Administrative Council Meeting
November 25, 2008

Members Present: Executive Vice President Dever, Interim Vice President Gabriel, Vice President Gary, Dr. Hill, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Dr. Ronald Buchanan represented Dr. Hinton, Mr. David Courter represented Vice President Garcia, Ms. Ina Dimitrina represented Mr. Foley, and Dr. James McClellan represented Dr. Gueverra.

Student Access & Success:
- Spring semester enrollment
- Enrollment cancellation will begin on December 19. Dr. Gabriel advised that letters to students who have registered will be sent out on December 9. Letters will also be sent to all currently enrolled students encouraging them to register for the spring semester.
- Dr. Templin stated that having fewer new students registered in the fall semester and the uncertainties of the current financial crisis appear to be major factors influencing these numbers.
- Dr. Gabriel advised that, in a random survey of seventy students who dropped classes during Fall 2008, approximately 30% did so for financial reasons. It was agreed that NOVA must be proactive in addressing students’ concerns about paying for college. Suggestions included further negotiations with the deferred payment vendor on payment restructuring, workshops in January to assist students and parents through the financial aid process, and including a financial aid representative in the student orientation sessions. Dr. Templin, Vice President Garcia, and Mr. Courter will confer on the deferred payment plan, and Drs. Dever and Gabriel will confer on a strategy for enhancing financial aid marketing.
- The message on the college phone service and the website should also focus on NOVA’s efforts to respond to student and community needs during these difficult financial times.
- Dr. Templin noted the excellent radio ad for NOVA presently being used. Dr. Gabriel will make this ad available to the Administrative Council.
- 2009-2010 campus high school recruitment plans
  - Drs. Dever and Gabriel will review the campus high school recruitment plans. These plans will then be compiled and distributed to the Administrative Council.
- Achieving the Dream
  - The coaches will be visiting NOVA in February.

FY09 & FY10 Budget Planning:
- Position freeze
  - Two campuses have submitted their proposed freeze positions. Once all the proposals are received, the actual savings can be calculated.
• “Town Hall” budget meetings
  o The first “Town Hall” meeting held at the Annandale Campus was well attended and included a good question- and- answer period.
  o The intent of these meetings is to keep the college community informed on the current budget decision-making process as well as to provide a venue for suggestions and community involvement.

• Next steps with Ad Hoc Budget Crisis Committee
  o Specific recommendations will be requested from the various workgroups as planning continues for responding to additional cuts.

• Differential tuition proposal
  o Dr. Templin presented for consideration some possible new strategies for differential tuition and private investment to help NOVA realize additional revenue for meeting the increasing needs of its service community.

Recommendations of the College Senate:

• Extension of holiday schedule
  o Dr. Templin presented the following proposal on behalf of the College Senate:
    “In order to conserve energy, increase budget efficiencies, and improve morale, the College Senate unanimously recommends full closure of the College on December 22nd and 23rd, with compensation with faculty and staff.”
  o Dr. Templin stated that, because only the Governor can designate additional holidays, he does not have the authority to approve such a request.

• Inauguration Day
  o The College Senate also presented a proposal that the college be closed on January 20, Inauguration Day. The proposal specifically requested a decision be made either to keep the college open or to close it instead of offering the option of liberal leave.
  o The Working Calendar will be reviewed to see if adjustments could be made to the college holidays to provide an extra day off.
  o Every effort will be made to provide media coverage of this event to the college community if the college is open.

Allocation of New Teaching Faculty Positions for 2009-2010:

• Dr. Templin distributed the list of FY 2010 Round One Nine-Month Teaching Faculty positions. These will be considered at the Administrative Council meeting on December 2.

• Position announcements should be prepared once the list is finalized, even though funding is uncertain due to the budget crisis.

New Classified, Administrative & Professional Faculty Position Requests:

• Dr. Templin provided a listing of the initial requests for FY09 Classified Staff/Administrative and Professional Faculty positions.
He noted that this list will serve as the starting point when funds become available.

Center for Excellence in Teaching & Learning (CETL):

- Drs. Dever and Saperstone reported on the proposed 2008-2010 plans for the Center for Excellence in Teaching and Learning (CETL). Dr. Dever noted that, of the original FY 09 budget request, only the initial funding has been allocated. The remaining funding has been reallocated to meet other college needs.
- CETL continues to provide strong programming through its New Faculty Orientations and faculty professional development opportunities. The CETL website and the Teaching and Learning Matters newsletter currently provide faculty with information regarding these opportunities.
- Proposed focal points for CETL include:
  - Providing support and guidance for large-scale development of learning communities, based on successful instances where these have promoted greater student engagement and success.
  - Providing more support for NOVA’s adjunct faculty.
  - Conducting a needs analysis for faculty professional development.
  - Development of an Associate Faculty Mentoring and Development program to develop CETL faculty associates from within.
- Since many questions still remain about the structural organization of CETL and its relationship to other college projects and units, members were asked to follow up on specific matters:
  - Developing a more comprehensive and specific proposal for CETL to move its agenda forward—Dr. Sachs.
  - Defining a process for the interaction of CETL and the Office of Institutional Research, Planning, and Assessment in the areas of needs assessments and student learning—Dr. Gabriel.
  - Clarifying the relationship between AtD and CETL in fostering learning communities and student success—Dr. Tardd.
- Any questions or comments concerning this proposal should be forwarded to Drs. Dever or Saperstone.

Faculty Diversity. Discussion deferred.

Military Outreach Services Report. Discussion deferred.

Upcoming Admin Council meetings
- December 2 – 9 – 12 noon
- December 16 – 9:30 – 12:30

Other matters:
- The following reports on NOVA’s SACS strategy are scheduled for the meeting on December 2:
  - Institutional effectiveness and student learning outcomes—Dr. Gabriel.
o A draft template for the compliance report—Charlotte Calobrisi.
o An update on the audit plan for faculty credentials—Myrtho Blanchard.
o Reporting requirements for substantive changes—Dr. Dever.
• Dr. Templin acknowledged Ms. Dimitrina’s recent appointment as Special Assistant to the Vice President of Administration and Finance.

The next meeting of the Administrative Council is Tuesday, December 2, at 9:00 a.m. in the Large Board Room.

Tracking & Upcoming Items
SACS- Institutional Effectiveness & Student Learning Outcomes – Dec 2
Inclement Weather Procedures – Dec 2