tamara Warren Chinyani, Christina Wells, Debbie Wyne, Jack Zegeer, Ed Zuniga

Absent: Tammy Currie, Patrick Dawes, Judith Gomez

GUESTS: Maggie Emblom (AL – Alternate), Charlie Errico (CFAC), Noelle Holloman (US Census), Mark Kidd (Dean of Students, Manassas), Alvenia McQueen (US Census), Alison Thimblin (QEP Ambassador), Alicia Tucker (PSC)

Senate Chair Donna Minnich called the meeting to order at 1:00 PM.

I. Approval of meeting minutes. Minutes from 9/19/19 meeting were approved by unanimous voice vote.

II. OLD BUSINESS

a. QEP. Guest Alison Thimblin reported on the QEP process. The QEP Steering Committee, SACSCOC Reaffirmation Committee – Charlotte Calobrisi and Sheri Robertson.

i. Dean Thimblin has travelled to all campuses and Pender to hold townhalls about the QEP process and to solicit participation. College is getting ready for reaffirmation of accreditation in 2022. Documentation about the college’s efforts go to an offsite committee and the college is visited by another group. Links on college website about the QEP and process.

https://www.nvcc.edu/accreditation/reaffirmation/qep/index.html

ii. The QEP should improve student learning and/or student success. The process right now is to identify topics. The last QEP was about academic planning skills (GPS for Success). Have to decide on new topic and wants everyone to engage in that process. Lots of information to help anyone with an idea is on the website above. Questions and ideas can be emailed to QEP@nvcc.edu. Proposals are due 12/15.

iii. The Reaffirmation Committee will look through proposals seeking common themes. Then those ideas are more refined/edited into proposals. The Committee reviews and picks the best one. It is then sent to Admin Council in March.

iv. These ideas can come from anywhere – individuals, campuses, pathways councils, campus groups. Forum councils should encourage participation and brainstorming. After a proposal is chosen by Admin Council, it has to be written as a QEP. Dean Thimblin said she will not be writing the QEP.
v. In 5 years, the college evaluates how the QEP is progressing. Everyone is encouraged to email Alison ideas to connect with others thinking the same way.

b. Office of Fair Practices. Title IX Coordinator – Charlotte Calobrisi told Senate Chair Donna Minnich that the position would be filled after Dr. Kress’s arrival as NOVA’s new President. The Interim Coordinator is Beth Harper.

c. Ad Hoc Appointment Advisory Committee – Senate Chair Donna Minnich thanked all who were nominated. Of the nine positions, 7 were announced on 10/15; Dr. Schiavelli will choose the last 2 and that information would be released soon.

d. Ad Hoc Grievance Panel – Senate Chair Donna Minnich thanked to volunteers. If you volunteered and didn’t hear from Donna, your name is on the list for the pool.

e. Policy: Window Covering Policy 3xxx. At a past meeting, Senator Katherine Hitchcock had asked if the Senate could review any policy revised in light of feedback. Senate Chair Donna Minnich contacted Donna Patchett who responded: “After all feedback is received, it is up to the Responsible Office to consider the feedback and makes changes to the draft. The Responsible Office then arranges for it to be placed on the agenda at Admin Council. The Responsible Office gets to decide what they want to propose to Admin Council and Admin Council approves it or not, sometimes with minor changes.” The “responsible office” for this policy is Facilities.

f. Senate discussed proposed statement regarding the Great Colleges to Work For survey. Senator Jack Lechelt said that we learned a lot from past surveys about the college and how our colleagues feel; administration should want this information.

i. Discussions about language ensued. Senate Chair Donna Minnich reminded the Senate that Charlotte Calobrisi has requested that the Senate form a subcommittee to work on findings from the survey results. Concerns raised about whether the survey revealed information about general concerns or was a response to then-on-going restructuring. Senator Elizabeth Lanthier said that the point of the statement was to encourage the college to participate in the survey annually and to distribute the results.

ii. Concerns were raised about how we would measure success from survey results. If numbers go up, are we satisfied? Goal is to improve, not just to raise numbers. Want college to participate, communicate, and work collectively to address any concerns.

iii. Motion to approve statement passed by voice vote with 1 NAY vote.

iv. STATEMENT: The College Senate supports Northern Virginia Community College’s annual participation in the Great Colleges to Work for Survey. Every year results of the survey should be presented to the College Senate and dispersed to all NOVA employees within a short period after receiving the results. Administration should present to the College Senate particular strengths and weaknesses and work with relevant bodies of shared governance, like the College Senate and the Personnel Services Committee, as well as other employees to accomplish the goal of earning frequent appearances in the highest ranks of the survey.

g. Personnel Services Committee Chair Alicia Tucker presented two recommendations to the Senate:
i. **Recommendation 1:** suggested a meeting with incoming NOVA President Dr. Anne Kress. Attendees would include the Chairs of PSC, ISSC, and the Senate. Topics should include shared governance, challenges facing the college, and how faculty/classified staff issues/concerns are brought to the attention of college administration and the President. Senate Chair Donna Minnich has organized the meeting.

ii. **Recommendation 2:** The Personnel Services Committee recommends that an Ad Hoc Committee of teaching faculty be formed to review, refine and define “Best Practices” policy for the Faculty Evaluation Process to ensure that it is effective, uniform and not unnecessarily burdensome to complete.

1. The faculty evaluation process is not the same on all campuses and not even the same at a campus (there are differences between divisions). Want to create “Best Practices” to bring equity and consistency to the process.

