Administrative Council  
December 2, 2014

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

Guests: Ms. Diana Cline for Vice President Dimkova, Ms. April De La Rosa, Director of Administrative Services, Ms. Kerin Hilker, Executive Director of College & Career Pathways, Mr. Krish Narasimhan, Policy Review Manager, Dr. Frances Villagran-Glover for Dr. Buchanan, Ms. Traci Watson, Career and Internship Counselor of the Pathway Program.

Access

- **Fall Enrollment:** Dr. Gabriel distributed the weekly enrollment figures that showed enrollment down by 2.0 percent. Two campuses contributed with positive numbers: Loudoun (4.5%) and Manassas (3.6%). The average for the entire VCCS system is -2.98 percent. It is hoped that some FTEs can be recaptured if the Spring enrollment remains constant, but could be down more than expected if enrollment continues to decrease.

Student Success – Retention

- **Satisfactory Academic Progress & Retention**

Dr. Schiavelli explained the current federal regulations rewritten in 2010 for Satisfactory Academic Progress (SAP) and the effect it can have on student retention, particularly when it jeopardizes student financial aid. To be eligible for FSA funds, a student must make satisfactory academic progress and each institution must have a reasonable policy for monitoring that progress. The Department of Education considers a Satisfactory Academic Progress policy to be reasonable if it meets stipulated qualitative (grade-based) and quantitative (time-based) criteria and reviews are done at the end of each payment period.

On time registration and timely submissions of grades are necessary for students to maintain their financial aid status and students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. A student who completes the academic requirements for a program but does not yet have the degree or certificate will not be eligible for further additional FSA funds for that program.
There are many issues impacting SAP at NOVA:

- missing grades (that are counted as "Fs")
- late grade changes (that may affect student's financial status for many terms)
- late NVRKs (that count as an "F")
- expunged grades (which are still required to be counted by SAP)
- completed programs without graduation
- multiple programs of study (without knowing which one applies to SAP)
- withdrawing from classes after the 60% point (resulting in noncompliance)
- transfer credits (the college does not request transcripts, but transfer credits accepted toward the NOVA program of study count for SAP)
- 8-credit ENF classes (Students who fail an 8-credit class are likely to fail SAP).

Dr. Schiavelli reported that in the future, financial aid may be given to students only for courses that are part of the program in which they are placed and Title IV funding must be returned if more is distributed than used.

**FY15 Budget Recast Based on Enrollments**

The college put into place a budget reserve of 5.8 million dollars in anticipation of both an overall state 5% budget cut and the possibility of enrollment declines to ensure the college would have sufficient funding for the 2015 fiscal year. Dr. Templin called for the budget to be finalized at the next Administrative Council meeting.

**Status Report on Vice President of Workforce Development Search**

The search has begun again for a new candidate going back to the pool of candidates as the preferred candidate turned down the offer.

**Report on College Central Network & Student Employment**

Executive Director of College & Career Pathways, Ms. Kerin Hilker, and Ms. Trasi Watson, Internship and Career Counselor, presented a new service at the college to offer students and alumni a pathway for employment and internship opportunities.

A needs analysis was done in January of 2014 followed that year by engagement with the College Central Network platform (CCN), [http://www.collegecentral.com/nova](http://www.collegecentral.com/nova), the nation’s largest entry level job and internship career database and the launch of NOVA’s new Career and Experiential Learning Services. CCN offers students web based tools for resume and portfolio development, career services, and employment and internship opportunities at both the local and national level. More than 1400 employers are registered with CCN, with an average of 200 new opportunities added to the site each month.
NOVA’s College Central Network is specifically designed to bring the student and the employer together. It is the hope that CCN will be a one-stop location to promote job opportunities and internships throughout NOVA’s service areas. Ms. Hilker indicated that they hope to utilize CCN to recruit student hires (not work study) at NOVA and to offer college-wide experiential learning opportunities: internships and a wide variety of career activities such as networking events, career workshops and other events that bring employers and students together. They also hope to increase student interest in internships for credit, pilot multidisciplinary summer internship courses through SDV, and streamline the internship process for employers who want to offer opportunities for NOVA students.

Dr. Templin added that in the new program includes an ad hoc committee made up of stakeholders who will work through the issues and coordinate well within the college. This program will provide companies with valuable interns - a good investment for Northern Virginia companies.

**Policies Project Report**

Mr. Krish Narasimhan, Policy Review Manager for Administrative Services, presented a power point proposal for a redesign of NOVA’s processes and procedures. The proposal plans to bring much needed congruency among internal policies and alignment with VCCS and DHRM policies and Federal regulations. The proposal identifies gaps, overlaps and inconsistencies in college policies with suggestions for a comprehensive policy and governance structure.

Mr. Narasimhan reported that 471 topics are addressed in the college handbooks, ASPM and NOVA website and do not appear to be well-coordinated or consistent across the college. Some topics are stated as policies; some are not, but should be; some are mentioned in multiple places with contradictory or ambiguous wording. Policies are not centrally located or easily searchable and not clearly categorized or reviewed on a regular basis.

The proposal would include surveying best practices across the VCCS system and beyond, engaging stakeholders to propose preliminary solutions, proposing a policy formulation and approval process that incorporates input from College Committees, the College Senate, Administrative Council and others, and adopting a “policy for policies" that includes requirements, guidelines and common format and structure. An electronic library would be crafted to include all policies and procedures and would be easily accessible online to all faculty and staff.

Dr. Templin asked Council members to review the proposal and forward suggestions to Mr. Bansal and asked that Mr. Bansal provide a timeline for the project.
Tracking

- Faculty Vacancies & Distribution – December 9
- FY16 Budget Reduction Planning – December 9
- Dual Enrollment Report – December 9
- Curriculum Committee Recommendations – Jan 13
- Policies Project Report
- CETL Advisory Committee
- Veterans’ Issues and Organization
- Web Discovery Session