Members Present: Breana Bayraktar, Preston Davis, Marilyn Deppe, Stephanie Harm, Beth Harper, Zaimah Khan, Nelson Kofie, Charles Korn, Molly Lynch, María Nieto-Shahsavarian, Patricia Ottavio, Mel Schiavelli, Elizabeth Sears, Kevin Sheehan, Alison Thimblin, Kelly Usher.


Guests: Dr. Sheri Robertson, Associate Vice President for Academic Services.

Chair Dr. Lynch welcomed committee members and guests.

Discussion of Faculty-Initiated Withdrawals (Dr. Schiavelli and Dr. Robertson)

Dr. Lynch explained the issue which originated from a question raised by an ISSC member concerning confusion over and inconsistency across the campuses on the way faculty handle student class withdrawals after the NVRK date. Specifically, some faculty members withdraw students who are not participating or who are not doing well to save them from getting an “F” or to prevent financial aid fraud. Other faculty members do not withdraw students feeling it is the student’s responsibility and there are also implications for student benefits.

Dr. Robertson informed Committee members that when the withdrawal form was redone recently a discussion took place with Academic Deans about the withdrawal of students after the 60 percent date. She stated that if students are receiving aid, they should be attending class. Common sense and good judgment should prevail and if students are not in class, they need to be withdrawn. Any change beyond this such as using additional grades like WF would have to be a VCCS decision.

Committee discussion took place on the issues of Veterans and their need to earn an “F” in a class in order to receive funding. Dr. Robertson responded that if students attend for some of the time they would earn their benefits, but if they do not attend at all they should be withdrawn. Additional discussion ensued over performance-based withdrawals as the syllabus is vague on this issue. Dr. Lynch recommended asking faculty to add a statement about their withdrawal policy on their syllabi and also adding a withdrawal policy statement as a required element on all syllabi in the faculty handbook.

Dr. Schiavelli suggested that the Academic Deans should address this issue.
Discussion of Associate Instructor Position (Dr. Schiavelli and Dr. Robertson)

Dr. Schiavelli explained that the Associate Instructor position was designed to provide more assistance to the college at a time when adjunct faculty had to be cut back. The position carries a heavier teaching load but does not require any committee work. He stated that when full-time positions open up, good adjuncts are looked at to fill these positions. This associate position might be another step in the career path as people move from adjunct faculty, to associate instructors to full-time positions. The Provosts suggested that the Associate Instructor position be tried as a pilot in hard to fill courses, such as Developmental Math, where the assessment and syllabus are set and where adjunct faculty may be hard to find. The position also provides helpful benefits to instructors filling these positions.

There are two levels: Associate I and II with slightly different salaries. The position is more secure than a restricted position which is generally lost after two years. Campuses should also have the option to make the best decisions for their campuses.

Committee members felt that the Associate Instructor position was a good, cost effective alternative overall and better than a restricted position. The only concern expressed was that these positions not be overused and result in a shortage of full-time faculty.

Preview of College E-forms Initiative (Dr. Harper)

Committee member Dr. Harper explained the college’s initiative to reform all of the online forms for students, faculty and staff. The college purchased a software package that met the criteria for being able to develop and provide a mechanism to maintain a variety of e-forms. The initiative was piloted first in Financial Aid with a number of forms now available for students. The pilot was then expanded to Academic and Student Services. There is a steering committee in place with a priority list of e-forms for conversion, one priority being the NVRK.

As part of the initiative, the committee will also look at the approval flows and some of the processes, with a second group of subject matter experts looking at their specific form needs. There are prototypes expected later this spring or next fall and the committee will solicit input, to include changing titles to some forms to more easily be found.

Update on Items sent to Academic Deans Council (syllabi policy statements, proposal for proctored activity)

- **Proposal for Proctored Activity**: The Academic Deans Council responded to the request made by the ISSC for one proctored activity and agreed that at least one proctored and graded activity should be required with verification of a student’s identity. Dr. Lynch will work on wording and will send it to Dr. Schiavelli and Dr. Robertson for the faculty handbook.

- **Syllabi Policy Statement on all Syllabi**: The Academic Deans Council agreed on the college-wide policy boilerplate syllabus recommended by the ISSC. It was suggested
that academic integrity be listed at the top of the syllabus. The boilerplate will be forwarded for inclusion in the faculty handbook.

**Final Exam Schedules (if time)**

This topic was deferred until the next meeting.

**Other Items:**

- Committee member Patricia Ottavio asked that the request for a four-year PTA degree be officially requested and added to the minutes.

- Dr. Schiavelli pointed out that the ISSC meets at the same time as the Academic Deans Council and suggested that the ISSC work with ADC to avoid meeting conflicts.

**Topics for the Rest of the Year:**

Changes to Student Handbook/ “At NOVA, Expect the Best” document (Mar)
Plagiarism
Parking (Feb/Mar)
Update about implementation of student success policy changes
Veterans programs (Mar/Apr)
Hobson’s CRM and QEP update (Mar)
Final exam schedule

Meeting adjourned at 11:30 a.m. with next meeting moved from March 21 to March 28, at 9:30 a.m. in the President’s Dining Room of the Ernst Cultural Center on the Annandale campus.