Members Present

Alexandria: Shirley Delgado, Angela Terry
Annandale: Felicia Blakeney, Jill Caporale, Celeste Dubeck-Smith, Ellen Fancher-Ruiz, Hadeel Shadid, JoAnn Short
Loudoun: Hashem Anwari, Radina Mileva, Diane Mucci
Manassas: Lynn Bowers, Corey Esparza, Barbara Lash
Medical Education: Cherelle Faust, Mary Moseley, Marc Sirkus
Woodbridge: Lori Leeker, Alice Reagan, Al Ross, Karen Williams
College Staff: Steve Bennett, Kerin Hilker
ELI: Michelle Franz, Sue Picard
Presidential Appointments: DeShaun Davis, Marleen McCabe, Roger Ramsammy, Ruth Stanton
Students: Lyons Sanchezconcha, Steven Yagoda

Members Absent: Emily Chiles, Sheri David, Marion Devoe, Aaron Latta, Edward Perry, Myndi Pruett, Charles Pumpuni, Hadeel Shadid, Laura Siko, Paula Smith, and Michael Turner.

Guests: Dr. Jerry Barrett, NOVA Board Chair, Clark Bartolomei, Student, Dr. Charles Errico, Chair, Faculty Evaluation Committee, Dr. Elizabeth Harper, Associate Vice President for Student Services & Enrollment Management, and President Templin.

College Recorder: Norie Flowers

Chair Al Ross called the meeting to order at 1:30 p.m. and welcomed guests.

Approval of February Minutes

A motion was made to approve the February minutes, seconded without objection and carried.

Update on the Current Faculty Evaluation Plan - Dr. Charles Errico, Faculty Evaluation Committee Chair

Dr. Errico briefed Senate members about the request from Dr. Templin that the Evaluation Committee remain in place for the coming year to assist faculty and deans with any questions they may have on the new form and processes.

- Student Course Evaluation: The final student evaluation course form (distributed to Senators) was sent to all deans and is now in the website forms directory and must be used for every course taught by faculty at NOVA. He explained the course evaluation...
process used with good success at the Annandale campus in which faculty inform their students one class in advance that they will be asked to complete the survey and students come prepared by bringing their own technology with them (cell phones, laptops, etc.) and can fill out the form electronically, which they prefer to the traditional hard copy paper and pencil. This also enables the collection of important data and lessens the workload on classified staff who must compile the data. ELI will also be using the same form.

Committee member and student member Steven Yagoda stated that many students go to “rate my professor” instead of filling out the form and also mentioned the importance of providing special provisions for students with disabilities. Dr. Errico and several Senators responded that “rate my professor” was not a credible source for students and also does not provide the dean of the division with important student feedback on their faculty.

- **Reward and Recognition System:** There will be a college committee assembled with representatives of all six campuses to award a minimum of $1,000 to winner recipients ($200,000 has been set aside by the Administrative Council for awards). The number of initial nominations allowable will be based on the size of the campus. However, when the committee meets, the best and brightest will be given awards regardless of campus size and number of nominations.

- **Chancellor’s Faculty Advisory Committee:** Five issues are currently being addressed:
  - Helping the smaller community colleges in the VCCS system that have severely lost enrollment through NOVA’s distance education options.
  - A VCCS policy being developed on workplace relationships
  - English Redesign – looking at recalibration of the test so that students who need developmental English are not placed into English 111.
  - Associate Instructor position – Community colleges in the system that are using the position have reported that the arrangement has worked well.
  - 50% Faculty Contract – Faculty on 100 percent contracts would have the opportunity to move to a 50% arrangement. This provides institutional memory, mentoring for younger faculty, and a cost saving measure to the institution as most faculty moving to this contract are senior faculty. The contract arrangement applies to counselors and librarians as well as teaching faculty.

**Addressing Mental Health Concerns at NOVA - Dr. Beth Harper, Associate Vice President for Student Services & Enrollment Management**

Dr. Harper introduced the discussion by stating that as a result of the findings from the event at Virginia Tech showing evidence that people were not talking to each other because of their fear of confidentiality, NOVA appointed a task force to look at our responses to students exhibiting concerning behaviors and with an effort at resolution before an incident occurs.

