Administrative Council Meeting
April 14, 2009

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

Dr. Ronald Buchanan represented Dr. Hinton.

Guests:
Ms. Beatrice Veney, Dean of Students, Medical Education Campus, and Chair, Deans Working Group
Dr. Frances Villagran-Glover, Acting Dean of Students, Alexandria
Dr. Christine Holt, Acting Dean of Students, Annandale
Dr. Kirk Nooks, Dean of Students, Loudoun
Dr. Victor Bibbins, Dean of Students, Manassas
Mr. Michael Turner, Dean of Students, Woodbridge
Dr. Sharon Robertson, Associate Vice President, Academic Services

Dr. Templin provided Council members with an update on the current status of congressional consideration of VCCS projects. Although the process is not completed, the signs appear positive and those involved in the NOVA projects should begin preparing for the possible deployment of funds.

Student Access & Success:
- Summer Session
  - The Daily Enrollment Report for Summer 2009 as of April 14 reflects an increase in FTES of 5% over the comparable date for Summer 2008. Based on recent enrollment patterns, Dr. Gabriel projected an increase of 6% over Summer 2008.
  - Dr. Gabriel reported that the Call Center is receiving a significant number of calls regarding NOVA’s opportunities for visiting (transient) students.
- New Student Orientation Proposal
  - Dr. Templin welcomed members of the Deans Working Group. The DWG has accepted the opportunity, as part of the Achieving the Dream initiative, to develop and implement a First Year Experience (FYE) Program for NOVA students. This program will be implemented over the course of the five-year initiative and will begin with two key activities for recent high school graduates, a New Student Orientation (NSO) and a newly developed SDV course.
  - Ms. Beatrice Veney, Chair of the DWG, presented the group’s proposal for standardizing the New Student Orientation (NSO) throughout the college as one means to ease the high school-to-college transition for 2009 high school graduates. This proposal focuses on the 18- to 21-year old population that data show to have the lowest success rate in gatekeeper courses.
  - The presentation included an overview of NOVA’s NSO for Fall 2008 and Spring 2009 and recommendations for future student success strategies.
Ms. Veney acknowledged the assistance of colleagues in the Achieving the Dream initiative in providing data and advice.

- NSO sessions were held at all six campuses for Fall 2008 but varied in format, time frame, evaluation instruments, etc. Some sessions were mandatory while others were not, and the handouts provided were campus-specific.
- For the Spring 2009 sessions, some common elements were piloted, publicity was done centrally, and campus websites were similar. Following these sessions, the NSO task force determined the need to define common terms and establish a consistent timeframe.
- For comparison purposes, data on New Student Orientations from several community colleges were presented, including some within the VCCS. It was noted that attendance is mandatory at many of these institutions.
- Data were also provided on the Fall 2008 enrollment status of NOVA’s NSO attendees. Of the total number of attendees, 74% are currently enrolled at the college while 24% did not enroll. At various stages of the First Year Experience, OIR will track student performance and compare student outcomes of those that attended an orientation and those that did not.
- The current planning for New Student Orientation includes: (1) common elements standardized across five campuses plus an online NSO; (2) common publicity on the web and in print; (3) common time frames, content, and format; (4) identical handouts and evaluation tools. Information on the Medical Education Campus and the Extended Learning Institute will be provided at the campus NSOs. Students new to MEC or ELI programs will attend orientations relevant to these specific programs or course delivery.
- New Student Orientations for Summer 2009 will focus on 2009 high school graduates and will be delivered both in-person and online. The orientation schedule, a description of common elements, and the next steps in this process were provided.
  - Forty-six in-person sessions are planned during the period June 16 to August 1. Unlimited capacity will be available through online sessions. Sessions are scheduled for four-and-a-half hours and include a Resource Fair.
  - Data will be collected as to the effectiveness of the NSO. If the data indicate a higher success rate for students attending NSOs, the DWG may then recommend placing holds on recent high school graduates until they attend an orientation.
• Among the next steps for the Summer 09 sessions is an aggressive campaign in area high schools using NOVA outreach personnel
  ▪ It was agreed that current NOVA students should be an integral part of these sessions.
    o The Administrative Council acknowledged the significant effort involved in the proposal and agreed that this type of personal attention is a critical component in a student’s First Year Experience.
    o The Deans Working Group’s recommendation that attendance at an in-person or on-line New Student Orientation should be encouraged for all new students and required for recent high school graduates will be reviewed at the next Administrative Council meeting. Any anticipated budget needs for implementing this initiative should be provided to the Administrative Council prior to this discussion.

