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

Dr. Sharon Robertson represented Dr. Dever.

Achieving the Dream:

- Dr. Tardd reported that NOVA will be able to send fifteen representatives to the Achieving the Dream 2008 Strategy Institute.
- The Core Team leaders have all the information needed for the AtD presentations at the campus convocations.
- Dr. Templin noted the importance of clarifying the processes for moving recommendations from the core team to the Administrative Council, as well as identifying specific roles in the decision-making process.

Enrollment Management:

- Finalized 2008-09 Campus/ELI enrollment target projections by term
  - Dr. Gabriel stated that the 2008-09 enrollment targets have been finalized. The 2008-2009 annual target is 4.5% above the 2007-2008 enrollment. He advised that the OIR document, *Enrollment Planning by Campus and Division 2008-2009*, provides historic and current enrollment data useful for planning purposes.

- Fall 2007 enrollment analysis
  - Dr. Gabriel reported that NOVA’s final FTES growth rate for Fall 2007 over Fall 2006 was 10.1%.
  - According to the Fall 2007 data, the largest enrollment increase was among students in the 18-21 age group while significant growth also occurred in the 22-24 and 25-29 age groups. The data also reflected an increase in the number of first-time students as well as improved retention rates.
  - Council members requested that the data be further broken down for students included in the jurisdictional category “Outside Northern Virginia,” and in the race category “Others.” More information was also requested on the 22-24 age group as to their educational goals, e.g., whether they are pursuing degree completion or pursuing non-credit goals. Dr. Gabriel stated that more comprehensive data would be available by mid-spring.
  - Dr. Tardd noted that this data verifies that NOVA is on target with the Achieving the Dream focus on underserved populations. It also verifies the college’s identification of gatekeeper courses.
Curriculum Proposals:

- Approve Revisions to Early Childhood Program, Discontinue the School-Age Child Care Career Studies Certificate, and Approve New CHD Course
  - The proposed revisions to the Early Childhood Development AAS degree, its Paraprofessional specialization, and related certificates are proposed as a result of a VCCS effort to align the AAS degree with national and state standards and initiatives. The VCCS expects all colleges with the program to follow the new common degree curriculum. The NOVA faculty endorse these changes.
  - The program remains essentially the same in scope and purpose. The only new-to-VCCS course is proposed for the Infant and Toddler career studies certificate. Because of the changes to the AAS degree, some courses will not be offered in the future. To ensure that students can still move between certificate and degree programs, some changes are recommended to the related certificate programs.

The Administrative Council approved the proposed revisions to the Early Childhood Development AAS; its Paraprofessional specialization; the Early Childhood Development certificate; and the Infant & Toddler Care and Paraprofessional Teacher Assistant career studies certificates, to be effective Fall 2008. The discontinuance of the School-Age Child Care career studies certificate, also effective Fall 2008 and the initiation of a new 100-level CHD course, Working with Infants and Toddlers in Inclusive Settings were also approved.

- Approve the Discontinuance of the Optometric Technician Career Studies Certificate
  - The Medical Education Campus has proposed that the Optometric Technician career studies certificate be discontinued. As no formal education is needed to prepare to be an optometric technician, the program has generated few FTES and graduates throughout its existence.

The Administrative Council approved the discontinuance of the Optometric Technician career studies certificate effective Spring 2008.

- Approve New ART Course: Issues in Current Web Design
  - This course, proposed by the Communication Design faculty, is intended to help web design students understand changes in the world of web design. This course would replace the one-credit LBR 110 Effective Internet Searching course (which does not “make” reliably) in the Web Design Manager certificate and the Web Design Specialist career studies certificate. There are no prerequisite computer skills as this is an issues course rather than a skills course.
The Administrative Council approved the new ART course, Issues in Current Web Design, to be effective with VCCS approval. Dr. Robertson was requested to advise the Communication Design faculty regarding questions raised as to whether the title of the course adequately describes its content.

