Members Present: Vice President Bansal, Dr. Buchanan, Mr. Brian Foley, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Ramsammy, Vice President Sachs, Executive Vice President Schavelli and President Templin.

Guests: Ms. Christine Holt, Dean of Academic Administration for Dr. Saperstone, Mr. Edward Mellon, Director of Purchasing, Buyer Specialists Mr. Brad Keppler and Ms. Samira Mkaime, Procurement Specialist Ms. Hind Zegoud, and Mr. Rick Tittmann, Director of Business Services, for Vice President Dirnkova.

Council members met at the Medical Education campus where Mr. Foley presented the state of the Medical Education campus where major focus is placed on encouraging outreach and partnerships within the community. MEC programs include: Nursing, Medical Laboratory Technology, Occupational Therapist Assistant, Physical Therapist Assistant, Respiratory Therapy, Radiography, Diagnostic Medical Sonography, Dental Hygiene, Emergency Medical Sciences, and Health Information Management. A completely on-line HIT Career Studies Certificate will be made available in the Spring Semester for all of the VCCS Community Colleges.

The Dental Clinic treated 250 Head Start children in Arlington County and is currently treating 950 adults from throughout the region. MEC’s Kaiser Permanente Mall was recently dedicated by the President of the Kaiser Foundation. The MEC briefed the International Fire Fighters Association in May to offer former combat Veterans an opportunity to attend the NOVA Fire Science or EMS programs as they transition from military service to civilian life. The MEC also hosted LEAD Virginia, a program designed for Commonwealth senior-level executives to gain statewide perspectives on environmental challenges and learn best practices to apply to their communities.

On grant funding, NoVaHealthFORCE received $196,200 to support continued public and private sector partnerships to increase the supply of newly licensed nurses. HealthFORCE’s provider partners have contributed $132,300 in matching funds. Other major grant funding includes a Trade Adjustment Assistance Community College and Career Training (TAACCCT) Bellevue College partnership of $1,013,759 and Kaiser Permanente Scholarship Program grants for low-income students totaling $400,000.

The MEC hosted international Dutch, Japanese, Chinese and Brazilian groups seeking advice on economic and higher education restructuring. They also hosted visits from Rep. Patrick Murphy, Congressman Gerry Connolly and gubernatorial candidate Terry McAuliffe. The MEC hosted 13 tours for local high schools and participated in four major college recruitment fairs in 2012 and 2013. In 2013 the campus celebrated its 10th Anniversary of Camp Med, an annual camp for middle school students.

Finally, five universities were chosen for a nursing initiative and NOVA is the only community college having been invited to participate.
Access

- **Fall Enrollment**: Dr. Gabriel distributed the weekly fall enrollment figures showing a very slight increase of 0.1 percent and indicated that the second 8-week session numbers have been less than expected, with a pattern for the last three semesters of starting strong, but as classes begin, loosing students. Additionally, the college is carrying about a 4.6 percent negative deficit from the summer, with an annualized figure of negative 1.6. As Fall semester grows closer, OIR will communicate with the students to help facilitate the registration process.

Dr. Templin took a snapshot of all the campus enrollments to begin to define the implications for the future. A couple of campuses have been consistently down, a couple are up, and a couple are flat. We’ve grown by 700 FTEs but they are unevenly distributed and if ELI is taken out of the equation, the entire college is in negative territory with ELI growth of 30%. This translates into the need to: 1) do something on the reallocation of positions, putting positions where the growth is, 2) fully identify where the growth is occurring rather than simply filling vacancies, 3) take ELI into the enrollment strategy – recruiting new faculty with the requisite knowledge and skills where there is demand. He asked Dr. Schiavelli to work with the Provosts to look at where the growth is, keeping in mind the need to get capable faculty in the field and fill vacancies based on growth, not past procedures. Dr. Templin additionally asked Dr. Gabriel to collect campus growth performance for the last three years, both with and without ELI. He stated that all but one campus would be declining were it not for ELI.

