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

Dr. Jim McClellan represented Dr. Gueverra.

Student Access & Success:

- **Fall Enrollment**
  - The Daily Enrollment Report for Fall 2008 as of September 2 reflects a 4.4% increase in FTES over the comparable date for Fall 2007.
  - Classes are being held at the Innovation Park facility in Prince William County, the newly renovated area in the Annandale CS building, and the new space at Alexandria.
  - Dr. Gabriel noted that the current targets for Fall 2008 and Spring 2009, originally approved in October 2007, and revisited in March 2008, were retained even though the targets appear low compared with the enrollment increases for 2007-2008. Further analysis will be provided.
  - While it appears that the Fall 2008 target will be met, Dr. Templin stated that any increase above this target would position the institution to better address the present budget concerns.

- **Spring Directory of Services/Hours of Operation**
  - NOVA’s current policy on extended hours provides evening hours (until 7:30 p.m. Monday-Thursday) during the week before classes begin and during the first week of classes. In addition, campus offices are open from 10:00 a.m. to 2:00 p.m. on the Saturday prior to the beginning of classes.
  - Dr. Dever noted that when the Administrative Council originally approved these hours in March, 2006, it was agreed that campuses could provide additional hours, and that publicizing these hours would be a campus responsibility.
  - In an attempt to better serve students taking early classes and needing services prior to 8:30 a.m., consideration will be given to opening offices at 7:30 a.m. during the first week of classes as well as during the first two days of the second eight-week session for Spring 2009. Provosts were requested to discuss this proposed change with their staffs prior to further consideration at the Administrative Council meeting on September 9.
  - Dr. Gabriel stated that the College Call Center extended its hours during the recent peak period. Consideration will be given to whether the Call Center should consider opening earlier than 8:30 a.m.
  - It was agreed that publicity regarding these extended hours should be enhanced. It was also agreed that the Directory of Services information in the Schedule of Classes should be carefully reviewed to ensure that location and contact information is current.
Dr. Gabriel stated that the interaction between the College Call Center and the campuses is working much better. Having a designated campus contact has been critical to improving this process.

- Achieving the Dream
  - Six representatives from NOVA’s Achieving the Dream team will attend a conference on the First Year Experience and Learning Communities to be held at Virginia Tech. Dr. Tardd advised that campuses might wish to send additional participants.

SACS Preparation:
- Dr. Dever, in a follow-up to an earlier discussion on NOVA’s reaffirmation process, provided a projected schedule of actions to be taken by the institution between now and January 2010, when the reaffirmation process will be formally initiated by SACS. For Fall 2008, the institution will focus on four areas:
  - Compliance certification. Charlotte Calobrisi is in place as the Special Assistant for Compliance Certification, SACS Reaffirmation. The selection of a template for documentation and the completion of several samples are expected to be finished during this period.
  - Audit of faculty credentials. Human Resources is expected to provide the Administrative Council with a proposed plan and schedule in October.
  - Institutional effectiveness/student learning outcomes. OIR will provide the Administrative Council with a proposed plan and schedule in early November.
  - Briefing on the reaffirmation process will be provided to the College Senate and other groups.

- Work will continue on compliance certification, faculty credentials, and institutional effectiveness/student learning outcomes throughout the spring and fall of 2009. In addition, the appointment of a Steering Committee and Director, as well as consideration of possible topics for the college’s Quality Enhancement Plan (QEP), are projected for Spring 2009.
- In Fall 2009, the decision is expected to be made on the QEP, and the planning process will begin. The importance of having broad-based college support for the QEP and the importance of selecting a topic of major institutional significance were noted.
- A tentative schedule of activities has also been developed for 2010 through June 2012, when the reaffirmation process is expected to be completed.
- Throughout this period, attendance at the annual SACS meetings will be coordinated to ensure the widest participation in various workshops relevant to this process.

Coordinator for Military Services/Military Registrar:
- Dr. Dever presented a proposal to enhance NOVA’s outreach and services to the military community. This proposal was developed by a working group charged with reviewing services targeted to active duty military personnel, dependents, veterans, and the region’s military installations.
  - Enhancing NOVA’s services to the large number of military personnel in the area is increasingly important because of a number of factors: BRAC, the new GI bill, returning veterans, increased educational opportunities for military family members, and a decrease in military educational support staff. Toward this end,
the work group recommended that NOVA establish the position of the Director of Military Outreach. This position would provide leadership and coordination for all aspects of NOVA’s interaction with the military community. This position was approved for non-recurring funding during the regular budget process but is being held pending further review.

- In terms of more long-ranging planning, the group recommended the creation of two additional positions: Military Registrar and WDCE Director of Military Programs. The former would handle operational requirements such as registration, billing, Servicemembers’ Opportunity College (SOC), and GoArmyEd. The latter would be responsible for an expansion of the Workforce Development role in serving the military communities.

