Administrative Council Meeting  
February 26, 2008

Members Present: Acting Vice President Courter, Executive Vice President Dever, Interim Vice President Gabriel, Vice President Gary, Dr. Gueverra, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Dr. Daniel Lewis represented Dr. Hill, and Ms. Dmitrina (Ina) Dimkova represented Mr. Foley.

Dr. Butch Herod and Mr. Josh Wyner, ACE Fellows, also attended.

Guests: Mr. Edward Mellon, NOVA Purchasing Director  
Mr. Derrick Williams, Business Manager, Alexandria Campus

Vice President Courter introduced two new members of the NOVA staff. Mr. Edward Mellon has joined College Staff as the Purchasing Director, and Mr. Derrick Williams has joined the Alexandria Campus as the Business Manager.

Welcome to Josh Wyner – ACE Fellow:
- Mr. Wyner has been serving his fellowship at the College of William and Mary. He has been focusing on the College of William and Mary’s effort to increase the diversity, racial/ethnic and socio-economic, of the student body. During his visit this week to NOVA, he will be looking closely at support processes for NOVA students transferring to universities.

Student Access & Success:
- Spring 2008 enrollment report
  - The Daily Enrollment Report for Spring 2008 as of February 26, 2008, indicates an increase in FTES of 6.4% over the comparable date in Spring 2007. Dr. Gabriel noted that, as enrollment cancellation has not been completed for several days, the numbers may be slightly inflated.
  - The data indicate a loss in FTES of approximately 0.7% due to deletion for non-attendance.
  - Dr. Templin requested that data be collected to identify the students making up NOVA’s enrollment growth; e.g., is NOVA serving those who could go elsewhere, or is it serving those who would otherwise not have access to higher education?
- CCSSE Round 3
  - Dr. Gabriel reported that the Community College Survey of Student Engagement (CCSSE) will be conducted at NOVA during the period 17 March to 18 April. Provosts and deans will be notified as to the 118 classes that have been randomly selected by CCSSE to participate in this survey.
- CCSSE will examine student engagement in five benchmark areas: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners.
- OIR will provide a report of summary data once the findings are received. As NOVA has previously participated in CCSSE surveys, these data should be an excellent tool for assessing the institution’s progress and could be very useful in developing strategies for the Achieving the Dream initiative.

- Achieving the Dream
  - The Core Team and the Campus Leadership Teams will meet on March 6 to discuss both the recent Strategy Institute and the AtD efforts currently underway on the campuses and college-wide. Dr. Tardd noted that while all campuses are involved in the AtD college-wide focus on persistence and developmental math, campuses are not precluded from broadening their efforts into other areas.
  - Dr. Templin recently contributed to a report by the College Board that includes a recommendation that funding be provided through the Community College Competitiveness Act to scale Achieving the Dream nationally. He also will be discussing this initiative during his visit to the Bill and Melinda Gates Foundation in March.

- College Summit
  - This college access program focuses on low income and underserved populations. Curriculum developed by College Summit to prepare students for college is presently being utilized by some area high schools.
  - NOVA and College Summit are exploring a joint effort to develop a comparable curriculum or program for community college students as they transition from their initial college experience to preparing for transfer to a four-year institution. A work group will be established to develop a proposal for a curriculum or program that would fill this need.
  - Dr. Templin noted that while the AtD initiative will focus on the first-year experience, a College Summit partnership would focus on ensuring that students are prepared for their next step after NOVA.

