Administrative Council Meeting  
November 6, 2007

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

Guests: Mr. Bill Chamberlin, Director, Facilities Planning.  
Mr. John Chadwick, Ms. Christine Albright, and Dr. Jennifer Xu represented Perkins Eastman.

Enrollment Management & Student Success:

- Enrollment
  - Dr. Gabriel distributed the Daily Enrollment Report for Fall 2007 as of November 6, 2007. The data continue to indicate an increase in FTES of approximately 10% over the comparable date for Fall 2006. He noted that the second eight-week enrollment has been higher than expected and that the college is experiencing record enrollments in both headcount and FTES.
  - Dr. Gabriel will provide the provosts with a query that categorizes enrollment numbers into onsite students and ELI students. It was noted that the SEMR also provides this information.

- Achieving the Dream
  - Dr. Tardd reported that Drs. Pickelman and McConochie are scheduled to visit the college on December 3 and 4. The purpose of this visit is to address the current status of the initiative and the degree to which it has permeated the college community. Interaction with the campus teams will be the focus of this visit.
  - A budget proposal for Achieving the Dream is being developed based on additional expenses for 2007-2008 and anticipated expenses for 2008-2009.
  - Dr. Gabriel noted that significant data were collected during the recent focus group training. Once these data is organized, they will be distributed.

Loudoun Campus Master Plan:

- Dr. Tardd introduced the representatives from Perkins Eastman who presented the proposed Loudoun Campus Master Plan. The objectives of this proposed plan include
  - accommodating the projected growth in Loudoun County
  - establishing a higher education facility in collaboration with other institutions
  - providing an environmentally focused and sustainable plan that integrates the natural watershed on the campus into a comprehensive environmental studies program
o joint efforts between the campus and the community in such areas as recreation

- To address the Loudoun Campus’s present deficit in facility square footage and to meet the objectives above, the plan has three separate capital building phases scheduled for 2011-12, 2014-2015, and 2018-19. Each phase is considered a completed plan to avoid leaving the campus with an unfinished look in the interim between the three phases.

- Both a third entrance to the campus and a traffic loop within the campus are proposed to ease the congestion from an expected increase in traffic.

- Dr. Templin stated that each campus’s master plan should reflect a campus theme or distinctive emphasis. In the case of the Loudoun Master Plan, Dr. Templin noted the next steps to be taken:
  o Dr. Gabriel will extrapolate data using the enrollment projections included in this proposal to ensure that the campus will have the physical capacity to accommodate the projected enrollment.
  o Dr. Tardd will consider possible recommendations for funding from Loudoun County.
  o Vice President Baker will update the budget projections for the site development costs.

Draft Strategic Plan Update:
- The Administrative Council reviewed the draft Strategic Plan. Dr. Templin noted that the goals and outcomes in this plan should be considered as aspirational. Actual targets will be reflected in the goals, outcomes, and metrics for the annual operational plans of the campuses and administrative units.

- It was agreed that the opening sections—Embracing Change in Northern Virginia and Strategic Vision—still adequately establish the context for the plan.

- One new goal has been added for Emergency Preparedness and Continuity of Operations.

- There was consensus on removing the establishment of a middle college under the goal of Access. New outcomes were included for college readiness, adult learners, new educational programs, customer service, academic and student excellence, and administrative and financial support services. Revisions in content and metrics were made to other outcomes.

- Dr. Templin requested that any comments regarding the plan be sent to him as soon as possible. In collaboration with Drs. Dever and Gabriel, he will incorporate the revisions into the final draft prior to its presentation to the College Board Curriculum and Community Relations Committee on November 7 and to the full College Board on November 19.

November College Board Meeting:
- The College Board will meet on Monday, November 19, at the Alexandria Campus.

- The agenda includes a presentation on the Alexandria Campus, the Loudoun Master Plan, the updated Strategic Plan, and curriculum items.
Proposed Modifications of 2007-08 Calendar. Discussion deferred.

Approval of 2008-09 Working Calendar:
- Dr. Dever presented the revised draft 2008-2009 General Information Working Calendar. This version included the narrative changes previously suggested by council members.
- The recommendations by the College Senate, the Deans Working Group, and the LRS Directors to close offices on the mornings of fall Convocation and spring Cross-Campus Day were carefully considered. It was agreed that the ideal situation would allow the entire college community to participate in these events. However, in the end, it was decided that these offices would remain open to provide services to students during the period of high demand immediately preceding the beginning of classes.
- Dr. Dever has communicated with the chair of the College Senate that the Administrative Council would consider a resolution on NOVA’s observance of the Martin Luther King holiday.

Concept for 15-Week Semester. Discussion deferred.

Chancellor’s November 16 visit to NOVA:
- The Chancellor’s visit, scheduled for November 16, has been cancelled. It will be rescheduled for the first of the year.

Woodbridge Campus Division Change. Discussion deferred.

Outstanding Faculty Award Nominations. Discussion deferred.

MRSA Follow-up. Discussion deferred.

Congressional Earmark Proposals. Discussion deferred. Proposals are due to Dr. Templin by November 9.

The next meeting of the Administrative Council is Tuesday, November 20, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Report on Grants & Special Projects – Nov 20
Financial Aid – Nov 20
Allocation of Faculty Positions for 2008-09 – (Recommendations due Nov 13; agenda item Nov 20)
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Commencement Report
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
Ad Hoc Working Group Recommendations on Budget Reductions