Administrative Council Meeting
August 26, 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, Dr. Tardd, and President Templin.

Dr. Monica Sasscer represented Vice President Sachs.

Student Access & Success

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2008 as of August 26, 2008, shows an increase in FTES of 4.8% over the comparable date for Fall 2007. The report also shows that all campuses are currently showing an increase in FTES over the comparable date for Fall 2007.
  - It was agreed that information on the tuition payment plan should be clear and readily available to students. Likewise, the front-line staff should be able to explain all payment options to students. Acting Vice President Courter will review the information presently available on payment options.
  - Concern was expressed that students attending early morning classes are unable to transact other college business as offices do not open until 8:30 a.m. The Administrative Council will revisit the current policy on extended hours at the meeting on September 2. This current policy provides extended evening hours (until 7:30 p.m. Monday-Thursday) during the week before classes begin and during the first week of classes.
  - College offices are open on the Saturday prior to the beginning of classes. The number of students taking advantage of this differed among the campuses. Dr. Hinton stated the Manassas Campus scheduled an orientation during this time that was attended by a large number of students.

- Achieving the Dream
  - The AtD coaches are scheduled to visit NOVA in September. The goals of their meeting are to:
    - Meet with the data, core, and leadership teams.
    - Assess NOVA’s progress relative to the Implementation and Work Plans.
    - Assess involvement of internal and external stakeholders.
    - Address any concerns the college might have relative to AtD.
    - Discuss the February Strategy Institute.
  - Dr. Tardd noted that the Convocation presentation by Julie Phelps and others from Valencia Community College was well received. Dr. Saperstone suggested that, in the future, Convocation might be more effective if it was held on the first contract day for faculty prior to the start of the campus activities.
  - The core team will begin meeting in mid-September.
  - Dr. Tardd noted that each of the campuses held several New Student Orientation sessions during the summer. Students who attended these orientation
sessions will be tracked to determine both their persistence and academic success as compared with students who did not participate in an NSO.

- Five Learning Communities are in place for fall semester. Ten additional sections linking SDV and MTH 03 will be held in the spring semester. By the end of the spring semester we will have had fifteen linked sections of MTH3 and SDV 100. Dr. Tardd will collaborate with the provosts on developing a consistent structure to support these Learning Communities.

Budget Reduction Contingency Plans:

- The Administrative Council discussed several budget reduction contingency plans that included curtailment of carry-forward funds and potential operating budget cuts.
- Dr. Templin stated that, because NOVA has continued to reach its enrollment targets, it is expected that a 3-5% General Fund reduction in addition to the recurring $4.2 million cut can be accommodated without curtailing mission critical operations. However, the college must give renewed attention to the effectiveness and efficiencies of its operations.
- As we will not know until later in the fall how serious the cuts will be, the college will initiate a ninety-day delay in the filling of vacancies, effective September 1, in order to be better prepared. Also, although travel is not currently prohibited, administrators have been asked to review all travel requests very carefully.
- Dr. Templin will provide a message to the college community regarding these contingency plans.

Coordinator for Military Services/Military Registrar. Discussion deferred.

Student Deletions Due to Non-Attendance:

- Dr. Dever provided a status report on NOVA’s response to the VCCS policy for not awarding letter grades to never-attending students and “deleting” their enrollments. In Fall 2007, the college tracked the number of students identified as never-attending but did not delete their enrollments. Full implementation occurred in Spring and Summer 2008, with the enrollment of never-attending students deleted according to a specified protocol.
- The correct process requires that faculty report never-attending students immediately after the census date by completing a withdrawal form specifying NVRK as the last date of attendance and submitting it to the campus Student Services Center. SSC staff then deletes the student’s enrollment and backdates the deletion to a date before the census date. The backdating is critical so that the student is not counted in the census. A comprehensive review has shown that there were problems with some faculty not reporting students’ non-attendance on time and some instances in which Student Services Centers did not backdate the deletion correctly.
- Division Deans, Deans of Students, and Campus Registrars were informed about the errors. Division Deans were asked to review this policy with individual faculty who did not report these students in a timely manner and to ensure that future reporting complied with the policy requirements. Deans of Students and Registrars were instructed to correct the errors and revise business practices to prevent further errors. The outstanding errors are currently being corrected by the Registrars.
Due to errors that were not corrected before AKT, there are some discrepancies between the final FTES reported to the VCCS and the actual. Dr. Dever will advise the system of these errors and the efforts underway to prevent their re-occurrence.

Dr. Dever acknowledged the efforts of Drs. Sasscer and Lerner in helping faculty to correctly interpret and apply this policy for students in online classes.

Enhanced Instructional Support:

- Dr. Gabriel presented an evaluation of the tutoring program at NOVA during the Fall 2007 and Spring 2008 semesters.
- The purpose of the evaluation was to determine the effectiveness of tutoring services offered through the Perkins Grant funding and supplemented by college funds. These services include both peer tutoring (individualized instruction for students enrolled in ESL, developmental English, and developmental Math) and embedded tutors (instructor assistants) in selected class sections managed by the campuses.
- Dr. Gabriel noted that OIR was unable to collect data of consistent quality, thus impacting the results of the evaluation. The report concluded that the tutoring services on campuses lead to outcomes for these students equal to those of students who did not need the tutoring assistance.
- Among the recommendations for improving the effectiveness of the tutoring program is moving from a sole focus on activities to the development of a comprehensive outcome based plan that incorporates both the collection of data and expected outcomes.
- Difficulties in managing budgets and tracking expenditures were acknowledged, with a recommendation that a special monthly report be prepared by the Budget Office.
- The relationship between the tutoring program and the Achieving the Dream initiative was extensively discussed.
- It was agreed that Drs. Gabriel, Gueverra, and Tardd would collaborate on the development of a statement defining next steps for better organizing and coordinating NOVA’s tutoring program under the purview of the Achieving the Dream initiative. Included in this statement will be expected outcomes and strategies for achieving these outcomes as well as an organizational model, timeline for completion, and an estimate of required resources. It is scheduled to be presented at the Administrative Council meeting on September 30.
- Provosts were advised that Perkins tutoring funds already deployed can be used as needed. Additional college funds may be deployed as available. This decision will follow the report on September 30.
- The Administrative Council acknowledged the efforts of Dr. Gabriel and the OIR staff in the development of this report.

2008-09 College, Unit & Administrative Goals. Discussion deferred.

Administrative, Professional, & Classified Position Requests. Discussion deferred.
The next meeting of the Administrative Council is Tuesday, September 2, at 9:30 a.m. in the Large Board Room. Council members were reminded that an off-campus retreat is scheduled for Tuesday, September 23.

Tracking & Upcoming Items:
- Testing Expenses – September 2
- Center for Excellence in Teaching & Learning (CETL) – September 30
- ELI Success Data – September 30
- Allocation of New Positions – September 30
- Allocation of New Teaching Faculty Positions – October 14
- Emergency Planning Table Top Exercise – October 28 (9:30 am – 1:30 pm)
- 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