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, and President Templin.

Ms. Diane Wilson represented Mr. Foley.

Guests: Mr. Bill Chamberlin, Director, Facilities Planning.
- Ms. Geri Dolan, Events Manager
- Mr. John Cole, Cole & Denny Incorporated
- Mr. Bob Bolton, Malcolm Pirnie, Inc.
- Mr. Doug Sawyers, Malcolm Pirnie, Inc.

Architectural & Design Resources for Planning:
- Mr. Bill Chamberlin announced the selection of two companies, Cole and Denny Inc. and Malcolm Pirnie, Inc., to provide architectural and planning assistance to the college. Mr. Chamberlin will coordinate the provosts’ requests for assistance with the appropriate company.
- John Cole, representing Cole and Denny, and Bob Bolton and Doug Sawyers, representing Malcolm Pirnie, discussed the resources available in their respective firms. Both firms have worked with NOVA in the past.
- Vice President Baker discussed the importance of having project plans complete when funding becomes available.
- Dr. Templin will advise the provosts of the remaining funds available for campus beautification grants and the deadline for submitting requests.

Preliminary Report on Flu Pandemic Plans:
- Vice President Baker distributed the initial report of the Emergency Planning Committee (EPC) on the NOVA Pandemic Flu Planning. She stated that there are numerous factors to be considered in the planning for such a catastrophic event and addressed four stages:
  - Preparation. The college is presently involved in this stage.
  - Global safeguards will be activated when it is determined that avian flu can be spread from person to person.
  - The identification of this flu in North America. Once this occurs, there will only be a short time to put an emergency response plan in place.
  - Taking institutional action, which may include closing the college.
- Decisions regarding continuing or completing a semester will be guided by actual circumstances, accreditation considerations, VCCS and NOVA educational standards, and state administrative policy. Continuity of college operations will be a major challenge for the institution, and efficient communication will be a major component of any plan.
- Vice President Baker requested that council members review this report prior to a detailed discussion at an Administrative Council meeting in January. The
decisions of the council will serve as guidelines for the EPC in the development of a comprehensive college-wide plan and will further inform campus planning. Vice President Baker stated that the college-wide plan for response to the flu pandemic should be in place well before the end of spring semester. This plan will include a detailed communication plan and a NOVA Emergency Preparedness website.

- The college community should be kept informed as to the institution’s emergency planning.
- Vice President Baker noted that in the development of this planned response to pandemic flu, the committee is also addressing its applicability to any catastrophe that removes the college’s ability to bring people together on campus to learn.
- Dr. Tardd noted that he had been contacted by several external agencies regarding preparation for a flu pandemic. It was agreed that anything that would increase awareness as to the need for personal preparation for such an event would be useful.

NCAT Redesign Alliance Draft Statement of Commitment:

- Dr. Sachs presented data from several institutions on the outcomes of the Redesign Alliance. The Alliance focuses on improving learning outcomes and student success at a reduced cost to the institution by redesigning courses college-wide. The data presented showed an improvement in retention for math and English classes as well as a cost savings to the institutions.
- Dr. Sachs recommended that NOVA participate in the Redesign Alliance and proposed a timeline to review data and identify target courses. This process would begin in Spring 2007 with membership in the alliance, the building of an awareness of this program throughout the college, the identification of projects of interest, and a data review to identify target courses. A commitment to participate would be required in Spring 2008. The redesign of targeted courses would be for 2008-2009.
- It was agreed that the Redesign Alliance and the Achieving the Dream projects are compatible as both focus on developing strategies to improve student learning. The Office of Institutional Research is integral to the success of both efforts.
- Dr. Sachs will provide a budget as well as a list of individuals to serve as an exploratory team for this effort.

Enrollment Management & Student Success:

- Spring Enrollment Update
  - Dr. Gabriel distributed the Daily Enrollment Report for December 19. He noted that the FTES for this date were the same as for the comparable date in 2005. The first enrollment cancellation for Spring 2007 is scheduled for today.
- Enrollment Planning by Campus & Division: 2007-08
  - Dr. Gabriel distributed proposed campus FTES targets for 2007-2008, based on the projected growth for each campus. Based on historical data provided by OIR in the report *Enrollment Planning by Campus and Division 2006-2007*, the provosts were requested to further break the targets down into the individual sessions, into targets for each division, and by location and venue. Dr. Gabriel will provide a template for this additional data.
  - The projected growth in FTES for the college for 2007-2008 is 4.7%.
Dr. Dever noted the need to consider the Fall 2007 targets in terms of the capacity reflected in the Fall 2007 Schedule of Classes presently being developed. He will provide a template to assist in the review for capacity.

