Members Present: Mr. Chamberlin, Dr. Dever, Ms. Dimkova, Mr. Foley, Dr. Gabriel, Mr. Gary, Dr. Hill, Dr. Hinton, Dr. Sachs, Dr. Saperstone, and Dr. Templin.

Dr. Leidig was represented by Ms. Julia Turner

Guest:
Mr. Ben Pittman, Budget Director
Ms. Shelli Jarvis, Interim Director of Human Resources

Access
• Summer Enrollment
  o The Daily Enrollment Report for Summer 2011, as of May 31, 2011, shows an increase of 4.9% above the comparable date for Summer 2010.
  o The Office of Institutional Research has been calling students to determine why some students enrolled but did not pay for classes
  o As a result of this outreach effort, the Office of Institutional Research identified four main reasons:
    ▪ Transient/visiting students experienced some confusion in the enrollment process.
      • Dr. Dever noted that NOVA’s current policy allows a student who has been accepted into a university to enroll in classes without going through the placement process for developmental courses; however, these students are subject to standard college-level prerequisite course requirements (e.g., must have completed or be enrolled in BIO 101 or the equivalent before registering for BIO 102).
      • Dr. Robertson redistributed NOVA’s internal procedures for serving visiting students in an email on March 25.
      • Dr. Dever requested that all feedback on this issue be directed to him.
    ▪ OIR also discovered some students were confused about the payment plan. Students who registered late and were using a third party provider sometimes found the payment plan did not work for them because a large amount is required up front.
      • Ms. Dimkova will look into this and report back to the Council.
      • Dr. Templin asked about a UMUC payment plan that requires no interest. He requested that Dr. Sachs look into this and report back to the Council.
    ▪ Some students were dropped due to financial aid, and they said they were informed very late. Variables such as minimum load and Satisfactory Academic Progress (SAP) often affect this.
      • Dr. Dever noted that efforts are underway to improve the timing of communications about Satisfactory Academic Progress, and to communicate earlier with students who are approaching the 150% mark in relation to credits required for their program. The new financial aid communications specialist will be working with these issues.
    ▪ A small group of students did not realize they had been dropped. OIR is reviewing how the students were notified to see if additional action might be taken to help make sure students are aware they have been dropped.
Dr. Gabriel noted that some of the students who were contacted are enrolled for the second six-week session, so these students are recoverable. As a result, Dr. Gabriel believes we may see the enrollment numbers rebound slightly.

Student Success
• Implications of Early Engagement.
• Dr. Gabriel distributed the short-term action plan that resulted from the participation of a NOVA team in the 2011 Entering Student Success Institute (ESSI) in Santa Fe, NM.
• The priorities identified by the team for strengthening the college’s work with entering students are:
  o Mandate SOAR & NSO attendance.
  o Mandate placement based on placement test.
  o Early advising for new students.
  o Implement current SDV policy for first-time students.
  o Implement a “no late registration” policy.

Cooperative Education Initiative
• Dr. Dever presented a report on a major initiative for cooperative education and internships at NOVA.
  o For the next three years (2011-12, 2012-13, 2013-14), the Innovation Fund will support a position of Coordinator of Cooperative Education and Internships.
  o During the three-year period, the program will need to demonstrate that it is scalable (in terms of growing to involve a significant number of students from NOVA’s five comprehensive campuses) and sustainable (in terms of the costs of the program being covered from revenue generated by the program).
  o Overall, the program will strive to provide an extensive range of opportunities for NOVA students to have work-based learning opportunities through enhanced connections between college programs and the employer community in Northern Virginia.
  o Counselor Jared Moffet at the Annandale Campus will be on special assignment to serve as program coordinator. He will work under the direction of the AVP for Academic Services and in collaboration with the Special Assistant for Career and Technical Education, who will be focused on developing more extensive relationships with the employer community.
  o Dr. Templin discussed an opportunity we have to develop a significant number of cooperative education/internships for NOVA students with a major employer in the region.
  o Administrative Council members requested to be involved as plans of this type are developed.
  o The workforce summit planned for fall will provide a major opportunity for strategically connecting with the college with the needs of regional employers.

Administrative Council Summer Retreat
• The Administrative Council Retreat will be held on July 21.
• The major topic will be what NOVA needs to do to have a fully integrated success strategy implemented by Fall 2013.
2011-2012 Goals
• Dr. Templin provided the Chancellor’s goals for the coming year.
• Dr. Templin will distribute a draft of college goals within the next several weeks.
• By August 15, the Council needs to have comprehensive unit plans/goals ready for the 2011-12 cycle.
• Also by Aug 15, the Council needs a report of goals and outcomes for 2010-11.
  o OIR will be providing a guide for reporting the previous years.
  o Dr. Gabriel will have a 2-person team ready to assist the campus and unit planning representatives.

Finalizing the 2012 Budget
• Mr. Pittman distributed the proposed FY 2012 budget.
• The Administrative Council approved the proposed budget.
• The budget will be reviewed again on November 1.

Newly Funded Capital Projects
• The Tyler replacement building is fully funded for construction, and we will be selecting a construction manager in the near future.
• The Loudoun Higher Education Center is fully funded for construction, and we will be selecting a Construction Manager in the near future.
• The Woodbridge Workforce Development Center is funded through planning, and Grimm Parker is the architect
• The Brault renovation preliminary design is complete. We are awaiting a final decision on whether to renovate the building or to raze the building and construct a new one.

VCCS Reengineering Task Force Recommendations
• Dr. Templin distributed an update of the work of the VCCS Reengineering Task Force.
• NOVA is taking the lead with the Shared Services Distance Learning initiative. We are working with 7 community colleges.
• Dr. Templin recommended the Council review the complete update. They may begin receiving questions from staff very soon.

Summer Administrative Council Calendar
• Dr. Templin will communicate this by email.

Other:
• Dr. Hill requested consideration of moving the Administrative Council meetings around among the campuses. Dr. Templin will poll the Council.
• Achieving the Dream coaches will be visiting the campuses next week. Dr. Gabriel will send emails with details.
• Dr. Templin distributed a report on President Obama’s Agenda for Improving Education for the Latino Community.
• Dr. Saperstone discussed the pilot she is leading for college readiness in conjunction with 8 high schools in Fairfax County.
Tracking

- AD/PH Release Time Work Group – June 14
- College Board Relationships – June 14
- Customer Service Initiative Status Report – June 14
- Six-Year Capital Outlay Plan – State Board Approval
- Adjunct Faculty Transcripts
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes
- Implementation of the Recommendations on Presidential Commission on College Safety & Security
- Ad Hoc Budget Crisis Committee