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

Guests:
Mr. Bill Chamberlain, Director, Facilities Planning and Support Services
Chief Daniel Dusseau, Chief of Police
Mr. Randall Edwards, Special Assistant to the President
Dr. Sheri Robertson, Associate Vice President, Academic Services

Student Access

- **Spring Enrollment**
  - The Daily Enrollment Report for Spring 2011, as of November 16, shows a decrease in FTES of 1.1% compared to Spring 2011. Dr. Gabriel noted that enrollment began November 15, so the data reflect only the first day of enrollment. Dr. Gabriel cautioned that it is too early for comparison, and that by the next Administrative Council meeting he will have better data for comparison.

- **Fall 2010 High School Graduates Enrollment**
  - Dr. Gabriel distributed the *2010 Northern Virginia Public High School Graduates Who Registered at NOVA: Fall 2010* research brief. The research brief includes a comparison of the enrollment numbers from Fall 2009 to Fall 2010, and breakdowns by campus and by high schools.
  - The Council discussed the various methods being employed to follow up with students who applied to NOVA for the Fall 2010 semester but did not register. Dr. Gabriel has provided Dr. Hill a list of these potential students, and Dr. Hill has been working with his staff to contact them.
  - Dr. Gabriel’s office is sending letters on behalf of President Templin to students who applied for the Spring 2011 semester. Posters are displayed across the campuses, and advertisements have been placed in local newspapers.
  - Dr. Gabriel will send each provost a list of the students who applied for Spring 2011 but have not yet registered for classes.
  - Dr. Gabriel suggested that the Council consider a review of NOVA’s high school outreach specialist positions.
  - Dr. Dever noted that NOVA has many avenues of outreach to the high schools, to include Pathways to the Baccalaureate, Dual Enrollment, and Career Coaches. The specific campus positions are intended to function more as recruiters.
  - Dr. Maphumulo and Dr. Gabriel noted that they see misalignment within the campuses in recruitment efforts.
  - Dr. Templin asked for a review of the fundamental description of the high school outreach/recruitment positions.
  - Dr. Gabriel will provide provosts with the dates he will be meeting with high school outreach/recruitment specialists. He will invite the provosts to be a part of the meetings.
Student Success

- Dr. Gabriel distributed OIR Research Briefs on SOAR and NSO
  - Fall 2010 NSO/SOAR Results
    - Student Orientation Advising and Registration (SOAR) and New Student Orientation (NSO) are a two-part series of activities for first-time college students at NOVA.
    - SOAR sessions for Fall 2010 were offered in May of 2010, and NSO sessions were offered in August 2010, approximately 2 weeks before classes began.
    - First-year students are advised to attend both sessions.
    - Dr. Gabriel provided research briefs for each session that included attendance numbers for each class, enrollment status of attendees (college wide and by campus), and attendee demographics.
  - Student Orientation Advising and Registration (SOAR)
    - 3,327 students attended the Fall 2010 SOAR. Of those, 2,945 enrolled, and 2,691 are currently enrolled.
    - Dr. Templin noted that the number of students who attended but did not enroll is concerning. We need to find out what happened in these instances.
    - Dr. Templin stated that NOVA must use the data to follow up and find out what happened. We need to identify different stages of engagement and recruitment.
  - New Student Orientation (NSO)
    - The number of first-year students who attended SOAR sessions was 3,327, yet NSO attendance was only 1,483. A significant number of students did not return for NSOs. Approximately 800 NSO attendees had not attended SOAR, so the number of first-year students who attended both classes is around 600.
    - Dr. Dever noted that the difference between SOAR and NSO may not be clear to prospective students. We need to determine if the public understands the difference.
    - Dr. Gabriel stated that the deans will be reviewing this data. He believes they need to think about value of NSO, and possibly rethink the process. The two-part process may not be working well.
    - Dr. Templin agreed that there is a need to review the program design. He cautioned that in proposing revisions to the current process, we must remember to consider if recommended changes are both sustainable and scalable.
    - Dr. Gabriel will report back to the Council with the deans’ recommendations regarding how recruitment and new student orientation might work next year.
SACS Reaffirmation of Accreditation

- SACS Staff Advisory Visit
  - Dr. Dever gave Council members a copy of the schedule for the SACS Staff Advisory Visit by Dr. Cheryl Cardell on November 18 and 19.
  - On Thursday, November 18, Dr. Cardell is scheduled to meet with Dr. Templin, Dr. Dever, Vice President Garcia and his staff, Dr. Gabriel and his staff, Ms. Blanchard and her staff, and the College Senate.
  - On Friday, November 19, Dr. Cardell will meet with the QEP Development Committee, the Reaffirmation Steering Committee, Dr. Sachs and his staff, and NOVA’s Leadership Team.
  - Dr. Dever stated that Dr. Cardell’s feedback from these meetings will help us gauge our progress along the path to reaffirmation.

College Safety & Security

- Two committees are being established, the Advisory Committee for Safety & Security and the Emergency Management & Planning Committee
  - Advisory Committee for Safety & Security
    - This will be a stakeholder committee of faculty and staff members to help gain their perspective regarding safety and security at NOVA. Dr. Leidig will be the provost serving on the committee.
    - Dr. Templin requested that Council members send nominations for this committee to him. He plans to have the committee up and running by early January.
    - The Council noted that the committee should include representation from off-campus sites.
  - Emergency Management & Planning Committee
    - This will be an operational committee chaired by Vice President Garcia.
    - The committee will include individuals who are knowledgeable about and have direct responsibilities for safety and security.
    - Dr. Sam Hill will be the provost on the committee.

