Members Present: Executive Vice President Dever, Mr. Foley, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Hill, 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 September 7 shows an increase in FTES of 6.5% over the comparable period for Fall 2009. Dr. Gabriel expects the final enrollment increase to be approximately 6%. He noted that 50-60% of the students expected for the second 8-week classes have already enrolled.
  - Recent high school students who applied for admission but did not register for classes are being randomly contacted. Dr. Gabriel will report on these findings at the Administrative Council meeting on September 21.

- Analysis of Enrollment Demand
  - Both college-wide and campus-specific data were provided on the number of unsuccessful registration attempts for Fall 2010. Approximately 2,700 students were unable to register in their desired classes because they were filled. While the majority of these students were able to register for other classes, approximately 600-700, mostly first-time students, were lost to the college. Dr. Gabriel noted that current students appear to be making more than a single attempt to get into a class.
  - Data were provided on the five courses at each campus with the highest number of failed enrollment requests. These five courses accounted for 28 to 38 percent of campus-wide course enrollment failure, except for MEC where the five courses with the highest enrollment failures accounted for 70% of campus-wide course enrollment failures.
  - A report on Unsuccessful Registration Attempts is available each Tuesday and Thursday morning. It was agreed that better communication is needed to encourage the use of this report.
  - Optimizing class availability is critical. As capacity becomes increasingly problematic, the college should take this opportunity to consider various options such as: classes offered at non-traditional times; SDV classes taught by qualified faculty in addition to professional counselors; and creative ways to maximize lab space. There is also an opportunity to identify courses that are good candidates for redesign. Soliciting student feedback will be very important in assessing various options.

Student Success:
- AtD Progress by Initiatives
  - A report on the student outcomes of New Student Orientation (NSO) attendees for Fall 2008 and Fall 2009 was presented. The report included data on both the GPA scores and the retention rate of the attendees.
  - The fall to spring retention rate for first-time students who attended an NSO was approximately 20% higher than that of first-time students who did not attend one of these sessions. This improvement was shown in the data for both Fall 2008 to
Spring 2009 and for Fall 2009 to Spring 2010. These findings affirm early engagement as a means to improve retention, which ultimately increases the graduation rate.

- The GPA data show that students who attended an NSO are not necessarily doing better academically.
- The NSO is one part of NOVA’s AtD focus on improving student success, which also includes academic advising, the First Year Experience, and the SDV course.
- The NSO data collected for Fall 2010 will inform future planning. Scalability, sustainability, and increased efficiency of the NSOs need to be continually addressed. Feedback from students and other groups is critical in this planning.

SACS Reaffirmation of Accreditation:
- Audit of Adjunct Faculty Evaluations
  - The first phase of the faculty evaluation audit that began in July and focused on adjunct faculty evaluation has been completed by Human Resources. The second phase of the audit focusing on the evaluation of full-time faculty is underway and expected to be completed by mid-September.
  - These audits are conducted to document NOVA’s level of compliance with SACSCOC Compliance Standard 3.7.2 – Faculty Evaluation, which states, “The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.”
  - The evaluation process for full-time faculty is described in the Faculty Handbook and the evaluation process for adjunct faculty is described in the Adjunct Faculty Handbook. Dr. Dever noted the importance of following these processes that include an annual evaluation for all faculty, specific requirements for evaluating new faculty, and the requirement for student evaluations.
  - The results of the adjunct faculty audit were distributed for review by the campuses. Audit information for 2009-2010 should be updated or corrected as needed and returned to HR by October 15. It is critical that all 2009-2010 evaluations currently outstanding be completed as soon as possible.
  - If it is determined that NOVA is only in partial compliance with CS 3.7.2., the college will need to provide a detailed action plan for bringing the institution into full compliance, including documents to support compliance and a date for completing the action plan.

Allocation of FY 2011 Non-Teaching Positions:
- Dr. Templin noted that during FY 2011, more that 100 new non-teaching positions are expected to be allocated. This process began in February and should be completed in November.
- The allocation today is based on priorities provided by the campuses and units. Of the 24.5 positions approved by the president, 2/3 will go to the campuses and 1/3 will go to the college.
- It was agreed that the provosts would confer with Drs. Dever and Sachs regarding a proposed college coordinating position for LRS/Educational Support Services. The final approval of this allocation is contingent on the results of this consultation.
- The next round of allocations is scheduled for the Administrative Council meeting on November 2.
Prior to the November allocation of non-teaching positions, Vice President Garcia will report on the findings of the Finance and Administration’s customer service surveys. One new type of position being considered would provide for better coordination between the campuses and Financial and Administrative services.

Dr. Templin noted the significant audit concerns currently facing the institution. In order for Vice President Garcia to focus on both correcting the identified deficiencies and overseeing an internal systematic review to identify other possible problems, the day-to-day operations of the administrative areas included in the Office of Finance and Administration will be temporarily managed by Dr. Randall Edwards.

State Cell Phones:
- Dr. Sachs reported on an expected change in the use of state cell phones. Instead of receiving cell phones, eligible employees would receive stipends. Additional information will be provided as soon as the details are finalized.

Panic Buttons:
- Dr. Sachs provided an update on the installation of panic buttons on college telephones.
  - Campus IT offices should be notified of any phones that do not have the panic button capability.
  - The Panic Button should not be used for 9-1-1 emergencies.
  - The Panic Button is an option when it is awkward or impossible to make a voice call in a situation where a staff member feels under duress or is alone and moral support may be needed.
  - Activating the panic dialer on any campus phone results in an automatic message that assistance is needed at that phone’s location being sent to campus police or other contact areas as designated. Messages are sent by phone, email, and text message.
- A determination is still needed as to the location where a message from the panic dialers at the college’s remote sites should be sent.
  - Administrative Council members are to immediately provide Dr. Sachs with two contact numbers at each of the remote sites for which they are responsible. Vice President Garcia will provide the contacts for 7630 Little River Turnpike (Pitney Bowes). Panic dialer messages would be sent to these contacts. It was noted that some of these sites have contracted security agreements with the college.
  - Training for those at remote sites who will receive the panic button calls will be available in the near future. The role for these individuals is not to resolve or interfere in the situation that prompted the panic button use. They are merely to observe and contact the police if necessary. This training, as well as training for other college personnel, will be developed by the Office of Emergency Management and Planning.
  - Security at the college’s remote sites will be addressed at a future Administrative Council meeting. Prior to this discussion, an analysis is needed to identify the security needs of these locations.
The next meeting of the Administrative Council is Tuesday, September 14, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Six-Year Capital Outlay Plan – September 14
- Faculty Compensation – September 14
- Chancellor’s “Town Hall” Meeting – Sept 17 - 9:30 am
- SACS Compliance Certification – Distance Education
- 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