Administrative Council  
February 24, 2015

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

Guests: Ms. Diana Cline, Budget Director, Mr. Dana Kauffman, Director of the Office of Government Affairs, Dr. Sharon Robertson, Associate Vice President for Academic Services, and Dr. Willie Pomeroy, Director of Academic and Student Services Policy Compliance.

Dr. Schiavelli announced that this was the final meeting for Dr. Barbara Saperstone.

Campus and Administrative Unit Planning

Dr. Gabriel distributed a document explaining the college planning process at NOVA, an ongoing assessment of goals and expected outcomes in order to identify ways to continuously improve services, processes, and functions and part of wider efforts to achieve institutional effectiveness.

SACSCOC underscores the importance of institutional effectiveness in a core requirement of accreditation that stipulate:

The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that 1) incorporate a systematic review of institutional mission, goals and outcomes; 2) result in continuing improvement in institutional quality; and 3) demonstrate the institution is effectively accomplishing its mission.

In addition to instructional programs, the administrative units, and campuses functioning as planning units are expected by SACS to conduct planning and evaluation annually.

While more rigor is needed in reporting by some campuses and administrative units, Dr. Gabriel stated the college as a whole is expected by SACS to do better in the area of planning and evaluation. He will follow up with communication to all campuses and administrative units to reiterate the process and goal development for the coming semesters.
SACSCOC Substantive Change Guidelines

Drs. Sheri Robertson and Willie Pomeroy distributed the revised Policy and Procedures for Reporting Substantive Change for Administrative Council approval. This revised policy and procedures document describes the process for reporting substantive changes to SACSCOC.

NOVA has been negligent in some areas of reporting, specifically off-campus sites. SACSCOC is requesting NOVA provide a follow up report on what will be done differently in order to provide timely reports and how they will be publicized, specifically for off-campus sites. This report is due April 1, 2015.

One standard with which the college must comply is as follows:

The institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes.

At NOVA changes fall into two broad categories: 1) the initiation and discontinuance of academic programs; and, 2) the initiation and discontinued use of off-campus sites.

In order to monitor new and discontinued off-campus locations, information must be provided by staff in key positions at the campuses and from outreach programs. Dr. Robertson indicated the focus was primarily on the off-campus sites because they must be certified in order for NOVA students to receive academic credit and to receive federal student funding.

NOVA’s revised policy stipulates the creation of an Academic and Student Services Compliance Committee, and the appointment of campus Substantive Change Liaisons to serve on this committee. The purpose of the committee is to meet quarterly to review and confirm anticipated off-campus sites and expansion of coursework at non-approved sites in an intercampus and interdisciplinary manner. Additionally, when any department or division at NOVA anticipates offering credit courses at any new location, the campus Substantive Change Liaison will contact the Director of Academic and Student Services at least 6 months prior to the implementation date. A prospectus is then prepared and forwarded to the SACSCOC Liaison for approval and submission to SACSCOC.

A complete review of off-campus sites and course offerings will take place twice a year, in March and October. The Academic and Student Services Compliance Committee will meet to review all anticipated new off-campus sites, and additional course offerings at all non-approved sites. After SACSCOC approval is received, the Director of Academic and Student Services Policy Compliance updates the Academic/Student Services webpage and notifies appropriate constituents.
Responsibility for the enforcement of this policy and procedure resides with the College President. The Provosts are responsible for the enforcement of this policy and procedure at their campuses, as well as changes on their campuses. The Executive Vice President for Academic and Student Services serves as the liaison to the Southern Association of Colleges and Schools Commission on Colleges and is charged with the responsibility to report substantive changes in a timely manner. No substantive change can be implemented until a letter of approval or an acceptance of notification is received from the Commission on Colleges.

The Office of the Executive Vice President/SACSCOC Liaison will initiate a review of this process each year in June to evaluate how the process is working and to revise procedures for improvement if necessary.

Drs. Robertson and Pomeroy asked for approval of the revised Policy and Procedures for Reporting Substantive Change and secondly, that a designee be appointed to serve as a Campus Substantive Change Liaison and serve as a member on the Academic and Student Services Compliance Committee. Council members offered several changes to the document.

Dr. Schiavelli suggested the document including the changes be recirculated to the Provosts and that if there were no further changes by the close of business on Friday of this week that the policy and procedures be considered approved.

Enrollment Report

Dr. Gabriel distributed the weekly enrollment report which showed a negative 1.9 percent when compared with the same time period last year, slightly better than the VCCS average of -2.92. He reported that the FTE loss for the Spring is expected to be 175 and this number will carry over for next year. There is a possibility that some FTEs could be recaptured with an increase in retention.

