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

Dr. Lisa Donaldson represented Dr. Hill.

Guest: Ms. Charlotte Calobrisi, Special Assistant for Compliance Certification, SACS Reaffirmation.

Student Access & Success:
- Spring semester enrollment
  - The Daily Enrollment Report for Spring 2009 as of December 2, 2008, shows an increase in FTES of 4.3% from the comparable date in 2008. Prior to the enrollment cancellation scheduled for December 19, Dr. Gabriel will provide the provosts with a list of students who have registered but not paid.
  - Dr. Saperstone reported an increase in the number of students interested in the Pathway to the Baccalaureate program.
  - The high school recruiting plans for 2009-2010 have been compiled and distributed.
- Achieving the Dream
  - Efforts are currently underway to develop parameters for the expansion of learning communities and to develop a format for incorporating this initiative into other areas.
  - Drs. Tardd and Gabriel noted the positive reactions to the learning communities presently in place. Dr. Gabriel noted that data were an integral and effective part of recent reports presented by those involved in this initiative.
  - The Core Team will meet with the Administrative Council in the near future.
  - Dr. Templin stated that a specific student success topic would be presented at an Administrative Council meeting each month. This discussion would be data-based and could be directly related to NOVA or to best practices on a national level.

FY09 & FY10 Budget Planning:
- Status of position freeze
  - As of November 30, all college positions are frozen, with the exception of police and full-time teaching faculty.
  - Vice President Garcia will provide the Administrative Council with an update on positions included in this freeze. He will also provide an update on the positions put forward by the provosts to meet their campus target. If by February, it appears that the college will not reach its target, further adjustments may be needed.
Potential salary adjustments
  - Dr. Templin stated that the college would not be able to make any salary adjustments during this budget crisis.

Inauguration Day Options:
- A review of the 2009-2010 General Information Working Calendar did not show any state holiday time that could be used for Inauguration Day, January 20.
- The College Senate’s proposal that the decision be specifically to open or close the college instead of giving the option of liberal leave was extensively discussed by the Administrative Council. Although the college cannot be closed as a holiday, it was agreed that flexibility for this historic event should be supported through liberal leave and faculty accommodation of student circumstances.
- During this review, an error was found in the 2009-2010 General Information Working Calendar. The working calendar stated that the college would be closed for the Thanksgiving holiday from Wednesday through Friday, as was the case in 2008. However, further review of the state holiday calendar shows that state offices will close at noon on Wednesday, November 25. As all four of the holidays kept in reserve are needed during the period of December 28-31, there is no half day to add to what is being given, as we were able to do this year. A correction will be made to the on-line calendar, and notification will be sent those who received the original calendar.
- The Administrative Council approved the following revision to the 2009-2010 General Information Working Calendar.
  - November 25, 2009 (Wednesday) Non-instructional day for faculty and students: College closes at 12:00 Noon.

As a result of this revision, the calendar will note the Thanksgiving holiday as Thursday, November 26, through Friday, November 27, 2009.

New Teaching Faculty Positions for 2009-2010:
- The list for FY 2010 Nine-Month Teaching Faculty positions (Round One) is currently being reviewed and will be forwarded to Human Resources once it is finalized.
- Dr. Dever will advise council members as to the date the required information from the campuses is due to Human Resources.
- Dr. Templin stated that, as in the past, nine-month teaching faculty positions are advertised at the instructor or assistant professor level. If a position needs to be recruited at a higher level, the case for an exception needs to be made before it is advertised.

International Student Recruiting:
- Dr. Templin discussed the proposal on international student recruitment that he presented earlier to the State Board of Community Colleges along with a proposal to fund international recruitment with the tuition paid by international students. This proposal was approved.
• He noted that this investment in marketing and recruitment is aimed at increasing
the number of F-1 students, both credit and non-credit, attending NOVA. This
market has the potential to be a self-sustaining and significant source of revenue.
• He discussed NOVA’s current efforts to establish a presence in Turkey. 
  Currently, there is not any US college or university in Turkey, and the demand for 
educational opportunities is great.
• A “turn-key package” is being developed that would provide students with 
  assistance at all stages of their participation in this program, both in Turkey and in 
  the United States. This package will initially focus on the ESL intensive program.
• An assessment of outcomes will be needed to differentiate between normal 
  growth and the growth expected to result from this effort.

Faculty Diversity. Discussion deferred.

SACS Conference:
• Attendance
  o The list of SACS attendees is being verified.
• Assignments
  o Council members planning to attend the conference indicated the areas of 
    interest to them. It was agreed that the attendees should attempt to cover as 
    many areas as possible to increase the institutional expertise for the 
    reaffirmation process.
  o Dr. Dever advised that a document is available on the SACS website 
    explaining the Quality Enhancement Plan (QEP).

