Administrative Council Meeting  
February 12, 2008

Members Present: Acting Vice President Courter, 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.

Guests:
Dr. Elizabeth Harper, Associate Vice President, Student Services and Enrollment Management
Ms. Carol Sweetser, Special Assistant for College-wide Disability Services

Student Access & Success:
- Spring Enrollment
  - The Daily Enrollment Report for Spring 2008, as of February 12, 2008, reflects a 5.9% increase in FTES over the comparable date in Spring 2007. Dr. Gabriel noted that capacity is still available in second eight-week classes.
  - Dr. Gabriel distributed data on the potential FTES loss in Fall 2007 due to non-attendance by students registered for classes. If the enrollments of those reported as never-attending had been deleted, the loss would have been 218 FTES. It was noted that a significant portion of this was not reported until the end of the semester. Since the full process of deleting the enrollments of never-attending students is being implemented during Spring 2008, it is critical that faculty report these students at the designated times following the census dates for the class. Dr. Gabriel will provide the provosts and division deans with reports showing how the process was done on class-by-class basis in Fall 2007.
  - The proactive efforts taken by ELI to reduce the number of never-attending students were noted.
  - Financial and Administrative Services needs to develop a process for tracking the tuition revenue retained for students whose enrollments are deleted for never-attending.
- Achieving the Dream
  - Report out on Atlanta Conference
    - Dr. Tardd reported that NOVA had fourteen representatives at the recent Achieving the Dream Strategy Institute held in Atlanta. These representatives attended numerous sessions and considered the conference very productive and helpful for future planning. Dr. Tardd stated that NOVA’s AtD coaches consider the college to be on target.
  - Next steps in preparing implementation plan
    - The Core Team, in collaboration with the campus teams, will focus on the development of a draft strategic plan to be submitted in March. The final plan is due in May.
The Core Team will present a status report on the AtD initiative to the Administrative Council prior to its presentation to the College Board in April. Dr. Templin requested that the following items be addressed in these presentations:

- The present status of student success at NOVA in terms of the five measures of success identified by AtD.
- What factors in the review of data led to the identification of developmental math and persistence as NOVA’s two focus areas for Achieving the Dream?
- Within developmental math, where do the data suggest that intervention could make the most difference?
- As to persistence, what do the data (qualitative and quantitative) identify as areas critical to retaining students?
- Based on external research, what appear to be the most promising strategic interventions that have produced the best results?

From identifying strategies to measuring outcomes, this initiative will require new and explicit processes and behaviors in relation to student success. The feasibility of any strategy will have to also be considered in terms of funding and scalability.

The Medical Education Campus is focusing on the BIO/NAS prerequisite for its part of the AtD initiative.

Gates Foundation Visit:

- Dr. Templin reported that Mr. Lowell Weiss, Deputy Director of U.S. Special Initiatives for the Bill and Melinda Gates Foundation, will be visiting NOVA February 19-21. The foundation is presently exploring the possibility of a pilot project addressing the needs and opportunities for social mobility of low-income young people in the critical decade between ages 16 and 26. This project would consider the impact of a significant increase in the number of individuals in that population receiving post-secondary educational credentials. Community colleges could be a major vehicle for such a program.

- Mr. Weiss will be briefed at the Administrative Council meeting on February 19 on the following NOVA initiatives that are already impacting this underserved population. He will also visit the campus and/or other sites connected to these initiatives.
  - Pathway to the Baccalaureate
  - NoVaHealthFORCE
  - Training Futures
  - Achieving the Dream

2008 Faculty Recruitment – Round II:

- Drs. Dever and Gabriel presented the allocation for round two of the teaching faculty positions for 2007-2008. Of the twelve vacancies identified from October 2007 to mid-February 2008, two remained with the Medical Education Campus and ten were put through the allocation model. Due to the small number of
positions available, all ten were allocated with none being retained for presidential discretion. The allocation is as follows:

- Alexandria 2 positions
- Annandale 3 positions
- Loudoun 2 positions
- Manassas 1 position
- Woodbridge 2 positions

- Provosts were asked to submit to Dr. Templin proposed disciplines for the assigned positions by February 18.
- Dr. Gueverra noted that the present allocation model does not contain any factors related to student success. Discussion ensued as to what metrics would be appropriate to include and how they would calculate with the factors now included. The issue will receive further consideration.
- A request was made to have a report identifying the positions currently filled at the college on a restricted basis. Dr. Dever will follow up with Human Resources about this.

