Call to Order
First, the chair called the meeting to order promptly at 1:30 p.m.

Approval of Agenda
Second, the agenda was immediately approved.

Approval of February 2012 Minutes
Next, the February 2012 meeting minutes of the College Senate were approved with corrections and edits from Dr. Mucci.

CETL-Overview and Opportunities – Cindy Miller
Then, Ms. Miller distributed packets from CETL. CETL was explained as an acronym for the Center for Excellence in Teaching and Learning. CETL was created in connection to the 2015 NOVA Vision. The Center opened in 2008 as a virtual center under the leadership of Nan Peck. CETL established services which were aligned with the following goals:

- Increase professional development opportunities that result in enhanced teaching, increased productivity, and improved services to students; and
- Focus on student success by creating an environment of world-class teaching and learning.

More recently, the center opened its physical office in the CG Building, Room 218. The main function of CETL was to take care of faculty and students. CETL also participates in adjunct faculty orientation as well as professional development days. Power-UP Your Pedagogy is a CETL production where 100 or more people attend. The staff members at CETL have been considered faculty advocates, and they have received one-class release time for their positions.

Several senators discussed the history of CETL, and Ms. Alicia Tucker added that the Manassas campus did not have a faculty advocate. Afterwards, a general discussion about faculty advocates and their responsibilities commenced, and the chair asked a question about scheduled CETL meetings. Ms. Miller clarified that neither the Manassas campus nor the Woodbridge campus has faculty advocates.
Faculty advocates lead the faculty learning community as well as planned workshops and projects. Other important projects also include revising the website. CETL will also perform observations and consultations at the behest of the instructor. These consultations are vital to improving instruction in the classroom and rapport with students.

Ms. Ottavio commended Cindy Miller and Nan Peck on the tremendous jobs they have done with CETL. CETL was organized by faculty members at Northern Virginia Community College in the interest of faculty members at NOVA. Finally, Ms. Miller recommended that senators should advertise on their campuses for faculty to apply for and to participate as faculty advocates.

**NOVA Police and Emergency Management- Chief Dusseau**

Because of many concerns expressed by senators regarding campus safety, the chair invited Chief Dusseau and Mr. Will Flagler to discuss and answer questions about emergency procedures and alerts. Chief Dusseau presented pertinent information regarding public safety, and Mr. Will Flagler reviewed emergency management policies and procedures. Chief Dusseau recalled an emergency event at one of the NOVA campuses where one student, Jason Hamilton, attempted to injure his instructor as well as fellow students in December 2009. The former student was sentenced to serve 10 years (suspended sentence) for discharging a firearm on school property and an additional ten years for attempted murder. Although Hamilton has three years left to serve of his sentence, he must also serve an additional ten years of supervised probation.

Chief Dusseau explained that NOVA police and security have increased their manpower on NOVA campuses. To explain, OEM has a new position called Environmental Health and Safety. Also, NOVA has removed many officers from overnight shifts to daytime shifts. In addition, Mr. Dusseau has instituted daily reports as well as hiring lieutenants to assist with leadership services. These actions increased sworn presence on all NOVA campuses, as well as created a safer environment for the students, staff and faculty. In the interest of organizational improvement, safety districts were also organized. To explain, each two campuses of NOVA constituted one safety district. Thus, the college consisted of three safety districts. Finally, Mr. Dusseau explained that his goal is to institute more unarmed security guards on each NOVA campus.

Then, Mr. Flagler stated that emergency management works with IT, the College Board, Administrative Council, as well as faculty and staff members at Northern Virginia Community College. Mr. Flagler reminded senators that changes in emergency management and public safety have been mandated by the President. Next, Mr. Dusseau explained the safety equipment inventory and upgrades at the college. Mr. Dusseau presented an account of safety equipment upgrades listed, but not limited to the ones, below:

- 508 digital video cameras dedicated to security;
- Helmets and shields as tactical equipment;
- New vehicles;
- Incident Command Kits for Emergency Coordinators;
- Variable message board signs;
- Defibrillator at the college and in each police cruiser; and
- Improved communications through inter-operable radios and toughbook computers

As an added note, NOVA officers can contact local police departments for assistance and further information in the case of emergency events.
Ms. Felicia Blakeney asked if there was a universal response that faculty and staff should know in case there was a real emergency with the threat of physical violence. In response, Mr. Dusseau explained that some areas on NOVA campuses have only one blue-light alert post. Other areas and campuses have three or more in one area. Therefore, NOVA police and public safety officers must evaluate how to correct this problem. **However, the cost to improve blue lights and call boxes was estimated at $12 million. Currently, NOVA Public Safety and OEMP are considering other possibilities and options.**

Ms. Reagan explained that the red alert buttons on her campus have disappeared. Although other senators responded that their buildings and campuses still have emergency alerts, this issue will be researched and addressed. Hence, other concerns and problems at the Woodbridge campus were addressed. As a result, Chief Dusseau explained that the college was considering electronic access on doors at NOVA. Then, the chair discussed concerns about changing locks at the Loudoun campus from key locks to swipe locks.

