COLLEGE SENATE MEETING

January 17, 2013

Minutes

Members Present:

Alexandria: Delores Scott, Matt Todd
Annandale: Felicia Blakeney, Jill Caporale, Charlie Dy, Stewart Edwards, Abbas Eftekhari
Loudoun: Hashem Anwari, Georgeana Stratton
Manassas: Sheri David, George Flowers, Tom Hergert
MEC: Paula Smith
Woodbridge: Alice Reagan, Al Ross
College Staff: Jamie Ellis
ELI: Frances McDonald, Sue Picard
Presidential Appointments: Charlotte Calobrisi, Chanee Singkarvanich

College Recorder: Norie Flowers

Chair Ross called the meeting to order at 1:30 p.m. and asked that members who could not attend Senate meetings in person please forward their phone numbers ahead of time to the Chair. Members will then be called at the start of the meeting.

Approval of Minutes: A motion was made to approve the November meeting minutes, seconded without objection and carried.

Chair Ross stated that the February meeting would be held in the Brault building. In April, in addition to the regularly scheduled meeting on the third Thursday, the new Senate meets the fourth Thursday in April. A location was discussed and committee members expressed a venue preference for the Annandale campus for the March and April meetings. A motion was made to hold the meetings at the Annandale campus in March and April, seconded without objection and carried.

Ad-hoc Committee Updates

- Faculty Emeriti: Twelve nominations were received and the honor was bestowed on all by the NOVA Board of Directors. The committee is organized by the Chair of the Senate and applications are due in by November. The process and documentation includes a cover letter and two letters of support that are intended to explain the contributions made by the nominee to the college. The process has been streamlined and includes a sign-off sheet for each committee member. The committee makes recommendations to the NOVA Board and the Board approves the final selection. Classified staff members have a separate committee and the process is similar to the faculty emeriti nomination process.

- Committee of Review: The Committee is reviewing all of the current committee structures. A survey will be sent out shortly to all faculty and staff to solicit input on the
level of efficiency and effectiveness of the committees on which they serve and whether they feel the goals are the appropriate ones. Mr. Ross asked that Senate members be the point persons for any questions faculty and staff may have concerning the survey.

- **VCCS Faculty Evaluation Committee**: The Committee was formed with cross-college representation from three College Forum Committees: the College Senate: the Personnel Services Committee, Instructional and Student Services Committee and the College Senate. The VCCS provided a basic evaluation model plan and has asked each of the 23 colleges within the VCCS system customize the plan according to their needs and preferences. By August 16, the plan must be approved by the majority of the faculty and sent to VCCS.

The committee is divided into four subcommittees and the entire Committee will meet on January 24. One concern raised was whether the faculty would have enough time to review the plan by the end of the Spring semester. Mr. Ross will invite Dr. Errico to the next Senate meeting to give an update to Senate Committee members. Mr. Ross will also provide Senate members with the makeup of the Committee.

**Update on the Website Make-Over**

Ms. Flowers presented the new and updated version of the College governance web site from the test staging server, due to be launched in the coming weeks. The content was not changed, but the formatting was completely redone and Committees that were not previously listed on the web site were added. The redesign was done in order to make the site current, consistent and user-friendly. Committee members were asked for their input, and they requested that a new “agenda” tab be added to each Committee web page. Ms. Flowers asked that Campus Council Chairs forward their current membership and minutes to her, and she would have them uploaded to the web site. Ms. Flowers will notify Senate members when the new site is launched.

**Progress of Fee Proposal Through Campus Councils**

The Annandale, Woodbridge and Manassas campuses approved the fee proposal which calls for advance notice before any fee changes are enacted. Committee members expressed a level of concern and confusion over the fees attached to the use of the cultural centers. A suggestion was made to request the funding structure for the centers. Chair Ross summarized the two issues: 1) prior notice when the college raises fees; and, 2) the relationship between the college and the cultural centers located on college property.

**Campus Council Updates**

**Woodbridge**: Campus Council Chair Alice Reagan stated that their campus meetings are held the first Tuesday of each month. Updates and issues presented included:
- A new cafeteria service has been installed and has been being well received.
- An effort is underway to add healthier food choices in the vending machines.
- The Council is working with the student government to assist them in being more procedural, proactive and independent.
- The Council voted on the Fee proposal.
• Concerns continue to be expressed about the faculty and staff parking spaces that have been taken away.

