

Administrative Council
January 29, 2019

Members Present: Vice President Dimkova, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, Dr. Leidig, Dr. Lynch, Dr. Reaves, Vice President Sachs, Executive Vice President Schiavelli, Vice President Villagran-Glover.

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President for HR, Ms. Corinne Hurst, Executive Office Manager, Dr. Sheri Robertson, AVP for Academic Affairs, Legal Counsel Robyn Seabrook (remotely), Ms. Lisa Stelle, Senate Chair.

Presenting Guests: Dr. Russell Carter, Professor, Administration of Justice, Manassas Campus, Dr. Victoria Hill-Meggison, Associate Professor, Administration of Justice, Manassas, Ms. Joan Zanders, and Director of Financial Aid.

Students: Mara Arias and Andre Ruth from the Administration of Justice program.

REPORT: Manassas Campus Update:

Dr. Lynch explained that the Administration of Justice (ADJ) program is one of the more engaging programs at the campus. She invited Dr. Victoria Hill-Meggison and Dr. Russell Carter along with two ADJ students to talk about the program. Ms. Mara Arias and Mr. Andre Ruth spoke briefly about what they find worthwhile about the program and what type of careers they hope to pursue.

Dr. Hill-Meggison's has been a NOVA faculty member since 2013. She has a background as a Mental Health Therapist for Prince William and Rappahannock Rapidan Community Service Board. She also worked as a Probation and Parole Officer. Dr. Meggison is an Academic Adviser and co-Adviser to NOVA's Criminal Justice club. She truly loves teaching.

She stated that the ADJ program allows the students to participate in meaningful experiences that introduces them to a variety of criminal justice careers such as; diplomats, special agents, public safety professionals. One of the programs the Diplomatic Security Services (DSS) allows students to receive 6 hours of practical hands-on activities. Approximately 40 students from the Manassas and Woodbridge campuses participate in a Criminal Justice Field Trip to Summit Point Training Facility in West Virginia. This facility is run by the State Department. The trip helps the students to apply concepts they that they learn in the classroom.

Dr. Russell Carter was the program head for the Administration of Justice program at the Manassas prior to the reorganization. He brings thirty-five years of Federal, State and Local law Enforcement experience to the classroom. He has lived all over world and in many parts of the United States. He conducted protective services for dignitaries (foreign and domestic).

As a Federal Government Special Agent, he has investigated numerous criminal investigations that included white-collar crimes against the US Government. He stated that he has always had a passion for teaching. He joined NOVA 25-years ago as an adjunct while still being employed full-time. In 2004 he became the program head for the ADJ program at the Manassas campus. He is the Faculty Advisor for the Criminal Justice Club, he works with the students in the areas of conducting mock trials, crime scene exercises, and physical security team exercises.

There will be a Law Enforcement Career Day on April 26, 2019 at the Manassas Campus from 10:00-2:00. This will be a public event open to the college, Dual Enrollment ADJ students and community providers.

DISCUSSION: Transfer Program Advisory Committees

Dr. Robertson began by saying that there was not any required decision for this topic but discussion items for consideration.

Advisory Committees for transfer programs was implemented in 2018. The questions that need to be addressed is who shall be invited to serve on these committees and how many committees should NOVA have? The goal for the committees is to advise on the particular transfer committee as well as engage individuals from other schools. Dr. Robertson explained that this ties into SCHEV's Transfer initiative. The initiative works with faculty from other four-year institutions and colleges in the VCCS. The suggestion was made to test how well these transfer advisory committees are working by incorporating the top transfer programs such as; Computer Science, Business, Language Arts, Science, Criminal Studies as well as IT, with the schools that we already have existing Guaranteed Transfer Agreements. There are currently 5 colleges/universities that manage the 83% of NOVA's transfer students. Those schools being: GMU, JMU, VCU, ODU, MWC. Dr. Schiavelli suggested that maybe we would not need to include Mason since we have a cohort of people already working on this through the ADVANCE initiative. This topic will come back for further discussion at a future meeting

DISCUSSION: Adjunct Faculty as Dual Enrollment Classroom Observers

There was a discussion regarding Adjunct Faculty serving in the capacity of Dual Enrollment Observers. Dr. Schiavelli suggested starting with the guidelines outlined by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP ensures that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campuses. It is also the college's responsibility to ensure that the adjunct faculty are correctly credentialed in the field/discipline for which they are evaluating and that we are consistent across the college.

