Administrative Council Meeting
September 15, 2009

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

Guests:
Laraine Booker, Financial Analyst, CEWD
Dana Kauffman, Director, Government Affairs and Community Relations
Jill Fristoe, College Controller
Ina Dimkova, Director, Financial Services

Student Access & Success:
• Fall Semester Enrollment
  o The Daily Enrollment Report for Fall 2009 as of September 15 shows an increase in FTES of 11.3% over the comparable date in Fall 2008. As this number may be slightly inflated, Dr. Gabriel projects an increase for Fall 2009 of 10.5%.
  o Based on current data, Dr. Gabriel projects an increase in FTES for Spring 2010 of 5% over Spring 2009, and an annual increase for 2009-10 of 8% over 2008-2009.
• Financial Aid Status Report
  o Dr. Dever provided a status report on Financial Aid applications and awards as of September 14, 2009. A more in-depth analysis will evaluate the effects of the additional funding allocated to this program, identify barriers for students within the current process, review data on the non-acceptance of awards, and propose a restructuring model to better integrate the campus offices and the College Financial Aid Office. Best practices for financial aid processing, such as timely, accurate, and good customer service, will be used as benchmarks.
  o Because Do Not Drops were left on for an extra week, financial aid was awarded to an additional 1,386 students who were able to maintain their classes during that time. More analysis is needed to determine any adverse consequences resulting from this action.
  o Awards have been canceled for students who did not register and for those who failed Satisfactory Academic Progress (SAP). There are 76% more applicants with accepted awards than there were at this same point last year.
  o It is estimated that 40,000-50,000 documents have been scanned so far for fall awards. The process for scanning and linking documents is a major focus for restructuring. The large number (approximately 60%) of applications requiring verification is also a major concern.
  o Adjustment (for less than full-time enrollment) and disbursement began this week. Until this process is completed in the next several weeks, few additional awards will be made.
  o 10,127 awards have been made so far this fall compared to 11,870 for the entire 2008-09 aid year. It is expected that more than 20,000 awards will be made in the 2009-2010 aid year.
Budget Reduction Strategy:

- Dr. Templin discussed the state budget cuts that began in FY 2008 and are expected to continue through FY 2012.
- The recently announced 13% budget cut in FY 2010 is expected to be reduced to 6.9% due to the requested availability of federal stimulus funds. NOVA is well positioned for this cut as a result of the 5% contingency included in its FY 2010 budget.
- Stimulus funds are not expected to be available to buffer cuts after FY 2010. To make up this budget shortfall, tuition increases are being considered, beginning in Spring 2010.
- To keep the college community apprised of the budget situation, Dr. Templin will brief the College Senate at its September meeting, reconvene the Ad Hoc Budget Crisis Committee, and conduct town hall meetings at each campus.
- The Administrative Council will begin discussions on a three-year strategy for budget reduction at its meeting on September 22. Dr. Templin noted that because NOVA is well positioned for the current cut, there is time to consider various options to best address future reductions. Contingency planning continues to be a critical component in NOVA’s budget planning.

Task Force on Academic Challenge/Honors:

- Dr. Dever presented a draft charge for the NOVA Task Force on Academic Challenge and Honors.
  - The taskforce is to provide a plan for realizing the college’s strategic goal for Academic and Student Excellence—“to provide NOVA’s best and brightest students with a coherent set of challenging educational experiences, such as honors, that stretches their intellectual abilities and invites them to set academic and personal development goals on par with America’s best college students.” This goal is deliberately aspirational and focuses on the quality of students’ experiences at NOVA.
  - For the 2009-2010 year, the college has set the specific outcome that “A comprehensive proposal for an enhanced and high profile honors program, providing academic challenge and exceptional growth opportunity for capable NOVA students, will be developed through the work of a college-wide task force.”
  - Using the good work already done on various campuses and through individual honors courses and the Honors Core Curriculum, a structure would be developed through which honors becomes a signature mark of the college. This structure should provide a resource for recruiting, an opportunity for students to experience the relationship of being part of a special cohort, and a strong pool of students capable of transfer to highly selective institutions. It should draw on the many cultural, economic, and governmental resources of the Washington metropolitan area.
  - It is critical that this program receives the support of the college community and that appropriate benchmark institutions are identified.
Specific outcomes for 2010-2011 and 2011-2012, as well as a broader statement of where the program is envisioned to be by 2015 should be included in the proposal, expected to be submitted by February 26, 2010.

Dr. Beverly Blois and Dr. Dan Lewis will co-chair this taskforce. Membership will be drawn from across campuses and disciplines.