SACS Reaffirmation of Accreditation Planning:
• Institutional Effectiveness
  o Dr. Gabriel presented an outline of an outcome-based institutional 
    effectiveness draft plan. This plan addresses the SACS expectations for 
    ▪ Institutional Effectiveness (Core Requirement)
    ▪ Institutional Effectiveness (Comprehensive Standard)
    ▪ College-level Competencies (Comprehensive Standard)
  o The SACS Visiting Committee in 2002 stated that all instructional 
    programs, administrative units, and campuses should complete annual 
    planning and evaluation, and that such evaluations should be outcome- 
    based.
  o The institution will focus on the following outcomes:
    ▪ Student learning outcomes—Knowledge, skills, and attitudes that 
      students take with them from a learning experience.
    ▪ Program outcomes—Associated with such group statistics as 
      graduation rates, retention rates, transfer rates, etc.
    ▪ College-level competencies—Extent to which graduates attain 
      designated college-level general education competencies.
- Efficiency/Effectiveness—Shown by the various administrative units which cannot directly demonstrate their contributions to improving learning outcomes.
- Quality customer (student) services—Levels of satisfaction of our students regarding educational practices and processes.
  - The college’s current annual process for planning and evaluation will be reviewed.

- Student Learning Outcomes
  - The plan calls for the following:
    - An emphasis on student learning outcomes in instructional programs
    - A demonstrated improvement in student learning outcomes through a program mapping process.
    - Improvement of general education and core competencies.
    - Assisting teaching faculty on student learning outcomes.
    - Enhancing the rigor in the annual planning and evaluation reports.
  - Dr. Gabriel stated that OIR will begin conducting workshops for faculty in Spring 2009. It was suggested that information on student learning outcomes be incorporated into the Power Up Your Pedagogy (PUP) and cross-campus events.
  - The college should complete several assessment cycles between Spring 09 and the final SACS report due in 2011.
  - It was agreed that the reaffirmation process provides an opportunity to enhance, and restructure if needed, various areas within the institution.

- Update on Plan for Audit of Faculty Credentials
  - Dr. Dever distributed an update from Human Resources on the preparation being done to audit faculty credentials.
    - NVCC Form 105-015, Justification Request for Faculty Competence, has been finalized and is available online.
    - HR is working with Denosys to streamline and enhance processes critical to the reaffirmation process. HR has provided training to the divisions’ administrative staff on the Dynosys functionalities relevant to this audit.
    - A comprehensive list of courses, including the status designation of “transfer,” “non-transfer,” or “developmental” is being compiled for final review.
    - Spreadsheets for adjunct faculty files have been sent to the Annandale divisions in preparation for the audit in January 09.
    - The full-time faculty audit is scheduled to begin in December.

- Draft Template for Compliance Report
  - Ms. Calobrisi presented a draft template for the required Compliance Report. Several examples of comprehensive standards were shown as they would be reflected in such a report.
  - The Administrative Council endorsed the template as presented.
o Dr. Dever acknowledged the efforts of Ms. Renee Kesner in the
development of this template.
o Ms. Calobrisi will confer with the Technical Applications Center as to
requirements associated with scaling and sustaining the template through
the reaffirmation process.

• Substantive Change
  o Dr. Dever discussed the new emphasis being given by SACS to
    requirements for reporting substantive changes.
  o One item receiving particular attention is the federal regulation regarding
    the reporting of new and discontinued programs. Whether such programs
    constitute a substantive change requires analysis of whether they represent
    a significant departure, either in content or method of delivery, from those
    that were offered when the institution was last evaluated.
  o NOVA is planning to report new and discontinued programs to SACS as
    they occur. All programs implemented since the last reaffirmation in 2002
    are being reviewed to see if they would qualify as a substantive change.
    Dr. Dever acknowledged the work of Dr. Robertson and Ms. Calobrisi in
    this review.
  • During the spring semester, a director and a steering committee will be designated
    to oversee the operational coordination for all aspects of reaffirmation to include
    the development of the Quality Enhancement Plan (QEP).

Military Outreach Services Report. Discussion deferred. Follow-up information to the
August discussion was distributed.

Inclement Weather Procedures:
  • The same procedures that were in place last year are still operative. Detailed
    instructions for these procedures are available on the college website and in the
    Faculty Handbook.

The next meeting of the Administrative Council is Tuesday, December 16, at 9:30 a.m. in
the Large Board Room.