
Members Absent: Breana Bayraktar, Preston Davis, David Epstein, Lorraine Goldberg, Beth Harper, Chad Knights, Anne Loochtan, Maria Nieto-Shahsavarian, Steve Rakoff, Linda Rodriguez, Mel Schiavelli, Kristy Yarnell.

Alternates: Katie Aimone for Preston Davis

Guests: Dr. Kerri Bowman, Director of GPS for Success

College Recorder: Norie Flowers

Welcome

Chair Molly Lynch called the meeting to order, welcomed everyone, and asked for member introductions. Dr. Lynch mentioned that while the ISSC meeting date was changed, the regular meeting time is the third Friday of every month.

Committee member orientation information was distributed and Ms. Flowers provided a brief explanation of NOVA’s college governance - the Forum and Senate Committees and location of all of the committees and their membership and meeting minutes on the NOVA web site.

Review of the Role of the ISSC

Dr. Lynch reviewed the role of the Instructional and Student Services Committee (ISSC) to receive proposals from the College Senate, Campus Councils, Working Groups, and College community and make recommendations pertaining to the quality of education in the College, student life and the welfare of the student body of the College. The committee studies, gathers information, conducts discussions and surveys the intellectual and/or student environment, academic standards and teaching-learning conditions in the College.

The Committee therefore has both instruction and student service components in its mandate. The Committee does make recommendations and has an important voice and official minutes. Each Committee member is an Ambassador for his/her campus and Dr. Lynch stressed the importance of communicating the work of the Committee back to the campus and bringing appropriate suggestions from the campus to the Committee.

Last year’s work included a number of official recommendations, presentations, and in depth discussions on a number of important topics:
Recommended the requirement of identity verification and a proctored exam in all classes. Drafted language for the Faculty Handbook to reflect this.

Recommended changes to the required elements of syllabi in the Faculty Handbook. This included drafting a set of college-wide policy statements for all syllabi.

Discussed the SAILS early alert system.

Following the government shutdown and the resulting closure of off-site locations, we discussed the continuity of instruction and recommended a committee revisit the NOVA COOP plan and drafted a list of issues specifically related to instruction.

Had a presentation on the CARE program and made several suggestions how to make more people aware of the program.

Had a presentation on the new Developmental English redesign and supported efforts from that redesign team to push for changes in the placement process.

Took time to honor Joan Blankmann, a fantastic colleague we lost this year.

Discussed faculty-initiated withdrawals between the NVRK and 60% date. Drafted language for the Faculty Handbook asking faculty to be specific about their policy on this issue.

Discussed the Associate Instructor position.

Discussed the college e-forms initiative.

Had a presentation on the new Student Code of Conduct and the Student Code of Academic Integrity and suggested minor changes.

**Updates from Last Year**

- **Mandatory College-Wide Policy Statements for Syllabi:** Dr. Lynch briefed members on the outcome of last year’s committee recommendations. The Committee worked with both the mental health and disability offices as well as security to draft a set of statements that might go on all syllabi. It was forwarded through the Office of Legal Affairs to the Senate.

  The policy was rejected in the spring as Senate members felt: 1) the syllabus was too long; 2) it was not easily accessible; and 3) that the syllabus was intended as a contract between the faculty and the student only and as such faculty should determine the content. A representative from ISSC was not present at the Senate meeting to address these concerns.

  This year’s Committee members suggested the recommended information would be particularly helpful to adjunct faculty and also recommended the option of asking the college to put a standard set of mental health, safety and other related policies on blackboard. Dr. Lynch will send out the original recommendation to Committee members. She will take the issue back to the Senate again this year with a better explanation.

- **Withdrawal dates:** The Committee recommended that withdrawal dates be added to the Faculty Handbook as they appear to vary from campus to campus.

- **The Democracy Commitment/TDC:** Dr. Lynch brief Committee members on this national initiative that provides a platform for the development and expansion of community college programs, projects and curricula aiming at engaging students in civic
learning and democratic practice across the country. Their goal is that every graduate of 
an American community college will have had an education in democracy.

This organization traditionally accepted only four-year institutions, but changed their 
membership requirements and now accepts community colleges, 44 of which are now 
members. No Virginia community college is a member even though the headquarters is 
in Washington, D.C.