Policy for Key Distribution

- Chief Dusseau presented to the Council proposed revisions to the Administrative Services Procedure Manual, Section 37 – Key Distribution.
  - The changes clarify the instances in which adjunct faculty may be issued keys and the responsibility of division offices to maintain accountability for all keys distributed to adjunct faculty. Also noted is the overall responsibility for college personnel to see that restricted areas are properly secured.
- Council consensus was reached to make two changes to the policy:
  - Change the statement regarding costs incurred with re-coring locks to say that the costs of re-coring will be charged to the unit.
  - Add a statement that individuals losing keys which require re-coring of locks will be subject to disciplinary action.
- Chief Dusseau stated that the forms for key distribution have been streamlined so that only two forms are needed. He provided draft copies of these forms for Council review.
and comment. One form is the Signature for Key Authorization form, and the other is the Key Application and Approval form.

- Chief Dusseau recommended keeping current forms in place while implementing the new form system.
- Chief Dusseau will have the two new key distribution forms posted on the NOVA website.

Approval of 2011-2012 Teaching Faculty Positions

- Dr. Templin distributed the list of position requests for teaching faculty. He asked the provosts to review the list and send him their final recommendations by the end of the week.
- Dr. Templin will finalize the list and distribute it next week.
- Dr. Hill requested consideration of a college-wide position to explore new program opportunities, review best practices among peer institutions, and assist with development of curricular proposals, whether for credit or workforce. Dr. Templin said he will take the recommendation under consideration, but noted that he does not see this as a teaching position, so it would not be included on the list of teaching faculty positions.

PeopleSoft HR System Implementation Committee

- Vice President Garcia stated that he has not yet received committee nominations from all the provosts for the PeopleSoft HR System Implementation Committee.
- The provosts who have not yet submitted their nominations committed to send recommendations from their campus for a faculty member, a classified staff member, and a P-14 representative to Vice President Garcia by Thursday, November 18.
- Vice President Garcia will select from the recommendations and present a draft committee membership roster for approval at the next Administrative Council meeting.

Violations of Computer Security Policy

- At the request of the Administrative Council, the Information Technology Committee has reviewed NOVA’s Employee Acceptable Use Agreement for compliance with VCCS policies.
- Dr. Sachs distributed the revision recommended by the committee.
- The Council reviewed and approved the recommended changes.
- Dr. Sachs noted that all current employees will need to sign the revised agreement. For all new employees, the updated Agreement will be part of the Managed Ongoing Awareness Tools (MOAT) training.

Policy on Disciplinary Actions for Violation of IT Security and Acceptable Use

- Dr. Sachs presented a draft revision to the Policy on Disciplinary Actions for Violations of IT Security and Acceptable Use. The revisions were based on previous review by the Administrative Council and recommendations of the Information Technology Committee.
- Vice President Garcia added that the recommended revisions are in coordination with published HR policies.
The revised Policy on Disciplinary Actions for Violation of IT Security and Acceptable Use was approved in concept. Council members were directed to send any comments to Dr. Sachs by Wednesday, November 24.

Both of the IT policies will be communicated to the college community through Intercom and other means.

Curriculum Committee Items

Dr. Sheri Robertson presented recommendations from the Curriculum Committee:

- The first recommendation is to revise the Music Recording Technology certificate curriculum effective Fall 2011, and to revise the course description portion of the course content summaries for MUS 140, MUS 227, and MUS 235, effective 2011.
- The second recommendation is to discontinue the Computer and Electronics Technology AAS and the Electronics Technician Certificate, effective Fall 2011.
- The third recommendation is to discontinue the Massage Therapy Career Studies Certificate at the Medical Education Campus. This program will still be offered at the Woodbridge Campus. Dr. Hill and Mr. Foley were consulted and are in agreement with the recommendation.

The Administrative Council approved all the recommendations.

Other Items

Recommendations of the Ad Hoc Committee on the General Information Working Calendar

- At the last Administrative Council meeting, the Spring 2011 General Information Working Calendar was approved, but decisions regarding committee recommendations were deferred. Dr. Dever requested that the Council review the recommendations.
- The Ad Hoc Committee on the General Information Working Calendar presented three recommendations for consideration as follows:
  - Recommendation 1 - Identify those services that will be available to students on the Saturdays prior to the beginning of fall and spring classes. Do this well in advance so that the affected offices can plan ahead for staffing.
    - The provosts will prepare a list of services available at all campuses on these days. This information will be included in the Fall and Spring Schedule of Classes.
  - Recommendation 2 - Reconsider working with the VCCS to allow the first day of the nine-month teaching faculty contract to vary so that faculty return on a Monday.
    - The Administrative Council did not consider such a system change in policy to be likely and therefore declined to pursue the matter further. As in the past, we will need to construct an academic calendar around the dates we are given to work with.
  - Recommendation 3 - Initiate discussions about ways in which the college can effectively serve students at all hours every day of the year. If indicated, revise the General Information Working Calendar to reflect any changes to policies and procedures.
• The Council agreed to send Recommendation 3 on for discussion to the Instructional and Student Services Committee (ISSC). The ISSC will be asked to report back to the Administrative Council regarding any recommendations that emerge.

• The Administrative Council also noted the committee’s observation regarding the effectiveness of arrangements made for class sessions missed due to closing during the snow storms last spring. This will be considered in relation to ongoing efforts to provide for continuity of institutional operations in instances where circumstances prevent classes from being held on campus.

Tracking
- Customer Service Definition- Nov 30
- Allocation of Non-Teaching Positions Round 3 – Nov 30
- McGladrey briefing on Internal Controls & ARMICS - Dec 14
- Summer Stipends
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes
- Ad Hoc Budget Crisis Committee Release Time Report
- Ad Hoc Budget Crisis Committee Recommendations Follow Up