College Senate Meeting
September 17, 2015

Members Present:

Alexandria: Margaret Emblom-Callahan, Matt Todd
Annandale: Vicki Budd, Hemchand Gossai, Jo Ann Short
Loudoun: Laura Siko
Manassas: Heidi Adamson, Corey Esparza, Susan Givens, Barbara Lash, Marcie Schreibman
MEC: Patty Ottavio
Woodbridge: Cynthia Alvarado, Megan Davies, Frank Ferrara, Alison Thimblin
College Staff: Shannon Ingram
ELI: Kristin Shriver Hagan, Christy Jensen
Pres App: Charlotte Calobrisi, David Epstein, Kerin Hilker, Chad Knights, Maria Liappis, Beatrice Veney

Members Absent: Andy Cornell, Karen Gordon, Don Johnson, Laura McCullough, Scott Matthews, Michael Polcen, Bridget Pool, DeQuan Smith, Sue Thompson, and Mary Frances Vito.

College Recorder: Norie Flowers

Welcome to the 2015-16 Senate

Chair Matt Todd welcomed Senators and asked them to introduce themselves. He noted the documents that were sent electronically to everyone and asked Senators to review them: new Senate member list; Senator duties; Campus Council instructions for uploading minutes to website; Roberts Rules of Order; and, NOVA’s College Forum Constitution and Bylaws.

Mr. Todd explained that as Senators, we not only take the pulse of the college, but are asked to address numerous policy issues presented to the Senate. Attendance is important and we will keep the meeting to the stated times. He asked that if Senators are unable to attend that they send an alternate to represent their campus.

Ms. Flowers presented the college governance website in which the Senate, Forum Committees, Campus Councils and all College Committees reside and explained that SACS requires complete access and transparency for all policy-related meetings and this includes Campus Council minutes that should be uploaded to the college website after each meeting.

Mr. Todd highlighted the need for a comprehensive review of the Constitution and Bylaws this year as they have been outdated for a number of years and include many inconsistencies.
Approval of Minutes

Chair Todd informed Senators that they would be asked to approve the Senate minutes electronically. If there are factual inconsistencies, he asked that Senators communicate with Ms. Flowers.

Election of Senate Steering Committee

Chair Todd explained that the college Bylaws include a provision for a Steering Committee that acts as an Executive Committee and is tasked to work on special projects and keep tabs on how the Senate is moving along. The Steering Committee is comprised of one person from each campus and does not necessarily have to meet in person as much of the work can be done virtually.

Mr. Todd pointed out the first charge on the docket was to begin a comprehensive review of the Constitution and Bylaws and he called for volunteers. Those who agreed to serve on this Committee were:

- Dr. Margaret Emblom-Callahan (AL)
- Ms. Vicki Budd (AN)
- Ms. Kerin Hilker (CS)
- Ms. Marcie Schreibman (MA)
- Ms. Laura Siko (LO)
- Ms. Jo Ann Short (AN)
- Dr. Beatrice Veney (MEC)
- Dr. Allison Thimblin (WO)

A motion was made to charge the committee to begin to review the Constitution and Bylaws, seconded without objection, and carried.

Committee Vacancies & Campus Council Chairs

Chair Todd asked that Senators please forward the names of their Campus Council Chairs to him. He reiterated that this year’s college committee process was as open and fair as possible. There were 180 committee requests and all who requested were assigned a committee. He thanked Ms. Ingram, Committee on Committee Chair, Dr. Diane Mucci, last year’s Senate Chair, Ms. Short and Ms. Flowers for working through the process and ensuring fairness and transparency.
All committee invitations have gone out and vacancies will be filled as they come forward. He asked Senators to look at those vacancies to date and go back to their campuses to locate replacements. Vacancies to date were the following, with two new additions added at the end of the Senate meeting:

**Awards Committee:**
MEC/Teaching Faculty – Marilyn Sinderbrand/new replacement

**Instructional & Student Services Committee/ISSC**
LO/ Admin Faculty
MEC/ Teaching Faculty - Mary Moseley/new replacement

**Personnel Services Committee/PSC**
AL/ Teaching Faculty
AN/Teaching Faculty
LO/Teaching Faculty
WO/Teaching Faculty

**Environmental Committee**
MEC/Teaching Faculty

**Faculty Handbook Revisions: Articulation Committee and LTRDC - on behalf of Dr. Sharon Robertson**

Chair Todd reported on the process that has been in place for a number of years in which Faculty Handbook revisions are forwarded to the Senate at the end of the year, resulting in insufficient time to review all the myriad changes before an approval is required. He asked that this year any and all Handbook revisions be brought to the attention of the Senate as they come forward.