The number one recommendation was the need to find a way to coordinate efforts across the college. At the same time, laws were passed that mandated the implementation of a threat assessment team. Campus Assessment Response and Evaluation teams/CARE teams were
then established. The CARE teams are made up of faculty and staff and headed by the Coordinator of Counseling. Their mission is to prevent violence and provide a systematic and professional response in instances where students’ behavior is concerning or disruptive to themselves, to others, or to the community. While NOVA does not provide mental health services (per the policy of the Virginia Community College System), it does provide faculty, staff and students with appropriate resources and referrals. As warranted, the college may take appropriate disciplinary actions for violations of the Student Code of Conduct. For further information, visit the website at http://www.nvcc.edu/about-nova/novacares/

The College also established a Threat Assessment Team/TAT responsible for assessment and intervention with individuals whose behavior may present a threat to college safety. The TAT’s mission is to seriously consider threatening behavior exhibited by any member of the College community and take appropriate measures to keep the College safe. The newest service offered at NOVA is Sexual Assault Services/SAS, a program to address the issue of sexual assault as well as stalking and dating/partner violence. SAS’s mission is to provide educational outreach and free confidential support and services to any member of the NOVA family: students as well as faculty, staff and immediate family members.

Dr. Harper asked faculty to please report concerning behavior, the mantra being: “If you see something, say something.” Students are encouraged to forward reports as well and they may be submitted anonymously. They then triage and forward the issue to the appropriate group to handle and the faculty member receives an automatic reply to say that the report was received. Due to the confidential nature of student information, the entire details of the process may not be divulged. She encouraged Senators to volunteer to serve on Care teams. The process is designed to head off events and, since the teams have been in place no serious incidents have occurred. Data is collected to look at patterns of types of behaviors and when they occur. The trend in reporting is upward, with 493 reports received last year and 546 reports received this year to date.

Senator Ms. Hilker mentioned that Pathway instructors put information on their syllabi and remind students that if they see something, they should say something. The student handbook contains extensive information about the process and Care Teams.

Mr. Ross indicated there were choke points in the process and asked for input from the campuses. Dr. Harper asked that they be involved in any working groups that may be assembled at the campus level in order to avoid the creation of silos.

Senators also asked for guidance on specific information needed on the report form. Dr. Harper encouraged faculty to attach any documents, video shots or any other information related to the report that might be helpful.

**Conversation with Dr. Templin**

Dr. Templin gave an update on a number of topics: mental health; NOVA’s six policy changes; the college salary study; the use of the associate instructor position; the Pathway to the Baccalaureate; and, NOVA’s impending 50th Anniversary.
• **Mental Health:** Dr. Templin has been working behind the scenes and in the halls of the general assembly about the need for mental health services which have not been approved. He made the suggestion that funds be appropriated to the community service boards to create an alliance with the community colleges to provide space on the campus for the community services allow services to be provided on the campuses, but not directly by the campus.

• **NOVA’s Six Policy Changes:** Dr. Templin reiterated the five policies to be implemented in the Fall for all first-time-to-college students ages 17-24 enrolling in Fall of 2014 and asked for help in moving this through and he stated this that it is the right thing to do for our students. The sixth policy changes of on-time registration (registration before 11:50 p.m. on the day before the session begins) applies to all NOVA students enrolling in the Fall of 2014. He emphasized the need to work together to ensure that our students are showing up ready to study the first day of class – that all of the paperwork is done, financial aid done, tuition paid and textbooks purchased. If students start strong, they have a greater chance of being successful. The focus is on the students most at risk – those who are first-time-to-college students. Many things are being worked on behind the scenes to make this happen. The policy change are:
  - Take placement tests.
  - Attend student orientation.
  - Meet with advisor before registration.
  - Enroll in developmental courses during the first semester, if placed.
  - Complete a Student Development/SDV course within the first year.
  - Register before 11:59 p.m. on the day before the session begins.

• **Salary Study:** Dr. Templin explained the in-depth study of full time, teaching, and professional faculty and classified staff that is in progress and due to be completed in late May. It looks at several things including salaries relative to community colleges across the country that have characteristics similar to NOVA, community colleges in the metro area, and salary compression – the longer a faculty member is at NOVA, the more the salary may lag. He stated that NOVA should be in the 60th percentile and preliminary information shows that with regard to competitiveness in the metro area, our instructors and assistant professors are not competitive, but the full professors are competitive. The second finding is that among associate and fulltime professors, we have some salary compression.

