Administrative Council Meeting  
September 18, 2012

Members Present: Dr. Buchanan, Vice President Bansal, Vice President Dimkova, Mr. Foley, Vice President Gabriel, Vice President Gary, Dr. Hill, Ms. Holt, Dr. Leidig, Dr. Ramsammy, Vice President Sachs, and President Templin.

Guests: Ms. Geri Dolan, Public Events Coordinator  
Mr. Dana Kauffman, Director of Government Affairs and Community Relations

Dr. Templin welcomed Dr. Ramsammy, the new Manassas Campus Provost.

Student Access

- Fall Enrollment:

The Daily Enrollment Report for Fall 2012 as of September 17 shows an increase of 2.3 percent in FTES over the comparable date in the Fall of 2011. Numbers are expected to remain stable for the remainder of the semester. While the increase has not varied much, NOVA, in addition to Piedmont Virginia Community College, has done better than any of the other community colleges in the VCCS.

- 2012-2013 Enrollment Forecast:

Dr. Gabriel gave a projected enrollment overview of 35,729 FTES, compared to last year’s figure of 35,601, an increase of .4 percent, and a conservative projection. He stated the college will likely not go below 90 percent in the spring. After the second eight-week enrollment comes in, the figures can be reexamined.

Dr. Gabriel felt that ELI should be part of the equation, with targeted marketing.

- Dr. Sachs suggested strengthening hybrid courses and ensuring that faculty are well-trained to teach these courses.

Dr. Templin led a discussion on projections for the remainder of the year, along with the financial forecast, and suggested stepping back to look at where the college is and the issues that should be tackled. An examination on budget assumptions is needed and, if not correct, where adjustments should be made for the remainder of the year.

Dr. Templin explained that in last eight years, revenues to NOVA have increased by 150 million dollars. Two factors account for this: the enrollment growth and NOVA’s tuition differential which drives prosperity. It is important to take the initiative and lead the process now, with ELI, for example, for the entire state. The environment has fundamentally changed, so institutions must do the same, and if NOVA grows, the System grows.

- Ms. Dimkova was asked to lead a discussion on the status of the budget, turning attention to next fall, to see what could be done differently.

- Dr. Gabriel stated that ELI growth has contributed to College growth, which attracts both new students, and retains a high proportion of existing students. He will bring in an in-depth analysis in a few weeks that will compare last year’s ELI enrollment to this year.
Dr. Templin discussed the necessity to disaggregate distinctive campus trends, agree on hybrid courses, integrate highly successful programs, and begin to focus more on non-traditional learning. Dr. Templin asked Dr. Sachs to provide some references that Admin Council members could review to learn more about some of the new trends in non-traditional learning.

- Drs. Leidig and Hill were asked to talk to their Advising Specialists who are working with the GPS for Success and ask them, where they see missed opportunities for enrollment growth.
- Dr. Gabriel stated there is course demand. The overarching issue is whether NOVA can supply students with the right courses. The "product" should be examined and improved over a long period of time. NOVA does not currently have anyone working on product development.

**Student Success**

- **Student Readiness:**

Dr. Gabriel provided reports on college readiness data from the Fall of 2007 to the Fall of 2011 for the local and county high schools. He sought input in the coming weeks on how the information should be summarized so the data could be organized. If a profile snapshot is needed, that can also be done.

- Dr. Hill suggested adding the number of high school students enrolled compared to the number of graduates for that year.

**Follow up from Administrative Council Retreat:**

Dr. Templin distributed a handout of potential future meeting topics and led a discussion on the process for working together to address important issues, giving consideration to a variety of mechanisms to be more effective.

Dr. Templin stated that he would send out topics electronically, and asked that Administrative Council members choose the top five and/or add other important topics, in order of priority. The last Tuesday of every month will be devoted to one topic, with a Council member facilitating each discussion. Dr. Templin will assign out the topics, with the initial main themes being: open source learning resources, enrollment planning management, and supply and product demand.

- Additional topics considered important by Council members were:
  - "Onboarding" Deans and Provosts - matching mentors.
  - Reassigned time for Assistant Deans and Program Heads.
  - A NOVA specific framework for student learning outcomes/SLOs.

**Community Engagement:**

Mr. Kauffman handed out a summary of a proposed community outreach plan requested by the NOVA Board at the May 20th meeting. The plan focuses on major outreach events for each campus, designed to engage the community, and ultimately to provide a better understanding of the challenges facing the college, the locality, and the state.

- Provosts will be asked to develop relationships with their state representatives and local schools, working the NOVA Board as a resource, and closely with Mr. Kauffman. Campus community outreach specialists should be part of this initiative.
Special opportunities mentioned for elected officials and Board members were:
- Staff Day for elected officials to attend briefings and meet with Provost and Board members
- Town Hall/Community Meetings to thank the community and showcase college-wide areas of focus.

Proposed next steps included developing a guide for community outreach and board engagement and working with the college marketing office to ensure consistent and appropriate messaging.

Council members thanked Mr. Kauffman and Ms. Dolan for their continued assistance.

September College Board Meeting:

The Board meeting location at Tidewater community college on October 15 has been postponed. Dr. Templin suggested using the October meeting instead to focus on community engagement and determine key elements.

Upcoming Administrative Council Meetings:
- The date for the meetings for September 2012 through January 29, 2013 are the following:
  - September 18 and 25
  - October 2, 15 (note Monday date, and 30 (single topic)
  - November 12 (note Monday date), 20 and 27 (single topic)
  - December 4, 11 and 18 (single topic)
  - January 8, 15, 22 and 29 (single topic)
  - February 12, 19 and 26 (single topic)

Other:
- Dr. Leidig reminded Council members about the Loudoun Campus sponsorship of the Dulles plan pull. Team NOVA will be pulling at 1:45 p.m. on Saturday, September 22, and the campus will also sponsor an information table.

The next meeting of the Administrative Council is Tuesday, September 25, at 9:30 a.m., in the Large Board Room at Brault.

Tracking:
- Bookstore Contract – September 25
- Administrative & Support Offices Transition to Pender – September 25
- Deferred Maintenance – October 15
- Clarus Corporation Planning
- GPS for Success Planning Report
- ELI Associate Instructor Positions
- SySTEMic Solutions
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group