Administrative Council Meeting
April 14, 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: Ms. Jane Serbousek, Director, Achieving the Dream
Dr. Kirk Nooks, Dean of Students, Loudoun Campus
Mr. Jim Kalleta, Chief, College Police

Dr. Butch Herod, ACE Fellow, also attended.

Student Access & Success:

- AtD Report on Student Success & Proposed Implementation Plan
  - A draft implementation plan has been submitted to AtD. It will be presented to the College Board on May 5.
  - Ms. Serbousek discussed the current status of the initiative, using both quantified baseline data and focus group findings. Among the data informing the draft plan were:
    - Students in the 18-21 age groups have the lowest course completion rate.
    - For progression from developmental math to credit math, the success rate of Math 3 students is 20%.
    - All groups in the 2004 Cohort have graduation rates less than 10% within three years.
  - Both the student focus groups and the faculty and staff focus groups identified barriers to student persistence and success. To address these barriers, the initiative will focus on the following priorities:
    - improving student success in developmental mathematics
    - improving retention and persistence rates
    - all work plans will include evaluation and continuous improvement
  - Strategies have been developed for specific areas such as developmental math, persistence and retention, the Extended Learning Institute, and the Medical Education Campus. Dr. Templin noted the importance of developing strategies that are both scalable and focus on transforming institutional decision-making.
  - The Administrative Council supports the core team’s recommendations for NOVA’s Achieving the Dream implementation plan.
  - Dr. Templin suggested that the final plan provide more specifics as to its scope as well as milestones for tracking the institution’s progress. It was agreed that an additional plan is needed to define the responsibilities for implementation.
  - Focus group findings are available on the AtD website and in the February edition of the AtD newsletter. The implementation plan contains the details of the priorities, strategies, and work plans.
  - It was agreed that generational issues should also be considered, especially in regards to expectations and modes of delivery and communication.
The Administrative Council acknowledged the excellent work of the core team in the preparation of the implementation plan.

- **Student Access: Is NOVA Attracting the Right Students?**
  - Dr. Gabriel presented data on the enrollment of low income and minority students for Fall 2005 through Fall 2007. The data show that NOVA is increasingly reaching more of the underserved population and that this increase corresponds positively with regional demographics.
  - Areas addressed in this data included:
    - enrollment of Pell eligible first-time to NOVA students (enrollment increased by 79%)
    - enrollment of first-time to NOVA students by race/ethnicity (the largest increase, 36%, was among Hispanic students).
    - enrollment of first-time to NOVA male students by race/ethnicity (The largest increase in enrollment, 38%, was among Hispanic males).
    - enrollment of first-time to NOVA female students by race/ethnicity (The largest increase in enrollment, 39%, was among Asian females)
  - Data for the period Fall 2000 to Fall 2007 for enrollment of first-time to NOVA students by race/ethnicity and by gender also show progress in increasing the number of low income and minority students.
  - Dr. Gabriel noted that the “first-time to NOVA” definition used in this report is consistent with the definition used in the Achieving the Dream data. He advised that the data will continue to undergo comprehensive review, and that it will be broken down by campus.
  - Dr. Templin stated that this increase in access for low income and minority students is the result of specific and intentional efforts such as Pathway to the Baccalaureate and High School Outreach and Recruitment.

- **Underserved Populations: Examining the Adult Student Population**
  - Dr. Gabriel provided data as to the enrollment of non-traditional students for Fall 2002 to Fall 2007. The data show that within this category, students in the 30-44 years age group showed the largest decrease in enrollment at 19.8%. He noted that within this age group, although the number of first-time students increased 6.3%, returning/reapplying students decreased by 25.3%.
  - Data as to the enrollment across disciplines for students in this age group were also presented. Information Technology was identified as the discipline with the largest decrease in enrollment (52.4%) from Fall 2002 to Fall 2007.
  - The data further indicate that 24% of the class enrollments of students aged 30 to 44 years were in dynamic courses in Fall 2007, and 31% were enrolled in night classes.
  - It was agreed that class schedules need to respond to both area market requirements and the need for flexibility of this specific population. Continuing Education and Workforce Development opportunities are critical to a focused strategy for increasing enrollment of non-traditional students. Area businesses will play the same role in this strategy as high schools did in the college’s earlier focus on high school graduates.
  - Dr. Templin stated that the college needs to begin developing its strategy, guided by data and best practices, to increase enrollment and retention in the 30-44 age
groups. He encouraged the submission of proposals for pilots aimed at reaching this goal.

