

**NORTHERN VIRGINIA COMMUNITY COLLEGE
LOUDOUN CAMPUS
FORUM COUNCIL MINUTES
November 3, 2017**

Attendees: Lisa Stelle (Chair), Hashem Anwari, Lisa Fitzpatrick, Chrystie Greges, Jenny Horton, Will Straight, Laia Rovira Tarres (student representative), Lucy Weber, Debbie Wyne

Absent: Mike Polcen, Jack Zegeer

- I. **Welcome** – Meeting called to order at 1:00 PM. Representatives introduced themselves. Debbie Wyne shared that Cathy Hall has had to resign from Forum Council due to time constraints.

- II. **Review and approval of minutes from September and October meetings** – minutes approved.

- III. **Old Business**

a) Senate Updates:

Lisa Fitzpatrick is a representative on the Senate Communications Committee, which is tasked with disseminating Senate information to the College through various communication platforms. Nov. 8 will be their first meeting.

LO has three representatives on the newly formed Faculty Advisory Committee to the President: Lisa Fitzpatrick and Mike Polcen as teaching faculty, and Chrystie Greges as professional faculty. A similar committee for staff may eventually be formed.

Senate discussed requirements for teaching faculty to attend on-campus professional development during Fall Break, and whether these days should be labeled professional development (as was the case this year) or non-instructional (as has been true in previous years). Lisa Stelle reported that Administrative Council has discussed this issue and decided these will be non-instructional days for teaching faculty going forward. Professional development opportunities will still be offered during Fall non-instructional days, but attendance will not be required.

b) Teaching faculty office allocation:

Lisa Stelle distributed a draft plan for faculty office allocation that she, Mike Polcen, and several other faculty members recently created. The proposal is the same as the existing faculty office allocation plan, but it takes into account office spaces in new buildings that have become available since the plan was last revised. Office spaces will still be

allocated based on seniority. Office space is ranked using a 4 tier system. Some office spaces would not be affected such as those in LS, LW, and Reston Center. There will be two opportunities to move office per year – either at the beginning or end of semesters.

Forum Council voted to add the following clarification to the proposal: if someone seated next to a window moves out of a tier 3 office, the remaining person in the office with seniority can move to the window.

Forum Council approved of the draft proposal, and it will be sent to the Provost for approval.

c) New advising model

Continuing concerns for the new advising model were discussed, including several points of dissatisfaction from faculty such as the requirement that faculty devote 2 office hours per week to campus advising centers. This requirement could cause advising center scheduling changes at least 4 times per year depending on class term schedules. There are also concerns about the availability of qualified faculty to advise in relevant fields/programs, transparency concerns in terms of how the model was created, training support, and institutional support for an adequate number of professional counselors. Will Straight has drafted a document describing these issues that he will forward to Forum Council for feedback. Debbie Wyne is now LO's representative on the advising model working group and can share these concerns there and at an upcoming Deans' summit.

d) Student parking/traffic concerns:

Jenny Horton suggested that Forum Council request better advertising for the overflow grass lot through the website or when students buy parking passes, because the grass lot was underutilized during peak parking times at the beginning of the semester and students reported difficulty parking on campus.

Laia Rovira Tarres brought up the traffic caused by the 'no turn on red' sign coming into campus from Rt. 7, however, this is a safety issue that can't be altered.

Hashem Anwari said the faculty spaces in HEC aren't very clearly labeled and students seem to be frequently ticketed there.

Others voiced concerns that students may not yet be aware of the new cross walk across Potomac View.

It was suggested that there be a cross walk from the HEC parking lot to LW (there is a cross walk to HEC but not LW).

IV. **New Business**

a) LFC website updates:

Chrystie Greges will send agendas, approved meeting minutes, and the updated Forum Council membership list to WSDM so that the Forum Council website can be updated.

V. **Meeting adjourned at 2:15 PM.**