

**Administrative Council**  
**March 26, 2019**

**Members Present:** Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Reaves, Vice President Sachs, Interim President Schiavelli.

**Standing Guests:** Ms. Charlotte Calobrisi, Associate Vice President for HR, Ms. Corinne Hurst, Executive Office Manager, Ms. Akiva Kirkland, Legal Assistant/College Recorder.

**Presenting Guests:** Ms. Paula Ford, Mr. Lars Gilligan, Ms. Shahnaz Kamberi, Ms. Sharon Karkehabadi, Associate Vice President of Institutional Research, Planning & Assessment, Mr. James Klink, Mr. Kwabena Konedu, Assistant Professor, Mr. Josh Labrie, Director of SySTEMic, Ms. Nikolett Laszlo, Dr. Sharon Robertson, Associate Vice President of Academic Services, Dr. John Sound, Associate Professor, Science and Applied Technology.

**REPORT: IET UPDATE:**

Dr. Chad Knights, the Provost of Information and Engineering Technologies (IET), provided an update on the recent redesign of the NOVA IET degree programs. The recent updates will continue to position NOVA as the leading information technology community college in the nation as stated in the College's recently approved strategic plan. To endorse the program's success, Dr. Knights was joined by some of his colleagues and students to share their personal experiences. He mentioned that three new programs were launched, one which led to a Cloud computing specialization within the Information Systems Technology degree. Kwabena Konadu, Assistant Professor, Cybersecurity and Information Technology, joined in Dr. Knights' enthusiasm. He remarked that the redesign benefits those who seek employment in the field of information technology, who are presently in that field, and those who desire to increase their knowledge and update their skills.

Dr. Knights was also joined by two current students, Mr. James Klink and Mr. Lars Gilligan, and one former student, Ms. Nikolett Laszlo. Ms. Lazlo, who is a graduate of NOVA's CyberSecurity program is currently working with Amazon Web Services (AWS). She expressed that she was recently offered a full scholarship to attend George Washington University. Mr. James Klink and Mr. Lars Gilligan shared their student experiences. Both students stated that they were offered internships at Micron Technology after completing only one semester of a two year Engineering Technology program. Mr. Klink mentioned that while at Micron, he is able to use a lot of what is being taught in his NOVA classes. Mr. Gilligan added that his NOVA IET classes prepared him to work well with others and be successful in a professional environment. He also mentioned that Micron uses Six Sigma as part of their work philosophy, and that he was introduced to these concepts at NOVA, and as an intern, has had the opportunity to apply what he learned in his classes.

Dr. Knights also introduced Mr. Josh Labrie, Director of NOVA SySTEMic who detailed the new developments in the STEM outreach program. He mentioned that their goal is to cultivate a pipeline of student-centered activities from elementary school to career, building the STEM workforce of the future in the process. Mr. Labrie shared that the mission of his office is to develop a sustainable STEM pipeline in Northern Virginia. He added that his office engages students in elementary school and inspires them to continue pursuing STEM in high school, college and the workforce through a collaboration with schools, businesses and community organizations.

Mr. Labrie reported on the various activities that NOVA SySTEMic is active in such as summer STEM camps, career exploration, competitive robotics such as VEX Robotics Program where K-12 students are able to compete regionally at all levels, and STEM dual enrollment. He also mentioned that through the VEX Robotics program, students learn Soft Skills: teamwork, problem-solving, and workplace readiness as well as Technical Skills: engineering design, programming, CAD, program management.

Mr. Labrie indicated that NOVA provides necessary regional cooperation & coordination when these programs are being delivered to participating teachers and students. These programs are built on the critical need for a hands-on, activity based approach to learning STEM through collaboration and innovative teaching methods. During a brief demo, Mr. Labrie showcased a micro:bit. He explained that a micro:bit is a product that is ideal for students interested in electronics in upper elementary school or older. Mr. Labrie shared that micro:bits were given to every child in England. The micro:bit has built in LEDs and sensors that allow for basic projects and coding. He added that with the low cost of this STEM tool, retailing at only \$17.00, this is one of many inexpensive STEM products available that can lead children into coding and STEM in a fun way.

