NOVA Global Studies in Amman, Jordan

In June, Annandale English Professor Joyce Brotton participated in a NOVA Global Studies seminar on conflict resolution in the Middle East. On-site hosts were Allison Hodgkins, representing the Council on International Educational Exchange, and Dr. Mohammad Momani, director of the Regional Human Security Center, Amman, Jordan.

Seminar participants included college faculty and administrators from the United States and Canada. Sites visited included archeological digs, a Palestinian refugee camp, an industrial site and a bee research center. The group lunched with a U.S. Embassy official and enjoyed dinner at the Israeli Embassy. They were addressed by former Prime Minister Abdel Salam al-Majali, economists, and political and interfaith groups.

Jordan promoted tourism through Petra, Roman ruins and the beautiful desert landscape of Wadi Rum. However, manufacturing hopes were stymied by the lack of a technically trained population, such as community colleges could provide.
NOVA SIGHTINGS

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NOVA Global Studies in Amman, Jordan

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Jordan also looked toward the Red Sea-Dead Sea project, which stalled because of the lack of a recognized Palestinian government, although Jordan and Israel had reached an agreement. Seminar participants observed the Dead Sea when they traveled through the West Bank to Jerusalem and were able to see conflict resolution demonstrated through the work of the Center for Jewish-Christian Relations. While in Jerusalem, the group also visited the Palestinian Society for the Study of International Affairs (PASSIA).

Participants returned to their universities and colleges with increased awareness of an important part of the world.

IN THE NEWS:
NOVA Faculty to Serve on the Virginia Supreme Court

LeRoy F. Millette Jr., the judge who presided over the well-known trial of John Muhammad, was sworn in as the 99th person to serve on the Virginia Supreme Court. He has also served as a General District Court judge and an assistant commonwealth's attorney in Prince William County in addition to working in private practice. Millette has been an associate professor at NOVA since 1976. Congratulations on this great accomplishment!

The Intercom Wants to Hear from You!

Tell us about what your division has accomplished, articles you have published, obstacles conquered and insight uncovered! Share it with your peers and other Intercom readers. Remember the deadline is EACH Friday at 5:00 p.m. for the following week’s edition.

A few reminders:
• E-mail your submissions from your NOVA e-mail account to intercom@nvcc.edu in a Word of Publisher file.
• Please remember to send photos as an attached jpeg (make sure they are good quality or they cannot be used).
• Include captions for photos in your submission text.
• Make sure to denote what acronyms mean.
• Make sure you have the correct listing of titles and campus affiliations (AL, AN, LO, WO, MA or MEC) for staff or faculty.

For complete submission guidelines, go to: http://www.nvcc.edu/pip/guidelines.htm. Send your news!
Pat Lunt Appointed as Special Assistant for Student Mental Health and Behavior

Pat Lunt has been appointed as special assistant for student mental health and behavior in the Office of the Associate Vice President for Student Services and Enrollment Management. Lunt has been at NOVA since 1993, first serving as a counselor and then dean of students at the Alexandria Campus. In addition to her extensive experience working with students and faculty, she was coordinator of the Survivor’s Fund Project from November 2001 to November 2002 while on leave of absence from NOVA. In this position she established a case management system to support the individuals and families affected by the terrorist attack at the Pentagon and developed a process to disperse a $21 million fund established by the Community Foundation for the National Capital Region. She also consults for public and private organizations on a variety of topics including communication skills, team building, leadership abilities, personnel policies and conflict resolution.

Lunt’s focus will be carrying out the recommendations made by the College’s Task Force on Student Mental Health and Questionable Behavior Issues in spring 2008. Her charge includes providing training and resources for faculty and staff to help them assess and respond to student behavior and mental health issues. She will also develop resources for students and work with community agencies to provide support for NOVA students who need services beyond what the College can provide directly.

