

NORTHERN VIRGINIA COMMUNITY COLLEGE
DAILY COVID ADMINISTRATIVE COUNCIL MEETING MEMO
SUMMARY OF ACTIONS TAKEN ON
April 29, 2020

IN ATTENDANCE (alpha order): Charlotte Calobrisi, Ina Dimkova, George Gabriel, Annette Haggray, Sam Hill, Pam Hilbert, Corinne 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

1. The Administrative Council agreed that the deadline for students to submit their grade change forms will be at 11:59 p.m., on May 4.
2. Ms. Calobrisi asked the Provosts to provide to her the description for a blanket justification for campus tutors since the job description will be the same at all the campuses.
3. Faculty for the fall need to plan for most of the classes (especially the first 8-weeks) to be online. Dr. Kress asked Dr. Sachs and Dr. Robertson to collaborate and put together a training schedule before May 15, so faculty can plan and take advantage of various training during the summer to become better prepared and more proficient teaching in an asynchronous method i.e. NOVA Online via Canvas or in a synchronous format such as a hybrid 50 % face-to-face or via Zoom. Dr. Lerner will be engaged in this planning as well as Nicole Tong the interim Director of CETL.
4. Dr. Gabriel provided an update on SACS as the college prepares for the reaffirmation. He explained that we need to “write to the standard.” This is something that needs to be done between now and December. There will need to be several reviews before it goes back to the SACS consultant for input. He also indicated that the evidence needs to finalize. Attention also needs to the college planning process and the Key Performance Indicators – KPI’s. Dr. Kress expressed the need to have a single individual appointed as the overall SACS project manager.