Administrative Council Meeting
February 27, 2007

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

Ms. Diane Wilson represented Mr. Foley.

Dr. Athos Brewer, ACE Fellow, also attended.

Guests:
Dr. Sharon Robertson, Associate Vice President, Academic Services
Mr. William Browning, Business Development Director for Workforce Development

Curriculum Committee Proposals:
Dr. Robertson reported that the VCCS has approved the RPK courses and the reactivation of ITA 103-104 Basic Spoken Italian I-II that were approved in January 2007 by the Administrative Council.

The following Curriculum Committee recommendations were presented for action by the Administrative Council:

- New Contract Management (CON) Courses. Five new Contract Management (CON) courses were proposed as the second phase of NOVA’s realignment with Defense Acquisition University (DAU) requirements. As each proposed course is equivalent to a DAU course, these courses will assist students in the preparation for professional certification. Each of these courses, to be included in the Contract Management curriculum, will be taught at the 200 level for three credits.

  The Administrative Council approved the new CON courses, Business Decisions for Contracting, Intermediate Contracting Support, Legal Considerations in Contracting, Cost Analysis and Negotiation Techniques, and Advanced Contracting Support, to be effective Fall 2007. The proposal will be forwarded to the VCCS Course Review Committee for final approval.

- Army Child and Youth Services Training Program Advanced Standing. The Early Childhood faculty and the Advanced Standing Committee recommended granting advanced standing to students who have completed one or more of four training modules offered through the Army Child and Youth Services Training Program, presently offered locally at Ft. Belvoir and Ft. Myer. The training in these programs has been matched with the objectives reflected in the content summaries of specific early education courses. To receive equivalent credit, students will present documentation showing completion of the prescribed training modules to a counselor or Early Education faculty member. This could be expanded beyond Ft. Belvoir and Ft. Myer if this training program becomes available at other military installations.

  The Administrative Council approved advanced standing for students who have completed the Army Child and Youth Services Training Program at Ft. Belvoir or Ft. Myer, effective immediately.

- The addition of BIO 107, 110,120, and 141-142 to List of Approved General Education Science Courses. These courses are all introductory, basic courses that transfer well.
The Administrative Council approved the addition of BIO 107 Biology of the Environment, BIO 110 General Botany, BIO 120 General Zoology, and BIO 141-142 Anatomy & Physiology I-II to the list of approved general education science electives, effective Fall 2007.

- Removal of ENG 125 from the list of Approved General Education Humanities Courses. Because ENG 125 is basically a composition class and has the same number of graded papers and the same emphasis on critical thinking as ENG 112, it was recommended by the English cluster that it be removed from the courses approved to meet humanities/fine arts elective requirements.

The Administrative Council approved the removal of ENG 125 Introduction to Literature from the list of approved general education humanities/fine arts electives, effective Fall 2007.

- Utilization of SAT Score for placement into ENG 111 College Composition I. Based on a proposal from the English cluster, a score of 550 or higher on the Critical Reading portion of the SAT exam would allow students to place directly into ENG 111 College Composition I. Lower scores would not be used to place students into other ENG courses. This would be a two-year pilot followed by an assessment by the Office of Institutional Research as to the success of students placed into ENG 111 based on the SAT score compared with students using COMPASS and ACCUPLACER. Clarification was requested as to the time frame within which these test scores can be considered.

The Administrative Council approved the use of a score of 550 or higher on the Critical Reading Portion of the SAT exam to allow students to place directly into ENG 111 College Composition I. This is done with the understanding that, if after two years this is not shown to be a good predictor of student success, its use will be discontinued.

- Proposed Basic Computer Competency Task Force Membership. This taskforce is being convened in response to the Administrative Council request for prompt action in the development of an institutional policy on basic computer competency.

The Administrative Council endorsed the proposed membership for the Basic Computer Competency Task Force.

