Administrative Council
February 11, 2014

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

Guests: Mr. Therman Coles, Ms. Cleopatra Magwaro, and Ms. Donna Patchett, and Ms. Stephanie Smith, Office of Legal Affairs, Ms. April De La Rosa, Division Manager, for Vice President Bansal, and Chief Daniel Dusseau, Ms. Shelli Jarvis, and Dr. Paul McVeigh, International Student Task Force.

Access

- **Spring Enrollment:** Dr. Gabriel distributed the weekly Spring enrollment figures which indicated a slight improvement of 0.9 percent when compared to the same time period last year. The average for all colleges in the VCCS system was a 1.09 percent increase.

- **2013-14 Enrollment Estimate:** The estimate is 35,473 FTES, with expected growth of 1.5 percent for 2013-2014.

- **2014-2015 Enrollment Projection:** FTES of 36,005 are projected for 2014-2015.

- **High School Outreach & Recruitment:**

  Dr. Gabriel informed Council members that heavy emphasis was being placed on high school recruitment with the use of new student friendly social media tools. The crivers of enrollment growth are distance learning, dual enrollment, high school recruiting and continuous improvement in financial aid, and the GPS students. He distributed a collection of data on recent high school graduates and their school divisions, with some of the data below:

  - Four out of five campuses showed an increase in the number of registered students from Fall 2012 to Fall 2013. The Alexandria campus showed a decrease.
  - Registration of recent high school graduates at the Manassas Campus increased by 10 percent from Fall 2012 to Fall 2013, the greatest increase.
  - Overall, the number of recent Northern Virginia public high school graduates registering at NOVA increased by 5 percent from Fall 2012 to Fall 2013.
  - The Manassas and Woodbridge campuses had the highest percentage of recent public high school graduates who registered at NOVA in their service areas.
Four out of five campuses exceeded their Fall 2013 targets for recent high school graduate registration and the Manassas campus exceeded its Fall 2013 target at the highest percentage.

For students who registered outside the NOVA's service area, the Loudoun campus experienced the largest percentage of students, with Annandale close behind.

The greatest proportion of 2012-13 public high school graduates who enrolled at NOVA during the Fall of 2013 were in highest to lowest percentage order from the Manassas City school division, Prince William County, Manassas Park City, Alexandria, Fairfax County, Arlington County and Falls Church City.

Dr. Templin emphasized again the importance of the goal to have students class ready - to get them into the process and registered as early as possible. If there are impediments or roadblocks in the process, he stated the importance of addressing those obstructions as well as helping change the attitudes of students who wait to register until the last minute. Dr. Templin clarified further that embedded in the overall process is the prerequisite of mapping out how the handoff is done, with the advising specialist at the center of the process to take ownership of the student.

**Student Success**

- **Financial Aid Review:** Dr. Templin introduced the presentation by stating that no group needs financial aid more than community college students. The number one reason for not attending is over financial aid issues; and, at the same time, no group leaves more funding on the table than our students.

Dr. Schiavelli presented an update on the financial aid process improvements, the initiatives of which began in March 2013:

- Finish Restructuring
- Plan and Deliver On-campus Training
- **Develop Performance Metrics and Benchmark Performance**
- **Make Policy Decisions and Inject Technology Solutions to Streamline Processing**
- **Review Support Center Investment**
- Develop Outreach Plan
- Develop FA Fraud Identification Tools
- Review Campus/Central Office Staffing levels

Dr. Schiavelli focused on three areas of the restructuring process for discussion: 1) developing performance metrics and benchmark performance; 2) making policy decisions and injecting technology solutions to streamline processing; and, 3) reviewing Support Center investment.
He presented comprehensive data on FAFSA award statistics as well as the relevant factors that appeared to impact the financial aid process along with technology options to speed up the verification timeframe and reduce the Support Center volume.

Dr. Schiavelli completed the presentation with a list of recommendations to continue to move forward to improve the financial aid award process:

- Engage advising specialists to build stronger working relationship with Financial Aid staff - similar to the approach that works well in Pathways program.
- Complete switchover to FAS online verification service - will require significant communication effort to students later this spring.
- Refine time measurement and class-ready targets.
- Work with business office and IT to understand the relationships and risk potential among and between enrollment cancelation, payment schedules, “Do Not Drop (DND)”, “Financial Aid Pending (FAP),” “wait listing” and class-readiness.

Dr. Templin underlined the importance of the Advising Specialists and Financial Aid Specialists giving attention to the transition points so that students will not get “hung up” over financial aid issues and in order to do everything we can to put financial aid in a position of making an award as early as possible.

Dr. Templin noted that equally important and while we have a significant way to go, we have made a significant amount of progress.

