



Northern Virginia Community College

Northern Virginia Community College Board
Virtual Meeting March 8, 2021 4:00PM
Agenda

1. CALL TO ORDER – Chair of the Board

SPECIAL INTRODUCTORY COMMENTS - for the opening of this meeting.

Per guidance of VCCS Systems Counsel:

- This meeting will be an electronic meeting, held in accordance with Section 2.2-3708.2 of Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly to conduct regular business;
- This is an open, public meeting and has been made available for live viewing by the public through a posted Zoom link;
- Should our broadcast be interrupted, we will be notified, and we will have to pause the meeting;
- All votes will be made by roll call; and
- This meeting is being recorded and will be posted for subsequent viewing on the NOVA website.

1.1 ROLL CALL – Mariella Abanto

1.2 ADOPTION OF THE AGENDA – For March 8, 2021

Agenda to be moved and seconded unless there is a motion to amend the agenda as submitted. A motion to amend the agenda, if second, can be considered.

MOTION, SECOND AND ROLL CALL VOTE

1.3 SPECIAL ACTION ITEM – Resolution

TAB 1

Resolution Commending the Career and Service of Dr. George Gabriel, Vice President Institutional Effectiveness and Student Success Initiatives.

RECOMMENDATION:

- Reading of the prepared resolution as a motion, to be followed by a second and a roll call vote
- Comments by the President followed by comments from Board Members and final words from the Chair
- Comments from Vice President Gabriel
- Motion, second and a roll call vote to direct that a signed copy of the resolution be provided to Dr. Gabriel.

1.4 BOLDLY NOVA PRIDE POINTS

Student guests – Students who represented NOVA at recent Congressional Visits
To be introduced by Tykesha Myrick, Associate Director for Federal Relations

Faculty guest – Professor Janice O’Brian, Dental Hygiene Program
To be introduced by Provost Nicole Reaves

2. CONSENT AGENDA

To be moved and second as a block, unless a motion is made, seconded and approved to consider the items “ad-seriatim” (separately). If this happens, each time will be considered individually with separate motions and seconds required.

MOTION, SECOND AND ROLL CALL VOTE

2.1 Approval of the January 19, 2021 NOVA Board Minutes TAB 2

RECOMMENDATION: The Northern Virginia Community College approves the Board minutes as presented

Academic Curriculum and Workforce Development Advisory Committee

2.2 Advisory Board Nominations TAB 3

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the nominations of the proposed new members for the Architecture Technology, Construction Management Technology, Contract Management, Cybersecurity, Diagnostic Medical Sonography, Information Systems Technology and Nursing program advisory boards.

Committee	Nominee and Position	Affiliation	Comments
Architecture Technology	Raj Barr-Kumar President, Director of Design & Construction	Barr International Group	Hire NOVA grads
	David Cotter Senior Project Manager & Estimator	Del Ray Glass	Internship and apprenticeship opportunities
	Craig Deering Manager	BureauVeritas Primary Integration	Hire NOVA grads
	Marcia Feuerstein Assoc. Professor of Architecture	Virginia Tech (Northern Virginia)	Interested in transfer pathways
	Thomas Illich Adjunct Instructor	NOVA	40 years’ experience in building design
	Joseph McCoy Architect	Sanchez Palmer Architects	On board of Northern VA chapter of AIA
Construction Management Technology	Weiyi “Wayne” Ma President and CEO	DMY Engineering Consultant, Inc.	Hire NOVA grads
	Richard (Rick) Yezzi Project Executive	Clark Construction Group, LLC.	Willing to consider hiring NOVA grads Internship and apprenticeship opportunities

Committee	Nominee and Position	Affiliation	Comments
Contract Management	Kameke Mitchell Senior Policy Analyst	US Air Force	Hire associate degree grads
Cybersecurity	Charlie Donat Senior Security Engineer	Planned Systems International	Believes good associate degree is the foundation for cybersecurity skills
Diagnostic Medical Sonography	Stephanie McDonnell Lead Maternal Fetal Medicine Sonographer	Virginia Hospital Center Physician Group MFM	Hire NOVA grads
	Israel Rodriguez Director of Radiology	INOVA Fair Oaks Medical Center	Hire NOVA grads
Information Systems Technology	Nicholas Bingham D'Antonio Senior Workforce Development Strategist	Lockheed Martin Corporation	Hire NOVA grads Internship and apprenticeship opportunities
Nursing	Kelly McDonough Assistant Director, Health Services	Fairfax County Health Department	Internship opportunities

3. ACTION ITEMS

Recommendations to be considered one item at a time with the action items to be moved individually by Committee Chairs (if present). A second is required for these motions as there will not have been separate, committee vote.

Academic Curriculum and Workforce Development Advisory Committee

3.1 Discontinue Massage Therapy Career Studies Certificate TAB 4

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Massage Therapy career studies certificate effective Fall 2021.

MOTION, SECOND AND ROLL CALL VOTE

3.2 Discontinue Hospitality Management AAS, its Food Service Specialization and the Culinary Arts Certificate TAB 5

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Hospitality Management AAS, its Food Service Specialization and the Culinary Arts certificate effective Fall 2021.

MOTION, SECOND AND ROLL CALL VOTE

3.3 Discontinue Emissions Specialization of the Automotive Technology AAS TAB 6

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Emissions Specialization of the Automotive Technology AAS effective Fall 2021.

MOTION, SECOND AND ROLL CALL VOTE

3.4 New Public Health Associate of Science CONCEPT ONLY

TAB 7

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and supports the concept of establishing a Public Health Associate of Science degree program.

MOTION, SECOND AND ROLL CALL VOTE

College Board Action Items

3.5 College Board Self-Assessment Survey and Report

TAB 8

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the proposed self-evaluation survey and approves it for use as a part of the required self-evaluation process.

MOTION, SECOND AND ROLL CALL VOTE

3.6 Formation of Nominating Committee for 2021-2023 Board Chair and Vice Chair

Two-year terms begin July 1, 2021 and end June 30, 2023. Members shall include:

- Two elected by the Board (As Chair's term expires before the first scheduled meeting of the following fiscal year – otherwise one is appointed by the Chair)
- The outgoing Chair

SEPARATE MOTION FOR EACH CANDIDATE, SECOND AND ROLL CALL VOTE

4. SPECIAL PRESENTATION

TAB 9

Dr. Nathan Carter, Chief Diversity, Equity and Inclusion Officer – Initial findings from equity and inclusion review in advance of Strategic Plan presentation at May Meeting

5. PRESIDENT'S REPORT

6. CHAIR'S REPORT

7. FOUNDATION LIAISON'S REPORT

8. STUDENT LIAISON'S REPORT

9. OTHER/NEW BUSINESS

10. ADJOURNMENT

Motion and second required for a motion to adjourn.

MOTION, SECOND AND ROLL CALL VOTE

**Resolution Recognizing the Service of Dr. George E. Gabriel,
Vice President of Institutional Effectiveness and Student Success Initiatives
The Northern Virginia Community College Board**

March 8, 2021

WHEREAS, it is fitting that members of the Northern Virginia Community College Board should officially act to recognize and celebrate the nearly a quarter century of dedicated service to the College by Dr. George Gabriel on the occasion of his retirement; and

WHEREAS, Dr. Gabriel initially came to the College in 1997 as Director of Institutional Research, the same year we lost Princess Di, Mother Theresa and watched the Titanic sink – at movie theaters nationwide; and

WHEREAS, Dr. Gabriel can rightfully lay claim to being the father of NOVA’s proactive data analysis unit, establishing a culture of using data to inform decision-making, better position students for success and help NOVA rise to the highest levels of performance in serving our students and the community; and

WHEREAS, Dr. Gabriel advocated for NOVA to expand its outreach to underserved students of color and new Americans; embedding this as a priority in the development of the College’s strategic plan, NOVA – Gateway to the American Dream and, through this, focusing College-wide leadership and direction on student success and retention efforts; and

WHEREAS, Dr. Gabriel took a leading role in implementing many successful student success-focused initiatives including the Developmental Math and English Redesign Project, Mandatory Advising Program and Start Strong Initiative; monitoring these programs to track their measurable impact; and

WHEREAS, thanks to Dr. Gabriel’s decades of experience, the College has not only participated in the Achieving the Dream program but has been recognized as an ATD Leader College; earning the College recognition as an exemplar institution for having identified and implemented successful and sustainable student success strategies over time; and

WHEREAS, for many years of his service to NOVA, Dr. Gabriel also assumed responsibility for institutional advancement, leading the College’s marketing, media relations, graphics, call center, web services and digital media; restructuring them as tools for enrollment management – resulting in enrollment growth of approximately 23% over six years; and

WHEREAS, each year, for the past thirteen years, Dr. Gabriel oversaw the generation of between seventy and one hundred research reports used to facilitate major policy-making decisions by College leadership; and

WHEREAS, Dr. Gabriel, in guiding the collection of this valuable and respected research, demanded excellence from his team while also providing fair and compassionate leadership; managing a department whose responsibilities frequently grew to meet the needs of the moment, taking on those added tasks that did not fit neatly into the purview of other College leaders – his team always rising to the occasion; and

WHEREAS, Dr. Gabriel's love and mastery of data made him the perfect person to tirelessly guide the College's accreditation compliance efforts, helping strengthen the institution to meet the high standards of excellences demanded by the SACSCOC; and

WHEREAS, Dr. Gabriel similarly guided and payed careful attention to the members of the Advising, Student Success and Learning Technology Resources Steering Committee and other groups brought together to craft the College's Strategic Plan; and

WHEREAS, Dr. Gabriel was the staff lead for not only one but two College presidential searches, to include guiding the formation of, developing survey instruments used by and reporting on the work of multiple stakeholder groups; doing so in a fashion which ensured all participants – especially the College Board – could have confidence in knowing diverse views were heard and taken into consideration in the final selections; and

WHEREAS, Dr. Gabriel's proven ability to focus reams of complex data and sometimes unquantifiable challenges alike into simple English for virtually every president who has led this institution has also evidenced itself in compassionate help and understanding to meet the needs of the many individual students who have been referred to him from all corners of NOVA; quietly helping them to find employment, pay for classes and books and otherwise work through their major challenges; now, therefore,

BE IT RESOLVED BY THE NORTHERN VIRGINIA COMMUNITY COLLEGE BOARD, that we do hereby take this opportunity to formally recognize, celebrate, commend and thank Dr. George Gabriel for his record of excellence in ensuring that NOVA has constantly been a leader in using data to guide its services to students, monitor their progress, establish new initiatives in the face of challenges, and ensure the effective and enlightened leadership of a college that is nationally recognized for its commitment to excellence and inclusion; and

BE IT FURTHER RESOLVED, that we wish Dr. Gabriel and his wife and respected NOVA economics professor Dr. Jacintha Jayatilake nothing but the very best in the next phase of a life well lived in service to NOVA; leaving an incredible legacy and a college far better for his professionalism and unmatched dedication.



