

Administrative Council Zoom Meeting  
June 15, 2021  
9:30-11:30am

Members Present: Dr. Carter, Ms. Dimkova, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Dr. McKeithen, Vice President Partridge, Dr. Robertson, Vice President Villagran-Glover

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Lindsay Mills, Executive Assistant and Recorder

### **Enrollment Discussion**

Dr. Kress began the meeting by addressing concerns regarding declining enrollment questioning if certain reporting factors are not being caught as the decline continues to plateau with no additional losses or gains. Dr. Knights agrees that the plateau reflects an extremely unique trend stating the losses that are seen are isolated to three campuses. He is going to analyze the data points more closely to see if he can identify disciplines and course prefixes that are starkly different from one campus to the next which could be a sign that an error is happening within the system. Dr. Leidig mentioned she noticed a trend in numbers which could be related to Pathway to the Baccalaureate enrollment.

Dr. Kress requested a more detailed report which will be distributed on a daily basis which should help to drill down on the enrollment decline. In addition, she requested a weekly debrief on what is seen on these reports during the COVID update call.

### **SACSCOC Update**

Dr. Hilbert shared with the Administrative Council that the team is currently working with Dr. Knights, Mr. Allen Sinner, and Mr. Wayne Ledford to ensure all tech equipment will be in place for the visiting committee upon arrival. She indicated a large working space will be reserved in the Brault Building as well as at the host hotel that will be equipped with laptops, printers, paper shredded, flash drives and more. In addition, a smaller space will be identified at each campus for the committee's use during any visits. Dr. Hilbert tasked the Provosts with assigning an IT representative to each individual space on campus to ensure all equipment is working properly and to help committee members should they need assistance. She suggested the Provosts also assign a host who will be on site to guide the committee members throughout the building or assist with any non-technical questions or issues. Dr. Hilbert reminded the team that refreshments should be provided by each campus as well. A schedule of the visits will be distributed in advance.

Dr. Hilbert stated she will be meeting with Dr. Leidig, Dr. Lynch, Dr. Robertson, and Ms. Calobrisi to look at Section 6 to review faculty credentialing more in depth. Dr. Robertson confirmed an examination into certain data points needs to occur as some information does not

seem to be reflected accurately. Ms. Calobrisi explained it proves to be challenging when pulling data directly from SIS and this information will have to be thoroughly reviewed. To this point, Dr. Kress recommended reviewing the processes currently in place and implementing additional rules and controls which would be applied on a consistent basis going forward.

Dr. Hilbert also shared that she along with Dr. Carter did meet with Dr. Chang, incoming VP for Academic Affairs and Chief Academic Officer, to bring him up to date on the accreditation process and will meet with him again once he officially begins on July 1.

Dr. Carter provided a brief update on the QEP indicated the full document will come to the Administrative Council in July for review and approval. He shared the top four names for the QEP Report explaining the English Faculty will vote on the final four names. Dr. Carter noted during a meeting with representatives from the Budget Advisory Committee a high level overview of the budget was offered and based on that they identified in their formal recommendations that the QEP budget must be prioritized.

Ms. Dimkova wished to recognize Ms. Hope Mathis for securing the hotel for the SACSCOC Visiting Committee by working with a travel agency as well as Shared Services Center acknowledging that the process was time-consuming and challenging.

### **Telework Toolkit Update**

Dr. Kress reminded the Administrative Council how the Telework Working Group was formed to determine, and ultimately recommend, those positions that are eligible for 100% telework. Employees who hold these positions will have the ability to work in a completely remote status with required approvals. In addition, other positions may be identified as eligible to telework one day a week (32 hours a month). This option would be approved by the supervisor based on the business needs of the department. These hybrid telework positions require approval from the appropriate Administrative Council member. Employees at the level of AVP/dean/director are expected to work on-site.

Dr. Kress stressed that these are the only two telework options in place at NOVA at this time. This should be clearly stated in all documentation that is distributed to all faculty and staff.