Dr. Dever noted that another set of data from OIR reflects the increasing importance of the 8-week sessions and that the report from the workgroup that reviewed these sessions along with late starting and special sessions is scheduled to be distributed by January 15.

Dr. Templin noted that growth is expected from those academic areas that have received additional resources.

• Priority Registration
  
  Drs. Dever and Sachs discussed the concern at the VCCS regarding the stress put on the student information system by the large number of NOVA students registering within a short time period. Dr. Dever noted that priority registration for continuing students is in place for Fall 2007, but a similar period has not yet been scheduled for Spring 2008. In addition to priority registration, the VCCS has also encouraged the college to use staggered registration, in which the initial opportunity to register is segmented by student groups and spread over a week or other period of time. One way to segment groups is by number of credits completed at NOVA, giving those with greater number of credits the opportunity to register earlier. Council members supported adjusting NOVA’s registration procedure with the expectation that the reliability and performance of the student information system would be enhanced and that service to students would be improved.

Cross Campus Day:

• The Spring 2007 Faculty Cross Campus Day is scheduled for Thursday, January 11, at the Ernst Center. Dr. Hill advised that more detailed information would be available soon. The theme for this event is “Teaching and Learning in a Global Community.”

NVCC Educational Foundation Capital Campaign: Discussion deferred.

Recommendation on Achieving the Dream membership:

• Drs. Tardd, Dever, and Hinton recently visited Valencia Community College to discuss its participation in the Achieving the Dream project. Dr. Tardd noted the positive response regarding this program that uses data to identify gaps in student success and develops strategies to address these gaps. Dr. Dever noted the systematic approach that was used to identify interventions such as supplemental learning and learning communities to help remove barriers to student success.

• This project’s focus on student success is in line with the goals defined in NOVA’s Strategic Vision 2015: Gateway to the American Dream and in the VCCS Dateline 2009.

• The Administrative Council endorsed the institution’s participation in the Achieving the Dream project.

• Dr. Templin discussed the strategic importance of deeply engaging the college community in both the Achieving the Dream and the Redesign Alliance projects.
Proposal for a Center for Culture and Language:

- Dr. Hinton discussed the proposal for the development of a Center of Culture and Language at the Manassas Campus. The mission of this center is to be the premier NVCC service provider for the diverse populations residing or conducting business in the Manassas area initially, and later to include Prince William County, as their needs relate to second language acquisition, foreign language instruction, multiculturalism, and acculturation.
- The Administrative Council approved, in concept, the proposal for a Center for Culture and Language at the Manassas Campus. Dr. Templin and Dr. Hinton will clarify the financial model for the center.

2006 Session of General Assembly:

- Governor’s Proposed Budget Amendments
  - Dr. Templin distributed information on the 2007 budget amendments to be recommended by the Governor. He discussed the additional funding for base budget adequacy for the VCCS and for student financial aid that are included in these amendments.
- Legislative Priorities
  - NOVA’s 2007 legislative priorities are
    - Capital Outlay. $71 million in new facilities in Prince William County (Woodbridge Phase III and Manassas Phase III). Existing space deficiencies and the additional space needed to accommodate SCHEV’s projected enrollment growth at NOVA provide the justification for this request during the short legislative session.
    - Base Budget Adequacy. Increase support to the VCCS to meet the state’s funding guidelines.
    - Community College Transfer Grant. This grant would be made available to community college graduates attending a 4-year institution who receive an associate degree and graduate with a 3.0 average if their family income is less than 150% of Virginia’s median family income or 150% of the median family income in the area in which the student resides, whichever is greater. Each scholarship would be based on the difference between the cost of tuition paid by the recipient at a Virginia Community College and the cost of tuition at a public Virginia university.

- Student delegation schedule by campus
  - Geri Dolan, College Events Planner, distributed the schedule for the campus student delegation visits to the General Assembly. She also provided a schedule of important dates for the 2007 General Assembly.

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

Tracking & Upcoming Items:
• Faculty & Staff Salary Study – Jan 9
• Policy on Reimbursing Travel Expenses for A&P Faculty Candidates-TBA