

**Administrative Council Zoom Meeting
September 22, 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 Villagran-Glover

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

Guest: Ms. Kelly Persons, Executive Director, NOVA's Educational Foundation

NOVA Foundation Fundraising Policy for SACS

Ms. Kelly Persons presented the Administrative Council with the updated versions of NOVA's Foundation Fundraising Policy for a final review and approval. After noting all fundraising at the College needs to be done through the Foundation, the Administrative Council formally adopted the updated policy.

The Fundraising by Student Organizations Policy has been tabled and will be brought back to the Administrative Council for review and discussion at a future date.

Dr. Kress recommended to create a 'policy day' for which any updated policies are posted on the website on a specific day. Staff and faculty will then anticipate these changes and know when and where to access this information.

Ms. Persons informed the Administrative Council of an upcoming event being held on November 12. Empower Bright Futures will be held at Stone Tower Winery in Leesburg, VA to celebrate the success of NOVA students. At this year's event, the Foundation will recognize this year's honoree: **100WomenStrong**, a local foundation that enhances the lives of residents by providing strategic support to address key areas of need including hunger, homelessness and lack of basic healthcare.

SACS: Internal Review of Compliance Certification Tracking

Dr. George Gabriel provided the Administrative Council with a Compliance Certificate Tracking document indicating which Sections are currently being reviewed by internal reviewers and which have been completed. Dr. Gabriel explained the consultant has begun the second round of review of the Compliance Certification, and it is scheduled to be completed around October 15. Dr. Kress recommended the Administrative Council, along with the assistance of subject matter experts across the college, identify three or four days at the end of October to conduct a 'table

read' of the document. She asked Dr. Gabriel, Dr. Robertson, Dr. Pomeroy, and Ms. Charlotte Calobrisi to identify the content experts and to make an outreach to these individuals. This process will not only ensure the document proves to be as transparent as possible but will also guarantee the Administrative Council's familiarity with its content.

Class Format Student Survey Results

A short survey was administered to all NOVA students to learn about their preferred class format for Spring 2021. The survey was emailed to students on Wednesday, September 16, and closed on Monday, September 21.

Referencing the survey results, Dr. Gabriel summarized the findings. Overall, 2,398 students responded out of a total of 46,674 students for a response rate of 5 percent. Approximately 40 percent of the students from eight academic fields (Business/Accounting, English, Humanities, Information Technology, Mathematics, Social Sciences, World Languages, and Other) preferred all on Zoom format. Approximately 35 to 48 percent of students from three academic fields (Career and Technical Education, Fine Arts, and Sciences) preferred on-campus format (100% or 50% of Time).

NOVA Students by Non-Immigrant Visa Type

The formal definition of International students at NOVA will be all students enrolled at the College with a non-immigrant Visa. Dr. Gabriel distributed a table representing the number of NOVA students who hold non-immigrant Visas. The data included students enrolled in both credit and non-credit courses at NOVA.

Violence Prevention Committee Proposal

Previously presented at the September 8, 2020 Administrative Council meeting, Dr. Villagran-Glover brought forth the updated Violence Prevention Committee Proposal for final review and approval. Following a minor edit of adding 'representative' from the Academic Deans Council as well as Deans of Students Council, there were no objections from the Administrative Council. The committee will soon receive a presidential appointment letter.

VCCS Title IX Policy

Dr. Villagran-Glover shared the final Title IX Policy shared by the VCCS following final approval of the State Board. All community colleges of the VCCS shall use this template. It is noted that all reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel. Dr. Kress requested an exception to initiate the search for NOVA's next Title IX Coordinator given all the changes outlined in the policy. Dr. Villagran-Glover and Ms. Calobrisi will begin the search process.

Ruffalo Noel-Levitz (RNL) Strategic Enrollment Planning Monthly Report

Dr. Villagran-Glover provided a brief overview of the work completed thus far with RNL as it pertains to outreach and admissions planning. Dr. Villagran-Glover stated she was pleased to see NOVA is already doing many things as recommended by RNL in terms of virtual outreach efforts to students and families. She noted areas of opportunities such 360 virtual college/campus tours for increased virtual engagement and to offer a more efficient self-service options for students.

