Administrative Council  
January 28, 2014

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

Guests: Dr. Keri Bowman, Director of Planning and Academic Advising, Institutional Research, Planning and Assessment, Mr. Mark Bunagner, Coordinator of Student Services, Woodbridge Campus, Dr. Tanya Ingram, Coordinator for Student Success, Woodbridge Campus, and Mr. Mark Mannheimer, Coordinator of Student Success, Annandale Campus.

Woodbridge Campus Update

- **Robotics Team Demonstration:** The NOVA Robotics team explained the mission of their club, a platform to learn about STEM areas and specifically to strategize, construct and program robots, compete with other college robotics teams, raise interest and awareness, help recruit interested NOVA students, and help students study and pursue careers in the fields of engineering and computer science.

- **Advising Woodbridge Style:** Dr. Hill presented a power point presentation on the role of the Woodbridge Faculty Advising Managers located in each academic division and their responsibilities include serving on the campus Advising and GPS for Success Team, assigning advisors and advisees, monitoring engagement between faculty advisors and advisees, managing the staffing of the Advising Center, and helping to facilitate student program placement. During Advising Week, they held an open house to introduce students to programs and majors, provide an opportunity to meet faculty members, program place students, register continuing students, and with a focus on aligning Advising Week with registration. Other student-related activities and projects Dr. Hill mentioned were an HVAC Job and Tool Fair, Law Enforcement Job Fair and the creation of the Transfer Advising Center.

Access

- **Spring Enrollment:** Dr. Gabriel distributed the weekly enrollment figures which indicated a negative 0.3 percent growth when compared with the same time period last year. The average growth for all community colleges in the VCCS system was a negative 0.92 percent.

Dr. Templin explained that NOVA has been above the average system enrollment percentage over the past four-year period and as a result is in a stronger position for revenue increases in the coming year. He also noted that there is anecdotal evidence that indicates low enrollment may be bottoming out throughout the system. He stressed the need to begin focusing on a 2014-15 enrollment strategy - to look at what new program and funding investments are needed to drive the strategy (such as in dual enrollment and ELI) and to continue the growth at the Manassas, Woodbridge and Loudoun campuses.
Student Success

- Intake Process Improvements (Policy Rec #1-3): Mandatory advising:

Dr. Bowman, Dr. Ingram and Mr. Mannheimer presented an update on the improved and streamlined intake process for the 6,500 GPS first-time to college students: partnering with students and creating opportunities for meaningful initial interactions; communicating early and often; and, sharing the responsibility for the students’ success with the students themselves. They hope to change the culture and help students understand the importance of the partnerships with Faculty, Advising Specialists and High School Outreach Specialists who are reaching out to high schools and forging relationships with their students early on in the process.

The intake process focuses on placement testing, orientation, and early advising. Website information has been improved to help students better navigate all of the logistics connected to the intake process, specifically the sequence of the specific steps leading to class-readiness and a successful college experience.

Dr. Templin reiterated the process complexities for students coming to college for the first time and that those students who succeed have established meaningful relationships early on. NOVA’s commitment to the Advising Specialist is the commitment to forming this first relationship. The Student Success Coordinators will need to manage the overall process in order to assess the bottlenecks that occur. One bottleneck might be the timeframe for the state’s approval of fees and tuition and Dr. Templin asked that Drs. Gabriel and Schiavelli and Ms. Dimkova look into this.

Dr. Templin asked that Dr. Gabriel design a flow chart with projections up to May to examine the numbers at different stages (orientation, advising, test taking) to better evaluate where we should be compared to where we are, in addition to better assessing what, if any, additional resources might be needed to accommodate all of our GPS students.

Dr. Templin thanked the group and restated NOVA’s commitment to the success of this important mission.

- Mandatory SDV Enrollment (Policy #5):

Mr. Mark Bumgarner presented the projected SDV capacity numbers for the Fall of 2014 which included the GPS and non-GPS population, students enrolled in SDV 100, projected increases in SDV enrollment and the projected capacity needed for each campus for the Fall of 2014. Mr. Bumgarner informed Council members that all SDV 100 courses for Fall 2014 were taught in the redesigned format, which utilizes a standard template so that all of the assignments are the same, and the only difference is the in-class discussions. The courses are being monitored to ensure they are meeting the same standard. The team is looking at an OER model that offers the course with no textbook to provide a more cost effective option for the students.

To meet capacity, each campus coordinator of counseling has received their projected numbers for Fall 2014 so they may plan accordingly. As needed, the technical team will work with Human Resources to recruit adjunct faculty to meet the increased demand.
To enforce the policy, queries will be run to ascertain those students who have not completed SDV and place a hold on their record, along with an email notification. The student will need to meet with her/his first year advisor to enroll for the Spring semester, which will include SDV 100.

The Loudoun campus is piloting a shorter version of the course during the Spring semester and it is also available through ELI. Mr. Bumgarner assured Council members that as long as all of the components are incorporated, there could be various designs for course content hours and timeframe configurations.

Dr. Templin thanked Mr. Bumgarner and followed up with a recommendation for a discussion on NOVA’s dual enrollment strategy to move students through SDV while still in high school.

**Decision on Student Success Policy Changes**

Before a final decision is made on the policy changes at the next Administrative Council meeting, Dr. Templin asked that Dr. Gabriel present a detailed budget for this year and next, for each of the six policy recommendations, what steady stream of funding would be required, including space and position needs, and forward the information to Administrative Council members ahead of next week’s Administrative Council meeting to be prepared to finalize and close out the policy discussions.

**Follow Up from College Board Meeting**

Mr. Kauffman and his team will meet with Campus Councils, Student Government Associations, and Provost Staffs on parking issues to present the new options currently on the table and to solicit their input.

**Other:**

- Dr. Sachs reminded the Council that the Equipment Trust Fund deadline for all technology requests is March 28.

The meeting was adjourned at 1:00 p.m. with the next Administrative Council meeting scheduled for Tuesday, February 4, at 9:30 a.m., in the large board room of the Fairfax Administrative offices.

**Tracking**

- International Student Task Force Report – Feb 4
- Student Activities Report – Feb 25
- CBO Program Review – Feb 25
- Education Summit Follow Up
- Grants Office