Administrative Council Meeting  
June 2, 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.

Guest:  
Mr. Ben Pittman, Director, Budget Office.

Student Access & Success:

- **Summer Session**
  - The Daily Enrollment Report for Summer 2009 as of June 2 reflects an increase in FTES of 8.3% over the comparable date in Summer 2008.
  - Dr. Gabriel noted that registration for the second six-week session is approximately 4-5% over the comparable period for Summer 2008. He advised that the current scheduling of science lab classes for the 12-week session might need to be reviewed.

- **Fall Semester**
  - Dr. Gabriel reported on the following recruiting actions being taken for the Fall 2009 semester:
    - Class schedules and postcards promoting Fall 2009 registration are being sent later than in the past to ensure their arrival closer to the beginning of the registration period.
    - The New Student Orientation (NSO) is being heavily promoted to new applicants. Publicity for these events and the procurement of giveaways are being handled centrally.
    - Five mailings have gone out to both high school seniors and their parents. It was agreed that direct communication with students and parents is the most productive recruiting strategy.
    - The High School Recruitment Committee continues its efforts to increase the number of applications from each high school in the region. Dr. Gabriel provided an update, by high school, of the 2009 graduates in the region who have applied to NOVA as of May 18.
    - Applications converted into registrations are then tracked against the college’s Fall 2009 high school enrollment targets. Contact information for applicants not registered is provided to the campus teams for follow up.
    - A publicity campaign to promote the Guaranteed Admissions Agreements and the Transfer Grant is underway.
    - Letters have been sent to current students encouraging them to register for the fall.
    - Welcome letters and admission packets continue to be sent to new students within a specified period following their admission.
  - Dr. Gabriel acknowledged the commitment of the campus teams in this effort to boost fall enrollment.
• 2009-10 AtD Plan
  o The Achieving the Dream Second-Year Implementation Plan is expected to be completed by the end of June.
  o Plans are being finalized for the visit by the AtD coaches on June 8 and 9.
  o Dr. Templin advised that the Gates Foundation is considering NOVA as a possible case study for a report on early intervention for college readiness and developmental education. Achieving the Dream, Pathway to the Baccalaureate, and financial aid are three areas expected to be covered as part of a NOVA study.

FY 2010 Budget Planning:
• Context of FY 2010 Budget
  o As final budget numbers have not been received from the VCCS, estimates were used in this initial draft. Enrollment calculations include both the original 2009-2010 target of 30,401 FTES and the revised projection of 31,414 FTES. Tuition and fees for 2009-2010, effective Fall 2009, have been set and are reflected in the draft budget.
  o Dr. Templin advised that several budget decisions made last year impacted NOVA’s present budget situation. These included the hiring freeze, the selective elimination of vacant positions, the strategic redistribution of remaining vacancies, and the identification of initiatives considered critical to the college.
  o It is important that the college continues to be smart in reducing expenses while at the same time increasing revenue through strategic investments.
  o Approval of the budget is expected within the next few weeks. The budget will be revisited in November when enrollment numbers are firm and more information is available from the state regarding a possible mid-year budget cut.

• Faculty & staff positions
  o Included in the draft budget are new positions for full-time faculty, professional and administrative faculty, and classified staff.

• College initiatives
  o Some of the initiatives identified in February have been approved, and others will be considered during the FY 2010 budget discussions. Council members were requested to review the list of initiatives and advise if others should be considered.

• Budget reduction contingency
  o A contingency for a 5% mid-year cut of $3,878,188 is included in the draft budget.

• Enrollment contingency
  o The draft budget also includes a contingency should the enrollment target not be met.

• It was agreed that a discussion is needed as to the impact of NOVA’s increased enrollment on the support services students need to be successful. Identifying the
best way to meet the expectations of various student populations should be one aspect of this discussion.

Draft Response to NOVA Task Force on Minimum Degree Requirements:
- In previously considering the report of the NOVA Taskforce on Minimum Degree Requirements, the Administrative Council approved the recommendations to (1) retain the current 8-credit hour requirement in Natural Sciences for the AA and AS degrees; and (2) remove 3 credit hours in the social/behavioral sciences from the AA, AAA, and AAS degree requirements. These changes will be reflected in the 2009-2010 Catalog.
- During the earlier review of this report, the Administrative Council did not take action to approve the recommendations that the PED requirement and the SPD requirement not be changed.
  - Council member requested a rationale be provided for each of these recommendations on the basis of the five principles set forth in the charge to the taskforce. Of particular concern is that research be done and evidence analyzed to determine whether the present configuration may be a significant barrier to degree completion. There is also a question of whether alternative and flexible means have been adequately considered for meeting requirements.
  - The Task Force report itself noted the need for more discussion about these specific requirements.
- The Administrative Council requests that the Curriculum Committee revisit these topics and provide a report by December 2009. The Curriculum Committee is also requested to consider the topic of minimum requirements associated with Certificate and Career Studies Certificate Programs.
- The Administrative Council acknowledged the good work of the Task Force and the Curriculum Committee in these matters.

Faculty Handbook Approval:
- Dr. Dever reported that the revisions to the 2009-2010 Faculty Handbook have been reviewed and recommended for approval by the College Senate.

The Administrative Council approved the revisions to the 2009-2010 Faculty Handbook as presented.

Administrative Council Summer Schedule:
- The summer schedule for the Administrative Council meetings was distributed.

The next meeting of the Administrative Council is Tuesday, June 9, 2009, at 3:00 p.m. in the Large Board Room at Brault.

Tracking:
Administrative Council meeting – June 9 – 3:00-5:30 pm
FY2010 Budget Finalization – June 9
Curriculum Committee Items – June 9
Instructional Efficiency/Productivity – June 16
Continuity of Instructional Operations Plan – June 16
2009-10 WDCE Financial and Enrollment Targets – June 16