Joan Zanders Joins NOVA as College Financial Aid Director

Joan Zanders joined the college staff on June 16 as director of financial aid. She comes to the College from Norfolk, Nebraska where she was director of financial aid at Northeast Community College for 10 years. She also served as director of financial aid at Wayne State College and Nebraska Christian College. Her professional experience includes active involvement in the National Association of Student Financial Aid Administrators (NASFAA) at the state, regional and national levels. She has also led or served on many committees, task forces and boards of the association and was president of the regional association. In 2005, Zanders received the NASFAA Leadership Award and has been honored with a number of other professional awards throughout her career. She holds a Bachelor of Arts degree in Education from Midland Lutheran College and an Master of Science in Education in Higher Education Counseling from Wayne State University.

Zanders’ priorities are clearly aligned with NOVA’s mission and goals. She describes herself as “committed to access and accountability.” During her 10 years at Northeast Community College, she initiated financial aid outreach efforts to upper elementary and middle school students in the area. She has been closely involved with several committees with a multicultural focus and teaches a sociology class titled “Issues of Unity and Diversity;” she was also a member of a college taskforce charged with assisting new Americans.
Electronic Substitution Request and Graduation Application

Electronic versions of two NOVA forms, the substitution request (NVCC 125-032) and the graduation application (NVCC 125-064), have replaced the current paper forms. The new electronic forms will eliminate the delays and frustrations that were too often part of the old process. Faculty and students should begin using the new electronic versions immediately.

Advisors can now initiate a substitution request by completing an electronic form that will go directly to the approving deans and, if approved, to the Central Records Office (CRO). After submitting the request, advisors will receive an e-mail with a link to a tracking screen so that they can follow the progress of the request. Deans will receive an e-mail directing them to the request; they are asked to act on substitution requests within three days after receiving the notification. Substitutions are posted to the student’s record on the next business day after they are received in the CRO. Once posted, they can be seen in the student’s Degree Progress Report.

Advisors should submit substitution requests as early as possible in the student’s program to help students choose their NOVA classes wisely.

The new graduation application will be initiated by students and will also go directly to the CRO. When students submit the form, they will receive an immediate confirmation that they can print for their records. The information will be stored in a database that ensures that we have accurate information about potential graduates. The database will be used to prepare the Commencement program and to communicate with students. Students are strongly encouraged to meet with their advisors before applying and advisors will be copied on all CRO communication to the student.

Graduation application deadlines are October 1 for fall graduation, March 1 for spring graduation and June 1 for summer graduation.

The graduation application and FAQs are available at:
http://www.nvcc.edu/current-students/graduation/index.html. Navigation from the home page is under “Current Students” and then click “Graduation.”

The substitution request and FAQs are available at:
http://www.nvcc.edu/faculty-and-staff/policies--forms/course-substitution/index.html. Navigation from the home page is under “Faculty and Staff,” then click “Academic Advising” and then “Course Substitution.”

Both forms can also be found in the online forms library at http://www.nvcc.edu/forms/.
Wanted! A Few Good Speakers

NOVA is looking for a few good speakers for inclusion in the next edition of the Speakers Directory. If you have a personal or professional interest in any subject, ranging from Arabic to zoology, Cajun cooking to quilting - we want to hear from you!

Our speakers serve as roving ambassadors for the College, presenting short programs at meetings of local educational, service or cultural organizations. Everyone is welcome to become a part of NOVA’s Speakers Bureau - faculty, administrators and classified staff. All you need to do is submit the form in the attachment section.

For more information, contact Katrina Baskfield or Lynne McCormack at 703-323-3196.

Bachelor of Interdisciplinary Studies Students Meet at Alexandria

The first inaugural class of the University of Virginia (U.Va.) Bachelor of Interdisciplinary Studies (BIS) degree program, in partnership with NOVA, met August 27 in Room 291 of the new Phase III on the Alexandria Campus. Pictured: U.Va. Professor Dr. Kathryn Wood (left) and Julia Brown, NOVA special assistant for transfer services (third from right). All the students send a big “thank you” to the Alexandria Campus for hosting the program.
The Community Business Partnership (CBP) is the winner of this year's Community Education Trustee award based on the partnership with NOVA and its Entrepreneurship Career Studies Certificate program. The award will be made at the November 7 Leadership Fairfax, Inc. (LFI) Gala.

