Administrative Council  
July 9, 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, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Guests: Mr. William Preston Davis, Director of Instructional Services, ELI, representing Vice President Sachs, Ms. Shelli Jarvis, Director of Human Resources, Dr. Marleen McCabe, Associate Director for Training and Professional Development and Mr. Trace Main, Professional Development Trainer.

Access

- **Summer Enrollment:** Dr. Gabriel distributed the enrollment figures for the week of July 9, which showed a decrease of 5 percent compared to the same time period last year. Dr. Gabriel recommended the need to examine where the losses are occurring.

- **Fall Enrollment:** Dr. Gabriel distributed the enrollment figures for the week of July 9, which showed an increase of 3.1 percent when compared to the same time period last year. It is likely that the growth rate for Fall will be at 2 percent. OIR is sending letters to 14,500 students who have not paid their tuition for the Fall semester explaining that they have a deadline of July 29 for payment. OIR will also divide those students by campus and provide lists to each campus for follow-up calls.

Dr. Templin stressed the need to create a template used consistently by everyone, and in it to include the promotion of NOVA’s payment plan, queries done about each student’s financial aid status, and advising students that they will be dropped if they don’t pay. Dr. Templin asked that Dr. Gabriel segment the groups and include the key messages. This will also enable a look back afterward to see how well this process worked. He also suggested that the current Federal sequestration may have triggered the growing question on the part of American public about the value of higher education in general, and more specifically, whether families might wish to defer their higher education expenses.

**2013-2014 Priorities and Goals**

Dr. Templin distributed the final 2013-2014 priorities and goals which included one new Resource goal to engage a consultant to identify the functions and services which should be available on all campuses to support student success. Dr. Templin stated that while this effort would serve to better crystalize a baseline capacity, with resources needed at each campus to deliver core services. While he was sympathetic to the continuing need for more funding, Dr. Templin underscored the fact that available overall funding would still be the same. Council members felt the exercise would nevertheless help consolidate and prioritize their goals for the coming year.
Administrative Council Retreat

Dr. Templin reminded Council members of the upcoming July 30 Administrative Council retreat. He asked that the retreat focus on: stepping back and looking at the progress made and NOVA’s strategic plan, with the recognition that NOVA has emerged as one of the highest performing colleges in type of students being served and the manner in which they are served; and, highlighting efforts on the horizon to make NOVA even better, looking at the current pilots being done such as Year-Up and Training Futures. He also asked Council members to list in priority order five 2013-14 goals for discussion.

Mandatory Employee Training at NOVA

Dr. Templin distributed the recommendations from the Professional Development Committee on mandatory employee training. In addition to the MOAT training, five types of state-mandated training will be expected for all state employees: Preventing Sexual Harassment, Preventing Employment Discrimination, Alcohol and other Drugs Policy, Preventing Workplace Violence and Clery Act training. He asked that Ms. Jarvis provide an updated document with complete information on the state-mandated training and bring it to the August 6 Administrative Council meeting.

As the result of a question from one Council member on Blackboard usage, training, and compliance, Dr. Templin asked that E.I provide a communication strategy for the new version of Blackboard training. He also stated that all faculty needed to be Blackboard compliant, with few exceptions approved by the Provosts.

NOVA Academy – Commonwealth of Virginia

Dr. Marleen McCabe and Trace Main provided an overview of the NOVA Academy (short video), a comprehensive Learning Management System (LMS—Meridian Knowledge Center) sponsored by VCCS at a cost of $2.54 per FTE. The LMS is used by most state agencies (currently there are over 325,000 registered users) to deliver online training content and facilitate registration for in-person/classroom courses. By sharing online and classroom training and professional development opportunities across state agencies, NOVA Academy has access to over 23,000 workshops.

Key Features –
- Online course delivery of interactive (Articulate Studio/Story Storyline, Camtasia) and traditional content (Surveys, FAQs, etc.)
- Classroom/In-person course  Registration
- Accessible 24/7 from any location with an internet connection and web browser
- Allows for documents to be attached as part of the training module (handouts, policies)
- Allows for quizzes, surveys, and course feedback/evaluation
- Allows training assignments (bundled, or individual), including required training
- Provides up-to-date recording, tracking, and reporting of training progress and completion
• Provides email notifications to employee and supervisor on, among others, course registration, required training assignments and reminders of due dates
• Provides individual transcripts that remain active for the duration of someone’s employment with the Commonwealth
• Provides Deans, managers, and supervisors with access to a wide range of reports
• Provides access to relevant information on policies, procedures, employment law, and state regulations (DOA, VDEM, DHRM, VITA, VDOLI, among others)
• Provides access to NOVA-specific classroom and e-learning training and education content

With the exception of TAC and CETL, much of the professional development will now advance through the NOVA Academy. Log in instructions; a Basic User Guide and a Supervisor Guide are easy to access through Nova’s website: Click on Human Resources. Click on Professional Development.
http://www.nvcc.edu/faculty-and-staff/human-resources/professional-development/index.html

Dr. Templin thanked Dr. McCabe and Mr. Main and highlighted the need to think about storing the many multiple training resources and locations into one location at some point in the future.

Tracking

• Administrative Council Retreat – July 30
• VCCS Chancellor’s Retreat – Aug 13-14
• Follow-up Agenda for Budget Planning
• SENSE Results