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

Guests: Mr. Brian Anweiler, College-wide Student Activities Coordinator, Ms. Diana Cline, Budget Director, Ms. April De La Rosa, Division Manager, Facilities Planning, for Mr. Bansal, Dr. Lorinzo Foxworth, Associate Vice President for Workforce Development, for Mr. Gary, Dr. Mandy Milot, Assistant Dean of Nursing, for Mr. Foley, Ms. Deidra Anderson, CBO Faculty and Curriculum Coordinator, Ms. Lucy Gebre-Egziabher, Communications Studies & Theater Faculty, Alexandria campus, Mr. Marcus Henderson, Community Outreach Specialist, Alexandria campus, Ms. Elizabeth Hill, Assistant Dean, Communication Design, Alexandria campus, Mr. Jonathan Kolm, Music Faculty, Alexandria campus, Mr. Joe Small, Photography Faculty, Alexandria campus, Ms. Jessi Calzado-Esponda, Ms. Tatiana Galitzin, Mr. David Sellner, Ms. Katsiaryna (Kate) Slabko, and Ms. Arina Stopa, Communication Design Students.

Alexandria Campus Update

Dr. Buchanan presented Alexandria’s newest initiative, the Integrated Media Arts A.A.S. degree, an interdisciplinary program that brings together curricula from Communication Studies and Theatre, Communication Design, Photography and Media, and Music, and is designed to prepare students for diverse career options within the field of media arts. Students develop well-rounded, entry-level creative and technical skills and course work stresses both technical and aesthetic content creation of audio, visual and communication elements. Students work on collaborative capstone projects that enable them to solve a wide range of problems with imagination and originality and that also showcase their talent. They have the opportunity to add their projects to portfolios to enhance their transfer to four-year institutions.

Communication design students Ms. Jessi Calzado-Esponda, Ms. Tatiana Galitzin, Mr. David Sellner, Ms. Katsiaryna (Kate) Slabko, and Ms. Arina Stopa spoke about their projects and the value to them of this type of integrated curriculum.

Dr. Templin mentioned the 50th anniversary of NOVA and the importance of capturing student stories such as these for the college and the community at large. Dr. Schiavelli mentioned an opportunity to work with Washington Media Institute as another venue for inter-agency collaboration.

Student Activities Report

Dr. Templin introduced Mr. Anweiler, the College-wide Student Activities Coordinator, by calling attention to the fact that all campuses formerly had mostly individually-sponsored activities. Mr. Anweiler worked to improve cross campus collaboration and moved to organize all of the sports programs across the institution into college-wide student sport activities. He has also been developing concepts for student life programs.
Mr. Anweiler began his presentation by stating that research shows that student learning, student retention, and student satisfaction are significantly enhanced with robust student life programming and students are more likely to persist and graduate in settings that involve them as valued members of the campus community.

Currently, there is only one Student Life Coordinator for five campuses and who must spend significant amounts of time on administrative duties, with little time to focus on student engagement such as clubs, student life programming, leadership development, and educational support. There is additional need for full-time Student Life staff on campuses to support student programs. A current challenge is to find a way to connect students with available opportunities and resources. One option for providing more information to students in a student-friendly environment is through technology. A web-based tool called OrgSync connects students to programs that interest them, and connect students and club leaders to each other. Students have a significant interest in community service and NSSE and CCSSE data confirms that service learning is the highest impact “out of the classroom’ activity that positively affects student satisfaction and persistence.

NOVA students are collaborating with George Mason University on a combined student newspaper; have partnered with them in leadership training and recreational opportunities; and, Mason has shared facilities with NOVA students.

Several recommendations have been implemented from the 2011 Task Force on Student Athletics. NOVA is in the second season of full membership in the NJCAA; an intramural/recreation specialist and coordinator of athletics and recreation have been hired; and discussions launched on facility improvements. Approximately 1000 students are registered with the Intramural Sports portal, 26 teams recently signed up for a basketball tournament, and there is a high demand for soccer leagues. The modest Intercollegiate athletic team budget which funds seven athletic teams is approximately $30,000 per year which must cover all team operations: travel, game officials, facility rentals, coaching stipends and uniforms.

