Members Present

Alexandria: Alka Gandhi, Ruth Takushi,
Annandale: Vicki Budd, Hemchand Gossai, JoAnn Short, Laurie McCullough
Loudoun: Michael Polcen, Bridget Pool,
Manassas: Heidi Adamson, Susan Givens, Barbara Lash, Marcie Schreibman, Joye Thomas
MEC: Andy Cornell, Patty Ottavio, Beth Shewmaker
Woodbridge: Cynthia Alvarado, Megan Davies, Frank Ferrara, Alison Thimblin, Sue Thompson
College Staff: Ken Balbuena,
ELI: Kristin Shriver Hagan, Christy Jensen
Pres Appointments: David Epstein, Chad Knights, Beatrice Veney
Students: Vincent Cordrey

Alternates: Frances Villagran-Glover for Matt Todd, Rosemary Nigrelli for Corey Esparza

Members Absent: Kirsten Riddick, DeQuan Smith, Jennifer Horton, Laura Siko, William Straight, Corey Esparza, Karen Gordon, Shannon Ingram, John Bownik, Charlotte Calobrisi, Margaret Emblom-Callahan, Kerin Hilker, Don Johnson, Debra Powell.

Guests: Jill Caporale

Call to Order

Vice-Chair Jo Ann Short called the meeting to order.

AGENDA

Approval of November minutes (Short)

Election of Secretary (Short)
There were no volunteers for candidates for secretary. Volunteers will continue to be solicited on a meeting-by-meeting basis.

Election of Election and Credentials Committee (Short)
The Senate discussed the importance of having consistent and clearly communicated Campus Council elections at each campus. A credential committee was nominated and membership was approved: Ruth Takushi (AL), Jo Ann Short (AN), Michael Polcen (LO), Barbara Lash (MA), Megan Davies (WO), Ken Balbuena (At Large). The committee is charged with the following:
• Investigating current practices at their campus
Proposal from Global Studies Committee (Caporale for Nayak)

Professors Caporale and Nayak presented a proposal recommending that the current Global Studies Committee (GSC) be officially recognized as a college Standing Committee (see attached letter addressed to Members of the Senate). The purpose of the recommendation is to ensure the development and delivery of a global curriculum and to increase communication and collaboration between the GSC and other college committees. The Senate questioned the need for the GSC to be a Standing Committee and discussed possible unintended consequences. For instance, Standing Committees have a much different composition of membership than other committees, and the GSC may lose the influential and knowledgeable faculty and staff that have been part of the GSC since its inception. A suggestion to have the GSC be a sub-committee to the ISSC was also presented and discussed. A motion was made to support the GSC as a college Standing Committee. This motion was passed.

ISSC Hybrid Testing Proposal (Short for Todd for Robertson)

The Senate discussed a proposal from ISSC regarding the use of testing centers. It is unclear if the statement is from the current faculty handbook and if the proposed document is to be considered as edits to the handbook. After a discussion of the statement, there were two parts that were of concern:

- Each teaching faculty member for face-to-face or hybrid courses is required to be present during the final examination time and to provide an appropriate evaluation activity or to continue instruction if a final examination is not given.
- Entire classes cannot be sent to the testing center to take final exams during final weeks.

It is unclear if all campuses find that these practices present problems for testing facilities. Some campuses may be able to accommodate such practices in special circumstances. It was recommended that the statement be sent back to ISSC for clarification and to include wording that special arrangements may be made with the Testing Center on a campus basis.

Senate distance-ed subcommittee proposal on ELI faculty workload (Knights)

Dr. Knights presented a statement entitled “College Senate Sub-Committee on Assessment of NOVA Distance Education (ANDE).” This sub-committee is working in conjunction with membership of the ISSC and PSC. Data included the impact of offering low-enrolled ELI courses on workload. A recommendation was made to discontinue the routine prorating of faculty workloads based on enrollment in courses offered through ELI and that ELI courses be governed by the same policies and practices used to manage on-campus courses. A motion was made to support the recommendation presented. The motion passed.
Mental Health Act (Short)

The Senate discussed the increase in apparent need for mental health services on the campuses. A document was shared that summarized a bill that passed the House of the Commonwealth, which requires each four-year public institution of higher education in Virginia to create and feature on its website a page with information dedicated solely to the mental health resources available to students at the institution. The bill has a delayed effective date of July 1, 2015. The Senate discussed a proposed amendment to this bill to include two-year institutions as well. While the Senate recognizes that it cannot make direct recommendations to amend an existing bill, some members felt that supporting such a statement would demonstrate the Senate’s opinion that mental health services are in need at the campuses. A motion was made to send the proposed amendment to the Administrative Council. The motion was passed.

Forum Constitution and Bylaws Revision (Steering Committee)