Administrative Council  
April 30, 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 Schievelli and President Templin.

Guests: Military Services Advisory Council members: Dr. Lorinzo Foxworth, Dr. Beth Harper, Dr. Delores Scott, Ms. Takesha McMiller, and Mr. Michael Johnson.

Access

- **Final Spring Enrollment:** Dr. Gabriel distributed the final Spring semester enrollment figures which showed a slight increase of .23 percent when compared with 2012 figures. While the increase was small, NOVA was the only college in the VCCS system that had positive growth. Other system colleges had overall negative percentages ranging from decreases of -.36 to -12.88.

- **Summer Enrollment:** Enrollment figures for the week of April 30 were down by 17 percent when compared with the same time period last year. Dr. Gabriel predicted that final enrollment would be in negative territory, and explained that efforts would be made to look at where NOVA is losing students.

- **Fall Enrollment:** Fall enrollment figures for the week of April 30 showed a decrease of 8 percent when compared to the same time period in 2012. The largest segment of the Fall student population comes from returning students, with the prediction that 20,000 will likely return.

Dr. Templin summarized the slowing growth with the implications it would have on the budget and the need to be conservative.

Student Success

Dr. Gabriel distributed the 2011-2012 Virginia Community College Annual Report of Student Success which provided data on NOVA student success metrics from 2007 to 2012 when compared to all other VCCS colleges combined. The data showed that NOVA comprised more than 20 percent of the total graduates in the VCCS system, with a 123.5 percent increase in the number of graduates from 2007 to 2012, which accounted for almost 40 percent of the system growth. NOVA represented 50 percent of the system's growth in certificates and two-year degrees granted.

- **Graduation:** From Fall 2004 to Fall 2008, the Integrated Postsecondary Education Data System (IPEDS) showed that NOVA graduation rose from 13.3 percent to 18.7 percent. Other colleges in the system started higher at 17.8 percent and rose less dramatically than NOVA to 18.1 percent.
Dr. Templin stated that the growth has been primarily in transfer students, which gives evidence to the success of the guaranteed admissions programs. He also suggested that, while the transfer numbers indicated a high level of success, there was also a need to look at the certificate programs which were not proportionate to the numbers of transfer student.

In looking at graduation rates, Dr. Templin indicated that it is financially important for students that each year the graduation rates and the speed of the graduation rates improve. He recommended discussions take place on what completion means, what momentum points or milestone might be important for students, and how long it take to achieve 30 credit hours.

Dr. Templin highlighted the fact that over the course of the next two to three years, the college will see all funding determined by student outcomes - graduation rates - and it will be important to assure that funding follows, with the need for NOVA to be at the table in Richmond and part of the conversations when decisions are made on institutional funding.

**State Authorization of Distance Learning**

Dr. Sachs gave an overview on the many different types and complexity of regulations that govern state approval of distance learning, designed to protect both students and state institutions. In many states, authorization is required if even one online NOVA student resides in that state. Every state has its own requirements, and state regulations range from no regulations at all to very complex requirements and the cost of compliance can be significant. A high-level national commission has issued recommendations to simplify the authorization process. Assuming all states agree, it will be at least a year or more before these recommendations can be fully implemented. The ELI staff continues to work through the authorization processes and issues as they affect NOVA.

**Adjunct Faculty Workloads**

Dr. Templin introduced the discussion with two important issues: how NOVA remains in compliance and at the same time provides sufficient instructors for the summer.

Dr. Schiavelli distributed descriptions of faculty teaching loads, adjunct faculty teaching loads and the standards for calculating summer term teaching loads. He also provided information on boundary conditions, workload calculation methods to assure compliance, and strategies and options to increase the available pool of instructors. He also indicated that practical decisions needed to be made on the use of the associate instructor position.

Council members pointed out the importance of both accurately tracking and in a timely manner adjunct faculty teaching loads and that additional training was called for. Dr. Templin asked Drs. Schiavelli and Sachs to develop a training strategy and include the types of participants who should be involved.