SACS Steering Committee:
- Dr. Dever presented a draft charge for the Steering Committee for the Reaffirmation of Accreditation.
  - This committee will guide all processes for the reaffirmation process, to include the oversight and successful production of the two major documents to be submitted to the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS): the Compliance Certification Report and the Quality Enhancement Plan (QEP).
  - Charlotte Calobrisi, Special Assistant for Compliance Certification, and Alison Thimblin, Special Assistant for the Quality Enhancement Plan, are co-chairing the committee.
  - Substantial progress has already been made with some portions of the Compliance Certification Report.
    - A document management system (Compliance Assist) has been procured, and sample narratives and documentation for some standards have been drafted.
    - The Office of Institutional Research, Planning, and Assessment has been working on standards related to institutional effectiveness and student learning outcomes.
    - Human Resources has been working on an audit of faculty credentials and the production of required faculty rosters.
    - This preliminary work will be reviewed and approved by the Steering Committee, and a plan will be developed to ensure completion of the Compliance Certification Report by its anticipated submission date of March 2011. The committee is to notify the President of any issue that appears to put the institution in questionable compliance or non-compliance.
  - In conjunction with the Special Assistant for the Quality Enhancement Plan, the committee will engage the college community in a broad-based consideration of possible topics for the QEP and make a recommendation for a topic to the President and the Administrative Council by mid-Spring 2010.
    - This topic should significantly advance the institution in accord with the goals of its strategic plan. It should be scalable and sustainable over time.
    - The President and the Administrative Council will have final approval for the topic.
    - The QEP must be completed and ready for submission to COC SACS by the beginning of the Fall 2011 semester.
  - The committee with work with the Executive Vice President to coordinate all communications with COC SACS and with the President’s Office to make arrangements for hosting the on-site review committee.
All NOVA offices and personnel are expected to respond promptly and thoroughly to the committee’s requests for assistance. Subcommittees, with membership drawn from the larger college community, are expected to be formed to carry out specific parts of the charge.

The committee is expected to continue in operation through the time that the college receives official notification of its accreditation status from the Commission (expected in Summer 2012).

2009-10 WDCE Financial & Enrollment Targets:

- Vice President Gary reported on the Workforce Development and Continuing Education Enrollment, Revenue and Expense: FY 2008 to FY 2010. This report reflected new metrics developed by WDCE and OIR that should allow more comprehensive data analysis in the future. Dr. Templin acknowledged the efforts of Vice Presidents Gary and Gabriel in the enhancement of the reporting process.
- Definitions of WDCE terminology as well as the WDCE contract training monthly report were also provided.
- Vice President Gary advised that the review and evaluation of both open enrollment and contract classes will be on-going to determine what is working/not working.
- The report on enrollment targets to 2015 is based on regional training needs, historical market share, and viability factors. These goals are also guided by overall institutional goals.
- Vice President Gary advised that although the enrollment target for 2009 was not reached, there was no deficit. WDCE gave approximately $3.2 million to the college and paid for all of its direct and indirect costs.
- More detailed discussions of this baseline data will be scheduled for future meetings. One area of consideration will be the 30% college overhead.

NOVA Alert for Class Cancellations:

- Vice President Sachs discussed the procedure for using NOVA Alert for individual class section cancellations during the flu season. This process would be done at the campus level.
  - The faculty member would advise a designated campus contact of the cancellation.
  - The campus contact would run a query on the specific class section and forward this information to a specified address. A text message would then be sent to the students in this section.
  - This process will be piloted initially at the Loudon and Annandale campuses. Data on the results of this pilot will be reviewed in November.

Strategy for Working with Local Governments:

- Mr. Kauffman provided an update on NOVA’s strategy for working with each local jurisdiction to increase its per capita contribution. He noted that initial discussions with the region’s chief administrative officers and presentations at various budget hearings were positively received.
- He stated that if the current contribution of $1 per capita does not change, NOVA could end up $14M short for its approved capital plan in 2016. A proposed increase of $0.25 per capita per year until a rate of $3.00 per capita is attained is being considered.
- A timeline of specific activities was presented:
In the short term (fall), presentations could be offered to the local jurisdictions. These would include:

- A brief overview by Mr. Kauffman of the current national and state focus on community colleges as well as broad points on NOVA.
- A member of the College Board would discuss specifics of students and facility growth, special programs, and workforce development accomplishments and targets.
- A short video focusing on several programs at the campus serving the specific jurisdiction.

In the midterm (winter), Administrative Council members could offer presentations to the various community groups to which they belong. Mr. Kauffman can assist with these.

In the long term (spring), attendance at budget hearings is critical. Prior to these meetings, students who can share compelling stories of their NOVA experience should be identified.

- The next College Board meeting will be a working session on engaging the local jurisdictions in this effort.

Other:

- Vice President Garcia introduced Ms. Jill Fristoe, the new College Controller, and recognized Ms. Ina Dimkova in her new position as Director of Financial Services.
- Vice President Garcia briefly discussed the importance of developing a strategy for including warehouse space in future campus capital plans.
- Dr. Templin acknowledged the efforts of Dr. Saperstone and the Annandale Campus staff in the recent tour of the renovated CS Building for the College Board, and the efforts of Dr. Tardd and his staff in the recent ribbon cutting ceremony for the new entrance to the Loudoun Campus.

The next meeting of the Administrative Council is Tuesday, September 22, at 9:30 a.m. in the Large Board Room.

Tracking:
Nursing & Allied Health Program Expansion – Sept 22
Review of Faculty Recruitment – Sept 29
CETL Strategic Plan – Sept 29