

**NORTHERN VIRGINIA COMMUNITY COLLEGE
LOUDOUN CAMPUS
FORUM COUNCIL MEETING MINUTES
October 18, 2016**

Attendees: Julie Leidig (Provost), Lisa Stelle, Deborah Wyne, Nelson Kofie, Miguel Corrigan, Tim Eichers, Mike Polcen, Jenny Horton, Nate Arthur, Mary Frances Vito, Tina Gafurova (SGA), Pablo Urioste (SBA), Trevor Maco (SGA), Charles Dorfeuille (SGA)

Absent: Nicholas Sborz, Ty McHellen

- Meeting called to order at 12:35 p.m.
- Meeting Minutes: The September 8, 2016 Council meeting minutes were reviewed and approved with minor corrections.
- Old/Open Business
 - Updates from September Senate meeting attended by Debbie Wyne, Mike Polcen and Tim Eichers.
 - Learning Councils were created with meeting members assigned. It was indicated that all campuses should be represented.
 - It was noted that there is a larger number of administrative members than faculty members on the various committees.
 - Decisions are being made without faculty input, for example, regarding the change in the college's summer schedule which was decided by the Admin. Council during summer 2016 with apparently no input from any other body in the college and it was presented as decided when faculty returned in the fall.
 - College staff are being added to the Senate Committee
 - The College reorganization has been put on hold for now.
 - Tim Eichers was assigned to the Steering Committee.
 - The October 20th Senate meeting will be attended by Lisa Stelle, Mike Polcen, Tim Eichers and Nelson Kofie. It was brought out that most other Forum Councils had five representatives present at each Senate meeting and that it is important that we have equal representation at each of these meetings. It was decided that we need elected Forum Council faculty in attendance at each Council meeting and/or the election of more Forum Council faculty in order to have a stronger presence at the Senate meetings. Mike Polcen indicated he would be willing to work on an election of additional faculty. Lisa Stelle indicated she would contact Nick and Ty to determine their availability for future meetings.
 - Student Parking. Mary Frances spoke to Mitch Markon to see if it would be possible to suspend parking employees of issuing tickets at 3:45 p.m., thus allowing for a 15 minute window for students to park and get to 4 p.m. classes without getting a ticket or waiting to 4 p.m. and getting to class late. In addition she spoke to Mitch regarding whether parking meter parking is available free beginning at 4 p.m.; it is. It costs \$0.50 per quarter hour to park a meter.
 - It was brought up at this point by Pablo Urioste (SGA) that students are complaining that if they appeal a ticket, and the appeal is denied, that the student not only has to pay the

amount of the ticket but a \$10.00 processing fee as well. Debbie Wyne indicated she will check on the \$10.00 fee. Dr. Leidig also stated she would check with the other campus provost's to determine if they are having the same issues with the parking times or if they have later class start times.

- New Business

- Forum Council website updates – these are being handled by Mary Frances, with the final agenda and the prior month's approved meeting minutes being submitted after the Forum Council meeting. Any other requested updates will be submitted once submitted to Mary Frances.
- Lisa asked how Loudoun Campus faculty/staff receive or obtain information regarding the Forum Council and how she can get more input as to Agenda items for the Council meetings. The Loudoun Campus website was mentioned at the go-to source. Lisa had an old attachment from an email that gave an overview of the Council, its members and purpose and it was decided that it might be a good idea to do this again. Jenny Horton offered after the meeting to update that document so that Lisa could have it sent. Both Tim and Mike indicated that in prior years there were physical suggestion boxes where faculty, staff and students could anonymously submit suggestions and ideas. This is going to be looked into again.

- Dr. Leidig Attendance at Meeting.

- Dr. Leidig was asked about some of the topics discussed prior to her arrival at the meeting. In particular, the change to the College's summer academic calendar from a 12-week, 1st 6-week and 2nd 6-week to a 10-week, 1st 5 week and 2nd 5 week calendar with a later start semester start date without any input from faculty was brought up with the concerns that it was decided on without faculty input; it appeared to have been done specifically to obtain transient students from other colleges/universities whose last day of the spring semester was later than the start date of NOVA's 12-week or 1st six week sessions; or how such changes might affect student success. Dr. Leidig stated that summer enrollment has been plummeting at most campuses for the past several years; at worse, such lower enrollment affects the budget of each campus; only a couple VCCS colleges still have the 12-week, 1st 6-week, 2nd 6-week format; and that the later start date could capture more of the college transient students and high school students. Once the later start date of May 22nd (instead of the originally-approved May 30th start date) was provided to the Forum Council it was noted that this later date still would not allow for high school students to start any earlier than the 2nd 5 week session. Faculty wanted to know why feedback to a change in the schedule which would directly affect the faculty was not provided to them. Dr. Leidig indicated she would relay faculty concerns to Admin. Council.
- Reallocation of resources – would the Loudoun Campus be given additional college resources when enrollment is up for our campus, in particular for tutoring, faculty, staff? Dr. Leidig explained that the college is planning for a continued enrollment decline for next year. She indicated that in the past when a position became vacant, the position was held at the Loudoun Campus until such time as the position could be filled. Going forward, when a position becomes vacant it goes into a centralized pool so that the position is eventually given to the campus that has the most need.

- New Pathways – may not need a new structure; learning councils can create pathways vs. having one primary centralized Dean of English for example to whom all campus English faculty would report. However, there needs to be a focus on collective cooperation; we need to focus on what we need to accomplish.
- Student tutors: there appear to be a scarcity of student tutors for certain courses, particularly IT. Paid student tutors have been used in the past at NOVA because they are cost effective. Student Trevor Maco indicated he is a math tutor and that there are quite a few students volunteering to tutor math, without being paid. Mike Polcen indicated that Accounting had introduced a one credit lab to assist students who normally would try and get a tutor if they were struggling with their Accounting class. If other programs wish to introduce such a lab for its students, such as IT, Dr. Leidig indicated that the introduction of the lab needed to be approved first.

Meeting Adjourned at 1:40 p.m.

Next meeting is Thursday, November 10th from 2 to 3 p.m. in the Provost's Large Conference Room.

Meeting minutes respectfully submitted by Mary Frances Vito