Dr. Templin addressed a second area NOVA is investing in - dual enrollment. That has been a contributor and could be a larger contributor. NOVA is the only institution above water as a result of breaking out of the traditional way of doing things.

- **High Demand Courses by Campus**: Dr. Gabriel distributed a preliminary analysis of enrollment demand, excluding ELI, from Fall 2010 through Spring 2013 which suggests that there will continue to be demand in the following four areas: foundation disciplines/courses, NOVA-required disciplines/courses, potential enrollment growth areas, and STEM fields. On November 18, Clarus Corporation representative Ms. Kathy Swanson will spend one full day at each campus to look at micro trends in enrollment and to help campuses improve their class schedules. Data has been requested and provided to her ahead of time in order for Ms. Swanson to tailor her recommendations to each campus. The visit will be broken into two parts: the needs of the Deans and then the campus scheduling staff.

- **Minority Student Transfers to Mason**: Dr. Templin handed out a graph on demographic trend data from a *Trends in Transfer Report* from the State Council of Higher Education for Virginia that showed doubled increase (630 to 1,317) in minority student transfers from 2004-05 to 2011-12 and almost no growth in nonminority students for the same time period (1,219 to 1,295).
Student Success

- **Summary Report on Student Satisfaction:** Dr. Gabriel distributed the final report to close the loop on student satisfaction. He stated that they now have a baseline and will wait one year to collect more data to come and then produce another report in 2014 to see if there has been improvement in student satisfaction. Thirty-six campus departments were surveyed, looking at positive responses above and below the 85 percentile.

Dr. Templin highlighted the fact that the college has lost ground on everything except Financial Aid. Transfer Services was rated very low, meaning that the student needs are not being met. Conversely, Testing Centers were one of the highest rated. Dr. Templin asked that Provosts talk to department heads about what they are doing well and what changes might be needed based on the student responses.

2014-15 Faculty Allocation

Dr. Templin explained that he made an effort to arrive at an equitable faculty distribution for the 35 vacancies. He asked Dr. Gabriel to provide methodology that takes into account three-year trends, to help prevent a spike or a drop. The next meeting will be devoted to a faculty vacancy allocation discussion.

Follow-Up Plans from the Education Summit

Dr. Templin provided an overview of the October 17th Education Summit that was convened at NOVA involving the region’s school superintendents and the presidents of NOVA and George Mason University. Dr. Templin convened the educators together to focus on the region’s changing demographics and their implications for Northern Virginia. Population growth over the last decade has been predominately nonwhite, immigrant and disproportionately from the Asian and Latino cultures. The Asian population growth has concentrated in the Loudoun and Western Fairfax areas. The Latino population growth has been disproportionately distributed in Manassas, Manassas Park and Prince William County.

Dr. Templin proposed to the educational leaders that there is a need for individual institutions to behave collectively as the region’s system of public education. There is the need to work together differently, to be more intentional in finding ways to increase the college readiness of high school graduates, to increase greater access to postsecondary education and to lower higher education costs, particularly for moderate and low-income families. All participants were eager to be part of a regional strategy to accomplish those goals.

Step one will include Dr. Schiavelli meeting with Arlington superintendent Dr. Patrick Murphy to reach a preliminary understanding of where the pressure points are and bring back a set of actionable recommendations. Step two will involve requesting Dr. Ramsammy and Director of STEM projects Ms. Amy Harris to look at a strategy for developing a financial model and an agreement for STEM academies with the region’s schools. Dr. Leidig and Director of Dual Enrollment, Ms. Ruthe Brown, Dr. Saperstone and Director of Pathway to the Baccalaureate,
Ms. Kerin Hilker, will look at potential strategies to improve student readiness and, if possible, connect them to dual enrollment, with the goal of achieving college-level work while still in high school and administering assessments in the 11th grade. We may need summer academies for our high school faculty to align their courses with NOVA courses. Dr. Templin suggested one rubric to prove faculty competence might be to have CETL work with our faculty and then bring in high school faculty for training.