Update on the Virginia General Assembly, Economic Outlook, and Implications:
- Dr. Templin reported that no additional budget information is available at this time. He noted that due to proactive planning, NOVA should be able to withstand another budget cut in this fiscal year.
- Drs. Templin and Dever and Vice President Courter continue to plan for various budget contingencies and will develop a time-frame for addressing specific financial issues.
- Efficiently managing resources is critical in a constrained budget environment. Among the areas to be reviewed are the summer session, faculty loads, faculty overloads, and reassigned time.
2008 Faculty Recruitment – Round II:

- Round One of the Faculty Class of 2008 was approved earlier by the Administrative Council and is currently being recruited.
- Recommendations for the Round Two positions should be submitted to Dr. Templin as soon as possible.
- It was noted that as a result of the grant received with the Arlington County Public Schools for the Governor’s Technical and Career Academy, the Annandale and Alexandria campuses need additional resources in the math and science disciplines. Dr. Templin noted that the Innovation Fund could be a source of initial funding for this particular initiative. A business model should be developed clarifying the initial resources needed as well as future plans for self-sufficiency.

March 10 College Board meeting:

- The College Board will meet on Monday, March 10, at the Woodbridge Campus.

Final Action on International Travel Policy & Procedures:

- The proposed International Travel Policy & Procedures, previously reviewed by the Administrative Council, were approved as presented and will be effective as of March 17, 2008.
- This document is designed to ensure that NOVA has in place both a clear policy and a defined procedure to support the institution’s expected increase in travel associated with the college’s strategic goals for international education. It is critical that all international travel be able to withstand close scrutiny.
- Dr. Dever noted the following provisions for special attention:
  - The new policies and procedures are applicable to all instances of international travel associated with NOVA, regardless of purpose, funding source, or destination.
  - Any travel outside the 48 contiguous states is considered "international travel."
  - The President must approve all international travel associated with NOVA. In cases of more than three college employees traveling for the same purpose, the Secretary of Education for Virginia must approve the travel.
  - All requests for international travel must be on the desk of the President at least 30 days in advance of the travel.
  - Before being sent to the President, the request for international travel must be reviewed and approved by the appropriate dean or unit supervisor and by the campus provost or unit vice president.
  - In all instances of international travel, additional documentation beyond the normal Travel Request Form is required. The type of international travel will determine the required documentation.
- A message will be sent from the President’s Office when the request is approved. This message will clearly outline the requirements needed to be fulfilled upon the traveler’s return.
Dr. Dever will develop a communication to the college community regarding this policy. It was agreed that this message should clearly state that approval will not be given for international travel that does not comply with the new policy and procedures, and that Dr. Paul McVeigh, Associate Vice President for Global Studies and Programs, should be contacted if assistance is needed in understanding or applying the procedures.

Inclement Weather:

- Announcements
  - Vice President Courter presented a proposal for clarifying the inclement weather closing announcements presently utilized by the college. The aim of these revisions is to present the announcements in the most simple and direct way.
  - Dr. Dever will review this proposal to ensure that it does not contradict the inclement weather closing FAQs currently being used. The College Senate will also be requested to review the proposed revisions.

- Tornado Preparedness Day – March 18
  - The entire college community will fully participate in Virginia’s Tornado Preparedness Day with a Shelter in Place exercise on Tuesday, March 18. Everyone will be required to cease operations when the exercise is announced at 9:45 a.m. and go to their designated shelters.
  - Construction sites are a particular area of concern in case of severe weather or other emergencies. Mr. Will Flagler, NOVA’s Director of Emergency Planning, will work with campus staff and project managers in preparing for this exercise.
  - Such an exercise will not only educate the college community as to the appropriate response to a Shelter in Place situation, but will also assist the college in assessing areas that may need further attention.

- National Incident Management System Training (NIMS)
  - The Administrative Council will receive this training on Tuesday, March 25, from 9:30 a.m. to 1:30 p.m. in CT 355.
  - This training is focused on providing a structure of incident management. This structure is based on best practices and includes such areas as appropriate inter-operability with first responders.
  - Vice President Courter stated that Mr. Flagler is serving on the VCCS task force charged with developing an incident management template for institutions of higher education.

The next meeting of the Administrative Council will be Tuesday, March 4, 2008, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Student Activities Proposal
Draft 2008 Marketing Plan – March 4
Action on Task for on Student Mental Health – March 25
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