Administrative Council  
June 25, 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. Don Cole, Director of Campus Operations, Alexandria campus, Ms. April De La Rosa, Division Manager, Administrative Services, Dr. Lorinzo Foxworth, Associate Vice President for Workforce Development, Mr. Robert Johnson, College Sustainability Officer and Mr. Rizwan Rahman, Director of Campus Operations, Annandale campus.

Access

- **Summer Enrollment:** Dr. Gabriel distributed the data for the week of June 25 which showed a decrease of 6.5 percent when compared with the same time period last year.

- **Fall Enrollment:** Dr. Gabriel provided the Fall enrollment figures for the week of June 25 which showed an increase of 6 percent.

Dr. Templin indicated that while applications were up, awards and acceptances were lower and it was important to look at the communication between Advising Specialists and Financial Aid to ensure that students are not being lost in the system. He asked that Dr. Schiavelli do a query, look at possible training gaps, the system access required, and develop a protocol for the entire payment process. Dr. Templin will forward an operation plan to Council members.

Student Success

- **Developmental Math Redesign Results:** Dr. Templin distributed the VPT Math redesign results from the Spring of 2012 to the Spring of 2013 which showed a 74 percent success rate for NOVA students who became college ready within four terms, a much higher rate than experienced by other community college in the system. Final success will be determined by how well students do in regular college Math.

- **Student Satisfaction with Financial Aid:** Dr. Gabriel distributed the final results of the Financial Aid Customer Satisfaction survey.

Dr. Templin recapped the overall progress made: wide-ranging investment in financial aid, an increase in applications, awards, and customer satisfaction. He suggested the next step would be to define where we should be in order to continue to prosper.
2013-2014 Draft Priorities and Goals

Dr. Templin distributed the final draft of the 2013-14 budget priorities and goals and invited Council members to send any additional college-wide priorities they feel should be added, with a deadline date of the first week in July. The priorities are as follows:

Safety & Security
- Develop a parking and transportation plan at the Annandale Campus that enhances the safety of students
- Expand security and police protection to critical areas of the college
- Continue installation of an electronic swipe system for all external doors

Access
- Recruit more recent high school graduates, especially those from historically underrepresented groups
  - Implement the college’s recruiting plan
  - Create “hand offs” between high school outreach personnel and campuses (focus upon advising specialists)
  - Create a mechanism of following up with those applying for admission and FAFSA filers
- Expand Distance Learning
  - Pilot limited use of Associate Instructors at ELI
  - Implement baccalaureate completion programs with University of Phoenix, American Public University, Western Governors University, Excelsior College, Old Dominion University, and George Mason University
  - Participate in national consortium with Straighterline, Saylor Foundation, Excelsior College and others using open source content to deliver low-cost college-level courses
  - Monitor and improve the streamlined procedures and processes related to the ELI faculty appointment and supervision process
  - Expand options for assessment of prior learning and non-traditional learning
  - Expand the statewide distance learning program
  - Develop and execute a marketing plan targeting e-learning for adults
  - Develop a “co-designed” baccalaureate in Cybersecurity for active duty Marines in partnership with George Mason University in cooperation with the Northern Virginia Technology Council
- Expand Dual Enrollment
  - Implement the HB1184 Dual Enrollment strategy with area schools
  - Create new dual enrollment options for schools and high school students, including a STEM Academy for Manassas, Manassas Park, and Prince William County schools
  - Ramp up marketing and recruiting efforts to schools and parents
- Improve Financial Aid
  - Streamline the verification process
  - Accelerate the awards process
Explore the potential of automated systems for document handling, verification, and awards
Assess the utility of a “safety net” for students who are hung up in financial aid
Develop and monitor indicators of effectiveness for financial aid

- Launch a campaign to bring public awareness regarding NOVA’s efforts to reduce the cost of attending college – “NOVA First”
  - Promote “early college” through dual enrollment option (including IB, AP)
  - Promote options for prior learning, nontraditional learning, CLEP
  - Promote financial value of attending NOVA as part of a 2+2 baccalaureate program
  - Promote “guaranteed admission” to Virginia schools as great financial value
  - Promote the community college transfer scholarship
  - Promote 3+1 options with Mason, ODU, WGU, APU, UoP, & Excelsior College
  - Promote cost-effective career and technical education programs
  - Illustrate the high return on investment for students and taxpayers

**Student Success (Implementation of NOVA’s Student Success Agenda)**

- Implement Achieving the Dream Recommendations by fall, 2014
  - Appoint an ATD Student Success Taskforce
  - Require initial advising to include confirmation of program placement and approved first semester scheduling
  - Require assessment & placement in Developmental Education where appropriate
  - Require completion of at NSO/SOAR prior to start of classes
  - Require completion of SDV within first 15 credit hours

