Administrative Council
October 15, 2013

Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Mr. Foley, Vice President Gabriel, Dr. Hill, Dr. Ramsammy, Vice President Sachs, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Guests: Dr. Charles Errico, Assistant Dean, Business and Social Sciences, Woodbridge campus, Dr. Lorinzo Foxworth, Associate Vice President for Workforce Development, for Vice President Gary, and Ms. Elizabeth Sears, Counselor, Manassas campus.

Update on Faculty Evaluation Plan

Dr. Charles Errico gave an update on the status of the NOVA faculty evaluation plan which has been provisionally approved with a request from the VCCS for six minor changes. The final plan will be rolled out in January of 2014. As Dr. Errico has stated in earlier presentations, the evaluation will contain four performance domains: teaching, institutional responsibility, scholarly and creative activities, and service. Of the four categories, teaching will be the most heavily weighted and more so for new faculty, who will be evaluated at the end of each semester in their first year and once in their second and third years. All senior faculty will meet with their supervisors and establish goals under the four domains, but will only be evaluated at the end of their multi-year contracts. There will be two rating categories, either "meets expectations" or "does not meet expectations." If a new faculty member receives a rating of "does not meet expectations," the contract will not be renewed. If a rating of "does not meet expectations" is received on a multi-year contract, the contract will revert back to one-year and may not be renewed if another rating of "does not meet expectations" is received. There will be a peer-reviewed appeals process in place.

Dr. Errico informed Council members that new faculty have already been or are being evaluated under the model plan. He suggested that there be significant training for Assistant Deans, regardless of whether they are evaluating the faculty, as they know their faculty best. Training should then be provided to all teaching faculty. Dr. Templin asked Drs. Errico, Sachs and Schiavelli to draw up a straw proposal for ELI teaching.

The VCCS 29 has been revised with "meets expectation" or "does not meet expectations" replacing the old ratings categories. The fairly significant turnover of retiring baby boomers will make the vetting of new faculty hires more meaningful. In December senior faculty will be evaluated under the old system, and Dr. Errico suggested that this time period be used to develop new goals and expectations under the guidelines of the new faculty evaluation plan.

Dr. Templin suggested putting information online for deans and assistant deans in order to have the plan's basic principles more available. He suggested four focus items: 1) a training plan with respect to Deans, Assistant Deans and Teaching Faculty; 2) determining who is responsible
for the evaluation and the role of the Dean and Assistant Dean; 3) determining who exercises the evaluation judgment; and, 4) deciding how ELI assignments will be evaluated.

Dr. Templin highlighted other issues to be anticipated such as teaching faculty receiving reward money not available to others (counselors, librarians, and deans themselves), and while the system will eventually migrate to all positions, there is no timeframe yet. He also suggested that Provosts meet to look a consistent process for faculty recognition. Dr. Errico offered to provide a list of sample activities to meet all four domains.

Dr. Templin provided Dr. Errico with a gift of David McCullough’s illustrated edition of the book 1776 to thank him for his substantial leadership role on the faculty evaluation process.

**Access**

- **Fall Enrollment:** Dr. Gabriel distributed the enrollment report for the week of October 15 which showed a total zero growth college-wide, with four campuses experiencing decline in growth and two campuses with enrollment growth: the Loudoun campus at 4.2 percent and the Manassas campus at 7.2 percent. The VCCS average for all colleges in the system is in a negative figure of -1.95.

- **High Enrollment Demand Analysis by Campus:** Dr. Gabriel distributed a campus-specific analysis of all the six campuses to the Provosts. OIR is currently doing a study separating ELI enrollment from on-campus enrollment. This will be discussed at the next meeting.

**Student Success**

- **SLO Report Update:** SLO reports were due in September with several still outstanding. Dr. Gabriel is following up with the Provosts on the reports still due from their campuses and expects to have all reports in by November 15. He informed Council members that the quality of the reports has improved with the new process, where all the reports from the Deans are submitted by the Provosts directly to the Vice President. He recommended that this procedure is adhered to by all the campuses. Dr. Templin reminded Council members that the SLO reports were a SACS requirement, and with the new structure of administrative accountability and alignment of the deans and the SLO lead faculty, we are observing improvements in SLO reporting. He indicated that this work will eventually impact Student Success.