**Manassas:** Campus Council Chair George Flowers stated that their campus meetings are held the third Friday of every month. Updates and issues presented included:

- Parking and traffic has been a problem, particularly in connection with the new building as parking spaces were lost. As a result of Council efforts, the lost spaces were returned. In addition, lot restriping and new signage were done. With the location on an historic battlefield, traffic has been a problem for a number of years because there are only a few roads into and out of the campus. The Council succeeded in getting a new lane of traffic opened up to speed up egress from the campus. Restriping was also done on another road which now moves traffic in a different direction. Both of these actions lessoned overall traffic congestion to and from the campus.
- A representative from the Purchasing Division was invited to address the Council on the issue of the length of time it takes to move a purchase order through the system. The Council expressed their concerns and hopes to see a positive change.
- From the original request of the Senate Chair on possible four-year programs at NOVA, one of the possible options offered was a 3+1 in education if there were sufficient interest and support. A four-year IT degree was discussed with some pushback from Campus Council members who felt that NOVA might be moving away from its original mandate.
- The Council will be installing a phone, dial out only, for students without cell phones to use in emergency situations.

**Loudoun:** Campus Council Chair Hashem Anwari stated that their Council meetings are held monthly on Mondays. Updates and issues presented included:

- There is a new food service in place on the campus.
- The Committee on Committees was discussed to ensure good representation from all the campuses.
- Student suggestion boxes (hard copy and virtual) have been instituted and are located in visible areas on the campus.
- Council members expressed security concerns over the impending new building that will have glass walls.
- New Council members were encouraged to read the faculty handbook to better understand their roles.
- Faculty evaluation policies were discussed, with questions raised.
  - Mr. Ross suggested that Dr. Errico come to the next Senate meeting to give an update on the evaluation process.
- Parking problems were discussed.
- The Council is inviting the Dean of Students to speak on policies and procedures in place for academic dishonesty.

**Annandale:** Campus Council Chair Jill Caporale stated that their Council meetings are held the first Thursday of every month. Updates and issues presented included:

- The Council received a request to look at different sites for silent study areas, lactation areas and meditation rooms.
- Council members voted to seek a presence in the divisions to provide assistance for students who require counseling.
Traffic problems were addressed, with congestion being a focal point.
Smoking issues were discussed.
Emergency assistance was discussed in the context of having a presence on the campus when health emergencies occur.
  - Mr. Ross suggested looking at the college-wide policies currently in place for medical emergencies.

Alexandria: Campus Council Chair Matt Todd stated their Council meetings are held the third Tuesday of every month. Updates and issues presented included:
- The campus now has an Interim Provost.
- Concerns were expressed over what to do about emergency situations that occur in the evening.
- The Council has crafted each meeting discussion around a theme or objective to be addressed. The most recent meeting focused on mental health and student conduct and integrity - and how those issues are dealt with. Council members felt there were no consistent polices across the campuses.
- The campus will have a new building.
- Council members will review the responsibilities for participation in the Senate.

MEC: Campus Council Chair Paula Smith stated their Council meetings are held the fourth Monday of every month. Updates and issues presented included:
- The campus now has a food truck, a positive addition, and well received by the students, faculty and staff.
- The Council is assisting the campus in the creation an awards committee.
- The Council is assisting the campus on holiday get togethers. This event provides an important vehicle to bring off-site instructors to the campus for social networking with their colleagues.
- The Provost currently sits in on Council meetings.
- A decision was made to have at least one Senator at every College Senate meeting.
- The Council is looking into the policy of children being banned on campus and whether, in fact, this is accurate.

Chair Ross thanked the Council Chairs for their updates which better informs the Senate on campus issues and concerns. He reiterated the importance of having Provost support for all proposals. On the issue of academic integrity, Mr. Ross informed Senate members that the idea of an honor code was suggested at the Woodbridge campus, and faculty members have shared what they are doing independently in their classes. He further stated that there is a statement of what the college defines as academic integrity in the student handbook which he shares with his students. Mr. Ross emphasized the fact that integrity is a concern across the campuses, but that as various issues are discussed, there needs to be clear distinction between and among issues and policies, and they should be examined separately.

Chair Ross stated that Dr. Errico will be invited to the next Senate meeting. The Fee Proposal will also be on the agenda, and he encouraged those Campus Councils that have not voted on it to please do so. Health support on campuses will be a third agenda item.

Alice Reagan asked Senate members to forward Elections and Credentials committee representatives to her. A Senate member asked that the QEP process be included on a future agenda.
Senate Council member Fran McDonald stated for the record that ELI does have a Director of Student Services - Deborah Wyne.

A motion was made to adjourn the meeting at 3:15 p.m., seconded and carried. The next Senate Council meeting will be held on Thursday, February 21, at 1:30 p.m. in the large board room of the Brault building. Lunch will be served starting at 12:30.