

Administrative Council
April 23, 2019

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Knights, Dr. Lynch, Vice President Partridge, Dr. Reaves, Vice President Sachs, Interim President Schiavelli.

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Ms. Akiva Kirkland, Legal Assistant/College Recorder, Ms. Robyn Seabrook, Legal Counsel.

Presenting/Other Guests: Ms. Heidi Adamson, Director of Enrollment Management and Academic Administration, Dr. Barbara Canfield for Dr. Leidig, Mr. Dana Kauffman, Director of College Government Affairs & Community Relations, Ms. Donna Patchett, Policy and Compliance Officer, Mr. Steve Patterson, Director of Facilities Planning & Support Services, Ms. Lisa Riggleman, Assistant Professor, Dr. Sharon (Sheri) Robertson, Interim Chief Academic Officer and Associate Vice President of Academic Services.

DISCUSSION/ACTION: ACADEMIC CALENDAR 2020 – 2021:

Dr. Sharon (Sheri) Robertson, Interim Chief Academic Officer and Associate Vice President of Academic Services, presented another draft of the proposed 15-week calendar for the fall 2020, spring 2021, and summer 2021 sessions. Dr. Schiavelli, Interim President, questioned if it might be beneficial for the College Senate to weigh in on the changes made to the academic calendar. Lisa Steele, Senate Chair, replied that the proposed changes were presented to the Senate earlier this year, and they provided very little feedback. Dr. Robertson reminded the council members that while feedback from the Senate is welcomed, a vote on the proposed changes to the calendar is not required to move forward. Dr. Robertson also reviewed the pros and cons of the College moving to a 15-week session. She emphasized that the pros far outweigh the cons. Dr. Robertson added that some disadvantages, such as course redesign, are one-time problems, while other disadvantages are logistical, such as figuring out how to optimize room use. In addition, she highlighted several of the 15-week session advantages. She added that with the change, there would be additional time for professional development, Convocation and PUP, advising, grading, and registration- all of which are beneficial to both students and faculty.

The council members shifted their discussions to priority registration. Heidi Adamson, Director of Enrollment Management and Academic Administration, recommended switching from thirty days of priority registration to seven to ten days. Dr. Robertson asked if the council members believed priority registration was worthwhile. Ms. Adamson added that there is no real pattern to the courses early registrants select other than science and math, and although she believed that it was worthwhile, 1-2 weeks of priority registration is enough for both fall and spring. Dr. George Gabriel, Vice President, Institutional Research & Student Success Initiatives, agreed and indicated

that priority registration provides an advantage to students who have earned 30-45 credits as those students are able to register early and secure classes that are very popular. Dr. Pamela Hilbert, Annandale campus Provost, added that the target for priority registration should be students that are about to graduate. This would ensure that these students are able to meet the requirements necessary to move forward.

The Administrative Council approved the 15-week session and finalized the dates for advising week and priority registration.

DISCUSSION: COMMENCEMENT UPDATE:

Mr. Dana Kauffman, Director of College Government Affairs & Community Relations/Commencement Chair and Ms. Lisa Riggleman, Assistant Professor/Commencement volunteers Co-Chair, presented an update on NOVA's upcoming 53rd Commencement held on Friday, May 17, 2019 at Jiffy Lube Live. Ms. Riggleman and Mr. Kauffman noted that the goal of the Commencement committee is to have a ceremony that is both shorter and more student-focused. Mr. Kauffman and Ms. Riggleman conveyed their thanks to all the faculty and staff that have volunteered for one of NOVA's most important events of the year.

ACTION: POLICY WORKGROUP RECOMMENDATIONS:

Ms. Robyn Seabrook, Legal Counsel, Ms. Donna Patchett, Policy and Compliance Officer, Mr. Dan Dusseau, Chief of Police, and Mr. Steve Patterson, Director of Facilities Planning & Support Services, discussed the following proposed policies with the Council members.

All of the proposed policies were approved by Administrative Council.

TRESPASS NOTICES: This policy applies to: 1) ban notices issued for disciplinary and administrative purposes; and 2) criminal trespass notices issued by the Northern Virginia Community College Police. Ban and trespass notices may be issued to employees, students and visitors at all properties owned, leased, or controlled by the College.

Northern Virginia Community College is committed to providing a safe environment for all staff, students and visitors. As a public institution of higher education, Northern Virginia Community College has the authority to prohibit access to individuals on College property.

An administrative ban or criminal trespass notice may be issued by an authorized College official when it is determined that an individual's continued presence on campus poses a significant threat to the health, safety, welfare, or academic experience of members of the College community. Regardless of whether such notice has been issued, any individual who is deemed to have committed a crime may be arrested by College Police.

