Administrative Council Meeting
January 10, 2006

Members Attending: Vice President Baker, Dr. Connolly, Executive Vice President Dever, Associate Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Ms. Virginia Graves represented Dr. Wyles.

Guests: Ms. Venus Miller, Acting Associate Vice President for Student Services and Enrollment Management, and Dr. Patricia Lunt, Chair of Deans Working Group.

Student Services Reorganization Activities:

- An update on reorganization activities was presented by Dr. Patricia Lunt and Ms. Venus Miller. This update included a proposal for revised roles and responsibilities of the dean’s position.
  - The name change from “dean of student development” to “dean of students” suggests a more comprehensive scope of responsibility for the deans.
  - Each dean of students would lead and manage a comprehensive program of services for a diverse student population, to include the Student Services Center programs and personnel on his or her campus.
  - Each dean would take an active representative and coordinating role for one of the college-wide leadership teams in the student services area: Student Activities, F-1, Career Development, Coordinator of Student Services, Student Services Web Page, Disability Services, Enrollment Services, Student Financial Aid, and Veterans Advisors. This should provide a more efficient and consistent process for getting information to the DWG and the Administrative Council and for moving issues forward.
  - The Dean’s Working Group is now meeting twice a month to address issues more expeditiously.

- The responsibilities of the coordinators of the Student Services Center were clarified. These include supervising the campus registrar as well as providing a comprehensive counseling service for students and potential students.
  - These positions have been filled or are in the process of being filled on three campuses and are being phased in on the others in accord with the approved plan for Student Services Reorganization. Although the job description is generic, the specific nature of the position will vary depending on the enrollment levels at the campuses, with the coordinator having a more hands-on role at the smaller campuses.
• An update was provided on various processes being managed in the Central Records Office.
  o Approximately 500 on-line transcript requests are received daily, and the first round of graduation applications has been completed.
  o Ms. Miller noted that transcripts going to GMU are being picked up each week for direct delivery to the GMU Admissions Office. This will ensure that NOVA transcripts arrive at GMU in a timely manner.
• A more comprehensive report of the Central Records Office will be provided to the Administrative Council in the next several months.
• The reorganization has resulted in numerous other changes in student services.
  o Intercampus documents can be efficiently stored and accessed through document imaging.
  o Dedicated financial aid and veterans counselors are available on each campus.
  o Admissions and domicile leadership is being centralized.
  o An internal customer service training program is ongoing for student services personnel.
  o Transcripts now include the specifics of any transfer credit accepted by NOVA as well as the student’s record at this college.
• Concern was expressed by some members as to whether student services staffing is adequate to respond to many needs and requests that students have.
• The Administrative Council noted its support of the approved reorganization plan as well as the information provided at today’s update and acknowledged the excellent progress to date.
• Dr. Templin requested that the Deans’ Working Group in conjunction with Dr. Dever report back to Administrative Council by mid-March with the following:
  o Proposal for any additional resources and reconfigurations needed over the next two budget cycles to implement the reorganization plans.
  o Incorporate more explicitly within the role of the dean of students the responsibility for overseeing the campuses’ activities for outreach, recruitment, and early engagement of students.
  o An overall rewording of the position descriptions to reflect language used for student success, thereby spotlighting the role of the deans for promoting student success as reflected in the key indicators of retention, graduation, transfer, and career placement. This clarification should emphasize outcomes as well as processes.

Spring Semester Status Report:
• Enrollment status
  o Based on available information, Dr. Gabriel projected a 2-3% increase in enrollment for Spring 2006 over Spring 2005.

• Class cancellations
Dr. Templin stated that enrollment growth as well as efficiency must be considered in decisions regarding keep or cancel.

- System problems
  - Dr. Sachs discussed the recent system problems preventing the completion of some transactions. He advised that campus contingencies should be in place to handle these problems and noted that the Operations Group should be advised of other problems affecting registration and related processes.

Marketing & Student Recruiting:
- Kukovich and Associates are presently in the information gathering phase prior to the development and implementation of a marketing plan.
- The immediate focus is on developing an effective high school outreach program by mid-May. Revamping the web-site and the promotion of financial aid as a recruitment tool will be included in this plan.

