Administrative Council Meeting
May 16, 2006

Members Present: 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.

Dr. Templin announced that Dr. Charlene Connolly has been selected as one of the five finalists for the Nursing Spectrum Excellence Award in the category for “Leadership in Advancing the Profession.”

Enrollment Management and Student Success:
- Summer Enrollment
  - Dr. Gabriel stated that the Daily Enrollment Report for May 16, 2006, reflects (1) 7.4% increase in FTES over the comparable 2005 date and (2) shortfall of 10.1% compared with the Summer 2006 target. He predicted an overall increase between 5 and 6 percent for Summer 2006 depending on enrollment for the second six-week session and various dynamic session classes.
  - The enrollment report for May 19 should provide more accurate data. These data should be used by campuses for re-examining the capacity remaining in the second six-week session and any dynamic sessions.

Follow-up on recommendations from the marketing and student recruiting preliminary report:
- Financial Aid should be a focal point in NOVA’s marketing and recruiting efforts.
  - Kuchovich & Associates’s preliminary findings indicate that new students, high school counselors, and organizations assisting students are often unaware of the financial aid opportunities available at NOVA. A financial aid marketing plan is being developed by K&A in collaboration with Ms. Carol Mowbray, Director of Financial Aid and Support Services.
  - Real or perceived difficulties in completing the FAFSA (Free Application for Federal Student Aid), as well as misconceptions or lack of information regarding programs such as the NOVA Book and Access Grants and the special arrangement between financial aid and the college bookstore, hinder participation in the financial aid program.
  - Dr. Dever noted that several important financial aid dates and deadlines, along with an explanation of their significance, are included in each semester’s Enrollment Management Plan.
  - There is concern that contacting the financial aid and student services offices are sometimes problematic for the students. Dr. Sachs will identify possible resources for improving the reception and response to customer calls. The council agreed that ensuring adequate response capabilities is a prerequisite to marketing financial aid.
o Dr. Dever reported that the Financial Aid Leadership Team meets regularly for training on financial aid issues and customer service. In order to ensure that the college-wide/campus-based organization of financial aid is fully understood and supported by college leadership, he recommended a review and assessment of the front office/back office financial aid reorganization by a group that would include the provosts, deans of students, director, and the executive vice president.

- Dr. Sachs observed that improvements could be made in the overall college statements about tuition payment, explaining the matter from the student perspective and better incorporating information about financial aid and the FACTS tuition payment plan.

- Create entrance improvements (including signage).
  - It was noted that improvements and consistency are needed in three areas:
    - Signs at the campus entrances
    - Signs on buildings
    - Signs on the major roads

2006-2007 Planning:
- Draft 2006-2007 campus and administrative unit goals
  o Various campus and unit goals for 2006-2007 were discussed by council members. Student success continues to be the main focal point.
    - Dr. Gabriel provided a document to be used by council members to integrate campus and unit goals into the college goals. The campus and unit goals will be categorized by the nine strategic goals from Strategic Vision 2015: Gateway to the American Dreams. Goals that do not fit into these nine categories will be listed as “Other.” Campuses and administrative units are to submit this document to the President by May 30.
  - Unit-level planning and evaluation results for 2005-2006
    - These results can be reported using either the template that was used in 2004-2005 or the new template that has been proposed for 2006-2007.
  - Template for completing campus and administrative unit plans for 2006-2007
    - A template and schedule for completion of the Annual Planning and Evaluation (AP&E) for 2006-2007 were also distributed.
      - By June 6, Part I of this document is to be completed with a statement defining each goal and its link to the college’s annual goals, the college mission, the unit purpose, or the college strategic goal.
      - By July 10, Part II of the form will be completed with the addition of the expected outcomes and the strategies or assessment criteria.
      - During the week of July 17-21, 2006, Dr. Templin will confer with each member of the Administrative Council individually regarding the status of his or her unit’s annual planning and evaluation.
      - During the week of December 11-15, 2006, Dr. Templin will conduct annual evaluations.
      - By April 30, 2007, Part III of the AP&E Form will be completed with the addition of the actual outcomes and assessment results. This final document becomes the starting point for the next planning cycle.
A comparable template will be designed for sub-units at the Director level and above to provide the same planning and evaluation information. Dr. Gabriel will provide council members with a listing of these sub-units.

Data on graduation rates, retention, and annual enrollments for each campus will be provided by OIR for use in the planning process.

Dr. Templin stated this planning cycle allows for budget planning that is based on the institution’s goals.

2006-07 Salary Planning Scenarios:

- As the institution may need to react quickly to budget decisions made by the General Assembly, Vice President Baker presented two possible funding scenarios for consideration by the Administrative Council. One scenario is based on receiving the same funding as in FY 2005, and the second is based on significant new operating funding support (base budget adequacy) and the implementation of the new budget allocation model.
  - In both scenarios, Dr. Templin advised that any salary increase above the specified merit increase would be determined on the basis of the following:
    - Competitiveness of academic rank and then competitiveness of discipline for teaching faculty
    - Competitiveness of position for administrative and professional faculty
  - It was the consensus of the council that NOVA should defer as late as possible sending out faculty contracts in anticipation of an approved state budget.
  - President Templin will provide the college community with an update on the budget situation by May 30.

Proposed Policy on Press or Other Media Organizations Visiting Classes:

- In response to the concern that the college does not have a policy regarding press and other media organizations visiting classes, the following policy was approved by the Administrative Council for inclusion in the Faculty Handbook and the Adjunct Handbook:

  “When consideration is being given to having representatives from the press or other media organizations visit college classes, either at their initiation or at the initiation of a faculty member or other college representative, approval must be obtained from the division dean and the faculty member in advance of the proposed visit. As appropriate, consultation will also occur with the provost. Special care should be taken to ensure that the presence of the press or other media does not unduly disrupt the processes of teaching and learning expected for the class. The Office of Public Information and Publications should be informed of any such visit and should be available to provide assistance and coordination as needed.”

Administrative Council Summer Schedule:

- The summer schedule for the Administrative Council meetings was distributed. Council members were also requested to provide their summer leave dates to Ms. Hurst.
VCCS Classified Staff Leadership Academy:
- NOVA is allotted six participants for this leadership academy. Ms. Hurst will verify the 2006 attendees with the appropriate council member.
- To provide a more efficient process for selecting NOVA’s representatives in the future, Dr. Templin announced the following process:
  - In March, a request for nominees will be put in the Intercom.
  - The nomination packets will be collected in the President’s Office and forwarded to the Professional Development Committee for review.
  - The Professional Development Committee will make a recommendation to the President.

Tracking & Upcoming Items:
- 2006-07 budget scenarios—May 30
- Administrative Unit Goals—May 30
- Web Development Proposal—May 30
- Facilities Planning & Capital Campaign—June 6
- Report from Ad Hoc Committee on Flu Pandemic Response – June 6
- College Board Campus Visits—June 19. A second date will be scheduled as two days will be required to complete the visits.
- Evaluation of fall registration and advising process – September 12

The next meeting of the Administrative Council will be held on Tuesday, May 30th at 9:30 a.m., in the Brault Building.