Administrative Council Meeting
October 10, 2006

Members Present: Vice President Baker, 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.

Ms. Diane Wilson represented Mr. Brian Foley.

Guest: Ms. Myrtho Blanchard, Director, Human Resources

Update on 8.9 Conversion:
  • Dr. Sachs reported that there were no major problems when version 8.9 went live. The IVR capability is not yet available.
  • He noted that version 8.9 is expected to remain in place for 5 years. During that period, the focus will be on system enhancement.

SCHEV Outstanding Faculty Awards:
  • Dr. Dever reported that NOVA has submitted three nominees for the 2007 SCHEV Outstanding Faculty Awards:
    o Dr. Charles Errico, Jr., Professor of History and Assistant Dean of History at the Woodbridge Campus.
    o Dr. Walerian Majewski, Professor of Physics at the Annandale Campus.
    o Ms. Jennifer E. Lerner, Assistant Professor of Sociology at the Loudoun Campus. Ms Lerner has been nominated for the Rising Star Award.
  • Dr. Dever acknowledged the efforts of the Awards Committee and the nominees in preparing three excellent packets. He noted the positive results of beginning the work on these submissions in the spring and suggested that faculty be encouraged to nominate their peers for this prestigious award.

Review of College Policy Regarding Bomb Threats:
  • Vice President Baker stated that the college policy for responding to various emergency situations is available in the Administrative Services Procedures Manual (Chapter 28) and in each campus emergency plan. Additional guidelines for responding to bomb threats and similar situations are available to those directly responsible for the response.
  • Both a college team and a campus team are involved in determining the appropriate response to a bomb threat. Vice President Baker advised that the business manager is the campus resource for information concerning emergency response.
  • There was consensus that a better campus communication system is needed. As cell phones should not be used during a bomb threat, the options for communication are significantly reduced. It was also suggested that
appropriate information regarding this situation could be added to the emergency preparedness card.

- It was discussed that all college personnel should have their NOVA IDs displayed or readily available at all times.
- Dr. Dever will send out a communication to the faculty noting that making a bomb threat is a federal crime and is treated by authorities as domestic terrorism. The communication will also urge that good sense and creative thinking be used to continue educational processes in the face of such emergency situations.
- President Baker will provide a clarification on the response process for college offices located in leased facilities.

Enrollment Management & Student Success—Discussion Deferred.

- Student Success Pilot Initiatives
- Completion of Plan for High School Outreach and Recruitment
- Catalog Availability and Distribution

2006-07 Classified/Administrative & Professional Faculty Requests:

- Final revisions were made to the first round of classified staff/administrative and professional faculty position requests that were approved at the Administrative Council meeting on September 26.
- Dr. Templin distributed a list of the positions he proposed to approve for the second and final round of distribution for new classified staff/administrative and professional faculty requests. The proposal for second round was reviewed and agreed to by the Administrative Council. Dr. Templin will issue a comprehensive document listing all approved positions.
- Dr. Templin stated that altogether seventy-nine new classified staff/administrative and professional faculty positions have been approved this year. This includes ten new classified positions that were approved earlier in support of the student services reorganization.

2006-07 Faculty Salary Plan Update:

- Ms. Blanchard reported that the VCCS has approved in concept the faculty salary plan that was submitted by NOVA and is presently reviewing extensive information as to the plan’s specific provisions for individual faculty members.
- The amended faculty contracts will be distributed once final VCCS approval is received.
- Dr. Templin will address this salary plan at a college-wide meeting scheduled for October 24 at 2:00 p.m. in the Ernst Cultural Center Forum.

Teaching Faculty Recruitment:

- Analysis of Faculty Hiring for Fall, 2006
  - Dr. Dever presented a Plan for Faculty Recruitment for the Faculty Class of 2007. This plan is built on earlier documents and places faculty hiring in context of the strategic goal to “focus on student success by creating an environment of world-class teaching and learning.”
Allocation. All available faculty positions will be allocated so as to advance the college in accord with its strategic vision and goals.

- The Faculty Allocation Model developed two years ago continues to be used. Once the allocations are made, provosts will propose specific disciplines for recruitment as justified by areas of demonstrated need, focal points of excellence, and curricular/programmatic planning and opportunities. All proposed positions will be reviewed and approved by the president.
- Approximately 15% of the available positions will be filled at the discretion of the president.
- Positions not filled within a two-year period will be returned for inclusion in the next allocation cycle.

Diversity. Faculty diversity should be tracked systematically by college and campus in relation to student body and community composition. It is expected that improvements will be made with each hiring cycle so that the desired outcome—diversity reflective of the students being served—is reached by 2015.