**International Student Task Force Report**

Mr. Jarvis presented the findings of the task force comprised of Dr. Paul McVeigh, Dr. Sharon Robertson, Chief Dan Dusseau and Ms. Shellie Jarvis. In July of 2013, the Office of International Student Services noticed irregularities in transcripts that were being submitted by foreign students applying for admission under an F-1 visa. The transcripts were being presented as documentation of English proficiency, allowing the student to enroll in an academic program at NOVA. A task force was assembled and charged with making specific recommendations regarding the appropriateness, as measured against best practices and relevant law, of the process and procedures used to admit and track the enrollment of students seeking admission as well as those enrolled; administrative organization and level of resources available in these activities; and security safeguards and internal controls utilized in these activities.

Recommendations for improvements were divided into two categories - compliance and programs and services to include:

- Restructure/Rename the Office of International Student Services to the Office of International Student Admissions adding three new positions to centralize the admissions and recruitment of international students
- Define the role of campus international student advisors (former DSOs) as providers of uniform international student services on each campus
• Require and fund training and professional development at the College level rather than by each campus
• Consider requiring English placement testing for all international students
• Accept only sealed official transcripts and/or official documents from TOEFL, IELTS
• Improve the I-20 application and revision processes
• Create a Task Force to examine the realignment of NOVA’s Intensive English Program with College ESL

Dr. Templin summarized the discussion by saying we can take advantage of what we have learned from AtD about at-risk student populations. We have a process that needs to be redesigned and, in addition, we have not determined what student success is. We need to take care of the first five recommendations and have the right group assembled and the data gathered to focus on the realignment of Intensive English and College ESL. This will enable the development of a design on the whole continuum from Intensive English to College ESL to English 111. It is also essential to capture this for next year’s funding decisions.

**FY2014 Budget Forecast**

This topic was tabled until the next meeting.

**Sexual Misconduct Policy and Procedures**

Legal Affairs Director, Therman Coles and associate Donna Patchett presented the college's revised Sexual Misconduct Policy and the Department of Education (DOE) requirements for incorporation of a number of new components into current college policy and grievance procedures. A summary of the presentation addressed the following:

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

Under its Campus Sexual Violence Act (SaVE) provision, the Violence Against Women Act (VAWA) imposes new obligations for all colleges which include:
  o adopt certain student discipline procedures
  o adopt policies to address and prevent sexual violence
  o report domestic violence, dating violence, and stalking

A resolution agreement entered into with the Department of Education's Office of Civil Rights (OCR) requires that the College revise its Student Grievance procedure to more effectively address complaints arising under Title IX and publish the revised grievance procedure and any other applicable procedure for addressing Title IX concerns by March 1, 2014. The new policy additions include:
  o Statement of purpose to comply with Title IX
  o Scope
    • Applies to students, faculty, staff, contractors, visitors
    • Applies to all programs and activities of the College
Definitions of violations consistent with Title IX, VAWA and state law
Definition of consent
Prohibition of retaliation against a complainant or witness
Confidentiality and anonymous complaints
Obligation to maintain confidentiality to the extent permissible by law
Obligation to investigate even anonymous complaints
Resources and Support available to complainants
College and local area resources
Interim actions
Actions necessary to protect complainant and prevent retaliation pending an investigation, including changes in class schedule, work situations, “no-contact orders,” etc.

The College is required to designate a Title IX Coordinator to oversee compliance efforts. Therman Coles has been assigned this role. All complaints arising under the Sexual Misconduct Policy must be reported to the Title IX Coordinator who will determine whether there is reasonable cause to conduct a full investigation. He will provide guidance to appropriate College staff on conducting the investigation. The Title IX Coordinator will maintain records of all Title IX complaints.

Title IX due process requires “prompt and equitable resolution” of complaints, equitable treatment of complainant and respondent, written notice of rights of both parties, an advisor present during hearings or pre-hearing meetings, access to the same information, notice of outcome and the right to appeal.

Additional requirements include: New crime reporting categories for the annual Campus Security Report, training of all persons involved in investigating and resolving complaints arising under this policy, and prevention and awareness campaigns for students and employees.

Dr. Templin thanked the Legal Affairs staff for their presentation and asked that if there were issues or concerns that Council members contact Mr. Coles directly.

The meeting adjourned at 12:45 p.m. with the next Administrative Council meeting scheduled for February 25 at 9:30 a.m. in the Provost conference room at the Alexandria campus.

Tracking

- Military Contract Rate Tuition Proposal – Feb 18
- Differential Tuition Proposal – Feb 18
- Student Activities Report – Feb 18
- Student Fees Proposal – Feb 18
- CBO Program Review – Feb 18
- Grants Office – March 4
• Payment Process – March 4
• AAS in Cybersecurity – USMC proposal – March 4
• EWP Process Review – March 4
• Preliminary Results of GPS for Success Implementation – March 18
• Veterans' Issues and Organization – March 18
• Education Summit Follow Up
• Assistant Dean/Program Head Compensation