

Administrative Council
February 27, 2018

Members Present: Dr. Marsha Atkins, Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hill, Dr. Hilbert, Dr. Lynch, Vice President Partridge, President Ralls, Vice President Sachs, Executive Vice President Schiavelli and Vice President Weatherly.

Guests: Dr. Keri Bowman, Director of Academic Planning, Ms. Charlotte Calobrisi, Associate Vice President for HR, Dr. Margaret Emblom-Callahan, Senate Chair; Dr. Barbara Canfield for Dr. Leidig, Dr. Elizabeth Harper, Associate Vice President for Students Services and Enrollment Management, Dr. Sharon Robertson, Associate Vice President for Academic Services, Ms. Robyn Seabrook, Legal Counsel, and Dr. Allison Thimblin, Interim Associate Vice President for Student Success Initiatives.

VCCS Admission Application Update

Associate Vice President for Student Services and Enrollment Management, Dr. Elizabeth Harper, reported on the new VCCS Application for Admission to credit programs which is due for launch on April 28.

The new application will show the NOVA brand and will be interactive and mobile so that students can apply to NOVA using tablets, cell phones and other mobile devices.

The vendor will provide technology support and data to the college on all applications processed by students, including partial applications to enable NOVA to reach out to students who have not fully completed an application. Completed applications will be immediately available for download. A Prospect Inquiry Card (PIC) has also been developed, a communication tool to allow students to express their interest in a college and then for follow up from their college of choice.

The new applications will provide programs divided by meta majors, and as opposed to the more than 100 different programs formerly listed. There will also be sub applications for F1 students who are required to provide additional information.

The new applications can be customized with updated introductory information and a vehicle for individual messaging directly with students.

Multiple Measures Update

Dr. Sharon Robertson, Associate Vice President for Academic Affairs, and Dr. Elizabeth Harper, presented the new VCCS Policy that calls for additional and multiple options for English and Math placement. The policy allows the use of standardized tests as well as high school transcript information as alternatives to the VPT. NOVA implemented the five-year rule and the use of standardized tests last year. The college will implement the use of high school transcript information in time for Fall enrollment.

The new policy applies to students who graduated from high school no more than five years prior to matriculation. However, Drs. Harper and Robertson reported there would be some flexibility in the five-year requirement.

The policy changes were due to nationwide studies that suggested that developmental education placement is often inaccurate, and that a student's academic history from high school is a good predictor of college success. This was confirmed for Virginia by a study of Reynolds Community College students.

The new policy did not address ESL. VCCS agreed to allow colleges to maintain their current placement of ESL students. The current policy is that students take the ACCUPLACER followed by an in-class assessment on the first day of class. Concern was expressed by Council members about the possible inaccuracy and/or lack of fairness of using only the ACCUPLACER to measure language competency.

There will be a link on the college application to direct students to the multiple measures information. The new policy will be communicated widely to educators, and training will be scheduled for all NOVA staff.

The new policy will go into effect Fall of 2018.

OER Policy Discussion

Dr. Molly Lynch and Ms. Robyn Seabrook presented the Open Educational Resources (OER) policy for Administrative Council approval.

Dr. Molly Lynch and Ms. Robyn Seabrook presented the Open Educational Resources (OER) policy for Administrative Council approval. The policy defines Open Educational Resources (OER) as "teaching, learning and research that reside in the public domain or have been released under an intellectual property license that permits their free use. OER include full courses, course materials, modules, textbooks, streaming videos, software, and any other tools, materials, or techniques used to support access to knowledge."

The OER Policy encourages the incorporation of OER into their courses and provides guidelines for the appropriate use of OER materials in accordance with the copyright and intellectual property laws and policies. The goal of NOVA's OER policy is to support lower costs for student by providing them with high quality, student-centered course materials at

no cost. NOVA faculty may elect to develop, adopt or adapt individual open resources or to create, adopt, or adapt entire courses using OER. The policy also defines the criteria for OER course sections and outlines the process to be used to designate an OER course section.

Administrative Council members approved the final Open Educational Resource (OER) policy.

Advising and Onboarding Update

Dr. Gabriel introduced Interim Associate Vice President for Student Success Initiatives, Dr. Allison Thimblin and Director of Academic Planning and Advising, Dr. Keri Bowman, who briefed Council members on Advising and Onboarding at NOVA.

Dr. Thimblin reported that the Advising Center is designed for on-demand services to students, and accessible both in person and in a virtual environment. She explained the advising roles for First Year and Pathway Advisors, Counselors and Teaching Faculty that include advocacy and co-advocacy for students, program specific advising, and advising time commitments.

Dr. Thimblin explained Navigate and Campus and how they function. The VCCS and EAB continue to work toward implementation of Navigate and Campus.

As part of the Advising Centers, self-service areas will be in place at every campus to help students resolve general issues and to allow them to access virtual advising. Advising Centers include a robust triaging area, on-demand open advising, and access to specialized services.

The goals are to provide on-demand services to students with consistent processes on each campus and common protocols for all staff.

Dr. Bowman gave an overview of the Onboarding process, defined as a process of preparing incoming students to be "class ready." Onboarding begins with the submission of the NOVA application and then a prescriptive series of milestones and events designed to engage students with advocates, resources and technology. They will be introduced to Navigate, and MyPath and MyPlan modules to help them understand the necessary steps to successfully reach their goals.

Through the several steps of the Onboarding process, students will establish an academic goal; verify their program of study; learn how to select their Pathway courses; and, register for class.

The Onboarding Post-Enrollment process will include paying tuition and fees; getting their NOVACard ID and parking pass; purchasing books and supplies; finding class locations; and finally, getting to class.

Program Pathways Resources

Dr. Schiavelli reported that all Pathway programs are now completed. Pathway resources will include a web page designed to provide students with a description of Pathways, optional Pathway programs, and procedures for selecting the program of choice.

The web page will also include all institutions and programs in which NOVA has A.A.S. transfer agreements.

Other Business

- Ms. Seabrook reported that the college policy website is now live and that it can be found at <https://www.nvcc.edu/policies/>
- Ms. Calobrisi reported that the NOVA Service Awards luncheon will take place on Friday, April 27.

UPCOMING AGENDA ITEMS:

- Development Assessment and Campaign Readiness
- NOVA Educational Foundation Grant Application Review and Approval
- College Records Office

College Recorder: Norie Flowers