Members Present: Vice President Baker, Executive Vice President Dever, Mr. Brian Foley, Associate Vice President Gabriel, Ms. Graves, Dr. Hill, Vice President Sachs, Dr. Saperstone, and President Templin.

Dr. Ron Buchanan represented Dr. Hinton.
Ms. Joyce Samuels represented Dr. Tardd.

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

Curriculum Committee Items:

Drs. Dever and Robertson presented items from the Curriculum Committee.

- Approval of new ARA 103-104 and ARA 111-112 courses. Dr. Robertson noted that student demand for Arabic courses is increasing and that ARA 111-112 is well suited to provide extra experience in speaking Arabic for non-heritage speakers, and ARA103-104 emphasizes travel preparation. The course content of both courses parallels the comparable course content sequence in other foreign languages.

  **The Administrative Council approved the new course sequences ARA 103-104 Basic Spoken Arabic I-II and ARA 111-112 Conversation in Arabic.** The proposed courses will be forwarded to the VCCS Course Review Committee.

- Approve new Leadership Development Career Studies Certificate. This career studies certificate is designed to provide front-line team leadership skills to students who aspire, or who have recently been promoted, to supervisory management positions in the information technology field, and with government, retail and service organizations. It was noted that data support the need for such a program and that this program might be marketed to local employers through Continuing Education/Workforce Development.

  **The Administrative Council approved the new Leadership Development Career Studies Certificate program, to be effective Fall 2006, at all campuses except Medical Education.** The proposal will be forwarded to the College Board.

- Approve discontinuance of the Information Processing Certificate, the Career Studies Certificate, and the Word Processing Career Studies Certificate at the Annandale campus only. This recommendation is based on the lack of enrollment in these programs. These programs will still be offered at the Alexandria and Woodbridge campuses.

  **The Administrative Council approved the discontinuance of the Information Processing Certificate, Information Processing Career Studies Certificate, and**
Word Processing Career Studies Certificate at the Annandale Campus only, to be effective Fall 2006.

- Approve the Recreation and Parks Program Review Action Plan. Dr. Robertson noted the comprehensive review and the substantive action plan containing thirty-nine recommendations and eighteen suggestions provided by the committee. Among these recommendations were the discontinuance of the A.A.S. degree program in Recreation and Parks; the development of a transfer program as a specialization under General Studies for Recreation, Parks, and Leisure studies; and the initiation of three career certificates (Athletic Leadership, Recreation Programming and Administration, and Outdoor Recreation and Adventure Programming). Drs. Dever and Robertson requested that the Administrative Council’s action be considered an endorsement of those recommendations and suggestions that are academic in nature, with the understanding that others that involve financial commitments and personnel considerations will require additional review. A listing of the specific recommendations and suggestions to be considered for approval was provided to the council members.

The Administrative Council approved for implementation the Recreation and Parks program review as presented.

- Approve the Fine Arts Program Review Action Plan. The action plan recommends several actions designed to increase enrollment, program placement, and transfer.

The Administrative Council approved for implementation the Fine Arts program review.

- Approve new Medical Transcription Career Studies Certificate. This certificate is related to the Clinical Data Coding Career Studies Certificate, but it differs in terms of curriculum and of the positions for which graduates will be prepared. The proposed program will be a rung on the career ladder progressing to Registered Health Information Technology (RHIT) certification. All required courses already exist in the VCCS Master Course File, and course content summaries have been developed.

The Administrative Council approved the proposed Medical Transcription Career Studies Certificate program to be offered at the Medical Education Campus. The proposal will be forwarded to the College Board for final approval, to be effective Fall 2006.

- Approve request to require that nursing students demonstrate computer competency prior to entering the Nursing Program. Students entering the Nursing Program after Fall 2006 will be required to demonstrate computer competency either by passing the College computer competency assessment or by passing one of the approved
computer competency courses. This requirement is intended to improve student success and retention.

The Administrative Council approved the proposed computer competency requirement, to be effective Fall 2006, for students entering the Nursing program in all future semesters.

- Approve revisions to the Respiratory Therapy A.A.S. Program. The requested revisions are necessitated by accreditation requirements of the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (CoARC). The required revisions include changes to the admission requirements that will affect the first semester of the curriculum. This makes it possible to appropriately sequence the RTH courses while limiting the entire curriculum to five semesters. The total number of credits will be 72, the maximum allowed for allied health programs. Dr. Saperstone expressed concern that reducing the PED requirement from 2 credits to 1 credit could be viewed a precedent. Dr. Dever indicated that any proposed exceptions would be considered on a case-by-case basis, with strong justification required, such as in this instance where the 72-credit maximum was reached.

The Administrative Council approved, with one abstention, the proposed revisions to the Respiratory Therapy A.A.S. degree program, to be effective Fall 2007.

- Approve the discontinuance of the Surgical Technology Certificate Program. The request for the discontinuance of the Surgical Technology Certificate Program was based on problems related to adequate clinical space, lack of preceptors, and requirements from agencies to have clinical instructors at the sites. The PriceWaterhouseCoopers report “The Health Care Workforce Shortage,” presented as part of the NovaHealthFORCE Alliance Action Plan for 2005-2009, lists Surgical Technologists near the bottom of its list of healthcare occupations in which there is current demand, and Surgical Technicians are listed last with no current shortage. The nursing courses specifically relating to the Surgical Technology Certificate Program will be removed from the Catalog.

The Administrative Council approved the discontinuance of the Surgical Technology Certificate Program, to be effective Fall 2006. The proposal will be forwarded to the College Board.

2006-07 Faculty & Staff Salary Plan:

- Dr. Templin stated that the minimum salary increase for each group within the college would be funded at the rate approved by the General Assembly and the State Board for Community Colleges (4% average for classified staff and 6.19% average for teaching faculty and for professional and administrative faculty).
Any additional increases beyond these amounts would be based on competitiveness. Competitiveness for classified staff would be benchmarked to the region, whereas competitiveness for the teaching faculty and the administrative and professional faculty would be benchmarked to the region and to appropriate national peer groups. Additional data is expected from the Segal Company to assist in defining and benchmarking certain positions. Once this information is provided, the salary plan can be finalized. Approval of the plan by the VCCS is required.

For comparison purposes, salaries below 95% of the market average are considered uncompetitive, and those below 90% are considered significantly uncompetitive.

A new salary study for classified employees will be initiated in 2007, and the present faculty salary study will be expanded to provide better comparison data.

The council endorsed several options for faculty promotions that will be submitted to the VCCS. Dr. Templin stated that the focus on faculty promotions is to provide appropriate incentives for professional development and career advancement within the institution.

FY 2007 Annual Budget:

A special meeting of the Administrative Council to finalize the FY 2007 budget has been scheduled for Wednesday, July 19, at 3:00 p.m. in the Large Board Room.

Enrollment Management & Student Success: Discussion Deferred.

- Academic Advising
- Achieving the Dream project
- Program Retention
- Customer Service
- Student Activities
- Financial Aid
- Marketing & Communications

New & Restructured Program Development: Discussion Deferred.

The next meeting of the Administrative Council will be on Tuesday, August 1, at 9:30 a.m. in the Provost Conference Room on the Annandale campus.

Tracking & Upcoming Items

- Faculty Handbook Changes – August 1
- Annandale Campus Master Plan, Campus Beautification, Phase VI – August 1
- Chancellor’s Annual Planning Retreat – August 10-11
- 2007 GA Session Request for Capital Outlay – August 31
- Evaluation of fall registration and advising process – September 12
- Loudoun Campus Phase III & Higher Ed Center – September 19
- Manassas Campus Phase III & Master Plan – October 17