Administrative Council Meeting
July 27, 2010

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

Mr. Ronald Beckwith represented Vice President Gary and Mr. Michael Turner represented Dr. Hill.

Guests:
Mr. Bill Chamberlin, Director, Facilities Planning and Support Services
Mr. Will Flagler, Director, Office of Emergency Management and Planning
Ms. Tanya Ingram, Counselor, Woodbridge Campus

Student Access:
- **Summer Enrollment**
  - The Daily Enrollment Report for Summer 2010 as of July 27 shows an increase in FTES of 12% over the comparable date for Summer 2009. The target for Summer 2010 was 8.5%.

- **Fall Enrollment**
  - The Daily Enrollment Report for Fall 2010 as of July 27 shows an increase in FTES of 13.1% over the comparable date for Fall 2009. Dr. Gabriel noted that registrations from the 18-21 age groups have slowed down and although the enrollment target for this population has been reached in terms of application, only 35% of these students have registered for classes.
  - Enrollment cancellation will begin on July 31. Automated calls will be made to students who are dropped encouraging them to reenroll and make their payments. A list of those dropped will be provided to each campus. Dr. Gabriel advised that funds will be transferred to the Deans of Students for staff to contact these students.

Student Success:
- **First Year Experience Plan—AtD First Year Experience Task Force**
  - A proposal from the First Year Experience Working Group was presented by Ms. Ingram and Dean Turner. This proposal outlined a college-wide implementation plan for a First Year Experience (FYE) aimed at improving retention and success among first year students. The target population is first time students, ages 18-21, entering directly from high school.
  - There are various efforts currently in place that focus on student success and include the First Year Experience; however, there is little consistency. Best practices from these efforts were identified and integrated into this proposal.
  - The proposal was based on data from both the Achieving the Dream focus groups that addressed barriers to student success and the 2008 Community College Survey of Student Engagement (CCSSE). Ms. Ingram noted that NOVA’s CCSSE rating of 30 out of 50 clearly identified student engagement as a major area of concern.
  - The NOVA FYE program is built upon the 3C’s that promote student success and are designed to provide academic, career, and social support to first year students:
- Connection. NOVA students must be connected to the campus, the resources, and the people they need to negotiate NOVA and to explore majors and career options.
- Critical thinking. NOVA students should be challenged intellectually, academically, and personally through academic and student development experiences both in and outside of the classroom.
- Community building. The community building process begins with the New Student Orientation. First year students (FYS) will be acclimated to the community through intentional student development and co-curricular programs while on campus, such as student activities, peer mentoring, social events, and meaningful service learning opportunities.

  o The expected outcomes of a comprehensive FYE program are:
    - Increased persistence of the identified group
    - Improved success in gatekeeper courses such as developmental math and English and courses identified as required for progress toward certificates and graduation
    - More rapid movement from developmental courses to credit courses
    - Increased graduation rates
  o The FYE Working Group has identified five critical components to be available at each campus:
    - New Student Orientation
    - Common reader
    - FYE Convocation
    - FYE SDV course. This shares the same learning outcomes as the regular SDV course but is 100% first year students.
    - Early advising
  o The First Year Experience proposal would be implemented in three phases:
    - The timeline for the implementation and completion of Phase I will be Summer 2011. Included in this phase are the FYE website, FYS early advising, NSO, FYE common reader, social networking and convocation, and assessment of FYE program.
    - Phase II will begin Fall 2010. During this phase, Phase I will be implemented and assessed, and planning for Phase III will begin.
    - The implementation and completion of Phase III could extend over the course of two years. During the 2011 SACS visit, the goal is to have a vibrant FYE program with data to support its effectiveness.
  o Ms. Ingram also discussed the expected milestones for First Year Students as well as assessment tools and techniques and expected goals and outcomes. She advised that a First Year Experience website has been developed.
  o For Fall 2010, 600 students from the targeted population are expected to participate in the FYE program. Dr. Templin stated that it is a critical to determine whether the FYE program as proposed would be scalable in the future to accommodate the entire target population. Dean Turner noted that discussions are ongoing regarding this with a major focus on the redesign of the SDV course.
- The Administrative Council acknowledged the excellent work of the First Year Experience Work Group in the development of this proposal. Dr. Templin noted the importance of the
development of a coherent systematic approach to enhance student engagement. College funds have been allocated for this program.

- Dr. Hinton stated that the FYE is a major focus of Achieving the Dream and that provost support is critical to its success. She noted that faculty involvement is also critical to its success.

Status Report on the Recommendations of the Commission on Safety & Security:

- Installation of the interior locking systems in all classrooms.
  - Mr. Chamberlin reported that the installation of the interior locking system is underway at the Woodbridge Campus. Lock installation on all classroom and lab (wet labs, dry labs, and prep rooms) doors on all campuses is expected to be completed by Convocation.
  - All locks on a specific campus will initially use the same key. Mr. Chamberlin will consult with the provost on the number of keys needed for this stage.
  - The next stage of this project will involve rekeying the core locks and distributing keys based on various levels of access. The Administrative Council will discuss the implementation of this process at a future meeting.
  - These systems are not being installed in the off-site locations as the college does not own these buildings.

