Administrative Council
November 20, 2012

Members Present: Vice President Bansal, Dr. Buchanan, 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: Dr. Ruthe Brown, Director, Dual Enrollment, Mr. Bill Chamberlin, Director of Facilities, Mr. Dana Kauffman, Director of Government Affairs and Community Relations, Dr. Sheri Robertson, Associate Vice President for Academic Services, and Mr. Rick Tittmann, Director of Business Services for Vice President Dimkova.

Dr. Templin requested a moment of silence to remember Assistant Police Chief Gerald Tolsen who passed away yesterday.

Mr. Bansal informed Council members that NOVA received a commission check from Barnes and Noble. Dr. Templin thanked Mr. Bansal for his diligence in overseeing NOVA’s partnership with Barnes and Noble.

Access

- **Fall Enrollment**: Dr. Gabriel reported an enrollment growth rate of 2.6 percent from November 20, 2011 to November 22, 2012.

- **Spring Enrollment**: Dr. Gabriel stated that ELI is attracting more and more students who want to attend NOVA, but because of limited class schedule choices, are electing to take coursework on-line. He suggested that campuses look at schedules and the shifting of courses to meet student preferences. Dr. Gabriel informed Council members that the data shows many students do not want to enroll in the longer 16-week sessions and instead are choosing the smaller 8-week sessions.

Dr. Templin expressed the need to “synchronize within and between campuses and also to synch up the hybrids, where there is significant growth.” He emphasized the need to look at other schedules besides the 8 and 16 week sessions. For a significant number of students, the 8-week session is preferred and the college needs to make it easier to go between the two types of sessions. There was, he added, also a need to spend time looking at the patterns - evening, early morning and off-times, to see what can be learned from the students. The concept of 16, 15, 14, and 12-week sessions doesn’t fully utilize NOVA facilities and also confuses the students. There is a need, Dr. Templin articulated, “to find a rhythm, follow the current markets, follow the data, and make better use of NOVA’s facilities to serve its students.”

Dr. Templin asked Gabriel to look at the broad patterns, pilot new options, and then look at results. Students want a blend of sessions and NOVA needs to build additional capacity.

**Student Success**

- **Post Completion Wages of NOVA Graduates**: Dr. Gabriel distributed a handout of research data funded and compiled by the Gates and Lumina Foundations that provides students with information on the financial value of their degrees eighteen months after graduation. The five-year aggregated data shows wage comparisons for graduates with Career certificates and Transfer and Occupational Associate Degrees for NOVA
graduates and all Virginia community college graduates with similar certificates and/or degrees. While NOVA resides in a high wage area, it is also ahead in all salary categories.

Dr. Templin supported the research and NOVA’s value by stating that if families want to measure the worth of higher education in terms of money spent, time, and effort, the community college degree offers higher paying jobs at one fourth the expense and one half the time. He declared that it was time the nation reevaluated the perceived value of community college. NOVA could lower the cost of the baccalaureate with joint programs to provide an alternative option and respond to families asking for good value for their students.

**Dual Enrollment**

**HB 1184:** Dr. Brown presented a power point presentation on the House Bill 1184 that allows high school students to complete an Associate Degree or a one-year Uniform Certificate of General Students from a community college, concurrent with a high school diploma. The house bill is the “opening round” of the initiative for guaranteed college admission.

- **Proposed Strategy:** NOVA’s role in the implementation process will be to create campus work groups to collaborate with the district representatives assigned to work on the HB 1184 project, identify the areas of interest based on the specific district needs and requirements, and develop a memo of understanding between NOVA and the school districts.
  - Required activities to move the process forward include:
    - Facilitate an understanding of the requirements of the bill, the implementation responsibilities, and the deadlines.
    - Meet with the superintendents in each Provost’s district(s).
    - Create a leadership team to work with district leadership to reach an agreement on an HB 1184 implementation plan.

Dr. Brown will provide a guide for Provosts to use with their respective district superintendents. An MOU is required between NOVA and each school district by April 15, 2013, and DE staff member has been assigned to help each provost implement this process.

