Administrative Council Meeting  
March 24, 2009

Members
President: Executive Vice President Dever, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Hinton, Dr. Saperstone, Dr. Tardd, and President Templin.

Guests: Dean Cornell represented Provost Foley. Dr. Sasscer represented Vice President Sachs.

Student Access and Success:
- Spring Semester Enrollment
  - Dr. Gabriel reported that as of March 24 the spring 2009 enrollment is stabilizing around 7%. The college will now begin to focus on the summer enrollment.
- Achieving the Dream Update
  - Dr. Tardd reported that the Achieving the Dream (AtD) coaches Dr. Pickelman and Mr. McConohie will be speaking to the Administrative Council to receive an update on the status of AtD and the involvement of individuals with this initiative.
  - He explained that he provided the Council and the Board with the most updated data at the March 16th NOVA Board meeting. A college-wide AtD meeting will be held on March 27 in the Forum of the Ernst Center.
  - Dr. Templin requested a meeting that would allow the Council to do an analysis of where we are now with Achieving the Dream and the strategy for the second year plan. He asked that Drs. Tardd and Gabriel provide a recommended date for an in-depth discussion.

VCCS Strategic Plan:
- The President reported that the March 31st meeting for the Administrative Council will be held from 9:30-12:30 in the Provost’s conference room at the Alexandria campus. Immediately following this meeting, there will be a joint meeting between the Council and the College Senate to discuss the draft VCCS strategic plan. This meeting will be held in the Forum of the Schlesinger Center. The VCCS is preparing the System’s next strategic plan to the year 2015. The VCCS is requesting input from all the colleges regarding the goals for this plan. The focus of the meeting is to review and comment on the preliminary draft. Workforce is expected to be a principal theme for the plan.

Budget Planning Initiatives:
- Web Support Strategy
  - Dr. Gabriel stated that the college is approaching the end of stage one for the restructuring of the NOVA Website. He explained that the college has received very favorable feedback from independent consultants as well as students. He reported that there still needs to be a stronger emphasis on the quality of the content and the organization of material.
The college is currently using a Content Management System (CMS) to provide consistency throughout the Web. This control mechanism is only temporary through the transitional changes and will not be permanent.

The second stage of development will focus on increased functionality and social media, such as iTunes U, YouTube, Facebook, and MySpace.

Dr. Gabriel explained that, in order to fully achieve the necessary changes and improvements, it is being proposed that the web unit be restructured, and an additional web designer and content manager be hired. The college currently has two web designers and one content manager for the website.

The request for funding for these two positions is $25,000 for P-14 support between now and the end of this current fiscal year.

The Administrative Council approved the funding of $25,000 for this fiscal year for the hiring of these two P-14 positions.

For FY 2010, there is a request for two restricted positions. This will be considered, along with other FY 2010 proposals, at a later date.

Dr. Templin expressed the importance for the Administrative Council to have periodic audits of our practices so the college has a gauge to see if we are answering the questions that students need to know.

Space for the Loudoun Campus:

- Dr. Tardd provided a proposal for the Loudoun campus to acquire the space that is currently occupied by Old Dominion University (ODU) at the Mirror Ridge Office Building in Sterling. This space has 21,407 square feet of classroom space. If this space were to be acquired by the Loudoun campus, it would offer credit and non-credit courses. ODU is vacating its current lease, which has one year remaining on the terms of its contract with the leaser.
- Included in this proposal is the campus’s intention to move all activities and classes from Reston 1 to Mirror Ridge.
- The funding/cost implications for FY 10 would be minimal. The space is already configured with 16-18 classrooms. Dr. Templin requested that Dr. Tardd put a contingency plan in place in the event that something falls through. He also asked that Dr. Tardd work with Mr. Courter on the details of acquiring this space from Old Dominion University to ensure that the college stay within the State guidelines for such an acquisition.

Curriculum Committee Recommendations:

Dr. Robertson presented the following recommendations as approved by the Curriculum Committee:

- Recommendations of the Minimum Degree Requirements Task Force
  - This task force was appointed in April 2008 and was co-chaired by Drs. Hinton and Gueverra. The charge to the committee was to examine the differences between the VCCS and NOVA regarding minimum degree requirements.
  - A recommendation was presented to remove one 3-credit social/behavioral science requirement from the AA, AAA, and AAS degree requirements, to be effective Fall 2009.
The Administrative Council approved this action item.

- A recommendation to retain the current 8-credit lab science requirement. This action item was approved.

The Administrative Council approved this action item.

- The Administrative Council deferred consideration of other items related to minimum degree requirements.

- Revisions to the IST AAS Curriculum
  - A recommendation to approve the proposal to revise the IST AAS curriculum effective Fall 2009 to no longer require that students take all their electives from one career studies certificate and to include instead 12 credits of any ITE/ITN/ITP/ITD courses and 9 credits of any 200-level ITE/ITN/ITP/ITD course, ITN 156, ITN 157, or Coordinated Internship and/or Cooperative Education.
  
  - Some members of the Administrative Council expressed reservations about this recommendation. This recommendation, along with other Curriculum Committee items, will be discussed further at the March 31st Administrative Council meeting.

Student Handbook Policy:
- Student Grievances and Grade Appeals
  - Dr. Dever explained that extensive work had occurred to revise the Student Grievance policy, to include developing a separate Grade Appeal policy.
  
  - The concept to separate out and clarify processes for these two issues has been endorsed by the Instructional and Student Services Committee (ISSC), Deans Working Group (DWG), Academic Deans Council (ADC), and the College Senate.
  
  - The one area needing further clarification is the respective role of the ELI Director and Division Dean in instances involving ELI classes.
  
  - The President recommended that a step be built into this process for ELI student complaints and grievances where the Director has a role, but is not the ultimate decision maker. He asked that Dr. Dever further revise the policies on this issue and bring them back to the next Administrative Council meeting.

Annual Goals and Evaluation Cycles:
- College Goals
  - Dr. Templin requested that the Council members whose names are identified with specific College Goals provide him with a status update by April 3. This input is needed for the president’s preparation for his evaluation meeting with the NOVA Board.
Unit Planning Goals

- Dr. Gabriel provided a handout with a proposal to establish/reinstate the Unit Planning and Evaluation Committee. He stated that there has not been a formal College Planning Committee since 2002. The Administrative Council remains the college-wide planning body at NOVA. It is proposed that a college-wide committee be formed and tasked with focusing on the Annual Unit-Level Planning and Evaluation Cycle for the administrative units and campuses. The goal would be to provide improved structure and consistency throughout the college for planning, assessment, and use of results. The response to the proposal was positive. Dr. Gabriel was asked to make several revisions and bring the proposal back to Administrative Council for final approval.

- Dr. Gabriel also provided a timeline for the Annual Planning and Evaluation Cycle. He noted that July 1 is the completion of the 2008-09 planning cycle and the final reports will be due at that time to OIR. The preliminary goals for 2009-10 planning cycle will be due by July 15, 2009. Dr. Gabriel is working on an on-line version for this process for next year.

The next meeting of the Administrative Council will be held on Tuesday, March 31, at 9:30 a.m., in the Provost’s Conference Room at the Alexandria Campus.

Tracking:
- Professional Development Committee – March 31
- Curriculum Committee Items - March 31
- Proposed 2009-10 Consolidated Working Calendar – March 31
- Items from the College Senate – March 31
- International Student Recruitment – March 31
- Military Outreach – March 31
- Technology Strategic Plan – March 31
- BlackBoard Minimum Competencies – April 14
- Email Legal Disclosure – April 14
- Commencement – April 14
- Contract Training Initiative