Mr. Labrie also provided an update on the Fabrication Laboratory, referred to as the “Fab Lab” at NOVA’s Manassas Campus. The Fab Lab will serve as a hub to connect industry to the developing technology workforce and support NOVA’s industry-aligned Engineering Technology program. It will also be leveraged by NOVA’s STEM outreach program, NOVA SySTEMic, to inspire K-12 interest and encourage future generations to pursue careers in engineering technology. He reported that the Fab Lab will offer state-of-the-art equipment for instructional and training use, which will include a 3D scanner, multiple 3D printers, a laser engraver, and more. Mr. Labrie revealed that the FAB Lab should open between August and September of 2019.

### **ACTION: Policies Committee Action Items:**

Ms. Charlotte Calobrisi, AVP of Human Resources, Dr. Molly Lynch, Manassas campus Provost and Ms. Donna Patchett, J.D., Policy and Compliance Officer, presented policies that were under review. Ms. Calobrisi introduced the policy for Sabbatical for Fulbright Award and Similar Awards. She explained that this policy applies to full-time faculty who meet the eligibility criteria specified in the policy. The policy provides for sabbatical leave with full pay for one semester to those faculty members who receive a Fulbright or a similar award. Any additional leave approved after one semester will be at half pay, up to a maximum of six months total leave. Per the policy, two faculty members can receive a sabbatical leave with full pay for a Fulbright or similar award per academic year.

A faculty member granted such leave with pay must agree to return to the College as a full-time employee for a period equal to twice that of the period of absence; if the faculty member returns to NOVA for a lesser period of service, the faculty member shall be responsible for repayment of that portion of salary for the time not served. The outstanding pro-rata portion of the note shall be paid in full within one year following termination of employment.

Ms. Calobrisi explained that faculty members must meet established eligibility criteria and follow application procedures for sabbatical leave for a Fulbright or similar award. Sabbatical leave for a Fulbright or similar award requires approval of the President and is contingent upon availability of funds and the needs of the College.

### **Executive Summary of Proposed Policy Revision: FULBRIGHT LEAVE**

#### **Why is this policy being created or revised?**

Currently, when NOVA faculty receive Fulbright or similar awards, it has been left to each campus to decide whether or not to provide paid leave, and if so in what amount. This policy is intended to standardize the level and duration of paid leave so that recipients are treated equitably cross the College.

#### **What are the general points or requirements covered in this policy?**

- The policy mirrors the VCCS eligibility criteria for sabbaticals.
- The policy establishes the amount and duration of paid leave: full pay for one semester and half pay for up to two additional months.
- The policy establishes repayment obligations consistent with VCCS policy.

#### **Which stakeholder offices or personnel have provided input into this policy draft?**

Policy Work Group, and each member's constituents, especially academic deans, provosts, Senate and Campus Forum Councils.

There were three policies that were reviewed for legal sufficiency and revised by Ms. Robyn Seabrook, Associate System Counsel of the College. The Policy Working Group convened to review the following policies: Programs Involving Minors, Academic Field Trips, and Academic Integrity. Dr. Lynch explained in detail what is covered, created or revised in the following:

### **PROGRAMS INVOLVING MINORS**

This policy applies to all programs and activities on College property that involve non-enrolled minors and that are sponsored by the College or co-sponsored by the College and an external organization, including camps, clinics, workshops, conferences, and other educational activities. This policy does not apply to College visits, to general public events where parents or guardians are invited and where they are expected to provide supervision of minors, or to events that are

open to the general public and which minors attend at the sole discretion of their parents or guardians.

Note that the Provost approves the program, and Risk Management is simply being given information for tracking purposes. (Risk Management does not approve the programs) The form includes considerations for the provost in approving the program and a list of assurances from the program sponsor related to compliance with policy and emergency procedures.

#### **Why is this policy being created or revised?**

The College approved a policy on Programs Involving Minors last year. It quickly became clear that the policy lacked a process for approval of such programs before they are initiated, and that there was no means of tracking these programs for risk management or emergency management purposes. The proposed amendments are intended to fill in these gaps.

#### **What are the general points or requirements covered in this policy?**

- Establishes a process for program **approval** by provost or vice president having supervisory authority over the program. Criteria to consider are included on the form.
- Establishes a **registration** process so that risk management and emergency management are aware of programs involving minors.

### **ACADEMIC FIELD TRIPS**

This policy applies to field trips and field courses in the U.S. for credit and non-credit classes. It does not apply to trips sponsored by Student Life or recognized student organizations.

#### **Why is this policy being created or revised?**

The Field Trips policy in the most recent Faculty Handbook is being updated to reflect current practices.

