Administrative Council
January 31, 2012

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

Dr. Sachs was represented by Dr. Lerner

Guests
Mr. Wes Hillyard, High School Outreach Coordinator, Annandale Campus,
Ms. QuRita Hunter, High School Outreach Coordinator, Alexandria Campus
Ms. Tamaica Jackson, High School Outreach Coordinator, Woodbridge Campus
Mr. Matthew Niziol, High School Outreach Coordinator, Loudoun Campus
Ms. Bridget Page, Senior Advisor for High School Outreach, Medical Education Campus
Ms. Kathy Thompson, High School Outreach Coordinator, Medical Education Campus

Dr. Sheri Robertson, Associate Vice President, Academic Services

Access
- Spring Enrollment.
  - The Daily Enrollment Report for Spring 2012, as of January 31, 2012, shows an increase of 1.6% from the comparable date for Spring 2011.
  - Dr. Gabriel distributed the current Spring 2012 enrollment numbers for all the colleges in the VCCS.
  - There is great variation, but overall NOVA is doing well comparatively.

Student Success
- AtD Recommendations.
  - Dr. Gabriel distributed *AtD Recommendations for Improvement in Student Success*.
    - Based on 3-year evaluations of AtD initiatives, the following recommendations are proposed by the AtD Core Team:
      - 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 first year for first-time students.
      - Eliminate late registration.
      - Mandate early advising for first-time students.
  - The AtD Core Team realizes that if approved, these recommendations will need to be implemented with careful and thoughtful planning.
  - The AtD Core Team is requesting the Administrative Council approve a tentative target implementation date of Fall 2013.
  - The Core Team is recommending implementation beginning with first-time to college students.
  - There are many issues that still need to be addressed before implementing these recommendations.
  - The need to emphasize the importance of attending the first class was highlighted.
  - The Administrative Council supported the recommendations in concept.
Dr. Gabriel was asked to work on a statement that summarizes the position of the Administrative Council.

Dr. Templin expressed some concern over resources. Careful consideration must be given as to what resources these recommendations will require, so that we plan appropriately.

Dr. Templin recommended forming an integrated team across the six recommendations. He asked Dr. Gabriel to give this some thought as to how we might do this and report back.

**High School Recruitment Strategy**

- Dr. Gabriel distributed the draft *Fall 2012 High School Outreach Plan*.
- The campus outreach coordinators attended the meeting to provide a presentation of their coordinated college-wide outreach plan:
  - The goal of the outreach plan is to meet and exceed the overall college target number of recent high school graduates for the Fall 2012 semester. This will be achieved by:
    - Reviewing our individual campus and college-wide practices and identifying areas for improved performance.
    - Building high school outreach teams focused on college success in addition to individual campus success.
    - Finding innovative ways to maintain growth while high school graduation rates begin to level.
    - Ensuring our outreach efforts support the student success model as outlined in the QEP’s *GPS for Success*.
  - Collaboration
    - Monthly high school outreach team meetings.
    - Ongoing communication between campuses.
    - Sharing best practices.
    - Ordering printed materials and giveaways as a group to ensure consistency.
    - MEC partnership.
    - College collaboration with financial aid, dual enrollment, and Pathways to the Baccalaureate.
  - Common Practices
    - Common timeline for each campus.
    - College-wide student follow-up plan.
    - Consistent printed materials and promotional items.
  - Working with central offices
    - College-wide collaboration.
    - Promotional material support.
    - Setting targets.
    - Weekly enrollment tracking.
    - Support with outbound calls.
  - New Processes for Fall 2012:
    - Case management for a limited number of students.
    - Stronger link with campus financial aid offices.
    - Support from student ambassadors.
Fall 2012 Needs:

- Promotional items for prospective student giveaways, high school counselor thank you gifts, and items for large scale fairs and events.
- Printed materials.
- Funding and space for phone call teams at each campus.
- Review and revise the high school outreach specialist positions to account for changes and growth.

- The Administrative Council thanked the outreach coordinators for their hard work and for their thoughtful presentation.

Curriculum Committee Recommendations

- The Administrative Council considered three Curriculum Committee recommendations that were tabled at the Council’s January 24 meeting.

  - General Education Certificate:
    - The Administrative Council approved the recommendation to list the General Education Certificate in the Program of Study section of the Catalog.
    - The Administrative Council approved the recommendation to restrict enrollment but allow counselors to place AA, AS, AAA, and AAS students in the General Education Certificate after advising them of its limitations. College Information Systems will be asked to program PeopleSoft so it can create a Degree Progress Report for Certificate students.
    - The Administrative Council approved the recommendation to develop a mechanism for students to receive the General Education Certificate and have it noted on their transcript.
    - Regarding the Curriculum Committee recommendation that students receiving the General Education Certificate be allowed to participate in Commencement, the Administrative Council decided that it does not qualify, at this time, as a degree program. At such time as we are able to articulate specific program outcomes, the college may revisit this decision.
    - The Administrative Council added that it recognizes the General Education Certificate is evolving, some universities are already recognizing it, and the Governor’s emphasis on dual enrollment may push this even further.