2. Senator Katherine Hitchcock said that Charlotte Calobrisi has stated that 80% of the policy can’t be changed – it comes from the VCCS, not NOVA. Charlotte suggested that we gather data and put forward what NOVA needs.

3. Composition of the committee was discussed – all teaching faculty? Suggestion that it include an Academic Dean and a Provost. Senator Katherine Hitchcock notes that the committee should be faculty-driven since it is their evaluation but Deans should be involved since they will need to implement it. Senator Kelly L. DeSenti suggested that there be one teaching faculty from each campus (6) plus one representative from ISSC, one from PSC, one Dean, and one Provost for a total of 10 people on the committee.

4. Motion to create the committee without the logistics of its makeup passed by voice vote.

h. **CFAC representative Charlie Errico presented information about the history of the Faculty Evaluation plan.**

i. Previous expectation was that faculty member had NOT met expectations and they had to prove that they had. Current system was designed to change that presumption. Faculty are presumed to meet expectations unless there is documentation showing otherwise.

ii. The current system was put into place to save time for faculty and Deans. The old system had faculty evaluated every year. Now faculty evaluated every year for the first three years and then at the end of their multi-year contract.

iii. NOVA’s experience isn’t unique – the intention was not to require hundreds of pages of documentation but some have taken it that far. Charlie recommended that the “Best Practices” (see above) be created at the system level; not to change the process but to educate faculty and administration about how to use it effectively to save time. NOVA can gather its “Best Practices” and work with other colleges.
iv. Policy is not a bad policy. Charlie has a DVD of a day-long Best Practices Seminar that includes 5 Deans (one now a Provost) about the current policy. Philosophy was to have an evaluation process that teaching faculty would agree with.

v. Rhonda Myers (proxy for Senator Tykesha Myrick) said that complaints seen by First Year Advisors about faculty are usually about senior faculty. A multi-year contract is akin to tenure. Shouldn’t we be evaluating senior faculty? Charlie said that if someone is not doing their job (“off the rails”), their contract can be converted to a one-year contract at the conclusion of their multi-year appointment. It is easy to do but it takes guts. Senator Santwana Das said that tenure is a disease at the 4 year schools.

vi. Senator Kelly L. DeSenti said that NOVA, through committee, can change NOVA policy even if we can’t change the VCCS policy. Doesn’t the VCCS policy involve less “micro-management”? Senator Katherine Hitchcock said that the committee should read the current policy as it sets a list of what must be done, and that is a lot.

vii. Evaluations should be a development conversation. Used to be a 10 page report to fire someone. Now we have 10 page reports for everyone. Charlie said that NOVA could fix that. Faculty just needs to establish APPDOs in the 4 domains and document that they’ve done then in a satisfactory way. Senator Ivy Beringer said that the APPDOs aren’t the evaluation; Senator Katherine Hitchcock said that APPDOs are just one part of the evaluation. Jenn Daniels (proxy for Pam Hilbert) said that we want something that develops and supports faculty. If suspect a problem exists, then we need documentation but if we treat people differently (require documentation from some but not others), that could lead to a grievance.

i. CFAC representative Charlie Errico updated the Senate about actions of CFAC. He said all the colleges in the system have similar issues. The CFAC has moved from being reactive to being proactive and initiating policy changes. Examples: Parental Leave for faculty (8 weeks for adoption, birth, foster of a child; available to both spouses), Phased Retirement (used in last 3 years of work, slower off ramp to retirement). CFAC can sometimes do things that we can’t at the college level.

III. NEW BUSINESS.

Dean of Students, Manassas Campus, Mark Kidd discussed NOVA’s participation in the upcoming U.S. census in 2020. There are hidden populations in our region and they should be counted.

Noelle Holloman & Alvenia McQueen, representatives from the US Census, presented information about the upcoming 2020 Census.

Explained what the Census is used for (allocating Congressional representation among states, federal funds, hospitals, road repair, telecommunications, etc.).
People are counted at their residences. Census wants to count everyone once and at the right place. This includes group quarters like dorms, nursing homes, jails. Want to motivate people to respond. Offering self-response online for this census or can call in to get paper form or can call in and tell information to Census worker over the phone. Need to follow-up with non-responding people. Census gathers and aggregates data and certifies it to the President and Congress and then to public. The first Census invitations will go out on 3/12. Reminders will follow. In May, enumerators will go to people’s homes.

The Census is partnering with libraries (for areas with poor internet accessibility) and can access form on smartphones.

There is no “citizen” question on the Census.

Want ALL RESIDENTS, regardless of legal status, to complete the form.

Approximately $675-800 billion is distributed to communities based on Census results. If it isn’t fill out, that is a loss of $2000-$5000 for the community over 10 years.

Census documents put out in 12 languages online with resources for additional languages; Spanish and English for paper versions.

Do international students complete the Census? Yes, if you live in the US, you should complete the Census.

Concerns about data protection – information is confidential and employees are bound for life. Cybersecurity is aiming for “unhackable”

WHAT CAN NOVA DO?

- Census wants partners – wants the best environment to make sure everyone is counted.
- What kind of messaging would work on campus?
- Census representatives can come to each campus and meet with student groups
- Senator Ed Zuniga suggested a Census polling station on a campus. What are the safeguards to protect against double responses? Census reps reported that the Census’s statisticians “work it out.”
- Senate Chair Donna Minnich has slide presentation Census representatives used.
- CENSUS IS HIRING! Part-time jobs that pay well (~$23/hour); jobs end at end of 2020.

Meeting adjourned. Next meeting: 1 PM on Thursday November 21.