#### **What are the general points or requirements covered in this policy?**

- The policy has been revised to apply only to academic field trips. Student Life is developing a separate policy for student life travel since those policies and procedures are very different.
- International travel has been removed from this policy because there is a separate International Travel policy in the Faculty Handbook and The Office of International Programs is developing additional policies in this area.
- Provosts and Workforce have confirmed that they do not provide funding or reimbursement for field trips, therefore references to these procedures have been deleted.
- A section on providing accommodations for disability, financial hardship, etc. has been added.
- Policy has been updated to reflect current practices including terminology (e.g. Workforce instead of Continuing Education).
- The Assumption of Risk form and instructions have been revised.

## **ACADEMIC INTEGRITY**

### **Why is this policy being created or revised?**

Academic Integrity is currently a subsection of the Student Code of Conduct. There is frequently confusion over whether violations are referred to the academic deans or deans of students and student conduct officers. The proposed policy clarifies that academic integrity violations are the purview of the faculty and academic deans.

The current policy does not ensure that students receive due process – notice and an opportunity to be heard – before a finding is made and sanctions are assigned, but only provides an appeal after sanctions are assigned.

The current policy provides ranges of sanctions for minor, moderate and major violations, but does not provide any guidance for classifying violations. This leads to inconsistency in the application of sanctions by faculty.

### **What are the general points or requirements covered in this policy?**

- The policy includes definitions of minor, moderate and major violations with examples of each level for cheating, plagiarism, and facilitating academic dishonesty.
- The policy's procedures ensure that students are provided due process before a finding is made and sanctions are imposed.
- The policy clarifies when an alleged violation should be referred to student conduct and that academic sanctions are decided by the faculty and deans.

Ms. Charlotte Calobrisi also presented the Voluntary Inter-Campus Faculty Transfer policy for review. This policy applies to vacancies for full-time teaching, administrative, and professional faculty. Dr. Leidig advised the importance of confidentiality throughout the transfer process. Dr. Schiavelli indicated that the President reserves the right to reassign employees to any work location within the college. Ms. Calobrisi reminded that the policy affords eligible full-time faculty the opportunity to transfer to another NOVA campus when a vacancy of the same teaching discipline or position becomes available. Transfers that meet the needs of an eligible faculty member as well as the needs of the receiving campus are encouraged. Dr. Schiavelli stated that voluntary inter-campus transfers will not affect a faculty member's salary, rank, or appointment status and that the position the faculty member is transferring to must be a comparable one. He also added that that Human Resources would be the determiner of the comparable position. Ms. Calobrisi explained in detail what is covered, created or revised in the following:

### **Executive Summary of Proposed Policy Revision: VOLUNTARY INTER-CAMPUS FACULTY TRANSFER**

**Why is this policy being created or revised?**

Currently, NOVA faculty who wish to move to another campus with a vacancy in the same discipline or position must apply in the same manner as external candidates. It was suggested that a more streamlined process be developed to give some priority to current faculty. At the same time, provosts want to ensure that they have the flexibility to hire the candidate who is the best fit, and not be required to select an internal candidate or one with e.g., the greatest seniority.

**What are the general points or requirements covered in this policy?**

- The policy's procedures require a 5-day internal posting of a vacancy before an external posting.
- The policy's procedures describe the application process for internal candidates.
- The policy's procedures describe how internal transfer applicants should be assessed.

**Which stakeholder offices or personnel have provided input into this policy draft?**

Policy Work Group, and each member's constituents, especially academic deans, provosts, Senate and Campus Forum Councils.

**All policies presented to the Administrative Council on March 26, 2019 were approved.**

**ACTION: Academic Calendar 2020-21:**

Dr. Robertson, AVP, Academic Affairs and Interim Chief Academic Officer, highlighted the pros and cons of moving from a 16-week to a 15-week academic calendar during academic year 2020-2021. She mentioned that the switch to a 15-week session has been discussed for almost a decade now. Dr. Hilbert emphasized that she has been a fan of the 15-week session for years as it provides the breathing room for professional development. She added a cautionary note stating that the Provosts have polled the faculty and discovered that they are fatigued and somewhat overwhelmed by the many academic changes the College has implemented.

