Administrative Council Meeting  
April 4, 2006

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

Dr. Monica Sasscer represented Vice President Sachs.

Guest: Dr. Sharon Robertson, Associate Vice President for Academic Services

The Administrative Council took action on the following recommendations of the Curriculum Committee:

- Approved the new course ENG 1xx Introduction to Literature. This course was developed at the request of the VCCS Educational Programs Committee to prepare students for transfer to senior institutions that require a semester of introductory literature rather than two semesters of freshman composition. This proposed course will be forwarded to the VCCS Course Review Committee.

- Approved the use of ASL 101-102 American Sign Language I-II and ASL 201-202 American Sign Language III-IV to meet foreign language requirements. ASL focuses on language acquisition and culture of the Deaf Community and is separate from Interpreting, which is skill-based. The foreign language faculty support this proposal.

- Approved the recommended revisions to the list of approved general education electives to include additions to the Humanities/Fine Arts electives, the Social/Behavior Sciences electives, and the Natural Sciences/Mathematics electives. Also included in this recommendation was the removal of NAS 161-162 Health Sciences I-II, from the Natural Sciences/Mathematics electives. The removal of these courses is based on their limited transferability due to their focus on allied health applications. In programs where these courses are required (e.g., Nursing) or if a student chooses to take them, they will continue to be regarded as satisfying the general education requirement for natural sciences/mathematics.

- Approved advanced standing for students who can document satisfactory scores on Cambridge, Abitur, and SAT II exams, to be effective Spring 2006. It was noted that NOVA students are beginning to present these credentials and that these specific credentials are accepted by George Mason University. Test scores must be reported directly to NOVA as opposed to being accepted if shown on other institutions’ transcripts.

- Approved adding HLT 141 Medical Terminology as an admission requirement for the Physical Therapist Assistant Program, to be effective for students entering Fall 2006. This new admission requirement will increase the total number of credits required to graduate with the PTA degree to 71 and is expected to increase persistence in the program.
• Approved the Radiography Action Plan for implementation. This action plan includes conducting a survey of other VCCS healthcare programs to assess the prevalence and success of lab fees.

• Dr. Robertson advised the council of two major curriculum changes initiated by the VCCS to the Emergency Medical Services Technology (EMT) and Fire Science Administration (FIR) programs. Both programs will be renamed, as will the disciplines, effective Fall 2006. The EMT program will become Emergency Medical Services (EMS). The Fire Science Administration program will become Fire Science Technology (FST).

Fall Enrollment Management & Student Success Plans:
• Assessment & Communication Plan for Early Registration & Advising
  o Dr. Gabriel reported on the communication plan for Fall 2006 priority registration. Included in this plan are various types of publicity as well as emails targeted to specific audiences (e.g., students, faculty, division deans, and staff). Dr. Gabriel also recommended including information on early registration in staff meeting agendas and minutes as another way to engage faculty and staff in this process.
  o Registration data will be tracked for any patterns based on student characteristics from the first day of priority registration to the first day of regular registration. These data will be analyzed and the findings presented to the Administrative Council.
  o A random sample of students who registered during priority registration will be surveyed to assess their level of satisfaction with this service. Similarly, students who were eligible for priority registration but did not use this option will be surveyed as to their reasons for not doing so.
  o Dr. Gabriel will look into the possibility of assessing a correlation between participating in advising week and utilizing priority registration.
  o Vice President Baker stated that students using priority registration and participating in FACTS will have the option of a longer repayment period.

• Allocation of Student Services Specialists
  o A Student Services Centers staffing model was proposed by Dr. Dever, Dr. Gabriel, and Acting Associate Vice President Miller for the allocation of the ten student services specialists approved earlier by the Administrative Council. One position was allotted to the Central Records Office to manage a comprehensive range of student communications, and nine were allocated to the campuses.
  o Using the premise that any allocation of student services resources should be based on the number of students served, the model utilized the Fall 2005 duplicated headcount. Based on each campus’s percentage of the duplicated headcount, the comparable percentage distribution of the existing number of counselors and student service specialists for each campus was determined. This number was then compared with the present staffing level at each campus.
Based on an analysis of these data, the Administrative Council approved the recommendation of the workgroup that one student services specialist position would be allotted to each campus, and that one each of the remaining three positions would be allotted to the Annandale, Loudoun, and Woodbridge campuses.

It was noted that using the duplicated headcount as the basis of this calculation does not take into consideration the numerous people visiting the campus just for information.

There was also concern that an appropriate balance remain between counseling services and the services provided by the front-line staff.

A follow-up report will be provided on the training/professional program being implemented for student services personnel. The focus has been on both customer service and specific subject matter areas.

Dr. Gabriel will begin developing a process to evaluate how the student services reorganization is affecting student success by meeting the needs of the students.

Campus Beautification Planning:
- Dr. Templin recommended a three-part approach to campus beautification planning:
  - Immediate campus-level projects focusing on using available year-end funding for campus beautification.
  - More systematic and long-term planning for upgrading campus appearance and landscaping using professional services.
  - Revising campus master plans as needed.
- Vice President Baker will provide the provosts with information regarding services available for procurement to assist in this process.

Institutional Memberships:
- It was the decision of the Administrative Council to defer approval, pending additional information, on the institutional memberships for the National Institute for Staff and Organizational Development (NISOD) and the Commission on Massage Therapy Accreditation (COMTA). All other memberships proposed for 2006-2007 were approved.
- A procedural guide for processing memberships has been developed by the Office of the Executive Vice President. It will be the responsibility of this office to oversee this process.
- A listing of institutional memberships will be posted on the website of the Executive Vice President.

Fairfax County Initiative:
- Dr. Templin is presently serving on the Fairfax County Initiative Taskforce along with the Chairman and Vice Chair of the Fairfax County Board of Supervisors, the Fairfax County Executive, the Superintendent of Fairfax County Schools, and representatives of the Fairfax County School Board and the NVCC College Board.
- Dr. Templin, Dr. Jack Dale, Superintendent of Fairfax County Schools, and Mr. Anthony Griffin, Fairfax County Executive, have been tasked with identifying areas conducive to joint efforts between NOVA and Fairfax County.
Three possible areas in which the county will need to procure workers and for which NOVA could provide training are:
  o Nurses
  o Police Officers
  o Automotive Technicians
• Dr. Templin discussed the need to integrate such separate programs as the Pathway to the Baccalaureate, Dual Enrollment, Career Coaches, and this new proposal into one comprehensive and sustainable program.
• Dr. Templin noted that the work of this taskforce could be a model for other regions.

Tracking & Upcoming Items
• Follow up on recommendations from the marketing and student recruiting preliminary report and designate responsibility for various tasks—April 11.
• CEWD/Provosts meeting to discuss the strategy for closing out this year and setting goals for next year—April 12, 9-11:30 am
• Assessment results, indicators of effectiveness & annual planning will include an evaluation of last years efforts and initial planning for the coming year—May 2
• Report from Ad Hoc Committee on Flu Pandemic Response – June 6

The next Administrative Council meeting will be on Tuesday, April 11, at 9:30 a.m. in the Large Board Room.