- Fully implement GPS for Success at all campuses
  - Integrate the recruiting, transition, financial aid, NSO/SOAR, advising, SDV, assessment, payment with the goal of students being “class ready” on the first day of class
  - Implement the use of the “Hobson” CRM system
  - Refine and monitor indicators of effectiveness for the GPS for Success initiative

- Fully Implement the Developmental English redesign
- Refine the Developmental Math redesign
  - Assess effectiveness of the math redesign
  - Make program refinements based upon assessment
- Refine institutional and campus specific metrics and provide training on how to make data driven decisions about student success
  - Begin training and college adoption of “QUINN” for data-driven decisions
- Assess student success and services for veterans
- Assess student success and services for international students
- Improve College Readiness
  - Assess findings from Fairfax County Pathway Connection pilot
  - Make program refinements based upon assessment
  - Develop a plan to scale Pathway Connection
Excellence
- Implement a new teaching faculty evaluation system that nurtures, recognizes and rewards excellence
- Implement an enhanced honors program across the college
- Fully institutionalize the processes whereby Outstanding Faculty of Virginia Awards and student JKCF scholarship nominations are made

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

STEM
- Further refine and expand SySTEMic Solutions in Prince William County, Manassas, and Manassas Park
- Scale SySTEMic Solutions to Loudoun, Fairfax, and Arlington Counties
- Integrate Pathway to the Baccalaureate with SySTEMic Solutions
- Create STEM internships/cooperative education opportunities with support of Chambers of Commerce and Tech Council
- Create region-wide workforce development alliance with NOVA as the hub
- Develop a strategy and plans for expanding NOVA's STEM offerings
- Meet the Governor's expectations regarding STEM expenditures

CBO Partnerships
- Implement the expansion of Adult Career Pathway initiative
- Expand Training Futures partnership to Manassas
- Expand Year Up partnership to Woodbridge beginning 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 the community engagement strategy at each campus with at least two high profile activities that involve schools, elected officials, businesses in a way that showcases the college's value to the community

Strengthen Academic Divisions
- Provide competitive salary increases for academic deans
- Assess the organizational structure and capacity of the academic divisions
- Assess the role and compensation of assistant deans/program heads
2013-2014 Technology Plan

Dr. Sachs presented the draft fiscal 2014 college technology plan from the college Information Technology Committee for approval. The plan is very similar to the plans approved over the past few years. Council members approved the plan so it could be submitted to the VCCS by the July 1 deadline. After Fall enrollments and the impact on the available funding through the Technology Fee are known, Dr. Sachs will bring the plan back to Council members to determine if modifications are needed. The proposed distribution of technology plan funding directly to the campuses was based on the number of campus student FTES. There was not enough time to fully discuss the campus allocations, so they will be brought back to the table for a decision at the next Administrative Council meeting.

VA Benefits Processing/Roles

This topic was tabled until the next Administrative Council meeting.

Shuttle Plan

Mr. Don Cole, Ms. April De La Rosa, Dr. Lorinzo Foxworth, Mr. Robert Johnson and Mr. Rizwan Rahman presented a plan for a new NOVA Shuttling Program designed to alleviate parking and traffic on campuses and the surrounding communities, improve student access, centralize the operations and management of campus-based transportation and showcase NOVA as being committed to environmentally sustainable transportation initiatives, and reducing the college's carbon footprint. With Administrative Council approval, the plan would be launched in three phases at the following locations: 1) Alexandria, Annandale and Pitney Bowes; 2) Manassas, MEC, Loudoun and Woodbridge; and, 3) Fairfax Administrative Center and other requested locations.

The program is fully funded for a one year and students, faculty and staff will have the opportunity to begin using this service in the Fall of 2013 at no cost. Transportation will be provided to and from the Alexandria and Annandale campuses, the Arlington Center and Pitney Bowes building, as well as several metro stations.

Dr. Templin thanked the group for their hard work on this new transportation plan and suggested the importance of determining what success would look like after one year. He asked that Mr. Bansal work with Dr. Gabriel to perform an assessment in one year's time in order to have a baseline to work from, and a reasonable expectation for a return on NOVA's investment.

Council members recommended that in order for the plan to be most effective that the shuttle schedule be planned around and in conjunction with class schedules. The Administrative Council approved the adoption of the plan, and Mr. Bansal will send the anticipated metrics to Dr. Templin.

The meeting adjourned at 1:15 p.m. with the next Administrative Council meeting scheduled for July 2, at 9:30 a.m. in the large boardroom of the Fairfax Administrative Center.
Tracking

- Auxiliary Enterprise Budget – July 2
- HR Knowledge Center – July 9
- Administrative Council Retreat – July 30
- VCCS Chancellor’s Retreat – Aug 13-14
- Follow-up Agenda for Budget Planning
- SENSE Results