State Budget Update

Dr. Schiavelli reported that the state budget reduction for VCCS turned out to be less than colleges were originally expected to plan for, meaning that the college will now need to plan for a 4.4 percent cut for 2016 as opposed to the original 7 percent cut. A salary increase was passed in both houses for classified staff and faculty.
FY2016 Personnel Expenditure Baseline

Dr. Schiavelli distributed a faculty position history and control scenario that pointed out that the same faculty positions could be counted as many as four times within a two-year period thereby resulting in severe budgetary discrepancies. He called for new methodology and better control over positions to prevent this from happening in the coming year.

He emphasized the importance of knowing the total human capital and having a strategy that looks at a three-year average in enrollment to determine a set of positions with position numbers, connected to the budget, and dependent on enrollment. Positions need to be based on campus enrollment over a two or three-year period. If the college then grows overall, more positions may be added.

Dr. Schiavelli summed up his introduction to the budget discussions by stating that final budgetary decisions can be made after looking at the revenue expected, the budget cut, enrollment, the tuition increase and the approval NOVA receives for the tuition differential increase, and finally what the college is allotted in May from the state.

Ms. Dimkova distributed the updated fiscal year 2016 budget scenario with the new reduced state budget cut and faculty and staff increases and asked that Council members focus on the specific investments that should be made in 2016 to strengthen the institution.

Regional Workforce Center Investments

Dr. Schiavelli introduced the discussion by calling for the need to develop and put into place workforce plans that can bridge noncredit and credit programs. He appointed Dr. Hill to serve as special assistant for workforce planning to explore where we are with workforce, where we want to go, and the required changes to move forward.

An Advisory Committee has been formed with representatives from Prince William County and local industry leaders to look at how the Regional Center for Workforce Education and Training (RCWET) will become an engine for new ideas and job creation, provide training and education to create a ready workforce that will meet the demands of the business community, as well as responding to the growing needs of the college. The revenue projection for the RCWET is based on a utilization rate of 30 percent the first year, 45 the second year, 60 the third year and 65 percent the fourth year. It is projected that the RCWET will begin to generate revenue starting in the fourth year of operation.

Mr. George Hinckley, special assistant to Dr. Hill, is taking the lead on developing a client base and has communicated with the following potential patrons:
Student Success Investments

This topic was tabled until the next Administrative Council meeting.

Dual Enrollment Investments

Dr. Leidig distributed an FY 2016 dual enrollment investment proposal that included strategies intended to position the college for significant dual enrollment expansion in the coming year, a set of tuition reduction options, and anticipated funding needs.

Funding is requested for additional staffing to ensure that each school district is covered by a coordinator; marketing directly to parents of high school students to explain the benefits of DE; tuition assistance for high school DE teachers who have some graduate credit but need additional course work; stipends and/or reassigned time for assistant deans in large enrollment disciplines and stipends for NOVA faculty and high school teachers to adapt NOVA classes taught through ELI; and, the annual fee for the new dual enrollment portal that offers the ability to register and pay electronically, thus reducing the heavy workload previously experienced by local schools.

Dr. Leidig reported that although there is positive momentum toward increasing DE enrollment in many of our school districts, specific challenges remain around identifying qualified faculty and working with financial constraints of school districts and their students. There are statewide agreements in place that favor community colleges as the provider of choice, but our position is not ensured if we are seen as dictatorial or tone-deaf to the challenges faced by school districts in times of difficult funding choices for them. Also, there are other institutions that are attempting to compete with NOVA as the Northern Virginia DE provider by offering lower tuition, enhanced support for enrollment processes, and flexibility in admission standards for students. She stressed the importance of listening to the schools to make adjustments that enable NOVA’s program to be more attractive where we can do so within VCCS policy.
ACOP Meeting Updates

Dr. Schiavelli stated that in fiscal 2017 the new funding model will move forward and ultimately 20 percent of the college's general fund dollars will be subject to this model which is completion, retention, and progression based, with outcomes determined by the number of credits completed within a certain amount of time.

Presidential Search Schedule

Dr. Schiavelli reported that there are four final presidential candidates: Dr. Eugene Giovannini from Maricopa County Community College, Dr. Dawn Lindsay from Anne Arundel Community College, Dr. Scott Ralls from North Carolina Community College System and Dr. Walt Tobin from Orangeburg-Calhoun Technical College in Denmark, South Carolina.

The dates of the candidate visits will span the month of March and will include discussions with a College Senate panel and Campus Council representatives, meetings with community leaders, interactions with education foundation representatives, interviews with the College Board, multiple campus visits and receptions, live broadcasts with Q and A opportunities, and briefings on ELI and Student Success initiatives.

Mr. Dana Kauffman distributed detailed schedules of all of the campus visits and activities which are due to begin Wednesday, March 4.