Administrative Council Meeting
August 3, 2010

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

Dr. Templin welcomed Dr. Julie Leidig, the new Provost of the Loudoun Campus, to the Administrative Council.

Guests:
Mr. William Chamberlin, Director, Facilities Planning and Support Services

Student Access:
• Summer Enrollment
  o The Daily Enrollment Report for Summer 2010 as of August 3, shows an increase in FTES of 12.1% over the comparable date for Summer 2009.
• Fall Enrollment
  o The Daily Enrollment Report for Fall 2010 as of August 3, 2010, shows an increase in FTES of 14.1% over the comparable date for Fall 2009. Dr. Gabriel noted that this number may be slightly inflated as enrollment cancellation was not completed today due to problems encountered with this process over the weekend.
  o Students with pending financial aid who were dropped in error have been put back into their classes. Dr. Gabriel noted that this system problem caused delays both in activating the Wait List and implementing the automated call process. It also may have resulted in over enrollment in some classes.
  o The Wait List has now been activated and the automated calls will begin today. A list of students dropped for non-payment will be forwarded to the provosts.
• Analysis of Recent High School Graduates
  o Dr. Gabriel provided data showing that, as of July 30, only 50.5% of the 2010 Northern Virginia public high school graduates who applied to NOVA have registered for Fall 2010 classes. He noted that, while the college met its target for applications, registrations are approximately 4-5% lower than the past several years.
  o Contact details for students who applied but have not registered will be provided weekly to the provosts for the schools in their service area. Funds have been provided to the Deans of Students for staff to contact these students. Dr. Gabriel recommended that the campuses focus on their large feeder schools.

Student Success:
• VCCS Developmental Mathematics Redesign Team Report
  o “The Critical Point,” the report of the VCCS Developmental Mathematics Redesign Team, was distributed for review. Dr. Templin noted that the recommendations included in this report call for significant system-wide reforms. One such reform is the development of a diagnostic assessment tool to identify specific areas of weakness.
  o While the goals of this redesign are shared system-wide, the implementation is left to the individual institutions. Dr. Dever noted that NOVA’s NCAT proposal
focuses on developmental math and is closely aligned with the recommendations of the VCCS report. This proposal will be discussed at the Administrative Council meeting on August 24.

- The major implications of these recommendations will be reviewed in more depth at the Chancellor’s Annual Retreat on August 10-11.
- **MTH 003/SDV100 Learning Communities**
  - Dr. Gabriel provided the following recommendations on behalf of the AtD Core Team:
    - The discontinuation of developmental math Learning Communities as an AtD intervention in Spring 2011. This recommendation was based on an evaluation of data and issues related to the implementation of MTH 3/ SDV 100 Learning Communities, including the following:
      - As the college begins the transition to the NCAT redesign for developmental math, resources should be focused on the planning and implementation of this intervention.
      - The NCAT redesign is more readily scalable than MTH3/SDV 100 Learning Communities.
      - Many factors identified as valuable in the Learning Communities will be incorporated into the NCAT redesign.
      - Focusing on the NCAT redesign puts NOVA in alignment with proposals from the VCCS Developmental Math Redesign Team.
    - The continuation and development of Learning Communities for ENG 3 and 5 using lessons learned for planning and implementation of this intervention.
  - The Administrative Council approved the recommendations as presented.
  - It was noted that Learning Communities appear to be a positive instructional strategy and are beneficial in promoting greater engagement of students. As faculty takes initiative to plan learning communities, the college can provide support through scheduling and other means.

