Administrative Council
June 3, 2014

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

Guests: Ms. Diana Cline, Budget Director, for Vice President Dimkova, Dr. Sharon Robertson, Associate Vice President for Academic Services, and High School Outreach Specialists: Mr. Tom Grace (AI), Mr. Emmanuel Nadal (AN), Ms. Cathy Hall (LO), Ms. Alicia Grande (MA), Ms. Maria Nieto-Shahsvarian (MEC) and Ms. Tamaica Jackson (WO).

Access

- **Summer Enrollment:** Dr. Gabriel distributed the weekly summer enrollment figures which showed a decrease of 3.6 percent when compared with the same time period last year. Two campuses were in positive figures: Manassas (4.0%) and Woodbridge (2.2%).

- **Fall Enrollment:** Dr. Gabriel distributed the fall enrollment figures for the week which showed a 6.3 percent increase when compared with the same time period last year, with leading campuses MEC (28.7%), Manassas (19.8%), Loudoun (17.9%) and Woodbridge (10.7%).

- **High School Student Recruitment:** High School Outreach Specialists presented an update of their program and their objectives for Fall 2014-GPS for Success integration, as well as marketing efforts. The high school outreach initiative encompass nine jurisdictions and the Fall 2013-2014 target rate was surpassed with 5,764 students enrolled at NOVA and an additional 763 students from outside NOVA’s service area.

  Recruiting efforts are organized on a timeline and include numerous events throughout the year:
  
  o September - October: initial visits to service area high school, parent nights and college fairs.
  
  o November – December: regular high school informational visits, assistance to students with summer applications, ECMC College Night, outreach to students not admitted to the Pathway program.
  
  o January – March: Junior Parent Night events, regular information and application sessions at service area high schools.
  
  o March – April: Campus visits, spring open house and information night events, spring NOVA College Fair, placement testing sessions within service area high schools.
  
  o May – June: Transitioning students to first-year advisors, assisting with orientation and registration sessions and making final high school visits.
  
  o June – August: Assisting with summer orientation programs, reaching out to all non-registered students and planning for the upcoming recruitment year.
High School Outreach Recruitment/HSOR team members continue to promote uniformity and collaboration by holding monthly stakeholder meetings, creating similar recruitment timelines among the six campuses, and collaborating with key NOVA offices. They are also providing training to high school counselors, building a stronger intake process, and expanding HSOR services. Joint outreach events in 2013 included: college and career fairs, high school partnerships nights, ECMC financial aid awareness nights, VPT proctoring at high schools, NOVA informational workshops for school counselors, classroom visits, junior/senior parent nights at high schools, applications completion sessions, high school student ambassador visits and campus tours.

Support is provided by the college in a number of ways: an OIR weekly listing of high school students; funding for recruitment related expenses by campus; the President’s welcome letter; and numerous informational brochures, banners, giveaways and an easily navigable web page. Because not all essential information can be found in one place, HSOR is creating a marketing brochure for students that includes extensive information and campus photos as well as a simple enrollment checklist for students and their parents.

High School Outreach Specialists will continue to work with the Coordinators of Student Success to integrate efforts by HSOR and First-Year Advisors; maintain the partnerships with Student Services to increase efficiency and student accessibility; and, continue their programming and outreach within service area schools.

Dr. Templin thanked the group for their remarkable progress to date with final remarks that all of NOVA’s efforts are designed to enable students to start strong and begin to prepare for NOVA while still in high school with developmental coursework. He suggested the need for intensive preparation for borderline students in the summer with the need to create a bridge program to help them start stronger in the Fall.

For more innovative approaches to developmental courses Dr. Templin suggested that the Developmental Math program would be a good place to start to examine what we have done well, what we could do better and then assemble Math faculty from NOVA and elsewhere to look at creative approaches to math preparation. Dr. Templin offered to put together a broad outline to begin discussions.

