Administrative Council Meeting
October 15, 2012
Minutes

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

Guests: Ms. Stephanie Bobb, Project Manager, Ms. April De LaRosa, Division Manager of Administrative Services, Mr. Tom Kasman, Project Manager, Heery International, Mr. Bill Chamberlin, Director of Facilities, Mr. Ed Mellon, Director of Purchasing, Dr. Sheri Robertson, Associate Vice President for Academic Services.

Access

- High School Enrollment: Dr. Gabriel distributed a handout that provided data on the number of Northern Virginia public high school graduates who registered at NOVA between the Fall of 2011 and the Fall of 2012, with a loss of 74 students, showing that high schools were graduating fewer students, but that the percentage of minority students was increasing.

Student Success

- Graduates: Dr. Gabriel distributed several handouts that provided annual data on the total number of graduates by age group college-wide for 2010 to 2011 and 2011 to 2012. The data was divided by campus, curriculum and cultural demographic. The number of graduates aged 30-49 increased by thirty-two percent, the highest rate among all age groups. The general education curriculum was responsible for one third of the total increase in awards. NOVA's growth in associate degrees outpaced any other institution in the country, and the retention rate data showed an upward trend for the immediate future.
  
  - The Lumina Foundation has funded a program entitled the “Win Win Initiative,” that involves 34 community colleges and four-year institutions authorized to award associate's degrees. These institutions are located in nine states, including Virginia, and are engaged in the task of identifying former students, no longer enrolled anywhere and never awarded any degree, whose records indicate that they are close to receiving in associate's degree, and help them get the degrees awarded.

Dr. Templin echoed the goals of the Lumina Foundation by encouraging Council members to ask the questions: Are students completing programs that matter? How are they defined? Are they moving into fields where there are real opportunities such as the STEM fields? How well are our graduates doing in the workplace and where is the gap? Is the degree balance appropriate in terms of market demand? He stated that NOVA needs to work hard to ensure that students don't leave after the first year.

- Student Learning Outcome/SLO Documentation Update: Dr. Gabriel emphasized the need to make a decision on the programs that do not meet the SACS compliance requirements, and that programs that do not meet minimum standards cannot continue to be offered. He stated that the quality of the overall reports was good, with only a small minority that didn't work.
Dr. Templin stated that he would provide a warning in writing to those whose programs are not in compliance. The Dean, Provost and lead faculty would need to meet with OIR staff to go over the SACS requirements and come into technical compliance between now and next spring. If after six to eight months there still remains noncompliance, the warning will then move to a suspension of the program.

When asked by Dr. Templin for actions to better manage the SLO process and move it to the next level Dr. Gabriel offered three:
- Make SLO a high priority.
- SLO staff should visit each campus and develop training.
- SLO should be an element in the initial faculty hiring process.

FY 2013 Budget Forecast

Ms. Dimkova distributed a brief outline of the fiscal year 2013 budget analysis which showed an overall amount of two million dollars in unobligated funds for the remainder of the year. Dr. Templin asked that Council members look at their original budget packets and make a decision on what items were critical to fund, whether there were unanticipated expenses that needed to be “on the table” and, if so, to forward those items to Ms. Dimkova by the end of the week. Dr. Templin requested Council members think about where the gaps were and look at how productivity was measured. He stated that November 12 was the date to make the final budgetary decisions. Ms. Dimkova was asked to bring back a more detailed report on the revenue, expenditure and budget analysis at the next meeting.

Administrative & Support Offices Transition to Pender

April DeLa Rosa, Division Manager of Administrative Services, presented an update on the Pender site construction schedule. The location is comprised of three buildings, Pender Two, Pender Three and Pender Four. The Pender Two building will house the offices of the President, Executive Vice President, Vice President and Chief Administrative Officer and Human Resources. The Pender Three building will house the Office of Institutional Research and Institutional Advancement and the Finance Office. The Pender Four building will house Compliance, the Executive Vice President offices, College Enterprises, Purchasing, IT and ELI. The moves are scheduled to begin in late December for Pender Two, late January for Pender Three and early February for Pender Four.

Food Service Contract Update

Mr. Bansal reported that they are looking at individual campus needs to develop a systematic approach to find the best vendor options, which include considering national chains as well as catering companies. Council members will be updated as the process moves along.

Deferred Maintenance

Mr. Bansal distributed a report that outlines the 2011-2012 maintenance projects that are currently underway, those not finished, and requested future projects. He asked Council members for a confirmation on the currently listed projects and a list of additional future projects that were needed. He asked that if Council members had other projects, that they keep in mind
and consider the program side, as well as the facilities side, in making their decisions. When Mr. Bansal has the list compiled, the Administrative Council members will make final decisions on which projects to move forward.

Administrative Council Work Groups on Strategic Topics

Dr. Sachs distributed a handout which distilled the list of original topics for discussion at the Administrative Council meetings. An Administrative Council Distance Learning Workgroup will conduct preliminary discussions on the following questions as an initial framework for more intensive deliberations by all Council members on October 30:

- What will the distance learning/DL student population look like by 2015-16 and what will it mean for the revenues they generate and the services and facilities we will need to support them?
- Where do ELI and the campuses compete; where do they need to collaborate, and; what incentives should there be for collaboration? Are the areas of competition and collaboration still relevant?
- What should our policies be with respect to faculty workload, faculty compensation and the role of campus Deans relative to distance learning?
- How should faculty be recruited for distance learning and how should adjuncts be assigned to campuses? What is the relationship of ELI enrollment projections to the faculty recruitment?
- What is the role for hybrids and other new instructional models in the campus schedule? What will we need to do to support them and what will their impact be on distance learning?
- What should the marketing strategies be to brand distance learning?

Dr. Templin asked that Council members communicate anything else that might be needed to Dr. Sachs by October 30.

Curriculum Committee Recommendations

Dr. Sheri Robertson presented the curriculum Committee recommendations for course approvals and removals. They included:

- Approvals of Jazz Ensemble 100 and 200 level; Jazz Chamber Ensemble 100 and 200 level; Chamber Ensemble 200 level; Percussion Ensemble 100 level; Music Technology 100 level and Applied Composition 100 and 200 level
- Approval of HIS 2x The American Frontier 1607 – 1890
- Approval of ENG 1xx Scientific Writing
- Removal of CHD 205 and Health, Safety and Nutrition Education/EDU 235 from the English placement exemption list

2012-2013 Leadership Development Cohort

Nominees were received and Dr. Templin will compile the nominee list and send to Council members. He thanked members for the nominations which resulted in a larger group than last year.
College Board Work Session

Dr. Gabriel and Mr. Kauffman are preparing individualized campus presentations for Council and Board members that may be utilized in each respective community. The presentations will address two core issues: Why students should go to NOVA and how NOVA is preparing students to work in the region.

The meeting was adjourned at 1:45 p.m. The next Administrative Council meeting is scheduled for Tuesday, October 30, in the large board room of the Brault Building.

Tracking
- Distance Learning Work Group – Oct 30
- Credit Audit of Academic Programs – Nov 12
- Dual Enrollment – Nov 12
- VCCS Faculty Evaluation Redesign Process – Nov 12
- Personnel Services Committee Update – Nov 12
- 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