

Administrative Council Agenda January 16, 2018

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

Guests: Ms. Charlotte Calobrisi, Associate Vice President for HR, Dr. Elizabeth Harper, Associate Vice President for Student Services and Enrollment Management, Mr. Dana Kauffman, Director of College Government Affairs and Community Outreach, Dr. Syedur Rahman, Associate Vice President for International Education and Sponsored Programs, and Ms. Robyn Seabrook, Legal Counsel.

Disability Services Proposal

Associate Vice President for Student Services and Enrollment Management, Dr. Elizabeth Harper, explained that as a result of a recent student disability case that highlighted gaps in the process and services provided to students with disabilities, revised practices were drafted that would both provide for consistent student services and clear instructions with better training for faculty.

Dr. Harper presented a draft of the revised Memorandum of Accommodation (MOA) intended to make the explanations of each accommodation clear. It lists specific test and classroom accommodations and notetaking services, as well as student and faculty responsibilities. The MOA will be sent to the student's instructors, but students will still need to discuss the MOA with each instructor to determine appropriate accommodations for each class.

Training will be enhanced for adjunct and full-time faculty and staff and made mandatory at least every three years. Training requests will be forwarded to the Professional Development Committee for approval. An Accessibility Advisory Committee is being assembled and will include all stakeholders in the disability process.

Administrative Council members endorsed the proposed revisions to the MOA and the recommended faculty and staff training.

VCCS Application Update

Dr. Harper reported that the new VCCS application will go live on April 1. The application process will include wider avenues to communicate with prospective students and sub applications that target specific demographic groups such as F1 students. The application will also feature a NOVA brand and links directly to the NOVA website.

Training will be provided in March for all college staff who work with prospective and new students. Dr. Harper asked that if there are staffers who should be included in the training process to contact her.

Grants Office Update

Dr. Syedur Rahman, Associate Vice President for International Education and Sponsored Programs, provided an update on both the Office of Sponsored Programs and the Office of International Education.

The grant process is now in compliance with federal rules and regulations. Training is provided to all project directors and principle investigators and loopholes have been closed between the stakeholder offices. Most of the grants awarded to NOVA are sub awards and as such there can be a net loss overall to the college. This is because NOVA must commit to and provide a range of services which can be costlier than the size of the grant.

The Office of International Education spends the equivalent of the tuition income of 6 International students in recruitment for a student body of nearly 1200 students and revenue of more than \$940,00 for the college.

Dr. Rahman reported that they expect to reestablish the Study Abroad Program beginning in the Summer of 2019 and a strategic planning report on the vision and mission is expected to be available in the coming month. A pilot project is taking place in the Czech Republic in the Summer of 2018 and an exploratory mission to the Amazon during the 2018 Spring break. A five-day U.S. Department of State retreat in Arizona was just completed for 150 exchange students.

NOVA currently has students from 126 countries.

Policy Approvals

Ms. Elizabeth Weatherly, Vice President for Institutional Advancement, and Mr. Dana Kauffman, Director of College Government Affairs and Community Outreach, presented four policies that had been drafted by the Institutional Advancement Division, reviewed by the College Policy Committee and brought before the Administrative Council for final approval. They included the following:

- Fundraising
- Fundraising by Student Organizations
- Use of College Name, Nickname, Logo or Mascot
- Media Relations

Mr. Kauffman explained that the updated policies are intended to centralize oversight, particularly regarding fund raising, ensure that VCCS policies are being followed, and provide the college with a more intensive focus on institutional priorities.

Each policy was accompanied by definitions, scope, the policy itself, recommended procedures approval processes, general guidelines, specific VCCS locations on authority and NOVA web links for further guidance.

Council members endorsed the two fundraising policies but deferred on the other policies for further discussion.

Love of Learning Courses

Dr. Haggray presented a revised proposal on NOVA's Love of Learning program that spelled out staffing requirements, funding, governance and program areas. The goal is to provide opportunities for non-degree seeking students in the Northern Virginia Region to take non-credit Love of Learning courses. Opportunities may vary from campus to campus to meet each individual community served.

Council members suggested adjustments to the proposal but approved the concept in general. The Provosts will meet with HR Associate Vice President Charlotte Calobrisi to review VCCS policies related to offering non-credit courses, and craft a final document for Administrative Council approval.

Pathways Advising and Scheduling

Dr. Schiavelli thanked the Academic Deans for their feedback on the suggested curriculum changes that were subsequently approved by the Curriculum Committee. The changes will result in more robust pathway options for students, with both commonality as well as many choices within the Humanities and Social Science degree programs.

OIR Update

Dr. Gabriel presented an OIR Research Brief identifying low-income prospective students in NOVA's service areas and public high schools, and those geographic areas which could benefit from more robust recruitment efforts.

One of the core NOVA missions is to be a gateway to economic mobility for low-income students. To identify prospective low-income students, several areas are being explored: zip codes in which low-income students reside; high schools with large groups of low income students; current Pell grant recipients; and, areas of disadvantage among Northern Virginia's affluent communities.

Some of the OIR data identifiers for low-income students encompassed the following information:

- Enrollment at NOVA from the 13 ZIP codes with the lowest median incomes in the NOVA service area (less than \$80,000/year) decreased over the five-year period from Fall 2012 to Fall 2016.
- In looking at 12 NOVA service area high schools with an economically disadvantaged student population of 40 percent or more, each high school enrolled graduates at NOVA at a rate higher than the average for the entire NOVA service area (22 percent).
- The clear majority (about 73 percent) of Pell Grant recipients come from families with an annual income of \$30,000 or less. The proportion of students receiving Pell Grants has become a widely acknowledged proxy for how many low-income students a college or university is serving.
 - Twenty-five percent of students at NOVA received a Pell Grant during 2015-16. Due to many factors, the percentage of NOVA students who have received a Pell Grant was low compared to other colleges in the Virginia Community College System (VCCS).
- Islands of disadvantaged in Northern Virginia: Interspersed among the region's affluent communities are 15 "islands of disadvantage," which are clusters of census tracts where residents face multiple challenges, including poverty, poor education, unaffordable housing, and lack of health insurance.
 - Many of these tracts are in Prince William County or Manassas. Attainment of a Bachelor's degree or higher is 38 percent in Prince William County and only 28 percent in Manassas (including Manassas City and Manassas Park City), compared to 56 percent in the region overall.

By analyzing the population and median income by ZIP code for all localities within NOVA's service area, NOVA can begin a targeted recruitment initiative. In addition, this would enable NOVA to provide student support with the application, financial aid, and enrollment processes, enhanced advising and financial aid services, and guidance early on and all the way to graduation for this population of students.

Other Business/Announcements

- Dr. Ralls thanked Dr. Haggray and her team for their Green Bag Campaign in celebration of Martin Luther King Day.

UPCOMING AGENDA ITEMS:

- VCCS Admissions Application
- Multiple Measures
- College Records Office

College Recorder: Norie Flowers