Northern Virginia Community College

Northern Virginia Community College Board
Virtual Meeting January 19, 2021 4:00PM
Minutes

This meeting was held remotely and electronically as access to the regular, campus-based meeting location was restricted due to COVID-19 precautions and access controls. It was conducted in accordance with Section 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly to conduct regular business. Finally, the meeting was held using Zoom Meeting technology and in a webinar format with public access provided.

1. CALL TO ORDER – Chair of the Board

Chair O’Neil called the meeting to order at 4:00pm and made the following comments for the record.

SPECIAL INTRODUCTORY COMMENTS – for the opening of this meeting.

Per guidance of VCCS Systems Counsel:

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- This is an open, public meeting and has been made available for live viewing by the public through a posted Zoom link;
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- All votes will be made by roll call; and
- This meeting is being recorded and will be posted for subsequent viewing on the NOVA website.

1.1 ROLL CALL – Mariella Abanto

Present from the College Board: Chair Rosie O’Neil, Vice Chair Zuzana Steen, Dr. Kerstin Carlson Le Floch, Mr. Rick Pearson, Mr. Alvie Johnson, Mr. Ron Gill, Mr. John Porter, and Student Liaison Mr. Daniel Christman

Arriving late: Ms. Jennifer McGarey, Mr. Todd Rowley

Absent: Ms. Julie Felgar

Present from the College: Ms. Mariella Abanto, Ms. Charlotte Calobrisi, Dr. Nathan Carter, Ms. Diana Cline, Ms. Ina Dimkova, Mr. John Guszak, Dr. Annette Haggray, Dr. Pamela Hilbert, Dr. Sam Hill, Ms. Corinne Hurst, Mr. Dana Kauffman, Dr. Chad Knights, Dr. Anne Kress, Dr. Julie Leidig, Ms. Tykesha Myrick, Dr. Molly Lynch, Mr. Steve Partridge, Mr. Steve Patterson, Ms. Kelly Persons, Dr. Nicole Reaves, Dr. Sheri Robertson, Mr. Allen Sinner, Dr. Steve Sachs, Ms. Hannah Stoneburner, Mr. Cory Thompson, Dr. Frances Villagran-Glover.

1.2 ADOPTION OF THE AGENDA – For January 19, 2021

Agenda to be moved and seconded unless there is a motion to amend the agenda as submitted. A motion to amend the agenda, if second, can be considered.

MOTION, SECOND AND ROLL CALL VOTE

Mr. John Porter moved the adoption of the agenda. Seconded by Mr. Christopher Wade. Ms. Mariella Abanto initiated a roll call vote. Without objection, the motion carried.

Ms. Julie Felgar – not present for the vote

Mr. Todd Rowley – not present for the vote

Ms. Jennifer McGarey – not present for the vote

1.3 INTRODUCTION – of Dr. Nathan (Nate) Carter, NOVA’s first Chief Diversity, Equity and Inclusion Officer

Dr. Kress introduced Dr. Nathan Carter, NOVA’s first Chief Diversity, Equity and Inclusion Officer.

Comments by Dr. Carter: Thanked Dr. Kress and the members of the College Board for a warm welcome and for having him join the meeting. Dr. Carter mentioned that he started his higher education career at a Community College in California. Dr. Carter sees his new role as a personal mission with many wonderful things happening at NOVA. Dr. Carter’s approach is to bring it all together and make it scalable so that all students, no matter what their goals are, receive the support they need.

1.4 SPECIAL ACTION ITEM – Resolution

TAB 1

Resolution Commending the Career and Service of Dr. Steven G. Sachs, Vice President of Instructional and Information Technology

RECOMMENDATION:

- Reading of the prepared resolution as a motion, to be followed by a second and a roll call vote
- Comments by the President followed by comments from Board Members and final words from the Chair
- Comments from Vice President Sachs
- Motion, second and a roll call vote to direct that a signed copy of the resolution be provided to Dr. Sachs.

Chair O’Neil recognized Dr. Kress for comments.

Comments by Dr. Kress: The reason why NOVA is able to operate remotely is thanks to Dr. Sachs’ vision to always think about what could happen tomorrow and how technology could support the college. As large, complex and diffuse as NOVA is, it did not miss a step in shifting to remote learning, thanks to Dr. Steve Sachs. He deserves credit for NOVA’s success in what was ELI and is now NOVA Online. He set the stage for NOVA to be a truly virtual college. There is not enough that she can say to thank him for how he positioned, the College to be a leader in the region in the state and in the nation in the way that we serve our students. Dr. Sachs accomplishments and legacy are outstanding, it is why the college is **BOLDLY NOVA. Dr. Kress thanked him, on behalf of everyone at the College.**

Comments by Chair Rosie O'Neil: Remembered the very first meeting as Board member, and it was during that first year when iPads were introduced to the Board. Chair O'Neil remembered the mixed feelings people had about integrated technology into the workflow. Dr. Sachs made it easy for the Board to appreciate that technology. Chair O'Neil said she will miss his smiling face and cheerfulness every time he came to meetings.

Comments by Dr. Sachs: Dr. Sachs said he was humbled and touched that the Board would take the time and to do a resolution. It's hard for him to believe he reached the point of retirement. Dr. Sachs came to work every day loving to be at NOVA. He wouldn't have stayed for as long as he did if that was not true. Dr. Sachs mentioned didn't do it all alone, and thanked Mr. Allen Sinner, and Dr. Jennifer Lerner, as members of the leadership team. They brought ideas to the table; it's not a one-person operation. Dr. Sachs thanked everyone and shared that he's going to miss working with Board members, faculty, staff and the students at NOVA.

There was a round of applause and Vice Chair Zuzana Steen read and moved the resolution. Seconded by Mr. Christopher Wade. Ms. Mariella Abanto initiated a roll call vote. Without objection, the motion carried.

1.5 SPECIAL ACTION ITEM – Letter to Delegation attendees to Virtual Event TAB 2

Letter thanking members of the Northern Virginia Delegation to the General Assembly who attended a Virtual Tour of NOVA on January 7th.

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the draft letter and approves it for sending.

MOTION, SECOND AND ROLL CALL VOTE

Chair O'Neil suggested edits.

Mr. Alvie Johnson moved that the edited letter be sent. Seconded by Vice Chair Zuzana Steen. Ms. Mariella Abanto initiated a roll call vote. Without objection, the motion carried.

1.6 BOLDLY NOVA PRIDE POINTS

Chair O'Neil turned to Dr. Kress who introduced Dr. Frances Villagran-Glover, Vice President for Student Services to introduce and share a video.

Comments by Mr. Christopher Wade: Shared that a friend in his neighborhood, whose son goes to NOVA, was very complimentary of the school's remote learning offerings and noted how well the classes had set him up for success. It made him feel proud.

Questions by Mr. Ron Gill: Asked how the video is being shared with faculty and how it can be shared at large. Dr. Villagran-Glover responded that the video will be uploaded to the NOVA website and social media to share with everyone.

Comments by Dr. Kress: Noted that the video was initially shared during convocation and that it will be included as a part of the NOVA Brief newsletter that is sent to elected officials and community leaders. Dr. Kress wanted faculty and staff to start the semester knowing just how much our students appreciated them.

Comments by Dr. Kerstin Carlson LeFloch: She suggested sharing the link with the Board. She would like to share it as well.

Dr. Kress next introduced Dr. Chad Knights, Provost of Information and Engineering Technologies to introduce and share videos showcasing three of our IT programs. These videos were initially shared at the January 7th Virtual Tour for General Assembly members.

Comments by Dr. Kress: Noted she felt pride for NOVA when watching those videos and thanked everyone who helped put them together. She also thanked Vice Chair Steen for appearing in one of the videos and acknowledged her and Micron's support for those programs. Finally, Dr. Kress also thanked everyone who made the virtual tour of the college possible for the elected officials. She said that NOVA set the bar.

Comments by Chair O'Neil: Agreed with Dr. Kress, saying that it was a mic-drop moment with everybody's attention riveted to the screen.

2. CONSENT AGENDA

To be moved and second as a block, unless a motion is made, seconded and approved to consider the items "ad-seriatum" (separately). If this happens, each time will be considered individually with separate motions and seconds required.

MOTION, SECOND AND ROLL CALL VOTE

Mr. John Porter moved the Consent Agenda. Seconded by Vice Chair Zuzana Steen. Ms. Mariella Abanto initiated a roll call vote. Without objection, the motion carried.

2.1 Approval of the November 9, 2020 NOVA Board Minutes TAB 3

RECOMMENDATION: The Northern Virginia Community College approves the Board minutes as presented

Finance, Building and Sites Advisory Committee

2.2 Quarterly Report, Local Funds Budget July 1, 2020 – December 31, 2020 TAB 4

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the quarterly report of the Local Funds Budget for the period July 1, 2020 through December 31, 2020 and approves it for record purposes.

2.3 Quarterly Report, Non-State Funded Investments as of December 31, 2020 TAB 5

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the quarterly report of the Non-State Funded Investments for the period July 1, 2020 through December 31, 2020 and approves it for record purposes.

2.4 Quarterly Report, Local Board Budget July 1, 2020 - December 31, 2020 TAB 6

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the Quarterly Report of the Local Board Budget for the period July 1, 2020 through December 31, 2020.

2.5 FY2021 State E&G Operating Budget Mid-Year Report

TAB 7

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the FY2021 State E&G Operating Budget Mid-Year Report and accepts it for information.

2.6 FY2021 Workforce Development Operating Budget Mid-Year Report

TAB 8

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the FY2021 Workforce Development Mid-Year Report for the period July 1, 2020 through December 31, 2020 and accepts it for information.

Academic Curriculum and Workforce Development Advisory Committee

2.7 Advisory Board Nominations

TAB 9

(Copies of Resumes to Academic Curriculum and Workforce Development Advisory Committee only.)

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the nominations of the proposed new members for the Accounting, Biotechnology, Construction Management, Dental Hygiene, Historic Preservation and Occupational Therapy Assistant program advisory boards.

