**Instructional and Student Services Committee**  
**January 16, 2015**


**Members Absent:** Nathanael Arthur, Alton Carroll, Lorraine Goldberg, Beth Harper, Zaimah Khan, Maria Nieto-Shahsavarian, Patricia Ottavio, Linda Rodriguez, Mel Schiavelli.

**Guests:** Mark Bumgarner, Coordinator for Counseling Services

**College Recorder:** Norie Flowers

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**Welcome**

Chair Dr. Lynch called the meeting to order and welcomed committee members and guests.

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**Presentation on SDV Course and Redesign - Mark Bumgarner**

Coordinator for Counseling Services Mr. Mark Bumgarner presented an update on the first set of results of the mandatory SDV 100 course for all GPS students and implemented in the Fall of 2014 as well as an explanation of the contents of the course and the basis for the initial decision to implement SDV.

With the transition to college, students were struggling at NOVA and not being successful. They needed assistance with the transition from high school to college and specifically with study skills. Orientation programs and SDV courses were developed and implemented in the late 1980s and initially taught in very different formats and timeframes from campus to campus. An SDV 100 Redesign Team was formed and included instructors from each campus who standardized the syllabi and course formats and added SLOs. Another new design was then initiated to offer a hybrid course utilizing free Open Educational Resources (OER) to cut student costs.

When the Achieving the Dream program was implemented and results collected, it became clear that taking SDV early on was critical to student success.

Fall 2012 student SDV enrollment was 5,444 and in the Fall of 2014 student enrollment rose to 7,690. All campuses experienced an increased SDV enrollment.

The class goals are to engage students, not just provide lectures, and they include the following themes:
- Career exploration and career planning
- Curricular offerings and academic planning
- Academic preparation
Committee members suggested that it might be helpful to include a document that students sign pledging commitment to their academic goals.

Plagiarism was discussed at length and suggestions made for adding this component to the SDV course. It was noted that information literacy should be threaded through the curriculum at large and embedded in the NOVA culture.

Mr. Bumgarner reported that if passed the Able Exam meets the SDV requirement, but currently appears to be too easy and a team is revising the exam in the Spring. The preference is for students to take the SDV course.

A motion was made, seconded without objection, and carried, that the Committee wished to forward a statement to the administration that states that SDV is an important part of student success for all students and should therefore be considered for all first-time to college students and also considered in the planning of next year’s college budget.

Mr. Bumgarner and Committee members agreed on the importance of improving faculty knowledge about the content of the SDV course. It was suggested that it might be useful to share the syllabus with faculty or to do a presentation about the course for faculty. There was also some discussion that there were so many important topics in the SDV course it could warrant 2 credit hours.

**Plagiarism**

Dr. Lynch distributed the current Student Code of Academic Integrity on plagiarism that states that plagiarism “is taking another’s work and claiming it to be one’s own.” Levels of violation range from warnings to suspension. The issue was discussed at length during the previous presentation and Committee members suggested that librarians be invited to a future meeting to address the issue at large of information literacy and to include plagiarism in the discussions.

**Review of Faculty and Adjunct Faculty Handbooks**

Dr. Lynch reported that there is no information in the faculty and adjunct handbooks on the requirement that grades are due within 48 hours of the final exam and will report this omission to Drs. Robertson and Schiavelli. She asked that committee members forward any additional changes they may have to her.

**Other Issues:**
• **College Calendar**: Since the calendar for the next three years has been approved Dr. Lynch suggested that the committee move this discussion to a later time. ISSC can draft a list of recommendations for future calendars that can be presented when it is timelier.

• **Withdrawal Policy**: Dr. Lynch reported that the policy has not yet been addressed by the Academic Deans Council.

• **March Meeting**: As March 20 is student services day, the alternative date of March 6 was suggested.

**Approval of 11-21-14 Minutes**

A motion was made to approve the minutes with one wording change, seconded without objection, and carried.

**Topics for Future Meetings (in order of preference):**

Information Literacy – including plagiarism  
Update on Developmental English  
Student Success Policy Change Update - in particular on-time registration

Hobson’s CRM and QEP Update  
Adjunct Faculty Survey  
Parking  
VA etranscript

**Future Meeting Dates:**

Friday February 20  
Friday March 6 (tentative)  
Friday April 17

A motion was made, seconded without objection and carried, to adjourn the meeting at 11:30 a.m. with the next meeting tentatively scheduled for Friday, March 6, at 9:30 a.m. in the large boardroom of the Pender complex.