Members Present: Mr. Chamberlin, Ms. Dimkova, Mr. Foley, Dr. Gabriel, Dr. Sachs, Dr. Saperstone, Dr. Tardd, and Dr. Templin.

Dr. Hill was represented by Dr. DeLongoria
Ms. Holt was represented by Dr. Buchanan
Dr. Leidig was represented by Dr. Samuels

Guests
Ms. Kathleen Dolan, Moran Consulting
Mr. Bob Moran, Moran Consulting

Access
- Fall Enrollment
  - The Daily Enrollment Report for Fall 2011, as of November 22, 2011, shows an increase of 2.4% above the comparable date for Fall 2010.
- Spring Enrollment
  - The Daily Enrollment Report for Spring 2012, as of November 22, 2011, shows a decrease of 3.9% from the comparable date for Spring 2011.
  - We have 2,317 students who have applied but not registered. The Call Center is reaching out to these students.
  - There are 379 public high school graduates who have applied for Spring 2012. The high school outreach coordinators will be contacting these students.
  - Dr. Gabriel’s office will be sending letters to the 4,277 students who have registered for Spring 2012, but have not yet paid. The letter will inform them that they must pay by December 16, 2011 or their classes will be dropped.
- 2012-2013 Enrollment Planning
  - Dr. Gabriel distributed the research report Enrollment Planning by Campus and Division: 2012-13.
  - The target is 4.3% growth over all the campuses.
  - The provosts requested that they receive more information from OIR regarding ELI growth distribution by campus, and the potential impact of the new buildings opening on the campuses.
  - Dr. Sachs was charged to work with the provosts in creating an ELI growth strategy identifying areas where there is opportunity for growth, and what will be needed from the campuses.
  - Dr. Sachs will present the ELI growth strategy to the Administrative Council immediately following the holiday break.
  - Mr. Chamberlin was asked to send the provosts the opening dates for their new buildings.
  - Dr. Templin noted that we need to synchronize our hybrid classes to help maximize our facilities.
  - At the request of the Administrative Council, OIR will review student success rates in hybrid classes, and the reasons students select hybrid class, and report back to the Council.
Dr. Templin asked the Administrative Council to carefully consider the proposed 4.3% enrollment target. The Council will re-visit this after the winter break.

**Student Success**
- AtD recommendations for change.
  - Based on 3-year evaluations of AtD initiatives, the following recommendations were made by Dr. Gabriel on behalf of the AtD Core Team at NOVA:
    - Mandate NSO for first-time students.
    - Mandate placement testing for first-time students.
    - Mandate enrollment in developmental courses during first semester if placed.
    - Enforce current policy on SDV enrollment within the first year for first-time students.
    - Eliminate late registration.
    - Mandate early advising for first-time students.

- The Council members pointed out the need to see the potential impact these recommendations might have on enrollment, and whether we will have the necessary infrastructure in place to support these changes.
- The Administrative Council agreed to adopt the recommendations in concept, but come back to this issue at a future meeting to discuss the technical issues of implementation.

**Internal/External Customer Satisfaction Survey**
- Mr. Moran and Ms. Dolan presented the results of the college-wide surveys.
- The surveys include every campus, every department, and students.
- Mr. Moran gave each provost and vice president the survey date for their campus or unit, and he will be meeting with each of them to go over their specific data.
- Next steps:
  - The provosts and vice presidents are asked to review their data.
  - Mr. Moran will meet with the provosts and vice presidents to discuss how to communicate the data.
  - Provosts and vice presidents will develop a clear message to share with their staff.
  - Data may be used for action plans, performance measures and processes for improvement.
  - Data may also serve as a resource for individual coaching, when appropriate.

**Faculty/Position Allocations 2012-2013**
- Dr. Templin distributed the proposed faculty allocations for FY2013.
- The Administrative Council is asked to review and advise Dr. Templin if changes need to be made.

**Summer Session**
- Pay Policy
  - The College Senate and the Personnel Services Committee have recommended increasing summer pay to 8 hours, and continuing to fund summer pay for assistant deans and program heads.
  - The Administrative Council agreed that program heads and structured advising will continue to be funded as they were last summer.
The Administrative Council noted that with our enrollment not meeting target, and we are losing federal stimulus money, we do not have the funding at this time to approve the increase in summer pay; however, if we have year-end money the Council agreed to consider using it for the additional summer credit.

