

Administrative Council
March 30, 2020

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. Akiva Kirkland, Paralegal and College Recorder.

Presenting/Other Guests: Dana Kauffman, Director of Government Affairs and Community Relations, Kelly Persons, Executive Director of the NOVA Educational Foundation, Dr. Alison Thimblin, Academic Dean.

COVID-19 UPDATES:

Dr. Kress addressed concerns over the shift in the Centers for Disease Control and Prevention's (CDC's) guidelines regarding COVID-19 and recent directives from Governor Ralph Northam. Dr. Kress advised, based on these developments, telework for the College will remain in effect through June 10, barring any additional directives or Executive Orders from Gov. Northam. The Council members discussed the matter of student requests for refunds and Dr. Kress indicated that while NOVA facilities are closed due to the pandemic, the College and its campuses are open, and she remains committed to faculty, staff, and students.

Dr. Kress and the Council members discussed the impact of COVID-19 on the revenue stream of the College, and moving forward in a post-pandemic world, shedding light on the importance of maintaining the College's revenue. Dr. Kress added that the College is open and will not be closed, students will have an opportunity to complete their education remotely, and will be supported throughout the process. Students will be given through the fall of 2020 to complete graded courses. She stressed that advice given to students must be dealt with in a consistent manner – everyone providing the same message to anyone they speak with. In response to student inquiries regarding their grades for classes, the Council members discussed that the College will revise what is presently in effect and implement a *pass/fail* policy for the spring.

QUALITY ENHANCEMENT PLAN (QEP) UPDATE:

Drs. George Gabriel and Alison Thimblin shared the QEP update with the Council members. They focused on the QEP Topic Identification document previously submitted to the Administrative Council. The document included a summary of the proposal process and theme development, feedback from the College and the Steering Committee, and preparation for the 2021 SACSCOC visit. Special attention was placed on Section 4 of the document, which included the goal to improve written communication/performance and general education competencies across disciplines through a writing-focused initiative. Dr. Thimblin stressed the

importance of this goal and the equity of services across the campuses, in order to target populations that have demonstrated lower success rates. The document also referenced NOVA's Strategic Plan - focusing on successful transfer to four-year institutions and career readiness, the importance of written communication across disciplines and programs which serves to improve economic mobility, progress, and completion. The Council members also discussed the next steps in the process which include a focus on academic support services, approval by the Administrative Council, and formation of a QEP Development Leadership Team to complete a final QEP document, and prepare for the SACSCOC visit in fall 2021.

STUDENT ENROLLMENT MANAGEMENT (SEM):

Dr. Frances Villagran-Glover provided an update on Student Enrollment Management and the college's goal to better support students academically. An RFP proposal for a consultant project was submitted to VCCS Shared Services in March. The Council members discussed student success outcomes and how to identify challenges that underrepresented students are facing. Dr. Kress disclosed that thousands, over 20% of NOVA students, do not have an advisor. She directed that all students must have an advisor by April 13, as this will help them become more involved with decisions regarding how to integrate their program pathways.

NAVIGATE INFORMATION/UPDATE & MULTIPLE MEASURES COMMUNICATION STRATEGY:

Dr. Sheri Robertson presented the benefits of using the Navigate appointment features which include: Creating an Appointment Campaign: invites students to set up an advising appointment during designated times; Referencing Student Profiles: allows advisors to review student academic performance and indicators; Adding Notes or Advising Summary Reports: allows advisors to input appointment notes and record student interactions and follow-ups; Reminders & Mass Email Notifications: allows advisors to send and receive SMS and email messages via Navigate, and send mass emails to a list of advisees created in Navigate

Also discussed was how students should be guided to Navigate for information updates, given that they are expected to adhere to the Governor's directive to stay at home through June 10. It would be beneficial to have a transactional checklist in place for faculty members to utilize in order to advise students. Council members suggested it would also benefit the College to study other higher education systems to see how they service their students and borrow from them. Regarding the summer schedule, Council members explained that the entire schedule will be done remotely, servicing the students presently enrolled.

SUMMER MARKETING:

Mr. Steve Partridge, Vice President of Strategic Partnerships, shared that his team has had to switch gears on their previously planned campaign, due to COVID-19, and are now adapting to the crisis at hand. The current focus is on displaced workers and college students' home for an extended period. Mr. Partridge stated that displaced workers may now have the opportunity to forge a new career path, and hopefully there could be additional government funding for this

group in future rounds of stimulus. He also added that using newer technology in place, marketing can target Virginia four-year college students to market summer opportunities to students who are now back at home in Northern Virginia.

Another group Mr. Partridge mentioned are rising and graduating high school seniors of public and private institutions in Northern Virginia. It has been determined that there are approximately 70,000 of these students that could be offered free classes at NOVA for this summer only. He indicated that while the strategy being engaged may result in some retention for the fall and next spring, at this time it is mainly geared to keeping the students focused and to help position NOVA as our community's workforce and education leader.

OTHER BUSINESS:

Council members discussed the difficulties students may experience with life sciences in a remote learning environment. It was explained that environmental science is easier and more adaptable to being done remotely, while biology and chemistry are not. Deans in the MTSB divisions will meet with biology and chemistry discipline groups to discuss the issue. In light of this development, the Council members are open to offering lab courses in the summer.

Dr. Leidig shared Loudoun's High School Outreach program has heard from more than 500 students interested in fall 2020 enrollment.

UPCOMING AGENDA ITEMS:

Discussion: McKinsey report on Higher Ed post-pandemic and NOVA planning:

- Aligning with Strategic Plan
- Engaging shared governance and key stakeholders
- Documenting for SACS
- Update on SACSCOC Reaffirmation

UPCOMING AC MEETINGS:

April 14 - *Remote*- Admin Council
April 28 - *Remote*- Admin Council
May 12 - *Remote*- Admin Council
May 19 - *Remote*- Admin Council (tentative date)
May 26 - *Remote*- Admin Council

College Recorder:

Akiva Kirkland
Office of System Counsel & Office of the President