- Ms. Blanchard provided data reflecting the diversity of NOVA’s teaching faculty over the period October 2005 through September 2006. She also presented comparison data as to the composition of the new teaching faculty hired for 2004-2005, 2005-2006, and 2006-2007 reflecting race/ethnicity, age, and the recruitment area. She reported an overall diversity percentage of 18.47 for the college as of September 2006, an increase of approximately two percent over October 2005. She also noted an overall diversity percentage of 35.00 for faculty hired in 2006.
- Ms. Blanchard advised that racial/ethnic classifications are being further refined to provide more accurate data.
- Due to retirements and new faculty positions resulting from enrollment growth, a 6% change in overall faculty composition for 2007-2008 is anticipated.

Recruitment Process.

- A statement describing the desired characteristics being sought for in the next generation of NOVA faculty—Recruiting a 21st Century Faculty for Northern Virginia Community College—is now featured in all recruitment materials and serves as an overall guide for the goal of screening, interview, and selection processes.
- A new set of Hiring Procedures for Full-time Teaching Faculty, which promotes outcomes consistent with the goals of the institution, was approved by the Administrative Council in February 2006 and implemented for hiring the Faculty Class of 2006.

- At Dr. Templin’s request, Dr. Tardd will convene a group to assess the new hiring procedures now that they have been used for one round of faculty hiring. Representatives will be sought from the College Senate and the Academic
Deans Council. Attention will be given to the effectiveness and efficiency of the procedures in realizing institutional goals and in clearly designating steps and responsibilities in the hiring process. Dr. Tardd is scheduled to report back on the results of the assessment to Administrative Council on November 17.

♦ Based on the various initiatives in support of faculty recruitment, professional development, and support for teaching and learning, Dr. Dever will work with Human Resources and Marketing & Communications to develop a brochure that promotes the attractiveness of a teaching career at NOVA.

o Schedule for Faculty Recruitment.
  ▪ Two recruitment rounds will occur for the Faculty Class of 2007. The first round, to be advertised in December, will focus on allocations for all new positions and verified retirements/resignations as of October 6. The second round, to be advertised in February, will focus on allocations for any subsequent vacancies resulting from verified retirements and resignations.

• 2007-08 Faculty Position Allocations:
  o Ms. Blanchard presented data on current 9-month teaching faculty vacancies, broken out by those currently unallocated, those currently unallocated but filled on one-year restricted appointments, those previously allocated but currently unfilled, and those allocated to MEC. Council members were asked to verify this information and to report back on any differences by October 13.
  o Dr. Gabriel presented a comprehensive report on Selected Trend Data on Disciplines: Fall 2002 to Fall 2006 (Research Report No. 33-06), which includes the proposed allocation of teaching faculty positions for 2006-07, based on the agreed-upon criteria: campus size, campus growth, full-time/part-time faculty proportion, campus programmatic mix, and campus vacancy ratio.
  o Altogether, 37 positions are available for recruitment in the first round: 19 unallocated vacancies and 18 new positions. Thirty-two of the positions were allocated by the model, and 5 positions were reserved to be allocated by the president according to requests based on demonstrated need/special circumstances, focal points of excellence, and curricular/programmatic planning and opportunities. Proposals for the specific assignments of the 32 positions allocated by the model are due from the provosts to the president by October 31. Proposals for the 5 discretionary positions are due by November 7.

The Administrative Council approved the proposals for the allocation and recruitment of teaching faculty.
College Board October Work Session:

- The College Board has scheduled a work session for October 20. Strategies for financing the Capital Outlay Plan will be discussed.

VCCS Technology Strategic Planning:

- Dr. Sachs discussed the VCCS Information Technology Strategic Planning session to be held on Tuesday, October 17, at the Chester campus of John Tyler Community College for provosts and academic and workforce vice presidents.
- Key issues identified by the Administrative Council included benchmarking online interaction with students to industry standards for e-commerce, developing functional solutions for the cumbersome and inefficient workarounds that Continuing Education and Workforce Development must currently use with the SIS, and developing technology solutions for delivery of services and instruction in the face of growing transportation problems in Northern Virginia.

The next Administrative Council meeting will be on Tuesday, October 24 at 9:30 a.m. in the Provost Conference Room at the Manassas Campus.

Tracking & Upcoming Items

- College Board Work Session – October 20
- Manassas Campus Phase III & Master Plan – October 24
- Campus Beautification Grants – October 24
- Report on evaluation of summer & fall registration and advising process – October 31
- Assessment of Faculty Hiring Procedures – November 17
- Congressional earmark proposals