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

Guests: Mr. Frank Estavo Mai and Mr. Arman Hanelli, Jack Cooke Kent scholarship recipients, Ms. Heidi Adamson, Associate Dean for Communications Technologies and Social Sciences, for Dr. Ramsammy, Ms. Bonnie Idle, Assistant Director, NOVA Foundation, Dr. Mark Kidd, Dean of Students, Manassas Campus, Ms. Rhonda Myers, Coordinator of Student Success, Alexandria Campus, Mr. Saurabh Niraula, OIR Programmer, Mr. John Ruffino, NOVA Foundation President, Dr. Delores Scott, Dean of Students, Alexandria Campus, Ms. Elizabeth Sears, NOVA Faculty Representative for the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship program.

Dr. Templin provided a synopsis of the annual meeting of the American Association of Community Colleges at which Vice President Joe Biden and Dr. Jill Biden were keynote speakers. Dr. Sachs received an award on behalf of NOVA for placing second in the national ranking of digital community colleges by the Center for Digital Education. Dr. Gabriel led a panel discussion on NOVA’s widely recognized and successful Developmental Math Redesign.

A major conference take away was a new Carnegie Foundation initiative designed to empower community colleges through collaborative approaches among institutions and with partners in philanthropy, government and the private sector. The key idea is to exploit the capacity of structured networks to develop practice-based evidence to accelerate improvement rather than each place going it alone. NOVA has been invited to participate as a result of its successful education reforms.

Access

Dr. Templin reported there continue to be early signs that enrollment is picking up throughout the system.

- **2014-15 Enrollment Projection:** Dr. Gabriel distributed the weekly enrollment figures which showed a 0.7 increase over the same time period last year. Three campuses continue to be in positive figures: Loudoun, Manassas and Woodbridge. While Spring FTEs are preliminary, the expected annual growth will be around 1.2 percent.

Dr. Templin advised Council members to think about areas for enrollment growth: dual enrollment; ELI; new buildings; high school recruiting; retention; financial aid; new programs; and, the possibility of the silver line, as well as looking at counties surrounding each campus. He recommended that thought should also be given to moving more students through developmental courses in the summer of 2015.
FY2015 Budget Planning

Ms. Dimkova distributed a proposed annual budget development calendar that starts the budget process earlier and combines annual strategic planning and budget development. The strategic planning process would begin in September, followed by projections and analysis in October and final budget development beginning in May.

Dr. Templin asked Council members to review the draft and further added that program cost data is needed and a transparent process that everyone can access. We need to benchmark costs and tease out where improvement can be made to our methodologies and include a comprehensive approach for student success metrics. Completion by design is likely to be the next required template to determine student success with a budget organized to support student success.

Jack Kent Cooke Foundation Scholars

Dr. Templin presented three NOVA students with the prestigious Jack Kent Cook Foundation scholarship, an unprecedented number from NOVA, and more than any other institution: Mr. Armian Hanelli from the Alexandria campus, Ms. Amin Syed from the Loudoun campus and Mr. Frank Estavo Mai from the Manassas campus. Mr. Armian Hanelli and Mr. Estavo Mai were present to receive the award and gave snapshots of their life stories and academic goals. All three students have 4.0 grade averages.

NOVA's Faculty Representative for the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship program Ms. Elizabeth Sears explained the scholarship that provides up to $30,000 per year to each of approximately 75 deserving students selected annually, making it the largest private scholarship for two-year and community college transfer students in the country. There were 3,705 student applicants this year. Dr. Templin thanked Ms. Sears for all of her extensive work on behalf of NOVA's brightest students.

QUINN Briefing

Office of Institutional Research representative Mr. Saurabh Niraula presented an overview of the new VCCS software program entitled Question Information Navigator/QUINN, a business development system designed to provide faculty, administrators, and staff with access to live student data to support informed decision making, reduce costs, improve results and increase productivity for all community colleges in the VCCS system. The data in QUINN comes from the current Student Information System (SIS) but has been processed, organized, and enhanced to be easily accessible and useable. The QUINN program provides data related to all areas of enrollment, retention, registration, courses and room utilization, along with the ability to ascertain key trends and indicators on student performance and produce student risk analyses.

Dr. Templin recommended that the future Administrative Council meetings be devoted to the type of data most Provosts would routinely use and then asked that Dr. Gabriel construct one or two tables to use on a weekly basis and from there begin to customize the program.
Status Report on Mandatory Training

Dr. Templin distributed the mandatory training completion report which showed high levels of completion rates from all sectors of the college - from 77 to 98 percent. He asked Council members to remind those employees who have yet to finish the state-required mandatory training modules that the completion deadline was March 31.

Tracking

- Developmental English Redesign Preliminary Results – April 22
- Preliminary Results of GPS for Success - April 22
- Dual Enrollment Report & Proposal – April 22
- Shuttle Bus Service – an update and request for next phase – April 22
- Veterans' Issues and Organization
- High School Recruitment – May 13
- Web Discovery Session
- Education Summit Follow Up
- Assistant Dean/Program Head Compensation