Administrative Council Meeting
May 6, 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.

Dr. Butch Herod, ACE Fellow, also attended.

Guests:
Center for Excellence in Teaching and Learning Advisory Board members: Ms. Donna Clark, Dr. Jennifer Lerner, Mr. Bob Loser, Dr. Bruce Mann, Mr. David Munch, Ms. Nan Peck, Ms. Karen Sheble, Dr. Tony Stanzo, and Ms. Karen Walters.
Ms. Geri Dolan, Events Manager
Mr. Ben Pittman, Budget Director

Student Access & Success:
- Summer Enrollment
  - Dr. Gabriel reported that, as a result of enrollment cancellation, the Daily Enrollment Report for Summer 2008 as of May 6 shows a large drop in enrollments. He expects a significant increase in enrollments by later this week.
- Achieving the Dream
  - Dr. Templin noted the College Board’s positive response to the Achieving the Dream presentation at its meeting on May 5.

Center for Excellence in Teaching & Learning:
- Dr. Dever welcomed the Center for Excellence in Teaching and Learning (CETL) Advisory Board. He noted that the development of CETL is a strategic goal under Teaching and Learning in NOVA’s Strategic Vision 2015: Gateway to the American Dream. For the past two years, Drs. Dever and Saperstone have sponsored faculty member Nan Peck to coordinate a set of prototypical activities appropriate for CETL. During 2007-08, all the provosts endorsed a charge and appointments for an advisory board, with faculty representatives from each campus and representatives from the Academic Deans Council, to develop a strategic plan for CETL.
- The presentation was made on behalf of the CETL Advisory Board by Mr. Loser, Dr. Lerner, and Dr. Stanzo.
- The following CETL purposes were identified in the original charge:
  - Promote culture of evidence
  - Increase enrollment, retention, student success
  - Share instructional practices and technology
  - Support mentoring and student-centered learning
  - Support teaching and learning assessment
  - Enrich faculty professional development
Current CETL activities include:
- Coordinate new faculty orientations
- Host Power Up Your Pedagogy and Faculty Resource Fair
- Publish *Teaching and Learning Matters* newsletter
- Integrate and promote campus faculty development events
- Liaison to campus, college and VCCS committees
- Win grants for program funds
- Attend and present at faculty developer professional development events

CETL is a recipient of the VCCS Celebration of Excellence Award 2008 and has been endorsed by the Academic Deans Council and the Instructional and Student Services Committee.

During the strategic planning process, some forty feedback sessions were held with faculty, administrators, and committees. The second draft of the strategic plan reflected a scaled back full implementation to reflect budgetary concerns.

In addition to continuing and enhancing current activities, proposed additional functions for 2008-2010 include:
- Co-responsibility (faculty development) for Achieving the Dream goals.
- Co-responsibility (faculty development) for successful re-accreditation.
- Support faculty development for other college initiatives (NCAT, Reading Across the Curriculum, Global Studies, STEM, Supplemental Instruction, Mental Health, Emergency Preparedness).

Proposed staffing for 2008-2010:
- Director
- Administrative assistant
- Faculty developer 1: Faculty development and organizational development expertise plus specialization in learning communities.
- Faculty developer 2: Faculty development and organizational development plus specialization in learning outcomes measurements.

Plans through 2015 have been developed for additional activities and functions as well as for budget and staff needs. Proposed long-term outcomes include:
- Clear evidence of improved student learning
- Increased student success and satisfaction
- Enhanced attractiveness of NOVA to prospective students
- Increased faculty job satisfaction
- Increased attractiveness of NOVA to prospective faculty
- Institutionalization of learning from college initiatives
- Nationally recognized model for teaching in higher education

For each outcome or goal, indicators with specific metrics are also proposed.

The Administrative Council acknowledged the excellent work done by the Advisory Board in developing and presenting a comprehensive planning document that builds on already successful activities and point towards a new level of performance aligned with the aspirations of the college.

Following a very comprehensive discussion, the Administrative Council will focus on how CETL can be integrated with current college organization and budgetary resources.
Student Activities – College-Wide Coordination:

- Dr. Dever presented a follow-up to the Student Activities proposal approved by the Administrative Council on March 11, 2008. As requested, further recommendations for implementation of this proposal were presented.
  - College-wide Leadership and Coordination. The leadership and coordination of the college-wide aspects of the program are proposed to be placed under the direction of Dr. Jonathan Gueverra, Provost of the Alexandria Campus. Dr. Gueverra will work in consultation with other Provosts and the Executive Vice President to advance enhanced student life at the college. For operational implementation, he will work with the College-wide Student Activities Coordinator, who will report to him; with the Deans Working Group; and with the Student Activities Leadership Team (SALT). Recommendation approved.
  - Appropriate use of Student Activity Fees. It was proposed that student activity fee funds be used only for those activities, programs, and projects that enhance extra- and co-curricular student opportunities for affiliation, leadership, governance, service, challenge, recreation, sports, recognition, and general involvement in campus life. Council members asked for more time to consider the implications of this provision, particularly to make sure there is clear understanding as what should be excluded from funding. This item will be brought back for further consideration at an Administrative Council meeting in the near future.
  - Criteria and Process to Determine What Qualifies as a College-wide Activity. SALT and the Deans Working Group will be asked to develop operational guidelines and a process for determining what activities qualify as college-wide for purposes of coordination and funding. These determinations will be based on a set of proposed principles. It was agreed that this is a complex matter that will need extensive work under Dr. Gueverra’s leadership, particularly in relation to club sports. Recommendation approved.
  - Getting Student Input. The development of campus and college-wide programming should be done in regular consultation with NOVA students. Recommendation approved.

- It was agreed that complete transparency is critical as to the expending of student activities fees.

2008 Commencement:

- Ms. Dolan discussed the logistics for the Commencement ceremony on May 13 at the Patriot Center.
- The Commencement Committee has made a number of enhancements to the program, all designed to focus on the graduates, to expedite processes as appropriate, and to preserve the ceremonial dignity of the occasion.
- Mr. James W. Dyke, Jr., a leader in the Northern Virginia business and
education community and a longtime advocate for NOVA, will be awarded the honorary Associate Degree of Humane Letters. Mr. Ray Suarez, Senior Correspondent on the NewsHour with Jim Lehrer, will be the speaker.

Chancellor’s Listening Tour on Virginia’s Future – May 16:
- NOVA will host one of the strategic planning forums which comprise the Chancellor’s Listening Tour with Community Leaders on Virginia’s Future. Lord Fairfax Community College and Germanna Community College will also participate in this forum.
- The Chancellor will meet with business, industry, community, economic development, and legislative leaders to discuss their views of Virginia’s future and the role of Virginia’s Community Colleges.
- Concurrent with this forum, Vice Chancellor Sullivan will conduct a focus group session with students to gather their recommendations.
- Feedback from these events will be considered in the development of the VCCS strategic plan to follow Dateline 2009


Update on International Education Opportunities. Discussion deferred.

Campus & College Leadership for Learning Resources & IT. Discussion deferred.

Budget Advisory Committee Recommendations:
- Vice President Courter distributed the Budget Advisory Committee’s proposed fiscal year 2009 budget allocation methodology.
- This proposal will be presented for consideration at the Administrative Council meeting on May 20. Council members were requested to forward any questions to Vice President Courter or Mr. Pittman.

2008-09 Technology Plan. Discussion deferred.

The next meeting of the Administrative Council will be Tuesday, May 20, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
- OIR reorganization – May 20
- Police Department Reorganization – May 27
- 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
- Appropriate Use of Student Activity Fees