**Student Success**

- **Student Success Policy Resource Requirements for FY15**: The revised budget breakdown for all six campuses for the Fall of 2014 and Spring of 2015 was distributed.

Dr. Templin recommended that the requirements be used as a placeholder for the final budget discussions next week. He asked Council members to forward any urgent requirements to Ms. Dimkova as soon as possible.
Update on Plans for a Late State Budget

Dr. Schiavelli reported on the conversations in Richmond of what might occur. He explored the possibility of using whatever internal funding sources that might be available, but explained that NOVA does not have the necessary funding if the budget is not approved.

It is hoped that a decision will be made when the legislature is back in session on June 14.

Proposed Changes to the Faculty Handbook

Dr. Robertson called for approval of the last changes to the faculty handbook which would make the handbook current with respect to the new evaluation process for teaching faculty, add updates on some committees, and recognize that NOVA will now call division deans "academic deans." Council members approved the changes.

Office of International Student Admissions Proposal

Dr. Schiavelli handed out the final task force recommendations and budget and explained there were two aspects to the proposal: compliance with visa I-20 regulations and developing a process for better services to international students.

Effective July 2014, the office will be renamed from the Office of International Student Services (OISS) to the Office of International Students (OIS) with a Director reporting directly to the Executive Vice President. The current office would be restructured and the following directives would be part of the mission of the office:

- Allow only OIS via compliance staff to issue new/or revised I-20s or to approve travel changes.
- Re-define the role of campus international student advisors.
- Design, require and fund training and professional development at the College level in FY 2016.
- Continue the practice of accepting only sealed official transcripts and/or official documents from TOEFL or IELTS, to be implemented Spring of 2014.
- Continue improvements to the I-20 application and revision processes begun in Spring of 2014.
- Appoint a presidential task force to examine the realignment of NOVA's intensive English Program with College ESL, including an examination of English placement for all international students.

Dr. Templin recommended that the final budget proposal be included in the upcoming college budget discussions.
Assistant Dean/Program Head Compensation Proposal

Dr. Gabriel distributed a draft of the AD/PH Compensation Implementation plan, the first stage to take effect in the Fall of 2014. The AD/PH Committee will consult with Administrative Council members on a process for administering compensation funding to the six campuses.

The second stage of the compensation model will be to expand the AD/PH Committee to include all Provosts and one Academic Dean from each campus. The expanded Committee focus will be considering a form of stipends to faculty to maximize senior faculty time in the classroom and reviewing best practices from other colleges in order to develop a long-term structure for NOVA.

Dr. Gabriel asked that if they have not already done so that the Provosts forward a complete list of all Assistant Deans and Program Heads to him by Friday, June 6.

Other:

- **Expressive Activity Policy**: Dr. Templin repeated again that the proposed changes on expressive activity would be provisionally adopted, and at the beginning of the next academic year he will consult with a variety of groups to include the College Senate, NOVA Board, College Advisory Committee for Safety & Security, Campus Councils and others to ensure a thorough understanding of the VCCS policy on freedom of speech and to engage in discussions for a consensus on NOVA's policies. Dr. Templin emphasized the need to respond consistently to events across the college.

- **Student Evaluation Form**: Dr. Templin distributed the new evaluation form, part of the new faculty evaluation plan to provide consistency across the college. It will be effective Fall of 2014 for all full-time faculty. He asked that Provosts communicate the necessity for faculty to use this common form with the option to add additional items for a given discipline as Academic Deans feel appropriate.

The meeting adjourned at 12:45 p.m. with the next Administrative Council meeting scheduled for Tuesday, June 10, at 9:30 a.m. in the large boardroom of the Pender Administrative Center.

Tracking

- EWP Review Process – June 10
- Human Resources Department Update & Proposal – June 10
- Ad Hoc Committee on Compensation Recommendation – June 10
- STEM Priorities – June 10
- Hobsons – June 10
- Curriculum Committee Recommendations – June 23
- Veterans' Issues and Organization
- Web Discovery Session
- Student Learning Outcomes