Administrative Council Meeting  
May 22, 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, President Templin, and Ms. Wilhelmi.

Dr. Howard Kelly represented Mr. Foley.

Dr. Athos Brewer, ACE Fellow, also attended.

2007-08 Planning Targets:

- Credit Enrollment Targets
  - Dr. Gabriel presented preliminary data for 2006-2007 reflecting a 5.4% increase in FTES over 2005-2006. This growth resulted in the college exceeding its 2006-07 targets by 0.7%. He noted that the main source of this growth was the 8.2% increase for Spring 2007.
  - Data were also provided comparing the campus programmatic 2006-2007 FTES by semester to the 2006-2007 targets and actuals for the preceding three years.
  - Once Spring 2007 AKT enrollment data is locked by the VCCS, a final report will be issued.
  - Dr. Gabriel distributed a revised draft of the Enrollment Planning by Campus and Division: 2007-08. This document provides data for determining the number of credits needed to generate the target FTES set for the college and the campuses. The revised 2007-2008 FTES growth target for the college is 3.2% over 2006-2007.
  - Dr. Templin noted that the major challenges to sustaining growth are sufficient capacity and the development of new programs and services.

- School Recruitment Targets
  - Dr. Gabriel stated that the area high school graduate targets for 2006-2007 were established by increasing the percentage of graduates who attended NOVA in 2005-06 by 3%.

- Student Retention Targets
  - Dr. Gabriel provided data on NOVA’s retention rates by campus. These data are based on the percentage of first-time students enrolled at NOVA in a fall semester returning to the college the following fall.
  - He reported that the retention rate has been trending upward over the last three years. The 2007-08 target is a 1% increase for each campus and for the college.
  - The tracking of retention is one step in the process of assessing the effectiveness of NOVA’s strategy to increase access and promote student success.
  - In addition to fall-to-fall retention, the Administrative Council would also like to see data on fall-to-spring retention.
2007-08 Budget Planning:

- Vice President Baker presented a draft of the proposed FY 08 budget. This budget proposal is based on the preliminary budget model distribution sent to the College from the VCCS. The final budget distribution is expected to be somewhat greater, and is expected from the VCCS in the first week of June. This draft budget covers the recurring and non-recurring priorities as outlined by the President.
- NOVA’s discretionary resources for FY 08 are expected to be much less than those available in FY 07. There was a very small adjustment to the VCCS budget for base budget adequacy while tuition policy limited the growth of our tuition differential to only $0.35 per credit hour for in-state students.
- There is some risk that we could lose some of our year-end carry forward due to the Commonwealth’s projected revenue shortfall. Nevertheless, unit heads should continue to work with Purchasing to process purchase orders to encumber funds for expenditure next year. At this time, the Purchasing Office has been directed to continue acquisitions until June 15.
- Dr. Templin said that the former “entrepreneurial fund” would be directed toward both student success and program development in FY 08. He promised to clarify the process for applying for and his criteria for selecting programs for funding from this source.
- Salary increases for faculty above those approved by the General Assembly and the State Board will be determined once the final budget numbers are available.

2007-08 Technology Plan:

- Dr. Sachs discussed the changes that have shifted the financial responsibility for the majority of computers and all classroom projectors to the Technology Plan.
- The Technology Plan, to include the following proposals, was approved by the Administrative Council. This plan should provide the guaranteed allocation to support campus/unit technology as in the past, as well as provide increased funding for required technology upgrades.
  - The college technology plan will provide funding for the campus technology plans and computer lab support in the amount of $571,487 as part of its initial 2007-08 budget. This would restore campus funding in these areas to the level of 2005-06, plus an additional amount for the MEC to bring its funding to the level of Manassas Campus rather using a strictly FTES based distribution. This funding will be provided in anticipation of additional monies becoming available at mid-year that can be allocated to increase college technology funding. If mid-year funds are not allocated to the technology plan to cover additional hardware costs, next year’s campus technology funding from the technology plan will have to be significantly reduced. (This was approved with two nay votes).
  - The distribution of funds should continue to be based on campus size.
  - Expenses for the Turn-it-in Plagiarism Prevention Software will be included in the academic software budget in the Technology Plan.
Funds for academic software will continue to be allocated as a college-wide initiative in the Technology Plan.

Enrollment Management & Student Success:

- Summer Enrollment
  - Dr. Gabriel distributed the Daily Enrollment Report for Summer 2007 as of May 22. The data reflect a 5.8% increase in FTES over the comparable date in 2006. Enrollment cancellations are occurring as scheduled.
  - Dr. Dever advised that capacity in the second six-week and dynamic course schedules should be reviewed in terms of reaching the summer target.

- Fall registration
  - Enrollment cancellation for those who registered in the priority registration period is scheduled for June 1. In the meantime, there is no comparison data for Fall 2007 registration since there was no break between early and regular registration for Fall 2006. Dr. Gabriel advised that students who have registered but not paid are being contacted.
  - Intensive marketing will continue prior to the start of open registration on June 5.

- Student Success – Achieving the Dream Plans
  - Dr. Tardd provided an update on the college-initiative, Achieving the Dream. NOVA has been selected to participate in this program and its application is being finalized.
  - Core team members have been identified to attend the July kick-off conference in Dallas. In addition to the core team, the Provosts are encouraged to attend.
  - It was suggested that information concerning this 5-year college initiative should be provided to the college community.
  - Provosts will be requested to identify campus leaders for this initiative.

- Student drops for non-attendance. Discussion deferred.
- Communications & Identity report. Discussion deferred.

2007-08 College, Campus & Administrative Goals. Discussion deferred.

- Draft 2007-08 college goals
- Draft 2007-08 campus and administrative unit goals
- 2007-08 indicators of institutional effectiveness
- Unit-level assessment results & indicators of effectiveness

Northern Virginia Regional Commission Follow up. Discussion deferred.

Federal Career Day Follow-up:

- Vice President Gary reported that a wrap-up meeting with the Office of Personnel Management was held to review and evaluate the event and to plan next steps. A luncheon was provided for the support staff.
Other items:

- On behalf of the Administrative Council, Dr. Templin acknowledged the efforts of the Office of Institutional Research in the preparation of the SACS Five-Year Report and presented Dr. Gabriel with a token of appreciation for the OIR staff.
- Dr. Gueverra provided the council with CDs on CyberWatch and NOVA Idol.

The next meeting of the Administrative Council will be on Tuesday, May 29, at 9:30 a.m. in the Large Board Room.

Call Center Report (May 29)
Achieving the Dream Planning (May 29)
Assistant Provost Position (May 29)
Follow-up on College Board meeting topic on mental illness & campus security (May 29)
  - Ad Hoc Committee on Issues of Student Conduct & Mental Health
Faculty Handbook Revisions (May 29)
  - Hiring Procedures for Teaching Faculty
Inclement Weather – Revision to FAQ
Telecommuting Policy Recommendation (June 12)
Curriculum Committee Recommendation on Degree Requirements (June 12)
May Curriculum Committee Recommendations (June 12)
International Travel Processes & Procedures (June 12)