Arlington Center Hosts Unique CyberWATCH Training

Faculty from two-year institutions in the metro region braved Northern Virginia’s rush-hour traffic to attend a recent CyberWATCH training session on TCP/IP at the Arlington Center. CyberWATCH, a project funded by the National Science Foundation, is a consortium tasked with the design and operation of a cyber security regional center.

Members include several community colleges in addition to NOVA (Anne Arundel, Baltimore County, Montgomery College and Prince George’s) as well as George Mason, George Washington, Johns Hopkins and Towson Universities along with the Metropolitan Washington Council of Governments. NOVA provides faculty training to other consortium members interested in developing a cyber security or information assurance curriculum at their institutions.

The End is Near for Paper Time Sheets

For several months, Human Resources has accepted the submission of paper time and attendance forms during the implementation of the new e-service leave system. Now that training has ended, it’s time to stop the paper submissions completely. Starting with the pay period that begins February 10, all salaried (P-3) employees must submit their time and attendance forms electronically so leave balance reports can be kept up-to-date. HR realizes how important it is to have this information available on a timely basis, so all employees are asked to cooperate in using the new system.

HR would like to thank everyone who has used e-service to submit timesheets and reminds employees that using the new system becomes mandatory after this current pay period. Having everyone on board will facilitate quick processing of leave balances and permit the new leave roll to occur. The new leave year began January 10; HR is working to update balances to reflect the new totals.

If anyone still needs training on the new self-service functions, tutorials are available and can be accessed from the HR Web page: http://www.nvcc.edu/hr/eservice.htm. Everyone’s patience and cooperation is appreciated as HR moves through the last leg of the transition process.
“Power Up Your Pedagogy” Conference Highly Successful

More than 60 faculty members shared their expertise at the College’s first teaching and learning conference held January 3-8. The event was developed by, and offered to, all NOVA faculty.

Sessions included instructional methodology, technology, design and management. Participants included Kevin Simons, who offered a session on creating library exercises, Bob Loser, who facilitated a learning clinic, Celia Leckey, who offered a session on completing a dissertation and Natalie Safley, who shared tips for student engagement in the classroom.

Tonia Rodgers, ESL coordinator for continuing education (AN), commented, “The sessions were well-organized, covered timely topics and were well-presented. I received excellent feedback from our faculty. Several of them already expressed interest in participating in future events, from helping with organization to presenting.”

Visit http://survey.vccs.edu/ss/wsb/dll/yzhou/Pedagogy.htm to complete a conference evaluation form. Suggestions for improving and expanding the event are welcome and should be sent to Nan Peck at npeck@nvcc.edu.

NOVA Faculty Attend Orientations

On January 5, full-time faculty hired in August 2005 were treated to a final day of faculty orientation. Orientation III included sessions focusing on obtaining grants, getting promoted, mentoring others and working as a faculty advisor for clubs and student organizations.

All in attendance learned what NOVA’s “new” faculty have been up to this past year. Reg Bennett, program head for automotive technology (AL), is working on program expansion to include alternative-fuels technology and medium/heavy-duty truck service and repair. Brian Johnson, mathematics (AN), gave a presentation at the fall 2006 conference of the Virginia Mathematical Association of Two-Year Colleges.

The group learned that Cindy Miller, biology (AN), won an Educational Foundation Grant to develop a print and online cat atlas while Lori Leeker, English (WO), is working on a second master’s degree in linguistics. Pat Lazzarino, men’s basketball faculty advisor (MA), supervises the Math Center and Julie Peluso, English (WO), served as the assistant chief election officer for the Virginia W. Election Board.

Another group of faculty members attended the New Faculty Orientation II session on January 12, where topics included academic advising, faculty governance, MERLOT and learning objectives. The group also participated in the Faculty Resource Fair.

