Administrative Council Meeting
April 1, 2008

Members Present: Acting Vice President Courter, Executive Vice President Dever, Mr. Foley, Interim Vice President Gabriel, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Dr. Jimmie McClellan represented Dr. Gueverra.
Dr. Butch Herod, ACE Fellow, also attended.

Student Access & Success:
- Spring enrollment
  - The data for Spring 2008 continue to show an increase in FTES of 6.4% over the comparable date for Spring 2007.
  - Dr. Templin stated that NOVA’s significant growth should be reviewed not simply as an increase in enrollment but also in terms of enhanced access. In particular, we need to determine whether NOVA is serving those who would not otherwise have access to higher education. Dr. Gabriel will present data on the students making up this growth at the Administrative Council meeting on April 22.
- Summer enrollment
  - Dr. Sachs reported that since registration began today for Summer 2008, more enrollments have been completed than during the comparable period for Summer 2007. He advised that only a few sections closed in the first 30 minutes of registration.
- Achieving the Dream – “Top ten” actions that work
  - NOVA’s draft plan has been submitted to Achieving the Dream.
  - Dr. Tardd provided a report from AtD as to eight foundational steps needed to be in place for institutions to progress in this initiative:
    - Alignment of the institution’s professional development efforts with the student success agenda. Resources from NOVA’s Center for Excellence in Teaching and Learning (CETL) and from Professional Development will support AtD activities.
    - The student success agenda is integrated with other initiatives and institutional processes, including accreditation and strategic planning. The alignment of this initiative with NOVA programs such as Pathway to the Baccalaureate, the Academic Transformation Project, and with the college’s strategic plan is critical.
    - The focus on student success is embedded in the institution’s culture and influences the development of policies, procedures, and practices. As the real agenda is the transformation of culture, information on AtD activities and focus groups should be readily available to the college community. Dr. Tardd noted that summary reports on the initiative are available from the campus teams.
    - Broad-based and continual engagement of faculty, staff, and administrators is essential for long-term institutional change.
    - The increase of institutional research capacity and the use of a culture of evidence for strategic planning. Data should not only be collected and disseminated but also used to support strategic planning.
Budget planning is a critical part of this process to ensure that plans are scalable.

Internal and external stakeholders share the vision and remain engaged in this student success agenda.

Leadership throughout the organization is engaged in the student success agenda.

Dr. Templin noted that various AtD topics will be highlighted at future Administrative Council meetings. It was suggested that a monthly message to the faculty would be beneficial to promoting faculty engagement.

NIMS Training – Takeaways & Next Steps:

- The Administrative Council completed the National Incident Management System training on March 25.

- Vice President Courter discussed the after-action report on NOVA’s participation in the state-wide tornado drill. The primary purpose of this exercise was to ensure that faculty, staff, and students are aware of the proper measures necessary to prevent undue harm to themselves and others, to identify and access current tornado shelter locations, and to test emergency communication methods and protocols.

  - Drill participants included all campuses, the Extended Learning Institute, and the Brault Administration Building. All planned objectives were completed.

  - Recommendations resulting from this drill will inform future emergency preparedness planning. The replacement of the present emergency alert system is a priority.

  - Follow-up drills should test specific improvements instituted as a result of this exercise and should include a focus on testing all methods of notification. All members of the college community are expected to participate in future drills, and those involved in leadership positions need to receive adequate training to effectively carry out their responsibilities.

- Once the state’s emergency preparedness template for higher education is completed, the college emergency plan will be revised to ensure compliance.

- Vice President Courter advised that once specific functions are designated, NIMS training will be expanded. Table-top training exercises for the Administrative Council will also be a part of the training process.

Draft 2008 Marketing Plan:

- Dr. Gabriel provided a summary of the 2008 major initiatives for Marketing and Communications.

  - New website. Provides a more dynamic way to communicate with students, faculty and staff, and the community.

  - Call Center. The call center staff will begin making outbound calls for marketing and outreach purposes.

  - Community Outreach Initiatives. A college-wide protocol for the Community Outreach Specialists, presently on four campuses, is being formulated.

  - Relationship with the Media. A new Associate Vice President for Marketing and Communication will be responsible for building and maintaining a strong relationship with the local and regional media.

  - Organizational Change. Recruitment of an Associate Vice President of Marketing and Communications is currently underway. Hiring of Public Information Officers and Marketing Specialists is expected in the near future.

