

Administrative Council
July 31, 2018

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Lynch, President Ralls, Vice President Partridge, Dr. Reaves, Vice President Sachs, Executive Vice President Schiavelli.

Guests: Ms. Heidi Adamson, Director of Enrollment Management and Academic Administration, Ms. Charlotte Calobrisi, Associate Vice President for HR, Dr. Barb Canfield for Dr. Leidig, Ms. Paula Ford for Dr. Knights, Legal Counsel Robyn Seabrook, and from North Carolina State via conference phone: Mr. William Schneider and Mr. David Sullivan, ED.D candidates in Adult and Community College Education.

Dr. Ralls introduced ED.D. student mentees Mr. David Sullivan and Mr. William Schneider from North Carolina State who joined the Administrative Council meeting by conference phone.

REPORT: Annandale Provost Campus Update

Dr. Hilbert reported that as a result of the new organizational models now employed at the college, her faculty and staff were currently heavily engaged in numerous office changes on the campus. She reported that the focus is now on enrollment with several projects in the works.

Annandale's new High School Outreach Coordinator Selam Asihel is marketing NOVA at several high school graduation practices by setting up information tables to feature information about NOVA. Campus tours are taking place, in addition to email raffle competitions as part of their outreach campaign.

More visits are planned with Fairfax County schools. Bob Hull has distributed flyers for posting at other venues such as local swimming pools and recreation centers to provide students with wide-ranging information about NOVA.

Later, Dr. Hilbert commented that there was new carpet and chairs in the library and invited the group to go upstairs to take a look if they had time.

REPORT: Enrollment Report/Action Update

Dr. Gabriel reported that enrollment as of July 31 showed a negative 4 percent drop when compared with the same time period last year. While enrollment cancellation dates are slightly different this year, the college still needs to add a minimum of 10,000 FTES in order to catch up to the previous year.

Dr. Gabriel calculated that between now and the first day of class a minimum of 8,000 FTES would be needed in order to end the Fall semester with approximately negative 5 percent enrollment.

Some positive indicators, however, include large numbers of financial aid being awarded, so the college should see correspondingly large numbers of students paying for tuition within the next week.

Dr. Gabriel also reported that the Peoplesoft issue with the Social Science course electives not showing on the website appears to have been resolved.

ACTION: Tutoring Services Report

Dr. Lynch led a discussion on several issues connected with funding of student tutoring services and presented a Tutoring Funding proposal from the LTR Deans designed to secure line item funding and ensure that all tutoring services are consistently employed college-wide.

Tutors looked at student head count and last year's allocation to establish a budget for fiscal year 2019. What is being recommended for the future is to craft a three-year plan to ensure consistent services and hours of operation on each campus. The plan would also take into account such areas as headcount to determine funding allocation; analyzing trends in tutoring demand to better identify target areas; defining shared definitions in the sign-in system; evaluating costs and resources needed; and establishing common statistics;

A funding proposal will need to be submitted by January of 2019 for consideration in the FY 2020 budget.

- **Campus Allocations**

Campus allocations for 2019 tutoring were distributed to Council members with an overall college-wide funding allocation of \$666,722.

- **SMARTHINKING**

Dr. Sachs showed a short video demonstrating Smarthinking online tutoring. He reported that end of year funds were used to purchase a block of tutoring hours from Smarthinking that can provide 24x7x365 online tutoring to NOVA students on a variety of subjects. Smarthinking has been used by NOVA Online for many years and is used by a number of other VCCS colleges. Students can make appointments for online tutoring by Smarthinking tutors or request immediate help. They can also submit papers for review. Smarthinking does not provide students with answers, do the work for them, or edit their papers. The Smarthinking tutors assist students so they can do the required work themselves.

Campus administrators have access to a data dashboard to monitor student usage, examine trends, and extract data to conduct detailed studies on the impact of online tutoring.