<p><u>Accounting</u> Mike Wetklow National Science Foundation</p> <p><u>Biotechnology</u> Cliff Cymrot George Washington University</p> <p>Mitchell DeKoven IQVIA</p> <p>Brian Posey Fujifilm Irvine Scientific</p> <p>Harvey L. Vandenburg Quest Diagnostics</p> <p><u>Construction Management</u> Shaun Anderson The Maasai Group, LLC</p> <p>Mark Botros Calibre Systems, INC.</p> <p>Liza Craig Reed Smith LLP</p> <p>Angel N. Davis Presidio Networked Solutions LLC</p> <p>Ronald Falcone Distributed Solutions, Inc. (DSI)</p> <p>Jennifer Hanks MMC Consulting, LLC</p>	<p>Constance Jackson Jackson Contract Solutions, LLC</p> <p>Jean Marceau Lohier AT&T Government Solutions, Inc.</p> <p>Sean Vineyard 11th Hour Service</p> <p><u>Dental Hygiene Technology</u> Julia Antranick Self-employed</p> <p>Malika Azargoon Founder and Principal, Zar Dental Consulting</p> <p>William E. Crutchfield Orthodontics by Crutchfield</p> <p>Julie Shilling Elite Dental Staffing, LLC</p> <p>Stephanie Sousa Merrifield Oral Surgery</p> <p><u>Historic Preservation</u> Christopher Barbuschak Fairfax County Public Library</p> <p>Heather Bollinger Fairfax Circuit Court</p> <p>Jackie Cohan City of Alexandria, Va. Archives & Records Center</p>	<p>Stanley K. Contrades Systems Planning and Analysis</p> <p>Paige Gibbons-Backus Prince William Historic Preservation Division</p> <p>Tracy Gillespie NOVA Parks</p> <p>Cynthia Liccese-Torres Arlington County Government</p> <p>Patrick O'Neill Mount Vernon Ladies Association Inc.</p> <p>Jana Shafagoj Morven Park</p> <p>John Sprinkle National Park Service</p> <p><u>Occupational Therapy Assistant</u> Tammy Blake Fairfax County Public Schools</p> <p>Kathryn Fair Medstar NRH</p> <p>Jessica Larson Inova Mount Vernon Hospital</p> <p>Samantha Smeltzer Ride-on Ranch</p>
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Comments by Mr. Ron Gill: Thanked the Academic Curriculum and Workforce Development Advisory Committee, faculty and staff responsible for recruiting these people. He noted that there is an exceptionally diverse, wide and extremely skilled group of people who want to be on these boards and help us move the College forward.

Comments by Chair O'Neil: Noted that changing the format, to identify the organization with which nominees are affiliated, is a welcome change.

3. ACTION ITEMS

Recommendations to be considered one item at a time with the action items to be moved individually by Committee Chairs (if present). A second is required for these motions as there will not have been separate, committee vote.

Academic Curriculum and Workforce Development Advisory Committee

3.1 2020-2021 Emeritus Nomination

(Copies of Resumes to Academic Curriculum and Workforce Development Advisory Committee only.)

RECOMMENDATION: The Northern Virginia Community College Board, through the Academic Curriculum and Workforce Development Committee, approves these 21 individuals to be awarded the 2021 distinction of Professor or Classified Emeritus.

Note by Chair Rosie O'Neil: Format changed from campus to area of practice.

Alethea Hamilton College Registrar	Elizabeth Bull Associate Professor of French	Martha Kossoff Program Developer for Workforce Development
Alicia Falzon Professor of Spanish	Elizabeth Harper Associate Vice President of Student Services & Enrollment Management	Mary Charleza Associate Professor of English as a Second Language
Barbara Tolley Administrative Assistant	Heidi Adamson Director of Enrollment & Administration	Michael Brazie Associate Professor of Business Administration & Management
Brenda Lewis-Holmes Professor of Communication Studies/Theatre	Jacqueline Gibbons Associate Professor of Health Information Management	Peter Tharp Computer Operations Technical Manager
Clara (Kaya) Ford Professor of Economics	Jane Friedmann Professor of English	Samuel Rosado-Rodriguez Office Manager
David Conroy Professor of Mathematics	Jayne McIntosh Assistant Professor of Nursing	Shirley Delgado Academic Advisor
Dianne Daily Associate Professor of English	Judy Gunther Associate Professor of Nursing	
Donald Depuydt Professor of Art		

MOTION, SECOND AND ROLL CALL VOTE

Mr. Ron Gill moved approval of the item. Seconded by Ms. Kerstin Carlson LeFloch. Ms. Mariella Abanto initiated a roll call vote. Without objection, the motion carried.

4. **PRESIDENT'S REPORT**

Dr. Kress presented her plans for an administrative realignment of NOVA. Details of her presentation can be seen on the companion video of the Board meeting.

Dr. Kress shared that these changes are being made to reduce expenditures to help keep tuition flat, better align academic pathways, centralize IT services and have an organizational structure that provides consistent student services at all campuses. Dr. Kress noted that, in approaching this reorganization, she had reviewed data for student outcomes, financial records, organizational charts, and all job descriptions, to better grasp the College's current structure and form optimal alignments. The administrative realignment supports the One NOVA framework for ensuring equity in all students, no matter their campus, have access to consistent, high quality support services.

The highlighted changes include:

- Realigning responsibilities for academic pathways so all report to the Chief Academic Officer and aligning the assignments of pathway deans with their academic specializations.**
- Creating a new position reporting to the president: Chief of Staff.**
- Realigning the roles and responsibilities of the existing Deans of Students and LTR Deans to create a Dean of Libraries reporting to the CAO; six campus-based Deans of Student Success; and three deans reporting to the VP for Student Services: 1) Dean of Student Rights and Responsibilities; 2) Dean of College Records; and 3) Dean of Recruitment and Admissions.**
- Assigning the majority of IIT functions previously reporting to Dr. Sachs to Dr. Knights. Dr. Knights retains his responsibility for IET academic programming and has been named the Vice President for IET and College Computing.**

Dr. Kress further shared that these changes, after adjusting for the expense of new positions, including the recently named Chief Diversity, Equity, and Inclusion Officer, will save (on an ongoing basis) more than \$375,000/year.

***Mr. Christopher Wade left meeting at 5:31pm.**

5. **CHAIR'S REPORT**

Chair O'Neil congratulated Dr. Kress on her first year as NOVA president. Chair O'Neil thanked Dr. Kress for keeping NOVA not just relevant, but really agile and responsive. Chair O'Neil also thanked all Board members who participated, both in person and virtually, in the Foundation's dinner in November. She gave a "Special Shout Out" for the scholarship that will honor Dr. Steve Sachs and encouraged Board members to continue seeing NOVA as a place to financially support.

Chair O'Neil further thanked staff for executing the Virginia Delegation's virtual tour of NOVA. She thanked Board members, Mr. Alvie Johnson, Mr. John Porter, and Vice Chair Zuzana Steen for their video participation.

Chair O'Neil reminded members of the ACCT NLS event scheduled for Feb. 8-10 and encouraged members to participate.

Finally, Chair O'Neil noted that the Board will be needing to gather between scheduled Board meetings to address two important and required items: The Board self-evaluation, and the Presidential evaluation.

6. FOUNDATION LIAISON'S REPORT

Mr. Porter, College Board Liaison to the NOVA Foundation: The NOVA Foundation has conducted the first of two strategic planning sessions with specific attention to: vision/mission; staffing/organization; and governance.

The Foundation, in conjunction with the College's Office of Financial Aid advertised 489 scholarship opportunities valued at \$502,870 for the fall 2021 semester. The Empower Bright Futures virtual fundraiser drew 223 guests and raised \$188,500 in net proceeds to support scholarships and emergency grants while securing an additional \$45,000 in restricted scholarship support. The Making Spirits Bright holiday food-raising campaign generated \$12,300 in donations.

The NOVA Foundation's InNOVation Grants program awarded eight grants in the amount of \$66,273 to faculty and staff to support innovation driving student success.

7. STUDENT LIAISON'S REPORT

Mr. Daniel Christman, Student Liaison to the College Board: Offered the following report:

SGA has focused on creating a culture of care for the students. While most students are physically separated from the college, SGA believes it is important to find ways to let students know the College cares about them, specifically their education, their safety and their well-being.

SGA initiatives include a Transfer Advice Panel to help applicants tackle the daunting transfer application process. Mr. Christman noted that supporting a culture of care has been a priority at NOVA and that it supports NOVA's core values of creating an environment of care and empathy. He further reported that SGA provided COVID care packages with masks, sanitizer, some small snacks. This initiative is a way to support students being safe and responsible. Mr. Christman concluded by thanking the Board, on behalf of the SGA, for the opportunity to share updates with the Board.

8. OTHER/NEW BUSINESS

No other business

Chair O'Neil reminded the Board that Financial disclosures are due February 1

9. ADJOURNMENT

Motion and second required for a motion to adjourn.

MOTION, SECOND AND ROLL CALL VOTE

Mr. Todd Rowley moved to adjourn. Seconded by Mr. Alvie Johnson. Ms. Mariella Abanto initiated a roll call vote. With no objections, the motion carried and the meeting adjourned at 5:52pm.

Submitted by:



Ms. Rosaelena (Rosie) O'Neil
Chair
Northern Virginia Community College Board



Dr. Anne M. Kress
Secretary
Northern Virginia Community College Board
President
Northern Virginia Community College



March 8, 2021

Strategic Plan Objective 4 – Develop effective processes and protocols for programmatic College-wide collective decisions that include consistent, accountable leadership and oversight of each academic program with designated “owners,” active advisory committees, clear student learning outcomes and assessments, and program reviews in all modalities of instruction.

SUBJECT: Advisory Board Nominations

Item Description

This item requests Board approval program advisory board nominations.

Overview and Background

New members are proposed for the Architecture Technology, Contract Management, Cybersecurity, Diagnostic Medical Sonography, Information Systems Technology and Nursing program advisory boards.

Funding/Financial Implications

None.

Past Actions of the Board

The Board has approved program advisory board members to help align academic programs with community and workforce needs.

Recommended Action

The Pathway Dean for each program and the Interim Chief Academic Officer have reviewed and approved the members nominated to serve on the Architecture Technology, Contract Management, Cybersecurity, Diagnostic Medical Sonography, Information Systems Technology and Nursing program advisory boards and recommend that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the nominations of the proposed new members for the Architecture Technology, Contract Management, Cybersecurity, Diagnostic Medical Sonography, Information Systems Technology and Nursing program advisory boards.

Action Responsibility:

Sheri Robertson
Interim Chief Academic Officer
srobertson@nvcc.edu, (703) 323-3087

February 22, 2021

TO: Academic Curriculum and Workforce Development Advisory Committee
Mr. Ron Gill, Chair
Mr. Todd Rowley
Mr. Christopher Wade

From: Dr. Sharon Robertson *Sharon N. Robertson*
Interim Chief Academic Officer

SUBJECT: Recommendation for Appointment to Curriculum Advisory Boards

The following nominations are forwarded for your consideration:

Architecture Technology

David Cotter
Craig Deering
Marcia F. Feuerstein
Thomas H. Ilich
Raj Barr-Kumar
Joseph B. McCoy

Construction Management Technology

Weiyei "Wayne" Ma
Richard (Rick) Yezzi

Contract Management

Kameke Mitchell

Cybersecurity

Charlie Donat

Diagnostic Medical Sonography

Stephanie McDonnell
Israel Rodriguez

Information Systems Technology

Nicholas Bingham D'Antonio

Nursing

Kelly McDonough

Nomination forms and resumes are enclosed. The current composition of each committee also is included to provide context for these nominations.

