MEMBERS PRESENT: Provost Calobrisi, Ms. Chirinos, Dean Braddlee, Dean Dubec-Smith, Dean Fancher-Ruiz, Dean Eftekhar, Dean Mann, Dean Peretti, Mr. Ledford, and Mr. Rahman

EVENING PROGRAM SCHEDULE

The staff discussed ways to improve campus enrollment in the evenings. It was agreed that we needed to produce an evening schedule that would allow students to complete a degree in two years and help maximize our evening enrollment. In order for this to occur, classes need to be offered at times that will allow the students to take more than one class in the evenings. Research conducted by Jodie and Barbara shows that the best way to make these classes (particularly 3-credit classes) more attractive to our students is to schedule them consistently using the 4:30PM and 7:30PM time slots. This will allow students to take more than one class on any particular day and minimize the frustration they sometimes feel when required classes overlap. The deans agreed to review the course offerings in the evenings before the fall schedule is due.

CELEBRATION OF SUCCESS

The staff continued a discussion of the possible topics to be presented at the January 26 Admin Council meeting.

VCCS NORTHERN VIRGINIA REGIONAL CENTER FOR TEACHING EXCELLENCE

Marleen McCabe, NOVA’s representative on the PD advisor board, requested input on possible workshop topics for the spring meeting. The staff decided the following topics would be of most interest to faculty:

1. Evidence-Based Teaching in Higher Education: Strategies to Improve Student Learning
2. Problem Based Learning: Six Steps to Design, Implement, and Assess
3. Top Three Teaching Concerns of New and not so new teachers
4. How to balance being caring and empathetic with upholding standards
5. Multi generation classrooms: how to engage different generations in active learning

TITLE IX/CAMPUS SAVE ACT TRAINING – VCCS KNOWLEDGE CENTER

Title IX/Campus SaVE Act training is now available on the Nova Academy training site. Everyone was asked to pass this information along to their staff.
INSTRUCTIONAL SPACE IN CC BUILDING

Over the winter break, some instructional space in the CC Building was rearranged by the cleaning crew and furniture was not moved back correctly. Andy Goldstein and Cheryl Robinette will check all of the classroom on campus to ensure they are ready for the start of classes. The need for sound panels in some classrooms with high ceilings was also discussed. Wayne Ledford and Rizwan will follow up on this matter.

UPDATE ON VENDING MACHINE CONTRACT

The vending contract will go out for bid in the spring. Campus input will be requested.

ADMIN COUNCIL UPDATES

Please see the January 5 notes posted online.

DIVISION UPDATES

IT – The refresh for 30 classrooms is in progress (CN, CT, and CS). Additionally, computers on campus will be updated to Windows 10 and Office 2016.

Campus Operations – The CT Building work is moving forward.

LTR – The staff discussed the need to keep the Library ILL. There are sufficient funds for this year, but the cost to continue this service may have to be shared among the divisions next year.

Business Office – If the divisions receive senior citizen tuition waiver forms – send folks to business office

Student Services – The College will have virtual advising available this weekend.

REMINDERS

1) 2016-17 Software Requests – Due January 29
2) AN Campus Clery locations – Send to Steve Brunelle
3) Check Faculty Loads – Workloads and Overloads