Administrative Council Meeting  
March 16, 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:
Dr. Elizabeth Harper, Associate Vice President, Student Services and Enrollment Management
Dr. Patricia Lunt, Special Assistant for Student Mental Health and Behavior
Mr. Brett Sokolow, President, The National Center for Higher Education Risk Management
Dr. John Pickelman, Achieving the Dream Coach
Dr. Dan McConochie, Achieving the Dream Coach

NOVA Safety & Security
- Threat Assessment – Report from the National Center for Higher Education Risk Management (NCHERM)
  - Dr. Dever noted that today’s discussion would be an update on the college’s efforts in the area of Student Mental Health and Behavior that began in 2007. Dr. Lunt introduced Mr. Brett Sokolow, President of the National Center for Higher Education Risk Management, and noted that NCHERM continues to provide NOVA with training and consultation in these efforts. NCHERM has been especially helpful with the implementation of the CARE Team model and in consulting on cases of special concern.
  - Mr. Sokolow stated that NOVA has made good progress in the area of threat assessment and is well ahead of many institutions of higher education, especially community colleges. He noted the following:
    - The work currently being done by NOVA is not purely threat assessment, but is aimed at identifying precursor behavior and responding to it early before a threat occurs. The concept of CARE Teams focuses on prevention through early response.
    - The effectiveness of the CARE Teams depends on the information provided to them by the college community. It was recommended that information on the NOVA structure for addressing student mental health and behavior issues might also be made available to various external groups served by the college community.
    - Benchmarking is an effective tool for determining where the college is and where it needs to be in the area of threat assessment.
    - Due to the lack of mental health expertise at the college, a close relationship with external resources is critical.
  - Mr. Sokolow noted the following expectations for NOVA’s current system:
    - A more efficient mechanism, with an institutional support infrastructure, for behavioral intervention by student services administrators.
    - An efficient and quick centralization of information that in the past was slow and inhibited a quick response.
• The amount of time involved in crisis management should ultimately be reduced due to earlier intervention.
  o It was agreed that an understanding of new terminology is needed as these issues are not disciplinary. The CARE Teams are using the National Behavioral Intervention Teams Association’s Threat Assessment Tool for identifying the risk level of various behaviors.
  o The process for collecting and responding to this information must be transparent. It is critical that those involved in this process have the trust of the college community.

• Woodbridge Final Action Report
  o The final report has been distributed and is now a public document.

Student Success: Achieving the Dream:

• ATD Coaches Discussion
  o Dr. Templin advised that AtD status reports will be a part of future Administrative Council agendas. These reports will serve to track what is happening both on the campuses and college-wide, and will include topics such as Learning Communities, the revised SDV courses, and the New Student Orientation.
  o Dr. Pickelman and Dr. McConochie discussed their meetings with the various AtD teams. While NOVA’s effective use of data was acknowledged, it was noted that the participation level is not consistent across the campuses.
  o As this is a college effort, approved by the Administrative Council, the Core Team and campus teams can expect the support of the entire college. The provosts will work closely with the chairs of their campus teams to ensure they are receiving the support they need.
  o In addition to engaging a large number of full-time teaching faculty in AtD, adjunct facility should also be included.
  o A report is expected soon on the current status of the AtD program as well as the plan for next year.
  o While members of the AtD teams identify issues through reviewing various data, it is the responsibility of the college leadership to implement changes.
  o Scaling promising practices across campuses and providing resources to support these efforts continue to be a challenge. The numerous initiatives and projects currently in place at NOVA need to be interconnected into a workable plan.

• NCAT Grant Proposal
  o The list of NOVA representatives to the National Center for Academic Transformation Alliance Annual Conference was distributed by Dr. Gabriel. April 15 is the deadline for the proposal for this grant focusing on significantly increasing student success outcomes by using technology to reduce the cost of instruction to the institution. The College AtD team will take the lead in the NCAT initiative. The Office of Grants and Special Projects continues to assist with this proposal.
  o If selected, the college will choose a developmental math course for redesign and will agree to teach this course according to a specific model. As several college projects are currently focusing on developmental math, this effort would take NOVA to the next level. To be successful, a process is needed to encourage input
from various constituencies and buy-in from the college leadership. It is also important to create a liaison with the VCCS Task Force on Developmental Math.

