Administrative Council Meeting
August 14, 2007

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

Mr. David Courter represented Vice President Baker, Dr. Monica Sasscer represented Vice President Sachs, and Mr. Gerald Boyd represented Dr. Saperstone.

Mr. Courter introduced Mr. Will Flagler, NOVA’s new Director of Emergency Planning. Mr. Flagler will be visiting each of the campuses in the near future.

Enrollment Management & Student Success:
- Summer Enrollment
  - Dr. Gabriel expects that the final data for Summer 2007 will reflect a 6% increase over Summer 2006.
- Review of Fall Semester Start Up
  - Dr. Gabriel distributed the Daily Enrollment Report for Fall 2007 as of August 14. The data reflect an increase of 7.3% increase over the comparable date for Fall 2006. He noted that this percentage may be somewhat inflated by the Do Not Drop indicators that were placed for financial aid students and that a 6% increase may be more accurate.
  - The difficulty in finding adjuncts for high demand classes and the lack of space were among the topics included in a discussion of the campuses’ readiness for fall semester.
  - Dr. Gabriel will provide an evaluation of the marketing plan implemented for Fall 2007 at a future meeting. He noted that the response to the admit packs continues to be monitored.
  - Dr. Templin noted the difficulty students experience in trying to differentiate between dynamic and standard sessions. Dr. Sasscer stated that students have to use class notes to find this information. It was agreed that student focus groups could be regularly engaged to review the online and printed Schedule of Classes for clarity and ease of use. Dr. Gabriel advised that the planned addition of an index to the website should make the site more user-friendly.
  - Dr. Dever noted that Dr. Harper is serving on the VCCS committee charged with revising the on-line admission application. Any suggestions for revisions should be forwarded to her.
  - Dr. Templin stated that he would welcome a report outlining those aspects of the SIS and associated applications that need to be addressed by the VCCS to ensure that students are being provided on-line information and transactional capabilities benchmarked to the best standards of e-commerce. Drs. Dever and Sachs will follow up on this.
Achieving the Dream Roll Out:

- Dr. Tardd presented some talking points for the provosts to use in their opening presentations on this initiative. Included are some frequently asked questions and answers.
- It is expected that the data derived from NOVA’s participation in Achieving the Dream will inform the Quality Enhancement Plan (QEP) for the 2012 SACS Reaffirmation of Accreditation.
- This initiative requires broad-based involvement across the college and will be faculty driven.
- It was noted that this effort is not something new but a more deliberate and organized process for integrating many of the programs and activities already underway at the college in support of student success.
- Dr. Dever noted that there are social/economic aspects to NOVA’s mission that closely align with the Achieving the Dream focus on closing the achievement gap for low-income students, students of color, and others. Higher levels of education correlate positively with numerous quality of life factors.

Convocation:
- The Achieving the Dream initiative will be the focus of Dr. Templin’s Convocation address to the college community.

International Travel Processes & Procedures:
- Based on the increase in international travel that is beginning to occur in relation to internationalization projects, it is critical that the college have in place comprehensive policies and procedures to ensure that all such travel is justified and accounted for.
- Dr. Dever presented a draft of policy and procedures for Faculty and Staff International Travel. This document is grounded in the institution’s commitment to develop productive, globally competent citizens. The draft included the following elements:
  - The president has sole authority to approve international travel, regardless of purpose, funding source, or destination.
  - All travel supported and approved by the institution must support the institutional mission to broaden perspectives and deepen knowledge to improve global teaching and learning. Full documentation must be provided that addresses how proposed travel fits into the institution’s framework for internationalization and that justifies the expenditure of funds.
  - The associate vice president for Global Studies and Programs serves in a consulting capacity in matters of international travel, but has no approving authority. Global Studies and Programs also has a monitoring role as reports from international trips are to be provided to that office within 60 days of return.
  - It was agreed that the paperwork for all international travel should be
received by the president no later than 30 days prior to travel.

- There was consensus on the need to require the highest level of accountability on this issue.
- The Administrative Council endorsed, in concept, the Faculty and Staff International Travel Policy and Procedures.
- A final draft will be brought back at a future date for formal approval.

Revision to *Faculty Handbook* 3.1315- Taking Roll:

- Dr. Dever stated that the following changes in VCCS policy (5.6.0) for the grading system will require careful attention by faculty.
  - In order to receive any letter grade, a student must attend a minimum of one class meeting, or the equivalent in the case of a distance learning course.
  - Faculty must take roll and report students who have not attended by the census date for the course (the last day to drop the class with tuition refund).
- The only change to NOVA’s present process for reporting never-attending students is that these students must be reported during the week immediately following the census date, as opposed to the beginning of the fourth week of classes.
- As a result of the change to the grading system, never-attending students will not receive a letter grade (to include the grade of “W.”)
- The VCCS has given the college permission to “stage” the full implementation of the policy changes. Dr. Dever will provide more information to the college community on this matter prior to the beginning of classes. He will also meet with the campus registrars to review business practices affected by these changes.
- The revision to section 3.1315 was approved.

Strategic Plan Update:

- Dr. Templin requested that council members review NOVA’s *Strategic Plan 2015: Gateway to the American Dream* for any revisions that may be needed. Identifying focal points of excellence, expanding on the Educational Strategic Plan, and consideration of enrollment projections and capital projects for the next five years are areas to be considered.
- Revisions to the strategic plan will be discussed in September and presented to the College Board at its October work session. The College Board is scheduled to approve an updated strategic plan in November.

Commencement Review:

- Dr. Dever presented a summary of the responses received regarding the 2007 commencement ceremony. He noted that consideration should be given to both short-term programmatic revisions as well as to possible long-term changes.
- It was agreed that this issue should be addressed by the Commencement Committee, and that this committee should be augmented with student members. Dr. Templin noted the importance of consultation with the College Senate.
The next meeting of the Administrative Council will be on Tuesday, August 28, at 9:30 a.m. in the Small Board Room.

Tracking & Upcoming Items:

Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
College Board meeting – September 10