

**Alexandria Campus Forum Council**  
**Minutes**  
**February 17, 2017**

Meeting was called to order at 1:02 PM

**I. In attendance:** Nicole Cintas, Maggie Emblom-Callahan, Matt Fox, Alka Gandhi, Janet Giannotti, Nathaniel Gorems, Twyla Jones, Jack Lechelt, Kirstin Riddick, Ruth Takushi, Matt Todd, Frances Villagran-Glover

**II. Approval of January 20, 2017 Minutes**

*Minutes were approved*

**III. Old Business & Updates**

**A. Helping Hands Program**

*Alka Gandhi, Ruth Takushi and Frances Villagran-Glover are working on addressing raised questions. Team met with Provost Haggray on February 6, 2017 for feedback. They are in the process of mapping out an application protocol. The goal is to implement and promote Helping Hands by Fall Semester 2017.*

**B. Results of poll on input for College Calendar Committee**

*(See attached summary which includes the question we posed.) There were a total of 12 responses to the college calendar survey that was distributed to the campus. A motion was moved and carried to “move our summary to the college senate with the recommendation of increased input from faculty in the initial stages.”*

**C. Rewards and Recognition**

*Anonymous recommendations for the college rewards and recommendations are due to the College March 24, 2017. The recommendations should be a 500-word write-up. There will be a meeting of the campus awards committee after Forum Council (March 17<sup>th</sup>) to determine which nominations will go to the college-wide awards committee.*

**D. Free parking**

*Janet Giannotti emailed the SGA President and Niandra Sinclair to request flyers to remind students about free parking in the B Lots after 3:45PM. No response to date. The council recommends that:*

- *Marcus Henderson send a reminder email*
- *Faculty post reminders on Blackboard*
- *Forum Council tap into student ambassadors for support*

*Twyla volunteered to design a flyer for distribution.*

*A motion was moved and carried to “send a message to the Senate transportation committee to emphasize the importance of communication in simple language to students that parking is free after 3:45PM and all day on weekends in B Lots.”*

#### **E. Strategic planning efforts - TABLED**

### **IV. New Business & Reports**

#### **A. Elections for next year’s Council**

*Forum Council members determined if they are in year 1 of 2, 2 of 2, 3 of 4, or 4 of 4 of their terms. Members can serve two 2-year terms. The College Senate is coordinating elections for all campuses. Janet will determine who would like to run for re-election on the Council and send that information to John Sound, who is coordinating the process for the Senate. A call for nominations will be sent via college wide email. Office of Institutional Research will send out the ballots.*

#### **B. Netherton Awards for 2016-2017**

*(see attached sheet for plans and timeline) The awards ceremony will take place April 28, 2017 in AA 196 from 12PM – 1PM. During the program, four Netherton Awards, Rewards and Recognition, and Student Awards (via .ppt) will be announced during the ceremony.*

*Marcus and Division liaisons will send emails to the campus to solicit nominations for the Netherton awards (due March 24<sup>th</sup>). Forum Council will convene a short meeting on April 7<sup>th</sup> at 1:00 PM to determine recipients. Note: Netherton Awards are a surprise.*

#### **C. Report from College Senate**

*(see College Senate Agenda) Senators reported on the previous day’s Senate meeting, and the agenda for that meeting was shared. It was reported that College Senate is coordinating Forum Council elections for all campuses and that there was an informative presentation about the budget creation process.*

#### **D. Plans for Future Forum Council Meetings**

*March 17: Charlie Errico will attend to discuss Strategic Planning and CFAC Report. April 7: there will be an additional meeting to vote on Netherton Awards at 1:00 PM. Forum Council’s April regular meeting is to be called by Dr. Haggray.*

**Meeting was adjourned at 2:45 PM.**

**Summary of input from the question posed to Alexandria faculty and staff:**

***What input would you like the College Senate to receive concerning the development of the College Academic Calendar?***

**There were twelve responses of varying length and detail. Several themes emerged.**

1. Faculty, staff, and students should have a voice in the development of the calendar. The new Summer start dates were given as one example of this—a decision made without sufficient input from faculty.

2. More on the Summer start date: the choice of start date seemed arbitrary or was based on a false assumption that students from 4-years will come if we use a later start date. One respondent wanted to go back to 6-week Summer sessions.

One respondent pointed out that we are working 3 extra days in Summer 2017 to “pay back” 3 holidays (e.g. the 10-week session ends on August 2 rather than July 28). We have never had to work extra days to make up for federal holidays before.

3. **Many** respondents requested a later start date in January. One wrote, “There is not enough time to manage critical student services functions like SAP, probation/suspensions, and last-minute student registrations.” Another pointed to similar issues that need time to sort out, such as financial aid drops. Also, consider Wednesday start dates to allow for one or two working days to sort out problems, rather than closing registration on a Sunday.

One respondent suggested closing registration a full week before classes begin in order to have time to sort out Financial Aid issues.

4. Revisit the solution to on-time registration that was put in place too hastily 3 years ago (16-week, 14-week, 12-week—ever more-accelerated semesters for students who need more not less time in class). Consider a single 15-week semester. Use the week(s) before the start of classes to register students in person.

5. Post, share, advertise the calendar widely and well into the future. Suggested by some who seemed frustrated at not knowing when and why things are happening. Schedule events like convocations and cross-campus days well in advance. No reason for this last-minute approach.

6. Consider one convocation; close the College for a half day to allow everyone to come together.

7. Do not offer an additional Saturday opening for Student Services in August two Saturdays before the start of classes.

Alexandria Forum Council  
Jean C. Netherton Awards  
Game Plan, 2016-2017 Awards

**1. Plans for awards ceremony**

Date: April 28, 2017

Room: AA 196

Time: start 12:30, end 1:30

Program: Announce 4 Netherton Awards  
Announce Rewards and Recognition  
Announce Student Awards

Refreshments?

**2. Timeline**

Solicit nominations via an email from Marcus Henderson: Feb. 28

Due date for nominations: March 24

Have nominations sent (one PDF per nominee) to Alka Gandhi

Alka will attach all PDFs to one email and send to Forum Council by: March 31

Convene short meeting of Council on April 7. Council members who cannot attend can send their vote(s) via proxy.

Order plaques, notify nominators, colleagues, supervisor; have them contact family and friends. \*\*Continue tradition of having Netherton Awards a surprise.

Create excerpts from nominations to read at ceremony.

AFTER CEREMONY: Send write-up to Intercom. Remember to get group picture!