Administrative Council Meeting
January 26, 2010

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

Mr. Art Cavanagh represented Vice President Sachs.

Guests:
Ms. Renee McLaurin, Acting Dean of Students, Loudoun Campus
Mr. Michael Turner, Dean of Students, Woodbridge Campus
Ms. Frances Villagran-Glover, Acting Dean of Students, Alexandria Campus
Ms. Beatrice Veney, Dean of Students, Medical Education Campus

Woodbridge Shooting:
- Plans for Electronic Locks & Public Address System
  - Vice President Garcia stated that interior manual locks should be installed on all classroom doors within the next few weeks. Mr. Will Flagler, Director of Emergency Planning, is the project manager.
  - The college is reviewing electronic lock systems for installation on external building doors. Electronic locks for interior doors can be funded by campuses if deemed appropriate, but plans for purchasing any locks should be reviewed by Mr. Flagler and Mr. Dave Courter.
  - Security options that would integrate various systems such as cameras, locks, and public address capabilities are also being assessed.
  - The development of emergency master plans for both the college and each of the campuses is being contracted. It is critical that the institution have a comprehensive written plan that integrates all campus plans with that of the college plan.
- College Board Briefing
  - The College Board will receive a briefing on the shooting incident at the Woodbridge Campus at its meeting on February 1. This will also be an opportunity for the college to show its appreciation to those that responded to and assisted with this emergency.

Access & Student Success:
- Spring Semester Enrollment
  - The Daily Enrollment Report for Spring 2010 as of January 26 shows an increase in FTES of 12.4% over the comparable date for Spring 2009.
- New Student Orientation
  - The Administrative Council had requested the New Student Orientation (NSO) Taskforce to further assess the NSOs held in Spring and Summer 2009. NSOs are a core component of the comprehensive First Year Experience (FYE) that the college has committed to creating under the Achieving the Dream Initiative.
The initial effort to produce one common NSO in 2009 appears to have been successful. Approximately 32% of the target group of recent high school graduates, ages 18-21, participated in an NSO. Data are expected soon as to the impact of the NSO and the FYE on persistence. The 2009 events data available to date can be viewed on the OIR website.

Mr. Turner noted that qualitative data from focus groups reflected financial issues as the main reason that students who attended an NSO did not enroll.

This data are also being tracked as part of the AtD student success outcomes data.

The NSO Committee will collaborate with the high school outreach staff on scheduling the 2010 events. The schedule is expected to be in place early to allow more time to market these events.

There is also a focus on developing an on-line NSO to serve students who register late.

The participation target for the 2010 NSOs will be set in consultation with the Office of Institutional Research, Planning, and Assessment.

The plan for the 2010 NSOs is expected to be completed by 1 March. A comprehensive proposal for funding all NSOs during the 2010-2011 academic year was requested. This proposal should distinguish between the type of funds needed (state or local) as well as provide a breakdown by fiscal year.

The Administrative Council acknowledged the good leadership that has gone into the NSOs and the FYE.

Priorities for Non-Teaching Positions FY2010:

- Student Services Report

Drs. Gabriel and Hinton presented a summary of the results of telephone interviews conducted in November 2009 with Student Services staff and campus and central office administrators. These interviews reflect a self-assessment of the Student Services reorganization. Responses to the following topics were discussed:
  - Perception of the reorganization and its implementation
  - Implementation of the One-Stop Center model
  - Centralization of functional areas
  - Frontline staff perceptions
  - Role of the Associate Vice President for Student Services
  - Staffing needs

Dr. Dever reviewed the processes involved in the development and implementation of the Student Services reorganization. He noted the key strategy of centralizing processes that could be more efficiently and effectively handled by backroom operations while allowing front line staff on the campuses to focus on enhancing direct services to students. He also
reviewed the model and outcomes originally envisioned for the one-stop centers.

- The provosts will confer with their Deans of Students to identify staffing and training needs and priorities.
- Based on this self-assessment, Drs. Gabriel and Hinton will:
  - Make recommendations about items that should be addressed in the near future.
  - Prepare a plan for a comprehensive assessment to be done by AACRAO (American Association of Collegiate Registrars & Admissions Officers). The students’ experience should be the major focus of this assessment, with particular attention to the Outcome Indicators of Quality One Stop Student Services as developed from focus group results.
  - Identify resources, including staffing, needed to address issues.
  - Identify any additional reviews needed.

- The Administrative Council recognizes the importance of providing a means for the college community to be heard and acknowledged the efforts of Drs. Gabriel and Hinton. It was agreed that the student perspective is critical to assessing Student Services processes.

- Upcoming Summary, Review and Distribution of Positions
  - Dr. Templin provided a summary of the topics that have been covered over the past few months under the general review of dealing with the impact of growth on the college. Part of this review has been identifying FY 2010 college priorities for positions.
  - Council members who have made presentations on the various identified topics are asked to provide a summary paragraph of the presentation along with any position requests that are recommended for funding.
  - Campuses and units may also propose any additional priorities that they have for non-teaching positions.
  - These items will be reviewed on February 9, in time to complete budget decisions for FY 2010 and begin budget discussions for FY 2011.

Student Learning Outcomes:

- Dr. Gabriel distributed an informational packet on Student Learning Outcomes (SLOs) that is being sent to all full-time teaching faculty. He noted that the process for SLOs includes identifying the outcomes, collecting data to show the results, and acting on these assessments to improve programs.

- The Annual Planning and Evaluation Report: 2008-2009 is due February 1 for all academic programs. Completed reports on each program are required for the reaffirmation process.

- Dr. Gabriel will report back on SLOs in mid-February.

FY 2010 Budgets:

- Special Project Expenditures
  - A report is expected from the Budget Office as to the current status of these budgets. Once this information is received, each special project
should be reviewed as to projected expenses for the remainder of the fiscal year. Funds not expected to be used will be redistributed for other projects.

- Equipment, Furniture, & Other Expenditures
  - Dr. Templin noted the following budget guidelines:
    - Campuses have discretion to spend their allotments received from the balance in the Fall 2009 adjunct budget.
    - Funds received from exceeding the enrollment targets should be spent on equipment, furniture or safety needs.
    - Special requests for purchases of $5000 or more, to be funded from available college-wide funds, should be submitted by March 5 (and earlier if possible).

Ad Hoc Budget Crisis Committee Status Reports:
- The committee will meet again in February. Prior to that time, working groups should complete the assignments made at the November meeting.

The next meeting of the Administrative Council is Tuesday, February 2 at 9:30 a.m. in the Large Board Room at Brault.

Tracking
Woodbridge After Action Report – Feb 2
Quarterly WDCE Report - Feb 16
2010-2011 Proposed Institutional Memberships – March 2
Consolidated Working Calendar—March 16
Faculty Handbook—May 18