

**Administrative Council**  
**May 21, 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 of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Ms. Akiva Kirkland, Legal Assistant/College Recorder, Ms. Robyn Seabrook, Legal Counsel.

**Presenting/Other Guests:** Dr. Mark DAntonio, Director of Enrollment Management, Dr. Donna Minnich, Senate Chair.

**REPORT: WOODBRIDGE PROVOST CAMPUS UPDATE:**

Dr. Sam Hill, Woodbridge campus Provost, introduced Dr. Mark DAntonio, the Director of Enrollment Management at the Woodbridge campus. Dr. Hill shared some details regarding Dr. DAntonio's background with the Council members. He noted that Dr. DAntonio began as an entrepreneur, a business faculty member, and is a former Marine. Dr. DAntonio stated that he has been in his current role for the past three years, and there are two main parts to his job- creating the schedule and managing enrollment which are worked on simultaneously. He added that at this time he is currently managing enrollment as he's preparing to release the schedule for the 2<sup>nd</sup> 6-week session. Dr. DAntonio shared that the process of determining the schedule begins under the guidance of Ms. Heidi Adamson, NOVA's Director of Enrollment Management and Academic Administration. He noted that after attending several Schedule of Classes (SOC) meetings to discuss what the best practices and policies are, coupled with Ms. Adamson's scientific analysis of enrollment, he is able to create an enrollment document for the Woodbridge campus. Dr. DAntonio indicated that the document is distributed to the Deans and Associate Deans of his campus, and consists of the most highly enrolled classes, course sections, start/end times, SOC rules, and Enrollment Management requests.

Dr. DAntonio stressed that tracking enrollment history, interviewing student services personnel and student and faculty surveys are important. They are used to project demand and to determine the days and times to offer classes since it is direct feedback from students and those that deal with students. In addition, he mentioned that enrollment is the job of everyone and that a campus must work together. He described it as "we all wear the same uniform." He emphasized that each campus is a little different and it helps to have someone that is immersed in the job of enrollment. He added that the measurable results of any changes implemented should be increased enrollment, retention, and graduation. Dr. DAntonio shared that his office is focused on ensuring that the schedule is convenient for students and solving the problems that contribute to low enrollment.

**INFORMATION: CANVAS MIGRATION UPDATE:**

Dr. Steve Sachs, Vice President of Instructional and Information Technology, shared a brief update on the CANVAS migration. He reported that as of the start of the summer session, 50-55% of all current sections are using CANVAS. He added that this is down about 10-15% as compared to last summer's use of Blackboard for classes that started this week. He also added that although his office is currently unable to tell how CANVAS is being used, they will have that information, and more complete use data later in the summer. Dr. Sam Hill, Woodbridge campus Provost, asked if the CANVAS numbers could be sent to each of the Provosts. Dr. Sachs replied that he could send information on which sections were using or not using CANVAS, but could not provide the information by instructor. He noted that one of the challenges facing the migration, as with many larger initiatives, is getting information to faculty. He indicated that the nature of emails and questions being received from faculty suggest that we need to develop improved communication strategies and expectations college-wide. He suggested that the Provosts speak with their LTR Deans and other staff to see if improvements in messaging would help faculty determine which messages are important. If improvements are implemented, the College can provide accurate information to faculty and adjuncts who are already inundated with email.

**ACTION: APPROVAL OF 2019 - 2024 STRATEGIC TECHNOLOGY PLAN:**

The Administrative Council approved the 2019 – 2024 Strategic Technology Plan.

Dr. Sachs presented the 2019- 24 Northern Virginia Strategic Technology Plan to the council members. He explained that the plan was developed by a broad cross section of faculty and staff from across the College serving on several committees over the past years. This includes work completed by the Council on Learning Technology Resources during NOVA's strategic planning process. He reported that during the past three years, the council reviewed NOVA's current strategic technology plan, results of multiple surveys of faculty, staff, students, and literature on technology trends which directly affect higher education and its students. Dr. Sachs mentioned that the committee spent hours discussing the details of what NOVA needed from its technology to support the College's strategic plan, academic programs, and its students. Another important objective is for NOVA to maintain its place as one of the nation's top digital community colleges, given the importance of technology to our region. He indicated that the 2019- 24 Strategic Technology Plan represents a mix of the needs, goals, aspirations, and values that will guide the College's technology planning and spending over the life of the plan. Dr. Sachs emphasized that the plan represents those important technology elements that are currently a part of NOVA's technology environment. These elements are important to maintain, as are the goals that must be achieved by the end of the planning period in 2024. Dr. Sachs explained that the plan focuses on 12 key technology goals that represent the technology priorities of the College. For each of these goals, he added, there are more than 150 specific objectives that define how the College will achieve those priorities, track progress, and measure success. He expressed that these goals are meant to be clear statements of what the committees felt were critical to student success and student

completion over the next six years. He stressed that the goals are what a technology- rich community should expect of its community college.

