Northern Virginia Community College  
Administrative Council  
October 30, 2007

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Acting Vice President Gabriel, Dr. Gueverra, Dr. Hill, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and Ms. Wilhelmi.

Dr. Buchanan represented Dr. Hinton.

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

Guests: Dr. Robert Younes, Medical Director of MEC Medical Mall  
Mr. Roger Tancreti, Safety & Distribution Services Manager, Facilities Planning and Support Services

MRSA Update:

- Mr. Foley presented the MRSA Taskforce recommendations for protecting the college community from MRSA and other infectious diseases. Establishing protocols for responding to this situation provides an opportunity to prepare for other possible health threats.
- Mr. Tancreti is presently assessing high risk areas on each campus. He advised that all the college gyms, considered to be the highest risk areas, have been supplied with sanitizing materials. Mr. Tancreti will confer with each provost to identify campus-specific areas of special concern.
- Dr. Saperstone will coordinate with the PED cluster to ensure that adequate measures are being taken in the athletic facilities to protect students from exposure.
- Vice President Baker will oversee a review of the current janitorial contract to determine whether it provides an adequate level of cleaning/disinfecting for high risk areas. She will also review the availability of funding to cover an enhanced janitorial contract.
- Signage needs to be prominently displayed in high risk areas such as gyms, dance studios, computer labs, to remind users of the importance of hand washing and cleaning multi-user items.
- Dr. Gabriel will oversee the development of a communication plan to ensure that clear messages go out to the college community explaining what the college is doing to address MRSA, as well as the criticality of individual responsibility in this effort.
- A progress report will be presented at the Administrative Council meeting on November 6.

Enrollment Management and Student Success:

- Enrollment
Dr. Gabriel distributed the Daily Enrollment Report for Fall 2007 as of October 30, 2007. The data continue to indicate an increase in FTES of approximately 10% over the comparable date for Fall 2006.

Achieving the Dream

Dr. Tardd reported that the participants have been chosen for the focus group training sessions scheduled to occur later in the week.

Strategic Plan Update:

- Council members discussed the summary notes for the remaining three goal areas—access, needed programs and services, and emergency planning—that were considered at the recent strategic plan work session. Drs. Templin, Dever, and Gabriel will further consolidate these ideas into revised goals for the Council’s consideration.
- The Administrative Council will review the updated strategic plan at its meeting on November 6. This document will then be considered by the Curriculum and Community Relation Committee of the College Board prior to being presented to the full College Board at its meeting on November 19.

Faculty Positions for 2008-09:

- Based on enrollment increases and what is feasible in view of budgetary constraints, twenty-four new faculty positions were proposed for the Class of 2008. This recommendation, made by Drs. Dever and Gabriel and Vice President Baker, has been accepted by Dr. Templin. As the number of current non-allocated faculty vacancies has been confirmed at thirty, a total of fifty-four faculty positions will be distributed in Round One.
- Eight (15%) of the fifty-four positions are reserved for presidential discretion, resulting in a total of forty-six positions to be put through the allocation model.
- As five positions were already filled on a special advanced arrangement (2 for Alexandria, 1 for Annandale, and 2 for Loudoun), the final allocation is
  - Alexandria 6
  - Annandale 15
  - Loudoun 6
  - Manassas 5
  - Woodbridge 9

- Dr. Gabriel discussed the report, Selected Trend Data on Disciplines: Fall 2003 to Fall 2007. This report provides data on the allocation model process, as well as data on growth, full time/part time faculty ratio, and other factors useful in determining which disciplines to be recruited for. He noted that the report on Unsuccessful Attempts for Registration is also a useful planning tool.
- By November 13, the provosts are requested to provide Dr. Templin with position proposals that are justified by areas of demonstrated need, focal points of excellence, and curricular/programmatic planning and opportunities. Requests for the president’s discretionary positions should be submitted at the same time.
- Dr. Gueverra noted that student success is not one of the factors presently considered in the allocation model. He requested that the model be reviewed as to factors to reward campuses that show successful outcomes with student success.
Woodbridge Campus Division Change. Discussion deferred.

