

Alexandria Campus Forum Council
Minutes
October 21, 2016
Alexandria Campus Provost Conference Room
Janet Giannotti, Chairman presiding

Meeting was called to order at 1:00 PM

I. Sign-in

*A sign-in was passed around for initials. **Present:** Janet Giannotti, Nicole Cintas, Momina DiBlasio, Matthew Fox, Alka Gandhi, Nathaniel Gorems, Kelly Hebron, Twyla Jones, Jack Lechelt, Kevin Pace, Kirstin Riddick, Ruth Takushi, Matthew Todd*

II. Approval of September 16, 2016 Minutes

A motion was moved and carried to accept the minutes with corrections (typos).

III. Old Business

A. Student members: Introductions (Janet)

The Council will likely have 3 student representatives. Two were present and they introduced themselves.

Momina Di Blasio is a music major who seeks to transfer to George Mason University.

Nathaniel Gorems is a 3rd year student, studying marketing entrepreneurship. He is actively involved in student life.

B. Helping Hands Advisory Committee

The Judith L. Snyder Memorial Fund would like to contribute \$300/semester for 4-5 years to Helping Hands. This will help address sustainability concerns. To commemorate her contribution, it was suggested that a poster with her photo and information will be displayed during Helping Hands fundraising activities.

The Helping Hands committee is working on making the recipient selection criteria less vague to satisfy the Provost's request. Loudoun has a similar fund and is seeking a collaboration opportunity to have some consistency across campuses.

Additional fundraising initiatives are tabled until parameters and selection criteria are determined and approved.

The Helping Hands Advisory Committee will present suggestions to the Provost before presenting them to the Council.

It was suggested that a Helping Hands application be created using Google forms. The Council is seeking ways to make information known to the campus community.

C. Campus signs & bulletin boards

Dr. Haggray submitted a report. Twyla Jones, Matt Fox, and Coreda Clark attended the first

meeting. Matt provided a presentation highlighting issues. Each signage committee member will get a building assigned to them to assess and report findings regarding signage. The committee is also charged with creating a soft version of a campus directory. The committee would like to create temporary signage and research long-term, consistent signage solutions.

Matt would like to conduct focus conversations and usage surveys with students on how they use the signage. SGA members, tutors, student ambassadors would be a great student sampling.

Kathy Clement is focused on the new building. She is not certain if new building signage is established yet.

- There was an inquiry about signage regarding free parking after 4PM.
- It was reported that the Liberal Arts division is getting rid of 8 bulletin boards. and replacing with smaller signage holders with logos. Most of them are will be located on the 2nd floor near the Liberal Arts corridor. The point of contact for this project is Shonette Grant.
- It was suggested that the campus leadership photo board be updated in all locations. An email will be sent to Anil Manchanda and Kathy Clement.

D. Classroom technology and blackboard/whiteboard configurations

Abdul Askaryar, Alka Gandhi, and Janet Giannotti participated in a classroom walk-through. It was suggested that all classrooms have at least 3 writing surfaces. It was also suggested that a focus group is established when a new classroom configuration takes place.

IV. New Business

A. Discussion of the creation of a campus-wide awards committee. Guest: Lori Ward (Liberal Arts Division)

Lori Ward, chair of the successful LA committee, shared her experiences. She provided a chart of deadlines for awards and it was distributed to the Forum Council.

Lori was personally tapped by Jean Braden, who shared with her the origins and the “why” of the committee. The goal was to ensure more AL faculty to get recognition.

Past practices included a once-a-semester meeting where 3-4 people attended. Others participated via email (i.e., recommendations). Seeking an opportunity to branch out, Jean had a broader view, to award adjunct professors, promote awareness of awards and the criteria. The Council felt that the committee should not be a division thing. The end goal is campus representation.

