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, and Dr. Tardd.

Dr. Butch Herod, ACE Fellow, also attended.

Dr. Dever convened the meeting in Dr. Templin’s absence.

Student Access & Success

- Spring 2008 enrollment report
  - The Daily Enrollment Report for Spring 2008 as of March 4 reflects an increase in FTES of 6.3% over a comparable date for Spring 2007.
  - Dr. Gabriel reported that the data remain stable and noted that an enrollment cancellation was just completed. Data on the impact of the second eight-week registration should be available by mid-March.
  - It appears that progress has been made in minimizing the never-attended deletions, especially by ELI. The importance of properly reporting never-attended data should be reinforced at the beginning of the second eight-week session.

- Preparations for AtD Coaches visit – March 18-20
  - The coaches will confer with NOVA’s Core Team on the draft plan due to Achieving the Dream in March. It is critical that both this report and the AtD activities, college-wide and campus-based, stay focused on the areas chosen by the institution for this initiative. Dr. Tardd noted that campuses, in addition to their participation in the college-wide activities, can use the AtD strategy approach to address specific campus issues.
  - Prior to the coaches’ visit, the AtD Core Team and the Campus Leadership Teams will meet to discuss the recent Strategy Institute, proposed strategies for this initiative, and campus activities. Recommendations from this leadership meeting will be forwarded to the Administrative Council for review.
  - The Core Team will report to the Administrative Council in April on the draft plan submitted to Achieving the Dream. A report on this plan is also scheduled for the College Board meeting on May 5.

2008 Faculty Recruitment – Round II:

- Once the final recommendations for these positions have been received, Dr. Templin will forward the approved list to Human Resources to begin the recruitment process.

March 10 College Board meeting:

- Included on the agenda will be a report by Dr. Hill as to the impact of BRAC on the Woodbridge Campus.
• Dr. Saperstone stated that the Annandale Campus would like to host one of the 2008-2009 College Board meetings.

Commencement – Academic Regalia Orders:
• Information on regalia orders will be sent out this week along with a second notice regarding faculty marshals. Vice President Courter noted the importance of having the regalia orders in by the deadline, and the difficulties faced by the bookstores in filling late orders.
• Dr. Dever has informed the Commencement Review Committee of the Administrative Council’s endorsement of its report as well as the items identified for further discussion. He noted that Ms. Dolan and the subcommittees continue to work on these changes.
• A message on changes in the commencement ceremony will be sent to the college community in late April.

Task Force on Minimum Degree Requirements:
• Dr. Dever presented a draft charge for the Task Force on NOVA Minimum Degree Requirements. The Administrative Council previously requested that a task force be convened to conduct a comprehensive review of the differences between the minimum degree requirements specified by VCCS and those specified by NOVA, in order to determine whether any adjustments should be made to current NOVA requirements. This draft charge will also be reviewed by the Curriculum Committee.
• This review by the Task Force, to be co-chaired by Drs. Gueverra and Hinton, is to be done in accord with specific principles. These include compliance with the minimum degree requirements set forth by VCCS and SACS, compliance with the general education goals set forth by VCCS and NOVA, preparation for transfer or for career/technical positions, and ensuring the integrity of the college’s education program while eliminating possible barriers to student success. The Task Force will be asked to consult widely in gathering information and perspectives.
• Dr. Dever noted that NOVA’s minimum degree requirements are currently more specific or greater in number than those specified by the VCCS.
• Council members agreed that plans for the Task Force should move forward and that its membership should include faculty from each campus, representing various disciplines for both transfer and career/technical programs.
• The final draft of the charge is to be presented at the Administrative Council meeting on March 11. The Task Force will be asked to make a report along with any proposals to the College Curriculum Committee by its October 2008 meeting.

“R” Grade Policy and Procedures:
• Dr. Dever discussed a proposed recommendation from the Academic Deans Council to be submitted to the VCCS Academic and Student Affairs Council (ASAC) for a revision to the “R – Re-Enroll” grade section (5.6.0) in the VCCS Policy Manual. The specific statement refers to the use of the R grade in developmental and ESL courses. The revision would replace the statement that
“Students who reenroll in a course will complete those modules or portions of the course not previously completed; they do not retake the entire course” with “In order to complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.

- As currently written, the statement implies that all developmental and ESL courses are organized in modular fashion, with specific learning objectives that can be accomplished independently of each other. While this may be true for some courses, it is not the case for many courses.
- Revising the sentence would not hinder modular approaches to developmental and ELS instruction when appropriate. But it would not prescribe a blanket approach to instructional methods that may be unworkable or inappropriate in various circumstances.
- The Administrative Council endorsed moving forward with this recommendation. However, it was noted that the use of modularization should continue to be considered whenever appropriate as a means to enhance student success.

Other Items:

- The Report of the Chancellor’s Emergency Preparedness Review Task Force, *Focus on Emergency Preparation and Management*, was distributed. Dr. Hill and Mr. Jim Kalleta, Chief of Police, Annandale Campus, served on this task force. The report offers recommendations and provides information on actions taken by various institutions, such as NOVA’s emergency communication plan.
- Provosts were asked to review the document, “Contacts for Emergencies and Instances of Serious Student Behavior,” that was distributed earlier to ensure that all offices whose numbers are listed are prepared to respond appropriately when calls are received. If no one is available at a particular number, the caller should receive a message with an alternative number and/or directions for getting assistance. It is critical that emergency numbers are consistent throughout the website and in college publications.
- Council members requested that, following the National Incident Management System training on March 25, Mr. Will Flagler, NOVA’s Director of Emergency Planning, provide an overview of how all these reports and training opportunities intersect.
- The College Service Awards luncheon will be held on March 31 at the Waterford in Springfield.

Revised Administrative Council Meeting Schedule:

- The revised schedule for the Administrative Council meetings for March through May 2008 was distributed.

The next meeting of the Administrative Council is Tuesday, March 11, at 9:30 a.m. in the Large Board Room.
Tracking & Upcoming Items:
Student Activities Proposal – March 11
Draft 2008 Marketing Plan – March 18
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