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

Dr. Ronald Buchanan represented Dr. Hinton.

Guest:
Ms. Charlotte Calobrisi, Special Assistant for Compliance Certification, SACS Reaffirmation

Student Access:
- Summer Registration
  - The Daily Enrollment Report for Summer 2010 as of April 12, shows an increase in FTES of 11.7% over the comparable date in Summer 2009.
  - Dr. Gabriel advised that ELI’s enrollment data is being monitored and promotion of ELI will be enhanced as needed.
  - Further discussion of ELI’s relationship with the campuses would be helpful, as these units are interconnected and must support each other.
  - Dr. Templin noted that ELI is the fastest growing part of the college and a very important part of NOVA’s strategic planning. To that end, the discussion of such topics as expectations and opportunities for adult learners as well as resources needed to enhance their student success will be scheduled for future meetings. Drs. Templin, Sachs, and Dever will confer as to the best time frame for these discussions.

Student Success:
- ATD Core Team Proposed Plan for 2010-2011
  - Dr. Gabriel discussed the Achieving the Dream annual report that is currently being finalized.
  - This report will include the following topics:
    - The major goals of the Achieving the Dream Initiative
    - Current AtD interventions at NOVA: 2009-2010
    - NOVA outcomes: 2009-2010
    - Proposed Plans at NOVA: 2010-2011
    - Expected outcomes at NOVA: 2010-2011
    - Faculty Buy-in
    - Broad Engagement
    - AtD Budget in 2010-2011
  - Dr. Gabriel noted some preliminary outcomes for the four interventions currently underway at NOVA:
    - Learning Communities (LCs) for Math 3 and Student Development (SDV) 100. Although retention in the Learning Community (LC) improved, there was not significant improvement in course completion.
    - New Student Orientation (NSO). Retention, GPA, and appropriate course placement have improved for NSO attendees.
- Student Development (SDV). Preliminary data indicate that enrolling in SDV courses during the early period of enrollment positively impacts student success.
- College-wide tutoring project. This will be discussed at a future Administrative Council meeting.
- The fifth proposed intervention, the First Year Experience, continues to be revised.
  - Learning Communities are working better in some courses than in Math. The Achieving the Dream developmental math task force will provide a list of recommendations for consideration by the Administrative Council.
  - Although it is agreed that Student Development (SDV) courses should be taken during a student’s first 16 credit hours at NOVA, there is insufficient capacity to implement this requirement. Drs. Sachs and Dever will continue to confer with the Deans Working Group as to options for expanding capacity, to include the possibility of using the NCAT model for this course. Increasing capacity for the SDV course should be a major college commitment.
  - For SACS compliance purposes, Dr. Dever advised that NOVA must be able to justify the competency for any faculty teaching an SDV course. For non-counselors, this would require a Justification Request in accord with agreed-upon standards. It is important to note that SDV is a part of NOVA’s general education goal for personal development.
  - Dr. Gabriel noted that a major AtD focus for next year will be on the gatekeeper courses, as moving through these courses is critical for persistence and program completion.
  - Dr. Templin stated that implementing the Core Team’s recommendations is the responsibility of the Administrative Council and represents the college’s commitment to student success. The support of the provosts and the deans is critical to realizing our student success goals.
  - Achieving the Dream is not an end in itself but a means to institutionalize productive innovation within the college. These innovations, supported by a culture of evidence and with specific outcomes, then become part of the college’s operations.
  - Instead of continuing to consider the AtD plan one year at a time, Dr. Templin stated that it is now necessary to take a long-range view as to its ultimate impact on student success. Consideration must also be given to what is needed to scale up this effort.

QEP Proposals:
- Dr. Dever presented a draft response to the SACS Steering Committee regarding the Council’s decision on the Quality Enhancement Plan (QEP). The response acknowledges the broad-based involvement that went into the four proposals presented for consideration.
  - The Administrative Council has concluded that Enhanced Academic Advising has the greatest potential for making a substantial advancement in “the environment supporting student learning and accomplishing the mission of the institution” (SACS COC Core Requirement 2.12).
  - It was agreed that the proposal for Early Academic Engagement has substantial merit and a somewhat similar intent to the proposal for academic advising. The Administrative Council requests that, while the proposal to be developed for Enhanced Academic Advising should deal with the span of a student’s total career at NOVA, particular focus should be given to the student’s early stages. During these early stages, it is critical that students, particularly recent high school graduates or those placed in developmental
studies, receive guidance in setting their educational goals and understanding what is required to reach them.

