Administrative Council Meeting  
March 31, 2009

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

Guests:
Dr. Sharon Robertson, Associate Vice President for Academic Services  
Ms. Charlotte Calobrisi, Co-chair, Task Force for Consistency and Coordination in ESL Offerings at NOVA.

Dr. Gueverra welcomed the Administrative Council to the Alexandria Campus.

Student Access & Success:
- Summer Session Plans
  - Dr. Gabriel discussed various promotion strategies and data tools available for Summer 2009:
    - Mailings are underway to Northern Virginia residents currently attending a university, current NOVA students, and area high school seniors and their parents.
    - Newspaper and radio ads focusing on Guaranteed Admissions Agreements begin on April 15.
    - Welcome letters and admit packages continue to be sent in a timely manner. Dr. Gabriel noted that, to date, approximately 1,100 more applications have been received than this time last year.
    - The NOVA website begins its promotion of the summer session in mid-April, and the Call Center will be fully staffed and focused on questions relevant to visiting students. Dr. Gabriel reported that the Call Center has incorporated a call-back system by which those unable to get through can be contacted after 6:30 p.m.
    - The “Enrollment Rejection Report” will be run on Mondays and Thursdays and placed on the OIR website. Greater use of this report is recommended.
    - The list of students dropped due to non-payment will be available to the campuses on a daily basis.
    - Past Student Enrollment Management Reports (SEMR) will be available on the website for comparing previous data to that for Summer 2009.
  - Based on early indicators, Dr. Gabriel stated that the signs are positive for an increase in FTES for Summer 2009 over Summer 2008. He recommended that campuses consider providing as many sections of math and science as possible.
  - May 1 is the tuition payment deadline for Summer 2009.
  - Forty-five New Student Orientations focusing on the fall semester are planned over the summer.
  - Dr. Robertson continues to work with student services and division deans on efficiently implementing the specified procedures for visiting students.
- New policy for faculty teaching in the summer session.
  - As several inquiries have been received, Dr. Templin provided a reaffirmation of the revised policy for faculty summer session pay approved by the Administrative Council on March 3, 2009, and communicated by Dr. Templin to the college community on the same date. Effective Summer 2009, faculty summer pay rates will be a maximum of 8 credit hours at pro-rata pay with up to 4 additional credit hours at the overload rate. Effective Summer 2010, faculty summer pay rates will be a maximum of 6 credit hours at a pro-rata rate with the number of additional credit hours at overload rate yet to be determined.

- Achieving the Dream
  - Members of the Core Team, the Data Team, and participants in various other AtD activities recently met to discuss the progress to date as well as plans for the future.
  - The AtD implementation plan for year two will be presented at a future Administrative Council meeting. Drs. Tardd and Gabriel noted the increased demand for data and data analysis as the college’s needs have moved from merely collecting data to helping users interpret the meaning. To help meet these increased needs, a request for a part-time data position will be included in the implementation plan.

Curriculum Committee Recommendations:
- Recommendations of the Minimum Degree Requirements Task Force
  - Two recommendations of the task force were approved by the Administrative Council at the meeting on March 24. For the April 14th meeting, Dr. Dever is asked to present a strategy for further considering other issues related to minimum degree requirements, to include the identification of barriers preventing students from graduating.

- Revisions to the IST AAS curriculum
  - At its meeting on March 24, the Administrative Council considered the recommendation of the IT Cluster and the Curriculum Committee to revise the IST AAS curriculum effective Fall 2009. The Council deferred action and agreed that the proposal needed to be better placed in the context of the college’s overall IT programmatic offerings. One area of concern was the recent comprehensive change in the design of the IT program, effective Fall 2007, calling for a close interrelationship between the AAS degree program and the various career studies certificates.
    - Council members requested that a comprehensive review be done of the career studies certificates and their interrelationship with the AAS degree program. In addition to the points made by Dr. Dever in his draft response to this proposal, it was agreed that information should be provided as to: (1) the linkage between the CSCs and other components of the AAS degree program with industry certifications and whether this linkage is clearly communicated and
effectively marketed; and (2) whether current equipment and software is adequate for the needs of the program.

- A report from the IT Cluster is expected to be presented to the Curriculum Committee by November 2009. This would allow the Administrative Council to consider any proposed revisions for the 2010-2011 academic year.

- Approve Concept of Acceptance of Standard Level IB Course Credit
  - Dr. Robertson noted that the college has accepted Higher Level IB course credits for several years and provided background information on the Standard Level IB Course credit.
  - The Administrative Council approved the concept for pursuing the acceptance of those Standard Level IB courses that are equivalent to NOVA courses and are commonly accepted by those senior institutions to which our students often transfer. The materials for these IB classes will be reviewed by the clusters. The Curriculum Committee will consider this issue and report back to the Administrative Council in the next academic year.

