Administrative Council
January 22, 2013

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.

Access

- **Spring Semester Enrollment:** Dr. Gabriel distributed data that showed overall projected growth rate figures, in comparison to the same time period last year, of 3.5 percent. The second eight-week session shows promise for further growth.

Student Success

- **Finalizing Actions Regarding Student Learning Outcomes/SLOs:**

Dr. Templin recapped the SLO discussion that took place at the last Administrative Council meeting and the full picture as to why the college must proceed with the actions. He distributed the action plan and timelines based on recommendations from the 2011-2012 SLO cycle evaluation and approved by the Administrative Council:

  o By February 12, Assistant Deans will be assigned responsibility for annual SLO reports. Those Assistant Deans who are responsible for annual SLO data reports will share that responsibility with their respective Academic Deans. OIR will determine which Dean will have SLO responsibility, to be sure that Dean and campus match. One Assistant Dean will act as the lead in the collection of the data and will be in a position to assist other Assistant Deans.

  o By March 30, the criteria for appointment, role, responsibilities, and compensation of Assistant Deans will be defined and consistently applied across the college, including responsibilities for annual SLO reports. Dr. Templin will appoint a working group comprised of Deans and Assistant Deans, and Dr. Schiavelli, who will draft a position paper to be sent out to the Academic Deans for input, with final approval by the Administrative Council.

  o By February 12, the SLO planning, assessment, and reporting process will be defined in writing by OIR, including a working calendar. OIR will specify the responsibility level and will provide details at the February 12 Administrative Council meeting. Once approved, the process and calendar will be delivered to each campus, and OIR will be available to answer specific questions.

  o By March 15 student learning outcomes training will be designed for and offered to Administrative Council members, Deans, and Assistant Deans. The training plan will be developed and administered by OIR and information will be provided through the Intercom and from campus Provosts.

  o A new communication process for future cycles will be developed by OIR and a plan for this brought back to the Administrative Council in March for approval.

  o The question of how SLOs fit into larger program evaluation and with larger institution-level outcomes will be issues preliminarily addressed by Drs. Gabriel and Schiavelli later during the year.
Dr. Gabriel was asked by Council members whether the class schedule submission deadline date could be changed from February 5 to February 26. He agreed to change the date. Class schedules will be ready two days before open enrollment begins and the link to the on-line class schedules will be provided well in advance to everyone. Discussion ensued over the use of hard copy class schedules versus the more updated on-line schedule.

- **College Readiness Pilot at Fairfax High School:**

Dr. Saperstone gave an update on a pilot program with a Fairfax County High School. The purpose of this Pilot is to explore learning approaches and techniques for improving the mathematics skill levels of high school seniors such that they can immediately take college-level mathematics courses when they enter college and thereby reduce their overall college costs, as well as providing them with opportunities to consider STEM-related (Science, Technology, Engineering and Math) career fields, if they so choose. The pilot will be conducted in the Spring of 2013 with a select group of students taking Algebra II. The pilot will involve students in three Algebra II classes to have access to MyMathTest software.

Dr. Templin suggested looking at the aggregated data from this pilot program when it is available to see if there is an increase in enrollment. The high school math teachers have met with the Nova math faculty and have also participated in CETL.

Dr. Ramsammy briefed Council members about a systemic solution the Manassas campus and George Mason University are developing for STEM degrees in Prince William County. Based on the shortage of STEM teachers holding Master’s degrees, NOVA is working with George Mason and the Prince William County school division to provide affordable and accessible hybrid program STEM degrees. A teacher with a Master’s degree in Education will have the opportunity to earn 18 semester credit hours and be certified in a specific STEM discipline. Classes will be held at the Manassas Innovation Center and taught by either George Mason or NOVA faculty and instructors could be credentialed by either NOVA or George Mason. Dr. Ramsammy indicated that through this program, sySTEMic solutions and dual enrollment in STEM will continue to grow over the next five years.

