Administrative Council Meeting
March 18, 2008

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

Dr. Kirk Nooks represented Dr. Tardd, Dr. Monica Sasscer represented Vice President Sachs, and Mr. Michael Turner represented Dr. Hill.

Dr. Butch Herod, ACE Fellow, also attended.

Student Access & Success:
- Spring enrollment
  - The Spring 2008 Daily Enrollment Report as of March 18 shows an increase in FTES of 6.4% over the comparable date for Spring 2007. Dr. Gabriel estimates that these data include approximately 80% of the second eight-week enrollments.
  - As some loss of FTES is expected due to deletions for non-attendance, he predicts an increase in FTES for Spring 2008 of approximately 6.1%.

Emergency Preparedness:
- Tornado Drill
  - During the course of the meeting, the Administrative Council participated in the tornado drill at the Brault Building.
  - Vice President Courter stated that the drill provides an opportunity for the building wardens to gain experience in directing people to appropriate shelters, as well as to determine the space adequacy of the designated shelter areas. He noted that building wardens and campus police are in charge during these emergency operations and, in a real situation, would provide the provosts with an assessment of the situation. Clarification was requested as to when, in the course of such an operation, the provosts could expect to receive such an assessment.
  - It was agreed that good communication is critical and that the college community should be advised not only as to what to do, but also why a specific action is being taken. It was also agreed that the entire college community should be alerted whenever one campus executes an emergency response.
  - Vice President Courter will confirm the current protocol for sharing emergency information between the college and the local jurisdictions. He noted the need for NOVA to have communication capabilities that are compatible with those of the local jurisdictions.
  - Detailed information is needed as to emergency response protocols for college offices and classrooms located off-site. An incident commander and a chain of succession should be in place for each of these venues.
Council members were asked to provide Vice President Courter with feedback back from today’s drill.

Actions of the 2008 Virginia General Assembly:

- Dr. Templin will provide the college community with a summary of the approved budget and the provisions that directly affect NOVA. He noted that the budget does include a 2% salary increase for state employees in both FY 2008 and FY 2009.
- Negotiations continue regarding a General Obligation Bond and capital outlay.

Institutional Memberships:

- The 2008-2009 Institutional Memberships were approved as presented.

Task Force on Minimum Degree Requirements:

- Dr. Dever stated that invitations to serve on this task force will be going out this week. He noted that the charge for the committee is to review the differences between what the VCCS and NOVA require, and in accord with a set of approved principles, to determine whether any adjustments should be made to NOVA’s requirements. It is expected that the task force will be convened within the next several weeks and will make its report to the Curriculum Committee in October. Any approved revisions will be included in the 2009-2010 Catalog.
- Dr. Templin stated that increasing the number of graduates is a strategic goal for NOVA’s Strategic Vision 2015: Gateway to the American Dream and also for the Achieving the Dream initiative. He noted the need to review NOVA’s degree requirements and to identify barriers that may prevent students from graduating or moving on toward other goals. The institution should consider the needs of its stakeholders—students, four-year institutions, and area employers—especially in terms of effectiveness, efficiency, and flexibility of degree requirements. Additional issues for future consideration will most likely be identified during the course of this review.

Educational Foundation Service/SCHEV Outstanding Faculty Awards:

- Drs. Templin and Dever addressed the importance of the participation of the college community in this awards process. The council members were requested to encourage nominations for the Outstanding Service to the College awards.
  - The four categories of awards are
    - Full time teaching faculty (3 awards)
    - Classified staff (3 awards)
    - Non-teaching faculty (1 award)
    - Adjunct faculty (1 award)
  - Each nominee must be nominated by another member of the college community.
  - Nominations are due to the Awards Committee by April 1, and should be sent to Mr. George Gonchar, Business Technologies Division, Room 362, Bisdorf Building, Alexandria Campus.
The SCHEV Outstanding Faculty Awards are the state’s highest honor for educators at Virginia’s public and private colleges and universities.
  o Faculty members may nominate other faculty members or themselves.
  o The first step of the nomination process requires:
    ▪ A two page document outlining scholarly accomplishments in the four designated areas of Teaching, Discovery, Integration of Knowledge, and Service.
    ▪ A copy of current Curriculum Vitae.
  o Nominations must be submitted by e-mail attachment to James Lock, chair of the Awards Committee, by April 15, 2008. The Awards Committee will review the nominations and select up to four for final submission to SCHEV. Those selected must work with the committee in completing the full application packet as called for in the OFA guidelines (expected to be due in October 2008).
  o Dr. Dever noted that a support system is in place to assist the nominees with this process.

Other:
  • The Administrative Council endorsed a proposal that college personnel who volunteer at the Commencement ceremony on May 13 will be permitted to leave work at 2:00 p.m. Permission must be given by the volunteers’ supervisors, and offices must maintain adequate coverage during this period. Geri Dolan will work with Human Resources to define the administrative process to be used.
  • Dr. Gueverra reported on an initiative currently underway at the Alexandria Campus based on a concept of a middle college to serve youth presently in the foster care program. A bridge program is presently being considered, possibly for Summer 2008.
    o This program, originally proposed by the VCCS, is enthusiastically supported by Arlington County, Fairfax County, and the City of Alexandria.
    o Efforts are presently underway to identify NOVA students eligible for such a program. These students will have a single point of contact to help address their needs. Provosts will receive more information as it becomes available.

The Administrative Council will participate in the National Incident Management System (NIMS) training on Tuesday, March 25, 9:30-1:30 in CT 355. The next regular meeting of the Administrative Council will be Tuesday, April 1, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
NMIS Training for Admin Council – March 25
Draft 2008 Marketing Plan – April 1
Action on Task Force on Student Mental Health –April 1
OIR reorganization – April 15
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