Attendees:
Alexandria: Therese Aylward, Todd Bennett, Jean Hogan
Annandale: Athos Brewer, Kevin Simons,
ELI Campus: Maureen Madden, Jayne Townend, Nantana Wongtanasirikul
Loudoun: Mike Polcen, Dana Ruggenbaum, Joyce Samuels, Will Straight,
Manassas: Ray Bailey, Danae Erickson, Linda Pinkard
Medical: Kathleen Odige, Patty Ottavio, Angie Shoemake, Christiane Silva (Alternate), Beatrice Veney
Woodbridge: Julie Combs, Sally Cool, Bobbie Gershman, Dan Lewis, Doug Rhoney,
College Staff: Will Mallon, David Mastropaolo

Welcome and Introduction:
Meeting was called to order at 1:30PM.
Pat Gary welcomed Senators and thanked them for electronically approving September’s minutes.

Recommendations from the General Information Working Calendar Development Ad Hoc Committee on the 2010-2011 Working Calendar were considered. The recommendations and Senate’s actions follow:
1. Continue to schedule Convocation on the next to last day of the week before classes begin: Motion passed.
2. Include in the Enrollment Management Plan a tentative date on which the Executive Vice President will remind faculty to check their rolls after the financial aid adjustment period and to advise any students who do not appear on the roll. More than one reminder was recommended. Motion passed.
3. Include the date of the LRS Cross Campus Day in the General Information Working Calendar. Motion passed.
4. Develop an online calendar for the New Student Orientations (NSO) and associate it with the Consolidated Calendar. Implement this recommendation in time for the Summer 2010 NSOs. Motion passed.
5. Include the last day for the Student Services Centers to enter all “W” and “I” grades for the semester in the General Information Working Calendar. Motion passed.
They felt that faculty should be reminded by email.

2:00 pm 2010-2011 Working Calendar:
Dr. Dever requested responses by October 20, 2009.
The Working Calendar Draft was reviewed and Pat Gary asked for comments.
Recommendation 1: Monitor or access the success of the Sunday date for Commencement 2010 before Commencement 2011 is booked.
Pat Gary agreed to take this recommendation to the Commencement Committee.
Motion passed.
Recommendation 2: Discussion of the use of “faculty, staff, and students” vs “college closed” in regards to Winter Break, Labor Day Break and other college holidays.
Recommendation: Change the wording to “College Closed”
Motion passed.

Committee Update:
College Blue Book 2009-2010 Motion passed to approve the Blue Book as amended and to request that the Senate Steering Committee work with the Committee on Committees to fill any remaining vacancies.

Professor Emeritus Update – Revised forms and new deadlines:
Committee met 10/14/09 there is now a new deadline for 11/15/09 and an updated Form 105-152. Pat Gary indicated that she contacted Campus Council Chairs and Provosts to inform them of the revisions.

2-Year Senate/Council Staggered Terms – Elections and Credentials
Last year’s Senate approved staggered 2 yr. staggered terms. The current Senate will need to determine process. Senate Steering Committee requested that Elections and Credentials Committee recommend the process and bring back to full Senate for discussion and approval. Bobbie Gershman, Steering Committee member will serve as chair of the subcommittee.

Constituency Committee:
Steering Committee discussed whether this committee should be revived in light of the economy and the budget crisis. Pat Gary stated that the committee is 6 Senators and 18 college wide members. Senators discussed whether or not there is a need and a renewed interest in reviving the committee. Some questions centered on what the Constituency Committee does. Pat Gary clarified the duties of the committee. In light of the need for a large number of committee members, a recommendation was made to form an exploratory committee to determine if there exists enough interest in reviving the Constituency Committee. The exploratory committee is Kevin Simmons, Ray Bailey, David Mastropaolo and Kathleen Odige.

