Members Present: Acting Vice President Courter, Executive Vice President Dever, Mr. Foley, Dr. Hill, Vice President Gary, Dr. Guverra, Dr. Saperstone, Dr. Tardd, and President Templin.

Dr. Ronald Buchanan represented Dr. Hinton, and Dr. Monica Sasscer represented Vice President Sachs.

Dr. Butch Herod, ACE Fellow, also attended.

Guests:
Ms. Katrina Baskfield, Ms. Geri Dolan, Mr. Rick Tittman, and Dr. Mark Whitmire represented the Commencement Review Committee.
Dr. Sharon Robertson, Associate Vice President for Academic Services.
Mr. Randall Edwards, Chair of Search Committee for Vice President of Finance and Administration.
Mr. Richard Allen, President, and Mr. Bob Griesemer, Senior Consultant, RPA, Inc.
RPA, Inc. is conducting the college’s search for a Vice President of Finance and Administration.

Student Access & Success:
- Spring Enrollment
  - The Daily Enrollment Report for Spring 2008 as of January 29 indicates an increase in FTES of 7.2% over the comparable date in Spring 2007.
- Achieving the Dream. Discussion deferred.

Commencement Report:
- A report from the Commencement Review Committee was presented by Dr. Dever, Ms. Katrina Baskfield, Ms. Geri Dolan, Mr. Rick Tittman, and Dr. Mark Whitmire. This report reflects the committee’s attempt to consider each aspect of planning in terms of how it contributes to or detracts from the intended outcomes for the event. Specific outcomes for the graduates, family and friends of the graduates, NOVA’s faculty and staff, and for the institution were identified. Workgroups were formed to address various details of this event. Among specific changes recommended for the May 13, 2008, ceremony are the following:
  - Logistics
    - Reverse the order of the processional so that the graduates are the last to enter, and have the graduates enter from two points instead of one. These actions are intended to reduce the processional time, eliminate empty seats in the front of the seating area, and put the attention on the graduating class.
    - A “late” section should be added at the back of the floor for late-arrivals.
Program

- Based on the criteria that the program is to include only items directly contributing to the graduation experience and to the defined outcomes, several items would be removed from the program. Instead of being included in the official Commencement program, greetings from and information about the Alumni Federation would be included with each graduate’s diploma or disseminated in another appropriate way at the ceremony. Greetings from the Educational Foundation and the recognition of the Outstanding Service to the College Awards would be included in the Convocation program. It was also recommended that, due to the acoustical limitations of the venue, the vocal musical interlude and the Alma Mater should be removed.
  - The Honorary Degree and the College Medallion (if any) should be awarded in sequence.
  - The present practice for individually conferring the degrees should continue for 2008, but a comprehensive review of this practice is needed due to the continually increasing amount of time required to complete this part of the ceremony.

Atmospherics

- As there is little identity with NOVA in the present venue, a large screen or screens (Jumbotron) would be set up as a focal point for students and the audience. Information about NOVA, including special achievements of students and faculty, would be displayed before and after the ceremony.

Communications

- More information on the commencement ceremony, to include photos of past events, should be included on the college website and prominently displayed on the campuses. The event would also be promoted in local media.
  - Individual communications regarding logistics and expectations to the graduating students should be enhanced.

The committee continues to work on long-term considerations and recommendations such as the following:

- Change day and time. Although the committee suggested Saturday morning as a good choice, concern was expressed that some groups would be excluded from participating during this time.
- Consider changing venue if the Patriot Center cannot accommodate preferred day and time.
- Consider alternative ways to confer degrees so as to accommodate the increasing number of graduates.
- Recognize diversity and enhance ceremonial aspects by possibly including short readings reflecting various cultures and languages.
- Strengthen ways to obtain feedback and solicit suggestions on an ongoing basis from all involved: students, faculty, and staff.
• The Administrative Council endorsed the proposals of the Commencement Review Committee and requested an assessment of these changes following the May 2008 event. Council members also agreed that NOVA alumni should be included in the review.

• The productive efforts of the Commencement Review Committee were acknowledged by Drs. Templin and Dever.

Completion of Curricular Proposals:

• Approve New Linguistics Course and LNG Prefix
  o A new introductory linguistics course, along with a new course prefix, Linguistics (LNG), is designed to help students gauge their interest in teaching a language, and would be a part of a TESOL certificate program currently under development. Many of NOVA’s ESL faculty have Linguistics degrees and could teach the course.
  o An introductory linguistics course would be useful to students who want to learn new languages. The proposed Introduction to Linguistics course would transfer to four-year universities.

  The Administrative Council approved the proposed Introduction to Linguistics course and the proposed new Linguistics (LNG) course prefix. The proposals will be forwarded to the VCCS for final approval.

