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

Guests: Mr. Dana Kauffmann, Lee District Supervisor, Fairfax County Board of Supervisors
Dr. John Pickelman, Achieving the Dream Coach
Dr. Daniel McConochie, Achieving the Dream Data Coach
Ms. Jane Serbousek, Director, NOVA’s Achieving the Dream Initiative
Ms. Elizabeth Harrison, Chair, College Senate

Introduction of Dana Kauffmann:
• Dr. Templin announced that Mr. Dana Kauffman will be joining NOVA on a part-time basis for the spring semester as the Special Assistant to the President for Community Outreach. Mr. Kauffmann has extensive experience with regional transportation and education issues and is presently completing his term as the Lee District representative on the Fairfax County Board of Supervisors.
• Mr. Kauffmann will be working directly with the president and with the provosts on matters involving local governments.

Achieving the Dream:
• Discussion with ATD Coaches
  o Dr. Tardd welcomed back to NOVA the Achieving the Dream coaches, Drs. Pickelman and McConochie. He reported on the college efforts presently underway for this initiative and noted that AtD will be one of the topics at each campus’s spring convocation in January. He also noted the success of the focus groups in providing significant data for this initiative.
  o Dr. Pickelman discussed the importance of establishing a clear process for each stage of the initiative—decision making, planning, and implementation, and of defining the responsibilities of each campus group and the Administrative Council. He noted that the role of the coaches is to provide resource advice as needed.
  o The ability to use good data is a major aspect of this process. Dr. Gabriel will meet with the campus teams to help put the data in context and assist the teams in understanding this information.
  o The coaches recognized the efforts of Jane Serbousek, the Director of NOVA’s Achieving the Dream initiative.

Concept for 15-Week Semester:
• In conjunction with Ms. Harrison, Dr. Dever presented the recommendation from the College Senate that NOVA institute a 15-week semester, consisting of 14 weeks of instruction and 1 week of exams. The College Senate also recommended that the class time (contact time for 1 credit per week) for the 15-week semester
should be 50 minutes. Dr. Dever noted that the present 16-week session is based on VCCS guidelines for course credits and the required 750 minutes of instruction per credit plus the required additional time for evaluation. In order to comply with this policy, classes in a 15-week semester would have to be 54/55 minutes per credit hour. An exception to policy would be needed from the VCCS for the proposed 15-week semester with 50 minutes classes. If the 50 minute hour were retained for a 15-week semester, serious consideration would need to be given to the amount of direct institutional time that would be lost (2 ½ hours for a 3-credit course); on the other hand, if the hour were increased to 55 minutes, serious consideration would need to be given to changed scheduling patterns.

- Although the recommendation had originally requested that the change be effective with the 2008-09 academic year, Dr. Dever advised that because the 2008-2009 working calendar had to be approved in November 2007, there was insufficient time to thoroughly review all the implications of such a change.

- Ms. Beth Harrison, Chair of the College Senate, noted that this was the second time that an Ad Hoc Committee of the Senate had addressed this issue. She stated that the rationale for endorsing this conversion was based on the belief that the 15-week semester would better serve the interests of our students and would align with the college’s strategic goals of Success, Teaching and Learning, Student Access, Excellence, Resources/Partnerships, and Leadership. A report from the College Senate, elaborating on these points, was previously distributed to the Administrative Council.

- In developing this recommendation, the College Senate also collected extensive information about the semester schedules of regional institutions and Virginia colleges and universities. Except for VCCS colleges, the prevailing pattern is the 15-week semester. PVCC also has a 15-week semester with 55-minute hours.

- Ms. Harrison discussed the flexibility that would result from such a change and noted particularly a closer conformity with institutions in the region, the ability to provide more academic advising prior to the beginning of classes, a shorter period for late registration, and more travel opportunities for classes, students and faculty. She also stated that a 15-week semester would be beneficial to non-traditional students.

- Council members were requested to share this recommendation with their staffs prior to further discussion by the Administrative Council.

- Dr. Templin acknowledged the College Senate’s thorough preparation in developing this recommendation. He requested that consideration be given to how the time between the semesters would be utilized to enhance student success. Opportunities for course building, new course development, enhanced opportunities for students, and rethinking how things are done in the classroom are possible focus areas.

Enrollment Management:
- Finalized 2008-09 Campus/ELI enrollment target projections by term
  - Dr. Gabriel provided data on the 2008-2009 Location/Venue FTES Target by Programmatic Contributors. He noted that the location/venue
projections are subject to ongoing adjustment, but the bottom line campus programmatic contribution totals should be maintained.

- 2006-2007 Spring/Fall enrollment analysis
  - Dr. Gabriel provided data comparing characteristics of the students enrolled during the spring semesters for 2005, 2006, and 2007. This information was requested as a means to identify trends or college actions that may have impacted the large growth experienced in Spring 2007.
  - For the purpose of analyzing the data, Dr. Gabriel considered the growth rate of 2-4% to be a natural growth trend for the college without focused efforts, and any growth over 4% to reflect the impact of focused marketing and/or other college efforts. Based on these criteria, he noted that significant growth has occurred in the 18-29 age group, with the greatest impact being shown in the 18-21 age group. This area of growth correlates with the focus on high school outreach and recruitment efforts. Other initiatives such as the College Call Center, enhanced schedule building, comprehensive admit packets, student success initiatives, and academic advising are factors that may have contributed to this result.
  - As the number of high school graduates is expected to decline in the next few years, it was noted that future outreach should focus on increasing NOVA’s draw rate in area high schools, as well as identifying other markets. Future ELI capability also needs to be considered.
  - An analysis of Fall 2007 enrollment will be presented at the next meeting.

Budget Planning:
- FY 2009 forecast update
  - Dr. Templin reported that the recently identified critical needs that were not included in FY 09 budget will be funded. He also stated that provosts should move forward on the first round positions that were approved for 2008-2009.

Faculty Positions for 2008-09
- Presidential Discretionary Positions
  - In view of the uncertain budgetary outlook, the discretionary positions will not be filled at this time.

Other items:
- Dr. Templin discussed the Virginia Business Higher Education Council meeting scheduled for January 18. This is a venue where the higher education and business communities come together, providing an opportunity for college staff and student leaders to meet others supporting higher education in VA.

The next meeting of the Administrative Council is Tuesday, December 18, at 9:30 a.m. in the Large Board Room.
Tracking & Upcoming Items
Curriculum Proposals – Dec 18
Vice President of Financial & Administrative Services Search Process – Dec 18
Telecommuting Policy Recommendation
Commencement Report
2008 Marketing Plans – Jan 8
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
International Travel
College/Campus Student Success Plans
Green Idea