

Administrative Council
April 9, 2019

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

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President for HR, 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, Dean, Ms. Paula Ford, Dean of IET, Mr. Chris Hunter, Loudoun County Economic Development, Ms. Carlita McCombs, Career Counselor, Dr. Sharon Robertson, Interim Chief Academic Officer, and Associate Vice President of Academic Services, Dr. Laura Siko, Director of Enrollment Management.

DISCUSSION: Learning Technology Resources (LTR) SERVICES:

Dr. Schiavelli stated that when Dr. Molly Lynch, Manassas campus Provost, was the Provost representative on the LTR Deans' group, or when Dr. Steve Sachs, Vice President of Instructional & Informational Technology, was engaged in the group, the reoccurring questions asked were what set of services should be offered at every NOVA location, and could the group determine what plans were needed. He added that a year later Dr. Julie Leidig, Loudoun campus Provost, and new LTR Deans' group representative, had been tasked with answering those questions. Dr. Leidig shared that the first step for the group has been to take a rational look at how resources are being used and distributed across the College in an effort to establish a baseline from which we can improve services to students at all campuses. She added that while a lot of work has been done on library and tutoring services, there are some changes that need to be made before the group is ready to present their proposals to the Administrative Council.

Dr. Leidig indicated that the main dean who has been the lead on the library proposal is Dr. Bradlee from the Annandale campus. She added that Dr. Bradlee has been working diligently to benchmark spending and resource levels for the libraries across NOVA with similar, larger, same sized, or slightly smaller SACS-accredited institutions. She noted that a new analysis that includes all library staffing (not just librarians) is in the works. Dr. Leidig also shared that the LTR Deans are proposing an aspirational three-year spending plan that may or may not be practicable when considered along with other budget priorities.

She mentioned that since this project was started some time ago, the group will need to update its data to incorporate the most current enrollment statistics. All findings will be presented to the Administrative Council once the research is completed.

Dr. Leidig indicated that with the tutoring proposal the LTR Deans are following a similar process-the proposal, led by Dr. Lynn Bowers of the Manassas Campus and by Dr. Kathy Bohnstedt from Woodbridge, is focusing on both funding and staffing levels. She reminded that there are campus-to-campus differences in staffing levels and organizational placement for tutoring. She noted that

the Deans' plan is to identify what essential services should be provided at all tutoring centers and what enhanced services are currently provided by some NOVA campuses. She advised that the first step in implementing the current proposal is to bring each campus up to a level where they are able to offer the basic services required. Dr. Leidig indicated that at this time each campus is not equally prepared to do so. She did add that once each campus can effectively offer the basic services, then more enhanced services can be added over time, but that the current proposal would fund enhanced services mainly out of campus operating funds. The group also suggested a three-year spending plan for tutoring which should help to enhance peer tutoring.

Dr. Schiavelli asked Dr. Leidig if she believed tutoring was effective, and she replied that, based on the data we currently collect, a systematic analysis of this has been difficult but attempts to establish outcomes for tutoring are underway. Dr. Schiavelli noted that tutoring is not very different when compared to advising in terms of making sure the staffing is right because it is a headcount-based service to students. He went on to say that it's clear the group has made a lot of progress in terms of understanding differences across campuses for tutoring and library services. He also added that depending on the configuration (such as having one or two floors) or the hours of the library, the College would need to ensure that there is adequate staffing for security.

Dr. Schiavelli indicated that the proposals will be brought to Admin Council after they are revised.

DISCUSSION: ACADEMIC CALENDAR 2020-21:

Dr. Sheri Robertson, Interim Chief Academic Officer and Associate Vice President, Academic Affairs presented another draft of the proposed 15-week calendar for the fall 2020, spring 2021, and summer 2021 sessions. She summarized the advantages and disadvantages of moving to a 15-week semester, adding that the advantages outweigh the disadvantages. She noted that the draft includes information on Lord Fairfax Community College, John Tyler Community College and George Mason University for comparison. The draft also includes the VCCS policy on the academic calendar and a list of state holidays. The Council discussed ways to share calendar information with the Senate in order to obtain feedback.