Dr. Robertson shared that the 16-week session offers consistent time blocks where classes start every 90 minutes on the hour or half hour, and that standard start times would remain the same so it would not be disruptive to students or faculty. Students and faculty could expect shorter class times and NOVA Online sessions would remain the same. She also stated that MTT 4, our default Developmental Mathematics Technology-Based courses, fit better in a 16-week semester since each MTT 4 class lasts 4 weeks as required by the VCCS (Virginia Community College System). Under a 16-week session there would be more opportunity to convert classes to late start sessions. She also noted it would be easier to schedule first and second 8-week sessions as well as retain the 2 days per week schedule for many classes. She stated that one disadvantage of keeping a 16-week session is that faculty returning on August 16 left little time for Convocation and professional development before classes begin- a concern also shared by Dr. Hilbert. She remarked that since

fall session runs too close to the end of summer when summer session is 12 weeks, it becomes difficult to give faculty a break and get grades in/SAP calculated. Also, there is little time between semesters to perform maintenance on facilities, and little time between semesters to prepare/register students for the next semester.

Dr. Robertson noted that the pros for changing to the 15-week session included an extra week of enrollment for students and is great for students who need to graduate and transfer as their grades would post to transcripts sooner. With a 15-week session, NOVA's schedule would be more similar to George Mason's which would help students who are taking courses at both institutions. She explained that starting later or ending earlier builds in an extra buffer week between terms which would allow more time between sessions for advising and registration. She also commented that a 15-week session gives more time for campus maintenance and computer updating between the end of one term and the beginning of the next term.

While the change to a 15-week session is promising, some issues with a 15-week session include classes starting at odd times along with the challenge of fitting in 8-week sessions. Dr. Robertson continued that when space is an issue, time blocks will not allow for shifting of classes in case of renovations or emergencies. She noted that since space is at a premium, the College needs as many blocks as possible.

Overall, the 15-week session offers many advantages to students, but there also are some logistical concerns. The topic will be considered again at the April 23 Administrative Council meeting.

### **REPORT: Program Discipline Review- Quality Enhancement Plan (QEP):**

Dr. Gabriel, Vice President of Institutional Effectiveness and Student Success explained that this is the fourth part of this continued discussion as NOVA begins to prepare for the next SACS Reaffirmation in 2021. Dr. Gabriel began with an update on the QEP (Quality Enhancement Plan), Section 7.2 of Institutional Effectiveness. He noted that the QEP under the revised Principles of Accreditation (December 2017) is focused on improving student learning and/or student success, preferably using direct measures. This should include clear goals/outcomes to reflect the project scope, as well as baseline(s) and target(s). Ms. Karkehabadi, Associate Vice President of Academic Assessment continued the discussion on Program Review. She briefly described the Program Review process at NOVA. Then she highlighted that despite a systematic process for reporting in place many reviews are not completed at all or in a timely manner.

Admin Council discussed possible reasons for this. Dr. Mel Schiavelli, Interim President requested Office of Institutional Effectiveness and Student Success return to Admin Council in the near future with a scaled down review process that would focus on the most important components and be easier to complete.

### **DISCUSSION: Fall Convocation:**

Dr. Schiavelli noted that NOVA's fall 2019 NOVA's academic calendar allows the smallest number of days between the beginning of faculty contracts and the start of classes. Faculty

contracts begin on Friday August 16th and classes begin on Monday, August 19th. Recognizing the myriad of college and campus-focused events surrounding the start of classes-campus convocations, discipline group meetings, registration of students, adjunct orientation, etc. the Administrative Council has decided that a college-wide Opening Convocation will not be held this fall.

The Administrative Council is continuing its conversation about the fall 2019 and spring 2020 semesters recognizing further that it is very likely that the College will be hosting candidates for the NOVA presidency sometime in the September-October timeframe and will be welcoming the successful candidate in spring 2020.

**UPCOMING AGENDA ITEMS:**

LTR Services (4/9)

Academic Calendar 2020-2021 (4/9)

Loudoun Campus Update (4/9)

Administrative Council Meeting Schedule (4/9)

**UPCOMING AC MEETINGS:**

April 9 Loudoun Provost Conference Room- Administrative Council

April 23 Brault Conference Room- Administrative Council

May 7 Brault Conference Room- Senior Staff Meeting

May 21 Woodbridge Provost Conference Room- Administrative Council

June 4 Brault Conference Room- Senior Staff Meeting

June 25 Annandale Provost Conference Room- Administrative Council

Note Taker:

Akiva Kirkland

Legal Counsel Office/President's Office