

**Administrative Council**  
**September 25, 2018**

**Members Present:** Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, Dr. Leidig, Dr. Lynch, Dr. Reaves, President Ralls, Vice President Sachs, Executive Vice President Schiavelli, Vice President Dimkova and Vice President Weatherly (remotely).

**Guests:** Ms. Charlotte Calobrisi, Associate Vice President for HR; Ms. Robyn Seabrook, Legal Counsel; Ms. Lisa Stelle, Senate Chair; Dr. Bryan Brown, Cinema Professor; Mr. David Epstein, Dean; Mr. Chris Stallings, Cinema Faculty; Mr. Michael Turner, Dean of Students; Ms. Tykesha Myreck, Coordinator of Student Success; Ms. Kelly DeSenti, Associate Dean of Students and Ms. Shea Meagle, former NOVA student.

**REPORT: Woodbridge Campus Update**

Dr. Hill highlighted the Film and Cinema Program, specifically the Study Abroad Program. He reported that it is a college-wide program. He introduced the two lead faculty members Dr. Bryan Brown and Mr. Chris Stallings. He expressed that they were very instrumental in putting the Study Abroad Program together which began this summer.

The Study Aboard presentation was given by Dr. Bryan Brown and Mr. Chris Stallings. During the summer 2018 session, 22 NOVA students and 3 Cinema faculty members traveled to the Czech Republic to participate in a study abroad program that provided students with access to award winning filmmakers, leading industry technology, and historical locations for professional film productions while completing required courses for the Cinema, Associate of Fine Arts. Mr. Stallings began the presentation by showing a video that highlighted the program while in the Czech Republic.

The Study Abroad program was created to support NOVA's Cinema, Associate of Fine Arts students. This program was organized by Dr. Brown and Mr. Stallings and adjunct faculty member Dr. Josef Lustig. This program was created in collaboration with and support from NOVA's Office of International Education and Sponsored Programs. Further support was provided by the Woodbridge and Annandale campuses. The purpose of this program is to provide opportunities and practical filmmaking experience for NOVA students in a study abroad program while completing two required courses in the Cinema, Associate of Fine Arts. The students were able to learn from and work alongside NOVA faculty and faculty of the Film Academy of Miroslav Ondricek in Pisek, Czech Republic. The faculty of this school are professional, award winning filmmakers and their facilities are widely recognized as one of the leading filmmaking schools in the region. NOVA students worked with a level of filmmaking professionals that is highly unobtainable for most community colleges. Additionally, NOVA students worked with Czech and American crews while shooting the majority of their projects in the Czech language on some of the most historic landscapes the region has to offer. Additionally, NOVA students created short films starring some of the top actors in the Czech Republic. The connections made continue to offer unique networking opportunities and intercultural experiences.

Dr. Brown highlighted the diversity of the program. He mentioned that the students in the program have a lot of passion who come from all different and diverse backgrounds. Dr. Brown reported how the College is offering these opportunities to students who otherwise may not be able to afford a program such as this. Dr. Brown reported how the College brought down the cost of the Study Abroad Program and is still looking for ways to fundraise.

Dr. Brown introduced Shea Meagle, a former NOVA student, who participated in the Summer 2018 study abroad program to the Czech Republic. Ms. Shea stated her appreciation for NOVA and the amazing opportunities and connections that NOVA has been able to offer her. She is now attending the University of Virginia.

Dr. Hill introduced Ms. Tykesha Myreck, Coordinator of Student Success. Ms. Myreck distributed T-shirts to the Council members. She highlighted the theme and slogan of the T-Shirt, which is "Go All In". This is a concept that is trying to be implemented throughout the Woodbridge campus for the students, faculty and staff to have a sense of community.

### **REPORT: Fall 2018 Enrollment**

Dr. Gabriel distributed two reports; the Daily Enrollment Report and the Point- in-Time Enrollment Comparison Report: Fall 2017 to Fall 2018 2nd 8-Week Session. He reported that the College-wide enrollment keeps improving, and the current -0.2 percent FTES compared to Fall 2017 is a good sign. However, there will be an Enrollment Cancellation on the 26th of September aligned with the 14-Week Census Date. At that time, the Fall 2018 enrollment decrease is expected to be higher compared to Fall 2017.

The 2nd 8-Week FTES is 2.5 percent less than the Fall 2017 2nd 8-Week FTES. Some campuses are experiencing a large percentage decrease in 2nd 8-Week FTES enrollment. The Office of Institutional Research (OIR) will work with these campuses to identify areas where enrollment can be increased.

NOVA Online enrollment continues to improve compared to Fall 2017 (currently -1.9 percent). If this trend continues, the decrease in Fall 2018 enrollment will be minimal by the end of the semester.