- The Administrative Council requests that the following elements be given particular attention in the development of the QEP:
  - College-wide in scope
  - Scalable in size
  - Sustainable in terms of required financial support
  - Focused on early engagement while providing coverage for the whole student career
  - Directly supportive of student success (retention, persistence, graduation, successful transfer or entry into the workforce)
  - Connected with student learning outcomes (particularly the General Education goal for Personal Development)

- Specific outcomes and associated metrics must be developed to monitor progress over the five-year period of the plan.
- The Steering Committee is requested to identify benchmark institutions with proven results in the area of academic advising for community college students, and to consider this information in the early stages of plan development.
- The Steering Committee will provide periodic updates to the Administrative Council throughout the process so that feedback can be given.
  - Council members requested that a time frame for the development of the Quality Enhancement Plan be available by August. This will allow the use of college-wide and campus events, such as fall convocation, for the dissemination of this information as well as a demonstration of support for the QEP process.
  - A report is requested in December 2010 as to the following: (1) scalability of the plan; (2) cost estimate; and (3) impact on student success and learning outcomes.

- Student success begins before the student arrives at NOVA; therefore, efforts for College Readiness should be considered in the development of the QEP.
- The proposals for Citizenship Across the Curriculum and Increasing Math and Science Literacy for Non-Majors will be referred to the college group being proposed to provide oversight for the college’s General Education program.

Summer Academic Advising:
- A general plan for academic advising for Summer 2010 has been developed by the provosts in collaboration with Dr. Dever. According to this plan, all NOVA campuses will ensure that systematic academic advising services are available for continuing and new students during Summer 2010.
  - Campuses should set up scheduled dates and hours for advising that include assignment of all faculty members teaching more than 6 credits at the pro-rata rate. By April 30, all campuses will provide a report to Dr. Templin of their plan for systematic advising, to include the respective roles of Student Services Centers/Counseling and Academic Divisions/Faculty.
  - By September 1, all campuses will provide a report to Dr. Templin evaluating the success of their summer advising project. Topics should include: (1) number of students served; (2) indicators of student satisfaction with service provided; (3) indicators of types of assistance provided; (4) report of the involvement of faculty
and the extent to which they found the experience to be satisfactory; and (5) recommendations for what to maintain and what to change in the future.

- Dr. Saperstone presented the proposed guidelines for faculty participation in this college-wide summer academic advising program.
  - For Summer 2010, nine-month teaching faculty will be given the opportunity to increase their overload pay rate to their pro-rata rate for the seventh and eighth teaching credit by participating in a summer advising program. Each faculty member participating in this program will be required to participate in 20 hours of advising for each of the two teaching rate increases.
  - Each faculty who wishes to participate in the program will first take part in advising training coordinated by CETL. This training will count toward the required advising hours. The faculty member will then have the option of participating in any or all of the following advising venues:
    - New Student Orientation (NSO) Part 1: Advising and Planning Session
    - New Student Orientation (NSO) Part 2: Engagement
    - Advising in a campus designated “advising center” where students can come for advising assistance.
  - Faculty must sign up to participate. The Academic Deans will coordinate the sign-up sheets with the Dean of Students.
  - Faculty must complete their advising hours between May 17 and August 13. However, the advising does not have to be done in the same instructional period that the faculty member teaches. For example, a faculty member can teach during the first 6-week session and come back in August to participate in the advising option.

- Dr. Templin noted that this program is about moving to provide a partial response to the critical need that students, both new and continuing, have for guidance about completing their educational goals. It also provides a way to positively address concerns about faculty compensation for the summer session.
- The Administrative Council approved the proposed plan for academic advising for Summer 2010.

Salary Strategy – 2010-2013:

- Dr. Templin proposed the convening of an Ad Hoc Committee on Compensation. This committee would be charged with developing a strategy for improving NOVA’s competitive compensation position over the next five years for all categories of employees.
  - The first part of the strategy should focus on the 2010-2012 biennium when few, if any, state resources can be counted upon to improve the competitive compensation position of the college. The committee should consider the use of policies available to the college, such as salary adjustments for compensation competitiveness and bonuses for exceptional performance.
  - The second part of the strategy should concentrate on a longer term approach (2012-2015) to establishing and maintaining the college’s position of paying its employees competitively when more state resources may be available.
The Vice President for Finance and Administration would chair the committee. Initial recommendations are expected to be completed in time to be considered in budget decisions for the 2010-2011 academic year.

- Dr. Templin will present this proposal to the College Senate. It is critical that any plan have the support of college governance.
- The Administrative Council endorsed moving forward with this plan.

Faculty Tuition Assistance Policy Recommendation. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, April 27, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- 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
- Financial Aid Restructuring Initiative Report
- Assistance to Haitian Students
- NCAT Redesign Initiative Approval Strategy