Administrative Council Meeting  
January 30, 2007  

Members Present: Vice President Baker, Executive Vice President Dever, Associate Vice President Gabriel, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Hinton, Dr. Saperstone, Dr. Tardd, and President Templin.

Dr. Monica Sasscer represented Dr. Sachs, and Ms. Diane Wilson represented Mr. Foley. Dr. Athos Brewer, ACE Fellow, also attended.

Guests: Ms. Myrtho Blanchard, Director of Human Resources  
Representatives of the Internationalization Task Force: Ms. Daria Amato, Dr. Victor Bibbins, Dr. Beverly Blois, Mr. Gerald Boyd, Mr. David Courter, Dr. Laura Franklin, and Dr. Paul McVeigh (Chair).

Internationalization Task Force Report:

- In introducing the task force presentation, Dr. Dever noted that international education is one of the focal points for the strategic goal of Excellence in NOVA Strategic Vision 2015: Gateway to the American Dream. Specifically the goal for international education is to “leverage NOVA’s strength in serving students from around the world to create learning experiences that build greater global awareness across the college.”

- Although NOVA has long been recognized as an “international institution” due to its large international and multicultural student body, the institution has never embraced a comprehensive internationalization model. Assisted by the extensive resources and networking capabilities of the American Council on Education (ACE), the task force is attempting to create such a model that will affect teaching and learning, services, policies, and procedures throughout the college. The Internationalization Task Force Report will serve as the primary document for review by an ACE team scheduled to visit NOVA on February 15.

- The task force recognized the numerous individual and campus-based international activities initiated over the years, but focused its report on developing college-wide efforts for internationalization. It was noted that the globalization theme for the recent January Cross-Campus Day was well received and provided an excellent opportunity to address this topic.

- The representatives of the Internationalization Task Force presented numerous points and recommendations from their initial report. Among the topics discussed were:
  - The enhancement of study abroad opportunities for students to reflect the institution’s commitment to the value of such opportunities, as well as to facilitate faculty proposals for these experiences. Likewise, increased opportunity and easier access for faculty professional development through such programs as those offered by the Council on International Educational Exchange (CIEE) would allow the college and faculty to focus on specific areas of the world or on specific academic programs.
A faculty survey on international education reflected great interest about this topic as well as the extensive resources presently available within the college community. It was agreed that faculty efforts in international activities should be better publicized and that a comprehensive catalog of faculty resources available within the college community should be compiled. Another survey is scheduled to be conducted in Fall 2007.

NOVA’s academic programs should be assessed in terms of present global standards. Global perspectives should be incorporated, when appropriate, into course and program objectives and learning outcomes. These should be reviewed as part of the regular evaluation process.

NOVA has a strong world languages program that has great potential for expansion. There is significant interest on the part of business, government, and education communities to partner with the college for language training. The task force recommended a shift to a proficiency-based approach to language learning as well as efforts to develop a heritage language curriculum.

Within the area of co-curricular activities, the focus should be on bridging international studies and multiculturalism. The Deans Working Group has begun development of college-wide efforts to support international students and to more effectively assimilate them into the college community. These students also receive assistance from the recently established Office for International Student Services.

The Administrative Council’s recent approval of an Office of Global Studies and Programs reflects the institution’s commitment to the goal of international education.

- Council members requested that the task force prepare a general list of activities that campuses can undertake to promote an environment supportive of internationalism/multiculturalism.
- Dr. Templin and the council members acknowledged the excellent work of this task force. He stated that this report begins a more comprehensive conversation on this topic and requested that council members review the report for ongoing consideration of which recommendations can be implemented. Dr. Dever will provide specific budget recommendations for consideration in the FY 2008 budget.

Enrollment Management & Student Success

- Spring Enrollment Update
  - Dr. Gabriel presented the Daily Enrollment Report for Spring 2007 as of January 30. Although more accurate numbers will be available next week, Dr. Gabriel expects the increase in FTES for Spring 2007 over Spring 2006 to remain very positive.
  - Dr. Dever noted that such actions as changes in the schedule of classes, utilization of the enrollment management plan, focused marketing, academic advising, expanded outreach to the high schools, and the student services reorganization are beginning to show results. These activities and tools will continue to be refined so as to better serve the students.
It was suggested that campuses share information as to particular efforts that proved successful in increasing enrollment.

