Administrative Council Meeting  
August 31, 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.

Student Access:
- **Fall Enrollment**
  - The Daily Enrollment Report for Fall 2010 as of August 31, is 6.2%. As of this writing, it appears that we will most likely hold at 6%. The final enrollment for summer will be 12% for summer. There will be a revenue forecast projection for Fall in mid-October and another projection in January.
- **Enrollment by Jurisdiction**
  - Dr. Gabriel presented a report which reflected the growth in enrollment headcounts from the nine jurisdictions in NOVA’s service area from 2000-2009. The report reflected the greatest increase of growth in the counties of: Fairfax, Prince William, and Loudoun County.
  - The enrollment headcount for students in Alexandria City has declined over this same period. This decline in enrollment could be due to the population decrease or lower penetration from the jurisdiction.
  - Dr. Templin asked Dr. Gabriel to prepare a graph to display enrollment trends in relation to student age population, and school population. This will be used to help ascertain what are the population’s trends.

Student Success:
- **Profile Gate Keeper Courses**
  - A report was provided by Dr. Gabriel on student performance in the Gatekeeper courses for the period of 2004-2009. Gatekeeper courses are defined as those that are critical to future success in college, such as general education or prerequisite courses, which have high enrollments and low success rates. The gatekeeper courses at NOVA are: ACC 211, ENG 111, BIO 101, MTH 151, and MTH 163.
  - Some of the major findings showed that female students outperformed, in most cases, their male counterparts.
  - Age was also a factor on the rate of measured success. In all courses and all years, students less than 22 years old had the lowest success rates. Students 45 years and older had the highest success rates in math courses, although there were very few students in this group enrolled in the courses.
  - The full-time to part-time student success ratio was also studied. Overall the success rate increased for both full-time and part-time students. In some years, but not all, part-time students had higher success rates than full-time students.
  - The success rate trends for at-risk or Black or Hispanic students increased overall for all courses except MTH 163. Black male students had the highest increase in ACC 211, ENG 11 and MTH 151, while Hispanic males had the highest increase in BIO 101 and MTH 163.
  - Dr. Templin suggested that the college think critically on the identified groups that will have the greatest success with these courses. Dr. Gabriel was asked to have a discussion and merge it with a discussion with AtD and bring it back to Administrative Council for further discussion.
Dr. Templin would like the information shared with those faculty working with our Pathway students. Dr. Templin asked Dr. Gabriel and Dr. Hinton to work with Achieving the Dream, and come back with possible recommendations.

SACS Reaffirmation of Accreditation:

- Ad Hoc Committee for Mission Review Proposal
  - Dr. Dever reported that it is time for the college to reexamine the college mission statement. He explained that Core Requirement 2.4 and Comprehensive Standard 3.1 require that the mission statement be periodically revised and updated. This process should be folded into a triennial process for strategic plan review. The college needs to document that we have done this action by November when the NOVA College Board approves the update to the Strategic Plan. Dr. Templin asked Dr. Dever to recommend a small committee for this purpose that will be appointed by the president with the endorsement of the Administrative Council.

- Compliance Certification- Distance Education
  - Dr. Dever reported that SACSCOC defines distance education as “a formal education process in which the majority of the instruction in a course occurs when students and instructors are not in the same place.” The Commission goes on to indicate the instruction may be synchronous or asynchronous, as well as to list the various media or technologies that may be utilized.
  - The College is prepared to show policy compliance with the Commission with courses and programs offered through ELI. However, there are other courses offered by campuses that also must demonstrate compliance:
    - Distance learning courses offered through the campuses without the sponsorship or support of ELI (72 sections so far in 2010-11)
    - Numerous hybrid class sections in which the time spent fact-to-face class meetings is less than 50% of what is normal for the time in a standard class of the same number of credits
    - Additional class sections in which the instruction is synchronous, but which the instructor and students are not in the same place

- Dr. Dever, Dr. Sachs, Ms. Calobrisi will in the next few weeks meet with each provost and their deans to identify the sections they offer that fit one of the above three categories; and then devise strategies that will ensure that the class sections are in compliance with the SACS policy and guidelines for Distant Education. The goal will be to have this in implemented for spring.

- Dr. Sachs provided a handout defining a hybrid course and the breakdown according to campus. He explained that at NOVA our schedule of classes defines hybrid as classes where more than 50% of the instruction is over the web. That means that a hybrid class that meets less than 50% of the normal class time (what SACS defines as distance education) will have to meet the compliance reporting requirements just like all other distance learning courses.
• Dr. Dever asked each provost to review their listing of hybrid courses and the amount of classes that meet less than 50% of the normal class time. There will be a follow-up to this discussion in October.

Workforce Development/Community Education (WD/CE) - FY 2010 Quarterly Report:
• Vice President Gary presented the fourth quarter results for the WD/CE and twelve month financial report. The fourth quarter revenue was higher than forecasted by 53.9%.
• The twelve month year to date revenue was higher than forecasted by 2.8% and the expenditures slightly lower than forecasted.
• The end of year actual net revenue was 2.0% below the 2010 target. Due to lower expenses the earned year to date net to the college was positive.
• Dr. Templin thanked Vice President Gary and the WD/CE Directors for getting this budget on a better target project.

Follow-up on Chancellor’s Summer Planning Conference:
• Dr. Templin explained about the importance of the Chancellor’s Town Hall on Friday, September 17 from 9:30-11:00 at the Ernst Center.
• He reviewed the various concepts and aspects that the VCCS Reengineering Task Force have been working on since January to create a more efficiently run system and eliminate unnecessary duplication for some of the processes within the VCCS.
• Dr. Templin stated his position that if a college is able to produce the same or better outcomes than the suggested process, the college should have the ability to maintain control.
• He provided each Administrative Council member with a targeted number for attendance for the Town Hall meeting. He asked that everyone get their names to the President’s office by September 10.

State Cell Phones:
• The Auditor of Public Accounts is looking at all state agencies and their use of state cell phones and using them for personal use. Dr. Templin asked Dr. Sachs and Vice President Garcia to propose guidelines that the college would follow for the implementation of a new policy.
• Dr. Sachs will provide a more detailed report at the September 14 Administrative Council meeting.

Dr. Templin distributed the photos from President Obama’s visit to the Alexandria campus on March 30, 2010 when he signed the Health Care and Education Affordability Reconciliation Act.

The next meeting of the Administrative Council will be Tuesday, September 7, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
• Allocation of FY 2011 Non-Teaching Positions – September 7
• Faculty Compensation – September 7
• Six-Year Capital Outlay- September 14
• 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