Scheduling and Enrollment Management:
- Enrollment targets and planning for 2006-07
  - The draft targets for 2006-2007 were distributed on December 20, 2005. A draft report, Enrollment Planning by Campus and Division: 2006-2007, to include proposed venue and programmatic targets, will be distributed at the Administrative Council meeting on January 17.
  - Dr. Gabriel noted that the present targets are based on moderate growth that would support the SCHEV projections and the Access goal of NOVA Strategic Vision 2015.
  - Targets should be finalized for utilization during the January 17-February 17 schedule entry period for Fall 2006.
  - Dr. Templin discussed the importance of adapting to a changing environment. Focusing on the needs of the market may result in the need to restructure what has historically been offered.

Proposed New Fall Registration Process:
- Vice President Baker presented a report of the ad hoc group on early registration. This group was charged to propose the guidelines for an early registration.
- The Fall 2006 Schedule will be available on the web by March 10, and Priority registration for continuing students is proposed to begin on April 11. The intervening period will allow students an opportunity to take advantage of academic advising and will provide a separation from the beginning of Summer Session registration. Having access to the fall semester schedule will also assist students in planning their summer session enrollments.
- The printed schedule will be available on May 8. Registration for all students for Fall will begin on May 23.

- Registration for Summer 2006 classes will be going on at the same time as priority registration for Fall 2006. These processes are being reviewed by registration staff to ensure that this is not confusing.
Effective communication regarding this new registration schedule is critical to its success. A public affairs staff member will be designated by Dr. Gabriel to oversee this communication.

A summary plan will be developed to show the dates and activities for both Summer and Fall 2006 registration.

Vice President Baker emphasized the need to evaluate how this change impacts enrollment and retention.

The Administrative Council approved in concept the proposed plan for Fall 2006 registration.

Updated Legislative Strategy

- Strategy priorities
  - Two amendments requesting planning monies for the buildings at Manassas and Woodbridge will be proposed.

- Campus visits to legislature
  - The schedule of campus visits to the General Assembly was distributed.
  - The talking points that were previously distributed will be revised to reflect the Governor’s budget.

College Board Meetings

- January cancellation
  - The January meeting of the College Board has been cancelled.

- February business & work sessions
  - The College Board meeting scheduled for February 13 will be a combination business and work session.
    - The business session will include a presentation on excellence and quality instruction focusing on ELI. Differential tuition and the Professor Emeritus will also be on the agenda.
    - The work session will focus on facilities.

Job Placement Proposals

- Several job placement proposals are presently being considered.
  - Vice President Gary discussed the model exemplified by the Chevy Chase partnership. This model is being coordinated at one campus but serves the College. The College receives some funding for successful placement of students with Chevy Chase.
  - Ms. Graves discussed a second model that uses a staffing agency as the middleman in the job placement process. The fees are paid to the agency by the employer so there are no fees for the students. Although there would be no entrepreneurial funds required to set up this model, a designated space would be needed.
  - Dr. Hinton discussed a third model that would also use a staffing agency. This agency would assess client skill levels and send some to NOVA for needed education and training. The company would pay the tuition, and the students would be fast tracked into NOVA.
o Dr. Connolly discussed the fourth model that would focus on health careers. This model would be wholly owned by NOVA and would receive funding for placement, training, and assessment.

- Dr. Templin requested a brief written description of each of these models that would include defined features and expectations so that they could become fully discussed at the next Administrative Council meeting.
- Dr. Dever noted that coordination is needed with job placement and career counseling processes that are already in place. He also discussed the need to connect job placement with the college’s career/technical programs.
- Vice President Gary, Dr. Dever, and Ms. Venus Miller will review and report back on existing programs and proposals related to job placement.

Student success planning and major Spring 2006 activities will be discussed at the Administrative Council meeting on January 17.

The next meeting of the Administrative Council will be on Tuesday, January 17, at 9:30 a.m. in the Large Board Room.

**Tracking & Upcoming Items**
- Upcoming Administrative Council meetings
- Professor Emeritus Nominations due – January 15, 2006
- Proposed Hiring Procedures for Teaching Faculty (currently under review by Personnel Services Committee & Academic Deans Council)/final approval by January 31
- Curriculum Committee Items—January 31, 2006