As required by the College Board policies and procedures, these nominations are to be considered and voted on by the Academic Curriculum and Workforce Development Advisory Committee, with the approved nominations reported to the full Board.

Please let me know if you have any questions before the meeting. I look forward to seeing you there.

Enclosures

CC: Dr. Anne Kress, President

CC: Mr. Steve Partridge, VP of Workforce Development



NOVA Workforce Review of March 2021 Advisory Board Nominees' Companies						
Advisor Board	Company Name	Number of Job Postings	Number of Job Postings by Degree**	Registered in Career Connection?	If registered, jobs related to program?	Labor Market Data Notes/ <i>Career Services Notes</i>
Contract Management	U.S. Air Force	1,048	3.3%	N	N/A	Job postings are for all of Defense Department (data does not specify branch of service).
Cybersecurity	Planned Solutions International (PSI)	62	4.8%	N	N/A	Associate's-level jobs include 2 help desk positions, one in training and development.
Architecture Technology	Self-employed	-	-	-	-	
Architecture Technology	Del Ray Glass	0	N/A	N	N/A	No job postings in Labor Insight in last 12 months. Three positions listed on website: Project Manager (bachelor's required); Glass Mechanic, Assistant (no formal education requirement listed; OSHA 10 cert).
Architecture Technology	Sanchez Palmer Architects	0	N/A	N	N/A	No job postings in last 12 months. No positions listed on website--5-person firm.
Architecture Technology	Virginia Tech Department of Architecture	-	-	-	-	
Architecture Technology	Bureau Veritas Primary Integration	1	0%	N	N/A	Single posting for Project Manager (BA/BS required).
Diagnostic Medical Sonography	Inova Fair Oaks Medical Center	5,881	7.8%	N	N/A	Data for all Inova Health System postings—50 total postings for Sonographers/ <i>Inova active in Career Connection, but no related job postings.</i>
Diagnostic Medical Sonography	Lead Maternal Fetal Medical Sonography			N	N/A	Could not located in labor market data.
Diagnostic Medical Sonography	Inova Medical Group	5,881	7.8%	N	N/A	Data for all Inova Health System postings—50 total postings for Sonographers/ <i>Inova active in Career Connection, but no related job postings.</i>
Construction Management	DMY Engineering Consultant Inc	3	0%	N	N/A	All three jobs required just a HS diploma (Soils Testing Tech, Office Admin, Materials Testing Tech).
Construction Management	Clark Construction Group	12	0%	N	N/A	Two Office Coordinator positions list no formal education req.; all others require bachelor's degree.
Information Systems Technology	Lockheed Martin	907	1.5%	N	N/A	14 postings required an associate's or less; 5 specifically required an associate's/ <i>Lockheed has hired NOVA students over the past two years for multiple employment opportunities.</i>

Advisory Board Current Members of Committees for which Nominations are Submitted

[Return to content](#)

Architecture Technology – Armen Simonian, Executive Secretary				
Name	Occupation	Business Name & Address	Initial Appt Date	Last Appt Term
Oussama Souadi	Partner	Gragg Cardona Partners 231 Upshur St. NW Washington, DC 20011	Apr-18	4/2018-4/2021

Construction Management- Paul “Tracy” Wright, Executive Secretary
There is no committee at this time.

Advisory Board Current Members of Committees for which Nominations are Submitted

Contract Management – Aldous McCrory, Executive Secretary				
Name	Occupation	Business Name & Address	Initial Appt Date	Last Appt Term
Shaun Anderson	President / CEO	The Maasai Group, LLC 10432 Balls Ford Rd, Suite 300 Manassas, VA 20109	Jan-21	01/2021-01/2024
Mark Botros	Principal	Calibre Systems, INC. 6354 Walker Lane, Suite 500 Alexandria, VA 22310	Jan-21	01/2021-01/2024
Liza Craig	Counsel	Reed Smith, LLP 1301 K Street NW, Suite 1100, East Tower Washington, DC	Jan-21	01/2021-01/2024
Angel N. Davis	Federal Contracts Manager	Presidio Networked Solutions LLC 12100 Sunset Hills Rd, Suite 300 Reston, VA 20190	Jan-21	01/2021-01/2024
Ronald Falcone	Executive Vice President	Distributed Solutions, Inc. (DSI) 12350 Pinecrest Road Reston, VA 220291	Jan-21	01/2021-01/2024
Jennifer Hanks	President	MMC Consulting, LLC 11104 Belton Street Upper Marlboro, MD 20774	Jan-21	01/2021-01/2024
Constance Jackson	Acquisition Subject Matter Expert	Jackson Contract Solutions, LLC PO Box 494 Alexandria, VA 22313	Jan-21	01/2021-01/2024
Jean Marceau Lohier	Senior Contracts Manager	AT&T Government Solutions, Inc. 3033 Chain Bridge Road Oakton, VA 22124	Jan-21	01/2021-01/2024
Sean Vineyard	Partner	11th Hour Service 3110 Fairview Park Drive Falls Church, VA 22041	Jan-21	01/2021-01/2024

Advisory Board Current Members of Committees for which Nominations are Submitted

CyberSecurity – Kwabena Konadu, Executive Secretary				
Name	Occupation	Business Name & Address	Initial Appt Date	Last Appt Term
Hollis Cash	VP and Chief Technology Officer	Huntington Ingalls Industries 12730 Fair Lakes Circle Fairfax, VA 22033	Jan-18	1/2018-1/2021
Brigitte Custer	Cyber Practice, Lead	Intelligence Solutions Division, GDIT 13857 McLearen Road Herndon, VA 20171	Jan-18	1/2018-1/2021
Manuel Villar	Director Cyber Operations	Raytheon Foreground Security 2214 Rock Hill, Suite 150 Herndon, VA 20170	Jan-18	1/2018-1/2021
Babur Kohy	Adjunct Professor, Cyber	Deloitte 1919 North Lynn Street Arlington, VA 22209	Nov-19	11/2019-11/2022

Advisory Board Current Members of Committees for which Nominations are Submitted

Diagnostic Medical Sonography – Kelly Brockway, Executive Secretary				
Name	Occupation	Business Name & Address	Initial Appt. Date	Last Appt. Term
Tatiana Charapan	Sonography Student Representative			
Nicki Chin (A)	Vascular Student Representative		May-19	05/2019-05/2022
Randy Damron	Outpatient Radiology Senior Director	Inova Schar Institute 8081 Innovation Park Drive Fairfax, VA22308		
Laura Evans	Public Member	3330 King St. Alexandria, VA 22302	Jan-19	01/2019-01/2022
Lauren Hand	Echocardiography Student Representative		Jun-20	06/2020-06/2023
Amreen Hashmi	Vascular Clinical Representative	Inova Medical Group 921 Telestar Rd. Falls Church, VA	Jun-20	06/2020-06/2023
David Lakhman	Regional Manager	Center for Vein Restoration 8316 Arlington Blvd Fairfax VA 22031	May-18	05/2018-05/2021
Dr. Tammy Lamb	Medical Director	Medstar Washington Hospital Center 36 Bryant St., N.W. Washington, D.C. 20001	Jun-20	06/2020-06/2023
Amanda Montgomery	Adjunct Faculty (NOVA)	Virginia Heart 4660 Kenmore Ave Alexandria, VA 22304	Apr-18	04/2018-04/2021
Heather Powell	Vascular Student Representative		May-19	05/2019-05/2022
Samar Saleem	Vascular Student Representative		Jun-20	06/2020-06/2023
Nigel Thomas	Imaging Clinical Coordinator	Inova Fairfax Medical Campus 3300 Gallows Rd Falls Church, VA	Jun-20	06/2020-06/2023

Advisory Board Current Members of Committees for which Nominations are Submitted

Information Systems Technology – Paula Ford, Executive Secretary				
Name	Occupation	Business Name & Address	Initial Appt Date	Last Appt Term
David Linthicum	Chief Cloud Strategy Officer	Deloitte Consulting 40209 Sidesaddle Ct. Leesburg VA 20175	Jun-20	06/2020-06/2023

Advisory Board Current Members of Committees for which Nominations are Submitted

Nursing – Mary Pat O’Brien, Executive Secretary				
Name	Occupation	Business Name & Address	Initial Appt Date	Last Appt Term
Geraldine Boltich-Hofler	Special Assistant to the President, Program Manager	NOVA Medical Education Campus 6699 Springfield Center Drive, HE-204A Springfield, VA 22152	Sep-12	02/2019-02/2022-
Tammy Dean	Director	PWCS of Practical Nursing Osborn Park HS 8909 Euclid Ave Manassas, VA 20111	Jan-16	02/2019=02/2022
Maureen DeSena	Academic, Clinical and Policy Coordinator	INOVA Health Systems 8110 Gatehouse Road, Suite 200 West Falls Church, VA 22042	May-17	09/2020-09/2023
Capt John E. Eckenrode	Senior Nurse Executive		Nov-18	11/2018-11/2021
Christina Grabus		Sentara Northern Virginia Medical Center 2300 Opitz Blvd. Woodbridge, VA 22193	Jan-20	01/2020-01/2023
Deanna Roca	Clinical Manager	Children’s National Specialists of Virginia	May-17	09/2020-09/2023



Northern Virginia Community College

Agenda Item 3.1

March 8, 2021

Strategic Plan Objective 4 – Sustain and, where needed, establish effective, equity-minded NOVA collegewide processes, protocols, policies, and accountabilities for services and programs.

SUBJECT: Discontinue Massage Therapy Career Studies Certificate

Item Description

This item requests Board approval to discontinue the Massage Therapy career studies certificate that was offered at the Woodbridge Campus.

Overview and Background

Employment in the field requires licensure, but licensure does not require college credit. Effective January 2021, students may choose to enter the new program that NOVA's Workforce division offers at the Annandale Campus. The Massage Therapy career studies certificate has been on hiatus since Fall 2019 and has produced progressively fewer graduates each year since 2015-16. While there were 28 graduates in 2015-16, there were only 11 graduates in 2018-19. As shown below, the number of students placed in the program and the FTES they generate are relatively low.

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Unduplicated Headcount	38	48	32	22	30
Program-placed FTES	9.4	13.3	8.1	5.3	7.6

There is no faculty member dedicated to the Massage Therapy program, and it has no advisory board. There are no new matriculants in the credit program.

