Administrative Council Meeting
February 6, 2007

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

Dr. Athos Brewer, ACE Fellow, also attended.

Enrollment Management & Student Success:
- Spring Enrollment Update.
  - Dr. Gabriel distributed the Spring 2007 Daily Enrollment Report for February 6. Based on these data, Dr. Gabriel expects a 7% increase in FTES for Spring 2007 over Spring 2006. As a result of this strong increase in the spring enrollment, NOVA will meet its 2006-2007 annual enrollment target of 4.2%.
  - Dr. Templin acknowledged the significant increase in both the number of students receiving financial aid and those participating in the FACTS tuition payment plan, as well as the impressive retention rate for the Pathway to the Baccalaureate students presently at NOVA. These should be considered positive indicators associated with the college’s effort to improve access and student success.

- High School Outreach and Recruiting.
  - Dr. Gabriel provided data on projected high school graduates in each campus’s service area for the academic years 2006-07 to 2009-10, as well as the percentage of graduates from these schools that attended NOVA in 2005-2006. Based on these data, a recruitment target for each of these high schools for 2006-2007 was proposed.
  - Dr. Gabriel also distributed a draft proposal for a High School Outreach and Recruitment Training Plan for the six-month period of February 15-August 15, 2007.
    - This proposal is intended to respond to the immediate need for Fall 2007. The short-term target is to increase enrollments of high school seniors at NOVA by 3% for Fall 2007. The long-term objective of high school outreach and recruitment is to build robust relationships with each high school.
    - This draft document also includes proposed strategies, thematic messages, and discussion points for a planned retreat and training session. Concern was expressed about the wording of some items. The outcomes of this short-term plan will be assessed in September 2007.
    - The training session should be open to anyone who represents NOVA in area high schools. Provosts were asked to provide Dr. Gabriel with a list of campus personnel involved in this outreach effort.
    - Although the primary responsibility for this effort has been assigned to deans of students, council members noted that academic deans should play a contributing role in creating an awareness of specific NOVA programmatic opportunities among prospective students and their parents.
Dr. Gabriel requested that comments be forwarded to him as soon as possible so that a final proposal can then be presented to the Administrative Council.

- Dr. Dever will resend the document on High School Outreach and Recruitment developed earlier by a work group. He requested that council members submit a status report for their assigned “essential” tasks by Friday, March 9. This report should include both activities accomplished and those planned.

- Council members suggested that both documents on high school outreach and recruitment be considered at the Student Services retreat scheduled for March.

Strategic Plan for Educational Programs:

- Dr. Dever reported on the proposed process and schedule for drafting a Strategic Plan for Educational Programs at NOVA during the 2006-2008 academic years. As requested by Dr. Templin, this plan will guide the College’s efforts in programmatic and curricular development through 2015 and will serve as the academic extension of NOVA Strategic Vision 2015: Gateway to the American Dream.

- He noted that the conversation regarding this plan will be college-wide and will reflect the connection between credit and non-credit programs. Discussions on this plan will take place among various college groups, such as the College Senate and the Academic Deans Council, as well as reach out to the larger community. Dr. Gabriel will provide an identification and analysis of the four or five major emerging economic sectors within NOVA’s service area to be included in these discussions.

- This strategic plan will focus on the enhancement of existing programs as well as the development of new ones in response to current and anticipated needs and opportunities.

- The curriculum will be considered in terms of broad programmatic areas, with particular attention to developing or enhancing focal points of excellence. The plan will also address selective areas of educational support and enhancement whose scope intersects with and extends beyond specific programs or curricula.

- The plan will focus on broad strategies rather than prescribing a step-by-step course of action. Dr. Dever stated that the important outcome of this process will not just be the final document, but the quality of the discussion leading up to it.

- Expected outcomes as well as a timeline for developing the strategic plan were discussed. A steering committee will be formed in Spring 2007 and will conduct comprehensive meetings on this strategic plan at each campus during Fall 2007. A proposed strategic plan is expected to be submitted to the Administrative Council for approval in Summer 2008.
Dr. Dever emphasized that this is a draft document and that comments and revisions are welcome, as well as any recommendations for expanding the steering committee.