Dr. Templin will work to put a strategy together in a meeting with the Provosts, Directors and Dr. Schiavelli and begin to target some of the academies, with the possibility of delivering some options by next fall, with a final plan in place the following year. He asked that Provosts go ahead with meetings with their superintendents to begin to tailor their plans to local conditions and develop a three to five-year plan.

**Procurement Update**

Mr. Ed Mellon, Director of Purchasing assisted by Mr. Brad Keppler, Senior Buyer Specialist, Ms. Samira Mkaimel, Buyer Specialist and Ms. Hind Zegoud, Procurement Information Technology Specialist gave an update on the accomplishments of the Purchasing Department, beginning with the announcement that the most recent audit received positive results. The Purchasing Department met for second year to review 2013 goals and establish new goals for 2014. The goals for 2014 are:

- create new opportunities for revenue working with College Enterprises
- saving costs through efficiency and contracting
- improving customer service

A new main feature in the Purchasing Department is the launch of an electronic reconciliation system called eRecon, which moves the process from a previously burdensome and entirely paper-based system to a completely technology-based system with all processes, documentation and approvals done electronically. Share Point is currently being used by the department and eRecon will be launched shortly to better organize and provide resource information, tools, and online meeting and training options, as well as vendor information and outreach to the college.

Campus buyers are in place to improve customer service by responding to campus needs and newsletters are going out to staff with resource information.

Dr. Templin thanked the entire group for all of their work on the new initiatives.

**College Board Meeting Follow-Up**

On the follow-up to the board meeting Dr. Templin expressed the need to tie down strategies with the Provosts and their Board members on reaching out to local government, school boards and state legislators.
Delegation of Authority

Dr. Templin informed Council members about a number of major VCCS and other projects in progress that he has been asked to lead or become involved with. He has been asked by the Chancellor to continue leadership of the VCCS reengineering task force and to become part of the team redefining the VCCS budget allocation process. A budget redesign is in progress as a result of the current unsustainable system from state budget cuts and declining enrollment.

Dr. Templin has also been asked by Governor-elect McAuliffe to assist on his transition team and to help establish his higher education and workforce development agenda. In addition, he has been working with the Virginia Chamber of Commerce to establish a statewide strategy for education and economic development called Blueprint Virginia. Blueprint Virginia is bringing together all sectors of the state and the economy to craft a strategy and roadmap for Virginia’s economic competitiveness.

While Dr. Templin is away, Dr. Schiavelli will step in for him to lead the Administrative Council meetings and will also be available for any campus approvals that are needed.

Faculty Evaluation Training - November 8

The college is beginning to roll out the training for Deans and Assistant Deans and there is a need to decide who actually will do the faculty evaluations as well as pinning down the role of the Assistant Dean. There is significant concern about the time it will take to do all the faculty evaluation goals for next year under the new plan. While this is a new task to be done, evaluations on multi-year contracts will only be done at the end of contract period.

More than 120 Deans, Assistant Deans and Program Heads have been invited to the training session on November 8 in the Ernst Cultural Center Forum. Dr. Templin asked that Mr. Bansal and Dr. Schiavelli work with Dr. Errico to determine the best meeting format and then communicate the decision on this.

Chancellor’s Listening Tour - November 12

Thirty speakers have been invited to address the needs of the region with the Chancellor. Members of the College Senate will be there, along with board members, and NOVA’s primary role is to listen. An Administrative Council meeting will follow.

Dr. Templin will send out the list of guests and asked the Provosts to attend and to let him know if there were others who should be invited. He underscored the need for the Chancellor to hear about the serious challenges in the Northern Virginia region and that NOVA is at the epicenter in forming solutions and bringing the community together.
Tracking

- Clery Act Follow Up – Nov 5
- Payment Schedule – Nov 5
- NOVA’s STEM Strategy – Nov 19