Administrative Council Meeting
June 30, 2009

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

Dr. Ronald Buchanan represented Dr. Hinton, Mr. Jerry Boyd represented Dr. Saperstone, and Mr. Michael Turner represented Dr. Hill.

Guest: Ms. Kathleen Lloyd, Director, Achieving the Dream.

Student Access & Success:
• Summer Session 2009
  o The Daily Enrollment Report for Summer 2009 as of June 30 shows an 8.7% increase in FTES over the comparable period for Summer 2008.
• Fall 2009
  o The Daily Enrollment Report for Fall 2009 as of June 30 reflects a 15.5% increase in FTES over a comparable period for Fall 2008. The tuition payment deadline for the fall semester is July 31.
  o As a significant increase in enrollment is expected for the fall semester, Dr. Gabriel recommended utilizing the Unsuccessful Attempted Registration Report and the SEMR as useful tools for enrollment management. Class caps, adjunct resources, the addition of new sections, and the replacement of cancelled classes with high demand courses are all areas to be considered in enrollment planning.
  o Dr. Sachs will distribute information about a new report that provides analysis of the SEMR by date and time.
  o Mr. Foley advised that the MEC might be able to provide space for additional class sections, especially in the evenings and on weekends.
  o Campus New Student Orientations are currently underway. The feedback received on these sessions for new students and their parents has been very positive.
• Achieving the Dream Plan 2009-10
  o Dr. Tardd and Kathleen Lloyd, Director of the AtD Initiative, reported on the 2008-2009 implementation of this initiative as well as plans for 2009-2010.
  o 2008-09 Implementation (Year One):
    ▪ First Year Experience—The Deans Working Group (DWG) developed a comprehensive plan for New Student Orientation (NSO), forty-six sessions of which are scheduled for Summer 2009. The DWG and the SDV Discipline Review Committee completed a comprehensive revision of SDV 100 that focuses on successful student development. A Student Resources Kit has also been developed.
    ▪ Developmental Math—Learning communities for Math 3/SDV 100 were implemented. Professional development opportunities were available to teachers of learning communities.
    ▪ ELI—A BUS 100/SDV 100 learning community was implemented.
    ▪ Gatekeeper Courses—Division Deans have recommended potential pilot projects for these courses.
Plans for 2009-2010 plans include:

- First Year Experience—The impact of the New Student Orientations will be evaluated using both quantitative data and focus groups. The revised SDV 100 course will be implemented in Fall 2009. Other aspects of the First Year Experience will continue to be examined.
- Developmental Math—Learning communities will continue to be implemented, and the scalability of this program will be evaluated. A Developmental Task Force will consider additional strategies including coordinating their efforts with those of the Academic Transformation Team. An evaluation of assessment and placement policies for Developmental Math is also planned.
- ELI—The BUS 100/SDV 100 learning community will be evaluated for impact and continuous improvement. An evaluation is also planned for Smarthink, the on-line tutoring service used in gatekeeper courses. A MTH3/SDV 100 learning community will be developed and evaluated.
- MEC—A Student Success Course for nursing will be evaluated, and a SDV course specific to nursing students will be developed. The development of a mentoring program is also planned.
- Developmental English—A review of the data will continue. Focus groups are planned, and the Developmental English faculty is expected to provide recommendations for various strategies. A focus on developmental reading with some degree of implementation is expected by the spring semester.
- Gatekeeper Courses—AtD teams will continue to review cohort data and conduct focus groups. The implementation of pilot programs in gatekeeper courses that are not developmental is planned for the spring semester.
- Tutoring—Embedded tutoring will continue to be evaluated. Council members noted the positive effect of AtD’s involvement in the tutoring program.
- College-wide engagement—Professional development and college-wide opportunities to participate in the AtD initiative will continue.

- The importance of college readiness was discussed. NOVA’s efforts should focus on reducing the number of students needing developmental education.
- Data on the learning communities implemented in Spring 2009 will be available after the first of the year. Based on this data, future strategies can be determined.
- Projected outcomes for AtD activities still need to be set. These are needed to provide the framework for effective assessment and use of the results for continued program development.

