Administrative Council Meeting
June 12, 2007

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Associate Vice President Gabriel, Vice President Gary, Dr. Guverra, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and Ms. Wilhelmi.

Dr. Athos Brewer, ACE Fellow, also attended.

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

Dr. Dever convened the meeting in the absence of President Templin.

Curriculum Committee Recommendations:

- Degree Requirements
  - At its meeting on May 8, the Administrative Council deferred a decision on a proposed amendment to the Curriculum Committee recommendation that NOVA retain its present course distribution requirements. This amendment stated that programs with specialized accreditation may formally submit a request to the Curriculum Committee for an exemption from the NOVA course distribution requirements, providing justification. Compliance with VCCS and SACS requirements for general education must be maintained.
    - Mr. Foley noted the lack of flexibility in the present general education requirements, which sometimes create difficulties for programs with specialized accreditations, such as those at the Medical Education Campus. He also stated that the recent retention study completed at the MEC showed the need for more preparation and prerequisites for students entering the Nursing and Allied Health programs.
    - As present practice allows exceptions to be recommended by the Curriculum Committee on a case-by-case basis, the need to have this specifically stated in the committee’s Procedures Manual was questioned.
    - It was suggested that some general education competency requirements might be integrated into existing programs.
    - The proposed amendment was not approved. Dr. Dever noted that this decision does not prevent requests for exemption from coming forward to the Curriculum Committee.
  - At the same meeting on May 8, the Administrative Council agreed to defer a decision, pending further review and discussion, on the Curriculum Committee’s recommendation to retain NOVA’s current course distribution requirements.
    - Following an extensive discussion of this matter, the Administrative Council decided not to affirm this recommendation to retain NOVA’s current course distribution requirements.
    - As a result of this vote, the current distribution requirements will remain the same for the present time.
    - The Administrative Council voted in favor of forming a taskforce in conjunction with the Curriculum Committee to review this matter further. Dr. Dever will develop a charge for this review, incorporating the points discussed by the council.
Dr. Robertson presented the following Curriculum Committee recommendations:

- Approve the proposed Theatre career studies certificate for implementation.
  - The Speech and Drama faculty recommended a new Theatre career studies certificate be implemented at all five comprehensive campuses as soon as possible.
  - The new program is designed to provide a foundation in technical, performance, and management areas of theatre, with electives to allow students to specialize in one of these areas.
  - The courses are readily transferable, and most may be applied to the Liberal Arts A.A. degree program as well as the General Studies A.S. program.

The Administrative Council approved the proposed Theatre career studies certificate for implementation at the Alexandria, Annandale, Loudoun, Manassas, and Woodbridge campuses, effective with NVCC Board approval.

- Approve the Diesel Mechanics Technology career studies certificate program for implementation at the Manassas Campus.
  - The Manassas Campus previously received approval to explore this occupational field and design a curriculum. In December 2006, the Administrative Council approved an Automotive/Diesel faculty position to support this program.
  - As the college does not currently offer Diesel Mechanics (DSL) courses, the new course prefix and the new courses will need to be added to the print, online, and PeopleSoft catalogs.
  - It was noted that there are no other local sources providing diesel mechanics and that, in addition to this program, a new Alternative Fuels program is expected to be offered at the Alexandria Campus.

The Administrative Council approved the Diesel Mechanics Technology career studies certificate for implementation at the Manassas Campus, effective with NVCC Board approval.

  - Markets for Hindi courses include heritage learners, area businesses, and government agencies such as the Defense Department. NOVA is also forging bonds with India in its efforts to internationalize the curriculum.

The Administrative Council approved the creation of a new discipline, Hindi, using a prefix of HIN. The proposed new course sequences, HIN 101-102 Beginning Hindi and HIN 201-202 Intermediate Hindi, were also approved. These proposals will be forwarded to the VCCC Course Review Committee.

- Move some TRV Courses into the HRI Prefix.
  - Courses in meeting, event, and exhibition planning that are more
closely aligned with the hospitality industry than with the travel industry would be moved from the Travel (TRV) prefix to the Hospitality Management (HRI) prefix.
  - It is anticipated that repositioning the courses will improve the marketing of the courses.

The Administrative Council approved changing the prefix for the meeting, event, and exhibition planning courses from TRV to HRI, to be effective Summer 2008. This proposal will be forwarded to the VCCS Course Review Committee.

- Change the name of Health Information Technology to Health Information Management.
  - The Health Information Technology (HIT) course prefix will be changed to Health Information Management (HIM), and all courses currently in the HIT prefix will be placed under the new HIM prefix.
  - It was also requested that the title of the A.A.S. program be changed from Health Information Technology (HIT) to Health Information Management (HIM).
  - This change was recommended by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and approved by the Health Information Technology (HIT) advisory board.

The Administrative Council approved changing the name of the Health Information Technology A.A.S. degree program to Health Information Management. A parallel change in the name of the core discipline was also approved. The VCCS will be requested to make both changes effective for Fall 2008.

- Replace HIT 110 with HLT 220 in the Massage Therapy Curriculum
  - As HIT 110 Introduction to Human Pathology is more medically oriented than is necessary for massage therapy students, it was recommended that HLT 220 Concepts of Disease, which can be specifically adapted to massage therapy, would be a more appropriate pathology course.
  - For the past two years, HLT 220 has been used for the Massage Therapy programs at both the Woodbridge Campus and the Medical Education Campus.

The Administrative Council approved replacing HIT 110 Introduction to Human Pathology with HLT 220 Concepts of Disease in the Massage Therapy career studies certificate, effective Fall 2008.