- Dr. Gueverra noted that the Alexandria Campus is participating in a 3-year pilot, funded by AACC, focusing on the 50+ population who are planning to continue working. This project will create a clearinghouse between employers and NOVA as to programs needed for this population.

- High School Recruitment Results for 2007-08. Discussion deferred.

**Firearms & Other Dangerous Weapons:**

- NOVA’s authority to regulate firearms and other dangerous weapons extends to students, employees, and invitees to NOVA facilities and events. A person subject to the policy may either voluntarily place the weapon in police custody while on campus or leave the campus facility or event. Failure to do so will result in arrest for trespass.

- A person who is not a student or employee and is on campus but not entering a facility or attending an event is not subject to NOVA’s policy. Police will observe the person until they leave the campus.

- Vice President Courter presented a revision to the policy for firearms on campus. The revision, based on the need to clarify the exception to the policy for law enforcement officers, is as follows:

  "Bringing firearms and other dangerous weapons onto campus is prohibited. It is a violation of the rules to carry weapons or to leave them in a car parked on the campus. The only exception applies to law enforcement officers. While civilian-attired law enforcement officers have the authority to carry firearms, they must do so by keeping them concealed so as not to alarm others."

- The Administrative Council approved the revised policy as presented. This revision will be reflected in the college handbooks and ASPM. It is critical that college administrators and the Campus Police have a common understanding as to the enforcement of this policy.

- Chief Kalleta advised that the following actions be taken regarding firearms at the college:

  - Call your campus police. While waiting for a police response, exercise judgment as to actions that are in the best interest of those in the immediate area.
  - The police will inform the person of the college policy and follow through as per college procedures.
  - For off-site locations, call 911 to request assistance from the local jurisdiction. Information on the incident should be reported to the center director and to the appropriate campus police office.

- Dr. Templin noted that campus guidelines for civility and behavior continue to be reviewed. The posting of these guidelines would serve notice to the public as to college policy and expected behavior.

**Student Activities – College-wide Coordination. Discussion deferred.**

**Consolidated Working Calendar. Discussion deferred.**
Green Admin Council Meetings:
- The proposal presented by Drs. Sachs and Saperstone for green meetings includes utilizing electronic meetings and limiting the amount of paper handouts.
- Dr. Sachs noted that this would be implemented in phases until council members are comfortable with various technologies. He noted that this would also serve to prepare the Administrative Council for meeting remotely in an emergency situation.
- The Administrative Council endorsed the proposal. Drs. Sachs and Saperstone will develop a timeline for implementation.

MEC Provost Search:
- Five candidates are scheduled to be interviewed for this position. Dr. Dever will distribute proposed interview questions for consideration by council members prior to the beginning of the interview process on April 17.
- Interview packets were provided by Human Resources.

Review of the 15-Week Semester Proposal.
- Council members were asked to share this proposal with their staffs prior to further discussion by the Administrative Council on May 6.
- The College Senate has been asked to submit ideas on how the longer time between the semesters would be utilized to enhance student success.

The next meeting of the Administrative Council is Tuesday, April 22, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
OIR reorganization – April 22
Police Department Reorganization – April 22
2008-09 Technology Plan – May 6
Center for Excellence in Teaching & Learning – May 6
Review of the 15-Week Semester Proposal – May 6
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