Administrative Council
June 11, 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. Paul Fitzgerald and Ms. Stacy Rice, Honors Committee Chairs, and Dr. Sharon Robertson, Associate Vice President for Academic Services.

Access

- **Summer Enrollment:** Dr. Gabriel distributed the summer enrollment figures for the week of June 11 which showed a decrease of 5.2 percent when compared to the same time period last year. This was slightly less than the average summer enrollment for all colleges in the VCCS system with several institutions down anywhere from 10 to 24 percent.

- **Fall Enrollment:** Dr. Gabriel distributed the Fall enrollment report for the week of June 11 which showed an increase of 11.8 percent when compared to the same time period last year. The challenge will be to ensure that the numbers continue to be strong. With the need for better financial aid tracking, OIR will develop a daily query to track financial aid issues and pass this information onto the student success coordinators.

Dr. Templin pointed out that, along with additional financial aid information, NOVA now has a strategy in place and staff working with high school students. Student success coordinators can ensure students have applied for financial aid, have completed the forms and have received their financial aid - and then completed their payments. If they have not applied, but are planning to, an explanation should be provided about NOVA’s payment plan and the financial benefit of applying early. Council members asked for further information on NOVA’s payment options and Dr. Templin asked that Ms. Dimkova and Dr. Gabriel work on a comprehensive explanation of NOVA’s payment options.

**Student Success**

Dr. Gabriel distributed the Customer Satisfaction Survey of the top five most used offices both college-wide and by individual campus and the level of student satisfaction. The five departments were: the Bookstore, Admissions & Registration, the NOVACard office, the Library and Food Services. Questions presented to the 10,089 responding students were in several areas of inquiry: staff availability, courtesy, ownership, accuracy, helpfulness, listening to student needs, responsiveness, speaking well of others and the college, working to meet student needs, positive level of experience and whether the student’s overall needs were met. Dr. Templin recommended sharing the information at the campus level and then finding a method for mining the data to determine how to move the information into action items.


FY2014 Budget Planning

Ms. Dimkova distributed the fiscal year 2014 draft budget for review, divided into three options, with the differences being the priority levels on the funding of special projects and new positions.

Dr. Templin gave comprehensive overview of the budget strategy and pointed out that the budget requests were over the total dollar amount expected to be available. He reiterated that summer enrollment was down by five percent, and while NOVA might recoup additional percentages by the Fall, the current data is mixed and uncertain. Therefore, the highest priorities needed to be funded first and they include:

- **Safety and Security**
  - Annandale parking plan to enhance student safety.
  - Expand security and police protection.
  - Install electronic swipe system.

- **Access**
  - Recruit more recent high school graduates.
  - Expand Distance Learning.
  - Expand Dual Enrollment.
  - Improve Financial Aid.
  - Launch “NOVA First” campaign to reduce college costs.

- **Student Success**
  - Implement Achieving the Dream recommendations.
  - Fully implement GPS for Success at all campuses.
  - Fully implement Developmental English redesign.
  - Refine Developmental Math redesign.
  - Refine institutional and campus metrics; provide training to make data-drive decisions.
  - Assess student success and service for Veterans.
  - Assess student success and services for International students.
  - Improve College Readiness.

- **Excellence**
  - Implement new teaching faculty evaluation system that nurtures, recognizes and rewards excellence.
  - Implement an enhanced Honors program across the college.

- **Employee Compensation**
  - 5% salary increase for all teaching faculty.
  - Fund all faculty promotions.
  - 3% average salary increase for other full-time employees including classified staff competitive salary adjustment.
  - 2% increases for part-time and adjunct faculty.

- **STEM**
  - Further refine and expand SySTEMic Solutions in Prince William County and Manassas Park.
  - Scale SySTEMic Solutions to Loudoun, Fairfax, and Arlington.
  - Integrate Pathway to the Baccalaureate with SySTEMic Solutions.
  - Create STEM internships/cooperative education opportunities.
  - Create regional workforce development alliances with NOVA as hub.
Develop strategy and plans for expanding STEM offerings.
Meet Governor's expectations regarding STEM expenditures.

- **CBO Partnerships**
  - Implement expansion of Adult Career Pathway initiatives.
  - Expand Training Futures partnership to Manassas.
  - Expand Year-Up partnerships to Woodbridge in 2014.
  - Expand Great Expectations program.
  - Nurture national CC-CBO consortium with DOL grant.

- **Community Engagement**
  - Enhance the community engagement strategy with each Provost, Vice President and College Board member.
  - Fully implement community engagement strategy at each campus with at least two high profile activities.

- **Strengthen Academic Divisions**
  - Provide competitive salary increases for Academic Deans.
  - Assess organizational structure and capacity of the Academic Divisions.
  - Assess the role and compensation of Assistant Deans and Program Heads.

