Administrative Council Meeting  
January 9, 2007

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Associate Vice President Gabriel, Vice President Sachs, and Dr. Saperstone.

Dr. Hinton participated by phone. Ms. Virginia Graves represented Dr. Guevarra, Ms. Joyce Samuels represented Dr. Tardd, and Mr. David Karstens represented Dr. Hill.

Curriculum Committee Recommendations:

- Dr. Dever presented the following Curriculum Committee recommendations for consideration:
  - Restructuring of the RPK Prefix Course Offerings. In support of the new curricula that was approved by the NVCC College Board and to update the Recreation and Parks (RPK) offerings, a comprehensive review of all RPK courses in the VCCS Master Course File was completed. Based on this review, a new set of RPK courses was developed. Members commended the thoroughness of this complex review and proposal.

The Administration Council approved the new set of RPK courses to be effective Summer 2007. The proposal will be forwarded to the VCCS Course Review Committee for final approval.

- Restructuring of the IST A.A.S. Curriculum. A major restructuring of the Associate of Applied Science (A.A.S.) degree in Information Systems Technology (IST) and the related career studies certificates has been proposed. The curriculum features a common first year of course work with a heavy emphasis on IT courses and a second year of IT electives, all of which must be chosen from one of various career studies certificates. This new structure will provide a more efficient process for adding, eliminating, or updating programs to reflect industry changes. This proposal is based on the need to provide maximum opportunities for students to update their skills in IT or to satisfy an IT requirement in a present or future position. Dr. Dever noted that this proposal does not affect the A.S. in Information Technology (IT). Members commended the thoroughness of the review and the clarity and flexibility that the proposal brings to the IST program.

The Administrative Council approved the restructuring of the Information Systems Technology A.A.S. curriculum, including the revised set of career studies certificates, to be effective Fall 2007. The recommendation will be forwarded to the NVCC Board for final approval.

- Healthcare Administration Specialization. The Health Information Technology (HIT) and Business clusters recommend that a new
Healthcare Administration specialization of the Business Management A.A.S. degree program be established. The curriculum includes training in the principles of business operations, management, and healthcare administration. The Navy has indicated particular interest in the value of this program. The majority of these classes will be offered through ELI. With the exception of one new capstone course, all courses for the proposed degree are used either in the Business Management parent degree or in the Health Information Technology degree.

The Administrative Council approved the proposed new Healthcare Administration specialization of the Business Management A.A.S. degree program, to be effective Fall 2007. The proposal will be forwarded to the NVCC Board for final approval.

The Administrative Council also approved the proposed new Survey of Healthcare Administration course, to be effective Fall 2007. This course will be forwarded to the VCCS for final approval.

- The reactivation of the ITA 103-104 Basic Spoken Italian I-II. This sequence includes both language and cultural content and can be used to meet general and humanities elective requirements.

The Administrative Council approved the reactivation of ITA 103-104 Basic Spoken Italian I-II, effective Summer 2007. The proposal will be forwarded to the VCCS Course Review Committee for final approval.

- New NVCC General Education Goals and Removal of Core Computer Competency Graduation Requirement. Dr. Dever discussed the revised general education goals and competencies for the VCCS that were recently approved by the State Board for Community Colleges. An ad hoc committee of the Curriculum Committee, charged with revising NOVA’s general education goals to be consistent with these changes, submitted four recommendations, which were approved by the full Curriculum Committee.
  1. Effective immediately, revise the Catalog and the Curriculum Procedures Manual to include a revised goals statement and a listing of NOVA’s general education goals:
     - Communication
     - Critical Thinking
     - Cultural and Social Understanding
     - Information Literacy
     - Personal Development
     - Quantitative Reasoning
     - Scientific Reasoning
It was noted that since the VCCS goals incorporate all of the SCHEV core competencies, using the same goals at NOVA will improve consistency and reduce confusion.

**The Administration Council approved this recommendation.**

2. Post the full text of the VCCS General Education Goal Areas and related Student Outcomes to the NOVA website with the full text linked to the *Curriculum Procedures Manual.*

**The Administration Council approved this recommendation.**

3. Effective Fall 2007, remove the core computer competency graduation requirement for future students and make this action retroactive for students who apply for graduation using 2000-01 through 2006-07 catalogs Dr. Dever advised that SACS and the VCCS no longer require demonstration of computer competency for graduation. It was noted that the ability to use the computer for most of the competency areas has become a basic skill needed for success in college. The work group further advised that if the present computer competency requirement is retained, the present Skillcheck program would need to be replaced.

**The Administration Council approved this recommendation.**

4. Establish a multidisciplinary task force to develop basic computer skills assessment guidelines. This task force would be charged with considering whether or not the college should initiate the use of some basic computer skills assessment for all new students instead of assessing these skills within the program courses. Council members approved this recommendation in concept and specifically asked that the taskforce present its recommendation by Fall 2007 for implementation by Fall 2008.

