Administrative Council Meeting  
January 12, 2010

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

Guests:
William Chamberlin, Director, Facilities Planning and Support Services
Alison Stilwell, Project Manager, Heery International, NVCC Facilities Planning and Support Services Division
Jennifer Xu and Omar Calderon of Perkins Eastman Architects

Presidential Advisory Commission on College Safety:

- At the meeting on December 15, Dr. Templin stated that the college would take two immediate actions in response to the shooting incident on the Woodbridge Campus:
  - The college will purchase locks for all classroom facilities with the goal of beginning the implementation of the new lock system during the spring semester. These locks will be capable of being manually locked from the inside of the classroom.
  - The college will change certain aspects of its emergency notification procedure so that more specific and timely information reaches affected areas and then is shared with the whole college. Immediate changes will be made to the emergency notification procedures used.
  - In addition, Mr. Flagler, Coordinator of the Office of Emergency Planning, will provide a report on the incident to the Administrative Council in January.
  - A presidential advisory commission will be charged with reviewing this report and making recommendations in time for resources to be deployed in FY2010.
    - Dr. Templin provided a draft charge for the Presidential Commission on NOVA Safety and Security. This will be a primarily forward-looking review of college policy, resources, and infrastructure as seen through the experience of the recent Woodbridge Campus shooting. Strengths and weaknesses should be identified and improvements recommended for preventing and addressing future emergency situations.
    - The advisory commission will be chaired by Dr. John Dever. Membership will include representatives from various constituencies within the college community as recommended by the College Senate as well as representatives from the College Board and Administrative Council. Mr. Flagler and Acting Chief of Police Creed will serve in an advisory capacity. Student representation on this commission was also suggested.
  - A report on the Woodbridge incident will be presented at the next College Board meeting, and those involved in the response to this incident will be recognized.
  - Vice President Garcia anticipates that the installation of internal locks will be completed within 6-8 weeks. The installation of electronic locks should continue as funds permit. More information on the college locking system is expected to be available by the next meeting.
Access & Student Success:

- **Spring Semester Enrollment**
  - The Daily Enrollment Report for Spring 2010, as of January 12, shows an increase in FTES of 11.7% over the comparable date in Spring 2009. Dr. Gabriel projects an increase of between 10% and 13% for the spring semester.
  - Extending college business hours during the week prior to the beginning of classes was discussed. It was noted that the college’s core hours are 8:30 a.m. to 5:00 p.m. and that extended hours are designated for the week before the start of classes as well as the first week of classes. Each campus has the discretion to extend its hours of operation further.
  - At a future meeting, the Administrative Council will discuss strategies to enhance capacity for Fall 2010. Dr. Saperstone and Ms. Samuels were asked to provide some insights as to the effectiveness of strategies such as early morning and weekend classes that have been implemented by their campuses.
  - Drs. Gabriel and Hinton will provide an evaluation of student services at a future Administrative Council meeting. Concerns remain about the long lines at all campuses.

- **AtD Leadership**
  - Dr. Templin announced the following about NOVA’s Achieving the Dream leadership team:
    - Kathleen Lloyd continues to serve as director of this initiative.
    - Dr. Hortense Hinton and Dr. George Gabriel will be the Executive Sponsors for this initiative.
  - NOVA will send fifteen representatives to the February 2-5 AtD Strategy Institute in Charlotte, North Carolina. This meeting provides NOVA an opportunity to work with its AtD coaches and to learn what other colleges are doing.
  - Dr. Gabriel advised that the AtD coaches will visit the college on March 15-17. It is important to identify NOVA’s status in year two of the implementation plan as well as the impact this initiative has had to date.

Budget:

- **Potential FY 2010 Budget Reduction**
  - More information regarding possible further budget cuts during FY 2010 is expected soon.

- **Governor’s FY 2011/FY2012 Budget Proposal**
  - Additional cuts are expected as a result of the increasing state revenue shortfall. The college will continue to strategically plan for these reductions and address the new reality of permanent budget reductions through its Budget Crisis Committee.
  - Council members were asked to provide an estimate of anticipated FY 2010 expenditures for special non-recurring funded projects.
  - Vice President Garcia stated that college accounts will be put on a specific schedule for reviewing balances against targets so that funds not expected to be used during this fiscal year can be redeployed. Council members also need to keep the Budget Office informed as to the status of various projects. This is to ensure that there is not a large unanticipated carry-forward at the end of the fiscal year.
Priorities for Non-Teaching Positions FY2010:

