Administrative Council  
March 12, 2013

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

Guests: Dr. Charles Errico, Assistant Dean and Faculty Evaluation Committee Chair, and Dr. Lorinzio Foxworth, Associate Vice President for Workforce Development.

Access

- **Spring Enrollment**: Enrollment is down very slightly by 0.3 percent from the same time period last year, with total FTEs of 29,343 and a head count of 50,113. The head count is less than the sum of the campus totals as a result of students registered at multiple campuses.

Student Success

Dr. Templin told Council members that that the tuition differential proposal to increase the 2013-14 tuition differential up to $3.00 per credit hour was approved by the NOVA College Board and will now be forwarded to the State Board for approval. All community colleges in the state system are now tuition driven, with very little financial buffer when there are decreases in enrollment. Dr. Templin informed Council members that three colleges in the system were already experiencing layoffs but that NOVA had done well in comparison to all others.

Dr. Templin explained that with the uncertainty in the system, opportunities could also be created. Several cost saving measure were being explored, one option being that NOVA would act as a service provider to other system colleges in the areas of facilities and finance, by developing a workable model to lower incremental costs to both NOVA and other colleges. Another option in the area of distance learning would be to make NOVA’s distance learning network available to other colleges, a capacity that could be expanded without any investment, benefitting both NOVA and others.

Faculty Evaluation Update

Dr. Errico provided an update of the faculty evaluation plan, a product of a VCCCs reengineering initiative that will have an impact on all 23 community colleges. He is chairing a NOVA committee that is revising the Model Plan that the VCCS created so that it will better fit the needs and culture of NOVA’s faculty.

The new plan reduces the faculty rating categories from five to two - either “meets expectations” or “does not meet expectations.” Faculty will be evaluated in four performance domains: teaching, institutional responsibility, scholarly and creative activities and service, with teaching being the most heavily weighted. New full-time faculty will be evaluated at the end of each semester in their first year and each year after that. Full-time faculty on multi-year contracts will be evaluated only in the final year of their multi-year contract, but with an annual conference with their supervisors to set performance and professional objectives. Dr. Errico explained that a
level of increasing expectations for all faculty are mandated by VCCS, as they move from one-year to three and five-year contracts. There is an increased emphasis on the evaluations of new faculty in their first three one-year contracts. As approximately 25% of the senior faculty will retire in the next five years, NOVA needs to make sure that new hires will maintain the same high standards of the college.

The new Reward and Recognition section will honor outstanding faculty with financial compensation. Each campus will have a local committee to forward nominees to a college committee. The college Reward and Recognition Committee will consist of members from the campus committees. The final Faculty Evaluation draft plan will be sent to Dr. Templin no later than March 28 for approval and after it is approved, it will be sent to all faculty by the end of the Spring semester, to provide the summer months to look it over. A majority vote to approve the plan will take place at Fall Convocation. In the Fall of 2013 new faculty will be under the plan, and starting in the 2014 calendar year, all faculty will be under the new plan.

Dr. Templin stressed the fact that this was an opportunity for discussion among faculty, to make the evaluation meaningful, and to set standards of expectation. The purpose of this new plan is to ensure that NOVA retains excellent new instructors.

Dr. Templin requested that Dr. Errico review the process for selecting the next round of SCHEV OFA nominees. Past NOVA SCHEV OFA recipients, under the guidance of Dr. Schiavelli, will mentor the new nominees and assist them with their nomination packets. If the provosts have additional nominees for the award, they were asked to send them to Dr. Schiavelli by the end of the spring semester.

**Extended Learning Institute**

Dr. Templin gave an overview of the enrollment strategies for next year, which include an ELI target of 12 percent. NOVA plans to provide a pathway to help students who come to the college with evidence of prior learning to earn credits through competency based formats. NOVA is in discussion with George Mason to look at formulas to provide a pathway for financing three years at NOVA, to get the costs down for a four-year degree. NOVA has also been invited to be an early partner with the Saylor Foundation, an organization whose mission is to make education available to all, using technology to circumvent barriers that prevent many from participating in traditional schooling models, and in order to drive down the cost of higher education. Dr. Templin underscored the fact that while these initiatives were part of the new frontier, it would not hinder traditional learning environments, but that more affordable options were needed to help students reach their educational goals.

