Members Present: Ms. Calobrisi, Dr. Buchanan, Dr. Foxworth, Vice President Gabriel, Dr. Hill, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, and Acting President Schiavelli.

Guests: Ms. Stacey Bustillos, Associate Director, Office of International Studies, Ms. Diana Cline, Budget Director, Mr. Dana Kauffman, Director of Government Affairs and Dr. Syedur Rahman, Director of International Student Programs.

Enrollment Report

Dr. Gabriel distributed the weekly enrollment report which showed a continuing decline and negative 3.4 percent when compared with the same time period last year. The Loudoun and Manassas campuses again contributed with positive figures of 3.4% and 2.8% respectively. ELI enrollment was 3.4%. The VCCS average for this week was a negative 3.57 percent. Dr. Gabriel pointed out that while it is too early to gauge what the Fall enrollment will look like, OIR is focusing on and aggressively marketing to transient students, students who come from four-year institutions to take supplementary summer courses at NOVA.

Office of International Students (OIS) Reorganization Update

Dr. Schiavelli introduced Dr. Rahman, the Director of International Student Programs, and stated that a year ago the OIS operation was revisited to look at the education and care of NOVA’s international student population in order to ascertain whether our approach was appropriate and effective given the current level of internal support systems.

Dr. Rahman provided the current status of OIS and acknowledged the systems currently in place were insufficient to serve our international student population. NOVA was selected to participate in an international student consortium partially funded by the U.S. Department of State. While the number of I-20 visa applications for Spring was high, the number of students who then enrolled in degree programs was far fewer and numbers are dropping each year.

With only nine full-time equivalent staffers spread across 6 campuses, there is insufficient support, particularly for recruitment and marketing. Given the lack of staff support, the office was still able to develop a college-wide orientation program, the development of standardized EWPs for all international student advisors, and the launch of a transfer fair to take place in April with the participation of several four-year institutions. They are also building a student ambassador program.

Dr. Rahman highlighted the need for additional professional development to provide advisors with the necessary skill sets for optimal advising of international students. He pointed out that a more financial support was needed for the OIS program in order for it to be effective. He will visit with each Provost in the coming weeks to examine their international student campus programs.
Dr. Schiavelli ended the discussion by stating that every year for the last five years the college has dedicated funding for the international student program but enrollment is still dropping and he therefore called for the creation of program benchmarks as well as an examination of results from other colleges to make decisions about a future plan for the OIS at NOVA.

Meeting Classes—Policy Enforcement Issues

Ms. Garcia reported an incident of an instructor teaching a hybrid class this semester who did not meet with the class in person on campus as required and followed by leading a discussion on the general policy of meeting classes.

Council members suggested that the faculty handbook was vague on a number of issues.

Dr. Schiavelli highlighted the importance of evenness and academic practices being built into the NOVA culture and the college could experience serious institutional jeopardy with just one instructor issue such as the one mentioned above.

Advising Week

Council members suggested that students should be encouraged to register for Fall semester when they come in for advising. Dr. Schiavelli suggested it would be useful to collect data on the number of students who, based on the current schedule, are meeting with an advisor before they register. He will raise this issue with the Academic Deans Council and the Deans of Students Working Group to craft an advising recommendation.

Professional Development Days Update

On behalf of the Provosts, Dr. Leidig presented a proposed professional development implementation plan that places renewed emphasis on professional development for teaching faculty and strengthens the curricular creation, review, and renewal processes that are the responsibility of discipline clusters. The proposal states:

Beginning in the fall semester of 2015, two days during each fall semester that are designated “non-instructional days” will be used as internal professional and instructional development days. One of the two days will be devoted to campus-based professional development for both faculty and staff; the second will be focused on curriculum development and will be used to hold discipline-based department or cluster meetings. Attendance on campus for the two days will be expected of all full-time NOVA employees.

The process would include asking each campus to appoint a professional development committee for faculty in addition to the existing committee for classified staff. The committees would gather campus-specific needs and requests or ideas for guest speakers and would plan the campus professional development days. On the curriculum days there would be a choice of college-wide cluster meetings, campus-based discipline meetings, or cross-discipline meetings.
This proposal will first be brought to the Academic Deans Council. After their feedback it would next be placed on the agenda for the Professional Development Committee, the LTR Deans Group, the Student Services Deans Group, and finally the College Senate.

**Dual Enrollment Operational Update**

Over the last five years, the dual enrollment program within NOVA’s service area has experienced significant growth and with that Dr. Leidig explained positive changes made to reduce tuition rates and the workloads placed on the high schools. This information was sent recently in letters to all service area school superintendents.

