Administrative Council Meeting
December 5, 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, Vice President Sachs, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Dr. Athos Brewer, ACE Fellow, also attended.
Guest: Dr. Sheri Robertson, Associate Vice President for Academic Services

Enrollment Management & Student Success:

- Spring Enrollment Update
  - Dr. Gabriel distributed the Spring 2007 Daily Enrollment Report for December 5, 2006. He stated that reminders will be sent to students regarding the college’s payment policy and encouraging them to register before January.
  - Dr. Gabriel suggested that the deans review their Standard Enrollment Management Report (SEMR) for any significant patterns that might explain the decrease in enrollments by comparable date for Spring 2006.
  - Emails will be sent to students who are dropped during the December 19th enrollment cancellation. This email will provide students with the options available to them.

- CCSSE Report:
  - Dr. Gabriel distributed the Community College Survey of Student Engagement (CCSSE): NOVA 2005 Results. This report focuses on institutional practices and student behaviors that promote student engagement and provides five benchmarks of effective educational practice.
  - Research shows that student engagement leads to better outcomes and that students should be engaged early, often, and by design. Dr. Gabriel stated that the data included in this report can be very useful in identifying effective educational practices both inside and outside the classroom and for planning purposes.
  - Since the next administration of CCSSE at the college will occur in Spring 2007, it was suggested that this be an agenda item for Administrative Council at that time. In the meantime, provosts were encouraged to share the findings and discuss their significance for student success at the January campus meetings beginning the spring semester.

- Strategies for Fall/Spring 8-Week Sessions:
  - In response to the Administrative Council’s request that a set of strategies be proposed for the development of the fall and spring 8-week sessions, Dr. Dever will convene a group whose goal is to offer recommendations for ensuring that a sufficient number and range of class offerings in these sessions are scheduled at appropriate times and locations to meet the needs of targeted audiences. The group will also consider classes in late-starting and special sessions.
  - The group will meet on December 15 and will complete its report through electronic communication. Each campus will be represented by two or three participants familiar with what students are seeking. The report is expected to be completed by January 15 and should contribute to the final stages of development for the 2007-2008 schedule.
  - The group will be asked to identify specific strategies for scheduling classes as well as specific areas where improvement is needed. The group will also be asked to provide guidance as to the effective marketing of these sessions, particularly the second 8-week session.
Proposed New Faculty Positions for 2007-08:

- Dr. Templin distributed an updated list of FY 2008 nine-month teaching faculty position requests. He asked to be advised within the next few days of any position for which there is a request to hire above the mid-point of assistant professor.
- Dr. Dever noted that these positions were based on vacancies as of the end of October. A second round of position requests, based on vacancies since that time, will be considered at the beginning of February.

The Administrative Council approved the FY 2008 nine-month teaching faculty position requests.

Global Studies & International Programs:

- Based on the goal for International Education in *Strategic Vision 2015: Gateway to the American Dream* and the recommendation of the Internationalization Task Force, Drs. Templin and Dever presented a proposal for the establishment of a position of Associate Vice President, Global Studies and Programs.
- This position would provide leadership for and management of all international activities and initiatives at the college. These would include coordination and promotion of international academic and student services activities, development of overseas cooperative arrangements, and representation of the College to external organizations and institutions.
- This position would also oversee faculty/staff development activities involving international education, curricular development and extracurricular programs that promote greater global awareness and learning across the college, and student study abroad opportunities and student exchanges.
- This office would collaborate with the Office of Grants and Special Projects, Marketing and Communication, and the Office of International Student Services on various international opportunities and projects.
- Dr. Templin stated that this position will be funded from the Innovation Fund for 18 months before being brought into the regular budget.
- NOVA is currently involved in a number of international initiatives with other organizations. In addition, the institution is pursuing various cooperative relationships and entrepreneurial projects in several countries, to include Chile, India, and Korea.
- Internationalization will be a point of focus for the January cross-campus day. Also, the report of the Internationalization Task Force is due in January to prepare for the site visit in February by representatives from the ACE Internationalization Laboratory.
- Northern Virginia’s diversity and immigrant population provide the opportunity and the necessity to address significant issues of multicultural and multinational relations.

The Administrative Council endorsed the establishment of a position of Associate Vice President, Global Studies and Programs.

NOVA-Mason Collaboration:

- Dr. Templin distributed two documents proposing areas for greater collaboration between NOVA and George Mason University. The first document, prepared by NOVA, focuses on future cooperation by the two institutions in serving the needs of Loudoun and Prince William
Counties. The second, prepared by Mason, recommends various ways to enhance the relationship between the two institutions in the areas of programmatic improvements and faculty development and partnerships. Dr. Templin and Dr. Merten will form a workgroup to propose strategies for accomplishing these goals. Representing NOVA on the workgroup will be Drs. Tony Tardd, Hortense Hinton, and Sheri Robertson.

