Administrative Council  
February 26, 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.

Guests: Mr. Ben Pittman, Director of Finance.

Dr. Templin gave an overview of the approach to the meeting, with the primary focus on the Student Success Working Group report and a secondary discussion at the end of the meeting on funding deobligation.

Student Success Working Group Report

Dr. Gabriel framed the discussion by explaining that the charge of the Student Success Working Group was to review six policy changes recommended by the AtD Team and create a Policy Taskforce charged with implementing the policy recommendations if approved by the Administrative Council. Full implementation will take place by August of 2014. The Taskforce will be divided into three subcommittees to focus on the following:

- NSO/SOAR, GPS for Success, SDV in the First Year
- Mandating Placement Testing and Enrollment in Developmental Courses
- Eliminating Late Registration

Dr. Gabriel stated that during the past five years of the AtD initiative, student outcomes have been positive, with a high level of student success, but there was a need at this juncture to incorporate all of the student interventions, to streamline structures, and processes and policies in such a way that the different initiatives complement each other and help students move toward their goals and also provide a more seamless experience. The six proposed policy changes were:

- Mandate early advising for first-time students (GPS)
- Mandate NSO for first-time students
- Mandate placement testing for first-time students
- Mandate enrollment in developmental courses during the first semester, if placed
- Enforce current policy on SDV enrollment within the first year for first-time students
- Eliminate late registration

Each policy change will be accompanied with a set of specific outcomes shared widely with all stakeholders. All possible barriers to success will be explored in depth by each subcommittee.

Dr. Templin framed the discussion around factors to be considered: the need to define the target student population groups, based on current data, to ascertain which subgroup to start with; the capacity needed; and, then a system designed to adapt and scale up to that capacity. He stated the goals of the Taskforce should include expected outcomes, timelines for each of the proposed policy steps, and the necessary resources, as it would take many “hands” to get
students into course placement. Clear expectations, a good design mapped out to ensure consistency, and staff accountability would also be components of the plan to get students across the goal line – graduation.

Dr. Templin asked Council members to look at current resource allocations and possible budget models. Council members suggested some options: working within the budget, keeping the budget neutral, and/or looking firstly at the needs of the students before developing the budget. Council members unanimously agreed that the target population, capacity and required resources all needed to be addressed.

Other suggestions included:

- Look at alternative designs and formats to offer high quality, low cost on-line activities for students who prefer to take courses on-line, as well as offering face-to-face classes at alternative time frames.
- Determine how many sections are needed, the cost for faculty time, and do the calculation for a variety of models.
- Start with the actual face-to-face numbers now as a starting point – the expected 12,000 students.
- Define the student demographics of each target group: students directly from High School, students under the age of 24 or who have not yet attended college, or students who have dropped out from other institutions in their first semester.
- Look at Financial Aid timelines.
- Manage communication well.

Dr. Gabriel stated that OIR would be collecting best practices from the other community colleges to bring into the discussion.

Dr. Templin underscored the need to ensure that NOVA is “in the ballpark” to either redesign the overall system, or put more resources into it, in order to have the capacity on board to be sure the process is done right. He asked Dr. Gabriel to define the charges to the Taskforce before it is launched and bring them back to the Administrative Council for discussion. He stated that the advising specialist would be the center piece of the process to reach the goal of student course registration by the start of classes.

**FY2013 Budget Forecast & Reallocation**

Ms. Dimkova distributed the fiscal year 2013 revenue, expenditure and budget analysis which showed total revenues of $259,934,409 and projected end-year expenditures of $252,675,207. She also distributed a current list of adjusted amounts for projects requiring funding before the end of the fiscal year.

Dr. Templin queried Council members on projects that needed to be done immediately and that would affect fall enrollment and, if so, to please “put them on the table.” The cyber security credentialing for the Marine Corps was suggested as one project that needed additional funding. Dr. Templin explained the initiative which will award advanced standing and on-line associate degrees in the area of cyber security for both active and recently discharged military personnel. The college has been asked by and is working with the Northern Virginia Technology Council
and Monster.com to map industry certifications to NOVA coursework, to provide credentialing in an area in great demand in the Northern Virginia region.

Dr. Templin asked Council members to forward any additional areas that needed funding for the coming year to him. He also asked that Ms. Dimkova separate the recurring and nonrecurring projects for a final funding decision at the next Administrative Council meeting.

Dr. Templin thanked Dr. Gabriel and the Student Success Working Group for all of their efforts and Ms. Dimkova for her budget preparations.

**March College Board Meeting Revised Date**

Dr. Templin announced the revised date of March 11 at the Ernst Center at the Annandale campus for the upcoming NOVA Board meeting.

**Tracking**

- Curriculum Committee Recommendations – March 5
- Update on College Safety and Security – March 5
- Dual Enrollment – March 12
- Military/Veterans Report – March 12
- Extended Learning Institute – March 12
- Faculty Diversity Update – March 19
- GPS for Success Planning Report – March 19
- Financial Aid – March 19
- Student Success Coordinators – March 26
- Work Group Report: Understanding Budgets – April 2
- Advising Specialists – April 9
- NOVA First Campaign – April 9
- ELI Associate Instructor Positions
- SySTEMic Solutions
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group