POLICY DISCUSSION: Financial Aid Eligibility for Students with Out-of-County Degrees

Ms. Joan Zanders, Director of Financial Aid provided the Administrative Council with an overview of the challenges for the Financial Aid office with this issue. She explained that colleges and universities receiving Title IV aid must determine if/when a student has a bachelor's degree. Students with bachelors' degrees are no longer eligible for Pell Grants and most state grants.

The policy from the Financial Aid Handbook reads: *“A student with a baccalaureate or professional degree is ineligible even if the degree is from an unaccredited school or is not recognized by your school.* Similarly, a student with a baccalaureate or professional degree from a foreign school usually isn't eligible for a Pell Grant. Ms. Zanders explained that a foreign degree often does not translate neatly into the American classification, the school must judge whether it equates to a U.S. bachelor's degree. If the student provides written documentation that the foreign degree is not equivalent to a bachelor's degree awarded in the United States, you may determine that he does not have a bachelor's degree. Documents supporting such a conclusion may include information about the type of school the student attended and total years of education leading to the degree.

Occasionally a student will complete all the requirements for a bachelor's degree but will continue taking undergraduate courses without accepting the degree. The school must then decide whether and at what point the student completed the baccalaureate course of study. If a school determines that the student did complete a bachelor's program (regardless of whether the student accepted the degree), then the student is no longer eligible to receive a Pell Grant. Ms. Zanders outlined some of the challenges that NOVA faces in making these determinations.

Many students with Title IV eligibility come to NOVA from outside the U.S.

- On the Application for Admission, many of these students indicate that have bachelors' degrees.
 - Foreign bachelors' degrees are not currently pulled into PeopleSoft. The Financial Aid office has to run a query to verify against the application for admission to find such students
 - NOVA experiences a lack of consistency from campus to campus in allowing/making changes to this field on the Student Inquiry panel
- When students learn they can no longer receive grants with a bachelor's degree, they change their answers. (Most have listed the years of college attendance on the admissions application—but not always the institution attended, which should be required. Terminology and language differences legitimately cause some errors in answering this question.)
- Most colleges make determination of past college attendance/completion at the point of admission; NOVA does not.
- NOVA does not recognize foreign degrees—or degrees from non-regionally accredited U.S. institutions—as bachelors' degrees.

- Federal regulations require that institutions receiving Title IV aid determine whether or not a student has a bachelor's degree, whether or not we accept it as a bachelor's degree.
- WES and other transcript evaluators seem less and less willing to state with clarity that a student has the equivalent of a U.S. bachelor's degree if earned in a foreign country; education earned at more than one institution seems to be evaluated separately and not as a whole.
- Some universities in other countries do not state a degree on the transcript.
- According to former citizens of some countries, we should not always trust the information provided by their home-country's institutions because payoffs are common.

Ms. Zanders provided some recommended solutions to these challenges. She explained that NOVA needs a consistent, standardized process and policy for determining whether a student has the equivalent of a U.S. bachelor's degree. Some of those recommended practices for consideration should include:

- NOVA requires a WES evaluation to gain further information.
- NOVA set a credit limit as the equivalent of a bachelor's degree--generously, 130 credits or 140 credits.
- NOVA consider having the original answer on the Application for Admission as the most accurate.

The Financial Aid staff members are spending a great deal of time attempting to make these determinations. We don't want to be unfair to students—but neither do we want to put the institution at risk of fraud with the Department of Education.

Dr. Schiavelli thanked Ms Zanders for this very comprehensive presentation on such a complex topic. He stated this will come back to the Administrative Council for further discussion.

Other Business Business/Announcements:

Vice President Dimkova stated in follow-up to the email that was sent college-wide regarding the various procurement deadlines that these are firm deadline dates for this year with no flexibility. She requested that the Council members let her know by February 8, if they are not able to get things through the procurement process by the noted deadlines.

Dr. Reaves noted that there was a Mobile Health Van that was purchased and that currently a business plan to go with this van is being prepared.

Upcoming Administrative Council Meetings:

February 12 - Brault Building
 February 26- Alexandria Campus
 March 12- Brault Building

Upcoming Agenda Items:

Policy on Programs Involving Minors
Institutional Effectiveness and Student Achievement- SACSCOC
SACSCOC Reaffirmation Process
VCCS Campus Safety and Audit and NOVACares Review
Guidelines for Teaching by Administrative Faculty

Note Recorder: Corinne Hurst