- He noted the following ongoing activities:
• The current Marketing and Communications focus is on high school outreach. A future focus on the adult market, based on expected demographic changes, will be addressed at the Administrative Council meeting on April 22.
• Dr. Templin and the Administrative Council acknowledged Dr. Gabriel’s contributions to the development of a comprehensive college marketing plan.

Curriculum Committee Recommendations. Dr. Dever presented the following recommendations for consideration:

• **New ITN Course Sequence in Computer Forensics**
  - A new course sequence, Computer Forensics I and II, is intended for use primarily with the IST program rather than the Administration of Justice program. These special usage courses have been piloted as part of the CyberWATCH program and are based on industry requests. Similar courses are offered at other community colleges and universities.

The Administrative Council approved the proposed ITN courses in Computer Forensics I and II. The proposal will be forwarded to the VCCS for final approval.

• **Revisions to the Horticulture Technology Curriculum and Approve New and Revised HRT Courses**
  - Changes to the parent degree include using the 3-credit rather than the 2-credit versions of HRT 245 Wood Plants and HRT 246 Herbaceous Plants, thus increasing the total number of credits required for graduation from 67 to 69. In addition, students could choose between the currently required BUS 165 Small Business Management and BUS 200 Principles of Management, and the humanities/fine arts footnote would be revised to recommend that students take a foreign language, especially Spanish.
  - The Landscape Design specialization would be revised to permit students to choose between HRT 297 Cooperative Education and HRT 290 Coordinated Internship; currently HRT 297 is required.
  - As the specialization requires HRT 298 Computer Aided Drafting, a 200-level 3-credit course, Computer Aided Drafting and Design (CADD) for Landscape Designers, is proposed. It differs from DRF 201-203 Computer Aided Drafting and Design I-III and from DRF 231-233 Computer Aided Drafting I-III and has evolved from a basic drafting course to one that teaches CADD basics, then moves into the use of specific software for landscape planning and related calculations.
  - The prerequisite for HRT 251 Site Engineering for Landscape Design and HRT 252 Landscape Construction Drawings, both of which are taught only at NOVA, would be changed. These revisions are intended to help students progress through the degree in two years rather than three, while ensuring that students are
The Administrative Council approved the proposed revisions to the Horticulture Technology parent curriculum and its Landscape Design specialization, the revised prerequisite requirements for HRT 251 Site Engineering for Landscape Design and HRT 252 Landscape Construction Drawings, and the proposed HRT 2xx Computer Aided Drafting and Design (CADD) for Landscape Designers. The proposed course revisions and new course will be forwarded to the VCCS for final approval.

Although the recommendations were approved as presented, the Administrative Council requested follow-up information as to whether the CADD course will be taught by horticulture faculty or faculty specializing in CADD. The Administrative Council also requested a briefing paper on the way that foreign language courses fulfill humanities requirements.

- **Revisions to the Real Estate Appraisal Career Studies Certificate**
  - Revise the title from “Real Estate Appraisal” to “Real Estate Residential Appraisal.”
  - Include a note in the catalog clarifying that the program complies with the new requirements adopted by the Appraisal Qualification Board effective January 1, 2008, and that this certificate is for candidates who already hold a Bachelor’s or Associate's degree.
  - Remove REA 100 Principles of Real Estate, REA 220 Income Property Valuation, and REA 238 Professional Appraisal Standards.
  - Add the following: REA 198 and REA 298, which are one-credit “Seminar and Project” courses; REA 217 Real Estate Finance as required by AQB; and BUS 220 Introduction to Statistics as required by AQB.
  - State that REA 216 is a prerequisite for REA 198 and that REA 218 and REA 198 are prerequisites for REA 298.

The Administrative Council approved the proposed revisions to the Real Estate Appraisal career studies certificate to be effective Fall 2008.

- **Revisions to Medical Laboratory Technology Curriculum**
  - The proposed revisions to the curriculum of the degree program, proposed in consultation with clinical affiliates and following a review of other VCCS Medical Laboratory Technology programs, are designed to streamline the admission process, increase enrollment, ensure that students are prepared for MDL courses, increase persistence, and increase the graduation rate.
    - BIO 101 or BIO elective, CHM 101 or CHM 111, ENG 111, SDV 101 and HIT or HLT 141 would become prerequisites to be completed with a “C” or better before students begin the MDL courses.
    - The MDL courses would be rearranged to balance the clinical requirements across the two years of the program.
    - The addition of a one-credit HIT or HLT Medical Terminology course would be added and would increase the number of credits required for graduation from 70 to 71.