The budget in the general assembly had no salary increase for state employees therefore any money we get will be from the students – their tuition. NOVA, unlike any other community college in Virginia has been growing our revenue, and we are expecting to have some money for salary increases.

Once tuition is set in late May, Dr. Templin explained that we will have a better idea and salary increases will be a top priority. The Ad Hoc Compensation Committee will concentration on the associate and assistant instructor positions and will assist those senior faculty with salary compression. The second part of the study will focus on classified staff and the groups within that category that are the least competitive. This all depends on the college continuing to grow as we cannot depend on the state for additional funding. Overall, the college has been flat, so we have not had new money to invest in salaries.
Senators mentioned that their starting salary in her profiles for some were incorrect in HR and wondered if this would impact the salary study. Mr. Bansal offered to look into this, but said the methodology will not be affected. Senators also asked whether they could be informed about what group they place in to ascertain whether they are in the category that should receive an increase.

- **Associate Instructor:** This position was in response to the loss of part-time faculty, and is a hybrid between a full-time and a part-time faculty member. This position offers full benefits and is a nine-month appointment, with no assumption of reappointment. Associate instructors do not go through the faculty evaluation procedure, nor can they use the grievance procedure. We want to begin small to start and where the teaching assignment involves a preset course, the same learning outcomes, and the content and assessment are already set – high enrollment courses where technology is used. The position would be used in Developmental Math, SDV 100 and ELI. We will try to hire full-time faculty whenever we can do that, and there have been over 100 full-time hires in the past four years, but there are instances where this is economically smart, reaches more students and makes sense.

- **Pathway to the Baccalaureate:** Dr. Templin stated that we have students who come to NOVA with the need for not only developmental help, but help to plan for college as they may not have taken the right courses in high school and as a result, are at high risk for failure. In the Pathway program, we take students who are in need of help and provide hands on assistance to them. Pathway has a special relationship with George Mason. If you look at the last 5 years, we have almost doubled the number of transfer students to George Mason and nearly all of these students are minority and from the Pathway program. Pathway to the Baccalaureate is seen as a best practice for community colleges in the nation and the graduation rate for Pathway students at Mason is 82.5 within three years.

  NOVA is helping traditionally underserved students to become college ready. Over the last 4 years, community colleges have been declining in enrollment. Across Virginia, most of our sister institutions have been declining, but, with all our programs, NOVA is growing. The more student success we have, the more resources we have.

  NOVA has been working with an organization called Year UP, a program that works with young adults out of high school with no marketable skills. This brings them into an intensive program that teaches them how to dress, speak well, and show up on time. We have 280 students affiliated with the Alexandria campus who receive soft skills and then hard skills in information technology and the next six months work as interns in software companies. Year UP will start at the Woodbridge campus next year. NOVA has eight partnerships with nontraditional organizations and one of our biggest partners is Goodwill industries where NOVA creates a bridge out of poverty and into employment. We do 1,000 students a year and their completion rate is 90 percent. NOVA cannot do this work alone, whether it is with these organizations, or with Mason and in order for our future to remain strong, we must engage in partnerships with others.
• **50th year Anniversary**: Dr. Templin asked that anyone interested in helping plan events for the anniversary to please let the President’ office know, and let your Provost know. Notices to solicit volunteers will be sent out shortly. We need to hear student stories, or stories about colleagues who have left the college.

**Updates and Loose Ends**

Mr. Ross reiterated the importance of Senators sharing meeting information with their campuses. He stated that there would be just one more meeting on April 17. The following Thursday would be the welcome meeting just for the new college Senators and those returning Senators. The only two actions items for that meeting will be the election of officers and nomination of committee members.

He called for elections need to be completed and asked the election reps to be in touch with him. He stated that an effort would be made to start the process earlier next year.

Ms. Alice Reagan, Chair of the Committee on Committees, mentioned that college committee member nominations should be done by April and that volunteers from each campus were needed to help recruit.

A motion was made to adjourn the meeting, seconded without objection, and carried. The next Senate meeting is scheduled for Thursday, April 17, at 1:30 p.m. in the Seminar rooms at the Ernst Cultural Center on the Annandale campus.