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

Dr. Ronald Buchanan represented Dr. Hinton, and Mr. Gerald Boyd represented Dr. Saperstone.

Dr. Athos Brewer, ACE Fellow, also attended.

Emergency Preparedness Website:
- Dr. Sachs reported that the college’s Emergency Preparedness Webpage is now available on the college website. Included on this webpage are links to the emergency plans for each campus, the federal government website on the pandemic flu, the college closing policy, and information on safety and security and the college police.

Enrollment Management & Student Success:
- Summer Enrollment
  - Dr. Gabriel provided the Daily Enrollment Report for Summer 2007 as of April 30. The data show enrollment to be 3.3% behind the comparable date for Summer 2006.
  - More accurate enrollment data will be available following the first enrollment cancellation scheduled for May 5.
- Fall registration
  - Dr. Gabriel also presented the Daily Enrollment Report for Fall 2007 as of April 30. The data show the numbers for priority registration to be behind the comparable date for Fall 2006.
  - Enrollment cancellation for students utilizing priority registration is scheduled for June 1.
  - It was agreed that a review of advising week and its impact on priority registration should be completed. Dr. Buchanan distributed a report on the Manassas model for academic advising and noted the positive response to these efforts. The Manassas Campus is currently showing the largest increase in enrollments for Fall 2007.
- Student Success – Loudoun Campus.
  - Dr. Tardd reported on the Loudoun campus efforts to enhance both student engagement and student success.
    - Developmental math has been identified as an area in which many students are having difficulty.
    - Due to the addition of two professional tutors funded by grant monies and a part-time classified staff tutor, the number of available hours of math tutoring has increased. Students in upper level math classes have been recruited to work with other students both in the math center and in the classrooms along side developmental faculty.
A mathematics learning community was created, pairing SDV and developmental math faculty. Under this model, counselors and faculty work side by side with students. Topics such as math anxiety, study skills, and test preparation techniques are the focus of SDV.

- Funded by a grant from Texas Instruments, students are provided with graphing calculators that provide immediate feedback from instructors to students.
- Math faculty are encouraged to attend conferences and workshops on best practices and to share information from these experiences with colleagues.
  - Dr. Tardd also discussed the Loudoun Campus’s special initiative to enhance student engagement within the classrooms.
    - For one semester, faculty work in cross-disciplinary teams (pairs) during which they examine each other’s syllabi and analyze each other’s course structure and teaching methods.
    - The faculty submit interim reports, and students are surveyed at the end of the semester as to the level of student engagement within the course using the CCSSE Course Feedback Forms.
    - At the end of the semester, the faculty members write introspective reports focusing on what they learned about themselves, what they learned from their partner, new activities that were tried during this semester or may be tried in the future, and student outcomes.
    - Each faculty member receives a summary of his or her CCSSE evaluations and a copy of the campus CCSSE evaluations in order to compare individual results with those of the campus.
    - Dr. Tardd stated that this process would be expanded in the future to include adjunct faculty. He noted that two professional development opportunities are currently offered each year to adjunct faculty.

SACS Fifth-Year Report Status:
- Dr. Gabriel reported that all reports have been received and are being finalized for submission to SACS.

Federal Career Day Follow Up:
- Vice President Gary reported that 819 student attended the recent Federal Career Day.
- Seven agencies have shown an interest in developing a relationship with NOVA for training and internships.
- Several NOVA teams are being identified to visit the State Department and the Defense Department. Vice President Gary will provide a list of participating agencies as well as a schedule of future visits.
- The need of various agencies for training in critical foreign languages is one area in which NOVA is well positioned to respond.
• Also noted was the importance of providing college staff with opportunities for language training.
• It was agreed that the success of this event set a high standard for future efforts.

College Board Meeting – May 7:
• Included on the agenda for the College Board meeting will be the recognition of NOVA’s All-Virginia Academic Team members Carlos Munoz Burgos, Atanaska Dobreva, Sara Nourian, and Jean-Blaise Ognong. In addition, Carlos Munoz Burgos was selected for the All-USA Academic Team, Atanaska Dobreva was named a Guistwhite Scholar, and Jean-Blaise Ognong has been awarded a Jack Kent Cooke Transfer Scholarship. Dr. Templin acknowledged the efforts of the many people involved in supporting these students through the various nomination and selection processes.