  - Physical Education Degree Requirements:
    - In response to the VCCS credit audit requirement that most AA and AS degrees require no more than 61 credits, the Curriculum Committee proposes reducing NOVA’s Personal Development requirement for AA and AS degrees from 3 to 2 credits, including 1 credit of SDV and 1 of PED 116, to be effective Fall 2012.
    - The Administrative Council approved this recommendation overwhelmingly, but not unanimously.

  - English Report & Recommendations:
    - The Administrative Council has reviewed and accepted the report, but is not necessarily adopting all of the recommendations.
    - The Administrative Council recommends a pilot to see if the learning outcomes of students in smaller classes are superior.
      - If this is the case, areas for cost savings will need to be identified to help make the smaller classes possible.
Administrative Council will need to consider how to define the pilot, and how to define success.
- Dr. Robertson will draft the Administrative Council response to the Curriculum Committee. Dr. Templin and Dr. Gabriel will work on the pilot idea.
- The Administrative Council expressed its appreciation for the diligent and thorough work of the English Discipline Review Committee.

Meetings with Student Leaders
- Dr. Templin met with students from the campuses to discuss student life at NOVA and to explore areas for enhancement.
- Several students came with prepared proposals that included significant increases to the student activity fee.
- The students are very supportive of enhancing student life and student engagement at NOVA.
- Dr. Templin made a commitment to meet with student leaders and representatives at least twice each year.
- Dr. Templin added that the Administrative Council needs to begin working to establish an infrastructure and ground rules for student activity funds.
- We must consider how the funds generated, how they are used, who will be responsible, how a student activity budget is put together and who approves it, and segregation of duties.
- Dr. Maphumulo offered that with the development of NOVA’s enhanced competitive sports program, he and Brian Anweiler researched policy and worked through many of these issues. Their experience may be beneficial to these discussions.
- Dr. Templin asked the Administrative Council to begin thinking of the implications of a larger student fee and the structure needed to support it.

Awards
- Dr. Tardd reminded the Administrative Council about two upcoming award deadlines:
  - The Chancellor’s Award for Teaching Excellence is given each year to only one faculty member in the VCCS and provides the recipient with a $5,000 check. Nominees must have a minimum of five years of service in the VCCS in which at least 75% of their workload included teaching responsibilities. Please send nominations for this award to Dr. Chris Arra, chair of the Awards Committee, by March 16, and include a brief statement (no more than 500 words) of support.
  - The Northern Virginia Community College Educational Foundation sponsors the Outstanding Service to the College Awards which includes a $1,500 check, a plaque, and recognition at both the fall commencement and foundation dinner. There are three awards each year to classified staff, three to teaching faculty, one to non-teaching faculty and one to an adjunct faculty member. Nominees must have three consecutive years of service and not have received the award in the past.
- Further information on these awards will go out in a college-wide email, and also in the Intercom.
Identification of Students to Participate in Process Improvement

- Dr. Hill will be providing an update and recommendations from the Enrollment Process Improvement to the Administrative Council at the February 21 meeting.
- Dr. Hill requested that the provosts send him the names of at least 2 students to participate in the process improvement meeting on February 13 at 2:00 p.m. in the CFAO conference room at the Pitney Bowes Building, 5th floor.
- Dr. Hill will send the meeting notice by email to the Administrative Council.
- Ms. Dimkova requested that representation of students using all payment types, including cash, credit, and the Nelnet payment plan would be beneficial.

Summer Session

- Structured Academic Advising.
  - Dr. Templin distributed the draft committee composition and charge.
  - The Administrative Council recommended adding a faculty advising manager from one of the two pilot campuses to the committee membership.
  - The Administrative Council asked to add training and accountability to the charge.
  - The Administrative Council approved the draft committee composition and charge with the two additions stated.
- Stipends for Program Heads and Assistant Deans.
  - The Administrative Council decided to keep the same framework as last year, but the campuses will need to decide how to manage it. In a previous meeting it was suggested that the campuses use the structure the Loudoun Campus used last year. Dr. Leidig has sent this information to the provosts.
  - The provosts need to have a decision and clear program structure by March 15.

Tracking

- Task Force on Testing – February 7
- Student Activities Program Update – February 7
- Briefing on Internal Controls – February 7
- Budget Review, Reallocations, & Year-End Strategy – February 14
- Student Success Metrics By Campus –Unit – February 14
- Payment Redesign Process Team – February 21
- 2012-2015 Enrollment Targets –February 21
- Institutional Memberships – March 6
- Workplace Violence Prevention and Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group
- Continuity of Operations in Instruction Task Force