The ISSC recommended that NOVA become a member but this was not approved last 
year. Two of the proposals from the QEP were democracy initiatives. NOVA’s Institute 
for Public Service will be taking this on and Ms. Linda Rodriguez and Dr. Jimmie 
McClellan are currently working on a proposal to forward to the Senate. Dr. Lynch will 
send more information about TDC to all Committee members.

**Update on the GPS for Success**  Dr. Kerri Bowman

Director of Academic Planning and Advising Dr. Bowman provided an update on the status of 
the GPS initiatives. She explained the guiding principles to implement a Quality Enhancement 
Plan/QEP, produce cultural changes, promote early student engagement and class readiness 
and provide a more holistic and better academic advising. A College-wide steering and 
oversight committee was formed called the Advisory Council for Academic Planning and 
Advising/ACAPA to focus on policy changes and practices to provide college-wide uniformity 
and broaden the scope of GPS, specifically on advising.

Students are engaged early with holistic case management by the newly created First-Year 
Advisors to help them be “class ready.” Timelines have been adapted to meet student needs 
and a process has been put in place for student transition from first-year advisors to faculty 
advisors. There are now Coordinators of Student Success at each campus to organize the 
processes for the campuses and a Student Success Working Group to facilitate communication 
among the campuses. Faculty Advising Managers/FAMS have been established to work with 
faculty to increase understanding and participation. They have great responsibility for managing 
the GPS for Success implementation process and serve as the “go to” person (or single point of 
contact, SPOC) for college, campus and division administrators regarding any issues about 
faculty advising on their campuses. They also serve as peer advocates for all issues concerning 
advising.

Some of the issues encountered since the initiative began include: logistical and record keeping 
with intercampus handoffs when students move to another campus for a campus-specific 
program; the shortage of Faculty Advisors during the summer; and, equity and consistency 
among campuses on the delivery of student services.

Goals for the near future will be to blend the partnerships between first-year and faculty advisors 
to make the process more seamless; offering more faculty training, including online options; 
implementing a reward system for faculty advising excellences; and, ensuring seamless 
communication among departments, campuses and the college in a culture of collaboration and 
 inclusion. The GPS will also be expanded to include part-time and older students; a focus on 
diversity issues and on high schools outreach, increased retention and financial literacy.
Committee members offered suggestions such as requesting data for the numbers of students seeing faculty advisors, incentivizing students to seek out their advisors to make this step positive rather than negative, developing clear distinctions between the role of the counselor and the faculty advisor and measuring student satisfaction with the process.

**Ideas for Topics of Discussion for the Rest of the Year**

Dr. Elizabeth Harper will attend the October meeting to talk about the next set of online e-forms they hope to develop.

Dr. Lynch invited Veteran Advisors Drs. Delores Scott and Marilyn Deppe to attend the November meeting to talk about what their campuses are doing for Veterans.

An Adjunct faculty survey was done at the Alexandria campus and Dr. Lynch suggested that the Committee should look at their survey and make suggestions for possible use at other campuses.

An update on Developmental English is planned as many more students are placing into English 111 with concerns about pass rates and whether students are underprepared. The Developmental English faculty will share their new data.

Parking is on the agenda for discussion as there remain significant issues with parking and students arriving late for class.

Other topics for the year include an update about the implementation of the student success policy changes and a Hobson’s CRM and QEP update.

Committee members suggested the following additions to the topics for discussion:

- Information Literacy as a general education goal and how it is being assessed.
- Plagiarism – and the suggestion to request that the SDV redesign committee add it to all SDV courses. An ISSC Committee member is a participant on the redesign committee and will present this suggestion. Dr. Lynch will invite the committee to present to the ISSC about the plan for the redesign of SDV.
- College Calendar including issues like the Wednesday Fall start date and non-instructional days in October and how running classes until December 20 makes clinicals difficult.

**Topics for next year:**

Veterans issues (November)
E-forms including withdraw (October)
Adjunct faculty survey
Update on Developmental English
Parking
Update about implementation of student success policy changes
Hobson’s CRM and QEP update

Future meeting dates:

Friday October 17
Friday November 21
Friday January 16
Friday February 20
Friday March 20 (may be moved to a conflict with the Student Services Day of Learning)
Friday April 17

The meeting adjourned at 11:30 a.m. with the next meeting scheduled for Friday, October 17, at 9:30 a.m. in the large boardroom of the Pender Administrative complex.