- Exterior doors retrofitted so that they cannot be chained
  - Mr. Chamberlin stated that the new exterior doors are being constructed and that installation is expected to be completed by the end of October.

- Fall semester schedule of events related to emergency planning & management
  - Mr. Flagler provided a Fall 2010 Faculty Safety and Security Training Schedule developed by the Center for Excellence in Teaching and Learning (CETL), the Office of Student Mental Health and Behavior, and the Office of Emergency Management and Planning. He is currently working with Human Resources on training for college staff. Details on these training opportunities are available on the CETL website.
  - Posters outlining emergency procedures are being posted in prominent locations on each campus.
  - Emergency procedure posters are also being developed for all off-site locations. Mr. Flagler stated that these locations should call 911 in the event of any life threatening emergency and the local police or Fire/Rescue will respond accordingly. Following the 911 call, the Office of Emergency Management and Planning should be contacted by the designated point of contact for each site. He requested that designated person(s) be identified by the Administrative Council member(s) who have a presence at these locations.
  - The Faculty and Staff Emergency Preparedness Card and the Student Emergency Preparedness Card have been updated and will be available at the campus business office by the beginning of the fall semester.
  - It was recommended that web-based training be available for adjunct faculty.

- Vice President Garcia stated that the purpose of these reports is to keep Council members informed as to the status of various ongoing projects. He and Dr. Dever will provide a comprehensive overview of the recommendations of the Presidential Commission for Safety and Security at the Administrative Council Meeting on August 3. This overview
will identify who is responsible for the implementation of each recommendation as well as the timeline for completion.

Violations of Computer Security Policy:

- Although all college employees are required to complete the state-mandated MOAT training on computer security, NOVA has experienced multiple incidents in which employees did not act in accord with the requirements presented in this training. Dr. Sachs stated that these incidents not only cost the institution extensive time and money but also endangered the entire college email system and seriously compromised the college’s computer security. Dr. Sachs will provide Council members with the documentation to be used in this process.

- As those involved in these incidents are in violation of college policy, Council members agreed that such incidents require immediate actions and endorsed moving forward with a process to deal with this. Once the person(s) involved are identified, Dr. Sachs will advise the appropriate Administrative Council member who will then notify the employee’s supervisor. The supervisor will complete a letter of concern which will be presented to the employee and maintained by the supervisor. Dr. Sachs will be notified once this process has been completed.

- Dr. Sachs will provide a proposal for action to be taken should there be a second offense. The proposal will deal with actions for both classified employees and non-classified employees.

- Dr. Sachs stated that it is critical that the college community read and comply with the information sent via email from the IT Help Desk and his office. He advised that there are two basic rules that everyone should follow at all times:
  - Never give out your password
  - Do not store personal information on laptops or thumb drives.

- A new Acceptable Use Agreement is expected to be in place this fall. This will provide details as to what is or is not allowable or appropriate.

Consideration of Changing Institutional Policies to Promote Student Success:

- The following items were included in the student success discussion at the recent Administrative Council retreat:
  - Eliminating late registration as now practiced
    - Dr. Gabriel has reviewed some data and literature as to the correlation between late registration and student success. He advised that a more detailed review of the data is needed but that preliminary findings from Fall 2009 show the success rate of students who register late to be 7 to 8% below those who attend the first day of class for developmental classes and 3 to 4% below those who attend the first day of class for college-level classes.
    - Redefining “late registration” to include new registrations only up to the first class meeting (no registration permitted after the meeting of the first class).
    - Drs. Dever and Gabriel will review the implications of such a change on the Wait List.
  - Requiring satisfactory completion of New Student Orientation
The requirements for providing NSOs for all students age 18-21 need to be determined.
- Requiring completion of SDV during the first 15 credits
  - Dr. Gabriel stated that preliminary findings show that first-time students who take the SDV course in their first semester show a .5% increase in their semester GPA. For those first-time students taking the SDV course in their second semester, the increase in semester GPA is .6 to .7%.
  - The requirements for the college to enforce its policy that SDV courses should be taken within the first 16 hours of college work need to be determined. This includes capacity, operational, and resource demands.
- Dr. Templin noted the need to identify and focus on at-risk students and the creation of policies and capabilities that would impact their decisions and lead to student success. The resources needed to make this happen also need to be identified. These topics will continue to be addressed by the Administrative Council as well as by various college groups.

College Goals for 2010-2011:
- Dr. Templin advised that the college goals that were distributed earlier need to be incorporated into the unit and campus goals due August 16.

The Administrative Council acknowledged Ms. Samuels for her outstanding work as Acting Provost for the Loudoun Campus.

The next meeting of the Administrative Council will be Tuesday, August 3, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Six-Year Capital Outlay Plan – August 3
- Status Report on the Recommendations of the Commission on Safety & Security – August 3
- Chancellor’s Summer Planning Conference – August 10-11
- Ad Hoc Budget Crisis Committee Release Time Report
- Ad Hoc Budget Crisis Committee Recommendations Follow Up
- NCAT Redesign Initiative Approval Strategy