Resources and information are available to all new faculty on the Blackboard Web site: http://learn.vccs.edu.
CRO and NovaConnect Staff Work Together to Improve Student Services

When the Central Records Office (CRO) was created in fall 2005, three critical processes were identified to be transferred from campuses to the CRO: transcript production, graduation processing and transfer credit evaluation. College registrar Alethea Hamilton and her team have worked closely with NovaConnect staff to make transcript production more efficient. By enabling batch processing of transcript requests, the wait time for transcripts was shortened from approximately 10 days to 24 hours. Transcript production was further streamlined in January with the advent of paperless transmittal to George Mason University.

Graduation processing was complicated last spring with vendor problems and PeopleSoft configuration (where degrees must be awarded and posted one at a time) causing delays. Moving the graduation application date to later in the semester helped advisors and students submit applications on time. As a result, all 1,500 of the diplomas needed for fall were in the CRO well before the end of classes. The process of awarding and posting degrees should also go more smoothly this spring with NovaConnect staff batch posting degrees so that students’ records can be audited in advance of the conferral date and can be awarded and posted shortly thereafter.

Transfer credit evaluation will be the third and final process to move to the CRO. A search has now begun for a transfer credit evaluation coordinator. Once that person is on board, the transition can begin. One of the first tasks for the new coordinator will be overseeing the development of a transfer credit database in PeopleSoft; NovaConnect support staff will be integral to that effort.

Moving transcript production, graduation processing and transfer credit evaluation out of the student services centers and into the CRO has freed staff to work more closely with students and allows CRO team members to work without interruption. The resulting increase in the efficiency and accuracy of these processes has greatly benefited our students and contributed to the College’s goal of promoting student success.

NOVA Welcomes Colosi as Annandale Campus Counselor

Giovanna Colosi, counselor for student clubs and organizations, joined the Annandale Campus in November. Her previous experience includes working at the College of Southern Maryland as the director of student life, and at Cayuga Community College in New York as assistant director of admissions. At Southern Maryland, Colosi advised the student association, managed intercollegiate athletics and was the investigating officer for all judicial cases. At Cayuga, she recruited prospective students as well as provided career, personal and academic advising. She has a unique, customer service focus that draws students to her.

“I am looking forward to working with everyone at NOVA to provide dynamic and diverse opportunities outside the classroom that will enhance their college experience,” she said.

Welcome to NOVA, Giovanna!
Annandale Campus Hosts Orientation for New Adjunct Faculty

Annandale’s Evening Administration and Faculty/Staff Resource Center co-hosted an orientation session on January 13 for new adjunct faculty. Andrew Goldstein welcomed the group who listened to presentations by Cathy Simpson (TAC), Student Services Disabilities Counselor Charlie Dy, Michelle Woodford (academic support services), Irene Osterman and Kevin Simons (library services), Anh Nguyen (IT/AV classroom support) and Susan Hollins (Faculty/Staff Resource Center), who offered tips for posting syllabi on the Web.

Annandale’s newest adjuncts gather for a photo at the Ernst Center after their Campus orientation.

Photo by Susan Hollins

Gallick Work on Exhibit at Art Institute

Due to renovations of the CS building, traffic patterns are changing on Lake Drive on the Annandale Campus. Lake Drive will close to through traffic beginning early this month. The Metro bus stop will be relocated to the back of the CM Building. The change will affect riders on routes 29C, 29E, 29K, 29N and 29X. For more information, click on “Service Changes” under “Schedules and Fares” at http://www.wmata.com or call 202-637-7000.

Deliveries must be made via the loading dock at the CF building; however, passenger drop-off and handicapped parking will remain available at the lower CG Plaza. Parking meters along Lake Drive will be removed; visitors may park in the garage. The CS renovations will result in an additional 10,000 square feet of new classroom and science laboratory space, along with a science study room and a student lounge/study area. Construction is scheduled to be completed in the spring of 2008.

WANTED: Your News

Check out the Intercom submission guidelines at:
http://www.nvcc.edu/pip/guidelines.htm

Rosemary Gallick, art (WO), recently had a painting on display in an exhibit called “Stepping Out” at the Art Institute in Arlington. The show was sponsored by the League of Reston Artists.
Faculty Members Learn What NOVA Has to Offer at Resource Fair

College buildings were nearly emptied on January 12 as employees staffed tables at the Faculty Resource Fair. Faculty were invited to talk with staff about the many resources available including minority affairs, printing services, technology applications and distance education. Information was also available on academic services, grants, professional development, international student services, financial aid, television services and MERLOT. The fair was expanded this year to include both new and “not-so-new” faculty members.

