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

Dr. Jimmie McClellan represented Dr. Gueverra.
Mr. Andrew Cornell represented Mr. Foley.
Mr. Robert Vaughn represented Vice President Gary.

Dr. Butch Herod, ACE Fellow, also attended.

Guest: Mr. Jim Kalleta, Chief, Campus Police

Student Access & Success:
  • High School Recruitment Results for 2007-08
    o Dr. Gabriel presented data as to the 2007 Northern Virginia public high school graduates attending NOVA in Fall 2007. Spring 2008 numbers will be available following data verification for the AKT report.
    o As the Department of Education projections on which the Fall 2007 targets were based were not reached, the targets also fell short. In spite of this, NOVA did well for Fall 2007 in increasing the enrollment of area high school graduates.
    o As requested, Dr. Gabriel will provide additional data to assist campuses in setting targets for 2008:
      ▪ Comparison data for 2006
      ▪ projected number of 2008 high school graduates
      ▪ the U.Va. report for projected high school graduates
      ▪ a 3-year history of each high school’s graduates enrolled at NOVA
      ▪ identification of schools participating in Pathway to the Baccalaureate program and those with career coaches
      ▪ inclusion of percentages in the data chart
    o Dr. Templin noted the importance of remaining focused on the high school population even as the institution turns its attention to the non-traditional student. Best practices should be captured and institutionalized.
    o A profile of individual high schools would be valuable for ensuring that resources are being directed to the right schools. Can NOVA expect a higher market share in particular schools? What are the expectations for new schools? Should alternative and extended high school programs be considered? Dr. Gabriel will draft criteria for the development of such a profile for campuses to use in setting targets. This topic will be revisited at a future Administrative Council meeting.
    o Information as to the number of high school graduates that did not initially attend NOVA, but enrolled later, would also be helpful.
    o It is expected that the number of area high school graduates who enroll at NOVA will continue to increase for the next two years before leveling off. To
compensate for a lack of growth in this population, NOVA will need to focus on increasing its penetration rate in this market.

- **Achieving the Dream:**
  - Council members discussed the presentation to the College Board on May 5. This presentation will emphasize strategies for addressing the priorities of developmental math and persistence in the 18-21 years age group. Strategies have been selected based on their potential for positively affecting the largest number of students.
  - Dr. Tardd noted that the preliminary feedback from the coaches on the NOVA’s draft implementation plan was very positive.

Student Activities – College-wide Coordination. Discussion deferred.

Consolidated Working Calendar:
- Dr. Dever presented the 2008-2009 Consolidated Working Calendar for review. He noted the revisions that had been made to the 2008-2009 General Information Working Calendar since its original approval in November 2007:
  - January 19, 2009 (Monday)—Martin Luther King Holiday for Students, Faculty, and Staff was added.
  - As a result of the holiday on January 19, schedule adjustment with permission for the sixteen-week session will begin on Tuesday, January 20, instead of Monday, January 19.
  - As a result of the holiday on January 19, the Census date and last date for schedule adjustments with tuition refund for the first eight-week session will be Tuesday, January 20, instead of Monday, January 19.
  - February 16, 2009 (Monday)—President’s Day Holiday for students, faculty and staff was removed.
  - The Non-instructional Days in October, 2008, originally listed as October 6 and 7, have been corrected to October 13 and 14, to coincide with the Columbus Day Holiday.
  - The narrative for the Independence Day holiday has been clarified:
    - Friday, July 3—Independence Day Holiday observed by faculty, staff, and students.
    - Saturday, July 4 through Sunday, July 5—Non-instructional days for faculty and students.
  - The Administrative Council approved the 2008-2009 Consolidated Working Calendar as presented.

Police Department Reorganization:
- Vice President Courter provided background about NOVA’s current Police Department organization. Although the Chief of Police has authority over the campus police officers in law enforcement matters, the police supervisor on each campus reports to the campus business manager on all other issues. With the
exception of costs for the Police Academy, all other police costs are funded from the campus business office budget.

- Based on the present organization, Vice President Courter presented the following conclusions:
  - NOVA’s police organization is not in accordance with “industry” practice. The lack of line authority by the Chief results in command and control issues and inefficient use of resources. Planning for emergency response is adversely affected.
  - The flexibility gained on the campus by having police do other things reduces the effectiveness of policing.
  - NOVA should centralize its police organization, with the campus supervisors reporting to the Chief and police budgets allocated centrally.

- The Administrative Council endorsed the development of an implementation plan to be reviewed in 30 days. Vice President Courter, in collaboration with the Police Chief, Facilities Director, College Enterprises Director, and Director of Human Resources, will consider the various areas to be considered in this proposal.

- There was consensus that the allegiance and responsiveness to campus needs must be retained as should communication with the campus leadership.

- Comments regarding this plan should be provided to Vice President Courter by May 20. It is anticipated that a reorganization plan will be implemented by July 1.

Other:

- College Forum Constitution
  - Dr. Dever reported that the College Senate’s proposed amendments to the College Forum Constitution and Bylaws have been forwarded to the President for review. These revisions will be considered at the Administrative Council meeting on April 29.
  - He noted that one major change would allow the campus councils to include adjunct faculty representation if they choose to do so.

- Registration for Summer 2008 and Fall 2008
  - Dr. Gabriel reported that registration is going very well for both sessions. Automated calls will be made to students who have not paid by the tuition deadline on May 1.

- Falls Church Education Center
  - Dr. Saperstone reported that a proposal is being developed for the Annandale Campus to use facilities at this center. The facilities would be used primarily during the day.

- Innovation Park Facility
  - Dr. Hinton reported that the Manassas Campus will begin utilizing space in this facility for Fall 2008.

The next meeting of the Administrative Council will be Tuesday, April 29, at 9:30 a.m. in the Large Board Room.
Tracking & Upcoming Items:
2008-09 Technology Plan – May 6
Center for Excellence in Teaching & Learning – May 6
Review of the 15-Week Semester Proposal – May 6
Budget Advisory Committee Recommendations – May 6
OIR reorganization – May 20
Finalization of College E-Mail Policy - May 20
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