Funding/Financial Implications

Retaining the credit program would require the college to hire a qualified faculty member to oversee it. It would compete with the new Workforce program.

Past Actions of the Board

The Board has approved discontinuance of programs that no longer serve students and the community.

Recommendation Action

The Administrative Council recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Massage Therapy career studies certificate effective Fall 2021.

Action Responsibility: Sheri Robertson
Interim Chief Academic Officer
srobertson@nvcc.edu, (703) 323-3087

December 1, 2020

TO: Dr. Sheri Robertson
Chief Academic Officer

THROUGH: Dr. Nicole Reaves ***Nicole Reaves***
Provost Medical Education Campus

FROM: Dr. Shelly Powers ***Shelly Powers***
Dean of Health Sciences

SUBJECT: Discontinuance of the Massage Therapy Career Studies Certificate

This memorandum is written to propose the discontinuance of the Massage Therapy Career Studies Certificate, effective Fall 2021. The program has been offered at the Woodbridge Campus. Although the Administrative Council approved moving it to the Medical Education Campus, the move did not occur secondary to limited resources and a lack of physical space. At present, there is no faculty member dedicated to the Massage Therapy program, and it has no advisory board. Employment in the field requires licensure, but licensure does not require college credit.

The Massage Therapy program has been on hiatus since Fall 2019 and has produced progressively fewer graduates each year since 2015-16. While there were 28 graduates in 2015-16, there were only 11 graduates in 2018-19. As shown below, the number of students placed in the program and the FTES they generate are relatively low.

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Unduplicated Headcount	38	48	32	22	30
Program-placed FTES	9.4	13.3	8.1	5.3	7.6

Currently, there are no matriculants in the Massage Therapy Career Studies Certificate program. However, effective January 2021, students may choose to enter the new program that NOVA's Workforce division will offer at the Annandale Campus

This request has been approved by the Health Sciences Pathway Council.

Health Sciences Division

Medical Education Campus

6699 Springfield Center Drive, Springfield, VA 22150-1913

phone: 703-822-6500

www.nvcc.edu



Northern Virginia Community College

Agenda Item 3.2

March 8, 2021

Strategic Plan Objective 4 – Sustain and, where needed, establish effective, equity-minded NOVA collegewide processes, protocols, policies, and accountabilities for services and programs.

SUBJECT: Discontinue Hospitality Management AAS, its Food Service Specialization and the Culinary Arts Certificate

Item Description

This item requests Board approval to discontinue the Hospitality Management AAS, its Food Service Specialization and the Culinary Arts certificate that are offered at the Annandale Campus.

Overview and Background

Although there is some student interest in these programs, the hospitality field does not pay a premium for attaining the associate degree or certificate. According to labor statistics and to the faculty in the program, even before the COVID-19 pandemic these programs did not lead to family-sustaining wages for most workers. Managers may make family-sustaining wages, but since the COVID pandemic struck, a large percentage of jobs in the hospitality industry have disappeared and many restaurants have closed permanently.

The following data are included in the NOVA *Fact Book: 2016-2017 - 2019-2020*.

Year	Hospitality Management, A.A.S. + Food Service Management Specialization	Culinary Arts Certificate
# Grads		
2018-2019	20	6
2017-2018	22	7
2016-2017	17	11
2015-2016	24	12
# Program Placed		
Fall 2019	172	31
Fall 2018	160	41
Fall 2017	175	32
Fall 2016	191	34

Students in any of the programs will have three years to complete the program if they wish to. They will be advised of related programs, especially Business Administration and Business Management, that may meet their needs.

Funding/Financial Implications

The programs are relatively expensive, requiring dedicated space, supplies and specialized equipment.

Past Actions of the Board

The Board has approved discontinuance of programs that no longer serve students and the community.

Recommendation Action

The Administrative Council recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Hospitality Management AAS, its Food Service Specialization and the Culinary Arts certificate effective Fall 2021.

Action Responsibility: Sheri Robertson
Interim Chief Academic Officer
srobertson@nvcc.edu, 703.323.3087

Date: November 20, 2019

To: Dr. Sheri Robertson, Interim CAO, AVP for Academic Affairs

Through: Dr. Pamela Hilbert, Provost, AN

From: Dr. Ivy Beringer, Pathway Dean for Business and HOSP Programs

RE: Discontinuance of the HRI AAS Program, Specialization, and Related Certificate Program

This is a request to discontinue the Hospitality Management, A.A.S. (7750), Hospitality Management: Food Service Management Specialization, A.A.S. (7751), and Hospitality Management: Culinary Arts Certificate (2450), currently offered only on the Annandale campus. The Hospitality Management discipline group has recommended discontinuation of these two degrees and one certificate program. The Business Pathway Council also fully supports discontinuing the programs effective, Fall 2021. The Curriculum Advisory Board is inactive.

The following data is the information included in the NOVA OIR produced Fact Book: 2016-2017 - 2019-2020.

Year	Hospitality Management, A.A.S. + Hospitality Management: Food Service Management Specialization	Culinary Arts Certificate (2450)
# Grads		
2018-2019	20	6
2017-2018	22	7
2016-2017	17	11
2015-2016	24	12
# Program Placed		
Fall 2019	172	31
Fall 2018	160	41
Fall 2017	175	32
Fall 2016	191	34

NOVA's Office of Institutional Research (OIR) Fact Book: 2015-2016 -2019-2020 indicates there were 20 graduates from the combined Hospitality Management A.A.S and the Food Service Management Specialization A.A.S. in 2018-2019. The Fact Book showed only the combined duplicated headcount for the Hospitality Management curriculum. For the Culinary Arts Certificate, the Fact Book showed a decline in graduates from just 11 in 2017 to 6 in 2019.

While faculty implemented different strategies to improve enrollment and completion, efforts have not been successful to sustain and grow these programs. Part of the reason for this is that most hospitality companies prefer to do their own training.

Despite the fact there is some student interest in these programs, this is a field where most applicants for food management jobs can apply with a high school diploma and work experience and food and beverage workers can enter the field with no formal education or work experience.

According to labor statistics, the median annual wage for food service managers was \$55,320 in May 2019, but the employment of food service managers is projected to grow only 1 percent from 2019 to 2029, slower than the average for all occupations. The median hourly wage for food and beverage serving and related workers was \$11.06 in May 2019.¹

Thus, the labor market information indicates that even before the COVID-19 pandemic these programs did not lead to family-sustaining wages for food and beverage workers. Even though the pay for food service managers is decent, since the COVID pandemic struck, a large percentage of jobs in the hospitality industry have disappeared and many restaurants have closed permanently.

Additionally, the Culinary Arts program takes up a lot of on-campus space with a large commercial kitchen and dining area and requires purchase of specialized equipment/supplies and consumable food items for lab experiences.

Students who are currently enrolled in the Hospitality Management A.A.S. and Certificate program will be advised of the discontinuation, counseled and allowed to complete through a teach-out period of three years. Students may also choose to enroll in another program, such as the Business Management A.A.S. degree where some HRI courses can be used as elective credits toward the degree. This degree is more relevant to the demands of industry and better suited for gainful employment for program graduates.

Please put this proposal on the next Curriculum Committee agenda.

Cc: Ben Wang, Associate Dean

1. **Source:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Food and Beverage Serving and Related Workers, at <https://www.bls.gov/ooh/food-preparation-and-serving/food-and-beverage-serving-and-related-workers.htm> (visited November 21, 2020).



Northern Virginia Community College

Agenda Item 3.3

March 8, 2021

Strategic Plan Objective 4 – Sustain and, where needed, establish effective, equity-minded NOVA collegewide processes, protocols, policies, and accountabilities for services and programs.

SUBJECT: Discontinue Emissions Specialization of the Automotive Technology AAS

Item Description

This item requests Board approval to discontinue the Emissions specialization of the Automotive Technology AAS that is offered at the Alexandria and Manassas Campuses.

Overview and Background

The automotive faculty, their advisory board and their pathway council all support the discontinuance of this program. It is no longer needed by the industry since emissions technology has changed. Students in the program will have three years to complete it if they wish to do so. They may decide to pursue the Automotive Technology AAS instead; in fact, when told of the possible discontinuance students often responded that they did not realize they were placed in the Emissions specialization. Only eight students have graduated from the specialization over the past three years.

Funding/Financial Implications

Discontinuing the program will have little effect on the College's finances.

Past Actions of the Board

The Board has approved discontinuance of programs that no longer serve students and the community.

Recommendation Action

The Administrative Council recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Emissions Specialization of the Automotive Technology AAS effective Fall 2021.

Action Responsibility:

Sheri Robertson
Interim Chief Academic Officer
srobertson@nvcc.edu, (703) 323-3087

To: Dr. Sheri Robertson
From: Abe Eftekhari
Re: Discontinuing of The Emissions Specialization AAS.
Date: January 25, 2021

The Automotive Technology Pathway has requested the removal of Emissions Specialization Program. The justification is based on the fact that this specialization is longer needed or valued by the automotive industry as the technology has drastically changed.

Another factor is low graduation rate, only 8 students have graduated from this program in the past 3 years and the program is not transferrable to the automotive 4-year Partner institutions.

The specialization degree had 60 students enroll in Fall 2019. Students who are currently enrolled in the specialization degree will be contacted by faculty at their home campus to ensure they change their major to the Parent Automotive AAS degree, or one of the career studies certificate options if they wish. This process has already begun, and many students have stated that they did not know what program they have signed up for.

Please let the Pathway know the next steps of the processes to discontinue the Automotive Technology AAS Emissions Specialization Program.

The EGR Council, Advisory Committee, the AL & MA leadership have approved this proposal.

Thank you



March 8, 2021

Strategic Plan Objective 9 – Plan to expand breadth and reach of NOVA’s healthcare and biotechnology programs and prioritize future programs to support regional economic development goals.

SUBJECT: New Public Health Associate of Science CONCEPT ONLY

Item Description

This item requests Board support for the concept of establishing a new Public Health Associate of Science (AS) degree at the Medical Education Campus. The proposal of new degree programs is now a two-part process; the first step required by the State Council of Higher Education for Virginia is the development of a concept proposal.

Overview and Background

Under the leadership of Dr. Nicole Reaves, who has a background in public health, the Health Sciences Division of the Medical Education Campus plans to propose a transfer-oriented degree in Public Health. The Association of Schools and Programs of Public Health’s Framing the Future Task Force and the League for Innovation in the Community College have recommended that community colleges nationwide offer public health associate degree programs for transfer to four-year institutions (Riegelman & Wilson, 2016). NOVA’s proposed Public Health curriculum provides a liberal arts and sciences background while incorporating core public health (PBH) courses that will be transferrable to four-year university partners.