Left: Mark D’antonio, Ana Mercedes Alonso and Liona Burnham discuss professional development with Kathy Weiner from human resources.

Communication Faculty Provide Theory Overviews

Eight speech communication faculty members share their expertise on communication theories on NVCC-TV. Each two-minute video is available online for faculty and students to use when studying communication constructs including dialectical theory, uncertainty reduction theory, social exchange theory and general systems theory. Producer Steven Fischer worked his magic to capture the erudition of Nader Chaaban, Terry Doyle, Lucy Holsonbake, Alusine Kanu, Charles Korn, Jackie Schillig, James Slakie and Philip Tirpak. Check these out at http://www.nvcc.edu/TVCENTER/Communication_Theories.htm.

Additionally, a promotional video featuring the Manassas Campus theatre program can also be viewed at http://www.nvcc.edu/tvcenter/Public_Videos.htm. The SPD cluster is working on a College-wide promotional video for theatre programs.

VRS to Hold Retirement Seminar

The Virginia Retirement System will conduct a retirement seminar consisting of two different presentations on February 15 in the Ernst Community Cultural Center. Reservations for one or both sessions can be made by faxing a registration form to 703-813-1325. Mail-in reservations should be addressed to Felicia Blakeney, Suite 600, 7630 Little River Turnpike, Annandale, Virginia 22003-3796. Visit the VRS Web site at http://www.varetire.org for details about other seminar dates.

HR Offers Management Course

Registration is underway for the spring management development course, open to personnel who supervise or manage other College employees. Individuals who wish to obtain certification must attend modules one through five, which will be held on the following consecutive Tuesdays: March 20, March 27, April 3, April 10 and April 17. These workshops are integral to the program and will be taught by instructors from NOVA’s Workforce Development/Continuing Education office. Participants must commit to all five sessions, which will be held at the Pitney Bowes building in Annandale and will run from 9:00 a.m until 4:00 p.m. Registration procedures and program details are attached to this edition of Intercom.

Spring Has Sprung!

The weather outside might still be a little frightful, but spring has sprung in the Brault building.

This fancy flower was seen welcoming employees and guests as they came through the doors of the main lobby.

Photo by Sue Davis
Black History Month
Speaker: Dr. Adolph Brown, III
“Diversity”

When: Thursday, February 8th
Noon - 1:30 p.m.
FREE
Where: CE Forum, Annandale
Why: Learn about diversity.
Refreshments served.

With degrees from the oldest college in the United States of America, the College of William and Mary afforded Dr. Adolph Brown, III undergraduate degrees in Psychology and Anthropology and his marvelous wife, a biology pre-med major at the same College. While attending the master’s degree in psychology program at the College of William and Mary, Adolph devoted his time and energy toward the study of Child Development, Family Studies, and Prevention Promotions. His doctorate degree in Clinical Psychology with a concentration in family therapy (focusing on family dynamics) and student classroom behavior (classroom management and student motivation) was earned from the Virginia Consortium for Professional Psychology.

“I had the great opportunity to see him at the VCCS (Virginia Community College System) Leadership Conference. You will love Dr. Brown! He is fantastic! His speech is entertaining and at the same time makes you think. Be prepared for a surprise! Everyone will definitely enjoy his presentation.”

- Atanaska Dobreva, Annandale Student
Phi Theta KappaVP of Scholarship and Student Government Association Senator

For more information contact Jessie Zahorian at jzahorian@nvcc.edu.