Continuity of Instruction Plan – Dr. Dever, Dr. Sachs, Dr. Buchanan:
Dr. Dever began the briefing:
The primary discussion centered on continuity of instruction. Administrative Council has discussed that in the event of H1N1, it is not a matter of shutting down, it is a matter of teaching continuity, but not just in case of flu but any case, natural disaster or manmade disaster. The discussion focused mainly on the instructional needs. On the use of Blackboard as an instructional tool, we are recognized as a leader in this area. Two major plans. What if faculty or staff cannot get in, are we committed to salvage the semester? Would Northern Virginia Community College close or will we to carry on? We must carry on because it is our mission and do all that we can to continue instruction. 2. Institutional side, if we lost a half semester, we would be financially very hard hit, we would lose that portion of student tuition.
Two key issues, what courses can continue and which of our faculty were prepared/trained to continue instruction? Some lecture classes could be done thru Blackboard. What about our faculty? What are the minimum competencies needed. Programs were established to meet these needs. Dr Dever discussed the documents which outlined what faculty had to keep in mind when teaching their class distantly, especially the interactions with students.

Dr. Buchanan discussed how many of the college’s courses could continue outside of ELI. Viable Virtual Labs could be looked at. Some lectures could continue; others could not i.e. Auto, Welding. There is a need to prepare faculty to migrate classes in case of a disaster. Also faculty could provide support services. There are additional needs to identifying personnel to do training. When they looked immediate concern over H1N1 virus, Administrative Council decided that timing was key and to initiate plans for Blackboard training during summer, 2009.

Pat Gary opened the floor for questions.

A discussion began including how the Bb training was presented to faculty as a coercive training requirement rather than a cooperative training offering. Dr. Dever stated that it was developed because of the immediate impact of the H1Ni virus on the college and its operations. He indicated that this type of disaster could impact the college for two weeks or longer. The college needed to prepare accordingly. A concern was expressed that the college may be attempting to move more courses online regardless of an emergency. Dr. Sachs clarified that in no way was this training an effort to move more classes online; it was to give faculty a minimal survival tool to keep their classes going. In spring, 2009 the Administrative Council was dealing with information that even if with one student had HINI we might have to close, therefore they had to make some prompt decisions. It was determined that Blackboard was the most viable tool to train faculty on first and then go on to offer additional tools.

Senators expressed their understanding that training was necessary to continue instruction in case of an epidemic or emergency, but their concern that the plan appeared to have limited faculty input. Dr. Dever requested suggestions on how he might communicate in a more cooperative way? Suggestions were made to involve faculty more in decisions that impact instruction and to communicate with faculty and or clusters for input and to provide more training. Senators voiced concern about the policy and the manner in which the requirements for competency was presented. It appeared “heavy handed” and did not inspire cooperation. Additionally, faculty would like an assessment of how they are doing from TAC. Dr. Dever stated that full time faculty are 44% Bb competent and adjuncts 20%. Senators expressed concern that with the large number of adjuncts who teach and the low adjunct competency (20%) that attention needs to be given to encouraging and providing some time of incentives to adjuncts to become compliant.

Summer Pay

Regarding summer pay for faculty, the summer pay issue has not been adequately addressed. Faculty are concerned that it the policy was presented to faculty last spring with no indication if it is permanent or not, and with limited input from faculty. Is this a measure as a response to the budget crisis only or is it permanent? Additionally, it is now time to schedule summer classes and faculty have no indication
if the policy has or will be revisited. Pat Gary stated that the policy was that summer loads would be reduced to 6 credits starting summer, 2010. Senators indicated that clarification needs to be given so that faculty can plan accordingly. Senators are concerned that in addition to the lack of salary increases, this is an additional financial hardship to teaching faculty. Senators stated that summer pay is not a luxury and that faculty members depend on summer pay to augment regular salaries and to attempt to maintain a basic standard of living in the Washington Metropolitan area.

Motion: Request that Administrative Council review the summer pay issue and its impact on teaching faculty as well as considering reinstating summer loads at full capacity (10 hrs.) once the budget crisis is over.

Motion carried.

Adjournment: 3:45PM