College Senate Meeting
April 16, 2015

Members Present:
Alexandria: Angela Terry, Matt Todd, Maggie Emblom-Callahan
Annandale: Felicia Blakeney, Celeste Dubeck-Smith, JoAnn Short, Laurie McCullough
Loudoun: Diane Mucci, Bridget Pool, Laura Siko
Manassas: Lynn Bowers, Corey Esparza, Susan Givens, Marcie Schreibman
MEC: none present
Woodbridge: Cynthia Alvarado, Megan Davies, Loretta Leeker,
Pres Appointments: Ellen Fancher-Ruiz
College Staff: Shannon Ingram
ELI: Christy Jensen, Kristin Shriver

Members Absent: Steve Bennett, Emily Chiles, Shirley Delgado, Marion Devoe, Ina Dimkova, Cherelle Faust, Karen Gordon, Milan Hayward, Chad Knights, Barbara Lash, Scott Matthews, Radina Mileva, Mary Moseley, Roger Ramsammy, DeQuan Smith, Paula Smith, and Michael Turner.

Alternates: Kyle Cervantes for Radina Mileva, Julie Garcia for Ina Dimkova, Alison Thimblin for Chad Knights, Rob Henderson for Milan Hayward.

Guests: Dr. Mel Schiavelli, Acting President and Mr. Dana Kauffman, Director of Government Affairs

College Recorder: Norie Flowers

Call to Order
Dr. Mucci called the meeting to order at 1:00 p.m. and welcomed guests.

A motion was made to approve the March 2015 minutes, seconded, without objection, and carried.

Dr. Schiavelli announced that Dr. Scott Ralls had just accepted the position of President and would be arriving around Labor Day. He indicated Dr. Ralls has extensive experience in higher education.
**Presentations by Dr. Schiavelli**

- **Discussions about Graduation:** Dr. Schiavelli provided an extensive explanation of the issues surrounding the change in graduation for the MEC campus. There have been capacity issues for the past several years and this year NOVA’s graduation rate rose by 8 percent. On March 21, the college was notified by George Mason that NOVA needed to address the space issue and it was determined that two graduations were the only way to address the issue this year, given the limited amount of time to plan. The Commencement Committee is looking into the issue for next year and one option they are looking at is the possibility of holding two graduations per year, rather than the current one graduation.

Dr. Schiavelli also brought up the issue of the cost of student regalia and mentioned that at the Loudoun and Annandale campuses, a gown donation project is currently done each year.

Senator Comments included not wishing to split up graduates and suggesting that if a split is necessary to keep all two-year graduates together and do a separate graduation for certificate students.

- **Professional Development Proposal:** Dr. Schiavelli explained that the Provosts suggested that the non-instructional days be changed to professional development days in order to provide more professional development opportunities for faculty and staff. The current plan is to bring the proposal to the Academic Deans and the Senate.

Dr. Mucci reported that she has heard from campus councils and many faculty that they already work hard and prefer to use these days to catch up, prepare midterms, etc. She discussed this issue with Dr. Leidig, who presented a draft proposal and said the thinking was that there isn’t a lot opportunity for faculty to get together to discuss pedagogy and curriculum development and these two days would be an opportunity to do this.

Senators commented that it would be difficult to close offices for two days, particularly for some groups such as the offices of the Deans of Students as these two days are just before the next semester begins. Others felt that if the funds used for this purpose are taken away from the campus money that would be a problem. The spirit was well-intentioned, but the one sentence saying “attendance would be expected” was a problem. For faculty who teach for Eli, these days are in the middle of their second week and they would generally not be available to participate. The overall feeling on the part of the faculty was that there is a need to respect what the faculty perceive as essential and that the Professional Development Committee should explore what the needs are to move NOVA forward and look at best practices to better help our students and that these all need to be determined by the specific groups affected by this.

Dr. Mucci asked that any further comments faculty wishes to provide on the issue be forwarded to her.

- **Other Items:** Dr. Schiavelli reported that 8 individuals who signed teaching contracts in August of last year then retired before the first of September. He indicated that there
were no notification dates for nonrenewal of contracts in the faculty handbook and two campuses had to scramble to hire sufficient numbers of faculty. He asked that wording be considered for the faculty handbook as the institution should have an expectation of knowing in a reasonable amount of time in order to plan for the next semester.

