Administrative Council Meeting
March 14, 2006

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

Guests: Ms. Ervinia Miller, Acting Associate Vice President for Student Services and Enrollment Management
Dr. Patricia Lunt, Dean of Student Development, Alexandria Campus; and Chair, Deans Working Group

College Board & SCHEV Meetings:
- Dr. Templin acknowledged the efforts of Corinne Hurst and Geri Dolan in planning the events for the meeting, March 13-14, for the State Council of Higher Education for Virginia (SCHEV) at Northern Virginia Community College. He also recognized the excellent presentations made by students, faculty members, and representatives of the community. Dr. Templin noted that the NOVA presentation to the Council was very well received and provided an excellent opportunity to present the institution’s unique characteristics and needs in the overall context of issues associated with higher education access and capacity.
- Dr. Templin will provide the Administrative Council with talking points and handouts from his presentation to SCHEV.

Fall Enrollment Management & Student Success Plans:
- Early Registration
  - Dr. Gabriel discussed the review of Fall 2006 schedule capacity in general terms as additional analysis is needed before a detailed report can be completed.
  - There was consensus that a more comprehensive analysis of ELI’s contribution to enrollment planning is needed. A workgroup will address this issue.
  - Dr. Dever noted that although early schedule development may not be appropriate in all instances, e.g. contract classes, it should prove beneficial for the great majority of offerings.
  - Registration for Summer 2006 begins on March 28. The Fall 2006 Schedule of Classes should be available on the web by March 20. Priority registration for Fall 2006 for continuing students begins on April 11, and registration for all students begins on May 23.
  - At the next Administrative Council meeting, Dr. Gabriel will present a report on the comprehensive communication plan aimed at informing students about early registration and advising.
  - It was noted that the most effective means of disseminating information to the students about early registration and advising is through faculty in the classrooms.
Dr. Gabriel will provide the Administrative Council with an assessment plan for evaluating the success of early registration and advising.

- Advising
  - Ms. Venus Miller reported on the college-wide preparations for Academic Advising Week, March 20-23. Advising Week provides an opportunity to highlight a critical service that is available to students throughout the academic year.
  - Training for academic advising has been presented to faculty at each campus (except MEC) as well as to the academic deans and the deans of student development. Attendance data for these sessions should be available once the training is complete.
  - Extensive communication with the students regarding this special opportunity is critical and will include email messages, posters, banners, and information on the website and in campus and college newspapers.

- Student Services Reorganization & Resource Recommendations
  - On behalf of the Deans Working Group, Ms. Venus Miller and Dr. Pat Lunt presented an update on the student services reorganization. This presentation was in response to the Council’s directive of January 10 for the Deans Working Group to
    - provide a proposal for any additional resources and reconfigurations needed over the next two budget cycles to implement the reorganization plans
    - 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
    - reword the position description for the Dean of Students 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.
  - The revised position description for the Dean of Students was endorsed in concept by the Administrative Council.
  - Efficient document imaging plays a major part in the success of the reorganization by collecting all of a student’s documents in one place accessible from any authorized location. The DWG requested additional scanning equipment on each campus to increase efficiency as well as some transitional staffing to enter the backlog of existing documents into the imaging system. A management group will be tasked with overseeing and updating protocols and business processes for all areas of document imaging.
  - The DWG recommended ten new classified positions in the first year, with one position going to the Central Records Office for student communications and the remaining nine to be distributed among the six campuses according to an enrollment-based formula presently being developed. Each campus will determine the best use of these positions within its Student Services Center.
Funding is needed for additional training for the student services specialists, for management training for the campus registrars and student service center managers, and for a student services professional development day.

Transcript evaluation is presently being done in the Student Service Centers but will soon become a function of the CRO.

Ms. Miller noted that enhancing communication with students will become a main priority of the CRO. The college welcome letter and associated correspondence will be included in this function.

A status report on graduation processing will be provided to Dr. Dever in April by Ms. Miller and Dr. Sheri Robertson. This report will include a plan for continuing refinement of the process through 2006-2007.

Dr. Dever noted that the Financial Aid Leadership Team, composed of the campus financial aid advisors and representatives from the College Financial Aid Office, meets regularly. Council members agreed on the need to assess the effectiveness of changes in the outreach efforts for financial aid under this new organizational model.

A comprehensive desk reference of student services information was distributed.

The Council reaffirmed the college’s commitment to the successful student services reorganization.