A Telework Toolkit will be distributed to all employees and provide guidance to supervisors to successfully manage staff who will continue to have telework privileges. This Toolkit will be posted on NOVAnet and includes the following:

- Revised electronic [NOVA Telework Agreement](#) (Form 105-109)
- Time and Effort Log (electronic version is in the [Forms Library](#))
- Supervisor Guide to Managing Teleworkers
- Checklist for Determining Position Telework Eligibility
- Telework FAQs
- Work Plan Template

- Trainings for managers and employees to ensure teleworking is a successful and productive use of time
  - [Telework Fundamentals: Employee Training](#)
  - [Telework Fundamentals: Manager Training](#)
  - NOVA Teleworking for Success Training

**NOTE TO ALL:** This telework guidance does not apply to teaching faculty.

### **Curriculum Items**

Dr. Robertson distributed the Curriculum Committee recommendations for review in advance of the June 15, 2021 Administrative Council meeting. She explained she is seeking approval of the following items:

- Diagnostic Medical Sonography (DMS) AAS Echocardiography Specialization Revision
- Proposed changes to the American Sign Language (ASL)-to-English Interpretation AAS, the Social Sciences AS Deaf Studies Specialization and the ASL Career Studies Certificate
- Credit for Prior Learning (CPL) for Building (BLD) 215 credit for the OSHA 30 Construction Industry Outreach Training Course
- CPL for Air Conditioning and Refrigeration (AIR) 276 for the Environmental Protection Agency (EPA) Section 608 Universal Credential
- Policy revision for awarding CPL after a failed course
- Biology Discipline Review

Dr. Robertson provided a brief overview of the recommendations brought forward explaining some revisions, such as changes to the ASL/INT and DMS programs, will accelerate the degree completion as well as remove barriers students were encountering when attempting to register for a specific class that was not available. Dr. Robertson outlined the benefits to students in applied programs of including Credit for Prior Learning for Building 215 and Air Conditioning and Refrigeration 276.

The Administrative Council discussed Attachment E: Awarding Credit for Prior Learning (CPL) after course failure. Dr. Robertson reported that the CPL Committee had noted that several policies have been the source of frequent student complaints or appeals. Referencing the chart of recommendations provided by the Committee:

“One such policy states that students who have taken a class at NOVA may not use CPL to replace that course credit. This policy is a barrier for students who have failed a course and then met the requirement in another way such as by passing it at another institution. The replacement of course credit must be taken *after* students failed a course because if they took the CPL before failing the NOVA course, their failure indicates that they did not actually master the material. Thus, the CPL Committee recommends revising the CPL

policy to say that students who complete CPL *after* failing a NOVA course may have it applied to meet program requirements.”

Dr. Kress remarked that the Committee is demonstrating great work by dissecting the policy and removing barriers these students are encountering. Dr. Hill inquired whether advisors are informing students new to NOVA that CPL is an option. Dr. McKeithen recommended ensuring the CPL manual has this updated policy in print so advisors can refer to it as often as needed. In addition, supplemental training may need to be provided to advisors once these updates are in place.

Lastly, Dr. Carter shared his expectation of seeing data illustrating equity and opportunity in student outcomes within the Biology Discipline Review. Dr. Robertson did confirm the data isn't reflected as the completion of the review took place some time ago, however, she will request a modified action plan that will include the Biology discipline's DEI plan. Moving forward, looking at desegregated data and providing a response will be a part of the review process template. In addition, Dr. Kress inquired about the combination of the lecture and the lab as it relates to Transfer VA and Dr. Robertson confirmed the combination is in discussion with Transfer VA and it has not been withdrawn yet.

The Administrative Council approved the Curriculum Committee items. The Curriculum Committee recommendations are attached.

### **Student Registration Advising Sessions**

Dr. Villagran-Glover provided the Administrative Council with an update regarding the Student Registration Advising Sessions (Registration Labs) noting there are currently up to ten sessions per week scheduled through August. The group sessions will help with current capacity advising support issues. The schedule will be distributed to perspective students so they will have access to the registration lab schedule when they are ready to register for classes.

In addition, Dr. Villagran-Glover shared that over 900 emails in the advising email queue have been worked out thanks to the support and assistance from the campus counselors who worked collaboratively to manage the influx of summer registration emails.

