Administrative Council Meeting  
October 31, 2006

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Associate Vice President Gabriel, Vice President Gary, Ms. Graves, Dr. Hill, Dr. Hinton, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Dr. Monica Sasscer represented Vice President Sachs. Dr. Athos Brewer, ACE Fellow, also attended.

Guests: Dr. Patricia Lunt, Dean of Students (Alexandria)  
Ms. Lorraine Booker, CEWD Financial Consultant.

Enrollment Management & Student Success:
• Report on evaluation of summer and fall registration and advising process.
  o Dr. Gabriel provided an evaluation of the 2006 Summer and Fall registration process.
  ▪ Implementation of the CLARUS findings appears to have positively impacted enrollment in some academic divisions/campuses. Reviewing the CLARUS report and increasing proactive schedule development were recommended.
  ▪ Higher enrollments were realized by the academic divisions/campuses that used the available PeopleSoft reports for planning, building schedules, and monitoring enrollment.
  ▪ As a result of the increasing interest in short sessions, Dr. Dever will convene a work group to review the 8-week, special, and late-starting sessions and provide recommendations for the 2007-2008 academic year. He noted the importance of ensuring that the marketing for these sessions communicates the strategy behind the specific schedule development.
  ▪ There was consensus that the present summer schedule is problematic for serving the needs of both visiting students and area high school graduates. Dr. Dever noted that one of the recommendations of the Ad Hoc Committee on the General Information Working Calendar was to give further consideration to the advantages and disadvantages of a summer session of eight or ten weeks, with two five-week sessions, instead of the present twelve-week term with two six-week sessions. That recommendation is currently under review by the College Senate. Dr. Dever will request that the Senate give particular attention to the recommendation and report back to the Administrative Council. Any changes in the current pattern for summer would not occur until 2008.
  ▪ Dr. Gabriel discussed the enrollment cancellation process and some of the techniques that were used at the college-level and/or at the campus-level to inform students as to payment deadlines. He recommended that each campus have a plan in place for contacting those students who are dropped due to non-payment. Dr. Gabriel will provide
the Administrative Council with a recommendation as to the most effective times to contact students during the registration process.

- Dr. Dever presented a proposed schedule for Summer and Fall 2007 registration and academic advising. He acknowledged the efforts of Drs. Beth Harper and Sheri Robertson in developing these plans and noted that the plan had been reviewed and approved by the NovaConnect Operations Group.
  - Summer registration for all students will begin March 27. The tuition payment deadline is May 1; enrollment cancellation for summer will begin May 2. Students who register after May 1 must pay by 5:00 p.m. the next business day after enrollment.
  - Dr. Dever stated that linking academic advising and fall priority registration promoted opportunities for NOVA students to focus on program completion and to seek advice as to what courses are needed to achieve their educational goals. Advising Week for Fall 2007 will be held during the week of April 2-6. Marketing for this advising week will be centralized, but each campus will develop its own plan for advising week activities in support of overall expectations.
  - The first priority registration period for the fall semester for continuing students was held during the Spring 2006 semester. The most common complaints regarding this process were that the priority registration period lasted too long and that there was too much time between the registration time and the payment date. As a result of these concerns, the three-week priority registration period for continuing students for Fall 2007 will begin on April 10 and end on April 30. Fall 2007 registration for all students will begin on June 5. Dr. Gabriel noted the need for a targeted marketing strategy for the priority registration period.
  - The college will continue to set clear deadlines for tuition payments. The tuition deadline for students participating in priority registration for Fall 2007 is June 1; enrollment cancellation for those students will be June 2. The tuition payment deadline for the regular registration period for Fall 2007 will be August 1; enrollment cancellation for those students will be August 2. Students who register after the tuition deadline must pay for their classes by 5:00 p.m. the next business day after enrollment.
  - Due to the particular circumstances associated with Nursing and Allied Health programs, the Medical Education Campus will take responsibility for communicating any variations to this schedule to the appropriate audiences.

- The need to provide better marketing of financial aid opportunities and the FACTS tuition payment plan was also discussed. Vice President Baker will report back to the Administration Council on the usage of the FACTS plan.
The Administrative Council approved, in concept, the Summer and Fall 2007 Registration and Advising Summary as presented. The 2006-2007 Working Calendar will be revised to reflect this schedule.

- Achieving the Dream Letter of Intent
  - Dr. Tardd announced that the Lumina Foundation is anticipating expanding the number of colleges participating in the Achieving the Dream: Community Colleges Count project. He stated that this 5-year project requires an institutional commitment to building a culture in which data is used to identify problems, set priorities, facilitate change, and measure progress toward student success. Dr. Tardd noted that the data collected for this program could also be used in the development of the Quality Enhancement Plan required for the next SACS self-study.
  - There was consensus that Dr. Templin should send a letter of intent (as a placeholder) for NOVA’s participation in this project.
  - A final commitment by NOVA will be required by the end of the year. Prior to making this commitment, Dr. Tardd and others will continue to assess its potential benefits.

