Members Present: Mr. Bansal, Ms. Dimkova, Mr. Foley, Mr. Gary, Dr. Hill, Ms. Holt, Dr. Leidig, Dr. Maphumulo, Dr. Sachs, Dr. Saperstone, Dr. Tardd, and Dr. Templin.

Dr. Gabriel was represented by Ms. Jennifer Roberts

Guests
Ms. Janet Bush, Publications Editor

Access
- Spring Enrollment.
  - The Daily Enrollment Report for Spring 2012, as of December 15, 2011, shows a decrease of 0.9% from the comparable date for Spring 2011.

Student Success
- Virginia’s Two Year College Transfer Grant Program.
  - Dr. Templin distributed the Student Success Snapshot, December 2011 issue.
  - This program offers students who graduate with a 3.0 GPA guaranteed admission to certain four-year schools. More information can be found at http://www.schev.edu/Students/factsheetTransferGrant.pdf.
  - Grants are available to students with a qualifying income level.
  - In 2010-2011 NOVA had 505 students taking advantage of this program.
  - Dr. Templin added that 1/3 of the students taking advantage of this program in the state are from NOVA. This is something we need to promote.
  - The VCCS contacts all students who qualify for the program.
  - The Administrative Council agreed that we need to request the list of NOVA’s qualifying students, and reach out to them as well.

Governor’s Recommended Budget for Higher Education
- Dr. Templin briefed the Administrative Council on the Governor’s recommended budget for the coming year.
- Higher education is a strong priority, and he is hoping to allocate more funding to it.
- He has put some restraints in the proposal including that colleges have to be moderate with tuition increases, no new funding increases going to financial aid, and colleges have to reallocate funds to realize savings (3% first year, 5% second year) to the Governor’s priorities under the “Top Jobs” initiative.
- The proposal includes funding for new facilities, equipment, and planning money for new capital projects.
- Dr. Templin will take part in a conference call with the VCCS on Monday, December 19th. More information should be available at that time.

Summer Session
- Structured Academic Advising.
  - Dr. Templin distributed a copy of the plan used last summer.
  - Dr. Roberts distributed feedback received from faculty and students regarding the program from last year.
  - Overall the feedback was positive.
Integration of the QEP and SOAR was recommended.
- We will need to review how this will take shape with the implementation of the QEP.
- The provosts expressed that this program went very well last year. The faculty liked the program, and the students expressed that they benefitted from it.
- We need to clarify with Drs. Harper and Robertson if faculty in year two will need additional training.
- We need to determine how and when the initial training will be available to new faculty participants.
- Drs. Templin and Tardd will establish a work group that includes Dr. Harper, Dr. Robertson, a provost, faculty who participated, Ms. Thimblin, and students if possible.
- These are the issues identified:
  - Kinds of training.
  - Limits on number hours per individual.
  - Integrate Facebook and Twitter.
  - Collect data so it can be disaggregated by campus.
  - Adapting the program in anticipation of the QEP.
  - Fleshing out definition of integration with NSO and SOAR.
- Dr. Templin will report back to the Council either at a future meeting or by email with the proposed work group composition and charge.
- Ms. Dimkova was asked to double check the precise amounts allocated for this program and send this information to the Administrative Council.
- The Council agreed that in order to get the training up and running, we need to have everything in place by no later than the end of February.

**Stipends for Program Heads and Assistant Deans.**
- The issue is greater transparency in decisions of who gets what.
- Dr. Templin will review with Ms. Dimkova what we are doing, and how we might establish tighter control.
- We need to define the role of the assistant deans, and create consistency college-wide.
- Last summer the Loudoun Campus required a rationale for each stipend, including how the amount was determined.
- The Administrative Council approved allowing the deans to make the decisions this summer regarding stipends for assistant deans and program heads.
- All campuses are to adopt the program Loudoun used last summer and require a rationale for the stipend that the provost reviews and approves.
- Last year Dr. Gabriel provided a formula to the campuses for calculating the funding. The Administrative Council requested that he send this to the campuses again, including the MEC.
- Dr. Templin will check with other colleges to see what they are doing, and what models they are using.