Sponsored by the SAPB and the Annandale Office of Student Activities. For more information on this dynamic speaker visit http://www.docspeaks.com.
The Department of Human Resources
Supervisory Training
Certificate Program

The Supervisory Training Certificate Program consists of nine modules: Module 1 – The Keys to Successful Supervision at NVCC; Module 2 – Human Relations and Effective Communications; Module 3 – You the Manager and Leader; Module 4 – Leading; Module 5 – Mistakes to Avoid; Module 6 – Preventing Sexual Harassment; Module 7 – Preventing Employment Discrimination; Module 8 – Conducting the NVCC Performance Appraisal; Module 9 – How to Hire the Best People.

The Supervisory Training Certificate Program is being offered to NOVA employees with people management responsibility. The following details will guide you through the process of registering for the program, and answer questions you may have relative to eligibility, time, requirements, etc. Please remember that all candidates must have the approval and endorsement of their supervisors in order to attend the program.

Supervisory Training Program Questions & Answers

Q: Can any college employee complete the supervisory certificate program? A: To obtain a supervisory training program certificate, one must complete all nine modules. Only employees who manage or supervise other employees will be accepted for the Continuing Education/Workforce Development course (Modules 1, 2, 3, 4 and 5). Space is limited so employees should not delay in their registration with HR. Any employee can participate in Modules 6, 7, 8 and 9.

Q: How is the supervisory program laid out? A: The entire supervisory training certificate program includes nine separate modules. However, a key component of the program is the management development course that is being conducted our Continuing Education/Workforce Development-Annandale. Employees who are accepted into the management development course must commit to completing all five of the modules.

Q: How much time is involved? A: The management development course will meet from 9 A.M. – 4 P.M. once a week for five consecutive weeks. This semester, our course kicks-off Tuesday, March 20, 2007 and will convene at the Center for Employee Development in Annandale, Virginia. Modules 6 and 7 will be self-paced and available on-line 24/7. Each will take about an hour and half to complete. Modules 8 and 9 will be conducted by various members of the HR department and will be provided a number of our campuses lasting approximately 2 hours each.

Q: Is there any cost to me involved? A: HR is paying all costs involved in this program.

Q: How do employees register for the management development course? A: To register: (1) Send an e-mail to: HRDtraining@nvcc.edu (2) Cc: Your Immediate Supervisor; (3) List the campus and department/division for which you work. Briefly describe your supervisory experience mentioning the number and level of employees under your supervision. Remember to include a statement that verifies you have approval and endorsement of your supervisor to attend all five course sessions.

Q: What are the learning objectives for the management development course and what will be covered in each module? A: Course Objectives: To understand the role and responsibilities of managers and leaders; To develop keen skills in communication, leadership, managing, organizing, and controlling operations; To understand the importance of understanding and sharing the vision and mission of the organization; To learn the importance of human resource management functions; To understand the importance of EEO law and its implications to all organizations; To develop an understanding of financial budget responsibilities; To develop keen skills in human relations.
The Department of Human Resources
Supervisory Training
Certificate Program

Tuesday, March 20, 2007  The Keys to Successful Supervision at NVCC
Do you have the skills, knowledge, and abilities to be a manager?
Organizational vision and mission.
Transitioning to the management position.
Productivity through people.
Foundations of supervision.
Creating a productive working environment.
Total quality management.

Tuesday, March 27, 2007  Human Relations and Effective Communications
Effective team building
Communicating your message
Dealing with problem employees
Staffing
Delegation
Performance appraisal
Using knowledge power

Tuesday, April 3, 2007  You the Manager and Leader
Using knowledge power
Learning to concentrate
Goals and planning
Ideas and opportunities
Setting Priorities
Time management
Making decisions

Tuesday, April 10, 2007  Leading
Managers vs. leaders
Entrepreneurship
Change management
Attitudes towards change
Management burnout
Revisit vision and mission

Tuesday, April 17, 2007  Mistakes in Supervision to Avoid
Failing to understand people
Failing to listen to others
Failing to communicate what you mean
Leading is not just management
Failing to develop employees
Too soft or too hard?

Q: Who should I contact if I have additional questions about this program? A: If by e-mail, send your questions to HRDTraining @nvcc.edu. By telephone, call Kathy Weiner in the HR department.