CBP and NOVA have joined forces to create the Entrepreneurship Career Studies Certificate Program. This is a 26 credit program that can be completed in 13 months. It is specifically tailored to anyone wishing to start and/or grow a small business. Courses began in July 2008. Classes are held using a hybrid form of in-class and online instruction. Most classes will be held Saturday mornings at CBP, 7001 Loisdale Road, Suite C in Springfield.

The NOVA/CBP program is managed by the Business Technologies Division at the Alexandria Campus. For more information, contact Rieann Spence-Gale, Brenda Robinson-Baptist, Dannelle Shugart and John Min.

Please see the ATTACHMENT SECTION for various campus events and announcements! Highlights include:

Alexandria Campus:
National Alternative Fuel Vehicle Day

Loudoun Campus:
2008 FALL FOR THE BOOK

Annandale Campus:
¡Hispanic heritage month! Events
Students, college personnel and industry representatives gathered at the Alexandria Campus on August 15 to celebrate the success of the first MAAP class. Pronounced like the word “map,” MAAP stands for Model Adult Automotive Pathway and is a collaborative effort between NOVA, Germanna Community College, NTB and Merchant’s Tire and Auto. The purpose of MAAP is to introduce low-income adults to the automotive service pathway through basic skills training and immediate employment. One hundred percent of the first class of six students completed the first non-credit workforce course. Most students in the class began working before its completion and two qualified for the nationally recognized Career Readiness Certificate.

The Manassas Campus started the basic skills course on August 19 and Germanna is preparing for a class in early October. The creation of additional MAAP courses is under consideration to more fully develop the model pathway program. MAAP is intended to improve student access to VCCS colleges for low-income adults and to augment the good work presently performed by credit-based automotive programs. MAAP graduates are encouraged to build upon their initial success by taking advantage of credit courses at VCCS colleges, as well as company training. MAAP is a 2008 winner of a VCCS grant to develop model career pathways for adults. Contact Milan Hayward or Heather Neikirk at 703-323-2357 for additional information.
Writing Behavior-Based Evaluation Comments for Classified Employees

The Human Resources Department will offer several workshops for any supervisor or manager (faculty and classified) who manages classified staff. To register, e-mail hrdtraining@nvcc.edu and cc: your supervisor, if required, and include: “Writing Behavior-Based Evaluation Comments” in the subject line.

Sessions will take place on each campus. To view the session dates and details, please see the flyer in the attachment section.

Congressman Tom Davis to Speak at Constitution Day Event

You are invited to a Constitution Day event on September 15 at 12:30 p.m. in the CE Forum (AN). Congressman Tom Davis will be the guest speaker.

Since January 2007, Davis has served as the ranking member on the House Committee on Oversight and Government Reform. In this capacity, he has continued to work hard for the nation and the region, securing the passage of critical legislation and making further progress on prior initiatives. Most notably, Davis’ legislation re-authorized the D.C. College Access Act for five years. The enactment of this bill continues the D.C. College Access Program and includes full funding by the Bush Administration for the D.C. Tuition Assistance Grant Program.


Retirement Education Seminars and Group Counseling Sessions

On September 16, the Virginia Retirement System will be hosting a Retirement Education Seminar (RES) from 8:00 a.m. to 12:00 p.m. and a Group Counseling Session (GCS) from 1:00 p.m. to 4:00 p.m. Both events will occur on the Annandale Campus in the Ernst Cultural Center Forum.

For more information on RES and GCS go to http://www.varetire.org/Members/RetPlanning/Index.asp. To register and to view the Annandale Campus map, go to http://www.varetire.org/Members/RetPlanning/Schedule.asp.

Faculty Benefits Orientation: Retirement, Deferred Compensation & More!

