

Administrative Council Zoom Meeting
May 18, 2021
9:30-11:30am

Members Present: Dr. Carter, 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. Corinne Hurst, Executive Office Manager, Ms. Lindsay Mills, Executive Assistant and Recorder

SACSCOC Update

As preparations are being made for the SACSCOC On-Site Reaffirmation Committee's visit October 25 through October 28, the Administrative Council discussed a variety of logistics including locations of visits, readily available supplies, travel accommodations and more. Dr. Kress suggested the visits primarily occur at the Annandale campus as well as the Brault Administration Building. Members of the On-Site Committee will also visit each campus so work rooms will be reserved for their use. Meetings will be scheduled with some Board members, some faculty, and some students. The appropriate staff will be tasked with organizing these details as needed.

Over the next several months, more information regarding the visit will be distributed College-wide and rigorous messaging will also be provided to the students.

Advising Model

Dr. Villagran-Glover provided the Administrative Council with a brief presentation regarding the Advising Model which outlined: the Why, the Need, the How and implementation updates. The Advising Model focuses on providing timely and holistic support for students throughout their NOVA experience, close gaps in the academic advising support, and ensuring that all students are assigned an advisor. This aligns with NOVA's Strategic Plan 2017-2023, NOVA 5 E's and VCCS's Opportunity 2027.

The Administrative Council reviewed the Institutional Commitments which include:

- Technology Expansion – Prioritizing the use of all EAB Navigate features across the College
- Ensuring Advising Capacity – Hiring additional advisors and maintaining the current advisor assignments of active program placed students

- Academic Faculty Expectations – Expanding Teaching Faculty Evaluation to include Major Mentor as a form of “Institutional Service” and assigning responsibility of advising-related Resource Guide for Adjunct Faculty

Following a formal discussion suggested additions to the proposal, Dr. Villagran-Glover will include and roles outlined for Deans/Associate Deans.

In addition, Dr. Kress reiterated the need to ensure individuals are not stepping outside their realm of responsibility which should be clearly outlined within their EWP. She emphasized the need to focus intently on communicating what specific roles are, and what they are not, and how they are to work together. This is particularly important once NOVA enters into the phased return of individuals to the campuses.

Student Application and Onboarding Process

To give the Administrative Council an update on the disaggregated student applicant data over the last three Fall semesters (Fall 2019, Fall 2020 and Fall 2021), Dr. Villagran-Glover shared a presentation on data broken down by age, gender, race/ethnicity, month, and campus.

Dr. Villagran-Glover highlighted the opportunity to direct marketing efforts toward adult learner populations as the data indicates only 2,733 applications were submitted by individuals 30 years old and over. Dr. Carter requested a comparison of this data against other institutions of relatively the same size and he will connect with Dr. Villagran-Glover independently to obtain this information.

Moving forward, an integrated technology approach will be streamlined and implemented with all systems having the ability to communicate with one another. Ongoing training will be offered for new and current employees to ensure everyone has the knowledge and experience with all platforms to better serve NOVA students.

Dr. Villagran-Glover also indicated the enrollment documentation within the Forms Library are being converted to online, fillable forms rather than PDF forms that, in the past, would need to be printed and brought into campus. Dr. Kress expressed the need to reevaluate the way forms are organized and identify easier ways for prospective students to find information and ultimately complete an online application. Student voices will be important in discussing the redesign of the website, specifically the admissions site, and what information is provided and/or requested.

Enrollment Campaigns for Fall 2021

Looking ahead to Fall 2021, Dr. Villagran-Glover shared enrollment management efforts and campaigns including:

- Discover NOVA Night Virtual Open Houses
- Community-Based Organization (CBO) Outreach
- Regional Outreach Events

In addition, she noted the centralized infrastructure for recruitment and admissions/enrollment which includes the dedicated email address and phone number for prospective students, Admissions@nvcc.edu 703-323-3000. Signal Vine texting which will be used to reach students who have not completed an application while additional Virtual Student Support (VSS) hours will be added to assist with backlog of emails in the smartertrack queue and various workshops will be held to aid students with the NOVA application and through the entire onboarding process. Additional enrollment process improvements are underway including the above referenced conversion of online forms and management of NOVA's technological systems and their super users.

