Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Dr. Lorinzo Foxworth, Vice President Gabriel, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Guests: Dr. Charles Errico, Chair, Faculty Evaluation Committee

Dr. Templin announced the winner of the Chancellors Award for Teaching Excellence, Dr. David Conroy, Professor of Mathematics at the Annandale campus.

Update on the Faculty Evaluation System

Dr. Templin introduced Faculty Evaluation Committee Chair Dr. Charles Errico who provided the Faculty Reward and Recognition program overview, process and timelines and the important actions Provosts should be aware of and assist with that include:

- Work with the Campus Council Chairs and Deans to select a Campus Reward and Recognition Committee,
- Develop accurate lists of senior faculty on new multi-year contracts who will receive evaluations in December,
- Orient newly hired faculty on their evaluation plans,
- Develop accurate lists of faculty on second and third one-year contracts who will receive evaluations in December,
- Observe timelines provided to solicit and forward nominations to the College Reward Committee.

Dr. Errico emphasized the importance of ensuring that a majority of the Campus Reward the Recognition Committee membership be comprised of well-regarded faculty. Rewards will be based on merit rather than discipline or campus, with a minimum of $1000 given in the form of bonuses, percentages of pay increase, or professional development stipends. Campus Recognition may take the form of gift certificates, preferred parking or other forms of Recognition. Nominations may come from faculty, Deans or Supervisors, or other employees of the college and VCCS. Categories for both Reward and Recognition include Teaching Effectiveness, Scholarly and Creative Engagement, Institutional Responsibility and Multicultural Enrichment. Members of the College and Campus Reward and Recognition Committees are not eligible for either Reward or Recognition while serving on the committees.

Access

- Summer Enrollment: Dr. Gabriel distributed the weekly enrollment report which showed a decrease of 3.4 percent and 371 fewer FTEs when compared to the same time period last year. Two campuses contributed with positive figures: Manassas at 1.7 percent and Woodbridge at 1.2 percent.
- **Fall Enrollment:** Dr. Gabriel distributed the weekly fall enrollment figures which showed a decrease of 5 percent when compared with the same time period last year and a reduction in FTEs of 1,012. He acknowledged that many of the FTEs will be gained back and calls will begin this week to those students who have not yet registered. He reported that testing and advising are going well, with higher numbers in both categories.

Dr. Templin proposed that an inquiry be launched to look at those students for whom the college is not responding to current needs, such as the adult population, and tease out possible explanations, in addition to exploring overall current attitudes toward higher education.

**Student Success**

- **Policy Change Implementation/PCI & NOVA’s Student Success Agenda:** Dr. Gabriel distributed an outline of the college redesign for faculty that explains the process for students to be successful:
  - Redesigning Developmental Math
  - Redesigning Developmental English
  - Redesigning SDV 100
  - Redesigning Advising (GSP for Success)
  - Redesigning the Intake Process – achieved by making six major policy changes

The six policy changes will together help students become “class-ready.” Best practices indicate that when students are class-ready at the beginning of class sessions, their chances of success significantly improve. The ATD Policy Change Implementation Steering Committee along with the Campus Implementation Steering Committees have been working hard to ensure that the policy changes go smoothly in the Fall.

The Administrative Council empowered the PCI team to do whatever they feel is necessary, such as extending support service hours, in order to better respond to immediate student needs.

- **Creating a VCCS Framework for Student Success:** Dr. Templin reiterated the changes to future state funding which will be tied directly to student success outcomes. He explained the need for a new framework and distributed several documents for discussion. One document describes a strategy called *Completion by Design/CbD,* an initiative funded by the Gates Foundation. The goal is to significantly increase student completion and graduation rates while holding down costs and maintaining access and quality. A set of pathway design principles were drawn from research, practice and participating colleges to define a set of institutional policies, practices and programs intended to maximize students’ likelihood of completing a credential. Students progress through stages from connection and entry to progress and completion. Dr. Templin explained that NOVA has completed the connection and entry stages – identifying students and making them class ready. What remains and is equally important is the need to build the rest of the process: progress and completion. He underscored the role
faculty play in the next two stages. The second document distributed was a guide developed by the Aspen Institute entitled *Creating a Faculty Culture of Student Success*. The guide described how leading community colleges have created cultures in which faculty members consistently work to improve their teaching in ways that measurably improve student learning. They have clear programs and a structure that students can follow.

Dr. Templin asked that Administrative Council members review the handouts in preparation for discussions on the next stage of competency-based discussions. He emphasized the need to look at what we should be investing in further down the design framework for student success.

**Convocation**

Dr. Gabriel distributed the draft agenda for the August 18 Fall Convocation and highlighted the new addition of a student panel which has been well received by the faculty in the past.

Dr. Templin asked Council members to think about those issues that should be reinforced and asked that college safety and security be a major element. Council members offered the following additional topics: the faculty evaluation system, mandatory training, faculty academic advising, NOVA’s 50th Anniversary, ELI training, current student success data and faculty and staff accomplishments.

**Administrative Council Retreat – August 5**

Dr. Templin reminded Council members about the retreat on August 5 at the Tower Club.

**Upcoming Administrative Council Meeting Dates**

Ms. Hurst distributed the fall Administrative Council meeting dates.

**Tracking**

- Administrative Council Retreat – August 5
- Retreat – August 12-13
- CETL Advisory Committee – August 26
- Campus Safety Blue Call Box Proposal – Sept 23
- Veterans’ Issues and Organization
- Web Discovery Session
- Student Learning Outcomes