National Center for Academic Transformation – Redesign Alliance:

- Dr. Sachs presented information on the National Center for Academic Transformation (NCAT). This independent, not-for-profit organization provides leadership in using information technology to redesign learning environments to produce better learning outcomes for students at a reduced cost to the institution. He noted that the redesign methodology is not based on one particular philosophy but on what works best for each particular institution.
- The Redesign Alliance is a consortium of institutions and organizations that facilitates the exchange of ideas, experiences, resources and other strategies among institutions interested in course redesign. These institutions benefit from NCAT’s research, resources, lessons learned, and access to organizations that have already undertaken large-scale course redesign projects.
- Colleagues Committed to Redesign (C2R), a new three-year program sponsored by FIPSE, focuses on redesign efforts in large introductory courses with high enrollments. NCAT will sponsor four disciplinary institutes (humanities; mathematics, statistics, computer science; natural sciences; and social sciences) in each of the three years. These institutes will introduce teams from selected institutions to the NCAT redesign methodology, share strategies and techniques for successful course design, and help teams develop plans for course redesigns at their campuses. Dr. Sachs noted that course design is the process of redesigning whole course (rather than individual classes or sections) and is about rethinking the way instruction is delivered.
- Dr. Sachs will contact some of the institutions presently participating in the Redesign Alliance and will provide a draft statement of commitment for NOVA to be reviewed at the Administrative Council meeting on December 19.
- It was agreed that information regarding this effort should be communicated to the Curriculum Committee, the College Senate, and others within the institution.

Additional Resource Distribution:

- Vice President Baker announced a FY 2007 M&O budget increase adjustment, mainly resulting from salary savings.
- Vice President Baker reminded council members that approximately 25% of the state M&O funding for FY 2007 should be considered non-recurring funds. She also noted that the college is restricted in the amount of funds that can be carried over into FY 2008.

Inclement Weather Policy:

- The inclement weather policy was discussed by the Administrative Council on October 31. Since that discussion, suggested revisions to this policy have been received from the College Senate. The majority of the recommended revisions are editorial and help to clarify matters, while one revision concerns a substantive issue. In conjunction with Dr. Dever, Vice President Baker is reviewing the recommendations and working to have the website updated.

Curriculum Committee Recommendations:

- Dr. Robertson presented the following Curriculum Committee recommendations:
o Changing the title of ITP 246 from Internet Development II: Server Side Java to JAVA—Server Side Programming. Dr. Robertson noted that there is no VCCS ITP course with “Internet Development I” in its title and that this change would make the title more consistent with related courses.

The Administrative Council approved the new title for ITP 246 to be effective Spring 2007. The proposal will be forwarded to the VCCS Course Review Committee for final approval.

o Increasing the number of credits for PHT 100 Introduction to Photography from two to three credits. Dr. Robertson advised that this increase is appropriate based on the additional content required now that both traditional and digital photography must be covered.

The Administrative Council approved the increase in credits for PHT 100 Introduction to Photography from two to three, to be effective Fall 2007. The recommendation will be forwarded to the VCCS Course Review Committee for final approval.

o Changing the discipline title of Speech and Drama (SPD) to Communication Studies and Theatre (CMT). The justification for this change included creating opportunities to expand enrollment in communication and theatre courses; provide an easier transition for transferring to four-year institutions; improve the college’s performing arts’ reputation and marketability; and match course titles and codes at four-year institutions.

The Administrative Council approved the proposal to change the discipline title from “Speech and Drama” to “Communication Studies and Theatre,” to be effective Fall 2007. The recommendation will be forwarded to the VCCS for final approval.

Other Items:
• In response to an inquiry regarding the closing of college offices on December 21, it was agreed that all offices will follow their regular hours of operation for Thursday of that week, regardless of the fact that the next day begins a prolonged holiday break.
• Dr. Tardd reported that the Vet Tech program has received accreditation from the American Veterinary Association.
• Dr. Dever requested that the January cross-campus day be a topic for discussion at the meeting on December 19.

The next meeting of the Administrative Council will be Tuesday, December 19 at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
• Faculty & Staff Salary Study – December 19
• Recommendation on Achieving the Dream membership – Dec 19
• Proposal for a Center for Culture and Language – Dec 19
• Preliminary report on Flu Pandemic Plans – Dec 19
• Architectural & Design Resources for Planning – Dec 19
• Policy on Reimbursing Travel Expenses for A&P Faculty Candidates-TBA