Administrative Council Meeting
June 24, 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, Dr. Saperstone, and Dr. Tardd.

Dr. Monica Sasscer represented Vice President Sachs.

Dr. Dever convened the meeting in the absence of President Templin.

Student Access & Success:

- 2008 Summer Enrollment
  - Based on current enrollment data, Dr. Gabriel expects a 7% increase in FTES for Summer 2008 over Summer 2007. He stated that NOVA is currently forty-nine FTES short of its target, and he anticipates the target will be exceeded with the second six-week session beginning on July 1.
  - He also advised that the early numbers for Fall 2008 look good. Students who have not paid their tuition will be notified prior to the August 1st enrollment cancellation. Students who are dropped during enrollment cancellation will receive automated message as to their options.
  - It was noted that new students attending some campus orientation sessions are being encouraged to register for classes during those events.

- Achieving the Dream
  - Dr. Tardd reported that some members of the AtD team are presently attending training on learning communities. While at this session, the team will develop a work plan for training and implementing learning communities at NOVA. This plan will include first-year activities with designated responsibilities. Additional plans will be developed for each subsequent year.
  - Julie Phelps and a team (including students) from Valencia Community College will be invited to make a presentation at Fall Convocation on enhancing the involvement of the college community in the AtD initiative. This team is also expected to meet with the math cluster. Dr. Tardd noted the possibility of having the team return for Student Services Day and the possibility of visiting the campuses.
  - As not all of the college community will be able to attend Convocation, it was suggested that the event be recorded for future viewing.

- Student Success Snapshot
  - This Student Success Snapshot, provided by the VCCS, is an attempt to expand the definition of student success beyond just graduation and to be more reflective of the community college mission. This expanded definition recognizes the following:
    - Most students attend part-time and often take longer than 3 years to complete a credential.
Most students need developmental education which extends their higher education career.

Many students complete coursework and enter four-year institutions without earning a two-year credential.

Improved knowledge about student success will enable community colleges to serve their students in new and better ways.

- This snapshot provided data on a cohort of first-time in college, program-placed students in Fall 2003. While students who began the preceding summer were included, dual enrollment students were excluded. Dr. Dever noted that another report including these students had been requested.

- Students were placed in the following categories:
  - Those who earned an award—certificate, diploma, or degree
  - Those who transferred without an award
  - Those still enrolled in 2006-2007

- Based on the criteria noted above, NOVA showed a total success rate of 52.9%. Dr. Gabriel noted, however, that these data were based on a cohort of 2960 students and that, following the introduction of the on-line admission application in 2004, the number of program placed students increased significantly. Dr. Gabriel advised that the number of program placed students in the first-time headcount increased from 48.6% in Fall 2003 to 74.0% in Fall 2007. As the number of graduates is compared against these larger cohorts, the success rate is not expected to be as high.

- It was agreed that the present business processes for graduation applications and degree certification can be problematic for both students and staff. It was further noted that graduations certified for previous years are not included in any of the college data. Dr. Dever advised that work continues on an on-line graduation application that is expected to be implemented soon and to streamline this process.

- Mr. Foley stated that the MEC is systematically reaching out to the other campuses to identify future cohorts for its programs. In addition to identifying these cohorts, this effort provides an opportunity to help future students successfully prepare for these specialized programs.

- As one of the AtD activities is enhancing the first-year experience for new students, a follow-up with these students regarding their program placement would be beneficial.

- Dr. Dever will review and report back on the number of students experiencing difficulty in successfully completing the new on-line admission application.

- It was agreed that students who accomplished what they set out to do should be included in any success data

15-Week Semester Proposal:
- This proposal was originally presented by Elizabeth Harrison on behalf of the College Senate at the Administrative Council meeting on December 4. At that time, Dr. Templin requested additional information as to how the time between
semesters could be utilized to enhance student success. That information has been provided to council members as have comments received from faculty and staff.

- Members acknowledged the extensive research and thoughtful deliberation that had gone into the proposal, which showed that the prevailing scheduling pattern in higher education is a 15-week semester. At the same time, they noted the VCCS requirement of 750 minutes of instruction, plus additional evaluation time, which would not be met with the proposal unless an exception to or change of policy was made.

- The general sense among members was that the current instructional schedule fits the distinctive needs of NOVA students, particularly those in career and technical programs with significant lab and clinical requirements. Moreover, the current attention to student success at NOVA was seen as aligned with fully utilizing the available instructional time, although it was acknowledged that research does not establish a necessary correlation between the amount of seat time and learning.

- It was acknowledged that the original proposal was cast within the framework of strategic goals for student success and the follow-up report set forth some thoughtful and creative ways to use the additional time. However, the overall sense was that the case for change was not so compelling as to overcome VCCS policy issues or to account for the loss in instructional time in a period when strategic attention is focused on greater student success in academic classes. Given the system-wide implications of the proposal, it was suggested that the Chancellor’s Faculty Advisory Committee would be the right venue to pursue any further consideration of the concept.

FY09 Budget Items:

- Final Budget
  - Dr. Dever noted that the budget discussion today was to finalize decisions made at the Administrative Council budget meeting on June 17. Mr. Pittman distributed the final version of the budget which incorporated revisions previously approved.
  - The final budget was approved as presented.
  - Dr. Dever noted that NOVA’s excellent performance in enrollment growth resulted in significant non-general fund revenues that provide the college with the resources to continue its pursuit of strategic goals.

- Contingency Plans
  - Acting Vice President Courter and Dr. Dever presented a proposal for maintaining a contingency for potential budget cuts. This contingency of approximately $4 million could be realized through various means, including not filling new positions resulting from enrollment growth, delaying some commitments until Fall 2008 enrollment is finalized, and a potential 5% reduction in M&O.
  - It was noted that contingency funds will be handled differently this year. In the past, contingency funds were not released until the spring following the approval of the state budget. For FY 09, the college will proceed with the commitments but will be prepared to stop items in progress (such as hiring) or cut back if necessary.
Follow-up Items

- Position requests for classified and administrative and professional faculty should be submitted in priority order by August 1 with a need/justification statement.
- Once the Fall 2008 enrollment numbers are available, final decisions can be made on the allocation of available new positions to teaching faculty, professional and administrative faculty, and classified staff. It is expected that these allocations can be considered at the Administrative Council meeting on September 30.
- At the meeting on October 14, a decision is expected to be made regarding the allocation of specific teaching faculty positions for 2009-2010.
- Innovation Fund requests for enrollment expansion/revenue generation proposals may be submitted to the president’s office at any time.

- In addition to the budget items noted above, a schedule was provided for further consideration of specific budget items.
- A planning meeting will be scheduled to examine the implications of enrollment growth on the college’s management of services and resources.

Faculty Salaries:

- Dr. Templin will provide a communication to the teaching faculty and professional and administrative faculty regarding salary increases. A similar communication will be distributed to the classified staff at a later time.
- The college continues to focus on serving more students who need access to higher education in the fastest growing region in Virginia and to compensating its employees competitively.

Chancellor’s Annual Planning Retreat, August 12-13:

- The Administrative Council was encouraged to attend this event. The focus of the retreat is student success and college readiness.

The next meeting of the Administrative Council will be Tuesday, July 8, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Facilities Planning 2008-2016 – July 8
2007-08 College Goal Results – July 8
2008-09 College, Unit & Administrative Goals – July 8
Telecommuting Policy Recommendation
LRS Position Finalization
Analysis of faculty hiring for 2007
Professional Development Program Coordination
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time