Senators proposed a discussion on numerous changes to the faculty handbook and questioned as well whether the Senate had legal recourse, especially in the area of freedom of speech.

Dr. Schiavelli explained that the problem is that many feel the handbooks are contractual and suggested it would be beneficial to find an outstanding consultant to look at the faculty handbook - the policies, the VCCS procedures and the legal aspects to ascertain how they fit together. He offered to address the issue in the fall.

- **Budget**: Dr. Schiavelli reported that the legislature finished earlier this year and mandated a 2% increase for all faculty (including adjuncts), a 3% increase for classified employees and enabling language that institutions may go up to another one percent on faculty. The legislatively enacted increase translates into 60 percent funding from the Commonwealth and 40 percent from the college. Any additional percentages are 100 percent funded by the college. They will await the final funding due in by May from the state, but he also stated that the college will experience a 2.3 percent funding reduction and a 3.2 percent loss in enrollment that translates into 10 million dollars. He also reminded Senators that no one at NOVA has lost a job due to budget cuts, unlike other community colleges in the system that have experienced a number of faculty and staff reductions and also that the college’s number one priorities are salaries.

Dr. Schiavelli also indicated that the college places heavy emphasis on P14s which is exploitive and they are exploring consolidating the workloads and moving P14 positions into P3 positions which offer more stability, including benefits. He said it is a question of priorities and what is right. The other are they are looking at is how discretionary funds are allocated and how you meet growth and the different needs on some campuses and not on others.

Starting in fiscal 2017, a fraction of state allocation must be dedicated specifically to student success and student performance with data to support this. By 2020, 20 percent must be dedicated to student success. We will need to think about what we are doing in the delivery of student services, retention, advising, and onboarding students that leads to a progression and how timely students meet their completion and academic credentials.

**Faculty Handbook Updates**

The following handbook updates were voted on and approved, amended and approved and/or rejected and sent back to the committee of origin.

**Approved:**

- Updated Requirements for International Travel
- Updated section to include section and addresses: (to include Signal Hill)
• Updated 2014 College Org Chart
• Gen Education Council Description – approved to include 1 counselor and 9 teaching faculty.

Approved and/or Amended and Approved:

• Taking Roll: Motion to change first sentence to “Faculty members must take roll in every class using the most current version of the roll as available through NOVA Connect faculty Self Service for the entire session” and strike the final sentence: that says “faculty should continue to monitor attendance using the most current version of class rolls available through NOVA Connect Faculty Self Service.”
• Grading System: Motion to add “Incomplete grading policy should be consistent with the VCCS Policy model.” Change final exam grading timeline wording to: “Faculty must submit grades within 48 hours of the end of each session.”
• Faculty Loads: Approved.
• Academic freedom policy: Motion to accept “the instructor is responsible for what is taught and how it is taught so long as the course content and requirements are consistent with the course content summary and the policies of the college” and strike the last sentence that reads: The instructor is also responsible for maintaining a classroom environment that encourages and open sharing of ideas and champions respect for the diversity of opinions,” seconded without objection and carried.
• Salary Information: Motion to add to last sentence, “provided there is no sudden or significant enrollment decline,” seconded, without objection and carried.
• Change of Registration/Dropping Courses: Motion to strike the recommended new sentence, seconded without objection and carried.

Rejected and Sent Back to Committee of Origin for Changes:

• Classroom Control: Rejected and sent back to clarify the questions of exactly when and what types of issues and the gravity of those issues to be considered when reporting student behavioral issues to NOVA Cares.
• Advising Students: Rejected and sent back for additional clarification.
• Change of Registration/Withdrawal from a Course: Rejected and sent back to recommend sending to Academic Deans as well as Committee of origin.
• Counseling Services: Rejected and sent back to Committee to expand the definition of services offered by college.
• Research Projects: Rejected and sent back to OIR.
• Faculty Evaluation Policy: Rejected and sent back for more clarification, specifically with the term “managerial” faculty.
A motion was made to adjourn the meeting at 3:30 p.m., seconded without objection, and carried.