The budget proposal for the coming year includes a request for a student activity fee increase of 50 cents per credit hour per year - from $2.60 to $3.10 – to fund student engagement positions on each campus and support additional student life programming. Six other institutions were looked at for current student activity fee comparisons and all six were higher, from $2.55 to $9.00 per credit hour.

Finally, Mr. Anweiler mentioned the fact that NOVA has no nickname or mascot and suggested that with the NOVA 50th anniversary events due to begin, this would be a good year to institute an official NOVA mascot.

Dr. Templin echoed Mr. Anweiler’s words that student engagement equals student success. It unites students with their institution, but it is currently a small anchor when compared to other institutions. We know that students want engagement outside the classroom and college-wide activities and the time has also come to look at how we pay for student centers.

Dr. Templin asked that Dr. Buchanan shepherd this process and develop a budget proposal to bring back to the table. He thanked Mr. Anweiler for his extraordinary leadership on behalf of NOVA’s students.
Community-Based Organization Program Review

Mr. William Kosanovich, CBO Program Director, provided an overview of the program launched in 2007 as a special project on the Alexandria campus. It began with 36 students in the Northern Virginia Family Service/NVFS Training Futures/TF Program who were co-enrolled as NOVA students and earned a combined total of 431 credits for the spring term. Six years later in the 2012-13 academic year there are eight community-based co-enrollment programs that reached more than 1,000 students who earned 7,237 credits and generated more than 1.4 million dollars in revenue.

The co-enrollment programs involve three parties: NOVA, which regulates curricula and approves adjunct faculty status; the community-based organizations/CBOs, which in addition to providing their programs, instructors, and training sites, also deliver wrap-around support services, mentoring, job search assistance and internship opportunities; and the community based co-enrollment program office and staff, which assists partners and students with navigating NOVA processes and procedures. Training is provided for CBO clients who are typically underemployed, disadvantaged adults.

The NOVA CBO office delivers academic services, student services, and program operations support:

- **Academic Services:**
  - Credentialing instructors, faculty observation, and faculty workshops
  - Approval of curriculum and individual course syllabi
  - Guidance in curriculum development
  - Faculty and curriculum quality
  - Interface with Division Deans and Assistant Deans

- **Student Services:**
  - Admission to NOVA and Application for Financial Aid
  - Language placement testing
  - Student Counseling
  - Course selection and enrollment (including actually enrolling each student in “closed” CBO sections)
  - Trouble shooting financial aid documentation, holds on student accounts, previous academic difficulties

- **Program Operations Support:**
  - Data collection and analysis
  - Business Office & invoicing
  - Contracts/MOUs
  - Communications, website, and marketing

Noteworthy accomplishment in 2013 include the launch of a second NVFS Training Futures program at MIP, revision of the TF curriculum to conform to CSC in Business Information Technology, synergies developing among partners teaming together, launch of a program with Urban Alliance, adding partner Quantum Studios, developing an ESL III program in Arlington and greatly streamlining the FAFSA completion timeframe. The program now includes Year Up, which was was recently recognized on 60 minutes, the Ethiopian Community Development Council Enterprise Development Group/ECDC EDG, C.O.R.E., the Hopkins House Early
Childhood Learning Institute, Goodwill of Greater Washington, the Alexandria Sheriff's Office, Quantum Studios, and Northern Virginia Family Service’s Training Futures.

CBO program best practices include: gathering students into cohorts; delivering 50% of instruction industry sector-based; 50% employability skills and work readiness; a high level of support; wrap-around services from CBO Partner; a single point of CBO Office contact with NOVA for student services; offering specific courses (e.g., Business and Professional Communication) in particular sequence; and a revenue sharing model. An MOU governs each partnership, including the revenue sharing model whereby, in return for delivery of instruction and provision of instructional facility, NOVA shares 85% of the student tuition revenue with the partner.

Mr. Kosanovich stated the community experiences a great need for programs and opportunities for disadvantaged adults, CBD partners trust and develop good synergies with NOVA and the work reaching out from our campuses is good for both the college and the community.

