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

Guests: Loudoun faculty: Mr. Frank Carbo, Adjunct English Faculty, Ms. Susan Cox, Adjunct PED Faculty, Ms. Susan Johnson Co-Facilitator, Adjunct Faculty Professional Development Program, Ms. Ann-Marie Lanius, Adjunct Early Childhood Faculty, Mr. Dana Kauffman, Director of Government Affairs, Dr. Sheri Robertson, Associate Vice President for Academic Services, And Mr. John Ruffino, Director, NOVA Foundation.

Loudoun Campus Welcome

- Campus Update

Dr. Leidig presented a brief campus update: George Mason will move into Signal Hill before July 1 and they are launching a new bachelor's degree in organizational leadership as well as offering some course work from their applied IT program. The Loudoun campus soccer fields will receive a major upgrade with lighting, artificial turf, fencing, restroom and storage facilities and higher quality fields. Architect proposals show that the campus can accommodate four or five more buildings while still retaining all of the soccer fields for student and community usage.

- Loudoun Campus Adjunct Faculty Professional Development Program

Dr. Leidig introduced Co-Facilitator Ms. Susan Johnson who, along with Co-Facilitator Ms. Sandi Nicholson, established Loudoun's extended Adjunct Faculty Professional Development program (APD). Ms. Johnson, Assistant Dean for Early Childhood Education, Ms. Ann-Marie Lanius, Adjunct Early Childhood Faculty member and Mr. Frank Carbo, Adjunct English Faculty member, presented a comprehensive overview of the APD which was implemented three years ago. Student retention and success rates depend heavily on what happens in the classroom, with 50 percent of sections taught by adjunct faculty. Unlike full-time faculty, there have been little professional development opportunities for adjunct faculty.

To respond to the training needs for adjunct faculty an extensive program for adjunct faculty was developed with a focus on student success and a structure for engagement with full-time faculty. Adjunct faculty were heavily involved in the planning for a set of standards in a three-tiered structure and with the mission to: strengthen pedagogical knowledge, strategies and techniques which support student success; engage adjunct faculty in the mission of NOVA through professional development opportunities; and, create an environment where adjunct faculty are a respected and integral part of the college. The concept of a one semester "certification program" for adjunct faculty was rejected in favor of a program designed to create longer term engagement and develop participating adjunct faculty as leaders.
The program includes two Adjunct Faculty Professional Development days each year; these occur on the Saturdays before the Fall and Spring Semesters. Adjunct faculty may also elect to do a "Tier Two" project focused on the improvement of teaching and improved college connections. In addition, each semester 70 percent of all new adjunct faculty attend the orientation and the numbers have steadily increased. Adjunct faculty report that as a result of the ADP program they feel more empowered, are more engaged with their students and feel they are making a difference, especially with students who are struggling.

The program now boasts an adjunct blog as well as a comprehensive NOVA web page that explains the program and provides registration information.

Access

- **Summer Enrollment**: Dr. Templin distributed the enrollment figures for summer that showed a decrease of 2.5 percent when compared with the same time period last year. Two campuses were in slight positive numbers: Manassas and Woodbridge.

- **Fall Enrollment**: Dr. Templin distributed the enrollment figures which showed an increase of 5.8 percent when compared with the same time period last year.

Student Success

- **Student Success Policy Resource Requirements for FY15**: Ms. Dimkova distributed the total funding requests for the implementation of the new policies and recommended an initial 75% allocation for Fall.

  Dr. Templin stressed the need for a resource strategy crafted around the policy requirements and asked that Ms. Dimkova and Dr. Schiavelli produce a plan for deployment of these resources.

VCCS Funding Model Task Force Recommendations

Dr. Templin restated the recommendation that originated from the Chancellor’s Reengineering Task Force to move system colleges to a performance-based funding process and concentrated on student-based outcomes. The Task Force focused on the need to provide an equitable distribution of funds with resources and incentives to improve student success and to support related goals of the VCCS strategic plans. Highlights of the recommendations include:
The primary focus of the continuing VCCS model should be to provide equitable distribution of resources with a continued recognition that larger colleges can operate more efficiently.

