College Senate
Meeting Minutes
Thursday, January 19, 2012
Annandale Campus
1:30-3:15 p.m.

Alexandria: Ms. Anne Anderson, Dr. Peter Maphumulo
Annandale: Ms. Felicia Blakeney, Ms. Barbara Divers, Dr. Charlie Dy, Dr. Stewart Edwards, Dr. Abe Eftekhari, Ms. Kimberly Wright
Loudoun: Mr. Dana Beltran, Dr. Diane Mucci (chair), Dr. Georgeanna Stratton (via phone)
Manassas: Mr. George Flowers, Ms. Alicia Tucker, Ms. Rachel Zuckerman
MEC: Ms. Chris Slevin (via phone), Ms. Mary Moseley (via phone)
Woodbridge: Mr. David Dillon, Ms. Tanya Ingram, Ms. Alice Reagan, Ms. Ann Turpyn
ELI:
College Staff: Ms. Jamie Ellis, Mr. Robert Henderson, Ms. Kerin Hilker-Balkissoon, Mr. Joshua Hutton
College Recorder: Ms. LaToya Gray

Call to Order
The chair promptly began the meeting at 1:00 p.m.

Approval of the Agenda
The College Senate added the discussion of the Elections and Credentials Chair to the agenda. Afterwards, the motion to approve the agenda was seconded.

Approval of the Minutes
First, the chair urged the senators to review the minutes. One Senator moved that the November meeting minutes should be accepted, and the motion was approved unanimously.

Scholarships and Financial Aid
Second, Ms. Joan Zanders began her discussion of scholarships and financial aid. Two years ago, program integrity issues began. New regulations were presented to the Department of Education. However, many of the ideas were not accepted.

Ms. Zanders continued her discussion of financial aid policies such as Title IV. Title IV implies the return of financial aid money to the college or the Department of Education. In short, students receiving financial aid who withdraw or stop attending any class may, in most cases, be required to return a portion of their financial aid. Furthermore, students who do not attend other courses during the term, must comply with the Intent to Return Confirmation, Financial Aid form.

Ms. Zanders urged Senators and faculty to assume that students are on financial aid. Ms. Zanders stated that fraud and abuse are occurring across the country, but most students are not trying to defraud the college or the government.

One senator asked about how we can help students prepare themselves for this policy. Ms. Zanders encouraged senators to advise students that the best advice is to finish their courses.

In addition, medical withdrawals do not circumvent Return to Title IV policies. After the census date, students should withdraw from courses as opposed to failing them. Another issue is that if the student borrows money for educational and living expenses, the institution may also be required to repay a portion of monies owed.
A senator inquired about the process for students who withdraw online. Less than 20% of students who owe money to institutions respond to notifications about financial aid. In response, Ms. Zanders advised that faculty should also specify the last date of attendance for students who cease to attend classes prior to the end of the semester.

Concerns regarding Title IV can be addressed with financial aid counselors, and Adult Career Pathways staff may be able to help. Additionally, students who drop/add should complete this process **before the census date and within the same week**.

One Senator also inquired about blocks placed on eight-week courses. Ms. Zanders explained that the student must earn a passing grade for the first eight-week course before continuing in a second eight-week course. In matters such as these, loans can be added for the second eight-week class, but Pell Grants cannot be adjusted throughout the academic year. The senator further explained that students are not privy to all of the rules and regulations of financial aid.

In response, the chair of the College Senate asked Ms. Zanders what she wanted the College Senate and its members to do with the information she shared with them.

**Then, the motion was made that financial aid should be a part of structured advising, summer structured advising, and QEP advisory training. This motion was approved unanimously.**

**Satisfactory Academic Progress**

Third, Ms. Zanders introduced the concept of *satisfactory academic progress* by saying that students will meet the expectations of educators even if the expectations are high. Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by NOVA and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received.

At Northern Virginia Community College (NOVA), Satisfactory Academic Progress (SAP) standards apply also to non-federal aid, including state funds, institutional funds and foundation scholarships. Progress is measured throughout the academic program by the student’s cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program.

The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and again after most grades are posted for every term, starting with the first term of enrollment. Some career studies certificate programs are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program. A **summary of the policy of Satisfactory Academic Progress is detailed on the following page. This information may be accessed and reviewed at www.nvcc.edu.**

**Note:** Some Career Studies Certificate programs are ineligible for student financial aid.

**I. STUDENT FINANCIAL AID STATUS**

**A. Financial Aid Good Standing (GS)** – Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.
B. Financial Aid Warning Status (WS) – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.

C. Financial Aid Probation Status (PS) – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office. (See “IV. Appeals” for additional information.)