Curricular Issues for Submission to the College Board:

- Dr. Dever presented the following items that were approved at the September Curriculum Committee meeting:
  - New Biotechnology AAS and Discontinue the Biotechnology Specialization of Science and the Biotechnology Technician Career Studies Certificate. The new AAS degree program in Biotechnology is primarily designed to prepare graduates for entry-level positions at biotechnology and pharmaceutical companies. The curriculum is designed, to the extent possible, to facilitate transfer to a baccalaureate program. The discontinuation of the existing specialization and career studies certificate was requested on the basis that neither presently meets the needs of students or the industry.

  The Administrative Council approved the proposed Biotechnology AAS degree for implementation at the Loudoun and Manassas campuses effective Fall 2008. The discontinuation of the Biotechnology specialization of the Science AS degree program and the Biotechnology Technician career studies certificate was also approved, effective Fall 2008.

  - New Diagnostic Medical Sonography AAS. The development of this curriculum is a result of the college’s leadership role in addressing the healthcare workforce shortage in Northern Virginia and in obtaining a major Community Based Jobs Training Grant from the Department of Labor. The proposed curriculum includes three learning concentrations (general sonography, echocardiography, and vascular sonography) that reflect local industry needs. There is presently no Diagnostic Medical Sonography program available in Northern Virginia. A question was raised about the large gap between the number of students expected to participate in the program (40) and the number required to maintain it (15). The important role that the Curriculum Advisory Committee plays in ensuring currency in the programs and relevancy in the industry was also noted.

  The Administrative Council approved the Diagnostic Medical Sonography AAS degree program, including the Echocardiography and Vascular Sonography specializations, for implementation at the Medical Education Campus effective Fall 2008. The Administrative Council also approved the many new DMS courses which will be forwarded to the VCCS for final approval.

  - New Deaf Studies Specialization of the Social Sciences AS. This program will prepare students to provide critical services to the large
deaf and hard of hearing population in our area. There is a great demand for professionals qualified to work with this group in many other areas besides interpretation. The ASL AAS and career studies certificate programs are considered focal points of excellence at the Annandale Campus.

**The Administrative Council approved the Deaf Studies specialization of the Social Sciences AS degree program to be implemented at the Annandale Campus beginning in Fall 2008.**

- NOVA has established a partnership with the Community Business Partnership (CBP) to develop a career studies certificate to assist entrepreneurs. The new program is designed to help students start and grow a successful business rather than manage existing businesses and is shorter than the current program. Courses will be offered during evenings and weekends and will, initially, be offered only to CBP clients at its Springfield location. This is an excellent example of a community-based effort to reach an underserved population

**The Administrative Council approved the Entrepreneurship career studies certificate for implementation by the Alexandria Campus effective Fall 2008.**

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**Proposed 2008-09 Working Calendar:**

- The Administrative Council reviewed comments and recommendations that have been received regarding the 2008-09 Working Calendar.
- Dr. Dever discussed his response as well as that of the College Senate to the draft calendar and recommendations submitted by the Ad Hoc Committee on the General Information Working Calendar.
  - Both the Ad Hoc Committee and the College Senate recommended that college offices be closed during the mornings of Fall Convocation and Spring Cross Campus Day so that all college employees could attend these events. Dr. Dever noted that the Deans Working Group and the LRS staff also strongly supported this recommendation. The Administrative Council has previously decided to keep offices open to provide services to students during the period of high demand immediately preceding the beginning of classes.
  - Clarified wording will be provided for Winter Break (to include the Christmas and New Year’s holidays) and for college offices to be open on the Saturday preceding the start of classes for fall and spring semesters.
- Any modifications to the draft 2008-2009 General Information Working Calendar will be made at the Administrative Council meeting on November 6, at which time the calendar is due to be approved.
- Dr. Dever advised that there has been further discussion about replacing the college’s practice of alternating observance of Martin Luther King Holiday and
President’s Day with an annual observance of Martin Luther King holiday. The College Senate has been requested to consider this matter, and, if it wishes, to provide a resolution to that effect for consideration by the Administrative Council.

Proposed Modification of 2007-08 Calendar. Discussion deferred.

Concept for 15 Week Semester. Discussion deferred.

Outstanding Faculty Award Nominations. Discussion deferred.

The next Administrative Council meeting will be Tuesday, November 6, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Financial Aid – November 6
Loudoun Campus Master Plan – November 6
Submission of Congressional Earmark proposals- November 6
Report on Grants & Special Projects – November 6
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Commencement Report
Analysis of faculty hiring for 2007