### **Return to Campus Plan/Student Support Services**

The Provosts and Dr. Villagran-Glover charged a small group composed of the Deans of Student Success from each campus as well as college-wide representation in developing a recommendation plan for Fall 2021 student support services operations. It is agreed that in-person and virtual services should be utilized as one service to all students. Services for students on campus should be provided with the same level of attention as those who wish to receive assistance virtually. In the past, the hours of operation for Student Services was 8:30am-5:00pm with the exception of two days.

In an effort to meet the needs of day and evening students and in reviewing the data from the Blackboard student support platform, the student support service hours of operation will be extended to 8:30am-7:00pm Monday through Thursday and 8:30am-3:00pm on Fridays with professional development hours scheduled from 3:00-5:00pm. Dr. Villagran-Glover will confirm these hours are the same for Library Services as well.

Dr. Kress opened a discussion regarding the hours for Student Services on Fridays. She questioned whether keeping Student Services open until 3pm would be beneficial to students as well as staff acknowledging how quiet campuses tend to be at the end of the week. After a discussion on historical student traffic trends, admin council agreed to amend Friday service hours from 8:30am-3:00pm to 8:30am-12:30pm. This will provide an opportunity to allow more time for strategic meetings and professional development for staff. Dr. Kress reiterated how NOVA needs to create and offer more self-service options for students who cannot reach out for assistance during the service hours. All campus student services centers will also track and analyze when students are utilizing service hours, which days and times are busiest, while recognizing the bandwidth of the staff.

Dr. Villagran-Glover provided an update on the advising model implementation. She indicated that each new student that comes to NOVA and registers for classes is assigned an advisor no matter the age group. In addition, a needs assessment is provided prior to students registering to determine what resources may be needed to individualize the supports offered. For example, students who are determined to have high needs, students with academic warnings, or students on probation will also be assigned a counselor.

Lastly, Dr. Villagran-Glover explained she would be meeting with Aldous McCrory, the incoming Senate Chair, who is working with an ad hoc student advising group in addressing some of the advising model concerns.

### **New Director of Communications**

Mr. Steve Partridge shared the background of the new Director of Communications, Ms. Dawn Selak. Ms. Selak is coming to NOVA from Aerospace Industries Association (AIA) where she was the director of strategic communications and served briefly as acting vice president for communications. Ms. Selak also served in a variety of positions at the U.S. Department of Energy and the White House. She will be focusing her first six months at NOVA on mapping out and building the communications process within the College. One such project to be implemented is a year-long communications calendar highlighting events and articles for each campus well in advance.

Mr. Partridge expressed his enthusiasm in bringing someone of Ms. Selak's caliber to the Communications team and will work on introducing her to everyone in the next couple weeks.

## **FOIA Reminder**

Dr. Kress reminded the Administrative Council that NOVA is a public institution subject to FOIA which means everything that is put in writing is subject to FOIA as well. She has witnessed instances in which individuals have used a work email more as a personal narrative than a professional correspondence and she wants to encourage everyone to mind how they are communicating and how their staff is communicating electronically.

In relation to FOIA requests, Mr. Partridge noted he is focused on hiring a P-14 to assist Ms. Kathy Thompson with the influx of FOIA requests as she is the sole manager of the process at this time in addition to her other job responsibilities.

## **Settling Financial Obligations**

Ms. Dimkova briefly explained notifications will be distributed to students explaining if a financial obligation to the College was incurred during the pandemic, between March 14, 2020 and June 30, 2021, the debts can be settled using ARP and HEERF funds.

## **Update on Vacancies**

The Administrative Council had a brief discussion sharing vacancies within various divisions as well as updates on the search and hiring status of positions that have already been posted.

## **Single Source of Data Statement**

Dr. Kress stated the College needs to be utilizing one sole source for all data used at the College and provided the following statement for Administrative Council's approval:

*Northern Virginia Community College's Office of Institutional Research is the office of record and sole source for all institutional data used in college decision-making and reporting. NOVA's OIR follows the Association for Institutional Research's [Statement of Ethical Principles](#) in its use of data, analytics, information, and evidence. NOVA will not act on reports and/or data that did not originate in OIR or that have not/cannot be independently verified by OIR.*

Dr. Kress stressed that the college cannot and should not act on data that does not originate with or been verified by OIR and OIR needs to be contacted for any data requests. Dr. Knights encouraged the Administrative Council to think about combining efforts between Ad Astra and OIR to have the most comprehensive review of all data points.