Human Resources will host presentations and answer questions about retirement plans, deferred compensation and more. This Benefits Orientations will take place on September 17 and 19 at 9:00 a.m., 1:00 p.m. and 4:00 p.m. All sessions are in the large Boardroom of the Brault Building on the Annandale Campus. Contact Erin Couch at ecouch@nvcc.edu or 703-323-4276 to confirm the date and time you plan to attend.
UPCOMING

Science Seminar
(Presented by the Science Seminar Committee MSE Division, Annandale Campus and also supported by Lyceum)

The Science Seminar titled, “The Wonders of Down Under: Australia’s Wetlands, Rivers and the Great Barrier Reef” will take place on September 19 from 12:00 p.m. to 1:00 p.m. in the CE Forum of the Ernst Cultural Center on the Annandale Campus. Speakers include NOVA faculty members Nancy Chamberlain (Recreation, Parks and Leisure Studies) and Reva A. Savkar (Chemistry).

Professors Chamberlain and Savkar had wonderful experiences this summer while working on the project “Global Climate Change and the Effects on the Waterways of Australia.” The project was part of the Summer 2008 International Faculty Development Seminars organized by the Council for International Education Exchange (CIEE). Trace the travel and educational experiences of Chamberlain and Savkar through this seminar and examine the critical issues of water resource management, climate change, health of the wetlands, rainforests and the Great Barrier Reef. Enjoy the flora and fauna of Australia from the drought stricken areas in the extensive Murray-Darling Water Basin which extends across several states in temperate Southern and Eastern Australia to the rainforests of tropical northern Australia to the Great Barrier Reef, the world’s largest and most complex reef system.

Chamberlain has been teaching in NOVA’s Department of Recreation, Parks and Leisure Studies since 1997. She is an outdoor enthusiast and diver and hopes to take a group of students to Australia someday.

Savkar has been teaching chemistry and computer science at NOVA since 1974 as an adjunct faculty and full-time since 1989. She is also an avid outdoor enthusiast and has walked/hiked in the European Alps, India, the U.S., and now the Australian Blue Mountains and the New Zealand Alps. Each have realized their life-long dream of traveling and experiencing “Down Under!”

All students, staff and faculty are cordially invited.

NOVA Hosts Seminars for Your Future Financial Needs

The Virginia Retirement System will be conducting a pre-retirement educational seminar in the NOVA area. The seminar will be held on the Annandale Campus on September 16.

Great West Services, the service provider for the Commonwealth of Virginia’s Deferred Compensation Plan, will conduct a regional education enrollment seminar for all interested employees on October 22 at the Manassas Campus. For further information on times and dates see the attachment section.
The Board of Directors of the NVCC Educational Foundation has allocated $50,000 for the 2008-2009 academic year for program grants. These grants will help meet some unbudgeted needs. Last year the Foundation funded 29 grant proposals totaling $50,000 and representing each of the six campuses. Previous 2007 grant recipients must file a follow-up report with the Foundation Office before the December 19 deadline to be eligible for 2008-2009 awards program. The NVCCEF Program Committee will meet at the end of January to make its selections. The deadline for submitting NVCC Educational Foundation program grants is **December 19**:

**Proposals should include:**
- A narrative description of the project (two typed pages maximum).
- Two printed copies.
- Method(s) of evaluation.
- Availability of other sources required (space facilities, equipment, computer time, clerical assistance, etc.)
- Whether this grant is the sole basis of funding or have other sources been secured.
- Budgetary details on how the grant will be spent.
- How this grant will benefit the Campus and/or College as a whole, and how will this proposal benefit students.
- Approval of the appropriate division chair/supervisor or provost, where applicable.
- Information technology requests must be approved by the Vice President for Information Technology.

The maximum grant is $2,500. Travel, release time and equipment are eligible for funding, but release time will not be available until the fall 2009 semester.

Please submit applications to Michelle Beaini, NVCC Educational Foundation, Brault Building, Room 312 or call 703-323-3023 for additional information.

