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

Mr. David Courter represented Vice President Baker.

Guests: Mr. Dan Wells, Director, Capital Projects, Facilities Planning and Support Services.
Mr. Eric John, project architect with Einhorn, Yaffee, Prescott (EYP).

Enrollment Management & Student Success:

- **Summer Enrollment**
  - Final enrollment numbers for Summer 2007 should be available in the near future.

- **Fall registration**
  - Dr. Gabriel distributed the Daily Enrollment Report for Fall 2007 as of August 7. The data indicate a 4.9% increase in FTES over a comparable date for Fall 2006. Enrollment cancellation was completed on August 4 as scheduled.
  - The data suggest that students are making tuition payments in a more timely manner.
  - Dr. Templin noted the significant enrollment increase at the Alexandria and Woodbridge campuses and the growth in several programs at the MEC.
  - Dr. Templin stated that partnerships and special arrangements to align area industries with specific college programs or focal points of excellence could further position NOVA as a leader in the region. Dr. Dever noted that enhancing learning opportunities in the STEM disciplines could also enhance NOVA’s position. This is the focus of an NSF grant proposal under development.

- **Achieving the Dream**
  - Dr. Gabriel distributed the report, “Achieving the Dream: Summary Data.” This report provides summary data for many of the major metrics used to track student success, and should be a useful tool for helping the college faculty and administration better understand this data driven initiative. Included in this report are
    - tracking data on students in developmental courses in math
    - success rate of students in courses preliminarily identified as having “gatekeeper” status
    - course completion rates of students in selected high enrollment courses
    - retention and graduation rates for selected cohorts
Dr. Gabriel stated that more detailed information is available and that future reports will provide tracking data on developmental English and English as a Second Language (ESL).

NOVA will identify student populations that currently experience low rates of success, develop interventions to improve student outcomes, and measure the changes in student success. The focus of this initiative closely aligns with *Strategic Vision 2015: Gateway to the American Dream*.

Dr. Tardd provided preliminary information as to the timeline and organizational structure for this initiative. NOVA will develop a plan in 2007-2008 for full implementation in 2008-2009.

Some *Frequently Asked Questions* will be developed as a means to provide basic information about Achieving the Dream to the college community.

It was noted that this initiative reflects a long-term commitment by the institution to a new way of thinking that bases decision-making on a culture of evidence.

Annandale Schematic Designs Phase VI:

- Dr. Saperstone and Mr. Eric John, project manager for EYP, presented a status report on the Annandale Phase VI project. Dr. Saperstone noted that a major consideration for this design was the integration of such services as registration, testing, and payment to serve both credit and non-credit students. A designated project manager, a steering committee, and various focus groups are in place to monitor this project for the campus. Dr. Saperstone noted that, to ensure clear communication, the campus project manager is the designated liaison with the architect.

- Located in this 90,000 sq.ft. building will be the one-stop Student Services Center, the campus bookstore, police offices, a café, orientation room, and classrooms.
  - Mr. Wells noted the importance of early and continuous engagement of the provost and campus community in this planning process, as making design changes becomes more difficult in the later stages of construction.
  - Dr. Templin stated that, with so many capital projects being funded, it is very important for NOVA to keep these projects on budget and on schedule. A VCCS liaison has been designated to assist NOVA with these capital projects.

Vice President of Financial & Administrative Services:

- In preparation for the recruitment for the position of Vice President of Finance and Administration, the council members agreed that the present structure of this position should be evaluated in terms of the college’s changing needs.
- Dr. Templin will convene a work group to develop the position description.

International Travel Processes & Procedures. Discussion deferred.
Commencement Review. Discussion deferred.


The next meeting of the Administrative Council is Tuesday, August 14, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Telecommuting Policy Recommendation
Chancellor’s Annual Planning Retreat – August 8-10
College Board Meeting – September 10