- Credit for Firefighters
  - The Advanced Standing Committee supported a proposal by the Fire Science Technology faculty to grant advanced standing credit for four Virginia Department of Fire Programs certifications.
  - Each of the four courses recommended for advanced standing has been evaluated by the American Council on Education (ACE) and has received a credit recommendation consistent with this proposal.
The Administrative Council approved the granting of equivalent credit for firefighters as recommended by the Advanced Standing Committee and the Fire Science Technology faculty, to be effective immediately.

Enrollment Management & Student Success:
- Summer Enrollment
  - Although the Daily Enrollment Report for Summer 2007 as of June 11, 2007 shows an increase in FTES of 6.5% over the comparable date for Summer 2006, Dr. Gabriel stated that enrollment cancellation has been suspended pending the completion of student award adjustments by the College Financial Aid Office. As soon as the enrollment cancellation process is reactivated, more accurate data should be available.
  - Dr. Gabriel emphasized the importance of tracking both the enrollment in specific second six-week classes and the capacity needed to reach projected targets.
  - Visiting students are the focus for marketing the second six-week session.
- Fall registration
  - Due to the change in the registration schedule, comparable data for Fall 2006 are not available to provide an accurate daily enrollment report for Fall 2007. Data collected this year will provide the baseline for analyzing Fall 2008 numbers.

Northern Virginia Regional Commission Follow up: Discussion deferred.

Follow-up on College Board Topic on Mental Illness & Campus Security
- Ad Hoc Committee on Issues of Student Conduct & Mental Health
  - As part of NOVA’s response to the tragedy at Virginia Tech and its overall safety and emergency preparedness planning, Dr. Dever reported on the proposed establishment of a college Task Force on Policies, Procedures, and Resources for Responding to Students Having Mental Health Needs or Exhibiting Questionable Behavior. Dr. Hinton will chair this taskforce.
  - It is critical that faculty and staff have clear guidance and designated resources for dealing with issues of student behavior for which signs point to potential harm to self or others. Students with issues of mental health should have a clearly designated point for campus contact.
  - Dr. Dever distributed a draft charge and a proposed membership for consideration by the Administrative Council. He noted that the task force will review current policies, procedures, practices, and resources; assessing their adequacy; identifying any gaps; and recommending any needed improvements.
  - The task force is asked to provide a preliminary report that, within current college policies and operations, provides guidance to college faculty and staff for the start of the Fall 2007 semester. A final report is expected by December 15, 2007.
Innovation Fund Proposal: Multicultural Business Center (MBC):

- Vice President Gary stated that the proposed Multicultural Business Center will greatly expand NOVA’s outreach and service to the fastest growing segment of the local business community: small, women, and minority owned firms.
- The goals of the MBC include the following:
  - Provide assistance, consulting services, and training to the local business community: small, women and minority owned firms (SWaMs) so that they can obtain a larger share of state purchases and take advantage of the strong local economy.
  - Provide a vehicle whereby the local business community can actively participate in NOVA’s workforce development process.
  - Provide NOVA with a means to effectively interact with the local business community, thereby having its workforce training programs respond to current market needs.
- The Administrative Council endorsed this proposal but requested that three areas be further addressed:
  - Center title. Concern was expressed that the present term should be more inclusive to reflect the comprehensive “small business” targeted audience.
  - College-wide scope. The proposal calls for Phase I to emanate from the Arlington Center and/or the Workforce Development Center with the intent of expanding it throughout the college in Phase II. It was suggested that should revenue-generating opportunities in other campus service areas become apparent during Phase I, these opportunities would be seized if possible.
  - Proof of self-sufficiency. The start-up funding is being requested from the Innovation Fund. More information was requested as to revenue sources expected to fill the gap between the initial capital and the projected revenues from Phase I.
- Dr. Hill expressed interest in the participation by the Woodbridge campus in Phase I as a means to support efforts to engage the Hispanic community and other small business groups as part of the BRAC initiative.

Web Redesign Selection:

- Dr. Gabriel presented the recommended new home page design for consideration by the Administrative Council. It was one of four designs presented by Ripple Effects Interactive and was chosen based on feedback from the web advisory and implementation committees as well as five student groups.
- Further modifications to the design and colors will continue to be made with expert consultation.
- The NOVA site map was also provided.
- Dr. Gabriel noted that a content management system had been procured that is expected to provide more flexibility and control for monitoring the web site as well as providing a means for more efficient and accurate updating of information.
- Dr. Sachs stated that an alternative page would be available immediately in case of an emergency.
- The new web site is expected to come online during the Fall 2007 semester.
- The Administrative Council endorsed the new design.
Federal Career Day Follow-up:
- Vice President Gary reported that follow-up continues with twelve of the agencies that attended the Federal Career Day. He noted that this follow-up is not only about recruitment, but is part of a long-term effort to enhance relationships and position NOVA as provider of choice for training in its service area.
- He noted that particular interest has been shown in training in the fields of critical languages, project management, and technical writing.
- Council members also discussed the need for a comprehensive organization for job placement at NOVA.

Assistant Provost Position:
- Dr. Saperstone reported that the position title has been changed from Assistant Provost to Campus Dean of Operations. The position description remains the same.

Dr. Dever noted that Dr. Brewer has completed his time at NOVA as an ACE Fellow. Dr. Brewer thanked the council members for their support and assistance during his time at the college.

The next meeting of the Administrative Council will be Tuesday, June 19, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
- 2007-08 Budget & Salary Planning (June 19)
- 2007-08 College, Campus & Administrative Goals (June 26)
- International Travel Processes & Procedures (June 26)
- Follow up on Commencement (June 26)
- Student Deletions Due to Non-Attendance (July 17)
- Telecommuting Policy Recommendation (July 17)