

Administrative Council Agenda via Zoom
September 8, 2020
10:30-12:30

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Reaves, Dr. Robertson, Vice President Sachs, Vice President Villagran-Glover

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Ms. Lindsay Mills, Executive Assistant and Recorder

Enrollment Update

Dr. George Gabriel indicated that NOVA needs to submit the Early Enrollment Estimate (EEE) report to SCHEV by September 11, 2020. The early estimates are projected to be a decrease of 4.5% for Fall 2020. Dr. Gabriel will reach out to the VCCS for clarification as to why this formula uses headcount instead of full-time equivalent students.

SACS Update

A brief update was provided by Dr. Gabriel. He indicated the next step would be to send the Compliance Certification document to the consultant beginning September 15, 2020 for the second read/review. The process should be completed before December 15, 2020. Following the winter break, the final review will take place prior to submission on March 1, 2021.

Dr. Kress inquired whether the final draft will be distributed more widely at the College for review. Dr. Gabriel will ask Dr. Pomeroy to look into how that could be done in the best possible, most inclusive way.

NOVA Foundation Fundraising Policy and Procedures

On behalf of Ms. Kelly Persons, Dr. Gabriel presented the revised documents regarding the Foundation's Fundraising Policy and Procedures required for SACSCOC. Various edits and suggestions were made regarding the language of the policy as well as the reporting structure. Dr. Kress requested a review of the entire policy as it currently does not accurately represent the relationship between the College and the Foundation. The documents will be taken back to Ms. Persons for updates and will be brought back to Administrative Council for an additional review.

Summer Enrollment Comparison: 2019 vs. 2020

Dr. Gabriel presented the Summer 2019 vs. Summer 2020 enrollment comparison and made a

few points related to the increase in enrollment. The largest increase in enrollment was among first-time students, which was an approximate 71 percent increase. Enrollment among returning students increased by 13 percent during this same period. In addition, enrollment among female students increased by 32 percent from Summer 2019 to Summer 2020. In comparison, enrollment among male students increased by 18 percent. Students age 21 and younger represented the largest increase in enrollment, 40 percent, while the number of non-program placed students at NOVA increased by over 3,000 students, or 45 percent, from Summer 2019 to Summer 2020. 2,599 students were enrolled through the JumpStart program.

Dr. Kress recommended to separate dual enrollment students in the future.

Calculating Fill Rate

There was a discussion regarding calculating fill rate at the College. There are two different definitions currently used: 1. Number of students in the class divided by the number of seats in the classroom; and 2. Number of students in the class divided by the enrollment cap for the class. Based on the two definitions, there will be two different results.

Dr. Kress indicated the two methods outlined are different from the data perspective. One captures the facility utilization rate (based on seats in classroom), and the other captures the enrollment ratio (based on expected enrollment). Dr. Kress recommended to use these two separate methods based on the context and the decision making need.

In addition, Dr. Gabriel will work with his team to track the fill rate in NOVA Online classes for comparison purposes, as suggested by Dr. Lynch.

Taking Data Close to Practice

Dr. Gabriel distributed a document describing NOVA's plan to provide readily-accessible data and information to all College stakeholders, including faculty and staff working directly with students, to support the College's commitment to institutional improvement and to advance student success.

The Office of Institutional Research has created numerous data dashboards that will enable faculty, staff, and administrators to access data. Data Analysts from OIR will serve as Data Coaches to assist Provosts with the use and interpretation of data dashboards and reports. Additionally, OIR maintains a webpage dedicated to the eight Student Achievement Metrics and will continue to publish reports and research briefs with data and information on Key Performance Indicators.

Violence Prevention Committee Proposal

Dr. Villagran-Glover brought the proposal to Administrative Council for review. Dr. Kress stated all committees, including this newly formed committee, need to have a clear purpose statement and recommended teaching faculty and classified staff representatives be added. Dr. Villagran-Glover will work on the suggested additions and will bring the proposal back to Administrative Council for review and approval.

Rebranding of Student Support Services Offices

Dr. Villagran-Glover provided Administrative Council with an overview of the rebranding of Student Support Services Offices which include:

- Office of Student Rights and Responsibilities
- Office of Title IX
- Financial Stability and Advocacy Centers

The rebranding effort is guided by NOVA's commitment to equity, excellence, empathy, evidence and economic & social mobility, the college will rebrand several student support service offices. These changes will strengthen student support services presence, increase awareness and enhance program offerings for students.

Other Business

Dr. Kress provided a brief overview on a variety of topics. She stated there have been three self-reports of COVID-19 and asked the Administrative Council to ensure reminders are being sent out on a regular basis regarding symptom tracking, restrictions and precautions that are in place. In addition, if an employee or student has been tested for COVID-19 and is awaiting results, they should not be attempting to come onto campus.

Transitioning to a brief discussion regarding the Spring semester, Dr. Kress indicated the upcoming semesters may look very similar to Fall with asynchronous, or hybrid, online courses still in place. She recommended a student survey be created and distributed to obtain feedback on students' preferences on modality.

Lastly, she informed the Administrative Council that the VCCS is not renegotiating another contract regarding placement tests. Dr. Kress indicated there is discussion now around direct enrollment which may be implemented sooner rather than later.

Upcoming Meetings

September 22: Virtual, 10:30am-12:30pm

October 6: TBD, 10:30am-12:30pm

October 20: TBD, 10:30am-12:30pm

November 10: TBD, 9:30am-11:30am

November 24: TBD, 9:30am-11:30am

December 1: TBD, 9:30am-11:30am

December 15: TBD, 9:30am-11:30am