Dr. Templin recommended that the NOVA faculty engage in conversations not only with high school faculty to fuse together the curriculum but also with each area superintendent as part of the college readiness function.

**Fall 2013 Enrollment Planning**

- **2013-2014 Enrollment Target:** Dr. Gabriel presented the proposed enrollment target of 37,130 FTES, which is an increase of 3.5 percent over the previous year. He reported that meetings are taking place with High School outreach staff and tools will be provided by OIR to increase enrollment from each high school. Dr. Templin stated that GPS for Success should drive enrollment and overcome issues with financial aid.
• **2013-2014 Enrollment Strategy:** Dr. Gabriel handed out seven enrollment action strategies crafted by OIR:
  
  o Increasing market share of recent high school graduates, with specific targets. Dr. Gabriel will take the lead on this action.
  o Developing a marketing campaign to increase annual ELI growth to twelve percent.
  o Setting targets for dual enrollment. Drs. Gabriel and Schiavelli will develop a strategy for this.
  o Improving financial aid processes in order that more students are able to receive aid in time. Drs. Gabriel and Schiavelli will look at enrollment figures to make sure that students who apply actually register.
  o Gaining increased enrollment from greater retention as a result of student success initiatives: ensuring that advising specialists know where students are in the process and do whatever is necessary to “get them over the goal line.”
  o Enhancing class schedule management with eight-week and hybrid course pilots at the Loudoun and Alexandria campuses.
  o Exploring new adult learner strategies, looking at the 3+1 programs that currently exist and growing the relationships with these programs.

Dr. Templin informed Council members that a proposal was submitted to George Mason that focuses on completion at NOVA’s campuses or on-line in 3+1 program arrangements as the gateway for Mason growth. New buildings are also in place for the Manassas and Loudoun and Woodbridge campuses.

**Professional Development Committee Training Recommendations**

Dr. Saperstone distributed the revised training recommendations that were distributed at the previous Administrative Council meeting. Faculty and staff members hired prior to July 1, 2012, will be required to complete training in preventing sexual harassment, preventing employment discrimination, alcohol and other drugs policies, preventing workplace violence and Clery Act training. Information regarding the training will be forwarded to all faculty and staff by March 8. Training of all full-time, administrative and professional faculty, adjunct faculty and classified staff must be completed by April 30, 2013.

**Regulation on Safety in the Workplace**

Dr. Templin is seeking further clarification on the State Board regulation for weapons on college campuses. When the interpretation becomes clear, he will report this to the entire college.

**January 28 College Board Meeting**

Dr. Templin asked Council members to draw attention to all the capital projects reviewed, funded and approved by the NOVA Board and forwarded to the VCCS and SCHEV for approval: CF building renovation, Brault building renovation and Phase VII construction at the Annandale campus; Tyler building replacement at the Alexandria campus; construction of a Higher Education Center and Reynolds building renovation at the Loudoun campus, and construction of a Workforce Development Center at the Woodbridge campus.
Other Items:

- Dr. Templin announced the recommendation of Bobbie Kilberg, President and CEO of the Northern Virginia Technology Council, to receive a Nova honorary degree. She has been instrumental in helping NOVA with sySTEMic solutions.
- The State Board meeting will be held this year at the Alexandria campus on March 20-21. This will be an opportunity for Council members to engage with the Board.
- Dr. Templin will ask that Mr. Bansal send a notice out college-wide on the move to Pender.

Dr. Templin reminded Council members that the next Administrative Council meeting will focus entirely on the theme of “Working Effectively Together.” The meeting adjourned at 12:15 p.m. with the next meeting scheduled for Tuesday, January 29, at 9:30 a.m. in the large board room of the Brault building.

Tracking

- Work Group Report: Student Success Policy Design – Feb 26
- Update on College Safety and Security – March 5
- Work Group Report: Understanding Budgets – March 26
- FY2013 Budget Forecast – Feb 5
- 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