Enrollment Management & Student Success:

- Enrollment Update
  - Dr. Gabriel distributed the Daily Enrollment Report for Spring 2007 as of February 27, 2007. As of this date, the data show a 7.2% increases in FTES over the comparable date in Spring 2006.
  - A comparison of the annual FTES by campus for 2005-2006 and the projected annual FTES for 2006-2007 was also presented. Dr. Gabriel predicts an annual increase in FTES of 5.1 % for 2006-2007, which will exceed the 2006-2007 target of 4.6%.
  - Dr. Gabriel noted that the percentage of FTES for Spring 2007 in relation to Fall 2006 is higher than historical patterns. This most likely represents an increase in retention and not an influx of new students.
  - Among the factors that may have contributed to this growth are greater attention to scheduling, more resources for financial aid, more traditional age students taking more
classes, student services restructuring, and overall efforts related to student success and retention.

- Dr. Gabriel will provide the Administrative Council with a preliminary analysis of the factors contributing to this growth for use in future success strategy planning.

**Student Success: Pilot Plus Two:**

- Dr. Saperstone reported on the student success pilot initiative on customer service currently underway on the Annandale campus. The goal of this initiative is to provide outstanding service to students and other customers. It addresses three specific areas:
  - Actual satisfaction with services for students and customers. A survey on customer satisfaction is being finalized. The findings of this survey will inform an action plan for improving customer service.
  - Improvement of working environment for the staff of the Student Services Center. A consultant has been retained to develop a model work environment that would assist employees in doing the best job possible while contributing to workplace satisfaction. A questionnaire to assess satisfaction with the work environment is being developed, and training to support employee satisfaction will be provided. A meeting is planned to address best practices for workplace satisfaction and will include representatives from various institutions.
  - The organizational design and structure are being evaluated to ensure optimum performance in the area of customer service. The Student Services Center presently has a Coordinator of Counseling, and a Coordinator of Student Services is being recruited. Dr. Saperstone noted that this organizational design affirms the concept of the one-stop Student Services Center.

- Dr. Saperstone also reported on the following best practices that have proven very successful on the Annandale Campus:
  - The expansion of the Perkins Peer Tutoring program to math classes. She noted that from Fall 2006 to Spring 2007, the number of developmental math classes that utilize peer tutors increased from 41% to 61% and is expected to soon increase to 72%. The data show very positive outcomes from students helping students.
  - A cohort of 18 honor students was identified during the fall semester and began a “Learning Community” in Spring 2007. These students are linked to three honor classes (English Composition II, Western Civilization, and an Honors Seminar focusing on the Phi Theta Kappa theme of Gold, Gods, Glory: The Global Dynamics of Power). Tuition for the Honors Seminar is being funded by the Executive Vice President.
  - Transfer initiative. Counselors have taken students to visit several four-year institutions. These students are often given on-the-spot transfer consideration. This has proven very effective in helping NOVA students continue on their education path.

- Dr. Templin stated that additional reports on the student success initiatives will be scheduled for upcoming Administrative Council meetings. Dr. Hinton will report on the Manassas initiative at the Administrative Council meeting on March 20, and Dr. Hill will report on the Woodbridge initiative at the meeting on March 27.

**OPM Federal Career Day Event:**

- Vice President Gary announced that NOVA and the Office of Personnel Management (OPM) will host a Federal Career Day on April 23, 2007, in the Ernst Cultural Center. A Senior Management Lunch discussion and kickoff event will precede the career day activities.
• NOVA will be the first community college to host such an event. Dr. Templin stated that this will be a value proposition for everyone involved—for students, the college, the various participating agencies, and the Office of Personnel Management.

• Bill Browning reported that a NOVA Project Team has been formed to manage this career day and that multi-campus involvement of students and faculty is critical to its success. Dr. Sharon Robertson will be the team lead for faculty engagement, and Dr. Beth Harper will be the team lead for Student Services and outreach. Workforce Development will provide the overall leadership.

• At least 25 federal agencies will be represented at this large-scale job fair and relation-building event. There will be focused student recruitment based on the needs of the participating federal agencies.