Meeting with Northern Virginia Regional Planning Commission – May 10:
• Drs. Templin, Gabriel, Hill, Hinton, and Tardd will attend this meeting. Dr. Templin noted the importance of demonstrating that NOVA’s vision for its future is in alignment with the strategic needs of the region.
• Funding NOVA’s capital projects is critical to ensuring that the institution can support the region’s needs for high-skill workers, as well as provide educational opportunities for its growing population.

Commencement – May 15:
• Governor Timothy Kaine will be the speaker at the Commencement ceremony. State Senator Charles Colgan will receive the College Medallion, and Mr. James Cole will receive an honorary associate degree in humane letters.

Calendar Issues:
• Summer Work Schedules.
  o Vice President Baker presented a proposal that special schedule options for the summer be available to employees with supervisors’ approval:
    ▪ A four-day work week and a work schedule of ten hours each work day. The day off can be any day of the week that suits both the employee and the supervisor.
    ▪ Four nine-hour days with half day off each week. The half day off can be any day of the week that suits both the employee and the supervisor.
    ▪ A regular schedule of five days working eight hours each week.
  o All college offices must be open during regular business hours. If that is not possible with a special summer schedule, employees may not be granted permission to change their schedules.
  o The special schedules would go into effect on Monday, June 11, and continue through Friday, August 10. During the week of July 4, all employees must work regular 8-hour schedules.

The Administrative Council approved the proposal as presented. Dr. Dever will distribute information on the college’s normal hours of operation as published in the Summer 2007 Schedule of Classes.
• 2008-09 holidays.
  o Vice President Baker also discussed whether the re-opening of the college on 
    Friday, January 2, 2009, should be considered the first day of on-campus 
    registration or whether that should be scheduled for Monday, January 5. She 
    noted the possibility that the Governor will give state employees January 2 off, 
    but if the first day of spring registration is scheduled for that day, the college 
    would be unable to take it. Vice President Baker noted that having a full week off 
    allows for energy savings and the completion of a number of facilities project.

The Administrative Council approved the proposal for the 2008-2009 working calendar 
 to schedule the first day of on-campus registration after the winter break for Monday, 
 January 5, 2009.

2007-08 Budget Planning:
• Vice President Baker stated that once a preliminary budget is received from the 
   VCCS, the development of the FY 2008 budget will began.
• She requested clarification on projects that were planned and funded but not 
   begun this fiscal year but that are expected to be carried out in FY 2008. No information 
   is required for projects that are underway and the funds encumbered.
• Vice President Baker should also be notified of any programs expected to be 
   initiated next year on a recurring basis, but for which funding has not been allocated this 
   year.
• She requested that information on these projects be provided by May 4.

Final Actions of the Virginia General Assembly 2007:
• Community College Transfer Grants.
  o The Two Year College Transfer Grant Program approved by the General 
    Assembly provides that all students entering in Fall 2007 who meet the criteria 
    are eligible to receive a $1000 grant upon transfer to the four-year institution. 
    Those students pursuing undergraduate collegiate work in engineering, 
    mathematics, nursing, teaching or science are eligible to receive an additional 
    $1000.
  o The guidelines for this program are being developed by the State Council of 
    Higher Education for Virginia.

  o Dr. Dever will confer with Dr. Monty Sullivan at the VCCS as to the impact, if 
    any, that enrollment in Summer 2007 or prior participation in dual enrollment will 
    have on the eligibility of students for the program.
• Salary Increases.
  o The approved budget includes an average four percent increase for college faculty 
    and classified employees. In addition, the General Assembly approved nursing 
    faculty salary increases of ten percent. The State Board for Community Colleges 
    has approved average faculty increases of five percent. NOVA has requested
authority to award faculty salary increases above five percent, contingent upon available funding.

- Manassas Campus.
  - NOVA will receive $23.4 million for Phase II new construction of a Technology Building at the Manassas Campus.

The next meeting of the Administrative Council will be Tuesday, May 8, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Institutional Advancement Reorganization Plans 5-08-07
Curriculum Committee Recommendations 5-08-07
Achieving the Dream Planning
Imaging and Logo Project
Assistant Provost Position