Mr. Dusseau also addressed police training and public safety newsletters. Information regarding training improvements will be advertised and disseminated online. When alerts occur, the college will launch an Emergency Operations Center in the CT building. Nevertheless, one senator asked about getting stop lights on campus because of the numerous car accidents at the early morning rush hour. Mr. Dusseau responded that a decision needed to be made regarding whether it was better to remove officers from campus duty onto traffic duty.

Additional comments about safety were addressed concerning NOVA, Alexandria. In response, Chief Dusseau asserted that police and public safety are reviewing data about all NOVA campus sites. To explain, the Alexandria campus was considered more urban than any other NOVA campus. Also, there were many influences around the campus which were not education-related.

**Bookstore Issues-Jack Smith and Len Scoggins**

Representatives from Barnes and Nobles visited the Senate to address campus concerns about the bookstore. Mr. Jack Smith asked about concerns regarding the bookstore website. In response, there was much confusion about hours the bookstore was open at each campus location. Also, the chair expressed additional concerns about whether the website could be updated in real time. The representative replied that there should be no problem with updating the website. Both the Barnes and Noble Company and the IT department can make changes to the website.

Additionally, one senator asked questions about inventory control. What factors other than orders from faculty impact the number of books the bookstore requests? The representative explained that there were many underlying factors which impact the number of books in the bookstore. Course enrollment, publishers’ specifications, and previous course enrollment estimations from prior years affected inventories and shipments. Nevertheless, representatives reassured senators that they would research these matters.

The chair addressed these concerns:

- Often, students are directed to purchase the wrong textbook. Is there anything that faculty can do to address this issue?

    The bookstore representative responded that bookstore workers have been trained to ask students at what campus are they taking classes. As a result of much dialogue, the bookstore representative added that there should be more scheduled training soon.
Additional responses from the representatives included, but were not limited to, discussing the multi-tier return policy. Under this policy, students can return books within the first two weeks of classes. However, the bookstore has experienced problems with students who buy books online and then try to sell the books back on campus.

Dr. Charlie Dy concluded that he has also heard about bookstore issues at Annandale campus. Two years ago, the Annandale campus had the same problems with its bookstore. As of this semester, all bookstore problems have been resolved by the Bookstore Committee. Surveys reflect strong satisfaction from all sectors of the campus population about the bookstore on Annandale campus. Moreover, Dr. Dy summarized that some issues are unavoidable. Although problems with the bookstore, the cafeteria and dormitories will not completely diminish, all NOVA campuses should incorporate a Book Store Committee to address these problems and concerns.

The bookstore representative also informed the College Senate that by fall 2012 each campus will have a vending machine with school supplies. Another senator asked about who will update the webpage. Then, the chair asked about whether the webpage could connect to your own personal webpage. The senate recommended more information should be added to the page based on student requests and comments. Bookstore hours should be posted on the website, and there should also be a disclaimer on the web page for students to read which explains that textbooks vary from campus to campus. More importantly, students should purchase their textbooks at the campus where they are taking classes. Because store hours vary by campus and change depending on the time of the year, the best thing would be to simply add a link to the individual "store hours page" from the bookstore websites.

Because students also are very active on Facebook, the chair also recommended that Barnes and Nobles should connect with NOVA students on the web using Facebook and Twitter.

**Task Force for Committee Review-Membership**
The chair discussed information regarding the Task Force, and there was much discussion about the membership and constituency. Recommendations for this committee included Ed Banas, Christine Holt and Jim McClellan. Questions regarding this issue centered around the number of people on the committee. Afterwards, it was recommended that there will be 14-15 members on this committee. However, the committee would not begin its work until Summer 2012 into Fall 2012.

**Other Business**
Finally, Ms. Reagan asked for volunteers to participate in committee work for Committees on Committees as representatives. Using information she already has compiled, the next step will be to decide who will fill position vacancies. The chair and Ms. Reagan requested recommendations to serve on Committee on Committees. As a result, other senators provided updates about their respective campus representation.

**Adjournment**
The motion to adjourn was approved 3:31p.m.

LaToya Gray, College Recorder, respectively submitted these minutes.