Dr Templin noted that this week’s edition of the *Community College Times* has a student pictured at the Alexandria campus in front of the Bisdorf building. The article was highlighting the community colleges with active high school Dual Enrollment programs.

Enrollment Management & Student Success

- Final Review of 2006-07 Enrollment & Retention Results & Trends
  - Dr. Gabriel presented a report with a comparative data from 2004-05 to 2006-07 on student retention (fall to spring) for first-time students. First-time students are defined as students who previously have never enrolled in any institution of post-secondary education. Overall for the college, retention is improving, with 69.1% of the students returning for the spring semester.
  - Also presented was a report on retention of all NOVA students. College-wide the retention rate is 64.9%, which shows improvement from previous years. Dr. Gabriel stated that history shows that when the average age goes down, retention increases. There could be several factors contributing to this increase. Dr. Templin stated that the indicators for enrollment and retention are moving in a very positive direction. Dr. Templin asked Dr. Gabriel to analyze the data relating to those first-time students that came to NOVA last spring. Dr. Templin suggested that we base our marketing strategy on this analysis.
  - President Templin noted that the enrollment, at Loudoun’s Reston Center shows a significant increase. As a result of this increase, the college may need to begin looking at Reston Center as a potential campus. Vice President Baker explained that it would be important to conduct a financial analysis of this growth at the Reston Center. President Templin agreed with the need for such a report and asked Vice President to proceed with this analysis.
  - Dr. Templin stated that enrollments for off-campus sites are not counted in SCHEV’s classroom space and facility justification for the campuses. A strategy needs to be developed for accurate coding and reporting of classroom utilization with off-site classes. The college often has challenges in accurately coding the on-campus classrooms as well. He suggested that the Manassas campus be used as template for working with proper coding of classroom space and utilization. Mr. Dan Wells and Dr. Randall Edwards will be asked to serve as consultants with the campus on this coding methodology with a report coming back to Administrative Council.
Dr. Sachs stated that Resource 25 is a valuable tool for coding and reporting. It was suggested that it may be helpful to facilitate a training session for those individuals in the division offices responsible for inputting the schedule to enhance their understanding of the coding guidelines and the implications of incorrect coding.

- Enrollment by Northern Virginia Public High School Graduates:
  - The percentage of Northern Virginia public high school graduates enrolled at NOVA increased from 20% in 2005-06 to 22% in 2006-07. Dr. Gabriel stated that this reflects 585 more high school graduates who are coming to NOVA both for fall and spring. Dr. Templin stated that this is a very impressive increase and is reflective of a team effort by all the campuses, with college-wide support. He asked Dr. Gabriel to provide a further report by high schools assigned to given campuses for outreach and recruitment.

- Enrollment Trends for Fall 2002 to Fall 2006
  - Enrollment of students 21 years and younger increased 13% during the period from Fall 2002 to Fall 2006.
  - The number of full-time students increased 7.6% between fall 2002 and fall 2006, while the number of part-time students decreased by 7.8%.
  - Enrollment of residents from Loudoun County had the largest growth during this period, at 18.1%. The increases from Prince William and Fairfax Counties were approximately 4%.
  - The enrollment of first-time students increased 68.8%. Among the first-time students, those aged between 30-44 years had the highest growth (250%).
  - Dr. Templin stated that the adult market is returning, and is a necessary target for the future. The college needs to carefully examine what programs and courses that meet the needs and interests of the adult market.

- Spring 2008 Enrollment Targets
  - Dr. Gabriel provided a report on the anticipated Spring 2008 enrollment targets by campus. Overall the college is expected to grow by 22,152 FTES which is a 4.2% increase.

Achieving the Dream
- Dr. Tardd reported that the meetings are going well with Dr. John Pickleman, Dr. Dan McConochie, and the campus leadership teams. They met with the NOVA College Board on Monday, September 10.

2007-08 Goals
- Dr. Templin stated that the campus and unit goals have been submitted. The college goals were set in July, and the next step is to align the college and unit targets with the campus goals. He suggested using place holder targets/indicators to begin the discussion for this round.
Dr. Templin asked the Provosts to bring these goals and indicators down to the next level. Dr. Gabriel has created templates that he has sent to each Council member to assist with unit and sub-unit goals. Dr. Gabriel will send sub-unit purpose statements to the Council. Dr. Templin stated that the sub-unit goals should be reflective of the campuses goals, and the campuses goals reflective of the college’s goals.

Dr. Dever stated that defining the sub-unit goals and expected outcomes is very important. The major units that report to the provosts need to have goals and expected outcomes to satisfy the requirements of SACS. The campus sub-units may connect with another college strategic goal that may or may not correlate with the campus specific goals. Dr. Gabriel stated that he would be happy to speak to the campus planning coordinators if that would be helpful.

Statement on Emergency Resources

Dr. Dever reported that the Task Force on Policies, Procedures, and Resources for Responding to Students Having Mental Health Needs or Exhibiting Questionable Behavior began their work on July 30. This very important Task Force was implemented as a partial result of the tragedy at Virginia Tech. Dr. Hortense Hinton serves as chair of this task force. Dr. Dever explained that it is critical that faculty and staff have clear guidance and designated resources for dealing with issues of student behavior for which there are potential signals of harm to others or to themselves. It is also critical that students with issues of mental health should have clearly designated points of contact on the campuses.

Dr. Dever circulated a draft document with emergency contact information. Dr. Dever asked the provosts to manage the communication within their campuses. He asked them to identify and confirm for their campuses a clear method of referral with contact information, including evenings.

Dr. Hinton stated that when it is completed, this will be a very comprehensive report. The Taskforce is drilling down and examining the details of what information and issues needs to be addressed. She believes that there will need to be training for faculty and staff.

The next meeting of the Administrative Council will be held on Tuesday, September 18, at 9:30 a.m. in the large Boardroom of Brault.

Tracking and Upcoming Items:

Report on Student Activities – September 25
Report on Grants & Special Projects - September 25
Initiate Strategic Planning Discussions – September 25
Enrollment Projections for 2008-15 – September 25
Enrollment Goals for 2008-09 – September 25
Enrollment Targets for 2008-09 by Campus/Venue – October 2
CE/WD Year-End & Prelim First Quarter Report – October 2
Analysis of faculty hiring for 2007 – October 2
Distribution of Faculty Positions for 2008-09 – October 23
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Commencement Report