President Obama’s Visit to NOVA:

- President Obama is scheduled to hold a Town Hall meeting at the Ernst Center on Wednesday, July 1, at 1:15 p.m. The topic of the meeting is health care reform.
- Dr. Gabriel, Vice President Garcia, and Ms. Hurst are coordinating with the White House on the various aspects of this visit.
- NOVA will receive a limited number of tickets for this event.

Implementing Continuity of Instructional Operations:
• The Academic Recovery Group presented its initial report on academic issues related to the possibility of an emergency closing for Summer 2009 at the Administrative Council meeting on May 5. The subsequently proposed Academic Recovery Plan presented on June 16 has been revised to include feedback received at that meeting.
• Dr. Buchanan advised that some of the deadline dates in the proposal have been revised.
• Responses were also provided to the questions and recommendations received from the Administrative Council at the June 16th meeting. These included:
  o Plans to establish one or more work groups charged with planning the return to on-site operation after the emergency is over, and the implications or plans for long-term closure.
  o The Office of Instructional and Information Technology is working on defining the technology needs of students and faculty in this situation.
  o While the first step in preparing faculty will focus on the full-time faculty, those adjuncts qualified to teach distance delivery will be noted, and both full-time and part-time faculty will be invited to participate in any training preparing faculty to migrate courses to distance delivery.
  o A document “Academic Continuity of Operations/Course Assessment Guidelines” has been developed to provide additional guidelines for deans to make assessments, and to provide a timeline for developing guidelines for implementation of this plan.
  o The role of the provosts in this process continues to be clarified.
  o Dr. Dever will coordinate the review of this plan with the College Senate, the Instructional and Student Services Committee, and the Personnel Services Committee.
  o As to the request that the plan include immediate steps necessary to be prepared for an extended emergency closing due to a possible flu epidemic during the Fall 2009 term, it was agreed that there is insufficient time to develop a comprehensive plan. However, taking the following preliminary actions is a first-step toward the development of such a plan:
    ▪ prompt assessment of courses that can readily migrate to distance delivery;
    ▪ prompt assessment and certification of full-time faculty to determine their ability to provide distance instruction;
    ▪ the availability of training to assist faculty in migrating courses to distance delivery; and
    ▪ the involvement of faculty in those training courses available to them
• It was agreed that the plan provided a good basis for responding to an operational emergency and that development should begin on templates for high-demand courses. A table-top exercise was also recommended for the future.
• Quality assurance needs to be a part of this plan. This includes ensuring that learning objectives for such classes are consistent with the NOVA course content summaries and that the same amount and level of work is required as in face-to-face classes. An inventory of faculty readiness for online delivery of instruction is also needed.
• Although this plan is being developed to address a specific situation, it provides a significant opportunity for the institution to advance the delivery of its overall instructional program in alignment with current and emerging technological resources.
The Administrative Council approved the Academic Recovery Plan as presented.

Proposed Revision to College Policy for Specialized Accreditation:

- The recommendation by the Early Childhood Development Program Review Committee that the program move toward accreditation by the National Association for the Education of Young Children was discussed at the Administrative Council meeting on February 10. A request for specialized accreditation has also been made for the Air Conditioning and Refrigeration program. These requests were at odds with the college’s current policy that specialized accreditation for individual programs is allowed only in those occupational fields where accreditation is essential for licensure and/or securing a job (Faculty Handbook §3.850).

- Proposed revisions to NOVA’s policy on specialized accreditation were presented by Dr. Dever:
  
  o Expanding the present policy to include programs where accreditation promotes a level of excellence and recognition for which the program is qualified. Justification must be provided that demonstrates the expected benefits that would result for the program, the students, and the college.
  
  o For all requests for new specialized accreditation, an analysis must be submitted of direct and indirect costs associated with this accreditation.
  
  o The Administrative Council must approve all requests to initiate specialized accreditation for a program.

- At the suggestion of Mr. Foley, it was agreed that credentialing requirements for faculty would be included as an example in the analysis of indirect costs.

The Administrative Council approved the revisions to the specialized accreditation policy. The policy will be updated in the Faculty Handbook.

The next meeting of the Administrative Council is Tuesday, July 7, at 9:30 a.m. in the Large Board Room.

Tracking:
2007-08 College Goal Results – July 7
College Board meeting – July 13
2008-09 College, Unit & Administrative Goals – July 15
Potential Administrative Council Retreat – August 11
Facilities Planning Status Report 2008-2016