Dr. Templin explained that the college would be moving ahead with the two associate instructor positions, piloting them at ELI as the positions do not involve course design, and will handle a larger number of students. He reaffirmed that the position is not intended to replace traditional faculty but could be a valuable tool in specific situations where we already employ a large number of adjunct faculty. The position will be full-time, with full benefits, at 75 percent of the cost and a 20 percent increase in the teaching load. The pilot will be evaluated at the end of the semester.

Dr. Sachs presented a power point update on ELI issues being worked on with the Provosts, building on the work done by the Administrative Council workgroup on distance learning:
Provosts will review and approve courses selected for development, courses selected for team development, and faculty selected to participate in team development.

The goal for future planning is to make decisions two years in advance to allow time for faculty recruitment.

Provosts may propose alternative strategies for meeting campus targets, including increasing hydrids or occupying new buildings, which may reduce the need for online enrollments to meet those targets.

When online teaching opportunities open, the priority will go to qualified full-time faculty.

For non-team designed courses, the original campus that developed the course has the first opportunity to fill slots. If none is available, faculty from other campuses will be recruited. A process was developed for those campuses farthest from reaching their online targets have first priority for these opportunities.

If there are unstaffed sections no campus can accommodate, ELI will find an instructor through national advertising.

Division Deans must approve all workloads in advance and exceptions must be approved by the Provost.

Dr. Sachs told Council members that the ELI courses planned for the Fall semester include 3+1 degrees, AAS degrees in Information Systems Technology/IST, Networking Engineering Career Studies Certificates, and Web Design and Development Career Studies Certificates. Three Associate Instructor positions were proposed: one in the BIO/NAS discipline at the Annandale campus, one in Psychology at Manassas, and one SDV/Prior Learning Adviser at the Woodbridge campus.

Dr. Templin briefed Council members on a task force on which NOVA is participating with the Northern Virginia Technology Council and Monster.com, the largest employment posting board that is developing a place for Veterans to place their resumes and translating how the MOSs link up with available jobs. NOVA will start with the Marine Corps by looking at certification for 10 MOSs in cyber security. The program will offer the opportunity to complete an Associate Degree, an internship program, and a future plan to offer a full Bachelor's Degree. Dr. Templin stressed the plan will be driven by the industry itself, and if successful, expanded to other military branches. Sequestration has caused a temporary hold on the initiative as a result of the federal hold of all tuition assistance for military personnel.

Dr. Templin explained that educational completion opportunities, coupled with job placement strategies, would translate into NOVA becoming a valuable partner in the region.

Dr. Hill gave an update on the opportunity NOVA-Woodbridge has to host the Year Up program. Year Up is a non-profit organization that works with disadvantaged youth between the ages of 18 and 24 to prepare them with the social, professional and technical skills to be successful in the Information Technology industry. Year Up adopts an ROTC approach to preparing participants in an academic setting for the workplace environment. The Year Up program includes classes in life skills, workplace expectations and behaviors, academic preparation and an internship experience. This partnership is expected to kick off in the Fall of 2014.
Military/Veterans Report

Mr. Foley briefly outlined the four initiatives on which the Military Services Advisory Council will brief the Administrative Council on April 9:

- One Veteran Administration (VA) Code for all NOVA Campuses.
- Reaching out to Veterans and Wounded Warriors before they leave the military service in order to prepare them for college success and thus improve retention.
- Working with Military Spouses utilizing the My Career Advancement Account (MyCAA) Program to prepare them for portable careers.
- Outreach to Veteran Service Organizations and Non-Profits to align them with NOVA.

Tracking

- Dual Enrollment – March 19
- Faculty Diversity Update – March 19
- GPS for Success Planning Report – March 19
- Draft charge to the Student Success Task Force – March 19
- Curriculum Committee Recommendations – March 19
- Marketing Plan for ELI – March 26
- Financial Aid – March 26
- Student Success Coordinators – March 26
- Student Satisfaction Survey Results Discussion – 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