Administrative Council Meeting  
April 6, 2010

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

Mr. Michael Turner represented Dr. Hill.

Guests:
Dr. Athos Brewer, Dean of Students, Annandale Campus  
Mr. William Flagler, Director, Office of Emergency Planning  
Ms. Renee McLaurin, Acting Dean of Students, Loudoun Campus  
Ms. Linda Pinkard, Acting Dean of Students, Manassas Campus  
Ms. Beatrice Veney, Dean of Students, Medical Education Campus  
Ms. Frances Villagran-Glover, Acting Dean of Students, Alexandria Campus  
Representatives from Counter Tech Consulting Services (CTI): Mr. Ray Garza, President; Mr. Rich Roth, Executive Director; and Mr. Trent Higareda, Senior Security Consultant.

Dr. Templin acknowledged the efforts of the Alexandria Campus in hosting the visit by President Obama on March 30 at which the Health Care and Education Reconciliation Act of 2010 was signed.

Dr. Templin reported that NOVA has recently received several grants.
- Mr. Foley noted that the Office of National Coordinator for Health-IT, Department of Health and Human Services, awarded $84 million to institutions of higher education to fund the Health IT Workforce Development Program. This funding focuses on several key resources required to rapidly expand the availability of health IT professionals who will support broad adoption and use of health IT in the provider community:
  - Northern Virginia Community College was awarded $6 million for a Competency Examination Program to support the development and initial administration of a set of health IT competency examinations.
  - Northern Virginia Community College is a partner with Tidewater Community College for the Community College Consortia Program which provides assistance to establish a multi-institutional consortium. Each college will teach non-degree training programs that can be completed in six months or less by individuals with appropriate prior education and/or experience.
- In addition to these two grants, NOVA has received a grant through the Department of Education for $500,000 for both credit courses and WDCE courses in Health Information Management.
- The college is also the recipient of a $2 million State Department grant. Dr. Dever noted that this is a consortium of four community colleges, headed by NOVA, to provide high-quality education, including ESL immersion, to underserved students from around the world.

College/Campus Safety & Security:
- Revising College/Campus Emergency Operations Plans  
  - Mr. Flagler introduced the representatives of Counter Tech Consulting Services (CTI), the firm retained to develop an Emergency Operations Plan (EOP) for the college as well as one for each of the campuses. This company previously worked on NOVA’s security plan and vulnerability assessment.
  - In addition to developing EOPs for the college and for each campus, CTI will also assess the college’s current organizational structure for its Emergency Operations Center (EOC)
as well as develop a tabletop training exercise. Off-site locations will be included in this assessment.

- Mr. Garza noted the importance of involving all the major stakeholders in this process. This includes the Emergency Planning Committee, Business Managers, and Administrative Council members.
- While consistent roles for those responding to an emergency need to be in place college-wide, individual campus circumstances must also be considered. The relationship between the college EOP and each campus EOP, especially in terms of “who does what” in specific scenarios, needs to be clearly defined.
- CTI is expected to complete its work within 90 days.

Student Access:

- **Summer Registration**
  - The Daily Enrollment Report for Summer 2010, as of April 6, shows an increase in FTES of 8.7% over the comparable period for Summer 2009.

- **Spring 2010 Enrollment**
  - The Daily Enrollment Report for Spring 2010, as of April 6, shows an increase in FTES of 11.6% over the comparable period for Spring 2009. Dr. Gabriel noted that this increase in FTES is 6.5% above the college target for Spring 2010.

Student Success:

- **New Student Orientation**
  - Mr. Turner presented a proposal on behalf of the Deans Working Group for the New Student Orientation (NSO) sessions to be held this summer. He noted that the NSO is one of the key strategies developed as part of the Achieving the Dream plan to increase retention and student success. The three components of NSO are
    - academic advisement and planning
    - registration
    - student engagement and connection to campus resources
  - He reviewed the NSOs held in Summer 2009 and noted the lessons learned from this initial attempt to develop a standardized college-wide student orientation.
    - In spite of these sessions, the Student Services Centers continued to experience long lines during the last two weeks before classes.
    - The sessions were held too late to provide academic advising and registration assistance as many students had already registered. It was also too late to assist with financial aid applications.
    - The sessions were too large for advising and planning and did not allow enough time for informing students about campus resources.
    - Not all students have the same needs. The needs of recent high school graduates differ from those of adults.
  - Based on the lessons learned, the DWG is proposing a two-part approach for this summer’s NSOs. While the focus in Summer 2009 was orientation, the focus of this new model is to provide a total student experience. The targeted group of attendees is recent high school graduates between the ages of 18-21. Out of the expected 5,000 students in this group, the target for attendees has been set at 3,500.
    - Part one focuses on advising, planning, and registration. These sessions would begin in June, continue throughout the summer, and would be limited to 20-35 students per session. This would allow concentration on course selection as well as counseling support for immediate registration.
    - Part two focuses on student engagement. These sessions would be held at the end
of July and in August and would be limited to 150 students per session. In addition to providing information and opportunities encouraging student engagement in co-curricular programming, students will gain skills to help them navigate the college campus. These sessions will also allow students to interact with their peers, faculty, and staff.