**The Administrative Council approved this recommendation with the added provision that the report be ready for review by Fall 2007.**

Enrollment Management & Student Success:

- **Spring Enrollment Update**
  - Dr. Gabriel distributed the Daily Enrollment Report for January 9, 2007. He advised that technical problems prevented the completion of the scheduled enrollment cancellation and that more accurate numbers should be available once this process has been completed.
  - Dr. Gabriel stated that the enrollment data for Spring 2007 will be reviewed after the census date to evaluate the impact of starting classes a week later than past practice.
  - Vice President Baker stated that should enrollment cancellation continue to be problematic, alternative business practices will need to be considered.

  - The NovaConnect Operations Group will consider the mismatch between the business office hours of operation and the 5:00 p.m. deadline for payment.
Concern was expressed about the volume of students being seen by the Student Services Centers and the resulting stress on Student Services staff. During the spring, Dr. Dever and Dr. Harper will conduct a review of this in association with a general assessment of the effectiveness of the Student Services Centers. They will provide a report to the Administrative Council.

- Enrollment Planning for Fall: Template for Assessing Campus Schedule Capacity
  - Dr. Gabriel distributed a draft report on *Enrollment Planning by Campus and Division: 2007-08*. Dr. Gabriel stated that revisions should be forwarded to him as soon as possible so that a final document can be produced.
  - Dr. Dever provided a sample template for determining the number of course credits (non-ELI) to be offered to achieve a specified FTES target. He advised that the data needed for completing the variables in this template are available from the Student Enrollment Management Report (SEMR).

- Strategies for Fall & Spring 8-Week, Late-Starting, & Special Sessions
  - Dr. Dever acknowledged the efforts of the work group charged with recommending strategies for the eight week sessions, late starting sessions, and special sessions. He provided council members with a comprehensive report of the meeting as well as a summary of what he saw as key points:
    - The number of 8-week session classes has been significantly increasing.
    - Strategies for these special sessions should be driven as much by responsibility (academic integrity, student success, pedagogical soundness) as by responsiveness (flexibility in meeting student needs).
    - All campuses should have specific strategies for late starting classes. Second 8-week classes can be a part of this strategy, but students must be prepared to do the required work in a compressed time.
    - The college should probably avoid marketing the second 8-week session as *primarily* an opportunity to get a full range of introductory courses.
    - Marketing for specific offerings is often best initiated at the divisional and campus level where target audiences have been specifically identified.
    - The best use of short session and special session classes is often for motivated adult learners who may be considering a technical or proprietary school over NOVA.

Cross-Campus Day:

- Ms. Hurst stated that information on Cross Campus Day has been distributed. At the request of the council, she will resend this information.

January 29 College Board Meeting:

- This meeting will be a combination board meeting and work session. The work session will focus on capital outlay. The regular board meeting will begin at 4:00 p.m. Two agenda items were reviewed.
  - Tuition Differential. Vice President Baker discussed NOVA’s proposal for a $3.00 tuition differential for 2007-2008. She noted that the tuition differential approved in March 2006 was $2.50 in compliance with the 10% limit on increasing NOVA’s total tuition rate as allowed by the State Board. The proposal
notes that the past tuition differential increases (NOVA’s tuition is now $5.50 higher than the based VCCS tuition) have had no noticeable impact on enrollment and that 15% of the proceeds are invested in student financial aid. Even with this increase, NOVA’s tuition rates are still considerably lower than those for other community colleges in the Washington metropolitan area.

- Student Fees. Dr. Dever discussed the present student activities fee of $0.83 per credit hour and the distribution of these funds to the campuses and to the college’s I.D. card central account. A proposal to increase this fee by an additional $0.27 to $1.10 per credit hour is under active consideration. This increased funding would be used to support the college-wide student activities initiatives being developed for 2007-2008 that include a college-wide student newspaper, college-wide athletic programs, student ambassador programs, student leadership training, college-wide events/coordination, and the possible creation of college-wide student activities coordinator position. Dr. Dever will collaborate with the Deans Working Group and the Student Activities Leadership Team in their development of a plan for enhancing student activities.

The next Administrative Council meeting will be on Wednesday, January 24, at 9:30 a.m. in the Large Board Room.

**Tracking & Upcoming Items:**
- Flu Pandemic Plans – January 24
- Faculty Hiring Procedures – Operational Readiness – January 24
- Internationalization Task Force Report – January 30
- CEWD Quarterly Report Follow-Up – February 6
- Policy on Reimbursing Travel Expenses for A&P Faculty Candidates
- Faculty & Staff Salary Study
- NVCC Educational Foundation Capital Campaign