• There was consensus that this joint effort with OPM was an excellent opportunity to showcase our students as well as serve the recruitment needs of the federal agencies represented at the event, and that it should be vigorously promoted. Mr. Browning advised that each campus should identify a team to work with the NOVA project team. He also noted that on-campus events such as workshops demystifying the federal employment process would be available to prepare students and faculty for this career day.

• The current plan is to invite only NOVA students and alumni. A decision will be made in late March as to extending invitations to other attendees. It was agreed that providing transportation for students was critical. Dr. Templin stated that $25,000 would be available from the Innovation Fund to support this event.

• Mr. Browning, in consultation with Drs. Robertson and Harper, will provide a summary of this event to assist the campuses in their planning.

• Prior to April 23, Dr. Templin will distribute a message in support of this event and to encourage NOVA’s faculty and students to participate in this opportunity to build relationships with various federal agencies.

Outcomes of the Virginia General Assembly:

• Dr. Templin discussed some of the recent decisions made during the 2007 General Assembly session and noted that the proposed budget amendments are presently being considered by the Governor. He stated that, due to numerous revisions to the proposed Community College Transfer Grant program, the State Council of Higher Education is presently developing an operational plan based on these revisions.

Status of Faculty Allocations & Hiring:

• Dr. Dever reviewed the process for faculty allocation for the Class of 2007. He noted that nine of the ten positions allotted for presidential discretion have been distributed.

• In February, five additional vacancies that had occurred since the Round One allocation of October 10 were identified. As one of these positions came from the MEC, only four were run through the distribution model. These four positions were then distributed.

• Based on further review, Human Resources identified eleven additional vacancies that have not gone through the allocation model. Due to time restraints, council members agreed that these eleven positions (2 at Alexandria, 4 at Annandale, 1 at Manassas, and 4 at Woodbridge) will remain with the campuses until the next allocation process in October 2007. As a result, a given position may remain vacant or the affected campus may make a request to Dr. Templin to use the position for a restricted appointment in the coming year.

• A general meeting to discuss the faculty recruitment process is scheduled for this afternoon. Among those invited are division deans, chairs of screening and interview committees, and provosts.
ODU/TCC Issues on Lower Division Coursework at Off-campus Centers:

- Dr. Templin distributed materials related to the issue between TCC and ODU over ODU’s efforts to offer lower division classes at an off-campus center. He discussed the implications for NOVA and our desire to maintain an appropriately cooperative and collegial relationship with university partners in serving student needs in the Northern Virginia region.

Student and Faculty Awards:

- The NVCC Awards Committee is presently seeking nominations for the following prestigious awards:
  - SCHEV Outstanding Faculty Award—Nominations Due April 20
  - Chancellor’s Award for Teaching Excellence—Nominations Due April 20
  - NVCC Education Foundation Outstanding Service to the College Award (Full-time Teaching Faculty, Classified Staff, and Non-Teaching Faculty)—Nominations Due March 16

- Dr. Dever will distribute a message on the topic of Student Awards. In an effort to promote excellence and seek corresponding recognition for NOVA students, the institution continues to nominate students for such opportunities as the Jack Kent Cook Undergraduate Transfer Scholarship Program, the Georgetown University Preferred Consideration Program, and the PTK All-USA Academic Team.

- Council members were requested to provide information to their staffs regarding these opportunities and to encourage nominations as appropriate.

Policy on Reimbursing Travel Expenses for A&P Faculty Candidates—Discussion Deferred.

Proposed Institutional Memberships for 2007-08:

- Council members were requested to review the latest draft of the proposed 2007-2008 Institutional Memberships. The justifications for the new memberships were included with the latest draft.

Regalia Orders:

- Council members were reminded that regalia orders are due by March 16. Dr. Templin noted the importance of faculty attending the commencement ceremony to celebrate the achievements of our students.

The Administrative Council will meet for a special planning meeting on Tuesday, March 6, from 12:30-5:00 p.m. The next regular meeting of the Administrative Council will be on Tuesday, March 20, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Institutional Advancement Reorganization Plans
NOVA Educational Assistance Policy
Approval of 2007-08 Institutional Memberships—March 20
Approval of 2007-2008 Consolidated Working Calendar—March 20