Follow-up on Student Visits to General Assembly:

- Students interested in receiving information about this session of the Virginia General Assembly will be referred to Virginia 21, an organization that promotes the interests of college and university students.

2004-05 Annual Planning & Evaluation Reports:

- As required by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), NOVA has been completing annual planning and evaluation reports since 2003 as part of an institutional effectiveness program. Dr. Gabriel discussed the following reports for 2004-2005:
  
  o **Annual Planning and Evaluation Report—Instructional Programs 2004-2005.** This report includes the annual planning and evaluation of all instructional (degree) programs for 2004-2005. Dr. Gabriel acknowledged the efforts of the Academic Deans and faculty cluster chairs in the preparation of this report.
  
  o **Annual Planning and Evaluation—Campus Reports 2004-2005.** Each provost provided a report on the planning and evaluation efforts of each major campus area under his or her responsibility.
  
  o **Annual Planning and Evaluation Reports—Administrative Units 2004-2005.** This includes the planning and evaluation for each college-wide administrative unit and sub-unit (a sub-unit is headed by a person at the director level).
  
  o **President’s report on Dateline 2009, 2004-2005.** This report was submitted to the Chancellor by the President and uses Dateline 2009 indicators.
  
  o **NVCC Dashboard 2004-2005.** The college monitors several critical indicators of institutional effectiveness that are based on Strategic Vision 2015: Gateway to the American Dream and Dateline 2009. Using a “dashboard” representation, the College tracks the data and reports the findings for the college for three consecutive years.

- Institutional effectiveness will be revisited at the April 4th Administrative Council meeting. This discussion will focus on a comparison of goals and outcomes in the last cycle. Prior to that meeting, Dr. Gabriel will provide Council members with an executive summary of these reports.

- Setting goals, identifying resources, implementing plans, evaluating results, and making appropriate modifications are all important parts of the institutional effectiveness process.
The annual reports for 2005-2006 should reflect the planning and evaluation of college-wide and campus-based efforts to increase access and improve student success.

As a college commitment, institutional effectiveness is becoming an integral part of college processes and culture, not just a means to comply with the SACS requirement.

Fall Enrollment Management & Student Success Plans:

- Fall Schedule
  - Dr. Dever noted that the final changes for the printed Fall 2006 Schedule of Classes were due March 1. Any additional changes can be made only to the on-line schedule.
  - Based on the new schedule data, Dr. Gabriel will provide an update at the March 14th meeting of his comparative report on course credit needs and offerings for Fall 2005 and Fall 2006.

- Finalized Student Success Plans
  - During the period April 1 through May 15, the college’s student success plan, Promoting Student Success at NOVA: Three Part Plan, will be extensively promoted within the college community. This student success plan is scheduled for roll-out beginning with the Fall 2006 registration.
  - The strategies contained in this report, along with the ideas advanced by Tom Brown in his presentations, provide valuable tools for enhancing student success.

Budget Priorities for accelerating implementation:

- The Council discussed committing resources immediately to activities that could positively influence enrollment targets and/or student success for 2006-2007. The focus of the student success activities is enhancing students’ early college experience.

- Accelerated funding will be considered for activities that fall within the following categories:
  - Special initiatives
  - Campus appearance/beautification
  - Connection with new students
  - Outreach/marketing to high school students (including financial aid)
  - Instructional capacity
  - Student services capacity

- Dr. Templin will present a funding proposal at the Administrative Council meeting on March 14. Prior to that meeting, he and Vice President Baker will determine the amount of money available, differentiate between one-time and recurring funds, and further define these major classifications.

- Dr. Templin, Dr. Dever, and Dr. Gabriel will review college-wide and campus-specific activities that may qualify for accelerated funding.
- Dr. Templin stated that, as part of the regular updates to the Board on NOVA’s strategic goals, Dr. Dever and Dr. Gabriel will report on the four indicators of student success (retention, graduation, transfer, and career placement).
- During this meeting, the Board will recognize the following individuals for their contributions to the college:
  - Dr. Barbara Wyles – Service to the College
  - Dr. Richard Semmler—Recognition as outstanding donor
  - Dr. Pat Daron—SCHEV Faculty Member of the Year
  - Mr. Dat Chu—Phi Theta Kappa New Century Scholar

SCHEV Meeting & Dinner – March 13:
- Dr. Templin discussed the presentation on “Higher Education Access and Capacity at Northern Virginia Community College” that will be made by members of the college community to the State Council of Higher Education for Virginia.
- The following topics will be addressed in this presentation:
  - Demographic and economic forces driving the demand for higher education access in Northern Virginia.
  - Demand projections for higher education enrollments in Northern Virginia.
  - Issues of institutional capacity and access at NOVA.
  - Barriers to college access.
  - “Breakthrough strategies” for improving access and student success.

Expanded Hours of Service:
- Dr. Dever reviewed the expanded hours that were in place for Fall 2005 and Spring 2006 as well as the proposed projected hours for Fall 2006 and Spring 2007. He noted that the expanded hours are for all offices serving students.
- The expanded hours of operation are published in the Directory of Services page in the Schedule of Classes. They follow the pattern of extending college office hours to 7:30 p.m., Monday through Thursday, the week before and the week of the first week of classes for the fall and spring semesters. Hours of services are also provided on the Saturday before the start of fall and spring classes.
- It was the consensus of the Council that the Monday-Thursday expanded hours have been beneficial and should remain the same. Results for Saturday hours have been mixed, with some campuses experiencing strong demand and others not. It was agreed that the previous Saturday schedule of 9:00 a.m. to 3:00 p.m. be contracted to 10:00 a.m. to 2:00 p.m.
- The extended hours schedule should be publicized on each campus.

- It was noted that campuses have also been providing extended hours on the last date for schedule adjustment with tuition refunds. Publicizing this will remain a campus responsibility.

Faculty Hiring Procedures Follow-up—to be discussed at the March 14th meeting.
Contingency Planning for Potential Flu Pandemic:
  • Vice President Baker will convene an ad hoc committee to develop emergency response and contingency plans in case of a flu pandemic. She noted the critical need to have policies and provisions in place that would address how the college would operate if a large number of personnel were unable to work.

Commencement:
  • Campuses need to designate marshals by March 14.
  • The deadline for ordering regalia is March 22.

Tracking & Upcoming Items
  • Student Services Reorganization & Resource Recommendations – March 14
  • Institutional Memberships – March 14
  • Early Registration & Advising – March 14
  • Marketing and Student Recruiting preliminary report – March 21
  • CEWD/Provosts meeting – April 4 1-3 pm

The next meeting of the Administrative Council will be on Tuesday, March 14, at 9:30 a.m. in the Large Board Room.