Administrative Council  
September 9, 2014

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: Code of Conduct Committee Members: Mr. Andrew Cornell, Mr. Therman Coles, Dr. Elizabeth Harper and Dr. Beatrice Veney.

Access

- Fall Enrollment: Dr. Gabriel distributed the weekly enrollment figures for Fall which showed a slight decrease of below one percent. Four campuses contributed with positive numbers: Loudoun (4.5%), Manassas (3.6%), MEC (1.8%) and Woodbridge (1.0%). ELI growth was 9.8 percent. Dr. Gabriel stated that emphasis would be placed on the second eight-week session to recruit those students lost over the new on-time registration.

Student Success

- PCI Preparation for Spring Semester:

  Priority registration: Dr. Gabriel distributed a new and extensive report on priority registration data from the Fall of 2012, the Spring of 2013 and the Spring of 2014 showing enrollment trends by appointment blocks. The data showed that large numbers of students do not necessarily register on their appointment date. Because students are enrolling later than their appointment dates, Dr. Gabriel proposed reducing the number of days dedicated for priority registration.

  Advising week: In addition, based on the input from First-Year Advisors, through the Student Success Coordinators and the Advisory Council for Academic Planning and Advising/ACAPA, Dr. Gabriel recommended holding Advising Week during the first week of Open Registration, November 17 through 21, 2014. By doing so it makes it easy for students to go for advising and register for spring semester. Proposed change would promote student success by better serving students as well making it easier for advisors to effectively serve students. Dr. Gabriel stated that stakeholders will be surveyed to solicit further input on the proposed changes.
Budget Reduction Planning

- FY 2015 - Dr. Templin stated that due to shortfalls in state revenues in Richmond, there will be state budget cuts, and that NOVA and all institutions and agencies were being required to develop plans for 5% budget reductions. Because contingency plans were put into place last year, this cut should not cause any significant disruption in services to students.

- FY 2016 – Dr. Templin reported that the Governor’s office also requested that all institutions and agencies prepare plans for a 7% budget reduction in 2016. NOVA’s key challenge in dealing with these cuts is to be very targeted and strategic, so that the reductions position the college to emerge stronger and with the capacity to serve more students. At this juncture, we do not anticipate that there will be any reduction in staff.

- Planning Processes – Ms. Dimkova distributed a budget reduction planning document for fiscal year 2015, in which the revenue was adjusted for a 5% budget cut. She explained that there were several strategies that could be employed to reach this goal, one of which was to use the carry forward funds set aside for special projects to offset the reduction in general dollars. Another source of income is the new student technology fee implemented this year. There will also be savings realized with the retirement of senior faculty who will be replaced by junior faculty.

Dr. Templin stated that through the suggested savings strategies, NOVA remains well positioned in the short term. While there is a level of uncertainty in the environment, NOVA is in good shape for 2015.

Dr. Templin turned his attention to 2016 and emphasized the necessity to spend time preparing for both a 1) worst case scenario and 2) a moderate scenario. He asked Ms. Dimkova to draw up a straw proposal focusing on scenario two with items that should be addressed. Dr. Templin highlighted the importance of thinking about what questions to ask both from a campus/college unit perspective and the college as a whole. He will develop a number of key concepts to address building capacity and strength, and will organize them around our infrastructure: curriculum, people, and technology.

- Communication Strategy – Dr. Templin proposed tiered strategies to include internal college-wide communication and external community-wide messaging.

Student Code of Conduct

Dr. Elizabeth Harper presented the new draft Student Code of Conduct for approval by Administrative Council members. The new Code expands, clarifies and/or simplifies a number of areas including: the Code of Conduct, administrative responsibilities, appeals process, and grounds for appeal, role of the appeals panel, panel instructions, and training opportunities for panel members.
The process began in the summer of 2013 in a collaborative effort among the Dean of Students Council, Academic Deans Council, NOVACares, Instructional and Student Services Committee/ISSC, and an outside consultant with NOVA expertise, along with consultation from the Legal Affairs office. The new Code is organized around five community values: integrity, community, civility, accountability, and academic integrity. Minor and moderate violations of academic integrity are addressed by the faculty and Academic Deans. Major violations of academic integrity are referred immediately to the Deans of Students.

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of student work. When a student’s conduct adversely affects the College’s pursuit of its educational objectives, actions will be taken to remedy the situation. NOVA’s approach will be both to resolve the problem and to help students learn to make better decisions. It is the college’s goal that when students experience the conduct process, they will leave that process as better educated students, better all-around members of the College community, and better global citizens. In accord with this general philosophy, efforts will be made to resolve discipline issues informally where possible.

The Student Handbook will go live October 1 and the entire Student Code of Conduct will be reviewed on a yearly basis, beginning April 2015.

**Textbook Expenses**

Tabled until the next Administrative Council meeting with the caveat that Dr. Schiavelli, Mr. Bansal and the Provosts begin to explore avenues to reduce textbook expenses for students. This will be a multi-year goal to include all VCCS colleges in this initiative.

**Follow Up from Chancellor’s Planning Retreat**

Tabled until the next Administrative Council meeting.

**VCCS Task Force on Diversity Report**

Tabled until the next Administrative Council meeting.
Tracking

Campus Safety Blue Call Box Proposal – Sept 23
CETL Advisory Committee
Veterans' Issues and Organization
Web Discovery Session
Student Learning Outcomes