

Administrative Council Zoom Meeting
August 25, 2020
10:30am-12:30pm

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Robertson, Vice President Sachs, Vice President Villagran-Glover

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Mr. Dana Kauffman, Director of Government Affairs and Community Relations, Ms. Lindsay Mills, Executive Assistant and Recorder

Enrollment Update

Dr. Kress congratulated and thanked the Administrative Council for their collaborative efforts in the final push toward increasing enrollment. Dr. Gabriel provided a brief overview of the current statistics and indicated a 2% decrease may be seen by Friday, August 28, but the numbers will then stabilize after Monday, August 31. A general discussion took place regarding what may have had an impact on the final numbers including the change in payment plan policy.

Dr. Kress suggested to track the later enrollment to uncover what courses were selected and in turn, what that could mean overall. In addition, Ms. Ina Dimkova explained NOVA has collected 68.6% of fall revenue, or \$27.1 million dollars, which shows the payment plan has worked well.

Excess Credit Accumulation at Graduation, 2018-19 Grads

Dr. Gabriel explained the analysis completed on excess credit accumulation. He indicated reasons a student accumulates additional credits can be a result of a change in their program of study, transfer or health program degree requirements, challenges in academic planning, or incoming credit hours. The results seem to be indicative of a correlation between the age of student at admission and excess credit accumulation. The Administrative Council discussed various ways to help improve this statistic including advising, program placing and potential auto-grad eligibility.

SACSCOC Update – Internal Review of NOVA’s SACSCOC Compliance Certification

Dr. Gabriel outlined a brief timeline of the internal review process which has begun with the review of four sections of the Compliance Certification. The deadline to complete the first set of reviews is August 31, 2020. The next sections to be reviewed include sections 6, 9, 13 and 14

with the final five sections 5, 7, 8,10 and 12 scheduled to be reviewed beginning the week of August 31, 2020.

Dr. Sheri Robertson offered Dr. Pam Hilbert her appreciation for her involvement and input throughout the entire reviewing process.

Ruffalo Noel Levitz (RNL) Visit One Report: Recruitment and Admissions

Dr. Frances Villagran-Glover provided an update on the college's SEM planning in collaboration with Ruffalo Noel-Levitz (RNL). The first of ten enrollment planning summits occurred on August 11-12, 2020 with a focus on admissions and recruitment. Over twenty-five college representatives participated in the two-day summit. Summit members engaged in situational analysis exercises and reviewed current enrollment-related organizational structure (admissions, financial aid, marketing, outreach, advising), staffing, budgets, and job responsibilities. Gaps were also identified that are effecting enrollment growth. To address these gaps, two action items were developed; the college will create enrollment data reports focused on new student recruitment efforts along with the formation of a recruitment and college admissions office. The next enrollment planning summit is scheduled for September 15-16 with a focus on retention.

Ad Hoc Group Summary with recommendations: Hold and Service Indicators

Dr. Molly Lynch reviewed the report of the Holds and Service Indicators Ad Hoc Group Summary. This group was tasked with reviewing the many service indicators and holds. It was noted that although it appears there are a large number of service indicators and holds, many are positive service indicators which do not prevent students from doing anything. Of the negative service indicators (i.e. holds) many are not used. She stated this was the first time these service indicators have been reviewed and recommended a review happen at least every three to four years. Other recommendations included an audit of access to holds, automating the removal of DE holds based on expected high school graduation date, and creating student friendly messaging explaining the holds and how to go about removing them.

There was discussion about state guidance preventing registration when money is owed to the college. Dr. Kress and Ms. Dimkova indicated they would be reaching out to Dr. Craig Herndon, Senior Vice Chancellor for Administration, Finance and Technology at VCCS, for clarification about the requirements for library and parking fines. Dr. Kress also requested a deeper dive into potential audit control issues to identify who has access to add and remove holds and a specific action plan for the recommendations.

On Line Early College

Dr. Sheri Robertson indicated a high level of interest in the early online college program. She requested input on how to promote it as NOVA cannot market it as offering discounted tuition. Dr. Robertson will participate in an upcoming Provosts meeting to discuss strategies and

implementation of the program. In addition, the Administrative Council agreed to push the start date back to October 19, 2020 to allow for reopening of public schools. Dr. Robertson confirmed the course offerings will be different than the contract dual enrollment offerings in deference to FCPS wishes.

Discussion of the Chief Diversity Officer

Dr. Kress stated the announcement for the newly created Chief Equity, Diversity and Inclusion Officer will be coming out the week of August 31, 2020. She reiterated the search will be kept internally and the search committee will be chaired by Dr. Nicole Reaves. Positions vacated by any internal candidates will be reviewed before being budgeted. As NOVA continues in remote teaching and teleworking, the college will review other positions for potential reallocation to areas of greater need with a goal of maintaining the employment of our valued workforce.

Upcoming Meetings

September 8: Virtual, 10:30am-12:30pm
September 22: Virtual, 10:30am-12:30pm
October 6: TBD, 10:30am-12:30pm
October 20: TBD, 10:30am-12:30pm
November 10: TBD, 9:30am-11:30am
November 24: TBD, 9:30am-11:30am
December 1: TBD, 9:30am-11:30am
December 15: TBD, 9:30am-11:30am