Administrative Council
December 17, 2013

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

Guests: Ms. Ruth Stanton, Dean of Learning Resources and Technology, Medical Campus, for Mr. Foley.

Dr. Templin announced that the recipients of the Governor's Award for Science and Innovation were presented to Dr. Richard Guerrat of the University of Virginia and Dr. Kenneth Kendler of Virginia Commonwealth University, the first time a college or university has received the award.

Student Success

Dr. Templin introduced the discussion on the ATD policy change implementation status report by emphasizing that the report is preliminary and the implementation costs are approximations, with final decisions approved by the Administrative Council.

- Status Report on Student Success Policy Recommendations

Dr. Gabriel explained the implementation overview divided into three phases:

- **Phase One** - The ATD team recommended six policy changes to the Administrative Council. The Administrative Council approved these recommendations and formed the Student Success Task force to explore how the policy changes would be implemented.

- **Phase Two** - The Student Success Task force detailed the implementation plan.

- **Phase Three** - Four technical teams were developed to formulate the processes and logistics of the policy change implementation. The four technical teams are: 1) Intake Process Improvement; 2) Enrollment in Developmental Courses; 3) SDV Enrollment within the First 15 Credit Hours; and, 4) Mandatory On-Time Registration.

Using OIR data, technical teams recommended the first phase of implementation and determined that the policy changes should be mandated for a subset of the first-time to college student population that includes GPS for Success (GPS) and Pathway students. This subset will be comprised of approximately 6,500 students. The policy changes mandate placement testing, student orientation, early academic advising for first-time students, as well as on-time registration for all students, with few exceptions, and SDV.

The recommendations from the technical team also include campus policy implementation teams composed of the Dean of Students, Academic Dean, LTR Dean, Student Success Coordinator, GPS Advisor, Pathway Advisor, Testing Center Coordinator, one or more Teaching Faculty, and one or more Student Services staff, with engaged leadership from each campus Provost.
A communication plan is being developed by the Marketing and Communications team and will be rolled out in January. Targeted stakeholder groups include: recent high school graduates, parents of recent high school graduates, area high school officials, current students, NOVA faculty and staff, college governance, the community at large, and others as appropriate.

Dr. Templin indicated that most of the January Administrative Council meetings would be devoted to the policy implementation operational costs, commitment, and the readiness to move ahead in early February. He asked that Provosts confer with their Deans on any concerns in order to be prepared for in depth discussions in January.

Recommendations of the College Senate

The College Senate recently reviewed the issue of summer pay for full-time teaching faculty. The Senate recommended to the Administrative Council that the college amend its summer pay policy to permit full-time teaching faculty to teach up to ten credit hours at pro rata pay. After discussion by Council members, Dr. Templin stated that effective with the 2014 Summer Session, full-time teaching faculty will be eligible for up to nine teaching credits paid at the pro-rata rate with those having more than nine teaching credits paid at the overload rate, up to a maximum of thirteen teaching credits. Further, he stated that effective with the 2015 Summer Session, teaching faculty will be eligible for up to ten teaching credits paid at the pro-rata rate and a maximum overload of three teaching credits paid at the overload rate, provided there is no sudden enrollment decline or budget reduction next year. He explained that these actions will result in NOVA’s policies on summer faculty pay being at the maximum rates allowed under Virginia Community College System policy.

Administrative Council Meetings During Spring Semester, 2014

The Spring Administrative Council meeting schedule was distributed with the following meetings on the calendar: January 14 and 28; February 4, 11, 18 and 25; March 4, 18 and 25, April 1, 8, 22 and 29; May 6, 13, and 20; June 3, 10, 17 and 24.

Winter Break Dates

The proposed holiday schedule was distributed and Dr. Templin asked that if there were any concerns that Administrative Council members let Mr. Bansal know by noon the following day in order to be able to synchronize the working and academic calendars.

Tracking

- Fairfax Administrative Offices – Jan 14
- Curriculum Committee Recommendations – Jan 14
- 2014 Holiday Schedule
- Student Activities – Feb 18
- Education Summit Follow Up
- Grants Office