Members Present: Vice President Bansal, Dr. Buchanan, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Ramsamy, Executive Vice President Schiavelli and President Templin.

Guests: Dr. Jennifer Lerner, Director of ELI, for Vice President Sachs and Dr. Mandy Milot, Assistant Dean of Nursing, for Mr. Foley.

Fall 2014 Start Date

Dr. Schiavelli presented the two Fall class start date options for a decision. The Chair of the College Senate suggested the earlier start date of Wednesday, August 20, and it was approved by Administrative Council members. Dr. Templin asked that the working calendar process be managed in the future by Dr. Schiavelli.

Update on the Manassas Campus

Dr. Ramsamy welcomed Council members and gave an update on Manassas initiatives.

The data from SySTEMic Solutions estimates that by the end of next year, there should be about 10,000 students in the K-12 STEM pipeline to meet the employment needs of Northern Virginia. The Manassas Provost and NOVA Board members Sheryl Bass and Hong Xu are working closely with county supervisors and superintendents of Prince William County, Manassas Park, and Manassas City on SySTEMic Solutions pathways. Dr. Ramsamy presented data that indicated an increase in the number of public schools in the Haymarket region over the next five years. He feels that it is a good time for NOVA to begin looking at the possibility of purchasing land in Haymarket.

Dr. Ramsamy is leading the campus academic team in devising a plan that will meet the challenges of growing programs. He explained that in order for the Manassas campus to be most efficient, it will require faculty to be dually credentialed by 2018. Additionally, Manassas is making retention a high priority. A detailed retention study is being done on all subject areas and tutors will be assigned to assist in those classes with high failure rates. Library services have been enhanced to provide better tutoring, more workshops, e-course professional development, increased library marketing efforts, and National Tutor Association (NTA) certification for all library staff.

Dr. Ramsamy presented an updated organization chart to show the position changes which reduced the work load on the Deans and Assistant Deans. New position descriptions were developed for administrative staff, Programs Heads, Assistant Deans, Associate Deans, and for the Dean of Academic Affairs. The pilot study was approved for one year, and Dr. Ramsamy is hoping that the additional support brought to the academic team will make the programs more successful.
The Global Learning Center (GLC) is collaborating with other community groups to come together with common purposes and goals. A team of GLC staff is busy working with several organizations and businesses that provide services to members of the immigrant community to provide pathways for students and community members to enter or re-enter NOVA.

To expand access to even more community members, NOVA Next Door will provide several evening classes at local schools in English 111 and Math 151 beginning next spring. This will provide dual enrollment opportunities as well as exposure to college level learning in a comfortable environment.

Due to increased enrollment in the PED program on Manassas Campus, Dr. Ramsammy has committed the vacant bookstore as a space to grow this program. This new space will also provide faculty and staff the opportunity to improve their health. The Manassas campus is also renting space at fitness centers to expand the range of PE class activities.

The Manassas Campus is introducing the Summer Arts Camp for the first time. The camp is designed to serve younger students (middle/high school) and will present them with the opportunity to engage in activities such as film, graphic design, and sports, and also includes activities for parent participation.

The primary obstacle at the campus continues to be related to parking issues on which the campus administration is currently working.

**Access**

- **Fall Enrollment:** Dr. Gabriel distributed the enrollment figures for the week of November 19 which showed zero growth when compared to the same time period last year. Four campuses experienced negative growth and two campuses were in positive figures: Loudoun and Manassas.

- **Spring Enrollment:** Dr. Gabriel stated that demand is robust with students registering earlier. He advised Provosts to be careful about the buildup of sections before registration and then at some campuses cancelling classes. He stressed the importance of getting students into stable sections. A one-year subscription to the software program called Class Track has been obtained to assist the Provosts in planning better course scheduling. OIR will assist the campuses to better understand Class Track.