Dr. Templin proposed creating a reserve of one percent in the core budget, 1.9 million dollars, and taking care of the highest priorities while keeping continuing commitments, and deferring all other items until November when the final enrollment figures are in.

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### Honors Scholarship Program Status Report

Dr. Sheri Robertson introduced Ms. Stacy Rice, Coordinator of the College-wide Honors Program, and Dr. Paul Fitzgerald, chair of the Annandale Campus Honors Committee. Dr. Robertson reviewed the four components of all Honors courses and outlined the Honors Core Curriculum. Every Honors course or Honors option incorporates elements of leadership, research, rigorous academics and enrichment, and a variety of learning experiences not limited to the classroom. The Core Curriculum is unusual for an Honors program in that it includes a math/science requirement rather than only humanities and social science courses.

Ms. Rice presented information on the growth of the Honors Program since 2010, noting that from 2010-2012, 936 students enrolled in Honors classes, 100 committed to the Honors Program, and 22 graduated with the Honors Core Curriculum. She reported that in Spring 2013 alone there were 412 students in Honors classes and 178 in the Honors Program. Ms. Rice also provided information on the number of students at each comprehensive campus who have received NOVA Honors scholarships and the number who have received Exxon Mobil scholarships. These scholarships are separate from the new merit-based scholarships available for recent high school graduates nominated by their high schools.

Dr. Fitzgerald described how students were selected for the new merit-based scholarship that gives students who qualify an average of $6,200 per year for tuition, fees and books. To retain the scholarship, students are required to attend NOVA full-time and maintain a 3.0 GPA or higher. Of the 19 students selected for the new scholarship for Fall 2013, 12 are also in the Pathway program. Among the new group, four students hope to major in medicine, 3 expect to become nurses, and 4 favor the STEM disciplines. Each campus will gain at least one of these young scholars.
All Honors students benefit by access to special internships, research and leadership opportunities, enhanced connection to local corporations, letters of recommendation from Honors faculty, a competitive advantage when applying to four-year institutions, and the Honors seal on their diplomas and transcript identifier. Because the new scholarship provides significantly more funding than other Honors students receive, the Administrative Council will need to provide guidance on the possibility of extending some benefits to other Honors students as well. The Honors Committee will forward a budget proposal to the Administrative Council in order for Council members to determine whether students who receive outside scholarships should have a dollar limit placed on the NOVA award, whether the award should include study abroad, and whether the scholarship should also cover technology devices such as iPads and laptops.

Dr. Templin asked that the Committee also think about the definition of program success - what it looks like - and the significant outcomes for the students.

**Curriculum Committee Recommendations**

Dr. Robertson presented the following Curriculum Committee Request for approval:

**Diagnostic Medical Sonography AAS Revisions Effective Fall 2014:** The Diagnostic Medical Sonography (DMS) faculty recommend several changes to the DMS parent program and its Echocardiography and Vascular Sonography specializations, to be effective Fall 2014. The changes will reduce the total number of credits in the parent AAS and its two specializations. Total credits would be reduced from 72 to 68 for the parent program, and to 65 for each specialization. The faculty believe the revisions will help with retention and assist them in training stronger sonographers.

The completion of all 28 credits of prerequisite and general education courses prior to application and placement into the program would allow students to focus on their DMS courses for the four semesters immediately before they take the licensing exam. The new format also allows students to complete the program in four semesters rather than five. They would complete the program in December, which would give them a competitive edge in the job market.

Students completing the Health Sciences career studies certificate or its equivalent would be well prepared to enter the DMS program. These students will have an advantage when program applications are being considered. The DMS program already requires that students complete with a B or higher BIO 141-142, ENG 111, MTH 151, PHY 101, SDV 101, and DMS 100, for a total of 20 credits, before they are admitted to the program. Taking the general education courses ahead of time would also be a good predictor of later success in the program. The revised curricula would be posted over the summer so that students who apply for Fall 2014 admission to the DMS program will have access to the new requirements.

- The Administrative Council approved the revisions to Diagnostic Medical Sonography and its Echocardiography and Vascular Sonography specializations, to be effective Fall 2014.
Other

Dr. Templin recognized Margaret Leary, Assistant Dean for Information Technology at the Alexandria campus and Paula Worthington, Assistant Dean for Information Technology at the Woodbridge campus, recipients of the CAE 2Y certification that now designates NOVA as an approved site for cyber security certification.

The meeting adjourned at 1 p.m. with the next Administrative Council meeting scheduled for Tuesday, June 25, at the Annandale campus.

Tracking

- VA Benefits Processing/Roles - June 25
- Shuttle Plan – June 25
- HR Knowledge Center – July 9
- Follow-up Agenda for Budget Planning
- SENSE Results