Administrative Council Meeting  
September 29, 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:
Ms. Myrtho Blanchard, Director, Human Resources  
Mr. Will Flagler, Director, Office of Emergency Planning

Student Access & Success:
- **Fall Semester Enrollment**  
  - The Daily Enrollment Report for Fall 2009 as of September 29 shows an increase of 11.6% over the comparable date for Fall 2008. Enrollment cancellations are expected to restart tomorrow following the conclusion of the financial aid adjustment period. Dr. Gabriel projects an enrollment increase of 11% for the semester. It was noted that the new venues at Signal Hill (Loudoun Campus) and Innovation Park (Manassas Campus) are doing very well.
  - Enrollment data for the Virginia Community College System were also distributed. As of September 21, the VCCS is showing an increase in FTES for Fall 2009 of 13.47% over Fall 2008.
- **Global Skills for College Completion**  
  - The Global Skills for College Completion project is a Gates Foundation grant that has been awarded to the League for Innovation in association with Knowledge in the Public Interest and LaGuardia Community College. This is a national grant aimed at developing break-through innovations in pedagogy to improve the pass rates in basic skills mathematics and writing to 80%.
    - Thirteen of the best basic skills Writing and thirteen of the best basic skills Mathematics professors in the country are being sought to participate in this project. These faculty will be a part of an online community of practice while continuing to teach at least one basic skills class at their institutions. Dr. Templin stated that NOVA’s selection as a potential participant in this project is a validation of the institution’s focus on excellence, outreach, and student success.
    - Selected participants will receive three credits of reassigned time per semester over a two-year period, as well as a significant stipend.
    - The nominated faculty must be among the top 10% of the faculty in producing pass rates. Dr. Gabriel will provide the required data to be used in NOVA’s selection process.
  - NOVA participation in the October 16th Developmental Math Workshop sponsored by the National Center for Academic Transformation was also discussed. It was agreed that each campus could select two representatives whose main focus would be to identify specific goals to enhance NOVA’s strategy in the area of developmental math. Drs. Tardd and Hill will look into various funding
options for this event. [Since registration was closed for the October 16th workshop, NOVA will send representatives to the November 16th workshop.]

Nursing & Allied Health Program Expansion:

- Dr. Templin noted several current trends in the Nursing and allied health fields:
  - a significant shortage of nurses
  - budget cuts in various sectors at the same time the cost of educating these students continues to increase
  - a bachelor’s degree is increasingly required for Nursing in this region
  - the increasing number of proprietary schools entering this market

- A partnership with a venture capitalist company is being considered as one way for NOVA to address these trends. The Nursing Momentum 2+1 and the Health Information Management programs are two possibilities for such a partnership. The benefits of such an arrangement include: using external funding to expand existing programs in the absence of state monies; utilizing the partner’s marketing and support expertise; and increasing capacity. The major drawback would be the higher cost to students for this non-traditional, very intensive program.

- Numerous variables would have to be considered in establishing such a partnership.

Priorities for Carry Forward Funds:

- Vice President Garcia distributed a revised proposed list of projects to be funded with carry forward monies. Council members should provide a prioritized listing of their most critically needed projects by October 9. Facilities will also provide a prioritized list of projects. A comprehensive list of priorities will be considered at the Administrative Council meeting on October 13.

- Dr. Templin noted the need to complete planning for one or more capital projects to ensure they meet the “shovel ready” criteria required for anticipated federal funding for community colleges.

- Vice President Garcia reported that the money approved for New Student Orientations (NSOs) has been made available for FY 2010. Campuses can now access the funds. Drs. Dever and Tardd will communicate with the Deans Working Group about providing an assessment of this summer’s sessions plus an updated plan for future NSOs and the associated budget request. Dr. Gabriel will provide a report about outcomes and the marketing support provided by his unit. NSOs continue to be one of the strategies for student success being pursued under the overall sponsorship of Achieving the Dream.

Priorities for Non-Teaching Positions FY 2010:

- The list of administrative, professional, and classified position priorities submitted earlier in the year was redistributed. Council members were asked to provide Dr. Templin with a current prioritized list, to include justifications, by October 9.

- These positions will be reviewed at the October 13th meeting. At that time, college-wide themes that align with the college’s strategic plan will be considered, and some positions may be held for future allocation to these areas. Access, student success, excellence, and restructuring are possible themes for consideration.
• It was noted that although the college currently utilizes an allocation model for faculty positions, there is not a comparable model for student services positions.
• The Administrative Council will discuss campus, unit, and college-wide priorities at its October 13th meeting. Decisions regarding these positions are expected by October 20.

Allocation of Teaching Faculty Positions for 2010-11:
• Dr. Dever provided a draft schedule for faculty recruitment for the class of 2010. This process is based on the scheduled allocation model used over the past several years.
• Ms. Blanchard distributed a list of vacancies due to resignations and retirements as of September 29. She requested that any questions about or corrections to this list be forwarded to her by October 9.
• All teaching faculty vacancies as of October 15, as well as the thirty new teaching faculty positions, will be run through the allocation model.
• The allocation model report is scheduled for approval at the Administrative Council meeting on October 27. Based on this report, requested positions and justifications are to be submitted to the president by November 10.
• Recruitment for the first round is scheduled to begin by December 1. Recruitment for the second round will begin by March 1.

Report on New Faculty Recruitment for 2009-10:
• Ms. Blanchard reported on various aspects of the 2009-2010 new faculty recruitment process. A number of improvements have resulted in a more efficient and expedited process. These improvements include the increased use of technology, on-going efforts to make the process more user-friendly, an expanded national and international presence through the use of Careerbuilder.com, and centralized employment verification. Ms. Blanchard noted that applicant pools have substantially increased, as have minority applications.
• Ms. Blanchard stated that the enhanced partnership between provosts, deans, and Human Resources has resulted in more interaction and better communication. She noted that status reports throughout the recruitment process will be available to the provosts, and she asked that she be advised of other information that would be helpful.
• The following reports were also presented: NOVA’s Teaching Faculty Composition: September 2009; New Teaching Faculty Demographics, Class of 2009; and Teaching Faculty with Previous NOVA Experience, Class of 2009. It was noted that the composition of new teaching faculty hired as of September 2009 reflected 39.5% diversity. This resulted in the overall diversity of the teaching faculty increasing from 19.9% in September 2008, to 21.2% in September 2009.

CETL Strategic Plan. Discussion deferred.

H1N1 Virus Update:
• Mr. Flagler provided an update on NOVA’s plan for handling the current H1N1 situation and advised that several cases have been reported at the college. He advised as to the procedures currently in place to respond to this situation:
o No additional general emails will be sent to the college community. Everyone should be referred to the college website for the most up-to-date information.

o A checklist is available for reporting any cases of the H1N1 to Mr. Flagler. It provides information to be given to the student and requests that the student’s class schedule be included in the information submitted. The class schedule provides him with a tracking tool as well as assists him in projecting future trends.

o A hot line is also under development to assist in the dissemination of information.

Update on Alexandria Provost Search:

• Five candidates have been identified for the interview process that will begin on October 13.

October College Board Meeting:

• The College Board meeting on October 19 will be a work session focusing on the development of a strategy for working with local jurisdictions to increase their per capita contributions to the college.

The next meeting of the Administrative Council will be Tuesday, October 13, at 9:30 a.m. at the Alexandria Campus, Bisdorf #379.

Tracking Items:

Procurement & SWAM Targeted Goals & Procedures – October 13
Dormitory Feasibility Study Results – October 13