Fall Enrollment Strategies for Campuses

As a continuation of the Fall enrollment discussion, Dr. Leidig explained how the Provosts worked collaboratively with Dr. Villagran-Glover to identify and address the cause of early decline in enrollment numbers across the College and shared the following campus strategies for enrollment:

- Identify website-related communication issues and recommend improvements
 - Highlight the modes of instruction in a concise way with clarification on HyFlex
 - Dr. Knights will work with Mr. Partridge's team on a searchable data point that can be used within class searches
- Monitor course enrollments daily and adjust based on student choices
 - Should remote classes continue to be the preference into June, some on-campus sessions may need to adjust toward more remote instruction
- Incorporate more group activities to prepare students to register
- Assign Counselors to additional VSS hours
 - Clearing out the email backlog would be priority
 - Triage messages to allow counselors to focus on the most relevant ones for enrollment
- Hold a variety of outreach events
 - Two events each month from June through August
- Continue to monitor and identify barriers to enrollment
- Testing Center employees return in June
 - Provide mandatory VPT testing for dual enrolled students and veterans

Dr. Kress pointed out how enrollment data for NOL seems to have declined and she asked Mr. Partridge to separate the data for NOL and synchronous zoom to get a clearer picture of the numbers. Dr. Robertson requested a breakdown of the statistics for those currently enrolled in NOL to better strategize scheduling approaches.

A discussion transpired regarding Navigate with Dr. Kress requesting further evaluation be done by Dr. Knights explaining that by implementing this tool in its entirety it would result in minimal user-error and maximum user-efficiency. Dr. Knights indicated that College Computing does not currently have any one individual who serves as a technical expert for Navigate. Dr. Kress, with

confirmation from Dr. Villagran-Glover, explained there is someone identified at the College whose role is to focus and support Navigate and its users and asked Dr. Knights to connect with Dr. Villagran-Glover to discuss.

Commencement Committee Updates

Dr. Villagran-Glover distributed a handout to the Administrative Council which provided a summary following the May 2021 Commencement. Approximately 1,600 students participated in NOVA's first virtual Commencement. Starting the week of May 17th, graduate care packages will be mailed to all eligible graduates. Students who did not submit photos or messages for the slide show developed by MarchingOrder will have the opportunity to add their information to the repository and a new recording will be made. MarchingOrder will house the ceremony for one year and NOVA will then house the archived ceremony.

Looking ahead, approximately 3,000 students are anticipated to graduate in December. After efforts were made to request external venues for this commencement with no viable options, the Commencement Committee proposes a series of ceremonies be held at the Schlesinger Center. Although the Schlesinger Center does have existing contracts in place for most of December, Dr. Kress asked Mr. Partridge to work on adjusting the schedules on these contracts, specifically on December 13-15, in order to ensure Commencement can take place at the facility.

Student Life Travel Policy

Dr. Villagran-Glover brought forth an updated version of the Student Travel Policy on February 23, 2021 for review and approval by the Administrative Council. At that time, she was asked to create a Student Travel Approval Request Form, to update the Assumption of Risk Form, to clarify certain details of the policy and adjust specific language. She redistributed the newly revised policy along with the additional forms for review. With no objections, the Student Life Travel Policy was formally approved by the Administrative Council.

Authentic Assessment Committee Report

Dr. Lynch provided the Administrative Council with an informational item regarding the report from the NOVA Ad Hoc Committee for the Assessment of Learning. The group was formed in Fall of 2020 to evaluate best practices for assessment of learning and to make recommendations regarding how to effectively implement the broad use of these best practices in NOVA classes.

The Committee conducted a survey to faculty to determine how authentic assessment is currently being used in the classroom. It was clear there is confusion as to what constitutes as authentic assessment.

Dr. Lynch explained various recommendations the Committee made which include, but are not limited to, the following:

- Create workshops with breakout sessions to introduce authentic assessment and its value to faculty
- Offer professional development trainings throughout the year and facilitating sessions at PUP in January 2022
- Create an authentic assessment toolkit

In addition, the Committee is recommending that all faculty, including adjuncts and dual enrollment faculty, be expected to include at least one authentic assessment in at least one class by Spring 2022. The action plan outlined by the Committee charges the Deans and Associate Deans with tracking the implementation of authentic assessments and longer-term incorporating their use in Student Learning Outcomes (SLO) and Core Learning Outcomes (CLO).

Upcoming Meetings:

June 1, 2021, 9:30-11:30am - Informal/Non-Action

June 15, 2021, 9:30-11:30am - Formal/Action