There is a strong demand for public health roles, such as health service managers and health educators, in Northern Virginia. From December 1, 2018-November 30, 2019 (so pre-COVID) there were 3,640 job postings for health services managers and 346 job postings for health educators.

Funding/Financial Implications

The proposed program uses only a few new courses, which are lecture only. The Medical Education Campus already employs some faculty who can teach Public Health and would hire adjuncts if needed to teach PBH courses unless the program becomes so popular that it can support a new full-time faculty member.

Past Actions of the Board

The Board has approved new transfer programs as needed.

Recommended Action

The Curriculum Committee and the Administrative Council have reviewed and approved the proposal to explore the concept of establishing a Public Health Associate of Science degree and recommend that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and supports the concept of establishing a Public Health Associate of Science degree program.

Action Responsibility: Sheri Robertson
Interim Chief Academic Officer
srobertson@nvcc.edu, (703) 323-3087

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
Program Announcement Form

I. Basic Program Information

Institution (official name)	Northern Virginia Community College
Degree Program Designation	Associate of Science
Degree Program Name	Public Health
CIP code	51.2299
Anticipated Initiation Date	Fall 2022
Governing Board Approval Date (actual or anticipated)	May 2021

II. Curriculum Requirements

Core Coursework and Total Credit Hours

Two Years			Credits
1st Semester			
SDV	101	Orientation to Health Professions	1
ENG	111	College Composition I	3
BIO	101	General Biology I	4
HLT	143	Medical Terminology I	3
*PBH	100	Introduction to Public Health	3
MTH	154	Math for Liberal Arts OR HIGHER	3
Total			17
2nd Semester			
MTH	245	Statistics	3
BIO	141	Anatomy and Physiology I	4
*PBH	110	Introduction to Health and Disease	3
---		Humanities/Fine Arts Elective #1	3
PSY	200	Principles of Psychology	3
Total			16
3rd Semester			
CST	---	CST 100, Principles of Public Speaking OR CST 110, Introduction to Communication	3
---	---	Transfer Elective #1	3
*PBH	140	Environmental and Occupational Health	3
---		Social Science Elective	3
		Transfer Elective #2	3-4
Total			15-16
4th Semester			
HIS	---	HIS 101, History of Western Civilization I OR HIS 102, History of Western Civilization II OR HIS 112, History of World Civilization II	3
*PBH	150	Global Health	3
----		Humanities/Fine Arts Elective #2	3
----		Transfer Elective #3	3
Total			12

Total Credits for AS Public Health

60-61 credits

The PBH courses listed in the above table are the core courses within this proposed program. Public Health Program Descriptions, have been derived from the VCCS Master Course File:

Website: <https://courses.vccs.edu/courses/PBH-Public%20Health?filter=WW-ER>

PBH 100 - Introduction to Public Health

Provides an introduction to public health topics such as biostatistics, epidemiology, environmental and occupational health, behavioral health and violence, health program planning, health policy and administration, and ethics. Examines the organization and basic administration of health systems, as well as legal issues involved in the practice of public health.

3 Credits. Lecture 3 hours per week.

PBH 110 - Introduction to Health and Disease

Provides an introduction to the fundamentals of general pathophysiology of disease processes. Presents causes, signs and symptoms, incidence, treatment, program planning and patient teaching of disease processes. Explores from the public health perspective chronic diseases such as obesity, cardiovascular disease, hypertension, cancer and osteoporosis.

Lecture 3 hours per week, 3 credits.

PBH 140 - Environmental and Occupational Health

Provides an introduction to environmental health risk assessment/risk management and occupational health and safety. Examines organizations that research, manage, and regulate occupational health and safety. Reviews the appropriate measures needed to lower the risk of exposure to various chemical and biological threats to human health.

Lecture 3 hours per week, 3 credits.

PBH 150 - Global Health

Provides an introduction to current and emergent issues that affect the health of the general population, measures taken to address the disease burden, and indicators and/or tools used to assess population health. Examines agencies and organizations involved in international health, the impact of the environment and politics on health, and the relationship between health and human rights.

Lecture 3 hours per week, 3 credits.

III. Description of Educational Outcomes. Use bullets to list outcomes. (max. 250 words)

Students will be able to:

- Provide health prevention and promotion education in the community through the use of the MEC Mobile. (Core Learning Outcome: Civic Engagement)
- Apply reflective problem-solving skills and decision-making skills when providing health promotion strategies and education to individuals in the community. (Core Learning Outcome: Critical Thinking)
- Demonstrate professionalism and cultural awareness while providing healthcare education to others. (Core Learning Outcome: Professional Readiness)
- Employ data-driven health promotion strategies. (Core Learning Outcome: Quantitative Literacy)
- Promote a specific health plan to a community using scientific evidence. (Core Learning Outcome: Scientific Literacy)
- Communicate, in writing, health promotion strategies in an effective and professional manner. (Core Learning Outcome: Written Communication)

IV. Description of Workplace Competencies/Skills. Use bullets to list outcomes. (max. 250 words)

- n/a

- V. Duplication.** Provide information for each existing comparable degree program at a Virginia public institution at the same degree level. Use the [SCHEV C01A2](#) report for degrees granted data.

Institution	Program degree designation, name, and CIP code	Degrees granted (most recent 5-yr average)
n/a		

- VI. Labor Market Information.** Fill in the tables below with relevant information from the Bureau of Labor Statistics (BLS) and Virginia Employment Commission (VEC). Insert correct years (20XX and 20YY) to reflect the most recent 10-year projections. Add rows as necessary.

Labor Market Information: Bureau of Labor Statistics, XXX-XXX (10-Yr)

Occupation	Base Year Employment	Projected Employment	Total % change	Annual Change	Education
n/a					

Labor Market Information: Virginia Employment Commission (VEC), XXX-XXX (10-Yr)

Occupation	Base Year Employment	Projected Employment	Total % change	Annual Change	Education
n/a					

VII. Projected Resource Needs

Cost and Funding Sources to Initiate and Operate the Program			
Informational Category		Program Initiation Year 2022 - 2023	Program Full Enrollment Year ¹ 2023 – 2024
1	Projected Enrollment (Headcount)	60	120
2	Projected Enrollment (FTE)	48	90
3	Estimated Tuition and E&G Fees	\$534,240	\$1,001,700
4	Projected Revenue from Tuition and E&G Fees	\$285,753.60	\$990,396
5	Other Funding Sources Dedicated to the Proposed Program (e.g., grant, business entity, private sources)	\$0	\$0

VIII. Virginia Needs. Briefly indicate state needs for the degree program. (max. 250 words)

Public health will always affect humanity. The Commonwealth of Virginia, our nation, and the world have, firsthand, seen the value of public health professionals amidst the Coronavirus pandemic. The Association of Schools and Programs of Public Health's Framing the Future Task Force and the League for Innovation in the Community College have recommended that community colleges

¹ For the "Full Enrollment Year" use: for associate degrees, initiation year plus 1; for baccalaureate degrees, initiation plus 3; for masters degrees, initiation plus 2; for doctoral degrees, initiation plus 3.

nationwide offer public health associate degree programs for transfer to affiliated four-year institutions (Riegelman & Wilson, 2016). Northern Virginia Community College's (NOVA's) proposed public health curriculum follows this recommendation and would be the first of its kind in the state. The proposed curriculum uniquely provides the students with a liberal arts background while incorporating core public health (PBH) courses that will be transferrable to four-year university partners. By offering such a program, NOVA will provide students with an excellent two-year educational foundation at an affordable rate.

Further, it is the role of community colleges to support the workforce needs of the community. After conducting an environmental scan, it was identified that in public health roles, like health service managers and health educators, the demand is high in the Northern Virginia region. Over the course of the year (December 1, 2018-November 30, 2019) there were 3,640 job postings for health services managers and 346 job postings for health educators.

In conclusion, based on local and national trends, NOVA desires to prepare graduates to enter the public health workforce to meet the critical public health demands that will continue into the future.

Reference:

Riegelman, R., & Wilson, C. (2016). Community colleges and public health: New opportunities for health education. *Pedagogy in Health Promotion*, (2)(1), 16-19.



Northern Virginia Community College

Agenda Item 3.5

March 8, 2021

Strategic Plan Objective 4 - Sustain and, where needed, establish effective, equity-minded NOVA collegewide processes, protocols, policies, and accountabilities for services and programs.

SUBJECT: College Board Self-Assessment Survey and Report

Item Description

This survey will assess the extent to which Board members understand and have successfully met their expectations and responsibilities and evaluate Board member satisfaction. Board Member responses to the survey questions will help meet the College Board's requirement for a self-evaluation and address the needs of members. It will also serve as a baseline for regular assessments in the future.

Overview and Background

Effective January 1, 2018, SACSCOC adopted a new principle for accreditation, which states: "The governing board defines and regularly evaluates its responsibilities and expectations." SACSCOC Principle 4.2(g). Pursuant to this requirement, the College Board on January 28, 2019, amended its Policies and Procedures to add 2.300(p): "The college board shall regularly evaluate its responsibilities and expectations through the process of board self-evaluation."

NOVA has retained the Association of Community College Trustees (ACCT) to administer the self-evaluation survey and collect and analyze the responses. Member answers to this survey will be analyzed with those of other Board members. They will not attribute quotes to individuals or identify individual responses and will only present data back to the Board in aggregate.

Funding/Financial Implications

The engagement will be funded through local dollars provided annually to support the operations of the Board.

Past Actions of the Board

In March 2019, the College engaged Keeling & Associates, LLC to conduct an initial Board Self-Evaluation. This evaluation was presented to and discussed with the Board at their May 13, 2019 Meeting.

Recommendation Action

The administration recommends that the Northern Virginia Community College Board review and approve the survey as the first part of the required biennial self-evaluation.

Proposed Resolution

The Northern Virginia Community College Board has reviewed the proposed self-evaluation survey and approves it for use as a part of the required self-evaluation process.