Conversations underway to develop additional partnerships and programs include:
- Develop Urban Alliance Program into dual-enrollment program
- Offender Aid and Restoration/OAR in Arlington and OAR in Fairfax ready to launch
- National Apartment Association Education Institute
- Certified Apartment Maintenance Technician
- Build a CSC incorporating HVAC & building courses at Woodbridge
- Build a CSC around the Property Management courses at Alexandria Seaport Foundation
- Generous offer to use facilities for context-based math instruction
- CORE hub in Bailey’s Crossing
- Replicating ESL program in Rt. 1 Corridor, Reston
- Conversation with United Community Ministries/UCM in Rt. 1 Corridor and Cornerstone in Reston
- Develop “Plugged In” program at MEC into preparation for medical careers
- Encourage Farmers Insurance as national partner with Goodwill International

Mr. Kosanovich presented budget challenges for the coming year and emphasized that because the CBO program has not only survived but grown, with a growing list of accomplishments, the program has outgrown its structure and capacity and now requires staffing and funding to realize its full potential.

Dr. Templin commended the important work of the community-based co-enrollment program which has become a national model and drawn inquiries to NOVA from community colleges around the country. There is “collective impact” when two or more organizations own a common outcome that they could not do alone. The collective impact of CBO programs result in a portable credential leading to family sustaining wages. NOVA is participating with Goodwill International in pushing this collective impact to a national level with more than 100 community colleges now partnering with local Goodwills to reach students with training and job preparation.
Access

- **Spring Enrollment:** Dr. Templin distributed the weekly enrollment report which showed a slight increase of 0.3 percent when compared to the same time period last year. The Alexandria campus will be registering 250 students for Community-Based Organization Program/CBO courses. The average enrollment for all community colleges in the VCCS system was 0.28 percent.

Student Grievance Procedures

Dr. Templin distributed the student grievance process for academic and non-academic divisions and asked that Administrative Council members ratify the changes as soon as possible to ensure that students are serviced in the most efficient and quickest way and that the procedure works for the students.

FY2014 Budget Forecast

Dr. Templin led a discussion on the fiscal year 2014 revenue, expenditure and budget analysis forecast with Council members. Expected total revenue is $262,879,403 and total anticipated expenditures are $258,391,741, leaving $4,487,662 for special projects and unforeseen expenditures.

Dr. Templin asked that Ms. Dimkova assemble the remaining special projects list in order to look at priorities and asked Council members to think about any needed funding to be done now in preparation for next year on items such as dual enrollment, ELI, Year Up, the Cyber Security degree program, dual enrollment teacher credentialing, facilities and workforce center.

2014-2015 Tuition & Fee Proposals

- **Differential Tuition Proposal:** Dr. Templin apprised Council members of the likelihood that the house appropriations committee will not approve any tuition increases over 5 percent but said there will be some state aid and that NOVA would receive more than other institutions. He asked that Ms. Dimkova prepare a planning calendar for next year’s budget to present to the next Administrative Council meeting and include a Council member request for inclusion of nonteaching position requests.

- **Student Fee Proposal:** The Spring 2014 student fee proposal was distributed and included possible suggested fee increases for tuition, differential, student activities and a new infrastructure fee.

- **Military Contract Rate Tuition Proposal:** The tuition proposal would afford military personnel the same student rate in any other part of the country as those stationed in Virginia. The proposal is particularly important for the AAS Cybersecurity degree.
International Student Task Force Report

Dr. Templin asked that Council members look at the task force recommendations presented at the previous Administrative Council meeting and, additionally, suggest work groups to explore the chokepoints students experience along the pathway from Intensive English to ESL to English 111 and also look at the support services needed to reach the goal of student success.

Tracking

- Grants Office – March 4
- Payment Process – March 4
- AAS in Cybersecurity – USMC proposal – March 4
- EWP Process Review – March 4
- Preliminary Results of GPS for Success Implementation – March 18
- Veterans’ Issues and Organization – March 18
- Education Summit Follow Up
- Assistant Dean/Program Head Compensation