Dr. Sachs distributed the subjects currently available for Smarthinking tutoring, with a rollout of the program planned for early Fall of 2018. Prior to the rollout, more information and demonstrations will be provided to faculty, staff, and students. Based on use by NOVA online students, the new block of hours should last two-three years to provide time for a thorough evaluation.

INFORMATION: Canvas Rollout Timeline

Dr. Sachs reported that Canvas is coming and will be used for summer 2019 courses. This means that Blackboard will not be available for student use after Spring term, and all courses must be converted to Canvas prior to the start of summer classes in May. The college is still waiting for more specific information on the conversion timeline and details on accessing CANVAS. The VCCS will be doing some very preliminary pilot testing with a few courses at several colleges in August and September. They are putting together training resources that can be used at the colleges. NOVA will provide all faculty with extensive information, online resources and in-person/live webinar training to assist them with their courses. There will be a common process for conversion and training across the college, so faculty will get the same answers and help regardless of location.

One of the tools planned for faculty will be scheduled open labs where faculty can get training, work on their courses, and have access to expert trainers all at one time. Virtual online labs will be available for those who cannot get to an on-campus lab session.

There will be a certification process for Canvas with an expiration date, so that faculty will need periodic training in new CANVAS features to maintain their certification.

INFORMATION: Web Directory

Dr. Sachs reported that the generic online Faculty-Staff Directory on the college website will be changed to require a myVCCS password for access. This change is being made so that it cannot be accessed by spammers who steal the email addresses and use them in large scale attacks. These automatic attacks that try multiple passwords in an attempt to login are one of the causes for the excessive number of account lock-outs many people have been experiencing. The spammers send hundreds and hundreds of attempts to each account, and our security automatically locks the account after a number of failed login attempts. Phone and email addresses will still be available under the department and administrative office listings. The problem is only with the combined one that is easy to steal and misuse.

INFORMATION: Accounts Payable—Voucher Payments Process

Vice President Dimkova reported that the current Shared Services Center process does not serve the needs of the college. In order to both respond more proficiently, and in a better-quality timeframe, all procurement and payment processes will be moved to the campuses.

Each campus DCO will now be the point of contact for all campus procurement and payment processes. There will also be a NOVA college Buyer in place at each campus who will act as the primary contact for the DCO.

Ms. Dimkova asked that Provosts let their DCOs know they will receive an invitation for training on the new process in the near future.

INFORMATION: Selection of Pathways Council Representation

The Pathway program leadership list was distributed to Council members with their assigned academic programs. In addition, the NOVA Community College Pathway Council membership was distributed with an explanation of the Council purpose and framework and membership responsibilities.

The Provosts met with the Academic Deans to craft three lines of communication around the reorganization and Fall Start-Up. They will include the following:

- An overview of reorganization including graphical representation, documents showing program leadership, discipline leadership, and a document outlining the role and scope of disciplines, Pathway Councils, etc.
- A document outlining campus-based and college-wide duties roles that faculty can submit their interest for to receive supplemental pay or (in a few cases) release time.

- An explanation of what will take place at convocation in August. This includes the process for faculty groups to elect chairs and representatives to Pathway Councils.

INFORMATION: GTP Embedded Advisors

Dr. Schiavelli brought to the attention of the Provosts the issue of housing needs for each GTP Advisor partner. Four NOVA/university partnerships are currently in progress and each university Advisor will choose a NOVA campus in which to reside. He encouraged each campus to make space arrangements for the incoming Advisors. The four university partnerships currently in place include: ODU, Radford, Marymount, George Mason and on the horizon George Washington University.

Other Business/Announcements

- Massage therapy will remain at Woodbridge for at least one more academic year.
- Dr. Ralls asked that the Provosts be present on the campuses especially the first week of classes and asked that they present their schedules to his office.

UPCOMING AGENDA ITEMS:

- Library Services Report
- Instructional Calendar and Holidays
- Student Success Funding Plan

College Recorder: Norie Flowers