Northern Virginia Community College  
College Senate Meeting  
Minutes  
November 18, 2010

**Members Present:**
Therese Aylward, Anne Anderson, Ken Balbuena, Talula Guntner (for Cheri Bridgeforth), Kevin Simons, Judy Benavides (for Barbara Divers), Kimberly Wright, Diane Mucci, Joyce Samuels, Gert Heslin, Alicia Tucker, Esther Shapiro, George Flowers, Joella Folks, Kathy Grilliot, Dr. Mary Moseley (for Kathryn Willis), Al Ross, Bobbie Gershman, Ann Turpyn, Dr. Sam Hill, Claudia Chirinos, David Mastropaolo, Frances McDonald

**Guest Present:**
Dr. Cheryl Cardell, Vice President, SACS

Chair Al Ross called the meeting to order at 1:30 pm.

**Presentation by Dr. Cardell**
Mr. Ross introduced Dr. Cardell who briefed the group on the process by which the College will receive its reaffirmation of accreditation. The process involved two reports, one to be completed in March 2011 and reviewed offsite, and the second to be submitted prior to an onsite visit in November 2011. The focus of the onsite visit is the second report that is the College’s Quality Enhancement Plan (QEP). The two recommending bodies will report their findings to the Board of Trustees of SACS who makes the decision to reaffirm accreditation. The College, if found out of compliance in the final report in any area, will receive a warning and has 2 years to resubmit further documentation of compliance. If at the end of that period, the College is still found to be out of compliance, it will be placed on probation and risks being dropped from the membership.

In the question and answer period that followed Dr. Cardell’s presentation, members focused on the details of the onsite visit. Because of the size of the College, the visit can last more than two and half days. The visiting team will submit in advance the names of the key College personnel with whom they want to meet. Most likely these meetings will occur at a central location. Also, several focus groups will be arranged in advance to meet with the visitors and to answer their questions. Faculty, students, and staff were encouraged to be familiar with the College’s QEP. If interviewed by a member of the visiting team and you do not know the answer to the question asked, it is best to say you don’t know. College personnel when interviewed should stick to current policies and not talk about what happened ten years ago. The College may choose from a list of experts to assess its QEP. The visiting team will submit one report to SACS based on findings during the visit. The evaluation of the QEP will consider its scope of action, its feasibility, and its goals and how those goals will be assessed. The QEP must address, and demonstrate measurement of, student learning outcomes.

The College QEP will focus on academic advising with particular emphasis on early engagement of students in the advising process. Allison Thimblin is in charge of writing the report. Members were encouraged to invite Ms. Thimblin to their campus to discuss the status of the QEP. Charlotte Calobrisi is writing the SACS Compliance Certification report that is due in March 2011.
Approval of October 2010 Minutes
The minutes of the October 21 College Senate meeting were approved as revised.

College Committee Recorder
The chair updated the members on the progress achieved in acquiring an executive secretary to record the minutes of College Senate meetings. The search for a volunteer or a P-14 staff member to take the minutes for the remainder of the academic years continues. Mr. Ross noted that at the same time he is talking with several other departments to determine the feasibility of the College’s hiring a college recorder whose duties would extend beyond that of being the College Senate’s executive secretary. A suitable job description for such a P3 position would need to be written and require the assistance of Human Resources. Mr. Ross will keep the members informed of this outcome. In the meantime, members of the College Senate Steering Committee will take turns recording the minutes of future meetings. Mr. Ross will be responsible for recording the minutes of the November meeting.

Posting of Committee Memberships and Minutes on the College Website
Mr. Ross reminded members that it is likely that the SACS recommending bodies will check the college website for documentation that college committees are current and active. Committee memberships and minutes that are listed on the website need to be current. Campus Council chairs and committee chairs should submit their existing membership and minutes to wsdm@nvcc.edu for immediate posting.

Updates and Alerts
PSC proposals—The Personnel Services Committee proposals discussed at the October meeting have yielded positive outcomes. The 2011 summer pay formula has been resolved. Faculty who teach during the 2011 summer term will be paid at the summer rate for 7 hours and at the adjunct faculty rate for any hours beyond that. Stipends (the amount yet to be determined) will be available for faculty who choose to do faculty advising above and beyond what is expected in their summer contracts. The proposal regarding the VCCS29 has also been resolved. The proposal that addressed ways of rewarding years of service to the College has been forwarded to Dr. Dever and Geri Dolan. The luncheon where the awards are presented has been moved from Monday to Friday to enable more faculty and staff to attend.

Professor Emeritus nominees—the deadline for submitting names to be awarded faculty emeritus status in 2011 has passed. The Ad Hoc Professor Emeritus Committee that will recommend on the applicant pool is in place and will forward to the President’s Office its findings by December 15, 2011. Dr. Templin in turn based on the Committee’s report will recommend to the NVCC Board of Trustees. The Board will confer professor emeritus status at its January 2011 meeting. The recipients will be honored at the awards luncheon in March 2011.

Pending—the chair has received from the Instructional and Student Services Committee several recommended changes to the Faculty Handbook concerning faculty office hours. This issue will be taken up by the College Senate at a future meeting.
Personnel to Serve on the Committee for Safety and Security
Dr. Templin has asked the chair to recommend personnel to serve on a college wide committee to address issues of safety and security at the college. Specifically, the committee is to include 3 teaching faculty, 3 classified staff, and 3 administrative/professional faculty recommended by the College Senate. The charge, broadly stated, is to create a culture of safety and security that does not currently exist at the college. The Committee will co-ordinate training and safety drills. Personnel who would like to be considered for service should contact Mr. Ross. It was suggested that a good place to look for potential members is the Health and Safety Committees that exist at each campus. Dr. Templin will make the appointments to the committee.

Inappropriate Student Behavior
Mr. Ross recommended that members keep track of instances of inappropriate behavior on their respective campuses. They may report instances and possible solutions/recommendations to Will Flagler’s office. Members expressed concerns about the protocol for communicating incidents and the fact that NOVA alerts were either not being used enough or were not timely. No action was taken at this time by the College Senate on this matter.

There being no further business, the College Senate adjourned at 3:06 pm until January 20, 2011

Respectfully submitted,

Al Ross,
Acting Secretary