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**The Intercom Wants to Hear from You!**

The Intercom is for and by the faculty and staff of NOVA. You are welcome to e-mail your articles and news to intercom@nvcc.edu! The deadline is EACH Friday at 5:00 p.m. for the following week’s edition For complete submission guidelines, go to: http://www.nvcc.edu/pip/guidelines.htm. Send your news!
A reader on the Annandale Campus writes: “It would be very helpful if we could get some current information on some different disabilities like Attention Deficit Disorders and Asperger’s Syndrome.”

More and more students with Asperger’s Syndrome (AS) are enrolling in college as a result of earlier detection and intervention allowing these individuals to successfully complete high school. Typically students with AS are mainstreamed during secondary education in combination with special education services.

Asperger’s Syndrome is a neurological and developmental disorder most common in men. It affects about one in 250 people. The essential features of AS are severe and sustained impairment in social interactions and the development of restricted, repetitive patterns of behavior, interests and activities. These disturbances cause significant impairment in social, occupational, educational and other similar settings. In contrast to Autism, there are no significant delays in language or cognitive development. IQ's are typically in the normal to very superior range. Because of their naiveté, those with AS are often viewed by their peers as "odd" and are frequently a target for bullying and teasing.

Frequent accommodations which are found to be helpful in community college includes involving parents in meetings, extended time for assignments, organizational skills coaching and assignment to a single counselor. In the classroom be sure to get the attention of the AS student, set up signals with the student when he/she is overstepping social boundaries and be aware that a simple “pat” can feel like a “slap” due to heightened sensitivity. It may be necessary to limit questions or comments allowed in the classroom, allow the student to take short breaks when needed due to sensory overload and be very concrete in giving instructions. It is also helpful to make the student aware of changes that may occur in the future so that they may be prepared.

A helpful Web site to learn more about Asperger’s is http://www.aspennj.org/.

Do you have a question regarding working with students with disabilities? E-mail Carol Sweetser, special assistant for College-wide disability support services, at csweetser@nvcc.edu. Anonymity will be respected, but please provide your Campus. Check out future editions of Intercom for answers.
Faculty Promotions

Congratulations to the following faculty members who have recently earned promotions in rank for 2008-2009:

**Teaching Faculty**

To Assistant Professor:

Callan Bentley (AN), Geology  
Alison L. Bisson (AN), Mathematics  
Zenaida D. Bodwin (AN), Information Technology  
Loretta S. Leeker (WO), English  
Natalie V. Safley (LO), Speech and Drama

To Associate Professor:

Daria U. Amato (MEC), Nursing  
Ivy Beringer (AL), Childhood Development  
Amanda C. Brooks (MEC), Nursing  
Russell M. Carter (MA), Administration of Justice  
Robert G. Dusek (LO), Information Technology  
Linda P. Gill (MEC), Dental Hygiene  
Kathleen A. Grilliot (MEC), Respiratory Therapy  
Frankie L. Harris-Lyne (MEC), Medical Laboratory Technology  
Yuemin He (AN), English  
Carlos D. Schroder (AL), English  
Christine P. Schull (MA), Childhood Development  
Neelam Sharma (MEC), Nursing  
Julia J. Turner (LO), Communication Design  
Christina M. Wells (AN/MEC), English  
Victor P. Zabielski (AL), Geology  
Izanne D. Zorin (AL), Biology

To Professor:

Carmen R. Figueroa (WO), Spanish  
Kathleen A. Ludlow (MA), Early Childhood Education  
Judy J. Miller (AN), Information Technology
Congratulations to the following faculty members who have recently earned promotions in rank for 2008-2009:

**Administrative/Professional Faculty**

To Assistant Professor:

**Kerin A. Hilker-Balkissoon** (CS), Coordinator, Pathway to the Baccalaureate  
**Christy M. Jensen** (CS), Counselor  
**Kathleen Odige** (MEC), Administrative Officer, Virtual Writing Center  
**Michael Turner** (WO), Dean of Students  
**Nantana Wongtanasirikul** (CS), Instructional Technologist, ELI