- The goal is to incentivize and reward student success with “points” awarded with predetermined metrics based on Achieve 2015 goals and the subsequent VCCS 2021 strategic plan. Focus should be placed on elements of student success and colleges should be evaluated on the progress each institution makes individually rather than comparisons to system-wide goals.

- Beginning next year all colleges will be required to set aside 2% of their budgets and commit those resources to student success initiatives and then be prepared to report the metrics to the Chancellor. The following year, colleges will allocate 4%. There will also be an effort to centralize or regionalize operations such as finance and payroll to increase savings for all institutions in the VCCS. The next year, the set aside will be 6% and this will continue by 2% per year and up to 20% of the college budget.

- All of the different sources of funding (i.e., grant programs, Perkins, non-credit funding, Chancellor’s Incentive Fund, etc.) should be leveraged toward the student success goals such that results deliver a cohesive set of outcomes.

- A consistent process should be in place to assist colleges with the costs of new campuses and new buildings.

Dr. Templin is requesting approval for the task force to move forward on a dashboard with system-wide goals in order to be prepared for the implementation stage.

**Update on Plans for a Late State Budget**

Dr. Schiavelli reported a level of uncertainty as to when the state budget will be passed in Richmond in the near future. Discussions are however currently taking place with cautious optimism for a conclusion. He is meeting with a group to discuss what resources NOVA has if the budget is not passed soon. There will likely be a decree from the Governor for emergency spending if the budget is not passed.

**Student Life Proposal**

Mr. Brian Anweiler, College-wide Student Life Coordinator, presented the Student Life budget proposal for approval and to be included in the larger college-wide budget proposal. The proposal relocates existing resources to enhance student life on the campuses while continuing to support the student center fund. The budget proposal funds college-wide/central functions (ELI/Honors) and provides campuses with the needed resources to add a student life position either full-time or a P-14 position.

The proposal also begins to address the basis for standardizing student activity allocations and expenses. Dr. Buchanan and Mr. Anweiler will develop a draft process and timeline for
disbursing already existing resources and will bring back a set of proposed standards to Administrative Council members for approval.

**Policy on Expressive Activity**

Dr. Templin recommended that Administrative Council members provisionally adopt the proposed recommendations developed by Legal Affairs and begin any necessary training. Next Fall Dr. Templin will seek input from the College Senate and the Safety and Security Committee and will go forward to the NOVA board with a final policy for their consideration.

**50th Anniversary Celebration**

Mr. Kauffman and Mr. Ruffino presented the anniversary plans developed to date and framed upon three principles: 1) event to span a two-year period, 2) focus on quality and 3) representation from major groups and their importance to the institution.

Mr. Kauffman indicated that because communities tend to identify with their local campuses, each campus Provost could work with their community relations staff members and local officials to plan unique events that bring the community onto the campus, showcase NOVA in its best light, and set the stage for future engagement. He mentioned that commencement is the largest stage for the actual celebratory year with an inspirational speaker as a necessary element. The main event would be a fundraiser with the recommended theme of STEM Education.

Oral history has been well received in the past and could be a vehicle to tell NOVA’s story. The selection of a NOVA mascot was recommended as an opportunity to reach out to students. Student leaders were also invited to share ideas for activities they might like to create or participate in.

Mr. Kauffman finalized the discussion by a request for additional volunteers to serve on the Celebration Committee. He also indicated the need to determine the level of engagement of NOVA’s marketing effort and then build a budget to respond to it.

**Proposed Changes to the Faculty Handbook**

Dr. Templin asked that members report by the end of the week to Dr. Schiavelli on any comments they may have on the faculty handbook changes.

The meeting adjourned at 12:30 p.m. with the next Administrative Council meeting scheduled for Tuesday, June 3, at 9:30 a.m. in the large board room of the Pender Administrative Center.
Tracking

- Office of International Student Admissions Proposal
- High School Recruitment – June 3
- Assistant Dean/Program Head Compensation Proposal – June 3
- Hobsons – June 3
- EWP Review Process – June 10
- Human Resources Department Update & Proposal – June 10
- Ad Hoc Committee on Compensation Recommendation – June 10
- Veterans' Issues and Organization
- Web Discovery Session
- Student Learning Outcomes