- More information was requested as to trends in this market as well as to successful practices of institutions currently having a large market share for this population. Baseline institutional data also is needed to complete a needs assessment and to develop expected outcomes. After extensive discussion, it was agreed that Dr. Dever will reconvene the work group to address specific areas needing further analysis. Drs. Gabriel and Sachs will join the workgroup for these discussions. A report back to Administrative Council is expected in October.

Testing Expenses:

- At the Administrative Council budget meeting on June 17, it was agreed that the current testing and assessment resources should be reviewed and that an allocation of $75,000 of non-recurring funds would be held for future distribution. Drs. Sachs and Dever were asked to report on the current status of testing resources, and Dr. Saperstone was to provide a proposal for the allocation of a portion of this funding that connected placement testing with the college readiness initiative.

- Drs. Dever and Sachs presented the findings of a survey about the operations at the campus Testing Centers. This comprehensive review included the structure of each campus office, the types of tests administered, the cost and funding sources of the tests, and off-site testing venues. Any corrections or updates to the survey information should be submitted to Dr. Sachs.

- Dr. Saperstone presented a proposal for a math pilot program to enhance college readiness. She noted that working together with the high schools, NOVA can help prepare students to take on the challenges of postsecondary education and enter college prepared to take college-level math classes.

  - The idea of a College Readiness Math Pilot Program was developed following a College Readiness Conference with Fairfax County Public Schools. This program would address two of the college’s strategic goals: Student Success and Partnerships.

  - The primary purpose of this pilot program would be to move students closer to college readiness and reduce the number of high school graduates coming to NOVA who need developmental math courses. It would also continue to develop and strengthen our relationships with area public schools systems.

  - Targeted high schools for this pilot include schools in Arlington, Fairfax, and Loudoun counties currently participating in the Pathway to the Baccalaureate Program.
Approximately 120 high school juniors in three Pathway high schools would be assessed in Spring 2009 using the math COMPASS Placement Test. Students who demonstrate college-level math skills would be offered the opportunity to take a dual enrollment math course in Fall 2009. Students who do not demonstrate college-level math skills would be given a diagnostic test developed by NOVA faculty and directly linked to our developmental math textbooks that would identify their strengths and weaknesses. Based on the results of this testing, math faculty from NOVA and from the high schools would collaborate on a customized high school readiness math course addressing the specific needs of the students.

- The students in the pilot would enroll in this specially designed math course during their senior year. The college math course would be a high school course taught at the high school by high school teachers during the regular school day.
- The math faculty from NOVA and the high schools would continue to confer and share best practices to ensure that these students graduate from high school ready for college-level math.
- The expected outcome is that high school students successfully completing the pilot course will graduate from high school prepared to enroll in MTH 151.

- The Administrative Council approved setting aside $15,000 to fund this pilot. Any funds not used by the end of the fiscal year will be used to purchase assessment tests.
- Approximately $60,000 will be distributed to all six campuses to be used for the purchase of college assessment tests. The distribution model is based on the number of campus placement assessment tests administered in 2007-2008 as shown in the survey. Actual distribution will await further budget review.
- The Administrative Council agreed that testing centers would offer any needed testing at the high schools designated to be served by their campus, regardless of which campus is offering the NOVA class for which the students are being tested.
- It was agreed that consistency in testing and other issues related to this service need to be addressed. The Educational Support Services group will be asked to convene a workgroup to consider these matters.

**September 8 College Board Meeting:**

- This meeting will be held at the Loudoun Campus. Topics will include Loudoun Phase III and the proposed Higher Education Center at Loudoun.

**Administrative, Professional, & Classified Position Requests:**

- Dr. Templin reported that fifty-six classified staff and administrative and professional faculty positions were requested for FY 2009. He noted that twenty-nine positions, to include teaching faculty, were budgeted for this period.

**2008-09 College, Unit & Administrative Goals:**

- Dr. Templin distributed the final version of the NOVA’s 2008-2009 goals.
September 23rd Planning Meeting on the Implications of College Growth:
   • Dr. Templin requested that council members provide him with specific discussion points for the retreat.

Other:
   • Dr. Templin advised that the draft six-year Capital Outlay Plan will be discussed at the meeting on September 30.

The next meeting of the Administrative Council is Tuesday, September 9, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
EdOptions Briefing – September 9 – 1:30 pm  
Center for Excellence in Teaching & Learning (CETL) - September 30  
ELI Success Data – September 30  
Six-Year Capital Outlay Plan – September 30  
Tutoring Proposal – September 30  
Allocation of New Positions – October 7  
Faculty Diversity – October 14  
Allocation of New Teaching Faculty Positions - October 21  
Emergency Planning Table Top Exercise – Oct 28 - 9:30 am – 1:30 pm  
Faculty Recruitment Strategy for Class of 2009 - November 4  
Telecommuting Policy Recommendation  
LRS Position Finalization  
Professional Development Program Coordination  
Green Idea  
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time