A recommendation was made when a review was done over a year ago by a Committee tasked to look at college governance every four years. At that time, the committee recommended disbanding the Articulation Committee (which rolled over into the Transfer Committee) but it was not removed from the Faculty Handbook.

A motion was made, seconded without objection and carried, to remove the Articulation Committee from the Faculty Handbook.

Dr. Robertson presented a second request to change the name of the Learning and Technology Resources Leadership Council to the Learning and Technology Resources Deans Council/LTRDC in order that this Council would conform in name to the other Deans Councils.

A motion was made to accept the new name of the Council as requested, with one objection, and carried.
A second motion was made to accept the change but clarify the position of the ELI Director, with no objections, and carried.

Salary Compression – Jo Ann Short

Vice Chair Short raised faculty salary compression in the context of the Segal study which was designed to bring faculty and staff salaries closer to competitive salaries in the region. She felt that the college did not follow through on the study’s recommendations specifically for faculty in compression status. Ms. Short requested a response from the Governor and a letter from his office dated July 17, 2015 stated:

All full- and part-time salaried employees, including faculty, are eligible for the 2% salary increase. However, the Appropriation Act authorizes state institutions of higher education to provide this increase to faculty as a variable salary adjustment based on performance and other employment-related factors, as long as the increases do not exceed the 2% increase on average. This means that individual faculty employees may receive more, or less than 2%.

The proposed compression pay adjustment does not apply to faculty and other state and local employees who are not subject to the Virginia Personnel Act. The purpose of the compression adjustment is to address salary compression issues within the classified salary plan and structure. Faculty employees are subject to annual employment contracts, and are not compensated based on the classified salary plan. Local Government employees are also not compensated based on state salary structures. The legislature has provided funding to localities to support salary adjustments for their state-supported employees.

Senators responded that efforts to address salary compression have taken place and are ongoing at the college.

Attendance Policy – Jo Ann Short

Vice Chair Short presented the following statement on behalf of a group of instructors at the Annandale campus:

The faculty handbook addresses the responsibilities of the faculty and students in attending classes. However, the policy is vague in prohibiting certain policies which may adversely affect student success as well as student financial aid. Some faculty members have “lock out” policies precluding entry to the classroom if students arrive “late,” however defined. Some faculty have grading policies which offer only one exam or two exams the entire session with no makeups, for which a student absence on the date of the exam, precludes passing the course. These exams have sometimes been given after the last date to withdraw from the course. In each case, such policies will significantly negatively impact student success by presenting the
dilemma to the student. If the student remains in the course, he/she will automatically fail; if the student receiving financial aid withdraws from the course, he or she jeopardizes financial aid with no recourse.

In connection with class attendance, the Faculty Handbook states:

> Each faculty member is responsible for establishing and communicating to students the specific attendance requirements of his/her courses that are consistent with the course objectives. Thus, specific course attendance policies will vary from course to course. Attendance requirements should be specified in the syllabus.

Ms. Short asked that Senators discuss a possible motion, open for discussion, to amend the faculty handbook to reflect the following addition:

> No faculty member shall establish any attendance policy of “locking out” or prohibiting entry to a classroom for which a student has paid, unless there is a danger or emergency prohibiting such entry.

Senator comment highlights were the following:

- We have a student success policy at NOVA that requires students to attend class and consistently coming in late can be detrimental to not only that student but to other students. In addition, there is no policy statement that would necessarily be fair to all students across the board, and example being science labs. If students arrive late, it disrupts the class and could also be an OSHA issue.
- We have a grade appeal process in place and, while there may be a small number of problems, they should be addressed first by the instructor and/or if necessary by the Dean or Provost rather than having a few dictate the policy of everyone.
- The syllabus is a binding contract between the student and the instructor and if the student accepts the syllabus, he or she would then be obliged to abide by it.
- This speaks more to the question of where students can and should go for help if there is a problem so they don’t lose financial aid.
- The attendance issue should be referred to the Academic Deans Council and to the Instructional and Student Services Committee.