Center for Excellence in Teaching and Learning:
- *NOVA Strategic Vision 2015: Gateway to the American Dream* sets forth the challenge for the college to be recognized for its excellence within the Commonwealth and throughout the nation. As stated in the goal of Teaching and Learning, “Northern Virginia Community College will focus on student success by creating an environment of world-class teaching and learning.” One means for creating such an environment is the establishment of a Center for Teaching and Learning (CETL), that focuses on assisting faculty in maintaining and improving the quality of teaching and learning services. This effort would build on the deeply ingrained culture of excellence already shared by the faculty.
- A workgroup of faculty, academic deans, and other administrators headed by Dr. Saperstone and Vice President Gary recommended some major goals for such a center. In addition, the Instructional and Student Services Committee endorsed the establishment of such a center, noting specifically the need to provide opportunities for faculty to assist faculty, to form faculty learning communities on each campus, and to focus on development and resources for adjunct faculty.
- Dr. Dever noted that such a center would focus on the coordination and distribution of various opportunities and programs for faculty in such a way as to build on but not supplant associated campus-based and college-wide activities already in place. While it is recognized that some of the most effective efforts to support and promote excellence are found in campus- and discipline-based initiatives, these efforts could be enhanced by collegial coordination and strategic guidance. An Advisory Committee would assist in identifying the needs of and opportunities for the entire faculty.
- A prototype for CETL has been developed under the auspices of Dr’s. Saperstone and Dever. Funded by special initiative funds from the Office of the Executive Vice President and utilizing resources at the Annandale Campus, faculty member Nan Peck has developed a variety of college-wide activities for 2006-2007. It was agreed that the activities offered so far have been well received.
- It was agreed that clarification is needed to differentiate between professional development opportunities provided by Human Resources and those available through programs such as CETL.
- Dr. Dever requested that the Administrative Council consider if the continuation of CETL or a similar program is the best way to achieve this strategic goal.

Dr’s. Saperstone and Dever will meet with the provosts to discuss further the CETL prototype as well as other possibilities for assuring that the college achieves the strategic goal of world-class teaching and learning.

Pandemic Flu Planning Reports:
• Academic.
  o Dr. Monica Sasscer, Ms. Joyce Samuel, and Ms. Libby Sears, serving as the Academic Subcommittee of the Emergency Planning Committee (EPC), prepared a basic continuity of student learning and operations plan. In consultation with Dr. Dever, this subcommittee provided additional questions and considerations to inform the on-going discussion of continuity of operation processes and procedures as related to matters of academics and student services.
  o Two specific scenarios were addressed. The first scenario focused on issues for the completion of a semester that is in process if the college campuses must close. The second scenario focused on issues for the start of a new semester if college campuses are closed.
  o Based on these discussions, it was recommended that an expanded work group, to include the Academic Subcommittee of the EPC, be charged with developing answers to these questions as well as identifying and proposing responses for additional issues. A report from this work group is expected by April 15.

• Technology—Discussion Deferred.
• Personnel/Organizational Issues—Discussion Deferred.
• Gaps in the Communication Plan—Discussion Deferred.

2007-08 Faculty Positions – Round Two:
• Dr. Gabriel presented data on the final allocation of full-time teaching faculty positions for 2006-2007. The original allocation distribution approved in October for 32 positions has been revised to include four additional positions based on subsequent vacancies. Based on the allocation model, these additional positions will be allocated to Alexandria (1), Annandale (2), and Loudoun (1).
• The remaining one full-time teaching faculty position in the President’s discretionary pool will be allocated to the Manassas Campus to fill the critical need in the Welding Program.

CEWD Quarterly Report—Discussion Deferred.

Revised Grades Processing Plan:
• Dr. Dever reported that the college’s Grades Processing Plan (Section 36 of the ASPM) had not been updated since 2002 and did not reflect procedures as modified with the conversion to the PeopleSoft student information system. During the recent A&R audit, it was recommended that this plan should be periodically updated.
  o In response to this recommendation, revisions have been made in the document to reflect NOVA’s current Grade Processing Plan.
  o The Administrative Council approved the revised plan, dated February 2007, as presented.

Vice President Gary announced that Northern Virginia Community College was recently recognized by the Dulles Regional Chamber of Commerce as the 2006 Large Business of the Year.
The next meeting of the Administrative Council will be on Tuesday, February 13, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
- Policy on Reimbursing Travel Expenses for A&P Faculty Candidates – February 13
- Proposed Institutional Memberships for 2007-08 – February 27
- Achieving the Dream Planning