Members Present: Vice President Baker, Dr. Connolly, Executive Vice President Dever, Associate Vice President Gabriel, Ms. Graves, Dr. Hinton, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Dr. Monica Sasscer represented Vice President Sachs, and Dr. Gordon Cook represented Dr. Hill.

Guests: Dr. Sheri Robertson, Associate Vice President for Academic Services  
Ms. Myrtho Blanchard, Director of Human Resources

Dr. Templin distributed the commentary by Marc Fisher on “The Wrong Approach to Illegal Immigration” that appeared in the February 7th Washington Post. The article positively featured the position taken by NOVA on this issue.

Curriculum Items:

Items from the November and December meetings of the Curriculum Committee were presented by Drs. Dever and Robertson.

- Title change for ACC 230 from Financial Accounting to Advanced Accounting. This revised title better defines the course subject matter required by students taking the CPA exam.

  The Administrative Council approved changing the title of ACC 230 from Financial Accounting to Advanced Accounting. The proposed title revision will now be forwarded to the VCCS Course Review Committee.

- Revisions to the Accounting Career Studies Certificate Curriculum. Several curricular changes were necessitated by increased requirements, effective July 1, 2006, for the Virginia CPA exam. The completion of ACC 211-212 Principles of Accounting I-II will now become an admission requirement for this certificate program.

  The Administrative Council approved the proposed curricular revisions to the Accounting Career Studies Certificate, to be effective Fall 2006.

- Revisions to the Respiratory Therapy AAS Curriculum to enhance student success. The PED/RPK elective and NAS 150 will be replaced with NAS 161-162 Health Science I-II. These changes raise the requirements for graduation to 72 credits.

  The Administrative Council approved the proposed curricular revisions to the Respiratory Therapy AAS degree program, to be effective Fall 2006.
• Granting advanced standing to students who can document that they have received Certified Manager (CM) certification. This certification preparation is equivalent to the materials covered in BUS 200 Principles of Management. NOVA could also begin offering CM certification preparation through Continuing Education.

The Administrative Council approved the recommendation to consider Certified Manager (CM) certification as equivalent to BUS 200 effective Spring 2006 for students who document CM certification dated January 2006 and later.

• Residency requirement for Paralegal Studies. No more than 50% of the paralegal studies credits required for the AAS degree program, approved by the American Bar Association, may be transferred from another college. Case-by-case exceptions may be made at the discretion of the assistant dean for paralegal studies. This requirement affects students entering the Paralegal Studies program in Spring 2006 or later.

The Administrative Council approved the residency requirement for the Paralegal Studies A.A.S. degree program to be effective Spring 2006.

Enrollment and planning for 2006-07
• Dr. Gabriel will distribute a final draft of the Enrollment Planning by Campus and Division: 2006-07 as soon as some final numbers for Table 10 are confirmed.

Student Success Planning:
• Dr. Tom Brown is presenting workshops on student success at each of the campuses this week.
• The title for Part II of Student Success at NOVA: Three Part Plan will be changed to “Common Campus-Based Student Stages (Emphasis on Early Engagement).”
• February 15 is the deadline for campuses to submit their plans to Dr. Templin.

Outstanding Service Awards:
• Information on the Outstanding Service Awards was distributed to the Administrative Council on behalf of the Awards Committee.
• Nominations are due March 16. Council members were encouraged to promote nominations of deserving members of the college community.
• John Ruffino, Executive Director, NVCC Educational Foundation, will discuss opportunities for special projects and awards through the foundation at a future Council meeting.

Proposed Hiring Procedures for Teaching Faculty:
Dr. Tardd presented the final recommendation of the Taskforce, based on its review of input received from the Academic Deans Council and Personnel Services Committee.

The procedures provide clear and consistent guidance to move the college forward in realizing its strategic goal of having a diverse faculty as stated under Teaching and Learning in *NOVA Strategic Vision 2015: Gateway to the American Dream*.