A motion was made to refer the issue of student class attendance to the Academic Deans Council, the Instructional and Student Services Committee, and Deans of Students, seconded without objection, and carried.
**Student Success Issues for Schedules and Loads – Jo Ann Short**

Vice Chair Short presented the following statement on behalf of a group of instructors at the Annandale campus:

> In the interest of Student Success, fairness and transparency, Faculty members raised complaints over what were perceived as unfair scheduling practices within their programs. These unfair practices operated to the detriment of student success through enrollment opportunities; to the detriment of other full time faculty schedules, and to the detriment of the college budget through the need to hire more adjuncts while denying more enrollments.

Ms. Short asked Senators to discuss a possible motion, open for discussion, to amend the faculty handbook to reflect that full time faculty members shall not work their entire load via ELI unless there is a hardship situation as determined by the Dean and Provost and for a period not to exceed one year. There shall be no extensions to this one year accommodation unless the President of the College approves.

Chair Todd asked Ms. Short about the origin of the request and explained to everyone that, as the Senate moves forward, there is the need to ensure that we represent our constituency. Moving forward, there should be clarification on a process for the way in which issues are brought to the Senate - through Campus Councils, Deans of Students or elsewhere - and brought to the Steering Committee, the body that plans the meeting agendas. Senator and Acting Annandale Provost, Charlotte Calobrisi indicated that while this management issue was brought to her, she recommended that it be addressed first with the Academic Deans.

Senator comment highlights were the following:

- Some Senator/Deans explained that it was their job to assign the types of courses faculty teach.
- This is a management issue, not appropriate for the Senate and should be brought up at the Academic Deans Council.

Ms. Short also asked that Senators bring the following statement back to their Campus Councils for comment: the space allocator should fill classes on an enrollment basis with the higher enrollment courses and their respective caps considered first for the higher capacity classrooms.

**Anonymous Faculty Staff Committee – Jo Ann Short**

Vice Chair Short reported that a group of faculty and staff at the Annandale campus brought up the issue of how things are channeled to the Senate and elsewhere and requested that an anonymous committee be created that would allow faculty to express their views anonymously.

Senators felt that in general any faculty member could channel a complaint through their Campus Council Chair to then be raised at the Senate.
Access Hope - Michelle Sullivan

Representative of Access Hope Ms. Michelle Sullivan was unable to attend the Senate meeting and asked that Chair Todd forward the website address that explains their program: accesshope.org

Access Hope’s mission is to enhance access to mental health services to underserved populations. Through contracts with select Northern Virginia community service organizations, Access Hope provides financial assistance to those unable to afford costly mental health services.

OTHER BUSINESS:

- **Senate Timekeeper**: A question raised on whether there was a need for a Senate timekeeper.

  A motion was made, seconded without objection, and carried to take this option to the Campus Councils for an opinion and to bring comments back to the Senate.

- **College Staff Council**: Senator Ms. Hilker raised the issue that there is no constituency for the College Staff and indicated that it was now time for the College Staff to have a stronger affiliation and voice with a Council similar in nature to the Campus Councils. Mr. Todd explained that there was no bylaw addressing this issue but that the newly developed Senate Steering Committee could address it by defining what the term “constituency” covers in the bylaws.

- **Parking**: Parking hang tags were brought up at the Woodbridge Campus Council and all of the feedback was negative.

  A motion was made, seconded without objection, and carried to bring the parking issues back to the Campus Councils for feedback and then forward their recommendations to the Senate.

- **ELI Subcommittee**: Chair Todd called for volunteers for the ELI subcommittee led by the Personnel Services Committee and designed to review ELI issues comprised of 3 representatives from the Senate, 3 members from the Instructional and Student Services Committee and 3 members from the Personnel Services Committee. Senators who volunteered were: Dr. Knight, Mr. Ferrara and Ms. Jensen. Volunteers from the PSC are Ms. Nancy Severe-Barnett, Dr. Jimmie McClellan and Ms. Joan Osborne and from ISSC are: Mr. Charles Kellermann, Dr. Preston Davis, and Dr. Anne Loochtan.
• **Addressing Forum motions.** Chair Todd asked the Chairs of the two Forum committees, the Personnel Services Committee and the Instructional and Student Services Committee to report on their current and ongoing activities.

• **Student members on Senate:** Chair Todd reminded Senators about the importance of having students serve on the Senate and the Campus Councils.

A motion was made to adjourn the meeting at 3:00 p.m., seconded without objection, and carried.