- Budget Priorities for Accelerating Implementation of Enrollment & Student Success Plans
  - Dr. Templin presented a proposal for a special funding allocation for FY06. These funds are being allocated now to support efforts for reaching enrollment targets and enhancing student success for Fall 2006. Except for funding additional Student Services Specialists, all other funding is non-recurring.
    - Implementation of the facility renovations for the one-stop Student Services Centers (AL, LO, MA, and MEC).
    - Hiring of ten Student Services Specialists.
    - College marketing initiatives, including web site redevelopment and advanced media buys.
    - Campus/ELI enrollment & student success initiatives.
    - Campus beautification, including both campus-based projects and college-facilities priorities.
    - Special initiatives. These initiatives will be selected by the President based on proposals submitted by Council members.

Dr. Gabriel urged that each campus utilize some of its student success initiative funding to host events for high school students and to purchase materials for counselors to use when visiting the high schools.

Dr. Templin noted that significant outcomes are expected to be achieved with these investments (e.g. effective implementation of the one-stop Student Services Centers, enhanced outreach to high schools and their graduating classes, improved services to assist with registration and financial aid, and stronger engagement with
students new to the college) and that assessments will be performed to determine this.
  o The Administrative Council adopted this proposal in concept.

Proposed Revisions to the 2006-2007 General Information Working Calendar:

- At the time the 2006-2007 General Information Working Calendar was approved by the Administrative Council, it was anticipated that the registration dates for Summer 2007 and Fall 2007 would be amended once the schedule for early registration for Fall 2007 was developed.
- Using the early registration schedule for Fall 2006 as a model, the following revisions were approved:
  o Registration for Summer 2007 originally scheduled to begin on Thursday, April 19, 2007, will begin on Tuesday, March 27, 2007.
  o Registration for Fall 2007, originally scheduled to begin on Thursday, July 12, 2007 will be revised as follows:
    ▪ Priority registration for continuing students will begin on Tuesday, April 10, 2007.
    ▪ Registration for all students will begin on Tuesday, May 22, 2007.

Institutional Memberships:

- The Administrative Council reviewed the 2006-2007 proposed listing of institutional memberships including the new memberships that have been recommended. Dr. Dever will provide a summary of the justification and the benefits of the proposed new memberships.
- Dr. Dever suggested that Council members review any of their memberships that have not been invoiced or paid within the last two years in order to determine whether the membership should be continued or deleted.
- Vice President Baker stated that in the past, memberships fees of less than $200 were paid by the campus or the unit, with the exception of the Chamber of Commerce memberships and those memberships related to accreditation. The Administrative Council endorsed returning to this procedural guideline for institutional memberships in 2006-2007.
- So that all are aware of the extensive range of college memberships, the Office of the Executive Vice President will maintain a listing of memberships paid by a campus or a unit as well as those paid by the college.

Arrangements for Continued Transition with PeopleSoft Systems:

- Dr. Templin noted that the consulting contract with Cedar-Crestone, Inc. will soon expire. Because any renewal of the contract would be highly problematic, several options were discussed for ensuring that critical PeopleSoft support remains. He noted that the upcoming conversion to SIS Version 8.9 and the implementation of the Administrative Information System and HR component will require continuing support.
By June 30, Dr. Sachs will provide Dr. Templin with a comprehensive plan to manage expected changes in the information systems.

Faculty Hiring Procedures Follow-up:
- Dr. Dever, in collaboration with Vice President Baker and Myrtho Blanchard, Director of Human Resources, will provide a response to questions raised during the recent general meeting on faculty hiring procedures.
- An update will be provided on the status of the proposal for the resources needed by Human Resources to meet the additional demands of this new process.
- The Administrative Council will revisit the proposal for a follow-up allocation of faculty positions in addition to the one currently occurring in October-November of each year.

There will be an Administrative Council Work Session meeting for certain Council members on Tuesday, March 21, at 9:30 a.m., in the large Board Room of Brault. The meeting is to include Dr. Dever, Provosts, Dr. Gabriel and Dr. Sachs. The work session will cover the Fall schedule and the relationship between campuses and ELI courses.

Tracking & Upcoming Items
- Marketing and Student Recruiting preliminary report – March 28
- CEWD/Provosts meeting – April 4, 1-3 pm
- Assessment Results, Indicators of Effectiveness & Annual Planning – May 2
- Report from Ad Hoc Committee on Flu Pandemic Response – June 6