

Administrative Council Zoom Meeting Agenda

July 21, 2020

12:00-2:00pm

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Robertson, Vice President Sachs, 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

ADJ Program Revision and Action Plan

Dr. Robertson and Dr. Lynch provided a brief overview of the ADJ program review, noting the Curriculum Committee has reviewed and approved the review report and action plan. Dr. Lynch acknowledged the length of the report and stated it would be the last program review in the old format. Moving forward, the process is much more streamlined. Dr. Kress requested the turnaround time for program reviews fall into a range of three to five years at most. After a brief discussion, Administrative Council formally accepted the review and action plan for the ADJ program noting that NOVA acknowledges that external impacts could ultimately affect implementation of the action plan. The ADJ review discussion led to a broader discussion of the program review process and its links to program productivity and SLO assessment. Dr. Kress asked that a group come together to identify ways to streamline the review process and to link it to consideration of program productivity and SLO assessment.

Curriculum Procedures Manual

Dr. Robertson brought forth the revision of the Curriculum Procedures Manual for Administrative Council approval. She highlighted the changes that are related to the Pathway structure, new SCHEV processes, new advisory board guidelines, and separating CAO from AVP duties regarding the curriculum. Dr. Kress requested notations be made where needed throughout the manual to show when procedures were revised and when they originated; revision dates currently are noted in some areas but not others. The Administrative Council formally adopted the revised manual. After she adds the original and revision dates, Dr. Robertson will send the manual to the provosts.

Revision to Employee Tuition Assistance Policy

Dr. Julie Leidig and Ms. Charlotte Calobrisi provided a revision to the Employee Tuition Assistance – External Course(s) Policy. The policy was revised to allow faculty as well as

classified employees to use tuition assistance dollars to pay for work-related continuing education or noncredit classes. Prior to the revision, qualified faculty and staff could both receive tuition assistance for credit classes but only qualified classified employees were offered tuition assistance for non-credit classes. This recommendation came from the Professional Development Committee and has been reviewed and approved by the Policy Work Group. A brief discussion occurred which resulted in minor amendments to the revision. With the changes implemented, the Administrative Council approved the revised policy.

Diversity, Equity and Inclusion (DEI) Statement

Ms. Calobrisi shared the NOVA DEI Statement drafted by the DEI Council. The statement was well received and approved by the Administrative Council with only one minor language edit made. Dr. Kress thanked Charlotte and the DEI Council for their efforts. The statement will be distributed and posted to the DEI website.

SACSCOC Update: QEP Development Timeline

Dr. George Gabriel shared with the Administrative Council the QEP Development Timeline. The next step in the process is assembling a diverse QEP Development Team composed of various stakeholders across the college to build on the work started by the QEP Subcommittee. It was noted that over the next academic year, faculty and staff will have the opportunity to learn more about the QEP and provide feedback. A general timeline from July 2020 through June 2022 was also outlined.

NOVA Demographics by Campus

Per the request of the Provosts at the June 30, 2020 Administrative Council meeting, Dr. Gabriel broke down the demographics data by campus. The new breakdown offered Provosts insight into various statistics such as median age of faculty and staff compared to campus students as well as racial and ethnic distribution of teaching faculty compared to campus students.

Approve Fall Proctoring Plan

Dr. Steve Sachs presented the Fall Proctoring Plan for review and approval by the Administrative Council. It was developed by a workgroup made up of the Campus LTR Deans, Testing Center Managers, Director of Academic Technology, Manager of Canvas Support Services, and NOVA Online. It was distributed to the Provosts earlier to discuss with their Deans. Various recommendations for edits were made regarding certain language used throughout the plan as well as clarification surrounding handwritten documents. Dr. Sachs will edit the document as suggested and circulate the updated version electronically for a final review. The Administrative Council will plan to offer an approval by close of business Thursday, July 23, 2020. Once approved, the plan will be distributed to faculty and staff by Dr. Robertson

and noted in the Weekly Operations by Dr. Kress. Steve Partridge will ensure it is posted on the Intranet as well.

Other Business

The Administrative Council had a brief discussion regarding Canvas Shells and identifying the publication deadline. Dr. Leidig will distribute the Provosts' collective proposal for review and consideration to Dr. Kress by the end of the day (July 21, 2020).