To Associate Professor:

**Jennifer E. Lerner** (CS), Director, Extended Learning Institute  
**Robert C. Loser** (CS), Instructional Technologist, ELI

To Professor:

**Patricia T. Lunt** (CS), Special Assistant for Student Mental Health and Behavioral Issues  
**Bruce J. Mann** (AN), Dean, Liberal Arts Division  
**Timothy L. Seaman** (WO), Acting Dean, Natural Science and Mathematics Division
Brian Turner

Iraq War veteran
and
author of the
award-winning poetry collection

Tuesday, September 23
6 p.m.  Waddell Theater
NOVA-Loudoun Campus
1000 Byrd Highway, Sterling

Book signing follows the reading,
sponsored by Barnes and Noble Bookstore

presented by the 10th annual Fall for the Book Festival
and by NOVA-Loudoun’s 18th annual Tea & Pedagogy
and Lyceum Series

For more FFTB information and a complete schedule:
http://www.fallforthebook.org
Concerned about gas prices?
Want to reduce your carbon footprint?

Come to NOVA’s Fall Festival and Learn About GREEN Driving Opportunities

NOVA’s Alexandria Campus
3001 North Beauregard Street
Alexandria, VA 22311
Saturday, September 20th
11am-3pm
Free to the Public

Come Speak with Experts AND See for Yourself Alternative Fuel & Advanced Technology Vehicles

*National AFV Day Odyssey is developed and coordinated by the National Alternative Fuels Training Consortium in partnership with our participating sponsors.

Heather Neikirk
Phone: 703-323-2357
E-mail: hneikirk@nvcc.edu
invites YOU to celebrate...

¡Hispanic heritage month!

At our festival on...

Wed. Sept 17

FREE FOOD *

CF Outdoor Plaza 11am – 3pm

A variety of performances will be shown

Flag Dance
Hispanic Student Union
Mariachi Band
Mariachi Estrellas
Capoeira Demonstration
Roda

South American Folk Dance
DanzaFolklorica
Flamenco Dance
FuriaFlamencia
Latin Music
Hermanos Lobos
Seminars to Help You Prepare for Your Future Financial Needs

Virginia Retirement System (VRS) will be conducting preretirement educational seminars in the NOVA area.

1. **Tuesday, September 16, 2008**: Annandale campus, Ernst Community Cultural Center.
   - **8:00a.m. to 12:00 p.m.**: are for employees to develop early in employment history the value of a pension plan and associated benefits such as life insurance and long-term care.
   - **1:00 p.m. – 4:00 p.m.**: GCS are referred to as Group Counseling Sessions aimed at the employee who is seriously thinking of retirement within the next five years. Employees and spouses are encouraged to attend these sessions.
   - The registration site form is found on the VRS website, [www.varetiere.org](http://www.varetiere.org), under planning for retirement. The local number to call for registration details is 703 323-3281.

2. **Wednesday, October 22, 2008**: Manassas Campus in the Colgan Theater.
   Virginia Retirement System in conjunction with Great- West Services will conduct a Regional Enrollment/Educational seminar on the Commonwealth of Virginia’s Deferred Compensation Plan. This plan is commonly referred to as the 457 plan. With few exceptions, all employees are eligible to participate in saving additionally for retirement using the pretax benefits of the plan.
   - The presentation is broken down in three sessions focusing on Plan Features & Benefits, Successful Account Management and Understanding Distribution Options.
   - The seminar begins at 9:00 a.m.
   - Employees may attend one, two or three of the presentations with no pre-registration required. For further information, check the plan’s Web site, [www.vadcp.com](http://www.vadcp.com).
Community Service Trip
Friday, September 26
Northern Virginia Community College
&
Northern Virginia Training Center

What is the Northern Virginia Training Center?

A center to help people with intellectual disabilities LIVE LIFE! Residents of the center participate in community service projects, arts and crafts, and other such projects. Volunteers assist the disabled in accomplishing these goals.

How do I get involved?

