

Administrative Council
June 26, 2018

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hill, Dr. Leidig, President Ralls, Vice President Partridge, Dr. Reaves, Vice President Sachs, Executive Vice President Schiavelli and Vice President Weatherly.

Guests: Ms. Heidi Adamson, Director of Enrollment Management and Academic Administration, Ms. Charlotte Calobrisi, Associate Vice President for HR, Dr. Charlie Errico, CFAC Representative, Dr. Diane Mucci for Dr. Lynch, and Senate Chair Lisa Stelle.

Action Items

- **Tech Plan Approval**

Dr. Sachs presented this year's technology plan and distribution of technology plan funds to the campuses/ELI from the Information Technology Committee for approval. He explained that technology costs have gone up dramatically since the last time technology funding was increased, however, the good news is that they have prepaid many items which resulted funding to the campuses/ELI being held the same as last year. The \$7.50/credit hour technology fee the college receives has now been incorporated into tuition but will still be dedicated to the college technology plan.

The proposed distribution of technology plan funds to the campuses/ELI is based on the 2017-18 FTES without dual enrollment or ELI in the campus totals. As in the past, funding for MEC was based on the same figures as the smallest comprehensive campus. In this case, the smallest campus by enrollment was Woodbridge, so MEC and WO would receive the same funding. The technology plan funding is not intended to fully fund the campus technology plans. The VCCS requires that those plans include all proposed and hoped for technology purchases and projects for the coming year—regardless of funding source. Many of these items will be funded with campus M&O or campus ETF funds.

Dr. Sachs further pointed out the amount of the campus/ELI technology plan funds they put in the campus plans to cover the P14 costs of keeping their open computer labs available evenings and weekends. He indicated that campuses needed to compare that amount to the actual ongoing funding to be sure they were not using all their technology funds for personnel, leaving none for the actual technology needs of the campus.

Since not all the costs are known with certainty, especially those for shared VCCS costs, a small reserve is included in the technology plan.

If this reserve is not needed, it will be used to pre-pay items making more available for next year's technology plan.

The Administrative Council approved this year's technology plan and the distribution plan for campus/ELI technology plan funds.

- **Volunteer Policy Approval**

Associate Vice President for HR, Charlotte Calobrisi, distributed the final draft of the college Volunteer Policy for approval. The policy applies to all members of the NOVA community, including faculty, staff, students, and third parties who act as volunteers or who engage volunteers on behalf of the College with the exception of college board members and individuals serving on committees, task forces, advisory panels and academic-related committees.

The plan includes guidelines for screening and employing volunteers, a volunteer agreement and an enhanced approval process with improved documentation. The updated Volunteer Policy was fully reviewed and approved by the Policy Committee and Legal Counsel Robyn Seabrook. It will be uploaded to the NOVA website with all necessary forms.

The Administrative Council approved the final Volunteer policy.

- **Love of Learning Program**

Administrative Council members discussed feedback regarding the Love of Learning proposal. There are additional questions that need to be addressed related to long term goals, implementation, and policy compliance. It was recommended and approved by Administrative Council that the proposal be deferred until next year. Provosts and Deans will continue to support existing lifelong learning programs on the campuses.

Action Update: Enrollment Report

Dr. Gabriel raised several issues in the context of the continuing decline in enrollment, including low numbers for Fall; courses not displaying in SIS and the immediate need to target and reach out to students.

Dr. Gabriel reported point-in-time enrollment comparisons from Fall 2017 to Fall 2018 which showed a negative 10 percent for returning students who have not registered.

Because of a technical glitch, the complete list of course options to fulfill Social Science elective requirements for some degrees are not displaying properly in My Planner ("Advisement Report" or "Academic Requirements") in SIS. This appears to be affecting only the display of Social Science electives, either in under General Education electives or under Social/Behavioral Science electives, for catalog years prior to 2017-18.

Students are therefore unable to see all of the electives in their Advisement Report, and this is particularly problematic for those students who self-advise.

Messages will be sent out to all advisers explaining the problem and offering suggestions to address the issue with students. In addition, returning students who have not yet registered for Fall semester will be targeted for contact as soon as possible.

Ms. Adamson lastly reported that George Mason students applying for the ADVANCE program are currently receiving messages stating that “we cannot take you yet,” but go to NOVA and come back to Mason as an ADVANCE transfer student.”

Information Items

- **Outcomes-Based Funding FY2019**

Ms. Dimkova reported on the performance-based funding allotted from the state for fiscal year 2019 in the amount of 16 million dollars. NOVA overall is underperforming.

The performance-based model was adopted by the VCCS system several years ago. Within the yearly state allocation, 20% of the allocation is derived from this funding and the allocation is determined by accountability and student success.

Currently, three NOVA campuses are underperforming: Alexandria, Annandale and Loudoun.

With the continuing decline in enrollment, NOVA is now 17th in system performance.

Ms. Dimkova called for an outcome-based budget discussion at the next Administrative Council meeting as the college is down almost 10 percent in enrollment for Fall.

- **Adjunct Budget and Expense History**

Ms. Dimkova distributed the Adjunct budget expenditures as of June 22. College-wide, the Adjunct budget was overextended by 2 million dollars. Every campus, with the exception of Loudoun, exceeded the amounts budgeted this year. She suggested that further discussion should take place to analyze the current budget situation and think about suggestions for next year in order to remain within the budget.