Twelve Technology Goals of the Northern Virginia Community College 2019- 24 Technology Strategic Plan

- I. All classrooms will have up to date technology for instructors and students to enhance teaching and learning.**
- II. The College will have a state- of- the- art online learning environment, employ up to date instructional technology, and significantly reduce the use of paper in classes.**
- III. All College services and transactions will be accessible and able to be completed virtually.**
- IV. Faculty, staff and students will be proficient in the use of up to date educational technology.**
- V. There will be a robust infrastructure capable of supporting up to date use of technology throughout the College.**
- VI. The College will take advantage of enhanced opportunities for virtual communication and collaboration among faculty, staff, and students.**
- VII. The College will implement an Integrated Planning and Advising System for Students (IPASS) College- wide.**
- VIII. The College will be recognized as a national leader and innovator in the use of technology.**
- IX. The College will provide remote work capability for all College employees that includes access to appropriate College resources including College software applications, secure web storage, document imaging, voice- over- IP communications, video conferencing, and online collaboration tools.**
- X. The College will utilize technology to make robust access to information easier from any location.**
- XI. The College will use technology to provide elements of NOVA's student life experience available online.**
- XII. The College will have collaborative relationships with other partners to expand the availability of resources and expertise.**

**ACTION: APPROVAL OF FY2020 COLLEGE TECHNOLOGY PLAN:**

The Administrative Council approved the FY2020 College Technology Plan.

Dr. Steve Sachs, Vice President of Instructional and Information Technology, presented a draft of the FY2020 College Technology Plan to the Administrative Council for approval. He highlighted several changes for the FY2020 Technology Plan. Dr. Sachs revealed that since the last increase in technology funding for the College, the costs for required computer and classroom refreshes, and costs for centrally licensed software and services with other VCCS colleges (Microsoft Office, CANVAS, Firewalls, etc...) have gone up significantly. He also explained that the primary funding of the technology plan comes from the student technology fee, which has declined as the enrollment numbers have decreased. Dr. Sachs stated that the combination of these increased costs and lost technology fees amounts to over \$2.5 million. Dr. Sachs reported that although the funding to the plan has declined due to lower enrollment and total costs have increased, the actual cost to refresh a computer or a classroom has stayed the same or even decreased. He mentioned that over the years, the College added more buildings and digital classrooms, computer classrooms, and computer labs.

The number of computers and classrooms we have to refresh has significantly jumped without a corresponding increase in the enrollment-based technology fee to help pay for it. In addition, he added, the security requirements to protect the network have become more complex and more expensive to maintain. As a result, much of the technology plan is a maintenance of effort budget, with many items required by the VCCS to meet minimum standards. Consequently, there is less funding available for discretionary items each year. Dr Sachs shared some steps being taken to cut costs: increasing the time between computer refreshes by moving some computers to a five-year refresh cycle instead of four-years and limiting the purchase of new monitors. Unfortunately, his office has also had to cut back on funds for campus technology plans, which he added, are typically never fully funded by the college technology plan. The campus technology plans represent all technology goals, regardless of where the funding comes from. Dr. Sachs noted that the one thing that has helped a great deal is his office's ability to use end of year savings to pre-pay many items so that the plan does not require deeper cuts.

**REPORT: VCCS TECH COUNCIL UPDATE:**

Dr. Pam Hilbert, Annandale campus Provost, shared with the council members that she is a member of the newly re-formed VCCS Technology Council and chair of its Campus Technology Committee. She mentioned that the Technology Council's goal is to improve VCCS technology services by working towards clear governance, transparency, and focusing on system wide partnerships. Dr. Hilbert noted that while she will be representing NOVA, her job as committee chair is to represent the VCCS and work with people at other colleges. She added that she will be able to share more information after her next committee meeting at the end of the month.

**OTHER BUSINESS/ANNOUNCEMENTS:**

Dr. Schiavelli, Interim President and Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, reported to the Council members that as of this writing 33% of the evaluations for classified employees were still incomplete. They stressed that the evaluations need to be completed because salary increases take effect on July 1. They reminded the Council members that June 10 is the deadline for payroll to be submitted for the July 1 paycheck.

Dr. Schiavelli shared that the additional 8 hours of holiday leave granted by Governor Northam to eligible employees on Friday, July 5, will be used on December 23 instead. Winter break will now begin on December 20, 2019 at 5:00 P.M.

Dr. Schiavelli noted that 12 month faculty need to confirm their summer teaching hours. Hours that are listed as “to be determined (TBD)” will be approved pending specification of time.

**UPCOMING AGENDA ITEMS:**

- SACSCOC Reaffirmation Report (6/25)
- FY2020 Budget Discussion and Approval (6/25)
- Student Support and Advising—Planning for Implementation (6/25)

**UPCOMING AC MEETINGS:**

- June 4 Brault Conference Room- Senior Staff Meeting
- June 25 Brault Conference Room- Admin Council
- July 23 Annandale Provost 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