Dr. Templin pointed out the importance of consistency and laid out six steps: 1) ensure the class size cap is at the funding ratio; 2) develop a procedure for team teaching; 3) develop a
strategy to use larger class sizes, but keep within the maximum course and teaching credit hours, and not to exceed 10 for adjunct faculty; 4) consider assigning teaching to qualified P3 employees as part of the regular workload; 5) paying for P3 as an overload, staying within the VCCS policy; and, 6) continuing current restricted instructors through the summer. These items will be more fully assembled by Ms. Jarvis and shared at the next Administrative Council meeting, and will include rate of pay and number of credit hours. Dr. Templin asked that Ms. Jarvis include a new contract definition that reflects teaching credit hours and an agreement that the adjunct instructor will not teach more than the defined number of credit hours and a demarcated protocol if the hours are exceeded. Ms. Jarvis will also look at P14 employees who are qualified to teach and will provide Council members with a formula for this category.

Dr. Templin recommended looking at the summer to get a better handle on it before making decisions for the Fall semester - looking at creative ways to allocate faculty and using associate instructors. He asked that Council members forward campus plans to Dr. Schiavelli by 12 noon on Monday, May 6.

Faculty Evaluation Plan

Dr. Templin will send out the links to both the Plan and a video explaining the plan to Council members. The Plan and video will be sent out to all faculty within the next week. He asked that Council members respond to him within the week with any concerns after viewing the video.

Military/Veterans Report

- **Move to One Facility Code for NOVA:** Mr. Foley explained that the Facility Code is the unique identification code used by the Veterans Administration to identify educational institutions. Presently NOVA is seen as six individual Colleges by the VA because each campus has its own Facility Code. The Advantages of moving to one Facility Code for NOVA are:
  - **Communication:** With one facility code, all communication from the VA goes to one location instead of each campus.
  - **FTE Distribution across all Campuses:** Students have figured out that if certified at the Alexandria and Annandale campuses, the housing allowance is higher than if certified at Loudoun, Manassas and Woodbridge. As a result more students are registering at these campuses. One facility code eliminates this.
    - **Quality of Service:** Loses a certifying official, there is a gap in service if the campus doesn’t have a backup certifier. A certifier from a different campus would not be able to assist. With one facility code, any certifying official is able to assist in another’s absence. One facility code allows a student to go to any campus to submit the paperwork and get certified, there is more transparency regarding the students adding/dropping classes and the VA advisors are able to see this activity campus to campus.
  - **VA Payments:** One facility code greatly simplifies the reconciliation of student accounts and posting of payments.

- **Ensuring NOVA Veteran Success:** The Graduation and Retention Rates for Veterans are very poor. NOVA Veterans graduate at 18 percent and active duty military graduate
at 3 percent. The national average is 3% for Veterans with an 88% drop out rate. NOVA's strategies include:
  - Offering pre-enrollment advising (Before leaving Active Duty)
    - Preparation for college success
    - Targets of opportunity: military installations
    - Can offer information sessions on campus and use base representatives to help invite those who are interested
  - Aligning Veterans with three NOVA Grants that can assist them
    - Rapid Response Program (SkillSource/Adult Career Pathways) February 2013-June 2014
    - State TAA Grant (MEC) October 2011-September 2014
    - Bellevue Grant (MEC) October 2012-October 2016
  - **MyCAA:** Increase the number of MyCAA students at NOVA; presently they number 57. The MyCAA program is an employment assistance program that provides up to $4,000 in financial assistance to eligible military spouses who are pursuing a license, certification or Associate degree (excluding Associate Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations. It is only available to the spouses of Active Duty lower ranked Enlisted Service Members, Warrant Officers and Commissioned Officers.
  - **Identify and Outreach to Specific Veteran Organizations:** This will develop close working relationships between NOVA and Veteran organizations.

**Institutional Memberships**

Dr. Templin asked Council members to give some thought to which memberships could be eliminated from the 2013-2014 proposed institutional membership list as the cost from last year increased by $26,167. Memberships total $140,179.

The meeting adjourned at 1:00 p.m. with the next meeting scheduled for Tuesday, May 7, in the board room of the Fairfax Administrative Center.

**Tracking**

- Follow-up Agenda for Budget Planning – May 7
- Compliance Charter – May 7
- PCI Policy – May 7
- Advising Specialists – May 7
- Report on Sustainability – May 7
- May 14 Admin Council- starts at 10 am
- NOVA First Campaign – May 14
- Student Satisfaction Survey Results Discussion – May 28
- ZimRide – May 28
- SENSE Results
- SySTEMic Solutions