Action Responsibility:

Dana Kauffman, Director
College Government Affairs
tkauffman@nvcc.edu, (703) 629-8637



**Chief Diversity Equity, & Inclusion Officer
Listening Session Report & Next Steps**



SPRING 2021

**50
DAYS
OF LISTENING**



Timeline of Meetings

January 11th, 2021

First Day

January 12th - 31st, 2021

12 Equity Listening Sessions
Admin Council
Campus DEI Committees
DEI Council
Human Resources
Director of Disability Services
NOVA Marketing & Website Staff
QEP & Student Success Teams
Disability Support Services
Student Life
Faculty Senate
Adjunct Faculty Listening Session
Office of Institutional Research

February 1st – 14th, 2021

Online Thought Exchange Launches
Student Groups & Clubs
Governor's Office of Diversity
Personnel Services Committee
Chief Diversity Officers (4-Year Partners)
VCCS Chief Diversity Officer
NOVA Pride Group
Community Partnership Meetings
Faculty Professional Development
Provost Council
Academic Deans Council
Associate Dean Workgroup

February 15th – 28th, 2021

Student Services
Equity Math Summit Planning Team
Instructional & Student Services
College Staff Forum Council
NOVA's Women Network

March 1st, 2021

50th Day

Chief Diversity Officer releases
Equity Listening Summary Report

Dear NOVA Colleague,

We are stronger together. My approach to leadership always starts with listening to you and reflecting on the needs of our diverse community. Across every listening session and meeting I heard your passionate commitment to our students, your awareness that we need to move to a more inclusive college environment, and your commitment to strive for excellence. We will work to repair our institutional blind spots related to racial inequity, disability services, and we will scale our efforts to create a consistent and impactful approach to diversity, equity, and inclusion. I was particularly moved by those who shared their status as members of the LGBTQ+ community and feelings of being left out, those who discussed their sadness that the college did not always acknowledge spiritual or religious observances, and the overall feelings from Black, Indigenous, and People of Color (BIPOC) at our college that there are traces of inequity in our classrooms and within our policies and practices. Like many of our students have to do, you urged us to make tough decisions, lead by example, and be courageous to call out racial inequities so we can work to make real change. In the following pages, I will outline five major themes learned from my first 50 days as Chief Diversity, Equity, & Inclusion Officer; I will introduce the Inclusive Excellence framework that will shape NOVA's DEI Strategic Plan, and I will discuss next steps. We all share a responsibility in this work. A coalition of the willing is not enough. We need to stand together to grow together. I look forward to standing with you as we begin this journey towards Inclusive Excellence. To see how this work aligns with the College's current Strategic Plan and to develop a shared understanding of key terms please read onward.

- Dr. Nathan Carter, CDEIO

NOVA'S CURRENT 2017-2023 STRATEGIC PLAN
PATHWAY TO THE AMERICAN DREAM
SUPPORTS THE NEED FOR THE COLLEGE TO HAVE ITS OWN STRATEGIC PLAN
FOR DIVERSITY, EQUITY & INCLUSION

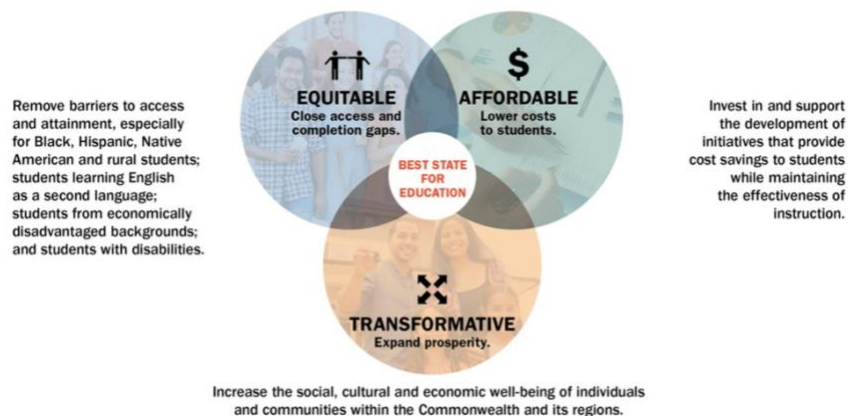
EVERY STUDENT SUCCEEDS

EVERY PROGRAM ACHIEVES

EVERY COMMUNITY PROSPERS

IN THE FALL OF 2020, THE STATE COUNCIL OF HIGHER EDUCATION (SCHEV) ESTABLISHED THREE GOALS FOR HIGHER EDUCATION THAT ALSO SUPPORT NOVA'S NEED TO DEVELOP A DEI STRATEGIC PLAN

PATHWAYS TO OPPORTUNITY:
THE VIRGINIA PLAN FOR HIGHER EDUCATION



Diversity

The presence of difference that may include race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, (dis)ability, age, or political commitment.

VCCS Working Definition of Equity

Equity is the existence of an environment in which policies, practices and beliefs are grounded in the principle of fairness and that acknowledges structural racism, gender disparities and systemic poverty, while honoring the diversity of humanity. This environment explicitly prioritizes the success of all students to ensure that they have the necessary resources to fulfill their college and career goals.

Inclusion

Inclusion refers to a feeling of belongingness. Specifically, what a campus community does to make sure its members feel valued, supported, respected, seen and encouraged to reach their full potential.

50 DAYS

10 Equity Listening Sessions

1,000 +
FACULTY
STAFF
STUDENTS
EMPLOYERS
ACADEMIC PARTNERSHIPS
CONNECTED



320 Online Comments From Students, 14 Meetings With Student Groups, SGA Connections, & 62 Emails From Students Sharing Experiences, Ideas & Perspectives

Anonymous Thought Exchange Activity



76

Participants shared thoughts



111

Participants rated thoughts



117

Participants explored thoughts



38 meetings with NOVA Leadership, DEI Council, Campus Committees, Faculty Groups, Classified Staff, Forum Council, Provost Council, Associate Deans Council, Human Resources, Various Community Partners, Chief Diversity Officers, Research Firms, and Academic Partners, and more!

The Approach

Now that we have a common set of definitions and awareness of the need to develop NOVA's first DEI Strategic Plan, let's discuss the approach. The first phase of the development of a DEI Strategic Plan must take into account the thoughts of the community. Over the course of the first fifty days I heard from faculty, staff, students, and stakeholders through a series of listening sessions. Additionally, I created anonymous online feedback forms so people could express ideas without compromising their identities. Finally, I held several meetings with NOVA leadership and within various levels of the college. I also took a deep dive into our data, reviewed the DEI commitments submitted to Dr. Kress at the start of the year, and studied the results from the DEI climate survey. I reached outside of NOVA and connected with national leaders, state agencies, and Chief Diversity Officer counterparts in the public and private sectors to compare notes and best practices. Overall, there was agreement around some of the things we have done well, awareness of where we are vulnerable, and several ideas for us to consider moving forward. **Five major themes emerged.**

Themes from The First 50 Days



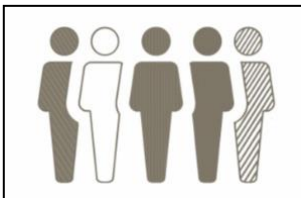
Staff expressed that we must improve our ability to follow through on all of our DEI commitments. We need to move away from siloed approaches with limited impact and create a stronger DEI infrastructure with clear accountability at all levels of leadership.



MORE SUPPORT FOR
INNOVATIVE AND INCLUSIVE
EDUCATIONAL EXPERIENCES

Faculty noted that our academic programs need to better reflect the diversity in our student population.

Professional development on culturally responsive teaching and additional support for more DEI educational experiences was requested to spark innovation.



CREATING A MORE INCLUSIVE
AND EQUITABLE CAMPUS
MUST BE A PRIORITY

Students noted they did not always feel that our campus spaces or practices were fully inclusive and equitable. Students requested that we review all of our procedures, listen to student voices more, and ensure that all members of the campus community (e.g., students with disabilities, BIPOC students, students who identify as LGBTQ) are represented and supported.



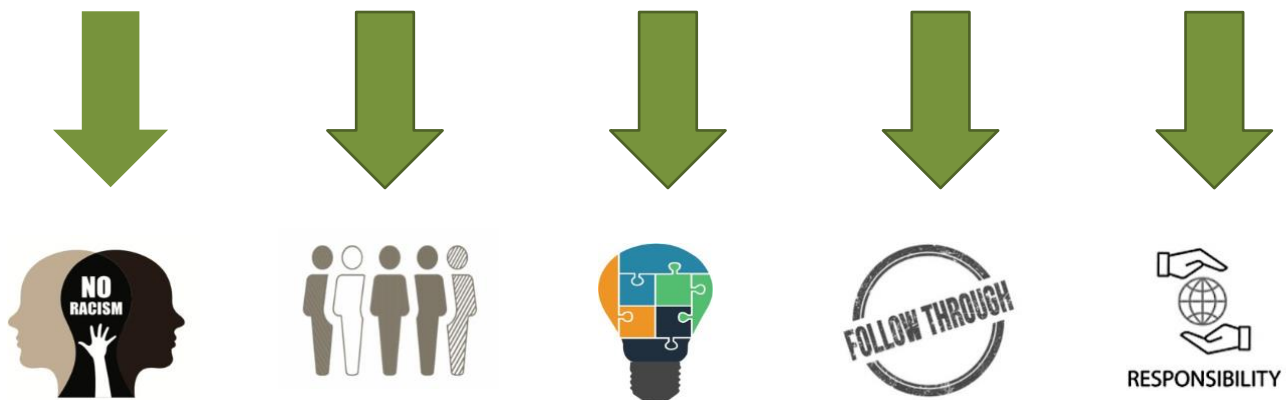
Everyone commented on the pains of racial injustice and discrimination. To eradicate racism and bias we must look responsibly at ourselves, report and review equity data, and dismantle policies that create barriers to disadvantage communities.



RESPONSIBILITY

Community partners shared that adopting the stance that DEI is everyone's responsibility is critical. Many showed a desire to partner with NOVA on DEI projects. Additionally, they shared what programs and strategies they use to recruit and retain a more diverse workforce.

The Inclusive Excellence framework provides a clear model for NOVA'S DEI Strategic Plan that is responsive to the themes identified.



To learn more about the five vision areas of NOVA's approach to Inclusive Excellence please continue reading.

The Inclusive Excellence framework was initially developed by the Association of American Colleges and Universities. NOVA will use this approach to organize and clarify its vision for a comprehensive DEI Strategic Plan.



Access and Success

Vision

NOVA will work to improve institutional access and the success of members of our college community. After reviewing data with an equity lens, NOVA will improve recruitment, retention and graduation rates of students underserved and improve recruitment and retention of faculty, and staff to maintain a diverse and equitable workforce.



Education and Scholarship

Vision

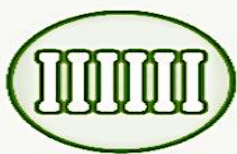
NOVA will commit to enhancing the learning experience of all members of the community by ensuring that diversity, equity and inclusion are foundational aspects of our education programming for students, our degree programs and the professional development and training opportunities and expectations created for employees.



Institutional Climate and Intergroup Relations

Vision

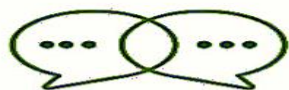
NOVA will strive to create campuses where different perspectives are valued, and every person experiences a sense of belonging and inclusion. NOVA will create a strong institutional climate by ensuring our campus spaces are inclusive and members of our community are supported and fairly represented in an equitable manner in official NOVA communications.



Institutional Infrastructure

Vision

NOVA will create and sustain an effective infrastructure that supports students, faculty, and staff and our progress in achieving diversity, equity, and inclusion goals. NOVA will regularly review its policies, procedures, accountability measures, communications and organizational structures to ensure diversity equity and inclusion is upheld with needed transparency.



