Administrative Council Meeting
April 10, 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, Vice President Sachs, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Athos Brewer, ACE Fellow, also attended.

The Administrative Council acknowledged the exceptional achievements of the students honored at the Who’s Who Among Students in America’s Community Colleges banquet on April 5.

Council members also recognized the outstanding talent in this year’s NOVA Idol as well as the efforts of the committee in producing such an excellent college-wide production.

Greater Washington Initiative—Human Capital: Washington’s Knowledge Workers:
• Dr. Templin provided dates for the upcoming Greater Washington Initiative Study Events. All briefings are scheduled for 8:15-10:30 a.m. at the Washington Post in downtown Washington.
  o April 17, 2007—Professional Services Section Briefing
  o April 18, 2007—Healthcare Section Briefing
  o April 23, 2007—Information Technology Section Briefing
• Anyone wishing to attend should contact Corinne Hurst.

OPM Federal Career Day:
• Vice President Gary provided a status report on the planning for the Federal Career Day to be held on April 23, from 2:00 to 7:00 p.m. It is critical that students are made aware of this opportunity and encouraged to register. Council members were provided with a list of campus contact persons and informed that the schedule for bus service has been distributed. Campus workshops on “How to Land a Federal Job” will focus on navigating the federal job application process.
• Dr. Templin stated that the executive luncheon, scheduled for 11:15 a.m. to 1:30 p.m. is an excellent opportunity for the Administrative Council to build relationships with representatives from the Office of Personnel Management and the various participating agencies. This occasion should also help NOVA identify ways to meet the needs of these agencies.
• Bill Browning will provide a summary of the types of positions available and what the federal agencies are seeking.
• Dr. Templin stated that this is an excellent opportunity to showcase our students as well as serve the recruitment needs of the federal agencies.

Enrollment Management & Student Success:
• Priority registration for continuing students for Fall 2007 began on April 10.
Vice President Sachs reported that there have not been any system problems but noted that registration has been very slow.

- Dr. Gabriel reported that enrollment for Summer 2007 is below the same period for Summer 2006. He reported that the data continue to indicate an 8.5% increase in FTES for Spring 2007 over Spring 2006.
- In regard to Advising Week, Dr. Dever noted that the virtual advising pilot was well received. Dr. Hinton advised that the Manassas Campus utilized a more structured, large group approach this year and consequently had better attendance than last year.

SACS Fifth-Year Reporting Requirements:

- Dr. Templin discussed the effort underway to prepare the SACS fifth-year report due in May.
- The focus of this report will be on Institutional Effectiveness as defined in the SACS Commission on Colleges’ Principles of Accreditation, Section 3.3.1: “The institution identifies expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results.”
- Dr. Gabriel stated that the 2005-2006 Annual Reports for each program/unit / campus should be reviewed, edited, and forwarded to the appropriate coordinator listed below by April 23:
  - Dr. Gabriel—Academic Programs
  - Dr. Templin—Administrative Units
  - Drs. Dever and Tardd—Campus Reports


Campus Visits:

- The schedule for Dr. Templin’s open-door meetings at each campus is as follows:
  - April 19 (Thursday) MEC
  - April 23 (Monday) Annandale
  - April 24 (Tuesday) Alexandria
  - April 26 (Thursday) Manassas
  - May 2 (Wednesday) Woodbridge
  - May 3 (Thursday) Loudoun

The next Administrative Council Meeting is on Tuesday, April 24, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items

Federal Grant Opportunities
Achieving the Dream Planning
Imaging and Logo Project
Assistant Provost Position
FY 2008 Budget Planning