Minutes

October 18, 2007

Attendees: Beth Harrison, Cynthia Alvarado, Ray Bailey, Ed Banas, Victor Bibbins, Bruce Carroll, Kathy Clement, Rob Como, Elizabeth DeAngelo, Charlie Dy, Pat Gary, Bobbie Gershman, Laura Jacyna, Dan Lewis, Brenda Lewis-Holmes, Elizabeth Lieberman, Jill MacDiarmid; Laura Noell, Kirk Nooks, Kathleen Odige, Alice Reagan, Joyce Samuels, Tony Stanzo, Carol Turner, Ellen Wertman, Amanda White

The meeting minutes from the September 6th senate meeting were approved, with amendments:

• A motion was made and approved to substitute text in Item 4.d. Dr. Ray Bailey provided text that would enumerate the accomplishments of the Environmental Committee for New Construction.

• A motion was adopted to add titles to names in the minutes.

Old Business:

1. Dr. Ed Banas, Chair of the Committee on Committees, reported on committee membership additions, resignations, and replacements: A motion was made and approved to make the following changes:

   • ISSC:
     - Ms. Nan Wongtanasirikul replaced Jennifer Ferguson.
     - Ms. Pat Gordon replaced Mr. Dave Lavis
     - Mr. Lam Le appointed in the student slot
     - Ms. Anne Anderson replaced Ms. Jackie Schilling
• Faculty Senate of Virginia: As Senate Chair, Ms. Beth Harrison’s, placement on the committee is mandatory.

• Curriculum: Milan Hayward appointed.

• Student Financial Aid: Mr. Franklin St. Hillaire appointed. (Note: 11/15/07 Mr. St. Hillaire has since resigned from the college.)

• Awards: Mr. Dave Lavis replaces Marvin Manassa, who resigned from the College.

• Hearing Panel: Ellen Wertman appointed.

2. Evaluation and restructuring of the College Committee Structures was running behind schedule and would need to begin soon to have work completed by the end of the calendar year and appropriately approved. Waiting for the President to appoint his committee members.

3. Dr. Laura Noell briefed the senate on her research into establishing a College-wide Forum Website (the National Institute of Standards and Technologies forum used as a model). Dr. Steve Sachs had directed her to Ms. Cathy Simpson regarding the technical requirements; however, Ms. Simpson has not been available.

• The senate discussed using a Blackboard site for the forum, with the possibility of using blogs and wikis. Many NOVA college committees already use Blackboard for their committees.

• Members were concerned about who would maintain and monitor the site so that questions are forwarded and answered in a timely manner by the appropriate administrative person. A suggestion was made that Amanda White, Beth Harrison’s assistant, would have the qualifications to monitor the site.

• Dr. Noell will continue her research and report back to the senate.

New Business

1. 2008-2009 Draft Working Calendar was approved with the following recommendations::
• Page 1, August 21, 2008 (R) College Convocation for College Community/Faculty Cluster Meetings.

ADD: The College will be closed in the morning for Convocation. College Offices will open at 1 p.m.

• Page 5, January 8, 2008 (R) Cross-Campus Day.

ADD: The college will be closed in the morning for Cross-Campus Day. College Offices will open at 1 p.m.

The senate felt that the College Convocation should include the whole college community. It was believed that considerations regarding student confusion could be adequately addressed by properly advertising the date ahead of time in the Schedule of Classes and online.

• Page 8, Change May 1, 2009 (Friday) to May 8, 2009 (Friday) and Change “April 30, 2009” in the text of May 8 (formerly May 1) to “May 4, 2009.”

2. New Agenda Item:

Schedule of Classes Production Calendar Review

• Dr. Brenda Lewis-Holmes requested the senate look into the current Schedule of Classes production calendar. Staff in her division have reported that the present schedule production has become frenzied, continuous, and overwhelming.

• It was suggested that a committee be formed to research the situation. Dr. Lewis-Holmes volunteered to chair the subcommittee. Also serving on the committee are Ms. Carol Turner, Nighat Sabir, AL, with Dr. Tony Stanzo helping in an advisory role.

• Ms. Harrison will contact the college editor, Ms. Janet Bush, Art Cavanagh (SIS/PeopleSoft representative) to serve on the committee.

Meeting adjourned at 3:20 pm.