Dr. Templin stated that while there was a compliance piece to the initiative, there was something as important - to respond to the needs in areas where NOVA currently has commitments. He asked Provosts to talk to their staffs to look at how to proceed, and to examine the ongoing dual enrollment programs - looking at glitches and finding systemic solutions. He asked Provosts to look at what their campuses would like to propose and then come back to the table to “recalibrate.” Dr. Templin encouraged those campuses that were ready to have district conversations to move forward with them.

**Credit Audit of Academic Programs**

Dr. Robertson briefed Council members on the status of the VCCS credit audit taking place in three phases: transfer degrees, career-technical degrees and certificates, and stated that NOVA was in good shape, having reduced the number of credits in almost all transfer and many applied degree programs. The certificate programs were currently being reviewed, but were below the total number of credits requested. Dr. Robertson explained that NOVA had to report
what had been done on the AA/AS and AAA/AAS programs and was required to provide a justification for any program beyond the credit limit.

Dr. Templin provided a figure from the Chancellor that stated tuition costs for students would be lowered by two million dollars across the system as a result of the credit changes.

**Working Calendar**

Dr. Robertson presented the 2013-2014 draft working calendar approved by the College Senate. The dates selected take into consideration the start of yearly faculty contracts, and the due date for the end of semester grades. The Administrative Council members approved the working calendar.

**STEM Strategy**

Dr. Templin discussed the national significance of the demand for institutions of higher education to focus on STEM education. He stated that eighty percent of the high wage jobs required STEM courses. NOVA has a need to develop STEM strategies and currently has three components that could be effective. Dr. Ramsammy is NOVA’s lead sponsor for increasing STEM solutions:

- **Schools and systemic solutions:** The Pathway to the Baccalaureate should create a level of curiosity for STEM fields. Dr. Saperstone is the lead sponsor for this initiative.
- **Dual enrollment:** Dr. Leidig is the sponsor and lead advocate for the state-wide dual enrollment initiatives.
- **Community-based partners:** A second level of STEM conversations will take place with Dr. Buchanan as the lead sponsor, working with community based organizations to facilitate adult career pathways for a portable credential. “Year Up,” an organization that provides support to urban young adults by combining marketable job skills, stipends, internships and college credits, is launching a pilot in STEM. Dr. Hill is NOVA’s lead on this initiative to create an integration process.

Dr. Templin expressed the need for NOVA to run an environmental scan with the employer community and with the universities in the region, and then to look at NOVA’s STEM offerings - where the gaps exist, and how to rectify and fill them. The goal will be to provide STEM value to the region. Dr. Schiavelli will lead the initiative with the development of a strategic plan with the Provosts.

**Information Technology Committee**

Dr. Sachs distributed an updated proposed membership list for the IT Technology Committee. Dr. Templin asked that Dr. Sachs pass the list to the Committee on Review as this Committee is reviewing all of the Senate College Standing Committees.

**Six-Year Capital Outlay Proposal**

As a follow-up to a presentation that was made at the November 12, 2012 meeting, the Council supported moving forward with the proposed FY10-FY20 Capital Plan. Two Annandale buildings were taken off the proposal as the buildings were intended for administrative operations support and not for classroom usage.
Dr. Templin and Mr. Kauffman met with regional, county, and city chief administrative officers to outline NOVA’s capacity to respond to the region’s growing need for a tech-savvy workforce. They addressed the growing shortage of high-skill, tech-savvy frontline workers and noted what facilities their local capital commitments have helped secure for the college and the communities we serve.

**Annual Evaluations**

Dr. Templin asked for a list of accomplishments from Administrative Council members who have been at NOVA a year or longer, and two days before their annual evaluation appointments.

The next Administrative Council meeting is scheduled for November 27, at 9:30 a.m. in the large board room of the Brault building. The meeting was adjourned at 12:32 p.m.

**Tracking**

- Distance Learning Work Group Report & Discussion – Nov 27
- Enrollment Planning – Dec 18
- 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