Administrative Council  
November 11, 2014

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

Guests: Ms. April De La Rosa for Vice President Bansal, Dr. Paul McVeigh, Associate Vice President for Global Studies and Mr. Rick Tittmann, for Vice President Dimkova.

Access

• Fall Enrollment: Dr. Gabriel distributed the weekly enrollment figures that showed a negative 2.0 percent when compared to the same time period last year. Two campuses contributed with positive numbers: Loudoun (4.6%) and Manassas (3.6%). He felt there would still be time to recapture lost FTEs in the Spring semester with the expected retention increases. Additionally, marketing efforts will be targeted toward students already in four-year institutions who may look to NOVA for additional summer classes.

Dr. Templin explained that if negative enrollment continues, two things will follow: budget adjustments and, secondly, a forecast set for next year. He called for a discussion on retention, the effects of the college-wide redesign, and specific campus-based efforts that can be undertaken. He asked that the Provosts (including ELI) look at their top foci on retention and bring their thoughts to the next Administrative Council meeting.

Dr. Templin asked that Dr. Schiavelli present a discussion on the impact of Satisfactory Academic Performance on enrollment trends as well as identify faculty positions available for reallocation. Additionally, he asked that Ms. Dimkova provide an updated budget forecast with the enrollment impact.

Student Success

• Student Learning Outcome Reports: Dr. Gabriel distributed an update on the 2013-14 Annual Planning and Evaluation Reports for Instructional Programs, with 52 of the 55 programs having submitted reports. The first drafts were returned to the Provosts in early November and updated submissions are due to OIR by November 21. Dr. Gabriel explained that SACSCOC reporting expectations increase each year and also now include SLO assessments. Effective SLO assessments are important to look at what is working and not working and to have current data for future program improvements.

Dr. Templin reinforced the importance of accurate and current reporting and an infrastructure in place to begin to look at student learning outcomes in the context of whether students actually succeeded.
Adjunct Faculty

Dr. Templin declared that it was time to begin to think about NCVA's adjunct faculty more systematically, with a work group to implement a college-wide survey, look at our competitive salary positions and the concerns expressed in the surveys. A subgroup of the Administrative Council will develop a plan to move forward on an effort to address adjunct issues.

Dr. Templin asked that HR complete a survey of hiring rates in order to begin a compensation discussion at the December 9 Administrative Council meeting.

Faculty Evaluation

Dr. Templin asked that the Provosts engage in discussions with their Academic Deans on the new evaluation process, how well they feel it is working, and whether they may have suggestions to improve the process.

Workforce Development

- Workforce Development Division Update: Dr. Foxworth distributed a status report and asked that Workforce Development be placed on the Administrative Council agenda for bi-weekly updates. The report provided workforce targets for 2015 that include a 3% increase in overall revenue and an increase in new business partnerships by 6 percent. Strategic goals include branding the unit as a "business solution provider," building internal collaboration, instituting an environment of entrepreneurial and innovative behaviors and increasing revenues, enrollment, new businesses and collaborations.

Dr. Foxworth outlined potential opportunities for Workforce Development on the six campuses, but indicated that space was a concern on some of the campuses, with the need to look at off-site locations. There are 72 current programs leading to industry certification in: IT, Healthcare, Business, and Trades/Construction. Courses confirmed for the academic year to date total 623 and total revenue to date is 6.1 million dollars.

Dr. Templin indicated the need for an overview of enrollment, with distribution by campus, and the course percentages both on campuses and elsewhere. This data will enable the college to look at what the balance is, what the roles are between the credit and noncredit programs, and where the growth opportunities may be found.

International Travel Policy

Dr. McVeigh presented a revised proposal on international travel that better defines the study abroad process and ensures that the college's programs measure up to national standards.
All courses and programs are linked with the college and as such, the college has a responsibility to ensure that programs, particularly credit courses, are credit worthy. All proposals for study abroad programs must first be reviewed by the Faculty Peer Review Committee for Study Abroad.

Dr. McVeigh will forward proposed changes to the Curriculum Committee, Instructional and Student Services Committee and the College Senate for approval.

Dr. Templin further highlighted the importance that courses are SACS compliant as the course funding goes to the institution and the institution is accountable. As important, there is now a Clery responsibility to ensure that all measures are taken for the safety and security of our NOVA students.

**November College Board Meeting**

Dr. Templin reviewed the agenda for the NOVA Board meeting to be held at the Manassas campus. The NOVA Board and members of the Administrative Council will have the opportunity to tour the new Parrish Hall prior to the start of the Board meeting.

Dr. Templin asked that Dr. Gabriel lead a discussion on the six policy changes.

**Assessment of Parking Policy Changes**

Dr. Templin had asked the Provosts at the previous Administrative Council meeting to solicit input about how the policy changes were working on their campuses.

Director of College Business Services, Mr. Rick Tittmann presented information regarding the four new parking policy changes that have a financial impact: free student parking after 4:00 p.m. and on weekends; a $.50 per credit infrastructure fee; the reduction of permit fees and daily rates; and, the graduation incentive.

Mr. Tittmann reported that a transportation study recommended by the College Parking Task Force is being performed by an outside consultant to analyze the off-street parking issue, conduct a peer review to determine best practices and strategies, and provide recommendations on alternative funding models. Other issues Mr. Tittmann presented included an overview of recommendations in processing regarding citation appeal procedures and customer service improvement initiatives.

The meeting adjourned at 12:30 p.m. with the next meeting scheduled for Tuesday, November 18, at 9:30 a.m. at the Alexandria campus.

**Tracking**

- Policies Project Report
- CETL Advisory Committee
- Veterans' Issues and Organization
- Web Discovery Session