Budget Crisis Planning: Next Steps:
  o Dr. Templin discussed the implementation of various budget reduction plans and provided a timeline for future discussion of the following items:
    ▪ Summer options for 12-month professional and administrative faculty and classified staff—April 30.
    ▪ Reductions in centrally-funded accounts—April 30
    ▪ Administrative efficiencies and reduction in operational expenses—April 30 and May 5
    ▪ Instructional efficiency/productivity—May 5
    ▪ Leave without pay and RIF—May 19 and September 15
  o He stated that although the hiring freeze has been lifted for those campuses and units meeting their target, it would be reinstated should the need arise. Each campus and unit is to provide a list of its three-to-five top priority positions (non-teaching) which, if approved by the president, can be filled when a vacancy becomes available. Approval by the president is needed to fill a vacancy with a position not included in this list.
  o The Administrative Council discussed the status of the various initiatives recommended at the budget planning meeting on February 25. Several of these initiatives have been approved and implemented while others are scheduled for consideration at future meetings.
  o Dr. Templin acknowledged the extraordinary cooperation and support of the college community in the institution’s efforts to meet the budget crisis.

Proposed 2009-10 Consolidated Working Calendar:
• Dr. Dever noted the two revisions made after the 2009-2010 General Information Working Calendar was approved by the Administrative Council on November 11, 2008.
  o The tuition payment deadline for Fall 2009 was changed from a tentative date of 1 August to 31 July, 2009. This change was approved by the Operations Group.
The following correction was made to the Thanksgiving holiday schedule:


The Administrative Council approved the 2009-2010 Consolidated Working Calendar as presented.

Military Outreach Services:
- Dr. Dever presented a revised proposal on behalf of the workgroup for military outreach and services. This proposal is based on the critical need to enhance NOVA’s military outreach and support services to meet the expected increase in students due to the new GI bill, changes in state residence requirements for military dependents, and BRAC.
- Dr. Gabriel is coordinating efforts to enhance the college website information and navigation related to the military.
- It is proposed that an Office of Military Outreach and Support Services be created to provide enhanced service to the military community. Two positions, a Director of Military Outreach and Support Services and a Military Education Support Specialists, would staff this office.
- A proposal was also presented on behalf of Vice President Gary for the position of Director, Military Business Development. This proposal recommends the establishment of a NOVA business development presence on area military bases. This position would focus on responding to the growing market opportunity for training and on increasing revenue and enrollments through Workforce Development programs.
- Dr. Dever will reconvene the workgroup to revise the proposal based on today’s discussion and report back to the council at a future meeting. Areas of review will include:
  - Expected Outcomes
    - Can the predicted enrollment outcome for 2009 be reached with the limited resources available in this time frame? What happens if enrollment projections are not reached?
    - Is there a more realistic way to express enrollment outcomes, e.g., including milestones to gauge success? Outcomes for quality of service, including metrics when possible, should be identified.
  - Staffing
    - Can the duties outlined in the proposal be taken on by current staff in conjunction with their regular duties?
    - Will additional or restructured support from Financial and Administrative Services be needed?
  - Relationship with Workforce Development
    - A unified proposal is needed that will synchronize the separate proposals that currently address either Academic and Student Services or Workforce Development and Continuing Education.
Technology Strategic Plan:

- Dr. Sachs presented NOVA’s Strategic Technology Plan for 2009-2015. He noted that this information is compiled from various sources, is in close alignment with the annual technology plans, and provides a snapshot of where the college expects to be by 2015. This plan will be revisited as changes occur.
- This plan is available on the college website at [http://www.nvcc.edu/technology](http://www.nvcc.edu/technology)

The Administrative Council approved the NOVA Strategic Plan 2009-2015 as presented.

BlackBoard Minimum Competencies. Discussion deferred.

Email Legal Disclaimer. Discussion deferred.

Professional Development Committee. Discussion deferred.

Items from College Senate:

- Dr. Dever presented the following recommendations from the College Senate:
  - Revisions to Section 6.9900 of the *Faculty Handbook* - Professor Emeritus and President Emeritus. Suggested revisions were: (1) an accelerated time frame for the selection process; and (2) the chairperson of the committee shall be the chairperson of the College Senate. It was recommended that the nominations be submitted to the president by December 15 instead of the current deadline of February 1.
  - Revisions to the nomination form for Professor Emeritus and President Emeritus. It was agreed that Dr. Dever would work with the College Senate in the development of this form.
  - A proposal was presented for amending the Constitution and Bylaws of the College Forum so as to change the term of office for the College Senate from one year to two years. Dr. Dever will request clarification from the College Senate on the wording and will forward that information to the Administrative Council. If there are no reservations, approval by the President will be recommended.
  - The College Senate recommended approval of a proposal from the Instructional and Student Services Committee limiting the schedule adjustment with permission period to 7 calendar days. Dr. Dever advised that, as a part of the 2009-2010 Working Calendar, this schedule adjustment period for the standard 16-week session semesters has been reduced and will no longer continue through the Census Date. He will provide a communication to the committee addressing this proposal. The recommendation for a late registration fee will be forwarded to the Operations Group.

The Administrative Council approved the revisions as presented.
o The Administrative Council acknowledged the efforts of the College Senate and the ISSC in the development of these proposals.

Draft Response to NOVA Task Force on Minimum Degree Requirements. Discussion deferred.

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

Tracking:
Commencement – April 30
International Student Recruitment – April 30
Institutional Memberships – April 30
Proposal on New Student Orientation – April 30
College Readiness – April 30
2009-2010 Technology Plan – May 5
Contract Training Initiative