Administrative Council Meeting
July 22, 2008

Members Present: Executive Vice President Dever, Mr. Foley, Interim Vice President Gabriel, Dr. Guervera, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, and President Templin.

Mr. Steve Mahood represented Acting Vice President Courter and Ms. Joyce Samuels represented Dr. Tardd.

Student Access & Success:
- 2008 Summer Enrollment
  - The Daily Enrollment Report for Summer 2008 as of July 22 reflects an increase in FTES of 6.9% over a comparable date for Summer 2007.
- Fall Registration
  - The Daily Enrollment Report for Fall 2008 as of July 22 reflects an increase in FTES of 4.5% over a comparable date for Fall 2007. On July 15, a letter was sent to 8,998 students who had registered but not paid their tuition. Beginning August 2, an automated call will go out each morning to students dropped for non-payment. These calls will continue Monday through Friday from August 4 to August 22. A list of students dropped during enrollment cancellation will be available daily.
  - Dr. Gabriel noted that the College Call Center has received some inquiries as to whether any accommodations are being considered in light of the increasing gas prices. To get a sense of how many students are currently aware of the deferred payment plan, the call center staff will inquire as to the caller’s familiarity with this option.
  - A reminder regarding the tuition payment deadline, to include information on payment options, is available on the home page of the college website.
- Achieving the Dream
  - Dr. Templin stated that during the coming year a substantive report regarding some aspect of student success will be scheduled for one Administrative Council meeting each month.

2008 Convocation:
- The Convocation Committee is scheduled to meet on July 24 to finalize the program. The theme of student success will be the focus of the presentations by both Dr. Templin and the AtD team from Valencia Community College.
- Dr. Dever will provide a schedule of college-wide activities scheduled for the period August 14-25.
- Dr. Gabriel will provide an institutional profile of Valencia Community College and a summary of what has transpired there during its participation in Achieving the Dream.
- Dr. Templin stated that the Achieving the Dream initiative is just one part of NOVA’s strategy to increase student success. He noted course redesign, college readiness, and the significant increase in students receiving financial aid as examples of other efforts.
- It was agreed that enhancing student engagement and increasing the number of graduates are two areas that need to be addressed. Dr. Dever noted the importance of effective
academic advising for program-placed students by faculty who have taken ownership of their programs and are committed to the success of the students. He noted that faculty ownership of programs is generally strong for career-technical degrees but more problematic for transfer degrees. He suggested that this might be a topic for consideration for NOVA’s Quality Enhancement Plan (QEP) for the SACS reaccreditation process.

Governor’s Order on Reducing Discretionary Spending:
- Dr. Templin reported on the recent Governor’s directive regarding general fund revenues and noted that the following actions are to take effect immediately:
  - Out-of-state discretionary training or travel must be related to the direct delivery of mission-critical services and requires the approval, on an exception basis, of a provost or vice president. All travel approvals must be reported to the President. Council members will advise the President of any travel to out-of-country or out-of-state locations that currently is approved or planned.
  - Staff augmentation (outsourcing) and consulting contracts are not to be entered into or renewed except in exceptional circumstances. Acting Vice President Courter will review all consulting contracts, both those to be renewed and those being procured.
  - Non-personnel discretionary expenditures for equipment, software, furniture, etc., not directly related to instruction, should not be made. It was advised that credit card usage should be closely monitored.
- At present, approved recruitments and hiring actions may proceed as can normal travel to meetings within Virginia or the Washington metropolitan area.
- More specific guidelines will be defined as more information becomes available.
- Dr. Templin stated that the status of the college’s carry forward funds is currently under review. Acting Vice President Courter will present a contingency plan to deal with the possible loss of these funds at the meeting on August 5.

2008-09 College, Unit & Administrative Goals:
- Using the 2008-2009 college goals as guidelines, campus and unit goals are due to Dr. Gabriel by August 15. The complete template is due by September 15.

Governor’s Career and Technical Academies:
- The Loudoun Governor’s Career and Technical Academy will begin operation this fall at the C.S. Monroe Technology Center in Leesburg. Although NOVA will be a significant partner in the Loudoun Academy, it is not a co-equal partner as is the case with the Arlington Academy.
- This new academy should provide increased dual enrollment opportunities, especially in the areas of career and technical education, for the Loudoun, Manassas, and Medical Education campuses. Initial areas of focus will be on IT, Engineering, Horticulture, Auto Tech, and two specific healthcare tracks.
- As is the case with the Arlington Academy, the long-term plan at the Loudoun Academy is for students to earn enough college credit to graduate with an associate degree one-year after high school graduation in non med-ed programs.
These academies are the beginning of a dual enrollment delivery system requiring cross-campus collaboration with our local school systems.

Milan Haywood, Special Assistant for Career and Technical Education, is the contact person for information regarding the academies.

Although academies have existed in the Northern Virginia area for some time, the Governor’s Academies reflect an effort by the Governor and the Department of Education to give special attention to career and technical education by providing opportunities beyond secondary education for both collegiate success and productive employment.

2009 Commencement Date Change:

- The tentative date of Thursday, May 14 for the 2009 Commencement ceremony as proposed in the 2008-2009 Working Calendar has been changed as the Patriot Center will not be available at that time.
- As approved by the Administrative Council, the date for the ceremony was changed to Tuesday, May 12, 2009.
- It was agreed that the Commencement Committee is the proper venue for the discussion of possible alternative sites for 2010 and beyond.

College Readiness – Educational Options, Inc:

- Dr. Templin presented information on the Novel credit recovery program offered by EdOptions.
  - This program, presently being used by the Arlington Public Schools, provides an on-line assessment of a student’s strengths and weaknesses and generates a course focusing on areas needing improvement.
  - This assessment matches with the ACCUplacer and COMPASS tests and would allow the college to set the standards against which a student’s abilities are assessed and deficiencies remediated.
  - The program could be useful as one instrument used by the college in its cooperative efforts with local school systems to promote college readiness.
  - Dr. Templin will convene a broad-based group to hear a presentation on the program.
  - Dr. Sachs will investigate other programs with comparable purposes.

- In an effort to define NOVA’s expectations for college readiness, Dr. Saperstone presented a draft statement for consideration for inclusion in the college goals for 2008-09. This statement called for the college, in collaboration with high school administrators, to develop action plans that center around four areas: joint professional development opportunities for high school and NOVA faculty, strategies for preparing students and their parents for college, and preparations for college level math and English that will reduce the number of students who need developmental courses upon entering NOVA. She will circulate it among Administrative council members for further review.

- The Administrative Council will revisit the issue of testing expenses at the meeting on September 2. At that time, Drs. Dever and Sachs will report on the current status of testing and its funding.
Chancellor’s Annual Planning Retreat:

- Following the conclusion of the Chancellor’s Retreat, the NOVA attendees will meet to discuss follow-up to occur at the college.

The next meeting of the Administrative Council will be Tuesday, August 5, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Student Deletions Due to Non-Attendance – August 5
Unsuccessful Attempted Registration Report – August 5
Financial Analysis/Budget Study – August 5
Coordinator for Military Services/Military Registrar – August 5
Enhanced Instructional Support – August 19
Testing Expenses – September 2
Center for Excellence in Teaching & Learning (CETL) - September 23
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