Administrative Council Meeting  
July 24, 2007

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. Saperstone, President Templin, and Ms. Wilhelmi.

Dr. Ronald Buchanan represented Dr. Hinton.
Dr. Kirk Nooks represented Dr. Tardd.

Enrollment Management & Student Success:

- **Summer Enrollment**
  - Dr. Gabriel distributed the Daily Enrollment Report for Summer 2007 as of July 24. The data reflect a 6.1% increase in FTES over the comparable date for Summer 2006. As enrollment cancellation has ended, it is expected that the final data will reflect an increase in FTES of approximately 6%.

- **Fall registration**
  - The Daily Enrollment Report for Fall 2007 was also distributed. 13,034 FTES, an increase of 4.4% over the comparable date for Summer 2006, were enrolled as of July 24.
  - Enrollment cancellation is scheduled for August 4. Prior to this, letters providing information on financial aid and FACTS are being sent to those students who have not paid. Dr. Gabriel advised that a listing of students dropped during this process should be available to the campuses on August 4.

- **Registration Plan for Spring 2008**
  - Dr. Dever presented a proposal from the NovaConnect Operations Group for the implementation of staggered priority registration for Spring 2008. The concept of priority registration for Spring 2008 was approved by the Administrative Council in December in response to a request by the VCCS. This request, as well as a request to stagger the priority registration period, was based on the need to relieve some of the stress on the student information system created by the large number of NOVA students registering in a short period of time. Based on the Administrative Council’s action in December, the 2007-2008 Consolidated Working Calendar provides for priority registration.
    - The first week of registration (November 13-16) will be limited to continuing students (those attending the college within the past three years). Within this priority time period, the registration opportunities will be staggered based on the number of credits achieved by a student. Out of the total number of students eligible to register, the first day will be limited to the quarter of students with the highest number of credits. The second day will be limited to the half of students with the highest number of credits. The third day will be limited to the three-quarters of students with the
highest number, and the fourth day will be open to all continuing students. On November 19, registration will be open to all students, continuing and new.

- Advising Week for Spring 2008 has been scheduled for November 5-9, the week before Priority Registration. Dr. Dever stated that this modification to NOVA’s present registration system provides an excellent opportunity to continue with efforts to enhance academic advising.

- College Information Systems will program the segmenting of students by the number of credits completed. Students will be able to check their appointment date through NovaConnect.

- A communications plan will be developed to inform students and college staff of this new process, to include providing continuing students with information as to the earliest date they can register. It was agreed that the internal communication to staff and faculty should provide as much information regarding this process as possible.

- SCHEV Enrollment Projections for NOVA
  
o The State Council of Higher Education for Virginia (SCHEV) bases its funding recommendations on future enrollment projections. Dr. Templin noted that, as the SCHEV projections drive both general funding through base budget adequacy and capital outlay funding, it is critical that accurate data be available.

o Dr. Templin stated that, without NOVA’s significant enrollment growth in Spring 2007, a number of the institution’s construction projects would not have been justified on the capital outlay list.

o Dr. Templin advised that, based on a 3-year weighted average, a 3% growth increase for the VCCS is being projected.

o The lack of state funding for space utilized for distance learning classes is also being addressed. The policies guiding institutions outside Virginia that do receive funding for such space will be reviewed in an attempt to collect authoritative data on this matter. Drs. Dever, Gabriel, and Sachs will follow up on this issue.

o Attention needs to be given to coding classes so that the data for space utilization are accurate and reflect the demand being placed on campus resources.

Convocation:

- Dr. Dever acknowledged the efforts of the Faculty Professional Development Sub-Committee and Geri Dolan, College Event Planner, in the organization of this event.

- A draft of the program was distributed for review. The theme of this year’s Convocation and Faculty Cross Campus Day is “Achieving the Dream at NOVA.”
• A general email and information in the Intercom will publicize this event to the college community. Provosts were requested to give special attention to this since it is scheduled for August 16, the first day of the 2007-2008 contract period.
• Vice President Baker recommended including provisions for emergency planning in the cluster meeting agendas.
• Dr. Dever reported that New Faculty Orientation will be held prior to the beginning of the 2007-2008 contract period.

College Board Goal On Local Funding:
• The College Board has adopted as a goal assisting NOVA in increasing the local jurisdictions’ contribution from $2 million to $4 million by 2012. These funds would be used for site development for new construction as well as for new campuses.
• It was agreed that the institution needs to have a communication campaign to publicize its plans and projects that contribute to growing and sustaining the region’s economy and quality of life.

IT-MEC Staff Pilot:
• Mr. Foley and Dr. Sachs discussed a new pilot that restructures the IT services for the Medical Education Campus. Mr. Foley stated that, as it appears that the MEC will probably never be self-sufficient in its IT services, a sharing of resources with the college IT department is being tested.
• Dr. Sachs noted that this new way to deliver client services is conducive to ensuring continuity of operations and is the most common organizational structure for multi-campus institutions.
• The outcomes of this pilot will be assessed before a final decision is made as to its permanent implementation.

Student Deletions Due to Non-Attendance:
• Drs. Dever and Sachs provided information on the revised VCCS policy for deleting students who do not attend class by the census date. This policy requires that “students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college.” This, in turn, is based on the VCCS policy that “In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course.”
• This policy change necessitates changes to existing NOVA practice:
  o Must attend by census date (not within first 3 weeks)
  o Faculty must report within the 3rd week of classes—cannot wait until final grades are posted
  o Course removed from student record instead of a grade being assigned
  o Students do not receive tuition refund
  o College does not receive state funding for these students
o Student Service Center deletes student registration with action reason NVRK

- A series of questions and answers is being developed to assist staff and faculty in implementing this new policy.
- It is expected that this process will be operational by fall, pending final verification from the VCCS. Drs. Dever and Sachs will follow up with the VCCS on this matter.
- Dr. Dever noted that Section 3.13.5, Taking Roll, in the Faculty Handbook will need to be revised to reflect these changes. He will present a revision for consideration by council members. Fortunately, the revisions align well with processes already established at NOVA for monitoring student attendance.
- Dr. Sachs noted that the definition of the distance learning equivalent to attending one class meeting is accessing materials on Blackboard or contacting the instructor.
- It was suggested that this policy change should be communicated to students through inclusion in course syllabi and by email.
- Dr. Templin stated that this is an auditable function of the institution and proper processing is critical.

Student Handbook:
- Dr. Dever presented the most recent revisions to the 2007-2009 Student Handbook. He noted that any updates needed prior to the publication of the next handbook would be made to the online version.
- The Administrative Council approved the 2007-2009 Student Handbook as presented.

Allocation of Perkins & College Tutoring Funds. Discussion deferred.

Review of the “Green” Principles. Discussion deferred.

The next meeting of the Administrative Council will be Tuesday, July 31, at 9:30 a.m. in the Large Board Room.