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

Approval of March 2012 Minutes
Second, the chair informed senators to send any additional revisions and corrections to the College Recorder. After changes to the March meeting minutes were addressed, senators approved the minutes with corrections.

Personnel Services/ Overload Revisions- Dr. Charlie Errico
Then, Dr. Errico explained changes to the overload policy revisions. The chair of Personnel Services Committee detailed information about faculty members who have tried to teach the maximum number of workload hours for overload. Dr. Errico expressed that faculty members are allowed to work as many hours as they want as long as they understand and agree by signing a waiver that they will not be compensated for more than 10 hours.

Next, Dr. Errico also introduced the three candidates for the Executive Vice President position. What were the names of the candidates? Administrators have requested the presence of committee members from the College Senate and Personnel Services Committee. The following dates were reviewed as tentative dates for committee members to meet the candidates for the Executive Vice President position:

- May 2, 2012
- May 3, 2012
- May 7, 2012

Ms. Shelli Jarvis added that full representation by both committees would be overwhelming for the candidates interviewing. However, the names of volunteers who would like to attend this meeting are being solicited at this time. Last, Ms. Jarvis added that the meeting should be informal and informative.

Instructional and Student Service Committee- Exam Week Policies
The chair met and spoke with the chair of ISSC to discuss pressing issues regarding exams and final’s week. Concerns about faculty members who administered exams which did not follow the exam schedules and policies were addressed. The Instructional and Student Services Committee has requested the support of the College Senate in enforcing appropriate exam policies and procedures. In addition, Ms. Alicia Tucker explained additional problems with exams for hybrid courses. One committee member also broached the concern of faculty members who make the semester shorter by giving finals earlier. Consequently, deans and provosts have addressed this concern at most campuses.
As a result, the College Senate strongly stressed the importance that faculty members follow the exam schedules and have hybrid courses follow appropriate exam schedules. The motion was seconded and approved.

**Senate, Campus Council and College Standing Committees**

The chair detailed that the website for the College Senate has been updated and improved. However, other websites need serious updating. Although changes to the websites must go through Web Site Design Management, the chair reminded senators and chairs of other committees to follow an effective strategy for emailing WSDM which included providing the link to the appropriate web page, specifying directions and details to remove and add information, and archiving folders and old files.

**Ad Hoc Committee to Review College Committees**

Currently, the Ad Hoc Committee still needs volunteers to serve as members from their respective campuses. The Ad Hoc Committee includes the following individuals: Dr. Diane Mucci, Ms. Alicia Tucker, Ms. Joan Blankmann, Dr. Jim McClellan, Ms. Jennie Ward, Ms. Alice Reagan, Ms. Karen Miller, and Dr. Christine Holt. In addition, the chair also requested that more administrators volunteer for the Ad Hoc Committee.

Moreover, Ms. Alice Reagan added that there have been numerous requests for more people to be committee members for the Green Committee. Then, many senators expressed concerns about inactive local committees on NOVA campuses. This concern garnered much dialogue and feedback. As a result, this matter requires review and discussion. The chair added that there is a plan for an organizational committee meeting in August or September 2012.

**Student Government/ Bus Routes and Intercampus Connections**

Student representative Josh Anton detailed background information regarding problems with free parking in the past with specific emphasis on Phi Theta Kappa at the Loudoun campus. Concerns about free parking for induction ceremonies are justified. Additional problems with parking arose when the Imam for the Muslim Student Association came to NOVA and was ticketed.

Mr. Anton proposed revising the current policy of free parking at NOVA campuses to read as follows: *Campus Events, such as transfer fairs, job fairs, international day, student recognition events, etc., which are scheduled for the benefit of students and for which no event admission is charged, will not be assessed parking fees, and arrangements will be made to accommodate visitors who come to campus for those events. This determination shall be reviewed by the business office manage; however, final determination shall be made by the Serving Campus Provost.*

Mr. Anton has made these proposals as a realistic alternative to parking problems. Nevertheless, senators inquired about the number 250 and discussed concerns for smaller campuses such as Manassas and Woodbridge. Therefore, one senator suggested focusing on parking concerns to be on a first-come, first-served basis. Afterwards, the chair asked senators for their comments and motions on this matter. As an amendment to the rewording of Policy 10.15.5 of the Faculty Handbook, the motion to rephrase the policy as read by Joshua Anton was approved by the College Senate.

Furthermore, the bus route was approved. The Herndon-Monroe route park and ride connects to Loudoun campus, and the ridership for this route has outnumbered the Ashburn route. Unfortunately, the NOVA line that connects Alexandria and Loudoun campuses will take another three years to complete. In the long run, Alexandria and Loudoun campuses will benefit from this transportation route because students will be able to take evening classes. These transportation systems would also create interconnections between campuses and
better relations between NOVA students at different campus locations. Last, this accomplishment promotes green initiatives in the environment by reducing the number of drivers on roads and emissions from cars.

**Committees on Committees Update**

Ms. Alice Reagan urged senators that membership for Committee on Committees needs to be completed at the organizational meeting on Thursday, April 26, 2012. Also, Ms. Alicia Tucker also reminded everyone to identify faculty members who have doctoral degrees and those who do not possess this advanced degree.

One senator added that many inactive committees have support from faculty, members, and individuals who would like to attend meetings and participate in committees. Consequently, re-purposing and re-configuring those committees would also be beneficial to the college.

**Announcements**

- The final meeting for the College Senate for academic year 2012-2012 was scheduled for Thursday, April 26, 2012 at 1:30 p.m. in Brault Building, Annandale Campus. Senators who are serving their final terms do not have to attend. The organizational meeting will address Campus Councils, Committee on Committees, and the Steering Committee.

- Student representative Josh Anton also identified the names of students who will serve as representatives for the College Senate for academic year 2012-2013. These students will serve as new student representatives for the College Senate: Mr. Alfred Escobar and DaQuan Page Amir.

- Congratulations to the Alexandria Campus on its new Student Government Advisor.

- **Jack Kent Cooke Scholarship**

  Senators demonstrated their support for David Liendo, the 2012 Jack Kent Cooke scholar. Mr. Liendo is one of 60 scholars who received the award this year. Contingent upon continued superior academic performance, Mr. Liendo will receive $30,000 per year to complete his undergraduate studies (and possible graduate education as well). Mr. Liendo is the sixth NOVA student to receive this accolade.

The meeting concluded at 3:30p.m…

LaToya Gray, College Recorder, respectively submitted these minutes.
Addendum to April 19, 2012 Minutes

An electronic vote was taken concerning parking services’ issues at the college. The tally for the vote is listed in the following details below. First, here is the issue on which senators were asked to vote:

1. Please respond to the statement below with a Yes or No to approve or disapprove of this parking services proposal: "Our current college parking policy states that: During the grace period, students who park in the faculty parking lots receive a warning first. The second time they do this, they receive a full $75 citation. We are discovering that new students do not sufficiently understand the difference between the faculty and student parking lots and are parking in the faculty lots when they first arrive. It is not a large number, but we end up giving them a $75 ticket if the grace period is over. Parking Services would like to change the policy to offer a first-time warning for students who park in the faculty lot after the grace period as well (or before as the case may be). This is what they receive when they park without valid permit in the B lot. So, the process would be consistent and the same for both parking lots."

2. The results of the parking survey: 20 senators voted yes, plus 1(Yes) supporting senator who responded via email = 21 (Yes) total supporting senators. 6 senators voted No, opposing this proposal. That is a 78% approval rate of support (Yes) on the proposal, so I believe it passes.