Administrative Council Meeting  
June 9, 2009  

Members Present: Executive Vice President Dever, Mr. Foley, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Guests:  
Mr. Ben Pittman, Director, Budget Office  
Dr. Sharon Robertson, Associate Vice President, Academic Services

Student Access & Success:  
- **Summer Session**  
  - The Daily Enrollment Report for Summer 2009 as of June 9 reflects an increase in FTES of 8.1% over the comparable period for Summer 2008. Dr. Gabriel advised that the college is presently 68 FTES below its approved target.

- **Fall Semester**  
  - The Daily Enrollment Report for Fall 2009 as of June 8 shows a decrease in FTES of 8.3% below the comparable period for Fall 2008. Today is the first day that registration is open to all students.
  - Dr. Gabriel noted that while campus targets for specific semesters can be revised, the annual target remains the same.

Curriculum Committee Items. Dr. Robertson presented the following items that were approved by the Curriculum Committee at its April meeting.

- **Revisions to CHD 117 Introduction to Reading Methods**  
  - The VCCS Early Childhood Peer Group recently agreed to a state-wide curriculum for the Early Childhood Development AAS. Students presently take CHD 118 during the first semester of the Early Childhood Development AAS and CHD 117 during the second semester. It is recommended that CHD 117 be re-numbered CHD 119 to more accurately reflect the proper course sequence. The course description was also revised for improved clarity and specificity.

  The Administrative Council approved updating the description of CHD 117 Introduction to Reading Methods and to change its number to 119.

- **Advanced Standing for Training by staff of the Fairfax County Office for Children.**  
  - The School Readiness Certificate program, unique to Fairfax County, provides comprehensive training for current and prospective early childhood personnel to prepare young children for later success in school. The Early Childhood faculty worked with the Office for Children staff to align training modules with the course objectives for CHD 120 Introduction to Early Childhood Education (3 credits).
  - It is recommended that advanced standing be granted to students who successfully complete the School Readiness training. This advanced standing would be reviewed every two years to ensure that the training remains consistent with the content of CHD 120.
The Administrative Council approved granting credit for CHD 120 Introduction to Early Childhood Education to students who present a School Readiness Certificate from the Fairfax County Office for Children, effective immediately.

- Revised Advanced Standing for Ft. Belvoir and Ft. Myer Child and Youth Services Training
  - As approved by the Administrative Council in 2007, credit received for the completion of the Army Child and Youth Services Training Program can be applied to the Early Childhood Development program. Because of the Fall 2008 change in Early Childhood Development curriculum, specific courses for which students may receive credit need to be changed. Fewer credits will be granted with the proposed new alignment.
  - Should advanced standing be requested for similar training at Quantico, the faculty will review those materials independently of the current proposal.

The Administrative Council approved updating the credit given for Army Child and Youth Services Training at Ft. Belvoir and Ft. Myer to be consistent with the revised Early Childhood Development AAS curriculum, effective immediately.

- Expansion of the Multimedia Certificate to the Alexandria Campus
  - In accordance with Recommendation 7 of the Communication Design action plan approved by the Administrative Council, it is proposed that the Multimedia Certificate be offered at the Alexandria Campus as well as the Loudoun Campus. Offering the certificate at both campuses is not expected to have a significant impact on enrollment at Loudoun but is, instead, expected to bring new students into the program.

The Administrative Council approved offering the Multimedia Certificate at the Alexandria Campus, effective Fall 2009.

- Revisions to LBR 105 Library Skills for Research
  - To be consistent with VCCS policy, it is recommended that LBR 105 be offered as one hour of lecture with no lab as opposed to the current one hour of lecture plus one hour of lab. An updated course description is also recommended.

The Administrative Council approved removing the one-hour lab from LBR 105 Library Skills for Research and to revise the course description to use current terminology.

- New Global Nursing Courses
  - Two new Global Health Studies courses are being proposed: (1) NUR 2xx Global and Rural Health Nursing and (2) NUR 1xx Historical Perspectives of Nursing.
  - The courses are designed to develop a global perspective for nursing and allied health students. Students will be able to select a clinical placement in a rural
community within the United States or in a country outside of the United States.

- Accrediting groups review our curriculum’s inclusion of learning activities that reflect cultural, ethnic and social diversity through available experiences locally, regionally, nationally, and globally. The proposed courses re-emphasize the nursing and allied health programs’ commitment to community health care and address the College’s and the VCCS’s General Education Goal for Cultural and Social Understanding. However, neither course would be required in any program at this time.

- The Division of Nursing is offering NUR 293 Studies in Global & Rural Health Nursing (5cr) in June of 2009. During the course both faculty and students will be traveling to the Western Region of Ghana, West Africa.

The Administrative Council approved the proposed NUR 2xx Global and Rural Health Nursing and NUR 1xx Historical Perspectives of Nursing courses.

- Revise the Air Conditioning and Refrigeration Career Studies Certificate
  - In response to local employers’ requests for students trained in facilities maintenance, several revisions to the Air Conditioning and Refrigeration career studies certificate are recommended. The revised program would continue to provide a career pathway for NOVA’s traditional HVAC students, while attracting more students.
    - Change the name of the career studies certificate from “Air Conditioning and Refrigeration” to “HVAC-R and Facilities Services Technology.” This change reflects the importance of refrigeration (R) and highlights related career opportunities in facilities maintenance.
    - Revise the program Purpose statement to more accurately describe its new broader objectives.
    - Revise the curriculum to allow students to take AIR 154 Heating Systems I or BLD 20 Introduction to Plumbing.
    - Require SDV 106 Preparation for Employment (SDV is not currently required).
    - Require 2 credits of BLD 96 On-site Training in Facilities Services or BLD 196 Cooperative Education to prepare all students for work.
    - Increase the total number of credits required to graduate from 21 to 22-24.
  - Two significant costs are associated with these recommended changes:
    - Funding for instructors for the BLD courses.
    - Outfitting a laboratory with new plumbing equipment and training aids. This investment should serve future Plumbing students as well as those in this career studies certificate.

The Administrative Council approved the proposal to change the name of the Air Conditioning and Refrigeration career studies certificate to HVAC-R and Facilities Services Technology. The proposed revisions to the Purpose Statement and the curriculum, to be effective Fall 2009, were also approved.
FY 2010 Budget Finalization:

- Mr. Pittman provided a revised draft of the FY 2010 budget for consideration. Included in this version were various initiatives that have been requested by council members.
- Final numbers from the VCCS are expected this week.
- Dr. Templin reviewed the timeline for budget decisions. It is anticipated that the budget will be finalized at the next meeting on June 16.

The next meeting of the Administrative Council is Tuesday, June 16, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Instructional Efficiency/Productivity – June 16
Continuity of Instructional Operations Plan – June 16
2009-10 WDCE Finan & Enrollment Targets – June 16
2009-10 ATD Plan – June 30