**Certification of Faculty for Hybrid Classes**
- Hybrid class reporting:
  - We have to be able to track hybrid classes, but we also need to be careful not to over report them.
  - The SCHEV definition for coding:
    - A class that meets 50% or more, the coding is coded as face-to-face.
A class that meets less than 50% face-to-face is a hybrid.
- Dr. Sachs noted that we have identified two problems:
  - Over reporting hybrids to SCHEV. This will have space and funding issues down the road.
  - Classes that we cannot identify as hybrids because they are not coded properly.
- Dr. Templin asked that each campus hold a training session for their scheduling staff on how to properly enter hybrid class information. The provosts will be responsible for ensuring that all staff responsible for class entry attend the meeting.

• Certification of faculty:
  - Dr. Sachs noted that we need to emphasize that faculty certification for hybrid classes is a requirement.
  - The provosts will invite Dr. Sachs to a provost meeting to discuss this further.
  - Dr. Hill will send the schedule of the provosts meetings to the vice presidents.
  - Dr. Templin asked the Council to decide if written procedures are needed, and also if there needs to be consistency across the campuses.

2012-2013 Catalog Review
- Ms. Bush provided a list of the substantive changes proposed to the 2012-2013 Catalog to the Administrative Council for review and comment.
- Two issues were identified:
  - Course Placement Testing - The Administrative Council requested clarification regarding the proposal to reduce the number of times a student can re-take the developmental math test from three times a year to once a year. The Council also requested that the policy clearly state who is empowered to make exceptions.
  - Terminology - The Administrative Council requested that the changes to the definition of a certificate be approved by the College Senate.
- The Administrative Council approved the proposed revisions to the catalog with the two conditions stated above.

VCCS Reengineering Task Force Recommendations
- Dr. Templin distributed the Progress on Implementing Recommendations of Chancellor’s Re-engineering Task Force, December 2011.
- There are a total of 29 recommendations with 23 working groups.
- The following recommendations may have considerable implications for NOVA:
  - Proposed Faculty Employment Spectrum.
    - NOVA will need to clarify its definition of part-time adjuncts so that it is in line with the State definition.
    - A new part-time category is proposed which is between .5 and .79 FTE and includes pro-rated benefits.
    - A new lecturer/associate instructor category is proposed, which would be full-time with full benefits, but the status would be year-to-year, up to 40 credit hours a year, with no additional responsibilities.
    - A new 10 month teaching faculty category is proposed, which would receive a different base pay and include a full teaching load. This is problematic with the State and HR right now, and we are working through the details.
The Administrative Council discussed the merits of an 11 month category instead of the proposed 10 month. Dr. Templin requested that the Council provide him the rationale for this for his consideration.

- Proposed Faculty Evaluation.
  - The new evaluation structure would include:
    - Two evaluations during first year.
    - One evaluation in the second year.
    - One evaluation in the third year.
    - After appointment to a multi-year contract, the review would take place only in last year of the multi-year contract.
    - An annual professional development meeting with the dean.
  - Dr. Templin requested that the work group consider what will happen in a situation where someone who is early in a multi-year contract is no longer performing up to standards. A course of action for a dean to take in this type of situation is needed.
  - The plan includes separating performance evaluations and rewards; peer reviews would determine rewards.
  - This recommendation is planned to go before the State Board in March.

- Proposed Articulate Learning Outcomes (ALO) Initiative.
  - Dr. Sachs is a member of this working group.
  - The working group has selected three high-enrollment/high-failure courses for modification and redesign to include common student learning outcomes and assessments for all of the institutions in the VCCS.
  - The process is predominantly faculty driven, with representatives from every college.
  - The three courses identified are:
    - Psychology 200
    - Biology 101
    - Accounting 211
  - Dr. Templin will keep the Administrative Council posted as these recommendations progress.

**Tracking**

- High School Recruitment Targets for Fall, 2012 – Jan 10
- 2012-2015 Enrollment Planning – January 24
- High School Recruitment Strategy – January 24
- Task Force on Testing – January 31
- ELI Enrollment Strategy – January 31
- Workplace Violence Prevention and Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group
- Continuity of Operations in Instruction Task Force