- Dr. Templin will return to the chairs of the two committees and discuss with them the issues that have been raised by the Administrative Council.
- Dr. Templin will work with Mr. Pittman to determine the actual cost of the proposal.

**SACS Reaffirmation Visit Follow-Up**

- Dr. Templin asked the Administrative Council to send him the names of individuals who made significant contributions during the SACS on-site visit. Dr. Templin will send personal note to these individuals expressing his appreciation.
- An appreciation luncheon will be held on December 15th at the Ernst Center. Dr. Hinton, Ms. Calobrisi, Ms. Thimblin, and Ms. Hurst will be compiling the list of invitees.

**Next Steps on the QEP**

- We are waiting to receive comments from Chairman.
- The QEP will be revised according to the Chairman’s input.
- The revised plan will be presented to the Administrative Council.
- Dr. Templin noted that we need to continue to be vigilant regarding credentials, student learning outcomes, and substantive change.
- Dr. Templin asked the Council to consider the creation of an academic officer position responsible for institutional integrity. This position would work with office of the executive vice president.
- Dr. Templin will work on a proposal for this position and bring it back to the Council for review and comment.
- Dr. Templin thanked everyone for all their hard work preparing for reaccreditation.

**Continuity of Operations in Instruction**

- Dr. Templin distributed a draft of the charge and the committee composition for the NOVA Continuity of Operations Task Force.
- The Administrative Council approved establishing the task force, and the draft charge and task force composition proposed by Dr. Templin.
- The Council agreed that this task force must work in harmony with the Office of Emergency Management and Planning.

**VCCS Reengineering Task Force’s New Faculty Roles Workgroup**

- Dr. Templin distributed a proposal from the Faculty Employment Spectrum Workgroup.
- The goal of the workgroup is to provide the college with greater flexibility in the use and management of personnel resources through the addition of new types of faculty positions.
- The proposed new positions include:
  - Part-time teaching, equivalent to .70 FTE or less.
  - Lecturers who are full-time with a two semester contract.
  - 10-month teaching faculty to accommodate non-traditional calendars.
- The workgroup is also proposing that we change the current faculty review structure to de-couple judgment from ranking for first three years of employment. After the third year of employment, the reviews would be based on continuous improvement.
• Dr. Templin will provide more information to the Administrative Council at a future meeting.

**College Board Meeting November 28th**
• Dr. Templin distributed the College Board packets.
• The subject of a comprehensive student activity has been delayed until next year. In the meantime we are pursuing a modest increase in the student activity fee, and a small increase in the parking decal fee.
• Mr. Kauffman has worked diligently on these issues with the College Board. Dr. Templin expressed his appreciation for Mr. Kauffman’s efforts.

**Other**
• The Chancellor will be at NOVA on December 1st for a Town Hall on Reengineering. This will take place in the Forum of the Ernst Center from 1:00 p.m. – 2:30 p.m.
  o Ms. Hurst will send out email announcing the event.
  o Dr. Templin will work with Ms. Hurst to provide anticipated campus attendance numbers to the provosts.
• Future Enrollment Strategy
  o Mr. Foley expressed that NOVA’s current advertising does not specifically address career and technical related programs. Rather, the current ads focus on transferring into a four year college. NOVA offers medical and technical training that should also be marketed.
  o Mr. Gary recommended we not mention placement in a job, but simply incorporating the specific programs into our advertisements.
  o Dr. Templin asked Dr. Gabriel to review this issue and report back to the Administrative Council.
  o This subject will be added as an agenda item at a future Administrative Council meeting.

**Tracking**
• Chancellor’s Town Hall visit – Dec 1
• Pathway to the Baccalaureate – Dec 8
• Task Force on Testing – December 8 report due
• Contagious Disease Proposed Policy – Dec 8
• Workplace Violence Prevention and Threat Assessment Policy Guidelines (see email from Dan Dusseau of 11-14-11)
• High School Recruitment Targets for Fall, 2012 – Dec 8
• AD/PH Release Time Work Group