

**NORTHERN VIRGINIA COMMUNITY COLLEGE
LOUDOUN CAMPUS
FORUM COUNCIL MEETING MINUTES
January 24, 2017**

Attendees: Lisa Stelle (Chair), Tim Eichers (Co-Chair), Mike Polcen (Co-Chair), Jenny Horton, Nelson Kofie, Mary Frances Vito, Deborah Wyne

Guest: William Straight, Professor, Science Division, Loudoun Campus

Absent: Nate Arthur, Miguel Corrigan, Ty McHellen, Nick Sborz

Meeting called to order at 2:30 p.m.

December meeting minutes were reviewed and approved with minor corrections.

Old Business

- Updates from January Senate Meeting: attended by Lisa, Jenny, Nelson and Mike
 - Input from Campuses regarding the NOVA calendar. Should the spring semester start later (1) to accommodate the financial aid reports going out at the start of the spring semester; and (2) the academic probation emails going out at the start of the spring semester. Academic probation letters are going out this late because some class final grades are not being posted on time (Loudoun Campus has the fewest late posted final grades).
 - If the spring semester is started later, how will that affect faculty contracts? This question needs to be answered.
 - How are other VCCS college schedules set up – are they the same as NOVA's?
 - The proposed calendar changes need to be brought up to the Division meetings so that suggestions from the campuses can be submitted at the March Senate meeting.
- Ad Hoc Senate Committee for Legislative Concerns: This committee is being suggested to get NOVA faculty volunteers to attend Virginia Legislative sessions to ensure that the college has representation at the meetings. Forum Council should email the campus to seek interested participants from the Loudoun Campus.
- Parking and Transportation concerns were presented to Dr. Ralls at the December Senate meeting. It appears there are also concerns regarding the shuttle bus schedules. Lisa will confirm with Mitch Markon if he has received confirmation that the enforcement of parking restrictions will cease at 3:45 as it has been heard unofficially that this has been decided.
- Pathways changes include changes to advising sheets and not the programs. There is a process ongoing to change the Associate in Science programs – not just the advising sheets but for the elective science courses that are not themselves majors; for example,

emphasis in geology, chemistry, meteorology, etc., might disappear by removing these classes as recommended courses to fulfill the NAS/Science electives.

- Senate Steering Committees Meetings with Learning Councils. Steering Committees must submit proposals by the end of February. Nothing was discussed about the Learning Councils at the January Senate meeting. It was noted that only classes that will transfer to another college are to be included in the Pathways objectives. Is Michael Brazie, Business Administration professor, on the Loudoun Campus Steering Committee?
- Printers—new regulations now apply to all printers; if the information being processed by the printer cannot be encrypted, it can't be used at NOVA. NOVA will replace printers that have encryption capabilities but these printers are very expensive and it will take years to replace all the existing printers. Going forward there should be a centrally located encryption printer in most departments – a priority list might be helpful to provide to IT, especially for color printers, which are critical for science lab handouts.

New Business

- Fall 2017 Class Schedules: Professor Straight brought to the Committee's attention that with the new block scheduling taking place (M/W and T/R structures), science labs have only 20 minutes between periods which leaves only 10 minutes at the start of a class and 10 minutes at the end of the class for lab set up and take down; thus taking time away from lab time. The lost time in set-up/break-down could lead to one whole week of lost class time over the course of a semester. In addition there is a 90 minute block with nothing scheduled from 3:50 p.m. to 5 p.m.; flexibility in the scheduling is particularly critical for science courses. It was suggested by several members of the Forum Committee that William Straight get together with some of the other science professors to come up with an alternative science schedule that will include flexibility for the sciences that can be presented to Dean Canfield and Associate Dean Jacyna.
- Crossing from Main Campus to Signal Hill. A person, not a student, was killed while crossing from the main campus side of Potomac View Drive to the shopping center across the street that includes the Signal Hill building. What can we do as a Committee or as a Campus to try and resolve this dangerous situation? A letter campaign was suggested but we would need to know to what entity or persons such letters would need to go (Loudoun County legislators, Congressional District representatives). Should the crosswalk be moved; should sidewalks be put in on the Signal Hill side of the road?
- Faculty/Staff Parking – Is there a plan to replace the faculty/staff parking spaces that were lost when the HEC was built?

Meeting Adjourned at 3:45 p.m.

Meeting minutes respectfully submitted by Mary Frances Vito.