An administrative ban or criminal trespass notice remains in effect for the period specified in the notice unless modified or withdrawn in writing by an authorized College official.

Authorized College officials must provide a copy of the notice, and any subsequent modification or withdrawal, to College Police. College Police will maintain a listing of banned and trespassed individuals. An individual who violates an administrative ban notice may be subject to arrest for criminal trespass pursuant to Virginia Code §18.2-119.

KEY MANAGEMENT: The policies provided herein apply to all Northern Virginia Community College faculty, staff, students, contractors, and all organizations and visitors who have authorized use of the college's facilities. This policy applies to all Northern Virginia Community College facilities and locations that are owned by the Commonwealth of Virginia. Electronic access to doors is under the responsibility of the NOVA Card Office at the College.

Northern Virginia Community College is committed to providing security for its students, faculty, staff and property while providing building access to students, staff, faculty, and authorized visitors and organizations. It is recognized that certain tasks require unrestricted access to buildings and areas for authorized persons. It is also recognized that the College Police, deans, department heads, directors, and supervisors are charged with ensuring adherence to this policy and shall take appropriate actions to prevent security and access violations. No door access shall be changed or modified without written approval of the Director of Facilities Planning and Support Services or designee.

ENERGY AND SUSTAINABILITY: This policy applies to students, faculty, staff and long-term visitors and long term contractors at all College locations.

Minimizing NOVA's energy consumption and other conservation goals is the responsibility of students, faculty, staff, and long term contractors. The College encourages actions that will achieve energy reduction.

COLLEGE OWNED VEHICLES: This policy applies to all Northern Virginia Community College ("College") employees who operate any College-owned vehicle on either public or private property for College business.

This policy does not apply to specific public safety related requirements that govern Police and Emergency Management use of vehicles. This policy does not apply to common carriers such as bus companies, where the operator is provided by the carrier.

College owned vehicles are to be operated in accordance with the policies and procedures of the College, the Commonwealth of Virginia, and the laws of the jurisdiction in which the vehicle is being driven. College owned vehicles must only be used for College business. The College has established procedures to assure the proper utilization and maintenance of these vehicles.

Drivers of College owned vehicles represent the College and the Commonwealth. Therefore, the College expects drivers to practice safe driving habits and driving courtesy. Drivers must comply with policies and procedures regarding use of College owned vehicles and with applicable laws and regulations concerning the operation of a motor vehicle.

Noncompliance with this policy may result in a loss of privileges regarding the use of College owned vehicles and disciplinary action up to and including termination.

DISCUSSION: PROGRAM REVIEW: Institutional Effectiveness and Student Achievement SACSCOC:

Dr. Gabriel, Vice President of Institutional Effectiveness & Student Success, introduced the scaled down review process that would focus on the most important review components and be easier to complete as requested by Admin Council.

Ms. Karkehabadi, Associate Vice President of Academic Assessment continued the discussion detailing changes to simplify the Program Review process. The simplified review process will use an electronic word template, reduce the number of sections to be reported on, allow for yes/no responses to prompts with short answers as needed, and provide OIR/Assessment tables and figures specific to the program within the template. Ms. Karkehabadi shared an example from the simplified program review template.

The Administrative Council agreed the simplified program review template would be easier for programs to complete within a reasonable time period. The complete program review template will be reviewed by provosts for comments and suggestions before the template is finalized to be piloted in fall 2019.

OTHER BUSINESS/ANNOUNCEMENTS:

Dr. Schiavelli, Interim President, shared an update on salary increases after a brief discussion with Ms. Charlotte Calobrisi, Associate Vice President Human Resources. They reminded Council members that a recent employee evaluation must be positive in order for classified employees to receive the salary increases that will be reflected on the July 1 paycheck. He also stressed that supervisors should ensure completion of all evaluations before June 25th.

UPCOMING AGENDA ITEMS:

- Commencement Rehearsal (5/7)
- SACSCOC Reaffirmation Report (5/21)
- FY2020 Budget Discussion and Approval (5/21)
- Salary Increases (5/21)

UPCOMING AC MEETINGS:

- May 7 Brault Conference Room- Senior Staff Meeting
- May 21 Woodbridge Provost Conference Room- Admin Council

- June 4 Brault Conference Room- Senior Staff Meeting
- June 25 Annandale Provost Conference Room- Admin Council
- July 23 Brault Conference Room- Admin Council
- August 27 MEC Provost Conference Room- Admin Council
- September 24 Brault Conference Room- Admin Council

Note Taker:

Akiva Kirkland

Legal Counsel Office/President's Office