Administrative Council Meeting  
October 14, 2008

Members Present: Interim Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, and President Templin.

Dr. Kirk Nooks represented Dr. Tardd, Dr. Florence Richman represented Mr. Foley, and Dr. Sharon Robertson represented Executive Vice President Dever.

Guests:
Mr. William Chamberlain, Director, Facilities Planning and Support Services
Mr. Dave Courter, Director, College Enterprises
Mr. Dana Kaufman, Special Assistant to the President for Community Outreach

Student Access & Success:
- Fall Enrollment Analysis
  - The Daily Enrollment Report for Fall 2008 as of October 14 shows an increase in FTES of 2.5% over the comparable date for Fall 2007. Dr. Gabriel advised that, although students dropped for never-attending should be reflected in this data, some may still be outstanding.
  - Dr. Gabriel noted the likelihood that the fall target will not be met. Since Summer 2008 enrollment was above target, the shortfall in fall target will be compensated by summer enrollment. However, the Spring 2009 target needs to be met to reach the annual target. If the annual target is not met, budget recalculations may be necessary.
- High School Student Recruitment Report
  - One of the college’s primary marketing and recruitment strategies has focused on increasing the number of Northern Virginia high school students enrolling at NOVA. Dr. Gabriel presented data for assessing the success of this strategy.
  - The report on the Northern Virginia public high school graduates enrolled at NOVA indicates a decrease in enrollment of 1.2% for Fall 2008 as compared with Fall 2007.
  - The Fall 2008 enrollment for this population is 10.1% below the internal target set for that period. Dr. Gabriel advised that this target was 2% above NOVA’s 2007 penetration rate for each high school.
  - From Fall 2005 to Fall 2008, the number of Northern Virginia public high school recent graduates enrolled at NOVA increased by 48.6%.
  - Data were also provided as to the number of high school graduates enrolled at NOVA from Fall 2006 to Fall 2008 who attended high schools participating in the Pathway to the Baccalaureate programs in Fairfax, Loudoun, and Arlington public schools.
  - Dr. Templin stated that meeting the 2008 high school target would have made a significant impact on reaching the Fall 2008 enrollment target.
  - It was agreed that more information is needed as to possible external factors impacting this enrollment. For example, is enrollment in the high schools flat or decreasing in specific areas, and has recent redistricting
affected any of these schools? The present economic situation should also be considered.

- NOVA needs to focus on enrolling a higher percentage of high school graduates, as the number of high school students is expected to be flat or to decrease.
- Dr. Gueverra noted the importance of including parents of prospective students in the various outreach efforts.
- In developing an outreach and recruiting strategy, considering the various segments of the high school population and identifying those segments that NOVA is losing are critical.
- At the Administrative Council meeting on October 21, additional data on this topic will be presented and a strategy for high school recruitment for Fall 2009 will be considered.

Budget Reduction Planning:

- **Implications of Governor’s Announcement.**
  - Each college in the VCCS will have a 5% reduction in its General Fund budget. Dr. Templin stated that NOVA has developed a contingency plan for such a reduction.
  - There will not be a mid-year tuition increase.
  - The 2% state-funded salary increase will be eliminated for FY 09. NOVA-funded salary increases are expected to be delayed as well. Dr. Templin will send a communication to the college community regarding salary increases.
  - At the meeting on October 21, the Administrative Council will review its 5% contingency plan to clarify the institution’s current status as well as to identify its next steps. This discussion will include an update on hiring processes.
  - Dr. Templin stated that the Governor has only dealt with FY 09 funding, and as other reductions may follow, the college must continue its proactive planning.

- **Carryforward Funds:**
  - Dr. Templin reported that the carryforward funds are still in the Governor’s revised budget. The question is what will happen during the General Assembly session.
  - If allowed to keep all its carryforward funds, NOVA will contribute a portion of these funds to the VCCS to help in managing the overall budget reduction.
  - Prior to the meeting with the Ad Hoc Budget Committee, Vice President Garcia will develop a strategy for deploying the carryforward funds should they become available, while at the same having a contingency plan in place to ensure that monies are not spent if this funding is taken. He noted the importance of preliminary planning that would allow quick action should funds become available on short notice.
Six-Year Capital Outlay Plan:

- Mr. Chamberlin provided additional information on the Six-Year Capital Outlay Plan to be presented at the College Board Meeting on October 20. Included in this information was the addition of the Workforce Center at Woodbridge in the 2010-2012 biennium and space justifications using both the SCHEV-based projections and the VCCS-based projections. The latter is based on a three-year average.
- Mr. Chamberlin and Dr. Gabriel conferred on the enrollment data used in these calculations. Mr. Chamberlin reported that, based on these calculations, all NOVA projects included in this plan are justified on the basis of current and projected enrollments.
- It was agreed that correct coding when scheduling classes is critical to ensure proper class and space utilization.

October 20 College Board Meeting:

- Mr. Dana Kauffman discussed various strategies to enhance the working relationship between the college and the local jurisdictions. This is extremely important not only in light of the present budget situation, but also long-term as strategies are developed for responding to the increasing demands for NOVA’s services throughout the region.

Curriculum Committee Recommendations. Dr. Robertson presented the following recommendations on behalf of the Curriculum Committee:

- Proposal to Revise and Rename ENG 4-5 Reading Improvement I-II
  - After conferring with the VCCS English Peer Group, the English faculty proposed that ENG 4-5 Reading Improvement I-II be renamed Preparing for College Reading I-II and the course description be changed to reflect the revised emphasis on college reading.
  - The parallel developmental writing course sequence is called Preparing for College Writing I-II. Using some form of the term “college prep” in the course title infers that developmental reading and writing courses are offered to prepare students for college transfer and technical courses.
  - This course sequence is designed to prepare students for the reading component of college credit English courses and therefore is more specific than just helping students improve their reading abilities.
  - Updating these courses ties in well with the Achieving the Dream initiative and is consistent with what counselors try to explain to students as the course purpose.