- **SAILS Early Alert System:** Ms. Thimblin presented an update on the implementation of the VCCS Starfish early alert software system. While the VCCS proprietary name is Starfish, the NOVA implementation Committee renamed the system as SAILS - Student Assistance and Intervention for Learning Success. SAILS went live on September 30 for all developmental education courses and will be implemented college-wide in the spring of 2014. SAILS affords the opportunity for instructors to flag student concerns and
introduce solutions. The new program also offers a platform to congratulate students for outstanding academic performance. Two message classifications are in place: “flags” for student problem areas such as assignment concerns, attendance concerns, in danger of failing, low class participation, low quiz/test scores or never attended and “kudos” for outstanding performance and/or improvements shown. Instructors raise flags as needed and the student receives an e-mail notification and is asked to contact the appropriate support office for assistance. All 23 colleges in the VCCS system are implementing SAILS in the same manner. Training has been provided to Developmental Math and English instructors and recently to Student Services staff.

Dr. Templin thanked Ms. Thimblin for her leadership role and work on this initiative.

2014-15 Faculty Allocation Model

This topic was tabled until the next Administrative Council meeting.

Top-growing Industries/Occupations: 2013-18

Dr. Gabriel distributed data on top growing industries and growing occupations in the NOVA service area. The report provides industry educational requirements and then looks at how NOVA is contributing to educational attainment. The data was compiled from the Integrated Postsecondary Education Data System/IPEDS, the U.S. Census Bureau, the Bureau of Labor Statistics and the Internal Revenue Service. The first of the ten reports compiled by OIR was discussed. Ten industries expected to grow the most in the NOVA service area were featured, with computer systems design services (36 percent), and administrative management and general management consulting services (36 percent) as the top growth industries, followed by local government employment in elementary and secondary schools. Conversely, decreasing industries where job losses are expected will be in all other telecommunications fields, new single-family housing construction and department stores.

Accordingly, Dr. Templin stated that we should be able to derive broad hypotheses from the data and drill down from there and this would be specifically relevant for a STEM strategy.

All USA Team, Phi Theta Kappa Nominations

Ms. Sears and Dr. Schiavelli led a discussion on a college-wide process for student nominations for the large number of awards available and which would also help make NOVA a national player. Ms. Sears revealed that there is a different perception of each award program and, therefore, a need to develop a campaign to look at program consistency and raise student awareness of the scholarships and the importance to both students and the college. PTK, for example, needs to move from a student activity to an institutional program with a strategy, a timeline, and a process.

Dr. Schiavelli distributed the current list of PTK Advisors, Honors Chairs, and names of campus nominators. He asked that Provosts look at the nominators from their campuses, ensure that the
nominator is a faculty member and forward the names to the President’s office as soon as possible. The follow on is for campuses to develop recruitment teams to help students understand the award and the process. When the selection process is finished, the Provosts should be provided the final nominees to sign off on, with a full understanding of who the nominees are and why they were nominated.

Dr. Templin offered the suggestion that, given the amount of paperwork involved in the process, that all nominees be recognized in some fashion. He thanked Ms. Sears for all of her work to date on helping to develop a college-wide honors process.

**Follow Up Plans from the Education Summit**

Dr. Templin stated that after the Summit, teams will be constructed to work with the school divisions. He is presenting demographic data that will highlight minority population growth which, in, his words, is astronomical, and will result in the need to explore implications for college readiness.

**Other Items**

- **Board Retreat:** Dr. Templin distributed the agenda for the NOVA College Board retreat to be split into two parts: Developing partnerships with George Mason with Dr. Cabrera offering his vision and NOVA’s role, and secondly, a kick-off discussion on campus-based outreach teams to reach out to local supervisors, produce key legislative messages, and decide on a communication plan for local school boards.

- **Faculty and Staff Awards:** Dr. Schiavelli distributed a list of awards and their deadlines available to all faculty and staff and encouraged Council members to forward nominations.

**Tracking**

- NOVA’s STEM Strategy
- Procurement Update
- Clery Act Follow Up