Administrative Council
April 3, 2012

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

Mr. Foley was represented by Ms. Stanton
Dr. Sachs was represented Dr. Lerner

Guests
Mr. Dan McConochie, VCCS Achieving the Dream Coach
Dr. John Pickleman, VCCS Achieving the Dream Coach

Meeting with AtD Coaches
• Dr. Gabriel welcomed AtD coaches, Dr. John Pickleman and Mr. Dan McConochie.
• The Administrative Council expressed appreciation for their guidance and partnership over the past five years. As a result, NOVA has realized increases in our retention rates, graduation rates, success rates in developmental courses, and much more.
  o Dr. Pickelman said that NOVA’s leadership, sincere commitment to student success, and follow-through have been critical to realizing significant improvements in student success in the last five years.
• Mr. McConochie added that another key factor of AtD is a culture of evidence. NOVA’s data is impressive and he recommends it should be published. OIR and the core group for AtD are to be commended for creating the culture to make this happen.
• Dr. Gabriel advised that NOVA is now a leader college in AtD, and we will continue to show through evidence that we are continuing to realize improvements in retention, graduation and course completion rates. The five year formal commitment has ended, and now we will transition to playing a lead role in the AtD effort.
• There is a recertification that will take place in the fall. Recertification is based on graduation, retention, and course completion.
• Dr. Templin noted that by being a leader college, NOVA is one of only a handful of colleges in the country where funders are involved. AtD is moving into re-granting and only leader colleges are eligible.
• The Administrative Council thanked Dr. Pickleman and Mr. McConochie and expressed that they look forward to working with them as AtD progresses.

Access
• Spring Enrollment
  o The Daily Enrollment Report for Spring 2012, as of April 3, 2012, shows an increase of 1.7% from the comparable date for Spring 2011.
• Summer Enrollment
  o The Daily Enrollment Report for Summer 2012, as of April 3, 2012, shows a decrease of 13.1% from the comparable date for Summer 2011.
  o Dr. Gabriel believes that the number of students who are currently registered and have applied for summer can be increased. OIR will send out letters to these students to encourage them to register.
  o OIR has sent posters to the campuses advertising that summer registration has begun. He asked the provosts to make sure these are posted on their campuses.
• Ms. Dimkova inquired if there is any further information regarding changes to the Pell Grants for the summer session.
  o Dr. Saperstone had previously mentioned that students were asking about this and requested more information.
  o Dr. Templin advised there has been a cut back in fed government Pell Grants for the summer.
• Dr. Hill requested that the college put together a statement for faculty to use in the classrooms to encourage their students to consider registering for classes in the summer. Dr. Gabriel will work on this statement and send it to the provosts for dissemination.
• OIR will also provide flyers that can be posted in the division and adjunct office areas.
• Dr. Gabriel will advise the provosts when the President’s letter is sent to currently enrolled students.
• ELI enrollment is increasing. The provosts requested data on how ELI growth might be impacting campus enrollment numbers.
• OIR will provide the provosts weekly reports of ELI enrollment by campus with year-to-year comparisons.

Student Success
• Dr. Gabriel distributed the report Fall to Spring Retention: Fall 2008 – Spring 2012.
• The report includes retention data by campus and divided by first-time-to-college and all students.
• Dr. Templin noted that we need to look for trends by campus, identify what is working where, and try to replicate successful practices where we can.
• This will be a discussion for the Administrative Council Summer Retreat.
• NOVA retention of first-time-to-college students from Fall 2008 to Spring 2012 has improved from 69% to 79.9%.
• NOVA retention for all students from Fall 2008 to Spring 2012 has improved from 64.7% to 69.4%.
• The Medical Education Campus has consistently higher retention numbers, but the trend is moving downward.
• Ms. Stanton asked if the decreasing MEC retention might be attributable to certificate programs. These programs came online around the time the retention numbers start to decrease. OIR will analyze the data further to see if this might be impacting the numbers.
• The Administrative Council expressed that further discussion needs to take place regarding structuring the different advising roles to maximize benefit and impact.
• The new QEP advisors will work with first-time-to-college students until they are handed off to the appropriate faculty advisor.
• Clarification is needed regarding when the hand off takes place, and how to maintain momentum at that next stage when the faculty have many more students to advise. The college needs to be sure the hand off doesn’t end up being a let-go, but be part of building an overall student success culture.
• The Administrative Council discussed several areas experiencing enrollment growth such as our veterans programs and our enrollment of international students.
• Dr. Templin summarized the following next steps:
  o Review data concerning not returning first-time students to identify common characteristics, and then share this information with the QEP pilot campuses to help define the role of advising specialists beyond the Fall semester.
o Dr. Templin and Dr. Gabriel will create a profile of our enrollment of veterans and international students. Both are growing and need a further look. Drs. Templin and Gabriel will bring this data back at a future Administrative Council meeting.

New Faculty Roles
- The State Board for Community Colleges has approved the new roles designed by the reengineering group.
- Dr. Templin distributed a chart of these new roles.
- The Administrative Council is asked to review these roles and strategize which, if any, NOVA will implement first, and how. The intention is to start with only one new role at a time, and on a pilot basis.
- The challenge is that our future success depends on our ability to make college available to more students who are more diverse than ever before, they must be more successful and have better learning outcomes than ever before, and we must do it at a lower cost per student.
- We must also improve our full- to part-time faculty ratio while driving costs down.
- There is also a need to create an option for faculty near to retirement to help them phase down if they so desire. A path to move from full time to 80%, 60% and then to a lecturer status would be desirable to some faculty.
- The newly approved (by the VCCS) positions are:
  o Part-time 9 month teaching faculty.
  o Associate Instructor.
  o 10 month teaching faculty.
- The Council is asked to consider these new roles in terms of the possibilities and the challenges.
- Dr. Charlie Errico, as the Chair of the Personnel Services Committee, will need to be part of these discussions as we proceed.
- The Administrative Council recommended that the Associate Instructor position be explored.
- Dr. Lerner will identify ELI roles that might fit the new Associate Instructor category.
- Dr. Templin will begin a conversation with the Personnel Services Committee about ELI and the Associate Instructor role.

FY2013 College-wide Budget Priorities
- Dr. Templin outlined the larger priorities for next year, including:
  o Salary increases.
  o Possible bonuses proposed by the Governor.
  o The QEP.
  o New buildings coming online.
  o New leases.
  o The pilots for purchasing and HR campus representatives, and the cost of implementing these college-wide.
- Mr. Bansal added that issues in his areas include:
  o The need to upgrade dining facilities.
  o Issues with the card swipes.
  o A need to review organization structure within his unit. McGladrey is currently reviewing the organizational structure for Mr. Bansal.
Dr. Leidig noted that with new buildings coming online there is also additional maintenance, IT staffing, buildings and grounds, and purchasing costs to consider.

Dr. Saperstone added that with new buildings coming online we also need to plan for renovation in old spaces as offices move to new buildings.

Ms. Dimkova asked for further discussion about the financial aid call center contract.

Dr. Templin will work with Dr. Tardd to provide an update on the financial aid call center at a future meeting.

The Administrative Council agreed that further discussion and review need to take place regarding the contract with Moran Consulting.

Tracking

- Verification of Data College on SLO’s – April 6
- Financial Aid Assessment Report - April 10
- Outstanding Faculty Award Nominations – April 15
- No meeting on April 17
- Student Success Coordinators – May 1
- English Redesign Status Report – May 1
- FY 13 Technology Plan – May 29
- Proposal on Space Planning
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group
- Continuity of Operations in Instruction Task Force