The following question was asked and addressed:

If we establish a campus-wide committee, to what extent do we support the applicants? The support will involve making sure the campus community know about the awards and encouraging individuals to apply. The rewards and recognition committee can encourage individuals to apply. Forum Council would prefer not to participate in the campus-wide awards

committee. It was suggested that the campus awards standing committee composed of non forum Council members.

The following motion was moved and carried:

The Forum Council recommends to Provost Staff that the campus establish an umbrella awards committee, with one member from each division, to encourage, promote, support and sustain the seeking of awards for the Alexandria Campus faculty and staff.

B. Discussion of course cancellation policy (Jack Lechelt)

As a campus, we have an aggressive cancellation policy. Courses are often cancelled days before the semester starts, which can be unfair to students and faculty. This is especially unfair to students (impact on degrees, certification, visa status, lifestyle adjustments, etc.). Funding is tied to completion rates; it is also based on the number of people in the classroom (% of room filled.) Adjunct faculty concerns are loss of pay and no compensation given when full time professors take over classes after other classes are cancelled. Students can see enrollment figures and advisors try to direct students to classes with promising enrollment to avoid potential cancellation issues. There is also a “no late registration” policy.

The following suggestions were made:

- *If the course is on the books, it should stay on the books.*
- *Promote better scheduling in the first place to ensure a rock solid - zero cancellation policy.*
- *More independent study. This is teaching the class without receiving the credit for it.*
- *Send a notification or a consistent cancellation policy across the college. Is there a learning council commissioned to address this task?*

The following questions were asked:

- *What is our funding policy? FTE or % of room filled.*
- *What about on-line course alternatives when a class is cancelled? It was noted International students can only take one class on-line per semester.*
- *How do we determine trends and shifts in scheduling to best serve students?*

The following motion was moved and carried:

The Forum Council proposes to the College Senate that the senate investigate the course keep and cancellation policy across all of the campuses.

C. Judy Snyder memorial proposal: Little Free Library (Janet)

As an on-campus memorial to Judy Snyder, the Judith L. Snyder Memorial Fund would like to establish a little free library on campus. When the new building construction is complete, an investigation will take place to determine its location.

D. International Education Week: November 14th through 18th (Twyla Jones)

Flyers about the 4th Annual International Education Week were distributed to the Council members. During all International Education Week events, the IEW Committee is accepting donations for the campus food pantry. There is a Friday Community Service activity that will

support the organization, **4 the Love of Others**; the goal of this organization is to feed 30,000 people in need before the founder's 30th birthday.

E. Other new business

Human Library Project - Flyers were distributed.

Printing Services - This pay-for-use service is 50% reliable for students. It is run by college enterprises, for profit. It is difficult to exert pressure on them regarding printing issues. "Bandwidth issues" is the typical problem. This is an issue that needs to be scrutinized further. This complex issue is tabled for next meeting. It was suggested that faculty encourage students to submit electronically via Blackboard.

V. Senate Update/Report from 10/20 meeting

Dr. Ralls presented and discussed the following topics:

- *Enrollment assessment*
- *Resources we already have in place*
- *Budget issues (some will be alleviated through attrition, mostly from classified staff)*
- *iPass (advising software) to replace student success planner*

It was noted that Alexandria campus enrollment is down 11%.

Charlie Errico will serve as the Learning Council Communications Liaison.

A representative from Personnel Services discussed Faculty Handbook consistent language.

Each Forum Council reported out some issues they are currently facing. Some of the issues were parking, wildlife, mental health services (seeking a mental health professional for each campus) and legal issues. The College Staff Forum Council is establishing and setting a foundation.

There was a concern about faculty representation, that there was not enough representation on College Senate. With 6 presidential appointees, there are "boss in the room concerns."

The summer session start date was announced: May 22, 2017.

A. Issues from the Alexandria Forum Council for Senate

The Forum Council proposes to the college senate that the senate investigate the course keep and cancellation policy across all of the campuses.

VI. Adjourn

Meeting was adjourned at 3:04 PM