Administrative Council Meeting  
November 17, 2009

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

Student Access & Success:
  o **Spring Semester Enrollment**
    - The Daily Enrollment Report for Spring 2009 reflects an increase in FTES of 26-27% over the comparable date for Spring 2010. Dr. Gabriel is pleased. The Fall should settle around 11.6%.
    - Dr. Dever reminded the Administrative Council that NOVA is still waiting for the final communication from the VCCS on tuition and fees. This updated information will be posted in the printed schedules and the Web. The first day that payment will be accepted for Spring will be November 30th. The current surge in enrollment is coupled with a challenging economic time for students for payment. The increase will be approximately 7.9% in tuition and mandatory fees.
    - Vice President Garcia will be communicating the “official” tuition and fees, once the information is received from the VCCS. Dr. Sachs will work with Vice President Garcia and Dr. Gabriel for the Web communication.
    - It was reported that the spring 2010 Wait List is being implemented. The wait list provides an orderly process for filling vacant seats in high-demand courses. Students on the wait list will be enrolled automatically in the class when a seat becomes available. Mr. Cavanaugh has reported that this is going very well.
    - Dr. Sachs reminded the Council that once classes start the wait list is eliminated. He asked the Provosts to have their campus deans monitor the wait list to determine if there will be a need in certain disciplines for additional sections. Dr. Gabriel reported that 5000 Wait List information cards were sent to the campuses’ for distribution. This step is one of the last pieces to the enrollment management process.

Curriculum Committee Recommendations
  o **Recommendation for the new Architecture Course (ARC) in Designing Sustainable Built Environments.**
    This course is developed to raise Architectural Technology students’ awareness of the role that architects must play in designing ecologically sustainable environments. It was developed in coordination with the Building course in Sustainable Construction.

    The Administrative Council approved the proposal for a new 200-level ARC course, Designing Sustainable Built Environments.

  o **Recommendation for the new Building (BLD) Course in Sustainable Construction.**
    This course has run as an elective, yet remains very popular. The Construction Management faculty member has worked with the Architecture faculty to be sure that their courses complement each other. The recommendation is for it to be listed
in the VCCS Master Course File for variable credit, allowing colleges to offer it for 2 or 3 credits.

**The Administrative Council approved the proposed BLD Sustainable Construction course.**

- Recommendation for new Horticulture (HRT) Course in Mathematics for the Green Industry and Related Curriculum
  The Horticulture faculty proposes a new 100-level HRT course, Mathematics for the Green Industry. Local industry representatives and advisory committee members have stated that NOVA needs a course that teaches Horticulture majors the wide variety of applied math skills needed in the industry. The currently required MTH 151 Mathematics for Liberal Arts does not cover the diverse skills needed in the Horticulture industry.

**The Administrative Council approved the recommendation in principle. There was concern that the course title implies that this is a math course.** This issue will be noted when the course proposal is forwarded to the VCCS for final approval.

- Revision to the Respiratory Therapy AAS Curriculum
  The Respiratory Therapy Advisory Committee and the Respiratory Therapy faculty recommends adding NAS 162 Health Science II or its alternative, BIO 142 Human Anatomy or Physiology II to the list of prerequisite courses for the Respiratory Therapy AAS program, to be effective Fall 2010.

**The Administrative Council approved this revision recommendation.**

High School Recruitment Results for 2009
- The Northern Virginia High School enrollment target for 2009-10 is 5,213 for the year. Dr. Gabriel explained that 83% of that annual target we get in the fall. This increase reflects 17.7% over the projected target. The increase last year was a 15.8% increase.
- There were approximately 800-900 more students that applied to NOVA for fall 2009, over fall 2008, but never attended.
- Approximately 577 students consistently tried to register, but were dropped more than once. The Office of Institutional Research conducted a random sampling of students to try and learn the reasoning. Some of the students were waiting for their Financial Aid to be approved; others had not completed their Financial Aid applications. Many students could not use NOVA’s deferred payment plans, and for some students personnel loans were not available as anticipated.
- The Financial Aid Office will continue working to improve their process for spring semester. The College was dropping between 500-800 students on average per day. The suggestion was made to stop the daily enrollment cancellation, now that the Wait List process in place.
- Dr. Gabriel stated that it is a complex array of various issues that is creating this loss of enrollment. Dr. Templin asked that OIR research further to begin defining the
problem(s). He requested that another sampling of students that were dropped be conducted to provide the college with some more comprehensive data.

- Dr. Templin and Dr. Gabriel will draft a charge to see if the college can save half the group that was lost. Dr. Templin asked Dr. Dever to examine those that applied for Financial Aid, were awarded, but did not attend.
- Dr. Templin thanked everyone for their efforts in addressing enrollment issues.

2010-11 Teaching Faculty Positions.

- Dr. Templin asked the provosts to identify one position from each of their lists that will be “tagged” in the event the college incurs a further budget reduction for this year. Dr. Templin asked the provosts to provide him with this feedback by the end of the week, along with any special requests to hire up to the level of Associate Professor.
- He asked Dr. Sachs to examine the needs of ELI in relation to their surge in growth.
- The 2010-11 teaching faculty position listing will be finalized at the next Administrative Council meeting.

Priorities for Non-Teaching Positions FY2010:

- Dr. Templin explained that there are 20 remaining non-teaching positions available for allocation.
- Academic Dean Support.
  - Dr. Saperstone distributed a proposal on behalf of The Academic Deans Council (ADC), which conducted a review of the structure of academic middle management. Concerns were raised regarding the enhanced responsibilities and workload for the Assistant Deans and Program Heads due to the increase in enrollment.
  - The ADC believes that there is an unequal and inequitable distribution of reassigned time across the divisions. Most divisions are not allocated enough release time to support the nine-month duties of the academic deans and program heads.
  - The objective of this proposal is to help to better define the guidelines for the adjunct budget and release time, and redirecting these financial resources to give middle management the support needed.
  - One of the proposed solutions was to request allocated faculty positions to create two 12-month academic coordinator positions.
  - Dr. Templin recommends that Dr. Saperstone create the financial model that converts adjunct release time into a position. One of the questions that need to be answered is, how many release time hours does it take to fill a 12- month faculty appointment.

Custodial Contract:

- The provosts raised a concern on the need for an increase in service with the custodial contract. It was the consensus that the campuses are not being kept as clean as they should, especially with the increase of additional students. A recommendation was presented and approved to increase the current custodial contract for the remaining portion of the current academic year. The contract was reduced by $600,000 due to
budget constraints. Vice President Garcia stated that by increasing the contract by $225,000 the college can remediate the issues that have come forward.

- Dr. Templin asked Vice President Garcia to provide an estimate of additional funds available due to increased enrollment. These funds could be redeployed to other areas such as the custodial contract.

The next meeting of the Administrative Council is Tuesday, December 1, at 9:30 a.m. in the Large Board Room at Brault.

Tracking
Space Utilization Report – December 1
Custodial Contract – December 1
Clery Act Training – January 19
WDCE Quarterly Report