Administrative Council
May 6, 2014

Members Present: Vice President Bansal, 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: Mr. Therman Coles, Director of Legal Affairs, Dean Riley Dwyer for Dr. Leidig, Dean Chad Knights for Dr. Buchanan, Dr. Charles Errico, Faculty Evaluation Committee Chair, Ms. Cleopatra Magwaro and Mr. Stephanie Smith, Office of Legal Affairs.

Access

- **Spring Enrollment:** Dr. Gabriel distributed the weekly spring enrollment figures which showed a positive 0.7% increase when compared with the same time period last year. Campuses with positive enrollments were: Loudoun (2.5%), Manassas (8.9%) and Woodbridge (1.8%).

- **Summer Enrollment:** Dr. Gabriel distributed the summer enrollment figures which showed a negative 8.8 percent when compared with the same time period last year.

Dr. Gabriel reported the very positive early Fall semester enrollment figures to date of 11.8 percent, higher than the same time period last year.

Student Success

- **Summer Academic Advising:** Dr. Gabriel reported on the summer advising plan that provides better and more student centered advising center hours arranged around peak times; careful selection of faculty; central locations for advising with a faculty advisor manager at each location; a sign-in system to track student usage; and, ongoing and updated faculty training. Advising dates will be July 7 through August 15 and the total allocation for the summer is $100,000 and allotments have been distributed to each campus.

Dr. Templin recommended that discussions on a uniform set of advising practices and expectations commence in early fall in preparation for next summer. This will be an iterative process of redefining roles.

- **Update on the Student Success Policies:** Dr. Gabriel reported that progress continues on implementation of the six policies. The two areas still being addressed are finalizing the form 125 for permission to register during the first week of classes with accompanying list of mitigating circumstances and a final plan for ELI students.

Dr. Templin asked that Provosts forward their initial budgets, based on Dr. Gabriel’s proposal, to Ms. Dimkova by Friday of this week.
Developmental English Pilot:

Dr. Templin restated the request made by the Developmental English faculty and provided the response to the request as follows:

- ENF 1 faculty will have the option to move a select group of students ENF 1 to ENF 2, provided that criteria for doing so are defined and adopted college wide. Based upon earlier experience in the Developmental English redesign, it is expected that a majority of ENF 1 students will still progress directly to ENF 3/ENG 111.
- ENF 1 students who are eligible to receive a modified "S" grade and enter ENF 2 will be retested using the VCCS reading and writing placement test. If any of these students test into ENF 3/ENG 111, then they shall not be placed into ENF 2, but instead will be placed into ENG 2/ENG 111.
- An assessment of the pilot will be made during the Spring of 2016.

Council members approved the proposal and Dr. Templin will follow up with Dr. Gabriel on final verbiage.

Policy on Expressive Activity

Dr. Templin introduced the subject matter with the statement that freedom of speech requires a delicate balance. Earlier this year at Thomas Nelson Community College, a student was denied the right to speak out on religious convictions, with a resulting lawsuit filed on the abridgement of his freedom of speech. It was learned that VCCS policy was not in full conformity with the law, and the Chancellor and Attorney General’s office quickly crafted a new policy aligned with the U.S. Constitution. Community colleges in the VCCS system are now being instructed to update their own college policies.

Director of Legal Affairs Mr. Therman Coles presented a draft proposal for approval which states that the purpose of NOVA’s proposed policy is to establish guidelines for the protection of speech and expression for all members of the College community on a wide range of public and private concerns, without discrimination on the basis of content or viewpoint, so as to foster the robust exchange of ideas and opinions in a safe academic environment. NOVA guarantees students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice. Special care must be taken to assure due process and to spell out defined routes of appeal when students feel their rights have been violated.

Summer Flex Schedules

Mr. Bansal distributed the flex schedule for approval. The Flex schedule offers the option to work either four 10-hour days with 1 flex day OR four 9-hour days and 1 4-hour day with 4 hours of flex. Flex time begin on Monday, June 9 and ends on Friday, August 8. Supervisors must approve Flex time and core offices hours must still be maintained. On the week of July 4 all staff are required to work a regular schedule.
Faculty Reward & Recognition Plans

Drs. Errico and McCabe presented an update on the Faculty Evaluation Reward and Recognition Program; part of the new faculty evaluation plan the committee has been working on for two years. One of the new features in the faculty evaluation plan is the addition of a reward and recognition component that will be implemented in the Fall of 2014.

The new evaluation system has four domains and faculty are eligible if they received an evaluation of “meets expectations” or higher. The nominated faculty member will then be asked to write a 500-word narrative stating how they substantially met one of the four domains. There are campus committees and a college committee and each campus has a Faculty Evaluation Committee liaison to assist in the entire process. Campus Councils appoint representatives to the campus Reward and Recognition Committees which is largely made of up teaching faculty and in addition includes a dean, classified staff member and student services representative. Each campus has a quota based on number of faculty, with no more than 100 nominations that move to the college rewards committee from all campuses in total. The college committee is appointed by the College Senate.

Dr. Errico asked that Provosts present reward and recognition information provided by the committee in order that the information is consistently delivered to all campuses.

Dr. Templin emphasized that the success of this program depends on how it is launched and the ability to enlist exceptional members to serve on the campus committees to set the bar for genuine excellent contributions. He asked that Provosts take the lead to engage strong senior leadership and also meet with their Campus Council Chairs and their Provost Staffs to discuss the process and look at the meaning of excellence so that everyone is prepared when faculty return in the Fall.

Dr. Errico concluded his presentation by encouraging Provosts to take ownership of the entire college awards program to ensure that faculty are nominated for the four yearly awards: SHEV Outstanding Faculty Awards, Chancellor’s Fellowship, College Foundation Outstanding Service to the College and Chancellor’s Fellowships/Chancellor Professorship Award for Teaching Excellence.

VCCS Funding Model Task Force Recommendations

Dr. Templin distributed the funding model recommendations presented by the VCCS Task Force. Initial conversations focused on the need to provide an equitable distribution of funds while providing both resources and incentives to improve student success and to support related goals of the VCCS strategic plans.

One of the major changes would be the inclusion of a performance-based model to incentivize and reward student success (beyond enrollment), and award “points” and funding for achievement based on Achieve 2015 goals and the subsequent VCCS 2021 strategic plan.

Dr. Templin asked that Council members read the document ahead of the next Administrative Council meeting to be prepared for further discussion.
Commencement

Dr. Templin reminded Council members about commencement next week at the Patriot Center at George Mason. The Secretary of Education had to withdraw. Dr. Charles Errico was invited to speak on the kick off the 50th anniversary and one of the Jack Kent Cooke award winners, Mr. Frank Estavo Mai, will also be a guest speaker.

The meeting adjourned at 1:00 p.m. with the next Administrative Council meeting scheduled for Tuesday, May 13, at 9:30 a.m. in the large boardroom of the Pender Administrative complex.

Tracking

- High School Recruitment – May 13
- Office of International Student Admissions Proposal – May 13
- Assistant Dean/Program Head Compensation – May 13
- Veterans’ Issues and Organization
- Hobsons – May 20
- Student Life proposal – May 20
- EWP Review Process – June 10
- Web Discovery Session