Administrative Council Meeting  
December 1, 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, and Dr. Saperstone.

Ms. Joyce Samuels represented Dr. Tardd.

Access & Student Success:

- Spring Semester Enrollment
  - The Daily Enrollment Report for Spring 2010, as of December 1, shows an increase in FTES of 20.5% over the comparable date for Spring 2009.
    - As the tuition rate for Spring 2010 was not available until late November, tuition payments for the semester did not begin until November 30.
    - Dr. Gabriel noted that the enrollment data are constantly being monitored and that the payment trend appears positive. An email will be sent to those who have registered but not paid prior to the start of enrollment cancellation, scheduled for December 19.
  - The Daily Enrollment Report for Fall 2009, as of December 1, shows an increase in FTES of 11.7% over the comparable date for Fall 2008.

- Student Learning Outcomes
  - Over the past two semesters, the Office of Institutional Research, Planning and Assessment (OIR) has collaborated with lead faculty and coordinating deans overseeing the identification, assessment, and utilization of Student Learning Outcomes (SLOs) for degree-awarding and selected certificate programs. Dr. Gabriel provided a brochure identifying SLO lead faculty and coordinating deans for some of these programs; information on additional programs will soon be available.
  - To expand faculty participation in the assessment effort, it is proposed that this oversight responsibility be expanded to a team model. At least one representative from each campus that offers courses in that program/certificate will serve on the team. ELI will also be represented. The coordinating deans are requested to submit a list of team faculty for degree/certificate programs to Dr. Gabriel by December 15. He noted the importance of having the support of the coordinating deans in this effort.
  - Dr. Gabriel also presented a timeline of steps to be taken in this effort:
    - Dr. Jennifer Roberts, Coordinator of Academic Assessment, will communicate with each of the SLO teams prior to Cross-Campus Day in January. SLOs will be a major agenda topic for each cluster meeting, during which faculty should: (1) review their SLOs and decide on two to three to be assessed in Spring 2010; and (2) identify faculty to do assessments on each campus for each course containing an assessment assignment.
The SLO teams will begin their work in Spring 2010. These teams will ensure that assessment of SLOs continues both on the campuses and college-wide.

This focus on student learning outcomes will continue through Fall 2010 Convocation and Spring 2011 Cross-Campus Day.

- Dr. Dever noted the importance of documenting the utilization of assessments to enhance educational programs or to validate the success of what is being done. Student learning outcomes are more than just an assessment of an individual course or a tool for faculty to improve their classroom performance. SLOs reflect the learning that has taken place in an entire program.

- Faculty involvement is critical in developing both student learning outcomes and the Quality Enhancement Plan (QEP), the college’s five-year commitment to a focused project to advance student learning and/or the environment supporting student learning.

- Cross-Campus Day 2010 will include a presentation on student learning outcomes by Mr. Tom Brown as well as a presentation by Dr. Dever on using the reaffirmation process to advance the institution.

High School Recruitment Follow-up – dropped students

- Follow-up telephone interviews were conducted with high school graduates who registered for classes in Fall 2009 but were dropped repeatedly for non-payment. The findings showed that:
  - Some students assumed they had completed the financial aid application but, in fact, had not done so.
  - Some students had completed financial aid applications, but their paperwork was lost between the campus financial aid offices and the Central Financial Aid Office.
  - The deferred payment plan was not beneficial to students registering in mid-to-late July for Fall 2009, as most of the tuition was due by the time of registration.
  - Expected tuition payment by a third party did not materialize.

- Based on these findings, Dr. Gabriel will convene a workgroup to study these issues and to provide recommendations to lessen the loss of this targeted group of high school graduates for the Fall 2010 semester.

- Dr. Dever noted that the workgroup on financial aid restructuring is also reviewing the issues of communication and of document delivery between campuses and the central office.

- Vice President Garcia is currently reviewing the college’s deferred payment plan. He noted the need to evaluate the payment process in terms of the college’s registration schedule.

2010-11 Teaching Faculty Position Requests:

- Dr. Templin has distributed a list of the approved FY 2011 Nine-Month Teaching Faculty Positions (Round One). Although recruitment will begin for all positions, those positions that could be removed due to lack of funding are tagged on the list.
• Deadlines and information needed to complete the notices of vacancy will be provided by Human Resources.
• Drs. Dever and Sachs presented a draft statement expressing the college’s expectation for new faculty in the area of instructional technology, to include learning management systems such as Blackboard. Based on the feedback received from council members, a revised statement will be included in the recruitment materials for these positions. It was agreed that the college’s expectations should be clearly communicated during the interview process.

Custodial Services Contract:
• Funding for custodial services was initially reduced in response to the college’s budget cutting initiatives. Due to increasing concerns over the condition of college facilities, funding for this will be restored. Vice President Garcia will provide council members with the details of the revised custodial services contract.

Space Utilization Report. Discussion deferred.

Review of Inclement Weather Procedures:
• The inclement weather emergency contact list was distributed. Corrections should be submitted to the Office of Finance and Administration.
• Vice President Garcia reported on the communication channel currently in place for school closure decisions due to inclement weather. Every effort will be made to make these decisions as early as possible before students and staff begin their commute.
• Dr. Sachs reported on the various media sources that provide information on inclement weather openings and closings.
• A target time for an evening closing should be determined.

SACS Annual Meeting Dec 6-8:
• The annual meeting of the Southern Association of Colleges and Schools (SACS) will be held in Atlanta, December 5-8. A delegation from NOVA will attend.
• In preparation for its reaffirmation process, the college’s SACS Leadership Team (five members) will attend an orientation meeting in Atlanta on January 24.
• Dr. Dever advised that a meeting with the academic deans, deans of students, and provosts will be scheduled in late January. Expected topics for discussion include:
  o Ensuring approved justification for faculty assigned to classes
  o Production of faculty rosters required for SACS reaffirmation
  o Substantive change issues associated with scheduling for off-campus sites that result in the need for SACS prior approval
  o The significant expansion of Dual Enrollment, especially in the area of career and technical education
  o The faculty hiring process
• It was noted that SACS reaffirmation will be one focus of the Professional Development Committee.
The next meeting of the Administrative Council is Tuesday, December 15, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Priorities for Non-Teaching Positions FY2010 – Dec 15
  - Student Services
  - Academic Advising
WDCE Quarterly Report – December 15
Fall Semester Enrollment Analysis – December 15
Clery Act Briefing – January 19
F-1 International Student Report