### **ANNOUNCEMENT: Canvas Training Schedule**

Dr. Sachs reported that the VCCS has scheduled a major onsite training initiative for faculty at NOVA on October 22 and 23. This training will be taught by CANVAS staff. There will be two mornings and one afternoon of BASIC CANVAS sessions. This will be one of several VCCS colleges hosting the BASIC Courses. NOVA will have one session of INTERMEDIATE CANVAS

the afternoon of the 23<sup>rd</sup>. Only two colleges are hosting the Intermediate course, designed for those already familiar with CANVAS, offering early courses, and those supporting other faculty.

Dr. Sachs reported that registration for these courses will be handled by the VCCS. The College will have over 100 seats with computers, and over 20 additional overflow seats, if needed, where participants will need to bring their own laptops. This will be the only scheduled training before January, and may be the only training offered by CANVAS staff.

He indicated that the VCCS expects each college to offer a minimum of five courses using CANVAS in January. Dr. Sachs emphasized that NOVA is not limited to five. A proposal for NOVA was made by Dr. Sachs for Administrative Council consideration.

Dr. Sachs proposed that each Provost may choose up to five faculty per Discipline to offer early CANVAS courses beginning in January. There can be no more than one faculty member per discipline, and the faculty should be spread across the campuses. Each faculty member must offer one, but can offer more, of their Spring 2019 courses using CANVAS. To be selected, the faculty member must:

- ***Attend both the BASIC and INTERMEDIATE CANVAS Training in October***
- ***Must assist students with CANVAS***
- ***Must work with NOVA staff to develop training materials, tip sheets, and FAQs for other faculty and students***
- ***Must have their course(s) ready by the start of classes***

He emphasized that all faculty will have access to the CANVAS sandbox within the next week or two.

The College does not expect current Blackboard courses to be converted to CANVAS until sometime in November (except for those selected to offer CANVAS courses in January). He emphasized that even with conversion, each course will require significant review and revision.

He also reported that there are still a few details about CANVAS being worked out including, which anti-plagiarism tool will be available; which third-party products will be linked to CANVAS as they are in Blackboard; which tool for live instruction, like Collaborate, will be connected to CANVAS; and where are instructional materials to be stored, especially video, within CANVAS, within ARC, on the Web.

Dr. Sachs reported that teams from the Campuses and NOVA Online are currently working on a set of online training materials to share with faculty later this Fall, on teaching tips to use when reviewing their courses, and a tip sheet with lessons learned from NOVA and other colleges to aid faculty during the CANVAS implementation.

### **REQUEST: Transfer Partnership Representation**

Dr. Schiavelli reported that NOVA is holding a faculty summit at Mary Washington University and George Mason University to build more guaranteed transfer pathways. Volunteers are still needed at Mary Washington University and George Mason University from NOVA faculty to attend these summits. Dr. Schiavelli asked that volunteers be faculty members that are willing to speak up about NOVA programs and listen to senior faculty.

### **REQUEST: General Studies Pathways Council Representation**

Dr. Schiavelli reported that volunteers are still needed for the General Studies Pathways Council Representation. Dr. Schiavelli stated that both meetings minutes from the discipline groups and from the general education are still missing. Nominations for members can be made for the Pathways and General Pathways Council. He reported that there is currently no one from the Science division to represent.

### **DISCUSSION: Student Success Plan 2018-19 Implementation and Messaging**

Dr. Schiavelli reported that College wide messaging effort is critical in retention for student enrollment. Collaboration across college units is expected and necessary. Dr. Schiavelli highlighted key actions plans that should be implemented: continually update and promote informed pathways; develop and follow communication plan; communicate with students often; improve retention by adopting student first policies and practices; remove obstacles to program completion; expand frequency and format of recruitment and retention; align marketing initiatives to target audiences; and conduct outreach to members of the residential and business communities served by NOVA.

He noted a critical component of the action plan which is an internal communication calendar. This calendar is categorized in columns by the activity or event, date to post or send, date of activity, message to send, and type of communication. This would capitalize on opportunities through faculty advisors, posters, email, webpage, and social media messaging to current students.

Dr. Schiavelli also reported that the strategic retention goal is to increase the spring to fall retention by 1% annually starting with Spring 2019 to Fall 2019 so that by Fall 2021 the College will see an increase of 3% or more present in the Spring to Fall retention levels.

### **Other Business/Announcements**

- Dr. Ralls introduced Ms. Kelly DeSenti, Associate Dean of Students, who will be observing Administrative Council meetings.
- Dr. Ralls mentioned that budget discussions are beginning. They are waiting on the enrollment numbers.

### **UPCOMING AC MEETINGS:**

- October 16 Brault Conference Room 306
- October 30 Manassas Provost Conference Room
- November 13 Brault Conference Room 306
- December 4 Brault Conference Room 306

### **UPCOMING AGENDA ITEMS:**

- Library Services Report
- Instructional Calendar and Holidays
- Curriculum Committee Action Report

**Note Recorder:** Yovana Burns