### **Preparing for the Retreat**

Dr. Kress concluded the meeting with a discussion in preparation for the upcoming Retreat being held on July 22 and 23 in the Ernst Center President's Dining Room on the Annandale Campus. The team will be focusing their time reviewing the books bought and distributed by Dr. Kress, "*The Speed of Trust*" by Stephen Covey and "*Pregnant Girl*" by Nicole Lynn Lewis.

### **Upcoming Meeting Dates**

July 13, 2021, 9:30-11:30am – Informal/Non-Action, Brault, Room 306  
July 22-23, 2021, 9am-4pm – Retreat, Ernst Center, President's Dining Room  
July 27, 2021, 9:30-11:30am – Action (zoom)  
August 20, 2021, 2:00-3:30pm – Informal/Non-Action, Brault, Room 306  
August 31, 2021, 9:30-11:30am – Action (zoom)  
September 7, 2021, 9:30-11:30am – Informal/Non-Action, Brault, Room 306  
September 21, 2021, 9:30-11:30am – Action (zoom)  
October 5, 2021, 9:30-11:30am – Informal/Non-Action, Brault, Room 306  
October 19, 2021, 9:30-11:30am – Action (zoom)

Curriculum Committee May 13, 2021 Recommendations and  
Administrative Council Actions taken June 15, 2021

Proposal All proposals are fully described in the attachments.	Pathway Dean(s)	Curriculum Committee Recommendation	Staff Recommendation	Admin Council Action
<p>Attachment A: Diagnostic Medical Sonography Echocardiography Specialization Revision</p> <ul style="list-style-type: none"> <li>• Remove EMS 153 Basic ECG Recognition, which is no longer offered. Integrate the content into DMS 150 and DMS 250.</li> <li>• This reduces the total number of credits required for graduation from 69 to 67.</li> </ul>	Powers	Approve	Approve for Fall 2021 implementation	
<p>Attachment B: ASL Curriculum Revisions</p> <p><u>Changes proposed to be effective Fall 2021:</u></p> <p>The ASL/INT Discipline Group and Advisory Board recommend two changes to the <b>ASL-to-English Interpretation AAS</b>.</p> <ul style="list-style-type: none"> <li>• Eliminate the 2-credit Physical Education requirement. As PED is no longer a VCCS requirement for graduation, the reduction in two credits can help accelerate degree completion.</li> <li>• Eliminate the ASL/INT elective. The current program of study requires an elective course; however, offering multiple electives has spread the enrollments too thinly resulting in frequent cancellations. The recent Program Review revealed that lack of course availability was the largest barrier to graduation. Neither Reynolds nor TCC (the other two VCCS colleges with this degree program) require an elective for the same reason.</li> </ul> <p>Revise the <b>Social Sciences AS Deaf Studies specialization</b>.</p> <ul style="list-style-type: none"> <li>• Eliminate ASL 150 Working with Deaf and Hard of Hearing People (2 cr.) and ASL 225 Literature of</li> </ul>	Daniels	Approve	Approve for Fall 2021 or Fall 2022 implementation as noted in the proposal	



Proposal All proposals are fully described in the attachments.	Pathway Dean(s)	Curriculum Committee Recommendation	Staff Recommendation	Admin Council Action
<p>the Deaf Community (3 cr.) which have been barriers to completion.</p> <ul style="list-style-type: none"> <li>Replace them with ASL 220 Comparative Linguistics (3 cr.), which will become a requirement for the degree rather than a prerequisite for ASL 225. This will mean that the only admission requirement for the degree program will be successful completion of ASL 202 (or its equivalent).</li> </ul> <p><u>Changes proposed for Fall 2022:</u></p> <ul style="list-style-type: none"> <li>The Transfer Virginia Initiative will reduce the credits for ASL 201 and ASL 202 from 4 credits to 3 credits each. This reduction in credits aligns ASL with many of the 200-level world languages that students take primarily for transfer purposes. This will reduce the total number of credits required for the <b>American Sign Language Career Studies Certificate</b> to 25 from 27 credits when it is implemented in Fall 2022.</li> <li>Conversely, ASL 261 and ASL 262 will increase from 3 credits to 4 credits. The increase in credits for 261 and 262 gives the students who are in the AAS additional time to develop the advanced skills needed to enter the profession.</li> <li>The increase in credits for ASL 261 and 262 will give students in the <b>Deaf Studies specialization</b> additional time to become fluent in the language.</li> </ul>				
<p>Attachment C: CPL in BLD 215 for OSHA 30 Construction Industry Outreach Training Certification</p> <ul style="list-style-type: none"> <li>Multiple VCCS colleges including PVCC and GCC offer college credit for the completion of the OSHA 30-hour Construction Industry Outreach Training.</li> <li>Employers value the OSHA 30 certification and many students already have the OSHA 30 card. The BLD faculty propose awarding credit for BLD 215 OSHA 30</li> </ul>	Eftekhari	Approve	Approve for Fall 2021 implementation	

