Administrative Council Meeting  
November 27, 2007

Members Present: 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, and President Templin.

Guest:  
Ms. Jane Serbousek, Director, Achieving the Dream Core Team.

Enrollment Management & Student Success:

- 2007-08 Enrollment Projections
  - Dr. Gabriel presented data on the College’s FTES by semester for 2007-2008. He noted that Spring 2008 FTES are targeted to be 92.7% of the Fall 2007 FTES. Fall 2007 FTES are projected to be 10.2% over Fall 2006.
  - These data are critical in projecting revenue for the remainder of 2007-2008 and to aid in planning for Fall 2008.
  - Dr. Gabriel will provide an analysis and comparison of the enrollment patterns for Spring and Fall of 2006 and 2007. Factors such as better retention, the increase in students who are recent high school graduates, focused outreach and marketing, and campus initiatives will be considered in this analysis.

- Spring Semester Plans
  - As this is the first year that priority registration has been “staggered” by assigned day, it is difficult to compare the initial 2007 data with that from the same period in 2006.
  - Dr. Gabriel advised that the Spring 2008 enrollment appears to be strong, but more accurate data will be available following the tuition payment deadline on December 19.

- 2008-09 Campus Target Projections by Term
  - In October, the Administrative Council approved an annual college-wide target for 2008-2009 of 4.5% increase in FTES over 2007-2008.
  - Using data available in Enrollment Planning by Campus and Division: 2008-2009, each campus was requested to break down its annual FTES target by term and by location/venue. The campuses are also to provide percentage breakdowns in relation to the fall base (Spring 2009 as a percentage of Fall 2008 and Summer 2008 as a percentage of Fall 2008) and as a percentage as part of the whole (Summer 2008, Fall 2008, and Spring 2009). Dr. Gabriel noted that the projected annual FTES cannot be changed and that any change in term targets requires a comparable change in the percentages.
  - It is critical that the Fall 2008 enrollment targets be firmed up as soon as possible to ensure sufficient capacity in the process of developing the fall schedule.

- Achieving the Dream
  - College Status Report
Dr. Tardd and Ms. Serbousek provided a status report on the Achieving the Dream accomplishments to date. Extensive efforts have been made to educate the college community about this initiative and to train focus groups facilitators. The data received from the focus group training have proven very useful. Focus groups on first semester student persistence have been conducted; focus groups on MTH 3 are being conducted this week on five campuses.

While the cohort data are being processed, the campus teams are working with data received from the college’s Office of Institutional Research. Dr. Gabriel discussed the importance of having quality data for this initiative and many other projects in the College. It was agreed that the source of these discrepancies needs to be identified and addressed.

Dr. Gabriel was requested to develop a plan for overall data management.

Information was also presented on what the college needs to do in the future. It was agreed that the development of a time line for future actions is critical, especially in regard to budget requirements.

Campus Update

Dr. Hinton reported on the Manassas Campus’s efforts for the AtD initiative. She noted that the campus team includes members from the faculty, student services, and classified staff.

To ensure effective communication, Pat Gary, Team Leader, briefs the Provost’s Staff as needed. Dr. Hinton acknowledged Dan Well’s “Data Dan” contribution to this effort and noted the positive reaction to the focus group training.

The week of November 26 was designated as “Achieving the Dream Week.” The focus was on disseminating information on the initiative throughout the campus, as well as encouraging participation through the use of a survey.

She noted that the campus is very committed to improving student success in the developmental courses.

Budget Planning:

- Mid-year revenue forecast
  - In Vice President Baker’s absence, Dr. Templin reported on the status of the budgets for FY 2008 and FY 2009. He advised that the FY 2008 mid-year revenue forecast appears to be on target, with contingency funds being held for possible additional budget cuts.

- Mid-year expenditure adjustments
  - The Short-term Budget Committee recommended that several areas with immediate needs be funded from the contingency funds: furniture for the Manassas Center; build-out for Financial Aid space; furniture for
Annandale CEWD; Achieving the Dream; background check implementation; MRSA response; and Financial Aid assistant. The Administrative Council approved this recommendation.

- The committee recommended that, after these items are funded, the balance be held against a further budget cut. The remaining funds could be released when the budget situation is clarified. A plan for an additional FY 08 discretionary allocation has also been developed.

Faculty Positions for 2008-09

- **Campus Allocations**
  
  - Round one of the position allocation has been approved. Notices of vacancy need to be developed immediately as the recruitment ad must be completed prior to the winter break.

- **Presidential Discretionary Positions**
  
  - Dr. Templin stated that the eight discretionary positions are being held pending further review of the budgeting outlook for FY 09.

Review of Committee Structure:

- In accord with the *Faculty Handbook*, Review of Committee Structure, and at the request of the College Senate, Dr. Templin will issue a charge to a group to review the committees, working groups, and ad hoc committees of the College to determine the effectiveness of the College’s committee structure. The group will also review the process for seeing that all recommendations for appointments to committees are received in the President’s Office by the end of each academic year (May 15) so that college committees are fully constituted and can begin their work at the beginning of the next academic year (August 16). Dr. Dever was asked to convene the committee for its organizational meeting.

  - The report of the committee is expected by March 1, 2008.

Green Idea:

- In order to reduce the number of handouts at each Administrative Council meeting, Dr. Saperstone proposed that these documents be posted to Blackboard and accessed electronically.

  - It was agreed that this proposal should be implemented in incremental stages in order to determine its feasibility. Drs. Saperstone and Sachs will work on setting up a pilot meeting to test this change in process.

All USA Team Nominations:

- Nominations for the USA Today Team are due Friday, November 30.

  - The nominations should be submitted directly by the campuses to Phi Theta Kappa. The President’s Office should be advised as to the nominees.

  - Participating in these nominations is an important way for NOVA to follow through on its strategic goal of Excellence and specific objective to “lead the nation in the number of students recognized nationally for outstanding achievement.”
Vice President of Financial & Administrative Services Search Process. Discussion deferred.

The next meeting of the Administrative Council will be on Tuesday, December 4, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Campus/ELI enrollment target projections by term – Dec 4
Concept for 15-Week Semester – Dec 4
2006-2007 Spring/Fall enrollment analysis – Dec 4
Curriculum Proposals – Dec 18
Telecommuting Policy Recommendation –Commencement Report – Jan 8
2008 Marketing Plans – Jan 8
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
International Travel
College/Campus Student Success Plans