Dr. Villagran-Glover explained all this information, updates and data will be placed on the intranet in order to provide transparency across the College regarding the step by step process with RNL. Dr. Kress stated this is a critical step as an action plan will need to be created with leads coming from Student Services and Academic Affairs. RNL conducted a student focus group to gather feedback regarding student orientation, academic experiences and recommendations for future engagement.

RNL recommended, as did Achieving the Dream, the implementation of Data Coaches across the College. Dr. Kress asked who the Data Coaches would be reporting to once they are assigned to a campus. Dr. Gabriel confirmed they would report to his office and explained he is in daily discussions with the staff who will serve in these positions. Dr. Kress made the recommendation to include the Provosts in these discussions as the Provosts can provide each coach with a better understanding of the campus culture, how people process information and what information is needed. In addition, the Provosts are to assign one liaison to work with the data coach assigned to their campus. Those names will be forwarded to Dr. Gabriel. Outside the campuses, Dr. Robertson's and Dr. Villagran-Glover's unit will also receive a data coach.

Dr. Villagran-Glover concluded with the recommendation to create weekly videos, 3-5 minutes in length, that can be played just prior to the start of a class and would inform students of important dates and information. Dr. Kress agreed and recommended a playlist of videos for faculty to use at their discretion which would cover a variety of topics.

2021 Holiday Schedule

Ms. Charlotte Calobrisi presented the 2021 Holiday Schedule to the Administrative Council explaining the Commonwealth has designated 14.5 state holidays in 2021. She noted the addition of Election Day as a holiday to replace Lee-Jackson Day. Not yet reflected on the current holiday schedule is the newest holiday granted by the Governor: Juneteenth. Once this holiday has been formally approved by the General Assembly, it will be added to NOVA's Holiday Schedule. Dr. Kress requested to use the term "Winter Holiday" in lieu of "Christmas."

In addition, Dr. Kress asked Ms. Calobrisi to inquire with the VCCS about acquiring additional days in order to extend the Winter Break. Ms. Calobrisi will make the inquiry about adding December 23 and January 5 to the holiday schedule with assistance from Dr. Kress, if needed.

Dr. Kress noted she would like to look into to observing Veterans Day on the holiday rather than holding the day to use during the Winter Break. She would like to broaden the celebratory, annual Veterans Day event as well.

NOVA Online

Dr. Robertson and Dr. Lynch provided the Administrative Council an overview of the collaborative effort to respond to concerns expressed about NOL. Dr. Robertson shared the plan to review class offerings, scheduling strategies, assessing the quality of the courses and the role of the instructional designers as it relates to online coursework. She explained there are three subcommittees working on this process with the end of the semester being their deadline.

Dr. Lynch identified that the first subcommittee will focus on campus ownership. The second subcommittee will look at asynchronous courses including the mandated use of NOL course shells as well as the possibility of individually designed asynchronous courses that do not use NOL. The third subcommittee is broader than NOL and will be focused on best practices for the assessment of learning and ultimately developing professional development opportunities as it relates to these areas of focus. She noted that they will be reaching out to the Senate for recommended faculty representation on the latter two groups.

Fall 2021 Enrollment Cycle

Dr. Kress explained to the Administrative Council that now is the time to be very intentional with efforts to building the enrollment pipeline for Fall 2021. Understanding high school students will likely be continuing their education in a remote fashion, Dr. Kress stated it is imperative the recruiting process begin sooner rather than later. Mr. Steve Partridge will be working with his team to develop new marketing material and initiatives and he will provide an update to the Administrative Council at the next meeting.

Direct Reports, Evaluations, and EWP Updates/Consistency

Dr. Kress informed the Administrative Council that she has completed their 2019-2020 evaluations. Indicating she has 16 direct reports, she emphasized how imperative it is that each member of the leadership team addresses concerns or challenges with their own direct reports.

Following a discussion with Ms. Malinda Carter, Associative Vice Chancellor for Human Resources at VCCS, Dr. Kress relayed Ms. Carter's observation that the system office is working to standardize job descriptions. A concern for Dr. Kress is that NOVA has multiple job descriptions for the same position across the college. Dr. Kress will be working with Ms. Calobrisi to ensure consistency amongst job titles stressing the need for all EWPs to reflect the same job description and essential responsibilities if it is indeed the same position. In addition, she outlined her expectation that EWPs are updated on a regular basis.

Upcoming Meetings

October 6: Zoom, 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