

NORTHERN VIRGINIA COMMUNITY COLLEGE  
COVID ADMINISTRATIVE COUNCIL MEETING MEMO  
SUMMARY OF ACTIONS TAKEN ON  
July 16, 2020

IN ATTENDANCE (alpha order): Charlotte Calobrisi, Ina Dimkova, George Gabriel, Annette Haggray, Sam Hill, Pamela Hilbert, Dana Kauffman, 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 made minor edits to the Face Covering Policy Charlotte proposed. The policy will be in place for faculty, staff, students, visitors, contractors and anyone who is on any NOVA campus. Administrative Council formally adopted the policy and will now share it with the greater NOVA community.
2. The Administrative Council discussed adding a week of drop/add given the probability that students may be registering late this year. Specific dates will need to be determined and approved.
3. Provosts are to work with Sheri to determine if Canvas shells need to be combined and, if so, have a discussion with the Deans to determine the best date(s) for this to be completed. The goal is not to have any empty shells prior to starting classes. Heidi Redmond would need to be engaged as soon as possible.
4. Dr. Kress proposed tasking Syedur Rahman with conducting Zooms for international students in order to assist with questions surrounding cost of tuition, requirements for studying in the United States and more. It was recommended that Syedur draft a fact sheet for students to ensure all international students understand they have attested they are able to afford to be in the United States to attend school and also understand NOVA cannot offer financial assistance or supplementation. This fact sheet could also be shared with faculty and staff. Sheri will reach out to Syedur.
5. Dr. Kress outlined the proposed plan to offer online early college which would be supplemental to dual enrollment. This plan will need to be approved by the VCCS before implementation could take place as it includes the waiving partial tuition, charging one third of NOVA's usual rate. The online early college courses would be offered in a 12-week session that begins in September and ends in December. Amy Nearman will be the point of contact for any interested students.
6. Dr. Kress requested that Amy Nearman reach out to the school districts to obtain policies they have in place regarding what is considered to be counseling sessions for their high school students.