Administrative Council Meeting  
May 5, 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. Ronald Buchanan, Dean, Communications, Technologies, and Social Sciences, Manassas Campus  
Mr. Will Flagler, Director, Office of Emergency Planning  
Mr. Allen Sinner, Athar Hameed, and Steven Tim-Young, Office of Information Technology Support Services

Dr. Templin announced that Edward Sawyer, a student at the Alexandria Campus, has been awarded a 2009 Jack Kent Cooke Undergraduate Transfer Scholarship. This scholarship allows the nation’s top community college students to complete their bachelor’s degrees by transferring to a four-year college or university. Dr. Dever acknowledged the efforts of Libby Sears and the committee that reviewed the nominations as well as the professors that supported the nominations. It was also noted that the NVCC Educational Foundation presents each of the college’s two nominees with $500.00. Mr. Sawyer is the third NOVA student to receive this scholarship in the last four years.

Dr. Templin also reported on the official launch of the University of Virginia Bachelor of Interdisciplinary Studies Degree Program at Northern Virginia Community College. This event was held at the Schlesinger Center on May 4. In their remarks, both President Casteen of the University of Virginia and Dr. Templin emphasized the opportunity, diversity, and excellence associated with the BIS program and the overall U.Va.-NOVA relationship. Dr. Templin noted that over the last three years, half of all VCCS transfers to U.Va. were NOVA graduates. In addition, over five hundred U.Va. students have taken classes at NOVA in recent years.

Pandemic Flu Plans:

- Latest update on H1N1 cases
  - Mr. Flagler provided national data on the current H1N1 (Swine Flu) situation. There are three confirmed and two probable cases in Virginia. The two probable cases in the District of Columbia are at institutions of higher learning.

- Institutional responses at colleges/universities with H1N1 incidents
  - At present, of the thirty institutions that have reported the possibility of H1N1 cases, two have closed temporarily and one has closed for the semester.

- Review of NOVA’s Pandemic Flu Plan & Continuity of Operations Plan
  - The Office of Emergency Planning has Incident Command responsibility for this situation.
  - Mr. Flagler reported that NOVA’s one suspected case proved to be unfounded. He and Mr. Tancreti will investigate every report of a suspected case, with final determination made by a physician.
Among the actions NOVA has taken to date are: (1) reviewing the Continuity of Operations Plan; (2) updating the college website; (3) informing the college community as to measures being taken; (4) testing remote electronic communications; and (5) procuring additional personal protective and hygiene supplies. Critical functions need to be designated, accountability assigned, and proper equipment made available.

o It is critical that a communications officer be included on the emergency teams and that the website provide clear and easily accessible information. Scripts are needed for specific emergency situations.

- **Testing of telephone tree communication**
  - The college emergency telephone list needs to be reviewed in terms of specific emergency situations, and consideration given to having it online with access limited to essential personnel. Phone trees should be in place and routinely tested.
  - It is critical that Dr. Templin have current contact information for everyone reporting to him.

- **Testing of remote electronic communication of Admin Council members**
  - In case of an emergency, all essential staff must have access to the same information and must be able to communicate with each other from various sites. The remote access computer capability of each council member was evaluated by staff from the Office of Information Technology Services, and the equipment was updated to ensure currency with the required technology. Mr. Sinner demonstrated the use of the Virtual Private Network and the Remote Desk Top. He will provide council members with additional information and instructions for using these tools.

- **Commencement**
  - Drs. Dever, Sachs, and Buchanan and Mr. Kauffman were tasked with considering the impact of the current H1N1 situation on commencement.
  - At the present time, it is expected that the commencement ceremony will go forward as planned. The college will continue to work with the area health departments to monitor the H1N1 situation.

- **Summer Session**
  - The group also evaluated NOVA’s ability to provide instruction during the summer session if the institution has to close temporarily. Dr. Buchanan reported on the group’s review of this issue:
    - Students expect that NOVA will be able to provide meaningful instruction, support that instruction, and maintain front-and back-room operations related to instruction.
    - The underlying assumption is that face-to-face instruction will migrate to total distance delivery where possible. The expected length of time the college will be closed and the ability of personnel to provide instruction, academic support services, and front- and back-room services from remote locations such as their home will impact the implementation of distance delivery.
    - Students expect instruction comparable or equivalent to that received when the college is open. As a result, it is estimated that approximately
50% of the classes offered in the summer session could be migrated to distance delivery. Based on criteria provided by the college, the academic deans, in consultation with their provosts, would determine which class sections could be migrated.

