Members Present: Mr. Chamberlin, Ms. Dimkova, Dr. Edwards, Mr. Foley, Dr. Hill, Dr. Hinton, Dr. Leidig, Dr. Maphumulo, Dr. Saperstone, and Dr. Templin.

Dr. Gabriel and Mr. Gary participated by phone.

Dr. Sachs was represented by Dr. Jennifer Lerner

Guests:
Mr. Joe Agnich, Professor of Mathematics, Loudoun Campus
Ms. Charlotte Calobrisi, Special Assistant for SACS Reaffirmation
Dr. Elizabeth Harper, Associate Vice President, Student Services and Enrollment Management
Ms. Alison Thimblin, Special Assistant for the QEP
Dr. Michael Turner, Dean of Students, Woodbridge Campus

Access

- Summer Enrollment
  - The Daily Enrollment Report for Summer 2011, as of August 2, 2011, shows an increase of 5.1% above the comparable date for Summer 2010.
- Fall Enrollment
  - The Daily Enrollment Report for Fall 2011, as of August 2, 2011, shows an increase of 1.9% above the comparable date for Fall 2010.
    - Dr. Gabriel’s office will continue to work on recovering the students who have Do Not Drop (DND) indicators on their records.
    - Dr. Gabriel will send to the provosts lists of students with DND indicators on their records, broken down by the reason for the indicator.
    - The Administrative Council members asked Dr. Gabriel to work to obtain data regarding the impact of ELI growth on campus enrollment.
    - The Council requested that OIR attempt to capture data regarding the instances when students choose ELI classes due to a lack of availability of face-to-face classes.

QEP – Progress Report

- Ms. Alison Thimblin presented an update of the progress of the QEP.
  - QEP purpose statement: The goal of the QEP is to improve students’ academic planning skills through early and continued engagement with academic advisors.
  - Student Learning outcomes:
    - First year students who participate in academic advising will:
      - Explore academic opportunities
      - Identify their academic goal(s).
      - Identify a plan of study aligned with their academic goal(s).
      - Select courses aligned with their educational timeline.
    - Continuing students will:
      - Evaluate their academic performance
      - Revise their educational timeline when academic goals, past academic performance, and other influences affect it.
Objective of the QEP: The GPS for Success will provide first time students with a consistent and comprehensive advising experience through a restructured advising process. This restructuring includes required advising by specialists and faculty.

Pathway to the Baccalaureate has provided many best practices, such as a case management model, required advising, frequent student contact, and use of an electronic tool to track the student advising progress.

Components of the QEP:
- Early engagement with advising specialists.
- Continued engagement with faculty advisors.
- Use of the electronic planning tool.

Advising needs:
- Goal setting and program placement will be done with the advising specialist.
- The faculty advisor will help the student with course selection, class scheduling, and reflection on performance.

The role of the counselor will be:
- Concentration on specialized areas such as transfers, probation/suspension, veterans’ affairs, and disabilities.
- Advising for some General Studies students and non-curricular students.

An electronic academic planning tool will be used to track advising sessions and create a record that advisors can access and use as a team to assist the student.
- Alison, the QEP team, Dr. Sachs, Dr. Gabriel and Ms. Zanders have been researching software and have identified some very promising possibilities.
- Mr. Chamberlin will be kept informed so that Purchasing can assist and be ready when the product is selected.
- Ms. Thimblin will send the scope of work to Mr. Chamberlin.

QEP timeline:
- Year 0 (2011-12) preparatory years.
- Year 1 (2012-13) pilot at the Loudoun and Woodbridge Campuses.
- Year 2 (2013-14) all campuses.
- Years 3-5 (2014-17) refinement and assessment.

Dr. Templin noted that financial aid issues must be a part of advising. All other efforts become less than successful if the student disengages due to financial aid issues. It is important to see the student as the whole-student; the advisor should function as a case manager using an integrated approach.

Once the proto-type is complete we will retain a process expert to be involved in the refinement and help polish the model.

Dr. Templin and Mr. Foley noted that pre-MEC students may require an on-going advising specialist (through their first year of General Studies) until they begin classes at the MEC where they would be assigned a faculty advisor.

The QEP team is exploring options such as virtual advising, or being a subject matter expert for their discipline as advising responsibilities for select faculty.

The provosts requested that Ms. Thimblin revise the reporting structure of the advising specialists so that they report to the deans of students.

Mr. Agnich distributed copies of the proposed QEP budget for the Administrative Council to review.
• The provosts cautioned that preparatory time for adding the staff to the campuses is imperative. They will not only need to identify the physical space, but also hold discussions regarding issues such as privacy.

• Next steps:
  o The QEP document is due to SACS by the end of September (6 weeks before the on-site visit).
  o Approved position descriptions and budget are needed as part of plan document.
  o SACS will review the plan and provide advice before the college proceeds with implementation.
  o Ms. Thimblin will return to the Administrative Council on Friday, August 12, with the requested revisions.

Student Success – Follow-Up From Administrative Council Retreat

• Student Success Agenda.
  o Dr. Templin distributed a summary of discussions and decisions from the Administrative Council Retreat held on July 21, 2011.
  o He asked the Council members to review the summary. He recommends adopting it as a new college-wide Student Success Agenda.
  o Next steps would include collecting baseline date on each indicator and outcome.
  o The Administrative Council requested that under the bullet regarding NOVA faculty, staff and administrative behaviors, the reference to customer service standards be changed to: Commitment to meeting high service standards to students, faculty and staff.
  o Dr. Templin distributed the proposed organization of NOVA’s Student Success Agenda. Many of these efforts are already underway. Dr. Templin recommends formalizing the charges, making all the efforts college-wide, and integrating these efforts to form the structure of a new college-wide approach to student success.
  o Dr. Templin asked the Administrative Council to review the information and provide him their feedback.

Convocation

• Dr. Templin asked the Administrative Council what are the biggest issues they face as the new academic year begins.
  o The Alexandria Campus expressed that their biggest challenge is a lack of adequate office space.
  o The Manassas Campus is dealing with some repercussions as a result of the SACS faculty credential reviews.
  o The Woodbridge Campus is dealing with space and parking issues, and financial aid lines.
  o The Loudoun Campus has been dealing with issues regarding accommodations for students with disabilities.
  o The Annandale Campus is concerned about decreasing enrollment. Something is happening and we need to be responsive.

• Dr. Templin asks for high points the provosts will be expressing to returning faculty at convocation:
Dr. Saperstone will talk about the new CA building, reorganization, and focusing on student success. Dr. Templin will send Dr. Saperstone a summary of all the positions and efforts underway at the college that are geared toward progress and growth.

Dr. Leidig will focus on three particular areas: physical space, new people and positions, and the new student success agenda.

Dr. Hinton will talk about what we are doing to improve internal customer service, our focus on emergency management and public safety, and the workforce reorganization.

Mr. Gary will send information on the reorganization of Workforce Development to the provosts.

Dr. Hill will talk about the new building, and starting to design the workforce development center. He will also talk about the new dean of learning and technology resources position.

Dr. Maphumulo will focus on three strategic points: excellence, access, and student success. He will also address business process improvements, the Tyler building, and the restructuring of student services on the campus.

Mr. Foley will talk about the action plan as result of MEC survey, address SACS next steps, and Cathy Simpson will attend and talk about NOVA’s web services and digital media department.

**Tracking**

- AD/PH Release Time Work Group
- 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
- QEP update 8/12