Vice President of Financial & Administrative Services Search Process:
- Council members discussed various aspects of the position description prior to its being finalized and submitted to the search firm.

Holiday Schedule:
- Acting Vice President Courter presented a proposed college holiday schedule for 2008-2009. This schedule, approved by the Administrative Council, ensures that NOVA employees have the same number of holidays as do all Virginia state employees.
- The college will be closed on the Wednesday before Thanksgiving, and the Winter Break will begin on December 24.

Task Force report on Student Mental Health and Questionable Behavior:
- Dr. Hinton reported on the findings of the Task Force on Polices, Procedures, and Resources for Responding to Students Having Mental Health Needs or Exhibiting Questionable Behavior. This sixteen-member task force represented various areas of the college and was charged with the following:
  - Determine and clearly articulate the college’s responsibility to students who self-identify as being mentally ill or whose behavior suggests mental health issues.
  - Assess the adequacy of protocols for referring students to outside mental health services providers.
  - Assess the relationships between the college and mental health organizations in the community, and propose any appropriate ways for strengthening communication and coordination.
  - Provide clear information for faculty and staff about warning signs and appropriate responses.
  - Identify designated points of contact for faculty and staff referrals in campus Student Services units.
• Review practices and protocols for communication and coordination among various college units, particularly in academic divisions, student services, and campus police officers.

• Assess the need for specialized training for faculty and staff.

• Review pertinent information in the Catalog, Student Handbook, and Faculty Handbook, college website, and other publications, and making recommendations for revisions as needed.

• Based on its assessment, the task force focused its research on the following:
  • College-wide coordination and consistency.
  • Campus-based support services.
  • College and campus communication networks.
  • Training and resources.
  • Partnerships with community mental health organizations.

• A number of recommendations are proposed for each area of focus.

• Dr. Hinton requested that council members share this initial report with their staffs and provide the taskforce with feedback.

• The task force believes that effective implementation of many of the recommendations will require the attention of a dedicated individual (special assistant). It was further noted that such an individual should act in concert with an active advisory committee.

• Dr. Templin asked Drs. Dever and Hinton to hold a final meeting with the task force to develop a proposed plan and schedule with milestones for implementing prioritized recommendations in the coming year and thereafter. They should bring that report back to Administrative Council so that it can be considered in relation to development of the budget for FY 2009.

• The Administrative Council acknowledged the excellent work of the taskforce in developing a comprehensive report on this very important subject.

Final Action on International Travel Policy & Procedures. Discussion deferred.

Economic Outlook & Implications. Discussion deferred.

• Commonwealth of Virginia revenues
• Governor’s Executive Order on Expenditures
• College Budget Contingency Plan
• Long-term Budget Planning
• Managing Full-time Position Vacancies
• Issues Related to Managing Expenses
• Recommendation of Personnel Policies Committee on Release Time

Duplicate Empl IDs:

• Dr. Sachs reported on NOVA’s plan to resolve the duplicate EMPLIDS issue. NOVA currently has approximately 2,400 students with duplicate emplids whose records have to be corrected so there is only one active id per student. The VCCS system-wide plan for resolving this issue is to be completed by November 1, 2008.
• The plan to complete this project has two simultaneous phases: Phase 1A will work on records with no enrollment activity, and Phase 1B will work with those with enrollment activity. To complete this work, a joint effort will be required, integrating efforts of technical staff from the College Information Service and of records staff from the campus Student Services Center and the Central Records Office.

• Dedicated time will have to be set aside to complete this work. Training and work schedules will be determined after consultation with the deans of students and the registrars.

Recommendation of Personnel Policies Committee on Release Time. Discussion deferred.

Federal Earmarks. Discussion deferred.

The next meeting of the Administrative Council will be Tuesday, February 19, at 9:00 a.m. in the Large Board Room.

Tracking & Upcoming Items
Quarterly report on CEWD revenues/expenditures- Feb 19
Student Activities Proposal
Draft 2008 Marketing Plan – March 4
OIR reorganization – March 25
Long-Term Budget Review
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time