Administrative Council Meeting
March 26, 2013

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

Guests: Mr. Ben Pittman, Budget Director representing Vice President Dimkova, Ms. April De La Rosa, Division Manager for Facilities Planning, representing Vice President Bansal, Dr. Jennifer Lerner, Associate Vice President for E-Learning, representing Vice President Sachs and Mr. Michael Turner, Dean of Students, representing Dr. Hill.

Access

- **Spring Enrollment**: Dr. Gabriel distributed the Daily Enrollment Report that showed a slight variance from the previous year of a .6 percent enrollment decrease. The Woodbridge campus picked up more students and OIR will look at their current enrollment strategies for possible applications to other campuses.

Dr. Templin told Council members the State Board provided a report on all the colleges in the VCCS system and NOVA was the only college listed in positive figures.

Student Success

- **Charge to the Student Success Task Force**: Dr. Gabriel distributed the Task Force list for consideration by Council members and stated that three subgroups would be added to the Task Force. Beginning in April of this year, and by August 2014, all six policies will be implemented. A suggestion was made to add additional teaching faculty, including at least one developmental faculty member. Dr. Gabriel asked that Council members forward teaching faculty nominations by the end of the week.

Dr. Templin underscored the need to start small and grow out and to get the system right. Redefining the goal will translate into new vocabulary - “class ready” - students who have completed their intake process, registered and paid for classes, have their books, and attend the first day of class. The expectation is that students who have gone through this process will be completely prepared.

Financial Aid Re-organization Update

Dr. Templin indicated that the Financial Aid reorganization was in its third year, having completed three full cycles.

Dr. Schiavelli presented a power point presentation on the status of the overall initiative. The major goals of the initiative were:
- Restructuring
- Delivering on-campus training
- Making policy decisions to streamline processing
Dr. Schiavelli reported that campus service level agreements were signed, campus Financial Aid Managers hired, the Central Financial Aid office reorganized and the development of training programs in progress. He explained that the number of applications was up almost three-fold, but the number of accepted awards was higher. Students have applied, but not all have completed the application process and, additionally, some financial aid awards were given too late for students to register.

Dr. Templin underscored the point that if Advising Specialists are responsible to see that applications are completed, the FAFSA should be part of the process. He theorized that NOVA has a substantial number of students who are eligible for financial aid, but not applying for it. The Advising and Financial Aid Specialists should both be on the same team and Advising Specialists need to know when the financial aid application is received. A protocol needs to be designed to get students through the process and be class ready, and the issue of integration and specifying roles and responsibilities will be critical. Dr. Templin defined two opportunities for increased enrollment: those who were awarded financial aid but did not enroll; and, those who started the process but did not finish.

Dr. Schiavelli asked Council members to look at the outreach model to determine whether they felt more assistance was needed on the campuses. Dr. Templin suggested that NOVA might team with additional organizations beyond the college and recommended mapping out a process and timelines.

Dr. Templin brought up the fact that in 2006-2007, there was no financial aid office on the campus. Financial aid awards have moved from 6,000 to 22,000 – a direct result of repeatedly looking at the financial aid structure and turning to technology to improve the process. Campus managers are now in place and have the power to make decisions; the Service Center is worthwhile; and, the percentage of FAFSAs to awards accepted has improved substantially.

Dr. Schiavelli highlighted next steps, which include electronic forms created for financial aid processing, putting the Financial Aid and Advising Specialists together as a team, identifying students who will be a part of GPS, and monitoring that cohort and Pathway students carefully.

Dr. Templin asked Drs. Gabriel and Schiavelli to pull together an interdisciplinary group representing student success, financial aid, and others that are appropriate, to talk about process roles and responsibilities across units, with the joint goal of getting students class ready. The shared ownership of that outcome rests with the Financial Aid office, the Student Success Coordinator and the Advising Specialist.
Faculty Diversity Update

OIR produced a report on faculty diversity by campus from the Fall of 2008 to the Fall of 2012 which showed 2% yearly improvements in recruiting faculty that were representational of the student population.

Dr. Templin pointed out that NOVA is making substantial progress in having faculty that students can identify with which is good for the overall institution.

FY2014 Budget Options

Dr. Templin indicated three issues identified for potential compensation:

- **Shared Services Distance Learning Initiative**: Dr. Lerner stated there are currently 13 colleges in the distance learning sharing program that plan to turn to ELI to provide instructors. The question is whether there should be an acceleration of associate instructor appointments, three of which have been authorized to date.

- **Dual Enrollment Initiative**: Dr. Leidig, the lead on the initiative, will provide a report by April 9 providing campus target distributions in order to be prepared for the budget conversations.

- **Summer Structured Advising & AD/PH Compensation**: The committee recommended keeping the same stipend amount for Assistant Deans and Program Heads, and reducing the summer structured advising budget by 50%, based on summer 2012 figures.

Tracking

- Special Work Group Report: Understanding Budgets – April 2
- WDCE Revenue Update
- Student Success Coordinators – April 9
- Marketing Plan for ELI – April 9
- Advising Specialists – April 16
- NOVA First Campaign – April 16
- Proposed Policy on Weapons on Campus – April 16
- Student Satisfaction Survey Results Discussion – April 30
- Military/Veterans Report – April 30
- SENSE Results
- SySTEMic Solutions
- AD/PH Release Time Work Group