The tuition rate for contract dual enrollment classes that are offered on high school campuses has been reduced to $10 per credit hour, or approximately six percent of NOVA’s 2014-15 on-campus rate. Collection of tuition within the high schools has been a challenge for participating schools, especially those with large numbers of participating students. This fall, schools will have the option of asking their parents or students to make direct payments to the college with e-checks or credit cards, eliminating the collection and tracking of large amounts of money on the part of the school district.

Dr. Leidig reported that the demand has also expanded rapidly for online dual enrollment and this will be an added and major focus for NOVA.

Dr. Schiavelli added to the discussion by emphasizing the need to focus dual enrollment for General Education courses: college English, college Math and an SDV course. The Dual Enrollment staff and Dr. Leidig will be meeting with each Provost in the near future to encourage and help facilitate interest in their high schools for the Gen Ed certificate program.

**NCSI Round 2 Budget Plan**

Dr. Ramsammy presented the proposed STEM budget broken down by discipline. Equipment funding is being requested for Biology, Chemistry, Geology, Physics, Math, Engineering, Automotive/Welding and professional development, as well as scanning electron microscopes and nanoscience instruments. This state-of-the-art equipment will be integral to each program.

The STEM team will meet in April to plan the implementation stage based on the approved funding for the final stages.

**FY2016 Budget Planning and Priorities**

Budget Director Ms. Diana Cline provided important state budgetary dates for FY2015-16. The state budget will be finalized for approval at the end of May. The legislature gives the budget to VCCS and VCCS then allocates funding to each college. The state board will also adopt the
tuition increase in May. With both of these decisions made, a final budget for NOVA can be developed.

The Virginia legislature funded the VCCS for a 2% across-the-board increase for all faculty and a 3% increase for classified staff.

Dr. Schiavelli reiterated that any further increase for teaching faculty would need to come directly from the college budget. He stressed that the first priority will be focused on the security of positions and with salaries as an additional high priority as the final budget is approved. He asked that if Council members had additional item requests that they be raised for discussion at the next Administrative Council meeting.

President Search

Dr. Schiavelli explained the final logistics of the presidential search has been narrowed down to two final candidates; Dr. Scott, Ralls and Dr. Walter Tobin. The NOVA College Board and Dr. Schiavelli will meet on April 8 with Dr. Chris Lee, Vice Chancellor for HR for the VCCS. Chancellor DuBois will be participating via phone. This meeting will be to discuss the final candidates and review all of the survey summaries.

Chancellor’s May 5 Credentials Town Hall Meeting at NOVA

Mr. Kauffman reported the Chancellor is soliciting support from the region on a funding model for a large non-credit initiative. He will be meeting in town hall venues and will be NOVA’s service area on May 5 at the Capital One Bank headquarters. The Chancellor hopes to encourage the area CEOs to attend and particularly those who employ NOVA graduates.

The Provosts were asked to reach out to the CEOs in their services areas to pledge their attendance at this town hall meeting.

Graduation Ceremonies

Mr. Kauffman explained that the college graduation rate has increased this year by 8 percent and, as a result, there are capacity issues at the Patriot Center causing two major changes in this year’s Commencement on Sunday, May 17.

- A separate Health Professions Commencement will take place for our Medical Education Campus graduates. This will occur at the Patriot Center on the same day as our General Commencement, with a starting time of 7pm.

- The General Commencement (which begins at 2pm) will be a ticketed event. Graduates will receive six tickets each for family/guests. The graduates themselves will not require tickets. (Please note that the college was able to negotiate half again
as many tickets for each NOVA graduate as Mason allows for their graduates - 6 tickets for NOVA as opposed to 4 for Mason.)

The issuing of tickets will be as follows:

- Tickets for the General Commencement are being distributed to the Annandale, Alexandria, Manassas, Woodbridge and Loudoun Campuses this week. Specific days and times will be announced for opportunities to obtain tickets at each campus. This will begin the week of April 6th. Again, please note that the ceremony for MEC graduates will not be a ticketed event.
- Tickets will also be available at a Grad Fair to be held on Saturday, April 18th from 10:00am to 4:00pm at the Annandale Bookstore.
- The tickets are for FAMILY AND FRIENDS of the graduate—not the graduate him/herself. The graduate does not need a ticket. The tickets are for open seating in the stands.
- Some graduates will have “leftover tickets.” These graduates are encouraged to share with their fellow graduates who may desire more than 6.
- The deadline for regular distribution of tickets will be Wednesday, May 13 at 5:00pm.
- If there are any tickets remaining, these tickets will be available on Saturday, May 16th at the Annandale Bookstore beginning at 11:00am. At that time it will be first come, first served for distribution.

Dr. Schiavelli called for thoughts about next year’s commencement and asked that new ideas be forwarded to Mr. Kauffman.