Administrative Council Meeting  
September 25, 2007

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, 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.

Guest: Dr. Beatrice Veney, Dean of Students-Medical Education Campus.

Dr. Gueverra presented the trophy received by the NOVA soccer team for their participation in Division II of the Northern Virginia Soccer League. The team will now participate in Division I.

Dr. Templin announced that both the NOVA TV Center and the Technology Application Center recently received Digital Education Awards. These awards were presented by the Center for Digital Education.

Enrollment Management & Student Success

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2007 as of September 25 reflects an increase of 10.4% in FTES over the comparable period for Fall 2006.
  - Dr. Gabriel now anticipates that the final increase will be around 10%.
  - Dr. Gabriel noted that the capacity for the second 8-week classes appears to be adequate for the projected number of students.

- Results of Campus Recruitment of Recent High School Grads. Discussion deferred.

- Enrollment Projections for 2008-15
  - He noted that the college is expected to near capacity limits for facilities during the 2007-2008 academic year. As a result, projected targets are moderated for 2008-09 and 2009-10. As additional facilities become available, these projected targets will increase.
  - Another factor affecting these projections is an anticipated reduction in the number of high school graduates expected to begin in 2011-2012. Based on these expectations, the projected targets for 2012-2013 and 2013-2014 are moderated.
  - Dr. Templin noted the importance for the college to begin planning for this reduction in high school students by focusing on new programs and opportunities for adult learners and other student populations.
  - Facility capacity, programmatic offerings, and faculty staffing are all important factors in developing these projections.
  - The percentage of the area population that comes to NOVA (participation rate) is presently 1.85%.
• Enrollment Goals for 2008-09
  o Dr. Gabriel distributed a report on Location/Venue FTES by Programmatic Contributors for 2006-2007: Target vs. Actual. It was noted that strong enrollment at the Reston Center accounted for much of the growth at Loudoun.

• Achieving the Dream
  o Members of the core team and representatives from the campus teams will be attending a state-wide Achieving the Dream meeting on Wednesday. The discussion will focus on developmental education.

Report on Student Activities:
• Dr. Dever and Dean Veney presented a proposal for an enhanced student activities program at NOVA. As background for this proposal, Council members were provided with information supporting the need for and desirability of such an enhanced program. These included
  o the Alexandria Campus Student Success project. This project focused on developing a College-wide Student Activities Initiative based on continuing and expanding activities in 2006-2007, and proposing new activities and structures for the upcoming years.
  o a very active and unified Student Activities Leadership Team (SALT) consisting of coordinators from all campuses and assisted by Dean Veney.
  o a proposal from the Dean’s Working Group for establishing a College-wide Media Board and Faculty Advisor to provide continuing operation and further development of The Student Voice as a college-wide newspaper.
  o an increase in the Student Activities Fee of $0.27 per credit hour.
  o the growing number of recent high school graduates attending the college full-time, who have expectations for enhanced student life.
  o the momentum for establishing campus student centers within the VCCS.

• In response to these factors, the Student Activities Leadership Team developed a proposal for expanded student activities in the 2007-2008 year and the establishment of the position of College-wide Student Activities Coordinator. The great majority of these activities and outcomes would be realized on all six campuses, while at the same time avoiding duplication of efforts and leveraging opportunities for common approaches.

• One example of streamlining processes and reducing duplication is the common drive used by SALT to share budgets and activity information.

• In discussing the position of College-wide Student Activities Coordinator, Dean Veney noted that the coordination of major events such as the Who’s Who Banquet puts a great burden on the campus student activities coordinator chairing the event.

• At present, the two funding sources for student activities are $0.35 per credit hour from the current Student Activities Fee and the Revenue Fund, Student Services Category. Presently, there is not a consistent college-wide protocol for managing these funds.
• It is proposed that FY 2008 serve as a transition year in moving towards a combination of continued campus-based programming and the addition of college-wide coordination as proposed by SALT.
  o Under this proposal, the additional $0.27 per credit hour in the Student Activities Fee for FY 08 would be assigned to a central account to support the activities outlined in the proposal and to hire the proposed College-wide Student Activities Coordinator.
  o By 2008-09, a system would be in place to ensure transparency, accountability, and overall programmatic coherence in support of enhanced student life across campuses and college-wide.
• Placing the coordination of this program under the leadership of a provost working with the Deans Working Group and SALT, or under the leadership of the Executive Vice President and Associate Vice President for Student Services and Enrollment Management are two possible options for organizing the college-wide coordination of this program.
• It was agreed that enhancing student life should be a major focus for each campus and that the proposal presented by SALT provided a basis for further discussion. Concern was expressed about whether the proposal would result in excessive centralization that would hamper individual campus responsiveness. It was emphasized that campuses need to have the flexibility and resources to act in the best interest of students. The provosts will review this proposal with their staffs, and the topic will be revisited at a future Administrative Council meeting.

Strategic Planning:
• Dr. Templin discussed the process and time frame for reviewing and updating NOVA’s strategic plan. He stated that the goals of this process are
  o the validation/reaffirmation of the college’s strategic plan
  o the reaffirmation of commitment to resources required to reach the vision
  o the updating of the strategic plan. This step includes:
    ◆ Recalibrating outcomes based on enrollment projections and other metrics.
    ◆ Dropping/adding/ or revising selected outcomes.
    ◆ Refining targeted programs and services.
    ◆ Adding emergency planning.
• Dr. Templin also provided a schedule for this effort. Various topics related to strategic planning will be on the agenda for upcoming Administrative Council meetings in preparation for the October 15th Strategic Plan Work Session with the College Board and for finalizing the document.
• Dr. Templin requested that his office be provided with a list of participants to be included in the work session as well as key questions to be considered in this discussion.

Report on Grants & Special Projects. The report prepared by Deborah Rosen, Director of Grants and Special Projects, was distributed. Discussion of the topic was deferred.
Catalog/Schedule Statement on Student Attendance/Participation:

- Dr. Dever stated that current and accurate information must be available to students about the new VCCS policy requiring the deletion of registrations of never-attending students and its implications for them.
  - The statement in the Catalog addressing Attendance/Student Participation is proposed to be modified to reflect this policy change.
  - The change will be translated into direct messages for students in the Schedule of Classes and in other media.
- The Administrative Council approved the change to the Catalog statement on Attendance/Student Participation.

2008-09 Working Calendar:

- Dr. Dever distributed the proposed 2008-2009 General Information Working Calendar, the recommendations of the Ad Hoc Committee on the Working Calendar, his response to these recommendations, and the class count for 2008-2009 based on the proposed calendar. This information will also be provided to the College Senate for review.
- Recommended additions, deletions, or changes to the proposed calendar should be provided to Dr. Dever by October 22.

The next meeting of the Administrative Council will be Tuesday, October 2, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
- 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
- Classified Staff Salary Increases – October 2
- Financial Aid – October 2
- Distribution of Faculty Positions for 2008-09 – October 23
- Telecommuting Policy Recommendation
- Vice President of Financial & Administrative Services search process
- Commencement Report