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

- The implementation plan for the recommendations of the Presidential Commission on Safety and Security was presented. This plan identifies each action step, the principal responsible for this action, and the completion date. Dr. Dever, Vice President Garcia, Dr. Gabriel, and Dr. Sachs collaborated on the development of this plan.
- A report will be presented to the Administrative Council each quarter on the implementation status of the Commission’s recommendations and other items related to safety and security. Vice President Garcia noted that several items are ongoing.
- Included in the Commission’s report were recommendations on enhancing several current committees as well as the development of an Advisory Committee.
  - The College Emergency Planning Committee will be reorganized into the College Emergency Management and Planning Committee with expanded membership. This is an operational group comprised of representatives from the offices who have responsibilities associated with college-wide emergency management and planning.
Each campus is encouraged to ensure that its Campus Health, Safety, and ADA Compliance Committee is effectively functioning to see that health/safety issues are identified and acted upon. Each campus is also encouraged to create or enhance an emergency management committee to implement campus and college initiatives. These committees would report to the provosts but would consult with the appropriate college committees.

An Advisory Committee for Safety and Security will be established to provide the college administration with an ongoing advisory perspective from various constituent groups about the status of issues related to safety and security. Although this committee is not responsible for operations, it may consult directly with and receive reports from those offices specifically charged with responsibility for emergency planning and management and other matters related to safety and security. The Advisory Committee will make any observations and recommendations to the president. The position of chair will be rotated biannually among the provosts. Membership will include:

- A provost
- Chair of the College Senate
- Three teaching faculty members
- Three administrative and professional faculty members (to include an LRS representative and a campus evening administrator)
- Three classified staff members
- Three students
- One academic dean
- One dean of students
- The Director of Emergency Management and Planning will serve as ex officio non-voting member of the committee.

Vice President Garcia and Dr. Dever will revise the membership of the two committees based on today’s discussion. The Administrative Council approved the committee membership as amended.

The Administrative Council approved the implementation plan as presented. The plan will be posted on the college website.

Six-Year Capital Outlay Plan:
- Mr. Chamberlin reported on NOVA’s Six-year Capital Program for 2012-2018. These plans are based on projected enrollment through 2018 and the associated space needs. NOVA’s Capital Program plan is due to be reviewed by the Administrative Council on September 14 and by the College Board on September 20. It is due to be submitted to the VCCS by November 19, 2010.
- Among the topics included in this report were:
  - The status of the 2010-2012 capital projects, to include projected completion dates for each project.
  - Actual and projected on-campus regular session FTES: 2007-08 to 2018-19. Mr. Chamberlin noted that these FTES include only spring and fall, for credit, on-campus enrollments per the SCHEV standard.
  - Space demand vs. available space inventory (square feet) for each campus.
  - The total college space demand, including two new campuses.
A list of renovation projects. These projects were prioritized based on Facilities Planning and Support Services’ independent evaluation of overall building condition.

- Even with increased efficiencies, NOVA will reach its maximum capacity in the 2016-2017 timeframe. Mr. Chamberlin stated that maintaining adequate parking capacity will be a significant challenge during the next eight years.
- Dr. Templin noted that strategic planning to address the college’s long-term capacity issues is critical.
- Council members were asked to review the plan and provide Mr. Chamberlin with any feedback by August 20.

Convocation 2010:
- Dr. Gabriel distributed a draft of the 2010 Convocation program. Convocation is scheduled for Thursday, August 19, in the Ernst Center. “Partners in Students’ Success” is the theme of this year’s event.

Commencement 2012:
- Per the request of the Administrative Council, an inquiry was made as to whether the Patriot Center would be available on Saturday, May 12, 2012, for the Commencement ceremony. Sunday, May 13, 2012, is Mother’s Day.
- As the Patriot Center is available, the Administrative Council approved the afternoon of Saturday, May 12, for the 2012 Commencement ceremony.

The next meeting of the Administrative Council will be Tuesday, August 24, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Chancellor’s Summer Planning Conference – August 10-11
- NCAT Developmental Math Course Redesign Proposal – August 24
- International Students/F1 Students - August 24
- Violations of Computer Security Policy
- Institutional Policies to Promote Student Success
- Ad Hoc Budget Crisis Committee Release Time Report
- Ad Hoc Budget Crisis Committee Recommendations Follow Up