

Administrative Council
June 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. Lindsay Mills, Executive Assistant and Recorder

SACSCOC Process Update

Dr. George Gabriel provided an overview, with timeline included, of the SACSCOC Process stating narratives for all 14 sections in the Compliance Certification were completed and submitted in Compliance Assist. The first read was reviewed by the consultant and documents were returned to the Standard owners who are now in the process of revising their document. These revisions will take place from July 15, 2020 to September 15, 2020. The updated documents will be sent to the consultant for a second read.

Around September 15, 2020, senior leadership along with the Steering Committee will determine whether the Compliance Certification, after the second review and revision, will need to be sent to an external reviewer. The last step includes formatting the document and reference links which will then be uploaded to Compliance Assist. This is scheduled to be completed by November 30, 2020.

Dr. Gabriel reiterated the Compliance Certification is due to SACSCOC on March 1, 2021 while the Quality Enhancement Plan (QEP) is expected to be submitted by August 1, 2021, two months prior to the visiting team's arrival at the College.

QEP Update

Dr. Gabriel outlined the themes approved by Administrative Council on June 9, 2020 which have been merged into one proposal: Academic Success Services. Specific language used within the updated proposal will be extracted and updated with assistance from President Kress and members of Administrative Council.

A proposed group of faculty and staff representing all campuses and College staff will be formally invited to serve on the QEP Development Committee with the choice to opt out if necessary. These individuals include staff and faculty who submitted proposals, currently serve in a role that supports academic success or equity, served on the QEP subcommittee for topic identification, and/or serve on the SACSCOC Steering Committee. Additional names to be added

include: Dr. Nathan Carter (AL, CST), Mr. Cedric Howard (WO, CST), Mr. R. Tim Eichers (CS, IT), Mr. Germaine Andino-Rexach (MEC, Data Representative), Mr. Charles Kim (AN, LTR) and Mr. Nigel Word (WO, CST).

A general discussion took place regarding the selection of an individual or individuals who would be an effective and dynamic leader of the QEP Development Committee. Two names brought forth were Dr. Tamara Warren-Chinyani (WO, LASS, CST) and Ms. Emily Miller (MEC, Writing Center). A formal invitation to serve in the committee will come from the President's Office. If accepted, they would receive resource support from Dr. Alison Thimblin (WO, MSTB). Dr. Gabriel will send the amended list to Dr. Kress outlining the role description and expectations.

In addition to this discussion, Dr. Kress queried the Administrative Council regarding their interest in facilitating a workshop to introduce ACUE, the Association of College and University Educators, to faculty and staff College-wide. ACUE “prepares, credentials, and supports faculty to teach with the practices that improve student achievement and close equity gaps^[1]”. Dr. Kress can make the outreach if the Administrative Council is in favor. All expressed interested in utilizing the tools ACUE offers.

NOVA Demographics – 2019-20

As requested during the June 9, 2020 Administrative Council call, Dr. Gabriel presented NOVA's Demographic data for 2019-20. The difference in percentages were noted in comparing faculty race/ethnicity and age to student race/ethnicity and age. While the average age of faculty is between 46 and 53 years old, the average age of a NOVA student is approximately 20 years old. In addition, the racial/ethnic distribution of NOVA faculty and staff were compared to NOVA students for the 2019-20 year. It was reflected that 36% of the student population is white while various faculty groups percentages ranged between 47%-71%. Dr. Sam Hill requested this data be broken down by campus and redistributed. Dr. Kress stressed the importance of focusing on equitable hires. The data illustrated not a significant change with the hiring process and outcome which will need to shift moving forward.

Dr. Gabriel provided Administrative Council with a brief overview of Campus Climate Surveys, LL which could be administered in September and run through November. It will require minimal involvement from NOVA. Campus Climate Surveys, LLC recommends against administering the survey every year, as institutions need time to evaluate the findings and implement related policy changes. They recommended that institutions administer the survey every three years to ensure adequate time for reflection and decision making.

^[1] ACUE.org - *ACUE prepares, credentials, and supports faculty to teach with the practices that improve student achievement and close equity gaps.*

Expectations Discussion

Dr. Kress redistributed the meeting ground rules she shared with Administrative Council on February 12, 2020. She briefly reviewed the rules and highlighted the expectation that each Administrative Council member manages issues if they arise within their team while documenting, if necessary, and implementing appropriate accountability strategies. Dr. Kress and Administrative Council members encouraged one another to share information, issues and successes around the table as these things may not be known by others.

Budget, Workload and Reallocation of Workforce Discussions

Dr. Kress stated the budget has taken a 15% decrease which equates to approximately a \$15 million dollar loss. Moving forward, it is imperative that full-time faculty have a full load which may include a cross-campus assignment for those not making load. If faculty are on overload, classes can be dispersed across campus as well. Dr. Kress stated supplemental work assignments cannot be distributed if they are not needed. In addition, if work assignments and roles cannot be justified, the College cannot afford to maintain such positions.

At this time, all P-14 positions must be reviewed and identified as critical or not critical. Consideration will be made if multiple positions can be condensed into one role. Positions that will remain open, such as Chief Diversity Officer, will be open to an internal search first. If an internal candidate applies, is selected and accepts, the position he/she left to transition into this new role will then be reassessed. This will allow opportunities for progress while managing internal personnel budgets.

KPIs

Dr. Kress briefly reviewed updated documents distributed to Administrative Council regarding Key Performance Indicators. The edited documents included NOVA's Institutional Goals for 2021, Remapped Objectives and Revised Strategic Plan Objectives and are more closely aligned with the Strategic Plan. The next stage would be to develop a form of personal goals that map back to the Strategic Plan based on the updated objectives.

FY21 College Technology Plan

Dr. Steve Sachs provided a brief overview of the 2020-2021 College Technology Plan for discussion and approval. This is the plan approved by the College Information Technology Committee. He noted minor adjustments which were made based on the cost data for VCCS licenses, acknowledging the final VCCS costs are not known until late summer. As the costs for VCCS licenses change, the amount in the budgets for computer and classroom refreshers will be modified slightly. Administrative Council may approve the plan as outlined with the understanding the budget will be carefully reviewed again in September and adjustments can be made accordingly. Should extra funds be available at that time, a decision can be made as to where those funds are distributed based on priority and/or to replenish which areas may have been significantly cut.

Members of Administrative Council once again confirmed the budget plan can be adjusted in September if the overall budget changes. Following the confirmation, the FY20-21 Technology plan was formally approved and will be forwarded to VCCS.

Institutional Memberships

Administrative Council will review and approve the updated Institutional Membership list via email as pending items were still up for discussion.

Upcoming Agenda Items

ADJ Program Review/Action Plan - Dr. Sheri Robertson

Curriculum Procedures Manual - Dr. Sheri Robertson

Upcoming Administrative Council Meetings

July 21, 2020, 12:00pm-2:00pm via Zoom

Recorded By:

Lindsay Mills
Office of the President