- This presentation also addressed the expected advantages of this revised orientation, how the NSO improves student success, and needed fiscal resources.
- The Administrative Council acknowledged the good work done by the Deans Working Group in the development of both the initial New Student Orientation model and the revised two-part model and endorsed moving forward with the latter. A follow-up proposal to include the following was requested:
  - Clarification as to who is the target student
  - Clarification of the target number of students
  - Expected student outcomes
  - How this model would be scaled to serve a larger number of students if it is successful
  - A detailed budget request separating expected expenditures by funding source (State or Local Funds) and by dates to be expended (FY 2010 or FY 2011)

- In addition to the usual data to be reported back to AtD, information from students documenting their experiences should also be included.
- Concern was expressed that students would have to come to the campuses on multiple occasions, but the deans do not anticipate that this will be a problem.

QEP Proposals:
- Dr. Dever discussed the efforts over the past few months of the SACS COC Steering Committee to engage the college community in the discussion and development of possible topics for NOVA’s Quality Enhancement Plan (QEP). He noted that the process used to collect information and encourage participation had been very effective.
- The following four proposed QEP topics were submitted by the Steering Committee for consideration by the Administrative Council:
  - Citizenship Across the Curriculum
  - Early Academic Engagement Program
  - Enhanced Academic Advising
  - Increasing Math and Science Literacy for Non-Majors

- There was consensus that the proposal for Enhanced Academic Advising could provide NOVA with an opportunity to address the need for a structured and consistent college-wide advising program. The Deans Working Group and the Instructional and Student Services Committee have endorsed the selection of academic advising as the QEP.
- Dr. Gabriel advised that the most recent Community College Survey of Student Engagement (CCSSE) report again shows NOVA below the national average in the benchmarks of early engagement of students and helping students plan to reach their goals. The college must improve in these two areas if it is to increase degree completion and graduation.
- While the initial advising phase for new students and populations needing extra attention is intensive, the next phase is characterized by the continuation of a process for advising students as they move forward toward completing their educational goals. A structure is needed to ensure a comprehensive and interconnected process from one phase to the next.
- Attention should also be given to early advising, to include engaging students even before they arrive at NOVA.
• It was agreed that numerous aspects of the proposal for Early Academic Engagement Program could be incorporated into Enhanced Academic Advising.

• Dr. Templin noted the need to consider the following in the development of the QEP:
  - This is a college-wide commitment and, therefore, must be scalable.
  - It must be sustainable. The financial viability of the plan should be a major consideration throughout its development.
  - A major focus has to be early engagement.
  - The plan must include expected outcomes for both student success and student learning.
  - The identification of best practices from other institutions that have proven results in the areas of student success and student learning. The committee will be requested to identify these by August.

• Drs. Templin and Dever will develop a communication to the SACS Steering Committee on the topic selection and the due date for the first report. This will be reviewed at the next meeting of the Administrative Council.

• A work group will be convened to develop the Quality Enhancement Plan, due to the SACS COC onsite committee by September 2011.

• Dr. Dever suggested that the other two topics, Citizenship Across the Curriculum and Increasing Math and Science Literacy for Non-Majors, have great potential and would fit well into the work of the proposed Council for General Education that is under consideration by the Administrative Council.

Summer Academic Advising. Discussion deferred.

FY 2010 Year-End Budget Management:
• Specific information will be sent from the Budget Office as to funds to be taken in the initial budget sweep. The purpose of the sweep is to reduce carry forward funds.
• The Budget Office should be notified if plans are in place for spending these funds. Vice President Garcia should be notified if additional funds are needed for specific purchases. He noted that a number of institutional priority purchases, especially in the area of safety and security, are in progress.
• Vice President Garcia noted that increasing purchases during the first quarter will result in improved budget management. Planning should begin now for purchases that could be made at the beginning of the fiscal year.
• He also noted that efforts are underway for improving the college’s budget reporting capabilities.

Salary Strategy – 2010-2013:
• Dr. Templin advised that consideration is being given to possible salary enhancement strategies, both long- and short-term, in light of the lack of any salary increases in the last three years. He noted that although the college has undergone several budget cuts during this period, continued enrollment increases and careful budget planning positioned NOVA to hire 30 new teaching faculty.
• It was the consensus of the Administrative Council that various options should be explored with the chairs of the College Senate and Personnel Services Committee. Dr. Templin advised that college governance would be fully engaged in this effort. An Ad Hoc Salary Compensation Committee to be chaired by the Vice President for Finance and Administration would also be convened.
Outstanding Faculty Awards 2011:
- Since 2003, six NOVA faculty have received the prestigious Virginia Outstanding Faculty Award, with five of these awards received in the last five years.
- Dr. Dever discussed the current nomination process currently in place. Nominations for 2011 are due to the college Awards Committee by April 12. However, to allow the provosts more time to discuss this opportunity with faculty, it was agreed that as long as the chair of the Awards Committee was notified of potential nominees by April 12, the required paperwork would be accepted through April 19.

Faculty Tuition Assistance Policy Recommendation:
- Mr. Foley will provide council members with information on this recommendation prior to a discussion at the next Administrative Council meeting.

Other:
- An Administrative Council retreat is being planned for June. Council members were requested to advise as to their availability.

The next meeting of the Administrative Council is Tuesday, April 13, 9:00 a.m. at Signal Hill in Sterling.

Tracking:
- ATD Core Team Proposed Plan for 2010-2011 – April 13
- Financial Aid Restructuring Initiative Report – April 13
- Planning & Evaluation Cycles – April 20
- Education Advisory Board – April 27
- Call Center Assessment – May 4
- WD/CE Third Quarter Report & FY11 Budget Proposal – May 11
- Call Center assessment – May 11
- Faculty Handbook—May 18
- Assistance to Haiti Students
- NCAT Redesign Initiative Approval Strategy