D. Financial Aid Suspension Status (SS) – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.

E. Academic Suspension (AS) – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid screens in SIS. Any student suspended from Northern Virginia Community College for academic or behavioral reasons is automatically ineligible for financial aid.

II. EVALUATING PROGRESS

A. Quantitative Standards or Pace of Completion

Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at NOVA (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned. Note: Federal student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds. Form 125-301 Rev.5/11 Page 2 of 3 Financial Aid Satisfactory Academic Progress Standards (Revised for 2011-12).

Maximum Hours (150% Rule): In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the College plus all applicable transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.
**Transfer Students**: In order to properly calculate satisfactory academic progress, transfer students who apply for financial aid must request official transcripts from all other colleges attended. Official transcripts must be submitted directly to one of the campus Student Services Centers for evaluation (student must also submit NVCC Form 125-049). Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility. The College has the option on an individual student basis to put a transfer student in Financial Aid Warning Status immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.

**Second Degree Students**: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.

**ESL and Developmental Studies**: Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

**Additional Considerations for Quantitative or Pace of Completion Standards**

- **withdrawals** (W grades) that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.

- **Incomplete Grades**: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.

- **Repeated courses** enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed, but repeating courses adversely affects the student’s ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

**B. Qualitative Standards**

**Cumulative GPA Requirements (GPA Rule):**

In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded from GPA evaluation. **In order to graduate, a minimum cumulative grade point average of 2.0 is required.**

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>GPA Requirement</th>
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<tbody>
<tr>
<td>1-15</td>
<td>1.5</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31+</td>
<td>2.0</td>
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</tbody>
</table>
Next, many senators argued that SAP is too low. The completion rate details that students must, at minimum, receive satisfactory grades in 67% of cumulative credits attempted. For explanation, each course repeated, transfer credit, or withdrawal course is calculated in cumulative credits attempted. Only credits that transfer into the school count towards SAP.

Ms. Zanders further added that faculty and staff must advise students to re-consider their course of study as well. After Ms. Zanders distributed the SAP Appeal Form (form #125-323), she informed the senate that it is the student’s responsibility to complete the form. Professors and instructors were not responsible for completing and submitting the appeal form.

**Grants Development Information**
Mr. Henderson introduced the Office of Special Grants Development. He encouraged senators, faculty and staff to research grants and apply for grants through VCCS. Northern Virginia Community College was approved for 80% of its grant applications.

The chair asked Mr. Henderson about the Campus Advisory Committees. Furthermore, Campus Advisory Committees are being re-instituted to disseminate information about grants availability.

One senator discussed her desire to write a grant through the National Endowment for the Humanities. Mr. Henderson urged her to work with his department. The NEH has approved many NOVA grants in the past.

**Student Activities Proposal**
The chair turned senators’ attentions to Josh Anton’s proposal for increasing the student activities fees. However, one senator stated that this proposal seemed to be based on one campus assessment. Another senator referred to this proposal as informational. There were not enough facts and evidence to prompt a recommendation at this time. Furthermore, many senators argued that the proposal did not present enough information.

Dr. Maphumulo stated that the student activities are largely handled by the Alexandria campus. In addition, he added that student activities fees helped with the construction of student union buildings for the Annandale and Alexandria campuses. Members discussed additional concerns that the incremental .50 fee increase would not be sufficient enough to pay for parking garages and other resources at the other campuses.

Another senator added that doubling a SAC fee would also be problematic, especially since senators did not know specific campus needs. Moreover, there was no evidence that all money would go to respective campuses.

In retrospect, Dr. Maphumulo further clarified that SAC funds would go towards general student activities. Despite concerns addressed by members, it was stated that more than 96% of students desire an increase in SAC fees.

In conclusion, the chair of the Senate suggested that senators address additional concerns and comments regarding this matter to her.

**College Calendar Revisited**
The chair addressed concerns that NOVA may need to revise its academic calendar.

**To this effect, the College Senate made a recommendation to encourage the Calendar Committee to re-consider extending winter break for all faculty, staff and students at Northern Virginia Community College and endorse a ten-week summer session. The motion was approved and seconded.**
One senator also suggested shortening the summer sessions. Additional concerns were that there was not enough time to complete maintenance and administrative duties.

**Elections and Credential Committee**
The chair solicited volunteers to serve as the Elections and Credential Chair. Every campus has an Election and Credentials representative, but the chairperson would coordinate what the campus representatives do and present at committee hearings. Finally, Ms. Alicia Tucker volunteered to serve as Elections and Credentials chair.

Ms. Tucker also requested Campus Councils to send her the names of campus representatives for the Election and Credentials Committee and Committee on Committees.

**Adjournment**
The motion to adjourn was made and approved 3:16 p.m.

LaToya Gray, College Recorder, respectively submitted these minutes.