Attendees: Beth Harrison, Cynthia Alvarado, Ray Bailey, Victor Bibbins, Donna Carlton, Rob Como, Elizabeth DeAngelo, Charlie Dy, Pat Gary, Bobbie Gershman, Jonathan Gueverra, Patti Hill, Laura Jacyna, Brenda Lewis-Holmes, Julie Hyde, Elizabeth Lieberman, Danae Erickson (alternate for Jill MacDiarmid), Barbara Maillet, Laura Noell, Kirk Nooks, Kathleen Odige, Alice Reagan, Beth Harper (alternate for Monica Sasscer), Ruth Stanton, Tony Stanzo, Rebecca Sutter, Rick Tittmann, Joan Trabandt, Carol Turner, Ellen Wertman, Amanda White

Old Business:

1. **Senate November 15 Minutes**: The November 15 Senate meeting minutes were approved, with the following amendments:

   - The names of the Senate attendees will be revised or removed by Ms. Beth Harrison,

   - Under the Old Business section the following revisions will be made:
     - Item 3.d., Restructuring of Committee Structure…;
       - Appointee membership revised: Dr. Tony Tardd and Dr. John Dever will be removed and Dr. Barbara Saperstone added.
     - Item 3.e. ii. Working calendar:
       - Editorial change from “long” to “longer”.
     - Item 3.h. ISSC:
       - Editorial change—“Instruction” changed to “Instructional”.

2. **ISSC Committee**: Mr. Jon Burton (TF-AL) resigned and Ms. Judy Paiva Snyder (TF-AL) and Ms. Abigail Friedman (MA-Student Liaison) appointed.
3. Green Committee:

• Ms. Ruth Stanton (MEC) appointed to committee.

4. Inclement Weather Policy (Frequently Asked Questions on College Website) recommendations were made and approved by the Senate:

• Dr. Laura Noell recommended a key issue be repeated in the beginning sections of the policy. Students only read the first paragraphs and don’t bother going further down for more information. The following sentence (from FAQ 9.) should be repeated in the opening paragraphs:

   *Any class with at least 45 minutes of class time remaining after the college opens will be held (for example, a 9:30 - 10:45 a.m. class will begin at 10:00) and classes that begin at 10:00 am or after will be held as usual.*

• Another recommendation was to change the start of the evening class time on the college web site, because several campuses start their evening classes at 4:00 not 4:30 pm.

   *Evening classes at Northern Virginia Community College are canceled: Evening classes are those classes that begin at and after 4:30 p.m. The College will close at 4:30 p.m. and no further classes will be held until the next morning.*

5. Senate Blackboard Site: Ms. Beth Harrison reported that the site was up and available for all senators. Currently, only the senators can use it, but, hopefully, sometime in the near future, the College will be able to involve all faculty and staff for intranet discussions.

6. PeopleSoft Issues on Entering Grades—Ms. Harrison said she received 45 emails from faculty trying to enter grades into PeopleSoft. Faculty complained that their entries are not being recorded. It was noted that faculty are not able to enter I and W grades in PeopleSoft. The Senate approved that this issue be forwarded to the Instructional and Student Services Committee so that body can develop directions for faculty to use when entering grades.

New Business

1. Climate Change Teach-In: Dr. Ray Bailey updated the Senate on the work of the College Green Committee. On January 31, 1500 colleges and universities will be participating in a national event called the Climate Change Teach-In. Dr. Bailey was very excited about the impressive work that the Green Committee has accomplished in organizing NOVA’s activities. Each campus will be hosting a variety of events during the week of January 28 - Feb 1. Events range from movies to prominent speakers. Dr. Bailey urged College senators to let their campus councils, students,
staff, etc., know about this very special program. Please see the web site for further information if you would like to participate.

2. **Update on 2008 General Assembly:** For the Senate information, Ms. Harrison provided a document listing the current Virginia Senate and House bills being introduced—such as, partial tuition waiver for children of university and college faculty, bond issue for buildings construction at every Virginia college, and other budget issue bills.

3. **Amending the Constitution and Bylaws of the College Senate:** Ms. Harrison discussed the procedures for amending the Forum Constitution. Revisions must be approved by Campus Councils twice; therefore, the schedule is tight. Senate members should review and forward their changes to Ms. Amanda White by February 14, if possible. Ms. White will enter the changes to the Constitution on the Senate Blackboard. The Senate will discuss and vote on these revisions at the February 21st meeting. A couple of possible substantive changes would be expanding the length of term for Senate members and officers and revising the membership of the Steering Committee to permanently include chairs of the Instructional and Student Services Committee and the Personnel Services Committee. This would allow for better communication and sharing of ideas.

It was agreed that the next meeting of the Senate will be moved from February 14 to February 21.

The meeting was adjourned at 3:30 pm.