The Annandale Office of Student Activities will be taking a van full of students over to the Northern Virginia Training Center on Friday, September 26th. Sign up at the Annandale Office of Student Activities. We will leave from the office at 9:30 a.m. and arrive back to campus at approximately 3:30 p.m.

What to bring:

- A bagged lunch
- Wear comfortable clothing

Help Others!
Enhance Your Transfer Resume!
Earn Community Service
Northern Virginia Community College offers a Speakers Bureau as a community service to help meet the cultural and educational needs of residents and organizations in the College’s service area. The NOVA Speakers Directory lists faculty and staff who are willing to share their expertise at meetings of civic and professional associations, non-profit organizations, school groups, government agencies, and other community gatherings in the Northern Virginia area. Participating in the NOVA Speakers Bureau is a great way to gain positive exposure for both yourself and the College!

Name: ________________________________________________________ Campus: ______________________________

Title: _________________________________________________________ Department: ____________________________

Office phone: ____________________________________________ Home phone: ____________________________
(Not for publication) (Not for publication)

Email: _____________________________________________________ (Not for publication)

Degrees or area(s) of expertise ________________________________________________________________

Indicate primary area(s) of interest or specialization under which you wish to be listed in our directory (e.g., career development, health and fitness, women’s issues, management, finance, etc.):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List specific topics about which you are willing to speak, or a short description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Additional information:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NOVA maintains the Speakers Bureau as a free service to the community. Please remember that when you agree to be a speaker for Northern Virginia Community College, you have a responsibility to make yourself reasonably accessible to our local groups who request your services. You do however, have complete control over which requests you choose to accept. We appreciate and value your willingness to participate in this worthy College cause, and encourage all of our administrators, faculty and staff with special skills and interests to share them with our local civic organizations!

Return to Public Information and Publications in Room 210 – Braut Building, Annandale.
For more information call 703-323-3196.
# Writing Behavior-Based Evaluation Comments

for the Classified Employee Performance Review

**Audience:** Any supervisor or manager (faculty and classified staff) who manages classified staff.

**Facilitator:** Marleen McCabe, Ph.D.
Associate Director Employee Relations

**Workshop Objectives:** By the end of this workshop, participants will be able to...
- Distinguish fact from opinion when assessing performance.
- Prepare statements that recognize and reinforce desired behavior.
- Prepare statements that establish goals and measures for needed improvement.

Pre-registration is needed for effective planning purposes.
Please E-mail your registration information...

**TO:** hrdtraining@nvcc.edu
**CC:** (your supervisor, if required by that individual)
**SUBJECT:** Writing Behavior Based Evaluation Comments
**BODY:** Please list your campus, division/unit, and session you plan to attend

<table>
<thead>
<tr>
<th>NOVA Campus</th>
<th>Date and Time</th>
</tr>
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<tbody>
<tr>
<td>Manassas</td>
<td>Tuesday, Sept 9th 9a.m. – 12 noon or Tuesday, Sept 9th 1p.m. – 4:00 p.m.</td>
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<tr>
<td>Woodbridge</td>
<td>Wednesday, Sept 10th 9a.m. – 12 noon or Wednesday, Sept 10th 1p.m. – 4:00 p.m.</td>
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<tr>
<td>Loudoun</td>
<td>Thursday, Sept 11th 9a.m. – 12 noon or Thursday, Sept 11th 1p.m. – 4:00 p.m.</td>
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<tr>
<td>Annandale</td>
<td>Tuesday, Sept 16th 9a.m. – 12 noon or Tuesday, Sept 16th 1p.m. – 4:00 p.m.</td>
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<tr>
<td>MEC</td>
<td>Wednesday, Sept 17th 9a.m. – 12 noon or Wednesday, Sept 17th 1p.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Alexandria</td>
<td>Thursday, Sept 18th 9a.m. – 12 noon or</td>
</tr>
</tbody>
</table>

All registrations will be acknowledged by return E-mail. Room location will be provided in your registration acknowledgement.