Council members discussed the relationship between Advising Week and registration, as well as the usefulness of offering both Priority and Open Registration. It was decided that Priority Registration for Fall 2020 (so occurring in Spring 2020) should be the week before Advising Week, and Open Registration would begin the day Advising Week begins. The Council further agreed to redefine "Priority Registration" as registration available for students with at least 30 credits. The Council also discussed ways to use the days between last day to submit grades and the end of the 9-month faculty contract because with the 15-week semester grades would be due about 10 days before the faculty contract ends. The provosts preferred to simply state that those are non-instructional days. In a related discussion, the Administrative Council agreed that the college Catalog for the upcoming academic year should be ready by Spring Break. This means that any curriculum changes will have to be approved by the Curriculum Committee during the previous fall.

REPORT: LOUDOUN CAMPUS UPDATE:

Dr. Julie Leidig, Loudoun campus Provost, shared the recent Loudoun campus initiatives. She reported that through the Aspire Higher program, the Loudoun campus hosted fifty students from Sterling Middle School that are part of AVID (Advancement Via Individual Determination), a nonprofit program whose mission is to close the achievement gap by preparing all students for college readiness and success in a global society. Dr. Leidig mentioned that NOVA's partnership with Sterling Middle School was facilitated and funded by Northwest Federal Credit Union. For the past two years, the Credit Union has also given the College funding to assist needy students in financial crisis. Dr. Leidig, along with Dr. Barbara Canfield and Dr. Laura Siko, shared that the middle school students were visiting NOVA to foster their interest in higher education. Dr. Canfield and Dr. Siko mentioned that AVID works to encourage students to achieve academically. They also shared that the visit helped to promote overall higher education and career development with parents that could be unemployed or underemployed.

Dr. Leidig also introduced Mr. Chris Hunter who works with Loudoun County Economic Development and Ms. Carlita McCombs, a Career Counselor at the Loudoun campus. Mr. Hunter and Ms. McCombs shared that NOVA's Loudoun campus has partnered with the Loudoun County Economic Development and the Loudoun County Chamber of Commerce to promote Job Prep Express, a project of the Loudoun Chamber Workforce and Education Committee. They indicated that Job Prep Express is a concentrated Saturday workshop which helps educate potential employees on the hiring process and assists them with resume and interview preparation. The workshop helped to prepare candidates for the Hire Loudoun job fair. Mr. Hunter stated that Hire Loudoun showcases a variety of full-time, part-time and internship opportunities available throughout Loudoun County. Ms. McCombs emphasized the importance of Job Prep Express. She expressed that the workshop offers mock interviews, employer panels, resume preparation, and job search techniques which serves students who are entering the workforce.

Mr. Hunter indicated that the next Hire Loudoun event is scheduled for fall 2019.

DISCUSSION: ADMINISTRATIVE COUNCIL MEETING SCHEDULE:

Dr. Schiavelli, Interim President, disclosed that the College's constitution indicates that the Administrative Council is a policy group where policies are presented for approval. In order to move back to the Council's original purpose he proposed that the Administrative Council meet once a month to focus primarily on actions, and that senior staff should meet as needed to have in depth discussions about current projects before they are presented to the Council. Dr. Schiavelli also suggested that this could be done on a trial period during the summer and if proven successful, it could be a more permanent option.

OTHER BUSINESS/ANNOUNCEMENTS:

Council members discussed methods to make enrollment more transparent and student friendly during registration. Dr. Schiavelli mentioned that having a point of contact for students to allow them to get their registration needs met in one place will prove to be very helpful.

UPCOMING AGENDA ITEMS:

- Academic Calendar 2020-21 Approval (4/23)
- Commencement Update (4/23)
- New Degree Audit Functionality in SIS (4/23)
- SACSCOC Reaffirmation Report (4/23)
- FY2020 Budget Discussion and Approval (4/23)
- Salary Increases (4/23)

UPCOMING AC MEETINGS:

- April 23 Brault Conference Room- Admin Council
- 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

Note Taker:

Akiva Kirkland

Legal Counsel Office/President's Office