**Student Success**

- **Survey of Student Engagement/SENSE Report:** Dr. Gabriel distributed the 2012 SENSE report which measures the level of student engagement with the college demonstrated by six benchmarks: early connections; high expectations and aspirations; clear academic plan and pathway; effective track to college readiness; engaged learning; and, academic and social support networks. The more students are engaged, the more successful they are. NOVA scored above the national average on only one of the six benchmarks (Engaged Learning), and overall, the college and individual campuses scored below the national average on most benchmarks.
Dr. Templin summarized the discussion by stating that inside the classroom the students are well engaged but NOVA has room for improvements in all other areas. He suggested that the 2012 scores be used as a baseline when looking at how NOVA fares with the implementation of the six new policy changes.

**NOVA's STEM Strategy**

Dr. Templin introduced the discussion by stating that NOVA needs to be more deliberate in the STEM area as data collected by Drs. Schiavelli and Ramsammy showed the largest job growth sector in the region is in science and technology. The report focused on two parts: what and where the jobs are and what is needed to attain those jobs. If IT is the dominant area for large numbers of jobs, the bachelor's degree appears to be the entry-level credential. For our graduates, competency is required, as well as a bachelor's degree.

There are five historic growth sectors: 1) professional, scientific and technical, 2) health care; 3) government, 4) administrative support, and 5) real estate services. Professional, scientific and technical service (STEM) will account for 41 percent of net new job growth with the next four sectors combined accounting for 31 percent. Forty-nine percent of the new jobs in Northern Virginia will require at least a four-year degree compared to 34 percent nationwide.

Dr. Schiavelli explained that the data are clear that next steps should include: looking at existing constrictions in the educational completion pipeline; establishing baccalaureate completion partnerships; obtaining and monitoring changes in job skills associated with rapidly growing/emerging occupations in the NOVA service area; creating an inventory of STEM faculty resources; and, investing in faculty development. Well-defined student services will also be needed.

Dr. Templin reiterated the necessity of developing strategies to ensure that our faculty possess the knowledge and skill sets employers are looking for. Secondly, since in our region the bachelor’s degree is increasingly being seen by employers as the entry-level credential, NOVA must be well aligned with a completion strategy for students to transition to a four-year program. Work place experiences need to be developed and, if we have adjunct faculty from the field, company relationships can be established. There isn’t one baccalaureate degree or one completion route and the student program fit is important.

In conclusion, Dr. Templin indicated the importance of being strategic in decisions about what the college elects to work on, how employer conversations should begin, and which universities the college works with for completion strategies. This is the beginning of the conversation but we need to get the ball rolling. He thanked Drs. Ramsammy and Schiavelli for their work to date on this effort.
November Budget Allocation

Dr. Templin asked Council members to think about what NOVA needs to be doing now that will make a difference in the Fall regarding enrollment, student access, and student success. To maximize enrollment, he asked Council members to think about: process improvement, retention, improved class schedules and targeted program marketing. Dr. Gabriel will provide a plan for this by the end of the week. Dr. Templin repeated the need to continue to support of distance learning, dual enrollment, and the six policy changes related to student success and completion. Based on the figures from the November revenue and expenditure report distributed by Ms. Dimkova, Dr. Templin recommended holding the reserves until the Spring semester and moving ahead with faculty allocations.

2014-15 Faculty Allocation Discussion

- **SDV capacity requirements**: Dr. Gabriel suggested several options to respond to the policy change that mandates SDV. They include increasing class size from 35 to 45 students; getting more adjunct faculty to teach SDV, moving the course to a hybrid if there is insufficient classroom space; and, revisiting the possibility of allowing teaching faculty who are interested in teaching SDV.

2013 Evaluations

Dr. Templin asked Council members to forward summaries of their accomplishments two days in advance of their evaluation meetings.

The meeting adjourned at 12:30 p.m. with the next Administrative Council meeting scheduled for Tuesday, December 3, at 9:30 a.m. in the large boardroom of the Fairfax Administrative complex.

Tracking

Grants Office – December 3