The Administrative Council approved the proposed revisions to the Medical Laboratory Technology program. The additional course should be added effective
Fall 2008. Students should be advised to take the BIO, CHM, ENG, SDV and Medical Terminology courses prior to other courses starting in Fall 2008; however, they should not be enforced as prerequisites until Fall 2009.

- **Request to Allow AUT 226 to be Repeated for Credit**
  Adding AUT 226 Advanced ASM Emissions Diagnostics to the list of courses *exempt* from the Course Repeat Policy would enable the technicians who need the recertification to register from work or home. This change would serve approximately 50 technicians each semester.
  - The Alexandria and Manassas campuses have an MOU from the State to offer AUT 226; it trains the technicians who do the repair work as determined by technicians who completed AUT 225. Both groups of students earn a certificate after successfully completing the AUT course; both certificates must be renewed every three years.

  **The Administrative Council approved the exemption of AUT 226 Advanced ASM Emissions Diagnostics from the Course Repeat Policy.** This approval assumes the VCCS approval of this practice in its upcoming discussions about the policy.

- **Discontinuance of the Electrical Technology Plan of Study**
  The discontinuance of the Electrical Technology plan of study under Technical Studies was requested as it did not meet the VCCS policy requiring plans of study to be discontinued or expanded into a stand-alone degree after three years.

  **The Administrative Council approved the discontinuance of the Electrical Technology Plan of Study, effective Fall 2008.**

- **Sociology Discipline Review Action Plan**
  - The Sociology discipline review, in which the entire Sociology Cluster participated, showed that NOVA course offerings compare favorably with those of other community and senior colleges.
  - There is not a consensus among the Sociology faculty as to the use of SOC 200 Principles of Sociology, which transfers well, versus SOC 201-202 Introduction to Sociology I-II, which provides greater depth.
  - As part of the review, faculty administered a student survey to which most students reported success with their studies. A multiple choice test of basic sociological concepts was also given. The action plan includes steps to improve upon all weaknesses identified.

  **The Administrative Council approved the Sociology Discipline Review Action Plan.**
  Given the transfer patterns for universities, provosts were asked to work with their Sociology faculty to consider the benefits to students of offering SOC 200 versus the longer SOC 201-202 sequence.

**Action on Task Force on Student Mental Health/Questionable Behavior:**

- Dr. Hinton presented the action plan developed by the Task Force on Policies, Procedures, and Resources for Responding to Students Having Mental Health Needs or Exhibiting Questionable Behavior. This plan, requested by the Administrative Council, prioritizes the recommendations and suggests a schedule for implementation of immediate, short-term and long-term actions. Short-term actions include:
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- Adopting a statement of NOVA’s responsibility to students who self-identify as being mentally ill or whose behavior suggests mental health issues.
- Establishing the position of Special Assistant for Mental Health Services who will have primary responsibility for leading the college’s implementation of the recommendations. An advisory board will serve in a consulting capacity to the special assistant.
- Establishing a Behavioral Intervention Team (BIT) for each campus.
- Continuing distribution of the Campus Emergency Contact List and identifying points of contact for faculty and staff who seek guidance with student warning signs.
- Developing and administering survey instruments to assess areas where faculty and staff have the most critical training needs.
- Ongoing training activities in threat assessment and intervention areas for faculty, staff, and students.

- Dr. Templin stated that an assessment of NOVA’s current relationships with area mental health service agencies and organizations is critical and should be considered a priority.
- Given the extent of items to be implemented, the Special Assistant and Advisory Board appointments are expected to be for two years.
- The Administrative Council adopted the recommendations as presented. Dr. Dever will develop a charge for the Advisory Board and begin the selection process for the Special Assistant. He noted that status reports will be presented to the Administrative Council at various intervals.
- The Administrative Council acknowledged the excellent work of Dr. Hinton and the task force.

Student Activities – College-wide Coordination. Discussion deferred.

The next meeting of the Administrative Council will be Monday, April 14, at 9:00 a.m. in the Large Board Room.

Tracking & Upcoming Items
OIR reorganization – April 15
AtD Report on Student Success & Proposed Implementation Plan – April 15
Firearms & Other Dangerous Weapons - April 15
Police Department Reorganization – April 15
High School Marketing & Recruitment – April 22
2008-2009 Consolidated Working Calendar-April 15
Long-Term Budget Review
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time