Community Engagement

Vision

NOVA will engage community partners in a cooperative effort to provide resources and opportunities that extend the impact of the college's diversity, equity, and inclusion Strategic Plan while addressing income disparities and working to promote social equity in the region.

What Comes Next?

In order to organize the DEI Strategic plan certain NOVA organizational structures, councils or campus groups will need to identify one specific DEI objective that NOVA will aim to achieve by the end of 2023. The specific objective identified should be directly tied to one of the five Inclusive Excellence Vision areas. In addition to a specific objective, the NOVA organizational structure must identify an action (strategy) that will be implemented in Fall 2021 to help reach the objective by 2023. The action (strategy) must be scalable across the college. Finally, the objective and action must list a metric that will be used to track short-term and long-term progress towards the completion of the stated objective. **The CDEIO requests this updated list of objectives, actions, and metrics by Wednesday March 31st, 2021.** Please see the appendix for a table showing the organizational structures responsible for meeting the deadline as well as a template to use to complete the request.

The DEI Strategic Plan will be drafted based upon the goals, actions, and metrics submitted. After review of the submitted materials, the CDEIO will identify areas where there is duplication and coordinate efforts. **The CDEIO and the DEI Council will also be available to each group to assist in their selections.** The CDEIO may identify additional goals, actions, and metrics as needed to address blind spots. A completed draft of the DEI Strategic Plan will be presented to the DEI Council for endorsement in April. In May, Admin Council and subsequently the NOVA Board will vote on the DEI Strategic Plan. Implementation would occur July 1st, 2021. Please note, the DEI Strategic Plan is a living document and will be updated as needed.

APPENDIX

Please see the following list of NOVA entities and comments from the CDEIO to assist in meeting the March 31st, 2021 deadline.

ACCESS AND SUCCESS	
Responsible Group	Comments from CDEIO
NOVA Human Resources	I recommend this group consider articulating an objective related to Access and Success. Consider a college-wide objective/goal, action, and metric that focuses on ways to increase recruitment, retention, and promotion of a diverse workforce.
NOVA Academic Affairs (Working with the New Student Success Team and/or Data Coaches)	I recommend this group consider articulating a clear objective related to Access and Success. Consider a college-wide objective, action, and metric that focuses on how equity data will be shared with academic programs and disciplines to inform their decision making. Consider ways to share disaggregated data with academic programs so they can review equity gap areas in program placement and completion and engage in discussion about best practices to those areas.
NOVA Office of Institutional Research (OIR)	I recommend this group consider articulating a clear objective related to Access and Success. Consider a college-wide objective, action, and metric that focuses on helping to streamline college-wide requests for equity data, actions about creating more dashboards related to equity data, and support efforts to develop equity mindedness for the Data Coaches.
Associate Dean Council/Workgroup	I recommend this group consider articulating a clear objective related to Access and Success. Consider choosing an objective, action, and metric that is related to ensuring the hiring of adjunct faculty aligns with the promotion of a diverse workforce.
Student Services – Recruitment & Admissions	I recommend this group consider articulating a clear objective related to Access and Success. Specifically, advancing an objective, action and metric for measuring how NOVA will improve recruitment strategies for those historically marginalized from access to higher education.
Student Services – Wellness/Disability Services/Financial Stability	I recommend this group consider articulating an objective related to Access and Success. Specifically, advancing an objective, action and metric for increasing support and/or NOVA staff awareness of the needs of students with disabilities, students struggling with mental health concerns, or students in need of more financial stability.

Please see the following list of NOVA entities and comments from the CDEIO to assist in meeting the March 31st, 2021 deadline.

EDUCATION AND SCHOLARSHIP	
Responsible Group	Comments From the CDEIO
NOVA Academic Affairs (Various Academic Affairs Departments)	I recommend this group consider articulating a clear objective related to Education and Scholarship. Consider an objective that focuses on infusing DEI into our academic policies and our DE and transfer practices. Consider ways to refresh the college catalogue with DEI in mind and/or creating more professional development for faculty (full and part-time) regarding culturally responsive teaching.
Each Academic Program (A.A., A.S., A.F.A., A.A.A., A.A.S. and Certificate) This refers to the those responsible for the parent degree (e.g., Business Administration) and not the specialty. Applied programs are also included in this group. Stand-alone Certificate programs (e.g., Substance Abuse) are also included. CAO is allowed to exclude certain programs if needed	I recommend these groups consider articulating a clear objective related to Education and Scholarship. Consider an objective that will show how a parent degree program will address DEI in the curriculum. For some academic programs their involvement with the QEP or other Equity Summits would be noted. For others, working on updating a course to include a High Impact Practice could be needed, others may opt to partner with Deans to improve SDV courses to respond to DEI issues. Applied programs may consider objectives focused on updating Advisory Boards or adding a required DEI assignment to a required course as a possible action.
College Senate	I recommend this group consider articulating a clear objective related to Education and Scholarship. Consider an objective, action and metric that focuses on recommending a manner to implement a requirement that faculty use or develop a DEI statement for their syllabus, and supporting efforts to increase faculty and staff education around important DEI issues that impact students.
DEI Campus Committees (working with localized Campus Centers, Student Clubs, and/or Institutes)	I recommend this group consider articulating a clear objective related to Education and Scholarship. Consider creating an objective that addresses the need to create effective educational opportunities or events that promote, celebrate, or educate the campus communities about Diversity, Equity, & Inclusion. Consideration on number of events, event planning with a DEI lens and proper advertisement and assessment of impact is recommended.

Please see the following list of NOVA entities and comments from the CDEIO to assist in meeting the March 31st, 2021

INFRASTRUCTURE	
Responsible Group	Comments from CDEIO
NOVA College Board	I recommend this group consider articulating a clear objective related to Infrastructure. Consider stating an objective/goal that ensures the diversity of the Board and/or its actions align with ensuring accountability for DEI actions.
NOVA Administrative Council	I recommend this group consider articulating a clear objective related to the Infrastructure. Consider stating an objective, action, and metric that supports the college's commitment to regularly review policies and procedures to ensure oversight and accountability to DEI.
Council of Provost	I recommend this group consider articulating a clear objective related to Infrastructure. Consider choosing an objective, action, and metric that supports the college's regular review of campus-based practices that can support the college's DEI initiatives. For example, developing a soft audit resource to review campus spaces for equity and overseeing the regular review of campus spaces could be a focus.
NOVA Finance and Administration	I recommend this group consider articulating a clear objective related to Infrastructure. Consider a college-wide objective, action, and metric that focuses on prioritizing the completion of the Pay Equity analysis and tracking if NOVA is investing appropriately in DEI initiatives.
Academic Deans Council (Pathway Deans)	I recommend this group consider articulating a clear objective related to Infrastructure. Consider choosing an objective, action, and metric that impacts the college's regular review of academic policies and procedures that have a clear DEI impact. For example, ADC could identify three specific academic policies or areas to review with a DEI lens. Additionally, reinforcing DEI as a commitment or exploring how to support and hold faculty accountable for showing a commitment to Diversity, Equity, and Inclusion could be focus areas.
NOVA Enrollment Services (Financial Aid/Military Services/International Students/Enrollment Success)	I recommend this group consider articulating a clear objective related to Infrastructure. Consider a college-wide objective that focuses on how NOVA will review policies or practices related to recruitment to ensure we are addressing equity goals, impacts on financial aid and the use of professional judgment are also considerations for focus.
NOVA Student Rights and Responsibilities and/or Deans of Student Success	I recommend this group consider articulating a clear objective related to Infrastructure. Consider articulating how policies and practices around Student Rights and Responsibilities will support the DEI Strategic Plan or identifying actions that create scalable support services on every campus for students who are under served or impacted by moments of Bias.

Please see the following list of NOVA entities and comments from the CDEIO to assist in meeting the March 31st, 2021

INSTITUTIONAL CLIMATE/INTERGROUP RELATIONS	
Responsible Group	Comments from the CDEIO
NOVA Marketing & NOVA Web Services	I recommend this group consider articulating a clear objective related to Institutional Climate/Intergroup Relations. Consider an objective that helps to support improved representation and promotion of NOVA with a DEI lens.
Each NOVA Campus (Campus Forum with Campus DEI Committee)	I recommend this group consider articulating a clear objective related to Institutional Climate/Intergroup Relationships. Consider a college-wide objective/goal that further supports helping NOVA students feel more included in our campus spaces.
NOVA Student Leadership & Engagement (Working with the Office of Student Life & SGA)	I recommend this group consider articulating a clear objective related to Institutional Climate/Intergroup Relationships. Consider a college-wide objective/goal that works to establish a college-wide model for student clubs and improve opportunities for representation and engagement in student activities. Also consider submitting a proposal for a Student DEI Council of Committee.
NOVA Athletics	I recommend this group consider articulating a clear objective related to Institutional Climate/Intergroup Relations. Consider a college-wide objective that further advances equity in NOVA Athletic co-curricular programs and activities.

Please see the following list of NOVA entities and comments from the CDEIO to assist in meeting the March 31st, 2021

COMMUNITY PARTNERSHIPS	
Responsible Group	Comments from the CDEIO
NOVA Community Outreach Specialists and/or Special Programs Coordinators	I recommend this group consider articulating a clear objective related to Community Partnerships. Consider articulating an objective, action and metric that will support college-wide efforts to connect with stakeholders in the community to support DEI goals.
NOVA Academic Affairs (Transfer)	I recommend this group consider articulating a clear objective related to Community Partnerships. Consider articulating an objective, action and metric that will further support building stronger relationships with HBCU's and Hispanic Serving Institutions (HIS's) to support NOVA's DEI goals.
NOVA Strategic Partnerships and Workforce Innovation	I recommend this group consider articulating a clear objective related to Community Partnerships. Consider articulating an objective, action, and metric that identified how NOVA will build on existing relationships for workforce that will result in a return on investment and helping to NOVA students compete in the workforce and respond to income disparities in the region.
NOVA Police/Public Safety	I recommend this group consider articulating a clear objective related to Community Partnerships. Consider articulating an objective, action and metric that establishes how NOVA Police will forge stronger partnerships with the local community that further advance NOVA's DEI Strategic Plan.

INCLUSIVE EXCELLENCE STRATEGIC PLANNING FORM TEMPLATE

Please email to CDEIO no later than March 31st, 2021

Responsible Group (including a point of contact):

Stated Inclusive Excellence Objective to Be Completed By 2023:

Action/Strategy That Will Be Implemented in Fall 2021 To Support Objective:

Metric to Measure Success:

Please Identify Which Inclusive Excellence Vision Area This Objective Is Most Related To: