Administrative Council  
May 15, 2012

Members Present: Mr. Bansal, Mr. Foley, Dr. Gabriel, Mr. William Gary, Dr. Hill, Ms. Holt, Dr. Sachs, Dr. Saperstone, Dr. Tardd, Dr. Templin

Mr. Ben Pittman was present for Ina Dimkova  
Dr. Joyce Samuels was present for Dr. Julie Leidig  
Ms. Frances Villagran–Glover was present for Dr. Maphumulo

Guests:  
Ms. Alison Thimblin, Special Assistant for the Quality Enhancement Plan, Assistant Professor

Deans of Students
Dr. Wayne Barbour (LO)  
Dr. Athos Brewer (AN)  
Dr. Mark Kidd (MA)  
Dr. Delores Scott (AL)  
Dean Michael Turner, Lead Dean (LO)  
Dr. Beatrice Veney (MEC)

Student Success Coordinators
Mr. Khaseem Davis (MA)  
Mr. James Edwards (LO)  
Ms. Tanya Ingram (WO)  
Mr. Mark Mannheimer (AN)  
Ms. Rhonda Myers (AL)  
Ms. Cynthia Pascal (ELI)  
Dr. Sherri Anna Robinson (MEC)

Presenters for Development English Redesign
Ms. Stacey Alwine  
Dr. Susannah Givens  
Ms. Janice Heiges  
Mr. Ray Orkwis  
Mr. Barry Selinger

Access
  • Summer Enrollment  
    o Dr. Gabriel reported on the summer enrollment by saying that the summer session has decreased to net -4% comparable to summer 2011.  
    o Students have been contacted regarding enrollment and queried about the reasons that they are not attending at this time.  
    o Dr. Gabriel also added that based on the responses the weak economy was a major a reason for students deciding to work as opposed to attend college during summer.  
    o The college has experienced a net loss of approximately 800 students comparable to summer 2011.
● **Fall Enrollment**
  - Fall enrollment at current is -18% comparable to fall 2011. Dr. Gabriel stated that beginning registration early has allowed for fall enrollment to improve.
  - Four year institutions are averaging approximately 3.8% to 4% regarding tuition increase.
  - The governor encourages colleges to keep tuition costs and rates down.
  - One council member also added that enrollment is down at most NOVA campuses.
  - 30% of NOVA revenue comes from the state, and the college runs more like a business than a government entity. 70% of revenue comes from tuition and enrollment.

**Student Success**

- Dr. Templin emphasized the importance of NSO, SOAR and other programs within the college. GPS for Success is not another initiative, but rather a larger portion of the redesign for success.

- **Student Success Coordinators**
  - Dr. Gabriel provided a background to the topic and introduced the group.
  - As the lead dean, Dean Turner presented for the Deans Leadership Team. The team is working towards student success orientation. Mark Mannheimer is the Lead Coordinator for the Student Success Coordinators.
  - Stakeholders are all members and personnel associated with the college. Students are the most important aspect of the entire process.
  - Student Success Coordinators guide students from high school to college. Focus is on early student success.

- **Achieving the Dream (AtD) and Student Success at NOVA**
  - The following recommendations by AtD were reviewed:
    - Mandate NSO for first-time students.
    - Mandate placement testing for first-time students.
    - Mandate enrollment in developmental courses during the first semester, if placed.
    - Eliminate late registration.
    - Mandate early advising for first-time students.
  - **Responsibilities for student success include:** Coordinate and support college-wide and campus level AtD interventions to promote early engagement, Coordinate and implement the college-wide QEP and Develop and maintain NOVA as the standard for student success nationwide.
  - **Student Engagement activities include the following:** Actively recruit HS students; Encourage students to attend orientation programs. Through academic advising, students develop a program of study. Students should choose programs which align with their goals, objectives and abilities. Student Success Coordinators (SSC) work with faculty advisors and provide leadership and vision in the refinement of “GPS for Success.” They design NOVA’s efforts in key areas of student success.
    - **Four key areas for student success:** Retention, Graduation, Transfer and Job Placement
  - Student Success Coordinators analyze, collaborate and design a long-term plan which is continuously reviewed over 3, 6, 9 and 12 month intervals.
Implementation Team
Implements and coordinates college-wide procedures and practices for all NOVA campuses; Uses a more systematic approach. College-wide implementation occurs fall 2013. Advising Specialists start January 2013.

Factors that impact scalability
- VCCS and NOVA policy
- Customer relationships
- Facilities and space
- NOVA college community
- Student Success personnel will help implement first-year experience initiatives.

- The discussion emphasized the need for all the campuses to follow similar strategies and directions. Dr. Gabriel stated that documents will be prepared to improve communication within the college.
- The need to pay attention to transition between advising specialists and faculty advisors was pointed out.
- It was pointed out that the college is experiencing a paradigm shift from input to outcome, and student engagement metrics are required and will be the focus hereafter.
- Dr. Templin added that the college should experience an increase in FAFSA awards towards a greater number of students completing the process.
- The inclusion of job placement as a future goal was noted during the discussion.
- Council members addressed technology implications relative to student success and stressed the need for a Customer Relations Manager.
- Ms. Allison Thimblin added that other institutions have incorporated customizations, and the college could do this also.
- Dean Michael Turner provided a summary to the AC that all campuses of the college are mirroring the same functions in relation to student success.
- Dr. Hill commented that the issue of a paradigm shift should be shared with faculty members. Engagement from a faculty perspective has not yet been addressed, and this concern needs to be addressed as well.
- Dr. Templin stressed that NOVA campuses which are non-pilot campuses must be engaged with this process for the purposes of full college implementation in the near future.
- Dr. Gabriel added that an advisory council has been developed and scheduled to begin working in July.

English Redesign Status Report
On behalf of the developmental English Redesign Task Force, the Campus Implementation Leads (CIS) updated the admin council on the progress the group was making. Dr. Gabriel introduced the team.

- Task Professional Development activities through VCCS and other experts in the field are continuing to take place and will continue until fall semester. There are information meetings being organized on campuses. Those who participate in these trainings will be used as experts in the field in a Best Practices approach and a focus on what did participants learn.
- There will be no anticipated change in the use of classrooms and laboratories. 22 classes will be piloted in the fall, and data collection will take place.
Launch of a new placement test (VPT) will take place in October. VPT will cause changes in courses. VPT is a placement test only, and students will not take the VPT at the conclusion of the course.

- Early alert system is expected to be launched in the fall on a small scale.
- Data collection will include qualitative and quantitative data collection.
- Developmental English faculty will complete their credentialing in the fall term.

**VPT Test**

- Electronically scored writing sample which was not a portion of the COMPASS test. Exit tests and post-tests will still be given at the end of the course. VCCS is not going to prepare a diagnostic test, but instructors must prepare their own tests for NOVA. Students and teachers will not be privy of their scores.
- Another attendee questioned the validity of the test in connection to honors courses in the English subject area. Teacher recommendations and retesting can be used to move students ahead.

- Students who have taken the COMPASS test, not taken a developmental English course, not completed the developmental English course, and/or completed the Fall 2012 pilot course will place into new ENF 1, 2, 3, or English 111.
- There is no plan for modular classes, but the college needs to determine lab space based on campus resources available.
- Students who make adequate but not substantial progress in the developmental English courses will be allowed to retest after October 2012.
- SDV Courses were redesigned so that developmental English faculty could also teach SDV courses.
- Multipurpose rooms would be useful in this process so that students could have both a traditional classroom, as well as computers at their desks. There would be no dedicated laboratory space. Teachers have the option to teach classes in labs and traditional classrooms.
- Many council members agreed that the college must know more information about gaps in achievement from HS to college so that the college can plan accordingly to fill those gaps.
- Dr. Templin noted that he is involved in a national initiative where developmental education could be defunded because students who place into developmental education courses do not get out of those courses. He stressed that the college needs to be able to prove that developmental courses can help students graduate and be successful in upper level courses.

**Resources for Student Support**

- Peer tutoring
- Embedded tutoring
- Teacher-based tutoring in the Writing Center
- Management plan will be developed to track expenses, time-on-task and results.

The administrative council thanked the team for their work on this area.

**FY 2013 Budget Planning**

- Select summer budget scenarios were shared with council members. The scenario 1 demonstrated no growth and a $5.00 tuition increase, plus $1.50 tuition differential increase. This recommendation was supported by the chancellor and will be presented for approval on Thursday.
The scenario 3 is based on 3.6% enrollment and a $5.00 tuition increase, plus $1.50 tuition differential increase. This scenario has been the college’s planning scenario.

Budget scenario 5 is the contingency scenario, assuming 3.0% enrollment decline and a $5.00 tuition increase, plus $1.50 tuition differential increase.

Fiscal year 2013 budget scenario included $2.0 million reserves for the Governor’s Initiatives.

Dr. Templin addressed a possible contingency for enrollment reduction in considering the baseline budget. The recurring requests included the Pender Lease, 15 advising specialists, salary increase of 2.5%, and faculty rank promotions. Consequently, some of these recurring requests may have to be altered.

Changes in the base budget may deem that new commitments may not manifest.

One council member questioned whether the college has to follow the governor’s initiatives.

The budget scenarios present a best guess of what the budget may be in July 2012.

Based upon information presented, it was proposed that new initiatives can be rescheduled for October 2012.

Dr. Templin also addressed the concern whether enrollment will be flat or declined. Will the current enrollment numbers continue as a trend for the college?

Final budget numbers will be prepared the first week of June 2012.

Dr. Templin also proposed to hold expenses until the final budget is presented.

Council members also agreed that knowing the adjunct variance would be helpful in making sound decisions in the best interest of the college.

Dr. Templin also suggested that the technology budget should be considered in relation to the budget for the entire college.

The bottom line is to compare how much it costs the college to operate. Is our cost structure very high? Why is it very high?

Dr. Gabriel expressed many of the concerns of faculty about how money is spent at the college.

The college must be concerned about fairness within the budget, as well as expenses the college incurs.

Dr. Hill requested more information on state allocated funds for the college in relation to how other colleges are doing.

**Outstanding Faculty Award Nominations**

- Dr. Templin requested that AC members identify faculty who demonstrated ability of faculty to be mentored and developed. He requested name and nominations.

**Goodwill Collection Sites On Campus**

- Goodwill collection sites will help to garner clothing for goodwill stores.
- Goodwill is a partner of NOVA.
- Dr. Templin requested that AC members should consider this as an option for the college.
- Dr. Templin will share the point of contact information in the coming weeks.

**Summer Flex Schedule**

- In the event that supervisors grant a four-day flexible work schedule, then core office hours must be maintained.
SBCC Chairman Entrepreneur
- Dr. Templin is also requesting names of people who would like to attend the Entrepreneur Education Summit on June 4, 2012.

College Board Meeting
- Administrative Council members were reminded of the next meeting of the College Board meeting scheduled on May 21, 2012.

Announcements
- Pathway students did not attend graduation because they did not have transportation.
- Dr. Hill also proposed an explanation for the honor cords to be added to the commencement bulletin in the future.

Tracking
- College’s Access and Student Success Strategy for 2012-2013 – May 22
- Academic Audit Report – May 22
- Commission on Safety & Security – Status Report – May 29
- FY 13 Technology Plan – May 29
- Proposal on Space Planning
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group