- It was agreed that a common course provides an excellent opportunity for good data collection and review.
- A deliberate and visible structure should be in place prior to the implementation of this course. Drs. Dever and Gabriel will collaborate on a proposal for moving this grant opportunity from a pilot project to a college-wide effort. This proposal will include expected student outcomes and could serve as a model for future institutionalization of successful pilot programs. Sustainability and scalability are major considerations in this process. Once a decision is made based on expected outcomes, college commitment is critical.

**Gateway to College National Network Grant Proposal**

- NOVA has participated in several webinars in preparation for the March 19th deadline for this grant aimed at moving developmental students quickly from developmental reading, writing, and math to college-level courses.
- If NOVA is selected, the grant will be initially implemented at the Alexandria Campus. Institutional commitment is critical to the success of this model as significant resources are needed for the wrap-around support provided to students.
- Dr. Maphumulo was asked to identify: (1) the expected outcomes; (2) a plan for integrating this grant with the Dual Enrollment and other projects such as Pathway to the Baccalaureate and Achieving the Dream; (3) the cost of the program; (3) the developmental education student cohort that can benefit from this Project Degree Model; and (4) if successful, a process for adapting it college-wide.
- It was suggested that the AtD data could be disaggregated to select students who could be best served from this model.

- A framework is needed for integrating College Readiness, Achieving the Dream, Pathway to the Baccalaureate, National Center for Academic Transformation, and the Gateway to College National Network Grant.
- A review of student success data will be scheduled at a future Administrative Council meeting.

**General Education Council:**

- Dr. Dever presented a proposal for a Council for General Education to provide oversight and guidance for all matters related to general education at the college. This Council would focus on the overall purpose, structure, and quality of the college’s general education program and the extent to which NOVA degree graduates attain the competencies needed for success in further education and employment.
- The Council would also be asked to give particular attention to the SACS COC standard for college-level competencies.
- The Council would be asked to maintain association with professional groups that promote the value of general education, such as the American Association of Colleges and Universities, to ensure that NOVA is in the forefront of community colleges recognized for the overall excellence of their educational program.
- The Council should maintain association with college committees, discipline clusters, and other groups concerned with common topics. Any curricular proposals that may originate
within the Council should be directed to the Curriculum Committee for review and action.

- Council members would be appointed by the Administrative Council and consist of 12-18 teaching faculty, professional faculty, and deans representing all campuses and a variety of disciplines, including transfer-oriented and career-technical disciplines. It was recommended that a provost and workforce development representative be included. The Associate Vice President for Academic Services and the Coordinator of Academic Assessment would serve as *ex officio*. The Council would report to the Executive Vice President, Academic and Student Services.

- Dr. Dever will consult further with the Curriculum Committee, College Senate, Instructional and Student Services Committee, and Academic Deans Council on this proposal. Suggestions for members to serve on this Council will be provided by the provosts.

Ad Hoc Budget Crisis Committees’ Report Out:
- This meeting is scheduled for Thursday, March 19.

General Assembly Outcomes: Discussion deferred.

Non-Discrimination at Northern Virginia Community College: Discussion deferred.

2010-2011 Proposed Institutional Memberships: Discussion deferred.

Consolidated Working Calendar: Discussion deferred.

Other:
- The Administrative Council participated in the state-wide tornado drill during this meeting. Mr. Flagler will provide a summary on the college’s response to this drill.
- A timeline for FY 2010 expenditure actions was distributed.

The next meeting of the Administrative Council will be Tuesday, March 23, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Task Force on Student Athletics at NOVA – March 23
- New Student Orientation Initiative – March 30
- ATD Core Team Proposed Plan for 2010-2011 – April 13
- Financial Aid Restructuring Initiative Report – April 13
- WD/CE Third Quarter Report & FY11 Budget Proposal – May 11
- Faculty Handbook—May 18
- Assistance to Haitian Students