Proposal All proposals are fully described in the attachments.	Pathway Dean(s)	Curriculum Committee Recommendation	Staff Recommendation	Admin Council Action
<p>Construction Safety (2 credits) to students with certification no more than 5 years old, which is consistent with industry standards.</p>				
<p>Attachment D: CPL in AIR 276 Refrigerant Usage EPA Certification for EPA Section 608 Universal Credential</p> <ul style="list-style-type: none"> <li>• EPA Section 608 certification is required by HVAC Excellence, which accredits NOVA's Air Conditioning and Refrigeration program.</li> <li>• EPA regulations (40 CFR Part 82, Subpart F) under Section 608 of the Clean Air Act require that technicians who maintain, service, repair, or dispose of equipment that could release refrigerants into the atmosphere must be certified. The tests are specific to the type of equipment the technician seeks to work on.</li> <li>• AIR faculty recommend granting CPL in AIR 276 Refrigerant Usage EPA Certification (1 credit) for EPA Section 608 certification that is &gt;10 years old.</li> </ul>	Eftekhari	Approve	Approve for Fall 2021 implementation	
<p>Attachment E: Awarding CPL After Course Failure</p> <ul style="list-style-type: none"> <li>• The Credit for Prior Learning Committee has reviewed several policies that have been the source of frequent student complaints or appeals. One such policy states that students who have taken a class at NOVA may not use CPL to replace that course credit.</li> <li>• This policy is a barrier for students who have failed a course and then met the requirement in another way such as by passing it at another institution.</li> <li>• It also is a barrier to implementing the reverse transfer portion of Transfer VA's recommendations fully.</li> <li>• The replacement must be taken <i>after</i> students failed a course because if they took the CPL before failing the NOVA course, their failure indicates that they did not actually master the material.</li> <li>• Thus, the CPL Committee recommends revising CPL policy to say that students who complete CPL after</li> </ul>	Hopkins	Approve	Approve for Fall 2021 implementation	

Proposal All proposals are fully described in the attachments.	Pathway Dean(s)	Curriculum Committee Recommendation	Staff Recommendation	Admin Council Action
<p>failing a NOVA course may have it applied to meet program requirements.</p>				
<p>Attachment F: Biology Discipline Review</p> <ul style="list-style-type: none"> <li>• The biologists reviewed their coursework and its application to the Science AS (most was done before the Biology AS was approved). They are most concerned about advising if the faculty role is diminished and would like the chance to meet with Student Services personnel to update them on changes in biology courses and curriculum.</li> <li>• Their action plan includes 7 recommendations. <ul style="list-style-type: none"> <li>○ 1-3 focus on increasing consistency across the college and improving the information provided to students in syllabi.</li> <li>○ 4 recommends sharing biology APER data with biology faculty.</li> <li>○ 5 recommends inviting Student Services personnel to biology meetings to help make them aware of changes in the biology discipline.</li> <li>○ 6 recommends developing a shared site where faculty can continue to share instructional resources.</li> <li>○ 7 originally recommended that all BIO labs be held in person. However, at Curriculum Committee this was identified as a problem for remote students and for us growing NOVA Anywhere or NOL. The biologists agreed that this is mostly an issue for future biology majors. The biologists will discuss offering some remote biology labs for students who are not planning to major in biology or a related field.</li> </ul> </li> </ul>	Mucci	Approve	Approve for Fall 2021 implementation	