- The “Basic Blackboard Competencies” approved by the Administrative Council, the “Memorandum of Understanding: Teaching a Course at ELI,” and “ELI Course Design Standards” are all excellent resources for basic standards as well as best practices for this type of instructional delivery.

- Guidelines were proposed for determining, in priority order, which classes could be migrated. The basic expectation for each of these classes is that the instructor could adapt content to distance delivery and would have the Blackboard skills to manage and offer meaningful instruction via that medium.
  - ELI classes currently scheduled. These could also serve as course development models.
  - Hybrid classes with significant out-of-classroom learning experiences.
  - Face-to-face classes that extensively utilize Blackboard.
  - Face-to-face classes that can adjust their content or make use of supplemental technologies.

- A certification process was suggested as a means to initially identify faculty who are prepared to use distance delivery for their classes.

- Immediate steps to be taken include: (1) identifying which courses can convert to distance delivery; (2) increasing faculty training in preparation for course conversions; and (3) requiring a standard use of Blackboard in all instruction.

- It was agreed that ELI is an excellent model for supporting distance courses in the areas of tutorial assistance, LRS support, testing services, and counseling services. A single point of contact within ELI could be designated to screen student concerns for referral to the appropriate staff or office.

  - Dr. Sachs emphasized that there must be a college, not a campus, approach to providing instruction through various media. The ELI staff may be expected to take on new roles in support of this migration process. Dr. Sachs noted that the college should consider organizing itself in an incident command and control structure.

  - The Administrative Council acknowledged Dr. Buchanan’s efforts in preparing this report. The focus will now be on creating immediate and long-term strategies to prepare the college for such an emergency situation.

  - Courses that must be continued need to be identified, and a college-wide plan for their migration to distance learning should be established. Dr. Sachs noted that the Academic Transformation Project can provide numerous resources for this stage of planning.
o Should the college have to be closed for more than a two-week period, new models for leadership, resources, and communications would need to be in place. The institution would not be able to continue with business as usual.

o It currently appears that plans can proceed for the Summer 2009 session. Should NOVA have a confirmed case of the H1N1 virus, it will follow the advice of the area public health departments and the Center for Disease Control.

Student Access & Success:
• Summer Session
  o The Daily Enrollment Report for Summer 2009, as of May 5, reflects an increase of 7.1% over the comparable period for Summer 2008.
  o Dr. Gabriel advised that registration for the 2nd Six-week session appears slower than the comparable date for Summer 2008.

Budget Crisis Planning. Discussion deferred.

Professional Development Committee. Discussion deferred.

Military Outreach Services. Discussion deferred.

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

Contract Training Initiative. Discussion deferred.

Unit Planning & Evaluation Working Group:
• Dr. Gabriel presented a proposal to establish the Unit Planning and Evaluation Working Group. Although the Administrative Council will continue to function as NOVA’s college-wide planning body, the proposal would establish a college-wide working group tasked with focusing on the Annual Unit-Level Planning and Evaluation Cycle for the administrative units and campuses. The intent is to provide more consistency and rigor in the planning process and to enhance the culture of planning within the institution.
  o The group will be chaired by the Vice President of Institutional Research, Planning, and Assessment. It will have the responsibility of completing the annual planning and reporting requirements for the administrative units and campuses. It will ensure that the college strategic plan is appropriately integrated into administrative unit and campus plans and that these plans are evaluated consistently and reported annually as required.
  o The group will meet four times each year to set goals and expected outcomes for the administrative units and campuses, document actual outcomes, provide evidence of improvement, and prepare final reports.
  o The Annual Planning and Evaluation Reports for the instructional programs will continue to be overseen by OIR.
  o Each Council member was asked to identify one representative for this group within the next two weeks.
  o All 2008-09 Annual Planning and Evaluation Reports are due to OIR by 1 July.
The Administrative Council endorsed the proposal to move forward with the Unit Planning and Evaluation Working Group.

International Student Recruitment. Discussion deferred.

College Readiness. Discussion deferred.

College Board Meeting – May 18:
  • The agenda for the May 18th College Board was distributed.

The next meeting of the Administrative Council is Tuesday, May 19, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
WDCE 3rd Quarter Report – May 19
2009-2010 Technology Plan – May 19
Review of existing policies related to reduction in force – May 19
Analysis of reassigned & restricted positions – May 19
Instructional efficiency/productivity – June 9