- Approve Admission Standard for Momentum 2+1 Nursing Program
  The Nursing faculty requests that in addition to the admission requirements for all Nursing students, students who wish to participate in the Momentum 2+1 program be required to have a 2.75 GPA from the last school attended.
  This is recommended because of the heavy course load Momentum students must take for two years.

  Mr. Foley advised that a competitive admission process will be implemented in Fall 2008 for the Nursing Program. Providing dedicated advisors to assist these students remains a priority. It was agreed that better communication is needed between the Nursing faculty and the campuses’ general education faculty to ensure effective academic advising throughout the college for students interested in this rigorous program.

  The Administrative Council approved the proposed admission standard for the Momentum 2+1 Nursing program effective Fall 2008.

Lecturer Budget:
- To address the issue of overruns in several adjunct faculty budgets, Dr. Templin proposed that the gains and losses for all adjunct faculty budgets be netted out for Fall 2007 to avoid any carry-over deficits for Spring 2008. This proposal was endorsed by the Administrative Council.
- Dr. Templin advised that strategies are being developed to deal with overruns in adjunct faculty budgets as well as in CEWD.
- He stated that a comprehensive review of operations is needed to identify any areas that are inefficient. In addition, the allocation model needs to be reviewed to ensure its currency and ability to accommodate new programs and special circumstances.
- A review of issues related to faculty load, overload, summer session, and reassigned time needs to occur. Dr. Templin will ask Dr. Dever to propose an approach to these issues and present it to Administrative Council.

Governor’s Proposed 2008-10 Biennial Budgets
- General Obligation Bond bill
  o Dr. Templin discussed the NOVA capital projects that are included in the General Obligation Bond proposed by the Governor.
- General Fund Operating Budget
  o The budget requests for higher education included in the Governor’s proposed 2008-2010 Biennial Budget were also discussed.
- Dr. Templin noted that federal funds will be transferred from the Virginia Employment Commission to the VCCS for the Workforce Development program.

The intent of this change is to enable the community colleges to consolidate and enhance workforce services throughout the state by streamlining services, expanding services to localities, and focusing on specific needs of each community.

IT Security Requirements:
- Dr. Sachs stated that the college is in the process of implementing the next phase of the new Commonwealth of Virginia IT security policies. Among the changes that will be included in this stage are:
  - No sensitive data can be stored on portable storage devices used by college employees (USB drives, laptops, CD/RW, DVD/RW, etc.) and these types of storage devices must have college data encrypted on them. Easy to use encryption software will be available to all faculty and staff to meet this requirement.
  - The ability for individual users to automatically add or update software on their computer will be restricted. Beginning in January, an easy process for getting software onto machines will be available.
  - The student network must be separated from the faculty/staff network.
  - No more guest or shared accounts will be allowed. The libraries will have to issue temporary logins and passwords to those who do not have a faculty/staff/student login of their own.
  - All passwords must be changed on a regular basis.
  - Strict and extensive new regulations must be implemented for processing of credit cards.
  - P-14 employees who are gone for one pay period will have their accounts locked.
- Dr. Sachs noted that these requirements will improve our security and better protect NOVA’s faculty, staff, and students.

Vice President of Financial & Administrative Services Search Process: Discussion deferred.

Other:
- Council members requested that information be provided by Human Resources regarding the requirement for background checks that is effective 1 January 2008.
- Dr. Templin acknowledged the many contributions made to Northern Virginia Community College by Alison Baker, Vice President for Finance and Administration and Charlotte Wilhelmi, Director of Government Affairs and Community Relations. This is their last Administrative Council meeting prior to their retirement.

The next meeting of the Administrative Council will be Tuesday, January 8, at 9:30 a.m. in the Large Board Room.
Tracking & Upcoming Items:
Telecommuting Policy Recommendation – Commencement Report – Jan 8
2008 Marketing Plans – Jan 8
Student Activities Proposal – Jan 8
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
International Travel
College/Campus Student Success Plans
Green Idea