• Approve New CSC Programming Tools Course
  o CSC 1xx Programming Tools is designed for CS majors and other students interested in learning computer programming. Proficiency is needed not only in the complex tools used to create new computer programs but also in the tools for more than one operating system.
  o Faculty currently use CSC 100 to teach these tools, but as its official course description indicates, CSC 100 is supposed to be very basic; thus, the title and course description are misleading as to the sophistication of the course. Other VCCS colleges use CSC 100, so it cannot be revised substantially. The recommended number of 185 would indicate that a certain level of background knowledge is required.
  o This course will replace CSC 100 in the Computer Science AS curriculum. Students will not be allowed to receive credit for both CSC 100 and CSC 185.

  The Administrative Council approved the proposed CSC 1xx Programming Tools course. The proposal will be forwarded to the VCCS for final approval.

• Approve Advanced Standing for West Point Leadership Development Course
  o It is recommended that students attending the Fairfax County Criminal Justice Academy (FCCJA) who successfully complete the West Point
Leadership Development Course should receive credit for ADJ 111-112 Law Enforcement Organization and Administration I-II. Many other institutions accept the course. At present, this proposal would give advanced standing only to students completing the leadership course through FCCJA.

The Administrative Council approved the awarding of credit for ADJ 111-112 Law Enforcement Organization and Administration I-II for students who successfully complete the West Point Leadership Development Course and who attend NOVA. Advanced standing should be effective Spring 2008 for successful candidates completing this course as implemented at the Fairfax County Criminal Justice Academy since its initial offering during summer 2006. Students will be required to provide a letter from a designated FCCJA administrator stating that the student passed the West Point Leadership Development Course.

- Approve Dental Hygiene Admission Criteria
  - The establishment of weighted admission criteria for student placement in the Dental Hygiene program versus the first-come, first-served policy now in place would promote the admission of the most qualified students. Better qualified students are most likely to complete this resource intensive program and join the workforce in this high demand field.
  - It is also recommended that two additional prerequisites, ENG 111 College Composition I and SDV 101 Orientation to Health Care, be required for admission beginning Fall 2009.

The Administrative Council approved the use of weighted admission criteria for students applying to the Dental Hygiene AAS program, to be effective for students applying for Fall 2008 admission. The requirement of ENG 111 College Composition I and SDV 101 Orientation to Health Care as prerequisites for admission beginning with admission for Fall 2009 was also approved. The Administrative Council requested that the outcomes of this change be monitored, especially in terms of student access. The provosts requested that the Medical Education Center provide the campuses with information sessions on counseling prospective MEC students.

- Approve Recommendations of the Basic Computer Skills Task Force. Following the VCCS elimination of the computer competency requirement for graduation, an interdisciplinary task force was charged with considering if the College should initiate the use of some basic computer skills assessment for all new students. VCCS policy now states, “Each college must ensure that students are able to demonstrate college entry-level computer skills necessary for academic success and discipline-specific skills necessary for successful transfer or employment.” Although additional work is needed on the logistics, the task force requested that the Administrative Council review the direction the recommendations are taking.
  - The basic skills that all students need early in their NOVA education have
been identified:

- Word processing
- Spreadsheets
- Email concepts
- Presentation software
- Operating systems
- Security concepts
- Computer use ethics

- Students would be required to pass a computer skills test or an approved course (and pass with a D or better) before registering for the 13th credit. If students become program placed after completing their 13th credit, they should be tested at that time. It is expected that the basic computer skills requirement would apply to students starting at NOVA in Fall 2009 or later.
- CSC 110 Introduction to Computing, HIT 130 Healthcare Information Systems, and ITE 115 Introduction to Computer Applications and Concepts are recommended to meet the basic computer skills requirement
- Skill Check is the recommended test to be used.

The Administrative Council accepted the report of the Basic Computer Skills Task Force but did not approve it for implementation at this time. The Council asked the task force to carefully consider whether the basic skills could be considered as units, with deficiencies addressed in a modularized manner. Are there web-based resources available that capable students could use to remedy problem areas? Although complete courses may be appropriate in some instances and for some students, the college should be very judicious in mandating additional course requirements for program completion if competency can be readily gained through alternative means. At the same time, there is strong recognition that students must possess basic computer skills to fully participate and succeed in contemporary college-level learning. The task force is asked to review the issues further and report back to Administrative Council.

Final Action on International Travel Policy & Procedures: Discussion deferred.

Recommendation of Personnel Policies Committee on Release Time: Discussion deferred.

2008 Faculty Recruitment: Discussion deferred.

Student Activities Proposal: Discussion deferred.

Proposed VCCS Code of Ethics Statement:
- Council members were requested to provide Dr. Templin with any concerns regarding this revised statement.

Vice President of Financial & Administrative Services Search Process:
The Administrative Council discussed the search for the position of Vice President for Finance and Administration with the representatives from RPA, Inc. and the chair of the search committee.

The next meeting of the Administrative Council will be Tuesday, February 12, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Task Force report on Student Mental Health and Questionable Behavior – Feb 12
Quarterly report on CEWD revenues/expenditures- Feb 19
2008 Marketing Plans
Long-Term Budget Review
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time