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

Student Access & Success:
- Spring enrollment
  - In Dr. Gabriel’s absence, Dr. Templin reported that the data continue to show an increase in FTES for Spring 2008 of 6.2% over a comparable period for Spring 2007.
- Achieving the Dream – Next Steps:
  - Dr. Tardd reported on the March 4th AtD Leadership Team meeting and provided information on proposed strategies for NOVA’s focal points of student persistence and developmental math (Math 03). He noted that this information illustrated the “what” of the strategies and not the “how,” and was informed by qualitative data from NOVA focus groups and best practices from other institutions.
  - In addition to outlining college-wide strategies, information was provided on gatekeeper courses as possible pilots for campus-based activities. While these pilots would be campus-specific and based on campus data, they must be ultimately scalable across the entire college. It was agreed that coordinated vetting of proposed campus activities is critical, and that all campus activities must address outcomes determined by the Core Team.
  - Dr. Templin requested that the AtD Core Team give a status/implementation plan report on April 15 to the Administrative Council and on May 5 to the College Board. In addition to recommending the specific actions related to the first year implementation plan, the report should include answers to the following questions:
    - What is the state of student success at NOVA? How many and what percentage of our students, especially our low-income students, first generation college-goers, and students of color (1) successfully complete the courses they take; (2) advance from remedial to credit-bearing courses; (3) enroll in and successfully complete gatekeeper courses; (4) enroll from one semester to the next; and (5) earn degrees and/or certificates?
    - What do the data tell us about why developmental math and college persistence are our two highest priority areas?
    - Within these two priority areas, what do the data tell us about where we need to focus?
      - Within developmental math, what do the data tell us about where we should focus our attention and why?
      - Within the area of college persistence, and particularly within the first-year experience, what do the data tell us
about where we need to focus within the first year experience?

- Within these areas of focus, what do the data suggest as the most promising practices/interventions in making the biggest difference in improving student success and why?
  - It was agreed that more information is needed as to how the Achieving the Dream initiative and the Academic Transformation Project intersect. Dr. Sachs will provide a presentation on the status of NOVA’s involvement in the latter at a future Administrative Council meeting.
  - Having sufficient data to identify the source of any success is critical to making decisions based on a culture of evidence.

- Gates Foundation Post-Secondary Education + Initiative
  - Dr. Templin reported on his recent visit to the Gates Foundation for a meeting on the Post-Secondary Education + Initiative. He noted that NOVA already has several programs in place that closely align with the initiative goal of significantly increasing the number of individuals, ages 16-26, who receive post-secondary credentials.

2008 Faculty Recruitment – Round II:

- Recruitment for the round two positions is ready to go forward.
- A report on the status of the 2007-2008 restricted teaching positions was distributed. Dr. Dever noted that many of the vacancies on which these positions are based have now gone through the allocation process. These newly established positions are now being recruited for on a continuing basis.
- Any questions regarding these positions should be forwarded to Myrtho Blanchard, Director of Human Resources.

Student Activities Proposal:

- Dr. Dever presented an updated Student Activities Proposal, noting that it
  - builds on the previous proposal for an Enhanced Student Activities Program (September 2007)
  - incorporates the endorsement and ideas of the Deans Working Group (November 20, 2007)
  - includes a recommendation from Finance and Administration for establishing consistency and coherence between the sources of revenue and the use of funds.

- This proposal aims to provide greater effectiveness and efficiencies in Student Activities through college-wide coordination in support of campus-based delivery, resulting in a consistently high level of Student Activities across NOVA. It establishes an orderly budgetary process as well as ensures unquestioned transparency, consistent accountability, and overall programmatic coherence in support of enhanced student life. It is expected that this proposal will lay the programmatic foundation for realizing future construction of comprehensive Student Centers on NOVA campuses.
In the past, Student Activities received funding from both Student Activities fees and the Revenue Fund. At the same time, the NovaConnect photo identification card system was funded from Student Activities fees. The updated Student Activities proposal stipulates that:

- All Student Activity Fees will be used for Student Activities.
- Revenue Fund monies will no longer be used for Student Services. However, Revenue Fund monies will be assigned to support the NOVA photo identification card system.
- The Revenue Fund for Campus and Community Life will be increased to $100,000 in FY 2009.

Included in the proposal are:

- the establishment of a College-wide Student Activities Coordinator.
- the development of a college-wide budget for items proposed by the SALT team and approved by the Deans Working Group. The remainder of the budget will be distributed according to the established formula. The Deans of Students, in consultation with the Provosts, will be responsible for managing the campus Student Activities budgets.
- the requirement for an annual report, available for review, on all Student Activities Fee revenue and expenditures (college-wide and campus-based).

Further consideration will be given to whether the Coordinator should report to a designated Provost, or to Academic and Student Services through the Associate Vice President for Student Services and Enrollment Management. Drs. Dever and Gueverra will confer, and report back to the Administrative Council, on this matter as well as the following next steps:

- A statement to address the appropriate use of student activities fees.
- Criteria and processes to determine what qualifies as a college-wide activity.
- A process for getting input from students as to what they want and need in the area of Student Activities.

The Administrative Council endorsed moving forward with the Student Activities proposal as presented.

Budget Implications of General Assembly Actions:

- Dr. Templin reported that approval of the state budget by the General Assembly is expected soon.
- Vice President Courter reported that, when NOVA experienced the $4.23 million budget cut in November 2007, additional funds were put in reserve against the possibility of additional budget cuts in FY 2008. Since November, this reserve has been reduced to address several immediate funding needs. As it does not appear that further budget cuts for FY 2008 will take place, a recommendation was presented as to the distribution of these funds.
  - $2.0 million of the $3.85 million reserve to be distributed to campuses and college units in accordance with the College State M&O distribution formula.
The remaining $1.85 million reserve balance amount to be held for FY 2008 large purchases or projects that are a minimum of $10,000 and can be contracted, delivered, invoiced, and paid prior to June 27, 2008.

- The Administrative Council approved the recommendation as presented.

Task Force on Minimum Degree Requirements:
- Based on the Administrative Council’s request that the membership of the task force include faculty from each campus and a balance of disciplines, Dr. Dever provided a revised proposed membership list for this task force.
- The draft charge will receive a final review at the meeting on March 18.

Educational Foundation Service/SCHEV Outstanding Faculty Awards. Discussion deferred.

The next meeting of the Administrative Council will be Tuesday, March 18, at 9:30 a.m. in the Large Board Room

Tracking & Upcoming Items:
Draft 2008 Marketing Plan – March 18
Institutional Memberships – March 18
NMIS Training for Admin Council – March 25
Action on Task Force on Student Mental Health – April 1
OIR reorganization – April 1
AtD Report on Student Success & Proposed Implementation Plan – April 15
Firearms & Other Dangerous Weapons - April 15
Police Department Reorganization – April 15
Long-Term Budget Review
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time