- **Chancellor’s June Advisory Council of President’s Meeting (ACOP)**

Dr. Schiavelli represented President Ralls at the June ACOP meeting and reported on the following agenda items:

- **VCCS Student Success/Enrollment Management Plan:** As a condition for approving the tuition increase, the State Board requested that colleges develop plans with clearly defined goals and measurable outcomes.

- **VCCS Response to Joint Legislative Audit & Review Commission (JLARC) Recommendations:** The VCCS responded to a number of JLARC recommendations, many of which called for study groups and included developing criteria and guidelines that colleges can use to identify students who are at risk for non-completion; developing a system-wide policy to ensure that at-risk community college students receive proactive, individualized advising services at the most appropriate times; mandating attendance at orientation before enrolling in courses; and, crafting a system-wide strategic plan.

- **Information: HB 1 Student Records/Directory Information:** The System Counsel announced a new directive that prohibits access to student scholastic records and disclosure of directory information. No school shall disclose the address, phone number, or email address of a student unless the parent or adult student has consented in writing to such disclosure.

Dr. Schiavelli asked that the Provosts forward this directive to their campuses.

- **Information Feasibility of Direct Placement in VCCS:** A pilot study is being crafted to look at multiple measures, in lieu of the currently single VPT, as determining factors for appropriate student placement in first year English and Math core courses in all VCCS system colleges.

- **Meeting Classes as Shown in Class Schedule:**

Dr. Schiavelli reminded Administrative Council members that, as stated in the Faculty Handbook, classes are to be held at the time and in the room designated in the Schedule of Classes. Any change in assignment of classes to a classroom must be requested by the academic dean and approved by the Provost.

Dr. Schiavelli asked that the Provosts ensure that faculty teach their courses as presented in the class schedule, including sufficient in-seat time.

- **VCCS Leadership Academies:**

The Chancellor's Leadership Academy replaces the Faculty and Administrators Academy (FALA) and will be inclusive of high performing faculty, administrators and classified staff. The new format is comprised of one attendee from each college campus and designed for any employee who seeks to move up the ranks to a formal leadership role.

Dr. Schiavelli reported that each campus may send one name and asked that Provosts take this action by sending in one nominee they feel would benefit from this program. All faculty and staff are now rolled into one academy.

Information: CFAC Updates

Dr. Charles Errico is chair of the Chancellor's Faculty Advisory Committee (CFAC) that represents the 2,300 full-time faculty members in the VCCS. CFAC consists of one representative from each of the 23 VCCS colleges and meets with the Chancellor and his staff on a regular basis. Its goal is to engage in a respectful dialogue and to exchange ideas, a team approach, that focuses on student success and budgetary issues. Dr. Errico has chaired CFAC the past five years.

Before starting his CFAC report, Dr. Errico reviewed the signing ceremony that celebrated the transfer partnership agreement between the University of Mary Washington and NOVA that occurred the day before, June 25. He distributed the program that included presentations from Sharon Bulova, chairman of the Fairfax Board of Supervisors, student speaker Andrea Luna, Dr. Ralls, and UMW President Dr. Troy Paino. This was the fourth transfer partnership agreement that allows NOVA graduates to seamlessly transfer all of their credits as required courses and start at UMW as a first semester junior. Previously, NOVA has signed similar agreements with Radford, ODU, and Marymount.

Dr. Errico reported on three CFAC issues dealing with 1) summer pay; 2) developmental education, and 3) VCCS withdrawal policy.

He is currently writing a report for the Chancellor that reviews the summer pay policy of all VCCS colleges. There are two methods of compensating faculty in the summer. First, equivalent pay, which means that the faculty member receives the same compensation for teaching a course in the summer that she/he would receive during the academic year. Second, adjunct or overload pay, about half the amount of equivalent pay. NOVA, like most other VCCS colleges, allows for ten hours of equivalent pay and three additional hours at the overload rate. Some of the smaller colleges permit six, four, or as few as three hours of equivalent pay. Dr. Errico added that formulas are misleading because falling enrollments limit the number of available courses that faculty can teach. Some colleges give preference to less expensive adjuncts rather than full-time faculty, a practice that CFAC strongly opposes. Dr. Errico added that overloads and summer pay are not frills, but necessities, especially for junior faculty who have bills to pay in July just like they do in January.

Dr. Errico next reviewed CFAC's concern with a VCCS initiative that would revise the approach to developmental English. He said that many students need the extra tutoring that developmental English provides before entering ENG 111. Eliminating the number of developmental English classes would also put some faculty at risk who are not eligible to teach other courses under the VCCS-29.

Finally, Dr. Errico discussed CFAC's request for the VCCS to develop more consistent guidelines for the withdrawal of students between the census date and the 60% mark of the semester. Some faculty have attendance policies that can result in withdrawals, others withdraw students who have no hope of passing the course. CFAC has recommended that withdrawals should have the consent of the student with full knowledge of their obligation to repay a portion of their financial aid.

Other Business/Announcements

Dr. Ralls announced that Dr. Chad Knights has assumed the new role as Provost for Information and Engineering Technology. Dr. Paula Ford will serve for the coming year in the role as Interim Dean for Information Technology.

UPCOMING AGENDA ITEMS:

- Navigate/Campus Student Messaging/Training
- SMARTHINKING
- Library Services Report
- Tutoring Services Report

College Recorder: Norie Flowers