

NORTHERN VIRGINIA COMMUNITY COLLEGE  
DAILY COVID ADMINISTRATIVE COUNCIL MEETING MEMO  
SUMMARY OF ACTIONS TAKEN ON  
April 10, 2020

IN ATTENDANCE (alpha order): Charlotte Calobrisi, Ina Dimkova, George Gabriel, Annette Haggray, Sam Hill, Corrine Hurst, Dana Kauffman, Chad Knights, Anne Kress, Julie Leidig, Molly Lynch, Lindsay Mills, Steve Partridge, Kelly Persons, Nicole Reaves, Sheri Robertson, Steve Sachs, Frances Villagran-Glover

EXCUSED (alpha order): Pam Hilbert

1. Frances Villagran-Glover will serve as the Admin Council representative to the Classified Staff Forum Council.
2. Due to the cost and privacy concerns associated with the available proctoring options, NOVA will go “proctor-free” on class exams during spring and summer remote learning and is reviewing options for proctoring in future semesters. LEAD: Sheri Robertson
3. During the COVID-19 pandemic students cannot use the testing centers, so NOVA cannot give proctored placement tests. As a result, the college will temporarily **remove** the *placement* test holds from the following courses for Summer and Fall 2020 registration:
  - ENG 100, 108, 111, 115, 116 and 139
  - ENF – all courses
  - ESL – all courses
  - MTH 111, 133, 154, 161 and 167
  - MTT – all courses
  - Science courses – all courses that currently have English or math placement holds
  - World Languages courses
  - **Retain** all *course* prerequisites and corequisites for English, Mathematics and Science classes.These changes are recommended by the Placement and Multiple Measures Task Force and have been approved by the Curriculum Committee and the Administrative Council. LEAD: Sheri Robertson
4. Now that the responsibility for directing grants has moved into his division, Steve Partridge will serve as the sign-off on accepting grants for NOVA.

NOTE: All actions in process are logged in the NOVA COVID TRACKER spreadsheet, which is updated daily and supplements the daily summary of action.