Administrative Council Meeting  
October 23, 2007

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

Dr. Buchanan represented Dr. Hinton.

Dr. Gueverra reported that the Chronicle for Higher Education recently had an article on the Alexandria Campus’s Game Pit, an area set up for students to participate in video gaming. He acknowledged Dr. John Min who developed this concept as a means to encourage enrollment in the college’s IT programs as well as to provide a sense of community for students. Dr. Gueverra noted that the campus has a very active Gaming Interest Group, and he anticipates further enhancement of IT offerings in areas such as gaming and animation.

He noted that the Alexandria Campus also has developed a Global Capital Trading Center that provides real-time stock market information as well as financial training. Officials from several area high schools will be visiting the center to discuss possible joint efforts with the campus.

Enrollment Management & Student Success:

- Enrollment
  - Dr. Gabriel distributed the Daily Enrollment Report for Fall 2007 as of October 23, 2007. The data continue to indicate an increase in FTES of approximately 10% over the comparable date for Fall 2006.
  - The Office of Institutional Research, Planning and Assessment will provide more detailed data for comparing students enrolling in Fall 2006 and those enrolling in Fall 2007. Such factors as new versus returning students and ELI versus non-distance students will be included in these data.
- Achieving the Dream
  - Dr. Tardd reported that the NOVA is on target and that the eight potential gatekeeper courses have been identified and sent to the data group.
  - Presentations on this initiative have been given to the Deans Working Group and the Academic Deans Council. An AtD newsletter has been distributed, the Blackboard site is available, and work continues on the web page.
  - NOVA’s Achieving the Dream coaches are expected to visit the college in early December.
  - Focus groups facilitators are being identified for upcoming training sessions. Once this training is completed, focus groups will be scheduled for specific populations such as students, faculty, and area high schools.
  - As the Community College Survey of Student Engagement (CCSSE) will be administered again in February 2008, it was agreed that the relationship
between this and Achieving the Dream should be defined. Likewise, there needs to be an integration of NOVA’s strategic plan and this initiative.

- Dr. Tardd suggested that information on AtD be continuously provided to the campuses and the college community as a means to involve everyone in this effort.

Strategic Plan Update:
- The Administrative Council will review each of the reports compiled by the work groups at the recent strategic planning work session. The report of the workgroups on student success and excellence were reviewed today; and the reports of the workgroups on emergency planning, college access, and needed programs will be reviewed at the meeting on October 30. Each report includes goal statements and strategies leading up to 2015.
- The goal statements for student success focused on
  - increased college readiness that would result in fewer area high school graduates needing developmental courses
  - individual goal achievement as students realize those initial goals indicated at time of enrollment
  - developmental course completion in English and math for an increased number of students.
- The goal statements for excellence focused on
  - college excellence in specific educational programs or services that would be among the very best in the nation
  - campus focal points of excellence or concentrations where a campus has distinctive strength contributing to the college’s reputation for quality
- Revision Process
  - By November 6, Council members were asked to identify target areas of excellence for both the college and campuses. Once these areas of excellence are identified, resources and marketing can then be focused on realizing these goals.
  - Dr. Gabriel will review the quantitative projections included in the goal statements.

Allocation of Faculty Positions for 2008-09:
- Dr. Dever provided an update on the recruitment plan for the Faculty Class of 2008. He noted that three objectives under the strategic goal “to focus on student success by creating an environment of world-class teaching and learning” are directly related to the recruitment of faculty: (1) a diverse faculty and staff that reflects the diversity of students being served; (2) an increase in the proportions of credit hours being taught by full-time faculty; and (3) an increase in faculty compensation. Further, the college has articulated a continuing expectation for excellence in its teaching faculty, as expressed in the statement on Recruiting a 21st Century Faculty for Northern Virginia Community College.
- All available positions, whether new or resulting from turnover or vacancy, will be put through the same Faculty Allocation Model that has been used for the past three years.
The Hiring Procedures for Full-time Teaching Faculty, originally approved by the Administrative Council in February 2006, have undergone consultative review and were revised in May 2007.

Recruitment rounds are scheduled for October-December and February.

Provosts are requested to review the list of vacancies provided by Human Resources to ensure that it is correct and complete.

Vice President Baker, Dr. Dever, and Dr. Gabriel will provide a recommendation to the President as to the number of new faculty positions for 2008. This proposal will be based on the college’s enrollment growth as well as on various budget considerations.

As in the past, 15% of the faculty allocation will be reserved for distribution by presidential discretion.

Budget Reductions:

- House Appropriations Committee & Carry Forward Funds
  - Dr. Templin stated that the college will continue to consider various contingencies in its budget planning. He noted that, at the present time, some questions have arisen as to whether the FY 2007 carry forward funds will remain available.

- Report of the Ad Hoc Working Group on Long-Term Budget Implications
  - The charge for this group is to provide recommendations relating to:
    - Integrating the recurring $4.2 million budget reduction into the FY09 operating budget
    - Preparing contingency plans for an additional $4.2 million reduction for FY09
    - Identifying ways to gain greater efficiencies and to reduce costs while continuing to invest new resources where students and the region’s businesses demonstrate increasing demand.
  - The working group is looking at how expected revenue from increased tuition, NOVA tuition differential, and enrollment growth would help offset the recurring budget reduction. Further attention will be given to underperforming programs.

2008-10 Capital Outlay Requests:

- SCHEV Recommendations
  - Dr. Templin discussed the large number of NOVA capital outlay projects considered priorities by the State Council of Higher Education for Virginia and recommended for the 2008-2010 biennium. He noted that the development of a strategy for simultaneously managing so many capital projects is critical.

- Space Inventory Reporting:
  - A new space inventory has been completed. Campuses should review this inventory to ensure accuracy in coding and utilization.
NOVA will participate in a SCHEV review of a space inventory for distance learning. A report is expected in the spring.

Financial Aid. Discussion deferred.

Faculty Cost of Living Salary Study:
- A cost of living study for faculty in the Northern Virginia region is being conducted by SCHEV and is expected to be completed in May.

Policy on Firearms on Campus:
- Dr. Dever stated that he had been advised by legal counsel that the college’s policy that prohibits bringing firearms and other dangerous weapons onto campus is clearly enforceable for students and college employees. For non-student/non-employee patrons and invitees to campus, legal counsel states that the college needs to provide clear notification of its policy. Dr. Dever proposed that one way to communicate the policy would be to include it in a general statement of college expectations for civility and safety, applicable to all present on campuses, which would be posted widely across the college. He provided a sample statement from another community college. The Administrative Council supported pursuing the proposed strategy. Further consultations on the matter will be held with the College Senate and College Board leadership.

MRSA:
- Mr. Foley will convene a group to address this issue and provide recommendations for preventing an outbreak of MRSA at NOVA. This group will also be charged with providing clear and comprehensive information on MRSA to the college community.

Woodbridge Campus Division Change. Discussion deferred.

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

Tracking & Upcoming Items:
Curricular Issues for Submission to the College Board – Oct 30
Proposed 2008-09 Working Calendar – Oct 30
Proposed Modification of 2007-08 Calendar – Oct 30
Submission of Congressional Earmark proposals- November 9
Report on Grants & Special Projects – November 9
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Commencement Report
Analysis of faculty hiring for 2007