- Allow students to take MTH 1 Developmental Mathematics four times
  - Dr. Robertson stated that, if approved, the proposal allowing a student to take MTH 1 four times, instead of two, before the student needs permission of the division dean, would have to be submitted to VCCS for an exception to policy.
  - There was consensus that additional information was needed and that the proposal be forwarded to the Achieving the Dream Core team for a data-based review.

- Communication Design action plan
  - The Administrative Council approved, in concept, the Communication Design program review action plan. As several recommendations have budgetary implications, the provosts involved with these programs were requested to work with faculty on these matters.

Report of the ESL Task Force:

- Dr. Dever, Vice President Gary, and Ms. Charlotte Calobrisi presented the report of the Task Force for Consistency and Coordination in ESL Offerings at NOVA. Dr. Dever acknowledged the efforts of the task force to provide greater clarity on the comprehensive set of NOVA ESL programs, greater consistency across campuses in non-credit course content, and greater coordination and coherence in the way the various credit and non-credit programs interface.
  - All CE ESL programs will be consolidated under an American Culture and Language Institute (ACLI). These include the Intensive English Program (IEP), the Core Skills ESL (CE Part-time ESL), Speciality Courses, and Customized Contract ESL Training.
  - Credit ESL will be known as College ESL. New course numbers that indicate both level and skill area were recently approved by the VCCS and will be implemented in the fall of 2009.
o It is often difficult for students to understand the placement and progression processes for the ESL program. Both the ACLI and the College ESL have strong programs, but a better interface between the two is needed. One recommended change would allow students transitioning from the ACLI IEP to elect to take the Bridge Writing Exam with the goal of placing into College ESL Level 4 or higher.

o ESL is often the main focus for international students, and as such, is a major source of revenue for the college.

o Non-native speakers of English should receive consistent information when they arrive at NOVA. A flow chart is being developed for use by counselors and office staff to direct these students to the appropriate program. This resource is expected to be available in May 2009.

o Vice President Gary advised that extensive work is underway to enhance the ACLI programs in terms of content, consistent pricing, and more targeted marketing, with resulting increase in enrollment and revenue.

o Task force recommendations to enhance the NOVA ESL program include:
  ▪ Adequate staffing for the ACLI is needed on each campus. The Administrative Council agreed on the importance of this recommendation, but requested more detailed data as to specific needs.
  ▪ Adequate space for ACLI is needed on each campus. This recommendation will be discussed further at the campus level.
  ▪ All NOVA ESL students, whether ACLI or College ESL, would have consistent access to student support services on all campuses. This recommendation will be considered further by Dr. Dever and Vice President Gary.
  ▪ The recommendation for funding extra-curricular activities for international students will be forward to the International Student Advisory Group for further consideration.

o The Administrative Council encouraged the task force to move forward on efforts presently underway.
  ▪ During Spring 2009, all stakeholders at the college should be made aware of the descriptions and procedures described in the report.
  ▪ ESL students should be included in reviewing descriptions, policies, and procedures for clarity and fairness.
  ▪ The building of a comprehensive website during Spring and Summer 2009. This website should be maintained and updated each semester by one representative from the ACLI and one from the College ESL working in collaboration with the webmaster.

o The taskforce was also requested to move forward on specific curricular items that are presently underway as noted in the report. Outcomes should be reported to Dr. Dever and Vice President Gary when these items are completed.

- The Administrative Council approved, in concept, the report of the Task Force for Consistency and Coordination in ESL Offerings at NOVA. The
Administrative Council commended the Task Force for the thoroughness of its work in response to the charge.

Budget Crisis Planning: Next Steps
- Dr. Templin noted the need to review the current status of the approved budget reductions to ensure that they are being implemented as recommended by the ad hoc budget groups.

Student Handbook Policies:
- Grade Appeals
  - The revised process for the respective role of ELI and academic divisions has been added to the revised document.
- Student Complaints & Grievances
  - The revised process for the respective role of ELI and academic divisions has been added to the revised document.

The Administrative Council approved as presented the policies on Grade Appeals and Student Complaints and Grievances.

Proposed 2009-10 Consolidated Working Calendar. Discussion deferred.

Items from College Senate. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, April 14, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- International Student Recruitment – April 28
- Military Outreach Services – April 14
- Technology Strategic Plan – April 14
- BlackBoard Minimum Competencies – April 28
- Email Legal Disclaimer – April 28
- Commencement – April 28
- Professional Development Committee – April 28
- 2009-2010 Technology Plan – May 5
- Contract Training Initiative