Ms. Blanchard noted that Human Resources fully supports these revised procedures, but will be challenged in staffing to meet the increased responsibilities. Ms. Blanchard and Vice President Baker will provide the President with a proposal on the resources needed to meet these increased demands.

The following training aids are being developed to better prepare the screening committees for the selection and hiring process:
- A customized on-line training program on preventing employment discrimination.
- An undated affirmative action video.
- Personal training on affirmative action will be available several times a year.
- Development of a comprehensive matrix template to define the position criteria. This template will be presented at a future Administrative Council meeting and will be used for training with Provosts and Academic Deans.

Ms. Blanchard and Dr. Gabriel are presently developing a reporting protocol that captures more accurately and comprehensively the diversity characteristics of the college’s faculty.

The marketing agency will review the College’s employment advertisements for effectiveness in presentation and communication. It was noted that the statement on *Recruiting a 21st Century Faculty for Northern Virginia Community College* is now a part of all the recruitment ads.

The revised procedure more clearly defines the initial leadership role of the provost in the hiring procedure.
- The provost will direct the recruiting and hiring process, working with the academic deans to ensure that the hiring process achieves its comprehensive purpose.
- The provost will be copied on all correspondence regarding the hiring process from Human Resources to the academic deans.

The academic dean will remain in continuing contact with the screening committee and will monitor each stage of the process to include the initial decision on the screening criteria and evaluation format to be used to screen all applicants.

This revised hiring procedure will continue to be reviewed, and an assessment of the outcomes of this new process will be made in October.

As the College continues to grow and a large portion of the current faculty retires, the selection of a diverse faculty that mirrors the composition of the student body is critical.

The Administrative Council recognized the excellent work of the Taskforce on Hiring Procedures for Teaching Faculty and its chair, Dr. Tony Tardd.
The Hiring Procedures for Teaching Faculty was approved as presented. It will be effective February 8.

Academic Freedom & Professional Responsibility:
- Dr. Templin discussed the reactions received to the recent article in *The Washington Post Magazine* that reported on a lecture in one of the college’s biology classes. He stated that all inquiries regarding this matter will receive a response.
- He noted that these inquiries have provided an opportunity for a collegial review of fundamental principles of the College such as the role of the faculty in the classroom, academic freedom, professional responsibility, and professional ethics.
- Key statements regarding these matters from the *Faculty Handbook* were distributed (6.1000 and 6.1100).
- Dr. Dever, in consultation with appropriate provosts and others, will coordinate consideration of these matters by faculty and academic administrators.

College Board Meeting:
- The agenda for the February 13th College Board meeting includes:
  - A Strategic Plan Special Report on Educational Excellence with a focus on Distance Learning. Dr. Dever will introduce the topic with an overview of quality assurance measures for the college’s educational programs.
  - Information on the federal earmark for Biotechnology at the Manassas provided by Dr. Hinton.
  - An update on the Reston Center by Dr. Tardd.
  - The tentative plans for the March 13-14 meeting of the State Council of Higher Education for Virginia to be held at NOVA.
    - NOVA will present a two-hour seminar focusing on student access and institutional capacity. Speakers will include representatives from the Administrative Council, the College Board, the faculty, and the student body.
    - The recent article in *Crosstalk*—“Enrollment Squeeze: Virginia’s Community Colleges Cope with Increasing Demand and a Changing World”—*cover* many of the talking points for this event.
  - A differential tuition proposal to increase tuition by an additional $3 per credit hour (for a total of $6 per credit hour differential rate above other VCCS colleges.) An appropriate percentage of the tuition differential will continue to be used for financial aid.
  - A proposed increase in parking fees.
  - An overview of facilities planning and implementation.

Expanded Hours of Service:
- This topic will be discussed at a future meeting.

Tracking & Upcoming Items
- Student Services Reorganization & Resource Recommendations – March 14
The next meeting of the Administrative Council will be held on Thursday, February 23, 2006 from 9:00–11:00 a.m., in the Large Board Room.