- **Academic Advising**
  - Dr. Dever presented a proposal for Academic Advising based on a review of NOVA’s activities and projects in this area over the past five years.
    - Many considerations, including student and faculty comments, point to the importance of improving academic advising and to an institutional recognition that enhancement in this area is needed.
    - In conjunction with SDV 100, College Success Skills, academic advising is a major means for realizing a key portion of the college’s general education goal for Personal Development.
    - VCCS policy for Faculty Advisors (6.4.0.1) sets forth expectations for regular interaction (*before each registration*) between advisores and students to focus on completing their program of study.
    - NOVA policy designates advising as a responsibility of teaching faculty (*Faculty Handbook 2.4880*) and in setting out procedures (*Faculty Handbook 3.4000*) for advising students.
    - The NOVA *Catalog* (pages 46-47) also sets forth clear expectations for students to receive advising.
  - Various issues with academic advising at NOVA are addressed in the proposal:
    - Except for programs with restricted admission, a student’s program placement is based on the answer given about educational goals on the online Application for Admission. There is no requirement for students to review that action with any institutional office.
    - With a few exceptions, new and continuing students are not required to obtain advisement before registering for classes.
    - Advising is critical for students in both transfer programs and career-technical programs.
    - The process of assigning students to advisors is neither clear nor consistent across campuses, and there is no consistent agreement about the respective roles of counselors and faculty members in academic advising.
  - Dr. Dever noted various resources available for academic advising such as Advising Week activities, the online *Academic Advising Handbook*, the Transfer website, and advising workshops.
  - Proposed characteristics of an effective advising program at NOVA include:
    - An opportunity/requirement for students to receive guidance early in their NOVA career regarding their initial program selection and placement.
    - All students would have clearly communicated advising resources available to them.
    - Transfer students would receive well informed guidance for completing their NOVA program and preparing for their intended major at their transfer institution.
    - Technological and organizational resources would be effectively utilized for providing comprehensive virtual advising.
    - Ongoing research would be conducted as to the effect of academic advising on student success.
Academic advising would be associated with achieving higher institutional scores on selected CCSSE benchmarks and other student surveys.

Teaching faculty and counselors would have a good understanding and a cooperative relationship regarding their respective roles in academic advising.

Faculty and academic divisions would embrace academic advising as a key responsibility and as an opportunity to better serve students.

Comprehensive resources and ongoing training needed for effective academic advising would be available.

- The proposal includes potential strategies for enhancing academic advising such as:
  - Build on and strengthen existing campus efforts for advising. A college-wide group to provide leadership and coordination would be identified.
  - Provide college-wide staff support for advising.
  - Devise a process so that all applicants who enroll can review and confirm/change their educational program.
  - Use the NSOs as the advising process starting point for new students.
  - Link responsibility for advising students in various programs and in various designated categories with the appropriate academic divisions.
  - Provide multiple means for students to obtain academic advising.
  - Set performance standards/indicators for advising linked to goals for student success.
  - Utilize PeopleSoft 3C’s capability (Communications, Checklists, and Comments) to enhance communication and record keeping.
  - Review the current prerequisite enforcement set-ups of the PeopleSoft SIS and ensure effective coordination with academic advising.

- Dr. Templin noted the need to both review what NOVA is currently doing in this area and to identify the target audience and its size. Current models need to be validated as to their effectiveness and as to whether or not they can be scaled.

Student Learning Outcome Teams:

- Dr. Gabriel provided a report on the Student Learning Outcome teams as of January 11. These teams will increase the number of people involved in the development, assessment, and analysis of student learning outcomes. Each team is led by a coordinating dean.
- Some slots still need to be filled on these teams.

Space Utilization Report:

- A presentation was given on the college’s recently completed space inventory. This inventory was completed by Perkins Eastman in collaboration with NOVA’s Office of Facilities and Planning.
- Mr. Chamberlin stated that a space inventory is required each year by the State Council of Higher Education for Virginia. The accuracy of this data are critical for the development of the Capital Outlay Budget and to prioritize specific capital projects. It is also critical that accurate space inventory data are entered into PeopleSoft to be used in
the class scheduling process. In order to ensure the accuracy of this space data, a complete inventory of all spaces was taken.

- As a result of the data collected during this survey, the SCHEV and PeopleSoft databases are up to date. These data have also been entered into the Building Information Modeling (BIM) system, which allows for the extraction of this data for planning purposes. The Administrative Council acknowledged the work of Alison Stilwell in this effort.
- These data, along with the college’s projected FTES, are very useful for future planning.
- The report compared NOVA’s current space used for specific purposes (classrooms, labs, etc.) with the corresponding standards set by SCHEV. It was noted that for the college to meet the present space projections (based on enrollment projections), it would need to double its space within the next five years.
- Now that the space inventory update has been completed, the next step is to analyze the efficiency of the institution’s space utilization. The utilization report is expected within three months and can serve as the basis for a long-term strategy to optimize space usage. This analysis will be followed by a facility condition assessment.

CETL Advisory Council:
- The Administrative Council approved the proposed membership of the Advisory Council for the Center for Excellence in Teaching and Learning.
- The members are expected to serve through the 2010-2011 academic year.

Staffing LRS Units on Saturdays Preceding Holidays. Discussion deferred.

The next meeting of the Administrative Council will be Tuesday, January 19, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Clery Act Briefing – Jan 19
F-1 International Student Report – Jan 19
Priorities for Non-Teaching Positions FY2010 – Student Services – Jan 19
Curriculum Committee Recommendations – Jan 19