Administrative Council Meeting
September 21, 2010

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

Dr. Hinton participated by phone.

Guest: Myrtho Blanchard, Director, Human Resources.

The Administrative Council acknowledged Dr. Hill and his staff at the Woodbridge Campus for the excellent presentation at the September College Board meeting.

Student Access:

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2010 as of September 21 shows an increase in FTES of 6.6% over the comparable date for Fall 2009. Dr. Gabriel noted that the fall target should be reached by the beginning of the second eight-week session.

- Unused Class Capacity
  - Data comparing the class cap for each class with the number of classroom seats available has been distributed. Dr. Gabriel can further confer with the deans on this data as needed.
  - He noted that the data reflect that 40% of classes are running at capacity while 60% are not. He stated that, relative to the physical space, the industry norm is about 80% capacity.
  - It was agreed that the college needs to focus on more efficient use of its facilities.

Analysis of Potential Students Who Did Not Complete Registration:

- The Office of Institutional Research conducted a telephone survey of potential students who had applied for admission or were enrolled but did not complete registration for Fall 2010. A total of 120 randomly selected individuals responded to the survey that focused on three groups of potential students:
  - Students who applied to NOVA but did not register for classes.
  - Students who registered for classes but were dropped for non-payment.
  - Students who registered and paid but dropped their classes and received a tuition refund.

- Among the reasons given by students who applied to NOVA but did not register for classes were: (1) NOVA was not their first choice and they attended another college; (2) they did not consider themselves prepared to start college but intended to attend the second eight-week session or the spring semester; and (3) personal reasons. Approximately 7% of the students stated that they attempted to register late and found that their requested classes had filled.

- Among the reasons given by students who registered but were dropped for non-payment were: (1) problems encountered during the registration process; (2) were waiting to learn if they qualified for financial aid; and (3) personal financial issues.
o Among the reasons given by students who registered and paid but dropped with tuition refund were: (1) personal reasons such as schedule conflicts, health, or problems managing work/school balance; (2) financial issues; and (3) registering for the wrong classes or changing their major and dropping one or more classes.

o Dr. Templin noted the importance of having more information on these students in order to develop strategies to address their specific issues and create a climate conducive to student success. This information could be helpful in identifying those who may need extra help and in assessing whether strategies currently in place are sufficient.

o More classes offered at non-standard times and more sections of high demand classes are two areas for consideration in addressing this issue. Dr. Gabriel and Dr. Sachs will provide information on reports currently available that are good resources for schedule planning.

o Dr. Templin stated that additional information is also needed as to why a large number of prospective students apply for and are awarded financial aid but still do not attend.

Student Success:

- Developmental Students
  - Dr. Gabriel presented data on the headcount and enrollment of students at each campus in developmental English and developmental math courses in Fall 2009.
    - He noted that, of the students enrolled at NOVA in Fall 2009, 10.9% were enrolled in developmental English courses and 9.7% were enrolled in developmental math courses.
  - He also presented data on the three-year graduation rates for the Fall 2004 through Fall 2006 first-time to NOVA developmental cohorts. Data were provided for both the developmental English cohorts and the developmental math cohorts.
    - Graduation rates for the developmental English cohorts increased for each year during this period.
    - Graduation rates for the developmental math cohorts decreased in Fall 2005 from Fall 2004 but increased in Fall 2006.
    - Data were also provided on the three-year graduation rate of developmental math and English cohorts by race and ethnicity during this period.

SACS Reaffirmation:

- Faculty Evaluations
  - Dr. Dever stated that the status of the outstanding evaluations identified during the audit of full time teaching faculty and adjunct faculty records should be reported to Human Resources by October 15.
  - He noted that the deans are responsible for the evaluation of their adjunct faculty teaching at ELI.

Faculty Compensation:

- Ms. Blanchard reported on various processes in place for compensating faculty for significant extra work beyond normal responsibilities. In addition to faculty reassigned
time, overload, and summer pay, faculty may receive additional pay for the following assignments:
  o Additional duties resulting from a temporary vacancy.
  o Substantial additional assignments.
  o Acting pay.
  o Professional services such as consulting or workshops to the college under certain circumstances.
    ▪ All payments exceeding $500 for these services will be paid by stipend.
    There is currently neither a consistent structure nor procedure in place for managing this process.
    ▪ Ms. Blanchard noted the need to determine the parameters of the duties and the compensation prior to the beginning of the project. Human Resources should be notified early in this process so that they can provide assistance.
    ▪ Ms. Blanchard presented a proposal for a more consistent procedure as well as a draft form that would provide the information needed to complete the process. This topic will be revisited by the Administrative Council in the near future.
    ▪ A process for providing equitable compensation for work completed during the summer is an issue that needs to be addressed. An institutional standard needs to be developed that would capture the value of specific responsibilities to ensure that comparable compensation is provided for comparable work.

White House Summit on Community Colleges:
  • A White House Summit on Community Colleges will be held on Tuesday, October 5, and will be hosted by Dr. Jill Biden, NOVA faculty member.
  • Live streaming will be available to the college community. Campuses may wish to hold their own summits to discuss the same issues being addressed at this national summit. Dr. Gabriel will provide suggestions on discussion topics that would interface with those addressed at the White House event.

State Cell Phones:
  • Dr. Sachs presented a draft of the Northern Virginia Community College Wireless Communication Stipend Policy for consideration by the Administrative Council.
  • Council members were asked to review this document and provide Dr. Sachs with feedback prior to the next Administrative Council. At that time, Dr. Sachs will also report on the college’s plan for transitioning to this new process.

The next meeting of the Administrative Council is Tuesday, October 12, at 9:30 a.m. in the Large Board Room at Brault.

Tracking
  • Evaluation of Summer Academic Advising – Oct 5
  • Customer Service Study – Oct 5
  • Strategic Plan Update – Oct 12
- LRS/Educational Support Services structure – Oct 19
- Budget Update – Nov 2
- Allocation of Teaching Faculty Positions for 2010-11 – Nov 2
- Allocation of Non-Teaching Positions Round #3 – Nov 2
- Review of Draft of 2011-12 General Information Working Calendar - Nov 2
- SACS Compliance Certification – Distance Education – Nov 9
- Final approval of 2011-2012 General Information Working Calendar - Nov 9
- McGladrey Report on Business Office
- Update on Keys and Card Swipes
- 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