Dr. Templin and the Administrative Council commended the hard work and commitment of the college community that resulted in this enrollment increase supportive of the strategic goal for Access.

- Report on Achieving the Dream Initiative:
  - Dr. Tardd, Dr. Gabriel, Dr. Brewer, Ms. Jane Serbousek, Ms. Staci Rice, and Mr. Kirk Nooks recently attended the Achieving the Dream annual conference.
  - NOVA has submitted an application to join round 4 of this initiative and is anticipating a positive response to this application.
  - As the Achieving the Dream project is data driven and based on a culture of evidence, Dr. Tardd advised that the institution needs to begin developing a process for collecting the required data. Dr. Gabriel stated that the first year of this five-year commitment will be spent developing an implementation proposal and collecting the data to support it.
  - Dr. Templin stated that efforts should begin immediately to map out the first 18-months of NOVA’s participation in this project. Dr. Gabriel will develop a description for the research position designated to support this project.

Faculty Hiring Procedures – Operational Readiness:
- Dr. Dever and Dr. Tardd distributed a summary of the workgroup meeting on the Teaching Faculty Hiring Procedures. This meeting was held in response to the Administrative Council’s request to address any immediate operational concerns with these procedures and to consider ways to improve communication among everyone involved in the hiring process. The group identified various ways in which the current procedures can be fine tuned to work effectively in the upcoming round of faculty recruitment.
- Prior to this meeting, Drs. Dever and Tardd consulted with the Academic Deans Council and the College Senate about these procedures. They noted that the College Senate has a subcommittee reviewing these procedures with a report expected by the end of the spring semester.
- Ms. Blanchard reiterated the support of Human Resources and noted that improvements have been made in the advertising and screening processes. She and representatives of the faculty team will visit each provost to discuss these procedures as well as the current diversity make-up of each campus.
- Dr. Dever stated that a general meeting to include the provosts, deans, and committee chairs will be scheduled for mid-February. This meeting will focus on what NOVA is doing as an institution to ensure a comprehensive process for recruiting a faculty class of excellence and diversity. He noted that candidates should be considered in terms of potential for making an overall contribution to the institution as well as for strength in their own disciplines.
In accord with the Plan for Faculty Recruitment, Faculty Class of 2007, a second round will occur for allocation of any additional faculty vacancies as of February 1. This will be done at the February 6th Administrative Council meeting.

NOVA Educational Assistance Policy:
- Council members were provided with information as to the recent VCCS revisions and the State Board’s recommendations to the Advisory Council of Presidents on the Educational Assistance Policy. A summary of the subsequent changes to NOVA’s present policies as proposed by the college’s Professional Development Committee was also provided.
- Dr. Hill, Vice President Baker, and Ms. Blanchard will confer and present a final recommendation to the Administrative Council on NOVA’s revised Educational Assistance Policy. An executive summary was also requested to be a part of this proposal.
- Dr. Templin discussed the importance of having an overall expectation, along with associated support mechanisms and incentives, that promotes professional growth and development for all NOVA employees.

Follow up from January 29th College Board Meeting:
- Dr. Templin acknowledged the efforts of the Administrative Council and others in the college community for their efforts in the presentation of various matters addressed by the College Board.
- A preliminary working calendar on Facilities Funding Strategy for 2007 was distributed. Dr. Templin advised the provosts that he will be inviting representatives from various agencies as well as local legislators to visit the campuses for briefings on capital needs.

NVCC Educational Foundation Capital Campaign:
- A draft of the NVCC Education Foundation capital campaign fundraising objectives was discussed. Council members were requested to review this for further discussion at the meeting on February 6.

The next meeting of the Administrative Council will be on Tuesday, February 6, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
- Flu Pandemic Plan Reports – February 6
- CEWD Quarterly Report – February 6
- High School Outreach & Recruiting – February 6
- NOVA Educational Assistance Policy – February 13
- Strategic Plan for Educational Programs – February 13
- Policy on Travel Expenses for A&P Faculty Candidates – February 13
- Proposed Institutional Memberships for 2007-08 – February 13