- Student Activities Initiative:
  - Ms. Graves and Dr. Lunt presented a proposal for a college-wide student activities initiative to be funded through the Innovation Fund. The goal of this initiative is to create a successful student activities model to enhance current activities and provide new opportunities for student engagement at the college-level that can be duplicated at the other five campuses. This model will be based on the Alexandria campus program for student activities that focuses on the involvement of diverse groups in student organizations, special events, club sports, and other activities that promote the mission of the College and contribute to goals and objectives.
  - The presentation included:
    - Current college-wide initiatives, including the standardization of policies and procedures in the areas of budget management, student leadership training, and student activities publications.
    - College-wide proposals for 2007-2008, to include training, promotional materials, and guidelines for implementation. The establishment of a position for a college-wide Student Activities Coordinator was also recommended.
  - Expected outcomes include
    - an operational college-wide student newspaper
    - an operational college-wide club soccer team
    - coordination of college-wide annual events
    - development of resource manuals for student activities coordinators, faculty advisors, and student officers
    - standardization of forms, procedures, and training materials/manuals
    - development of models for new college-wide initiatives
Student activity fees will be reviewed in terms of their adequacy to enhance and maintain a successful student activities program.

The Administrative Council approved the proposal as presented and acknowledged the excellent work on this proposal by the Student Activities Leadership Team (SALT) and the Student Activities Office at Alexandria.

Holiday Schedule:

- Vice President Baker reported that the governor has approved an additional three days of holiday leave for state employees. She recommended that these additional days be used as follows:
  - The college will be closed for the Thanksgiving holiday all day on Wednesday, November 22. Thursday, November 23, and Friday, November 24, are also holidays.
  - The college will be closed for winter holidays all day on Friday, December 22, and will remain closed through January 1. The college will reopen on Tuesday, January 2.
  - Use of the eight additional hours not used during the holidays will be considered at a future Administrative Council meeting.

Inclement Weather Policy and Procedures:

- Vice President Baker distributed information regarding inclement weather and other closing information. She reviewed the procedure for determining when the college should be closed and emphasized that safety is always the main consideration in making this decision.

- All council members were asked to review the emergency contact list to ensure that all information is current.

2007-08 Working Calendar:

- Dr. Dever stated that the draft 2007-2008 General Information Working Calendar will be presented for final review at the Administrative Council meeting on November 21.

- He noted that the College Senate had reviewed this calendar and made two recommendations:
  - The January 7-11, 2008 entry for in-service days for faculty should be expanded to include “campus meetings begin.” This has been added.
  - The proposed date of Friday, August 17, 2007 for College Convocation/Faculty Cluster Meetings should be changed to a day other than Friday. Dr. Dever noted that in 2007, the only other option appears to be Monday, August 20.

- Council members also discussed issues associated with the proposed starting of Fall 2007 classes on a Wednesday instead of on a Monday.

Update on SIS 8.9 Functionality & Performance:

- Dr. Dever, Dr. Sachs, and Dr. Gabriel are working on a contingency plan should
problems develop with Version 8.9 during the registration process that begins on November 15.

Proposal for a Center for Culture and Language:

- Dr. Hinton presented a proposal requesting funding for 3.5 academic years, beginning Spring 2007 and continuing through Spring 2010. The proposed Center for Culture and Language (CCL) would expand the offering of both credit and noncredit English as a Second Language (ESL) and foreign language courses at the Manassas Campus. The establishment of the Center would also develop capabilities for culture and diversity training and contract tutoring.
- This partnership would be staffed by the Office of Continuing Education and Workforce Development and by the two campus academic divisions, Communications Technologies & Social Sciences and Sciences & Applied Technologies.
- The Manassas Campus has recently experienced a significant increase among its non-native English-speaking residents, and enrollment in the ESL Program (credit and non-credit) has increased by 400% over the past five years. As unaffordable tuition rates are often cited as the reason many residents do not enroll for basic ESL classes, the CCL plans to serve such residents by partnering with various non-profit organizations and community-based ESL programs.
- The Center for Culture and Language would provide services related to second language acquisition, foreign language instruction, multiculturalism, and acculturation for the region’s diverse residential and business populations.
- Areas of instruction and training would include:
  - ESL courses, basic literacy through advanced, as well as specialized ESL courses developed for specific work environments.
  - Various foreign language instruction, in both conversational and academic studies. Special training would be available in contract courses with instruction on-site or at the client’s place of business.
  - Training in cross-cultural communication, multiculturalism, and diversity awareness.
  - Technology courses could be taught to non-native English speakers, with instruction in their native language.
  - TESL seminars for training ESL volunteers and teachers.
- Before acting on the proposal, the Administrative Council requested additional information on the financial aspects of this proposal and the relationship of this project to college-wide initiatives related to language acquisition and internationalization.

Congressional Earmark Proposals—Discussion deferred.

CE/WD Quarterly Report:

- Vice President Gary and Ms. Lorraine Booker presented the CEWD quarterly report. This report provided comparison data for the first quarter of FY 2006 and both actual and projected figures for the first quarter of FY 2007.
- Vice President Gary stated that the report had been reviewed by the Continuing Education directors and staff.
- As of the end of the first quarter of FY 2007, although expenses are lower, the
revenue is also down. Vice President Gary advised that the data is being closely monitored by the CE directors to identify any anomalies and to ensure that contract pricing is correct.

- Vice President Gary and Ms. Booker stated that the second quarter report should provide a more accurate picture since some potential revenues may not have been included in the first quarter report.

Policy on Reimbursing Travel Expenses for Administrative & Professional Faculty Candidates—Discussion deferred.

The next meeting of the Administrative Council will be on Tuesday, November 7, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
- New Faculty Position Allocation – October 31
- Assessment of Faculty Hiring Procedures – November 17