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

Guest: Ms. Virginia Graves

Enrollment and planning for 2006-07:

- **Spring 2006 projection**
  - Based on present enrollment data, Dr. Gabriel projected a 1.2% increase for Spring 2006. This increase is less than the previous projection, which was based on the historical relation between Fall and Spring FTES.
  - Although efforts should be made to promote the second eight-week session, the main focus remains on Fall 2006.
  - Developing a protocol to determine the factors that cause students to drop classes could provide useful information for future planning. Special attention should be given to the relationship between the dropping of classes and various College enrollment processes.
  - Dr. Templin noted that the increased financial aid resources resulting from the differential tuition will provide access for more students.

- **2006-07 targets finalized**
  - Dr. Gabriel discussed the enrollment targets for 2006-2007. The College target is set at 25,643 FTES, an increase of approximately 4.2% above 2005-2006.

- **Capacity building**
  - The Council continued the discussion of the draft report *Enrollment Planning by Campus and Division: 2006-2007*. Dr. Gabriel presented data from Table 10, *Credit Hours and FTES Production by Campus and Division*, and Table 11, *(Sample) Scheduling Tool for Enrollment Management.*
  - The number of credit hours that a division needs to offer to achieve its FTES target can be determined by projecting the key variables of student-faculty ratio and the percentage of credits cancelled/collapsed.
  - Dr. Gabriel provided information on FTES/course credit hour calculations that can be used at the divisional and discipline level to gauge whether Summer 2006 and Fall 2006 schedules will provide the capacity to reach the enrollment targets. Included in this information were formulas for
    - converting course credit hours run to FTES
    - converting FTES to course credit hours run
    - converting course credit hours run to course credit hours needed to be offered
  - It is critical that sufficient courses are offered to meet the needs of our service area and to reach the approved targets.
Student Success Planning:

- **College-wide foundational activities**
  - Part I of the Student Success Plan at NOVA focuses on college-wide foundational functions emphasizing student engagement. In an attempt to provide services that address a student’s needs at specific times in his or her college experience, the following five student stages have been identified:
    - new to the College
    - applying for financial aid
    - in need of academic advising
    - receiving communication from the College
    - completing programs

- **Common campus-based activities**
  - Part II of the plan will emphasize early engagement at six student stages. Each campus will plan activities in support of each of the following stages that have been identified by the College:
    - students still in high school
    - students new to the College
    - students needing financial aid
    - students in the first week of classes
    - students experiencing academic difficulty
    - students negotiating the payment process

- **Campus specific activities**
  - Part III of the plan includes campus-specific activities for each of the six stages identified in Part II as well as activities for additional stages as appropriate.
  - The Administrative Council will discuss the six “must-do” stages at the next meeting.

- All three parts of the plan are scheduled to be submitted to Dr. Templin by February 15. The complete plan should be ready for distribution by mid-March.

Proposed Hiring Procedures for Teaching Faculty

- Dr. Tardd reported that the revised draft of the document reflected the recommendations received from the Administrative Council, the Academic Deans Council, and the Personnel Services Committee.
- Dr. Tardd noted that every effort was made to ensure that the proposed changes in the hiring procedures for teaching faculty are consistent with College goals, with Strategic Vision 2015: Gateway to the American Dream, and with the statement on Recruiting a 21st Century Faculty for Northern Virginia Community College.
- The importance of developing a means to measure the success of these revised procedures was discussed.

- Dr. Tardd will review the proposed revisions with members of the task force and present the final draft to the Administrative Council for approval at the February 7th meeting.

Facilities Planning & Implementation:
Vice President Baker announced that Mr. William Chamberlin will assume the position as Director of Facilities on February 10.

Vice President Baker distributed a Project Master Milestone Sheet identifying and updating all of NOVA’s capital projects. These projects were divided into various categories.

- Bond Funded Capital Projects
  - Additional monies were allocated by the General Assembly in 2005 to fund some of the shortfall for the General Obligation Bond projects. The Governor’s budget for 2006-2008 requests funding for the balance of these projects.

- Capital Projects in the Governor’s 06-08 Budget
  - Included in this proposed budget are 75,000 GSF on the Loudoun campus and 90,000 GSF on the Annandale Campus.
  - Major mechanical and electrical projects on the Alexandria campus are also included. Vice President Baker noted that VCCS has contracted with ESCO-TAC, to oversee all energy projects. She noted that all energy savings would be used to help fund the project.

- Capital Projects not in the Governor’s 06-08 budget
  - Of these projects, the planning for Woodbridge Phase 3 and Manassas Phase 3 are included in the VCCS proposed budget amendment.

- Other On-Going Capital Projects
  - Funding sources for these various projects include local capital funds, capital funds, revenue funds, VCCS maintenance reserve, and parking auxiliary.

- Other On-Going Projects
  - The campus Student Services Centers fall into this category.
  - Funding for these smaller projects comes from NVCC funds, local capital, parking auxiliary, and revenue funds.

- A $500,000 federal earmark has been appropriated for Biotechnology on the Manassas campus. This funding is for program development and space needs.

- Provosts are to advise Vice President Baker of any problem areas that would delay the completion of any of their projects, or if any of their projects are missing from this list.

- Visiting facilities at other community colleges and universities could provide ideas for state-of-the-art design and space usage options.

- The College Board will address these various projects at their work session on February 13.

Expanded Hours of Service
- This topic will be discussed at the meeting on February 7.

The Administrative Council recognized Dr. Barbara Wyles, Provost of the Alexandria Campus, on the occasion of her last Administrative Council meeting prior to her retirement. Dr. Templin noted her many contributions to NOVA as well as the VCCS.
Tracking & Upcoming Items

- Outstanding service awards – February 7
- Curriculum Items – February 7
- Student Services Reorganization & Resource Recommendations – March 14