The Administrative Council approved the proposal to change the name of ENG 4-5 to Preparing for College Reading I-II and to revise the course descriptions to reflect the intent of the course sequence. The proposal will be forwarded to the VCCS for final approval.

- Proposal to Reactivate GOL 206 Paleontology

The reactivation of GOL 206 Paleontology is aimed at meeting the demand by
students for more advanced Geology courses. This course is commonly taught at the 200 level and is designed to transfer.

**The Administrative Council approved the proposal to reactivate GOL 206 Paleontology.** The proposal will be forwarded to the VCCS for final approval.

- Proposal for New ECO 2xx Course – Understanding Our Environment: An Economic Introduction
  - An Environmental Studies program is presently being developed and this course would be part of the policy aspect of it. It is intended to be a stand-alone course from which students across all disciplines can benefit and to complement the environmental science courses currently being offered by the college.
  - This course has no prerequisites and is not designed as a transfer course. It covers less economic theory and more policy than typical upper division Environmental Economics courses offered by universities.
  - It was noted that the Academic and Student Affairs Council of the VCCS does not encourage community colleges to develop courses that are likely to be used for transfer but that are similar to those taught at the upper level at universities. If approved, this course would not be added to the list of pre-approved social science electives.

**The Administrative Council approved the proposal to create a new ECO course, Understanding Our Environment: An Economic Introduction.**

- Proposal to Discontinue the Advanced Respiratory Therapy Practitioner Career Studies Certificate
  - In response to changes in the field, curricular requirements for the Respiratory Therapy AAS degree program were changed and this career studies certificate program was slated for discontinuance shortly after it was initiated. Almost all students who started Respiratory Therapy under the short-lived configuration have completed this program and there will be no more students admitted into that curriculum. The one remaining student needs to complete two courses, both of which are still offered.
  - Discontinuance of the program will not affect the advanced standing available to students presenting current CRT and RRT credentials because the courses are applied to the Respiratory Therapy degree program.

**The Administrative Council approved the proposal to discontinue the Respiratory Therapy Practitioner career studies certificate program, effective Spring 2009.**

Chancellor’s Commonwealth Professorship/Faculty Fellowship Programs:
- Dr. Robertson distributed information on two VCCS award programs available to full-time faculty.
The Chancellor’s Commonwealth Professorship Award provides reassigned time, summer stipends, and funding for reimbursable expenses over two years to pursue self-directed projects.

The Chancellor’s Faculty Fellowship provides support to faculty pursuing doctoral degrees.

- Information on these award opportunities is available on the VCCS website. Applications for NOVA faculty are processed through the college Awards Committee. Those interested in pursuing either opportunity for the next academic year should submit the required materials to George Gonchar, chair of the Awards Committee, by November 10, 2008.

Virginia Tech Initiative:
- Dr. Templin discussed the various initiatives developed to enhance NOVA’s relationship with select senior institutions such as the College of William and Mary and the University of Virginia.
- He noted that the college is now emphasizing strengthening its relationship with Virginia Tech. The focus would be in the area of college transfer and strengthening NOVA’s engineering program.
- The names of college personnel interested in participating in discussions on this initiative should be forwarded to Dr. Templin.

News:
- Status of Great Expectations Program
  - The Great Expectations Program is being managed by the Virginia Foundation for Community College Education (VFCCE). Dr. Gueverra reported that NOVA is one of six community colleges receiving grants to pilot various components of this program aimed at providing a variety of means to help at-risk foster youth throughout the state complete high school and gain access to a community college education.
  - Data indicate that Virginia’s rate of college attendance for young people aging out of the foster system is very low. NOVA has received a grant from Freddie Mac for a feasibility study on providing older foster youth with housing. The Alexandria Campus is leading this effort. Dr. Gueverra noted that, in a recent meeting with social workers, lack of housing was cited as a critical problem and major barrier for students aging out of the foster system. Developing a housing arrangement packaged with an educational opportunity is one area being considered.
  - A report on the feasibility study is due March 2009.
- Volkswagen contribution to NOVA
  - NOVA has received a grant from Volkswagen that will include both funding and in-kind contributions. This grant focuses on enhanced automotive training.
• AACC/Wal-Mart Workforce and Economic Opportunity Initiative Grant Award
  o This grant is aimed at creating a pipeline of immigrant workers through enhanced opportunities in English as a Second Language. This effort will be led by NOVA’s Workforce Development unit.
  o This will be part of the American Dream Team Initiative that focuses on helping this population increase their earning capability through employment-focused ESL programs.

Other:
Dr. Templin and the Administrative Council acknowledged Mr. Dave Courter’s excellent service to the college during his tenure as Acting Vice President of Financial and Administrative Services.

The next meeting of the Administrative Council is Tuesday, October 21, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Center for Excellence in Teaching & Learning (CETL) - October 21
Faculty Diversity – October 21
Military Outreach Services Report – October 21
Allocation of New Classified, Admin& Professional Faculty Positions – October 21
Allocation of New Teaching Faculty Positions - October 21
Review of Student Activity Fee – October 21
Emergency Planning Table Top Exercise – Oct 28 - 9:30 am – 1:30 pm
SACS- Institutional Effectiveness & Student Learning Outcomes – November 4
Faculty Recruitment Strategy for Class of 2009 - November 4
CEWD Quarterly Enrollment/Revenue Report – November 4
Telecommuting Policy Recommendation
LRS Position Finalization
Green Idea