Administrative Council Meeting
January 19, 2010

Members Present: Executive Vice President Dever, Mr. Foley, Vice President Gabriel, Vice President Garcia, Dr. Hill, Dr. Maphumulo, Vice President Sachs, Ms. Samuels, and Dr. Saperstone.

Dr. Hinton participated by phone.

Guests:
Lt. Cheryl Creed, Acting Chief, College Police
Mr. Will Flagler, Director, Office of Emergency Planning
Dr. Elizabeth Harper, Associate Vice President, Student Services and Enrollment Management
Jonathan Kassa and Dan Carter, Security on Campus, Inc.
Connie Kirkland, Director of Sexual Assault Services, George Mason University
Dr. Pat Lunt, Special Assistant, Student Mental Health and Behavior
Dr. Sharon Robertson, Associate Vice President, Academic Services

Presidential Advisory Commission on College Safety:
- The major focus of the commission will be to assess the institution’s organization and resources for ensuring the safety and security of the college community. This will include prevention as well as response capabilities. A report is expected by April 30.
- In its review of the draft charge, the Administrative Council agreed that clarification is needed about the respective responsibilities of various college and campus offices in an emergency. Clarification of training responsibilities and an assessment of response resources were also identified as areas for consideration.
- Council members requested a status report from the Office of Emergency Planning on actions taken in response to the incident at the Woodbridge Campus. These include actions being undertaken to enhance locking and communications systems.

Access & Student Success:
- Spring Semester Enrollment
  o The Daily Enrollment Report for Spring 2010 as of January 19 shows an increase in FTES of 11.7% over the same period for Spring 2009. This increase is 6.2% above the target set for the spring semester.
  o In addition to providing current semester target data, Dr. Gabriel will provide council members with annual target data.

F-1 International Student Report:
- Recommended Changes in F-1 and M-1 Student Requirements
  o Dr. Harper stated that these recommendations have been developed in response to long-standing concerns about health issues related to international students. Health insurance is essential to providing these students with access to medical care while studying at NOVA as well as ensuring that they can be transported home in case of a serious illness.
Beginning in Spring 2011, NOVA will require all F-1 and M-1 students to provide evidence of TB testing.

Beginning in Spring 2011, NOVA will offer optional health insurance for F-1 and M-1 students. Health insurance will be required for all F-1 and M-1 students in Fall 2011. This requirement will be based on the guidelines required by the Department of State for J-1 Exchange Visitors and the process modeled on the GMU policy and implementation of mandatory health insurance. Students who already have adequate health insurance will be able to opt out.

Beginning in Spring 2011, NOVA will have an application fee not to exceed $75 for prospective F-1 and M-1 students to offset the cost of administrative expenses associated with serving these students.

Establish a workgroup to consider various issues related to these recommendations and develop an implementation plan.

These recommendations have been endorsed by the Associate Vice President for Student Services and Enrollment Management, the Associate Vice President for Global Studies and Programs, and the Director of the Office of International Student Services. They have been endorsed in principle by the International Student Advisory Group.

The Administrative Council endorsed in principle these recommended changes in F-1 and M-1 student requirements. A proposed implementation plan is expected in April from the workgroup.

Curriculum Committee Recommendations. The following Curriculum Committee recommendations were presented by Dr. Robertson:

- Remove CST/ENG from the Minimum Requirements for Career Studies Certificates. Unlike other VCCS colleges, NOVA requires that all career studies certificates include at least one three-credit CST or ENG course. However, there are very few graduates of most career studies certificates; many students in these programs want only the core courses, and many employers will not pay for non-core courses.
  - It is recommended that new career studies certificates will not have to include CST/ENG in their curricula. A proposal to the Curriculum Committee explaining why students in that particular career studies certificate will be better served without this requirement will be required in order to remove the CST/ENG course from an existing career studies certificate.

The Administrative Council approved the recommendation to remove the CST/ENG minimum career studies certificate requirement, effective Fall 2010.

- Approve the General Education Certificate
  - Designed to include most of the general education courses common to AA and AS degrees, the certificate is intended to serve as a milestone on the way to a transfer degree and thus provides an excellent opportunity to encourage students to seek advising for completing the degree requirements. Although not designed to transfer by itself, the recent agreement with ODU provides articulation and guaranteed admission for students who complete both an AAS and the General
Education certificate. Awarding the certificate will also greatly increase the number of NOVA graduates.

- The proposed curriculum reflects the Curriculum Committee’s thorough research into the courses required by the other VCCS colleges’ General Education certificate and NOVA transfer data. This curriculum requires 38 credits, which is close to the total number of credits required by other VCCS colleges that offer the certificate. If the minimum degree requirements for AA and AS degrees are revised, the certificate’s curriculum will be revised to reflect these changes.
- Over the past two years almost all VCCS colleges have adopted the General Education certificate.
- Students will not be placed in the General Education certificate; they will be awarded the certificate upon completion of the requirements. It is critical that students are given correct information about this program.

**The Administrative Council approved the General Education certificate to be effective Fall 2010.** This proposal will be forwarded to the College Board and, if approved, to the VCCS for the Chancellor’s approval. After final approval, SACS will be notified of the new program.

- **Revisions to the Information System Technology AAS Degree and Related Career Studies Certificates**
  - In Fall 2008, the IT Cluster proposed removing the direct connection between the AAS degree and the career studies certificates. In response to the Administrative Council’s request that the existing degree be reevaluated, the IT Cluster focused on designing an IST degree that would provide a well-rounded IT background.
  - As part of its review, the cluster carefully considered the questions posed by Administrative Council and provided written responses to them.
  - The following changes are proposed for the IST AAS:
    - As the revised curriculum includes courses in networking, programming, database, and web design, a new group of IT courses, also included in the IT AS degree, is required. As a result, required courses are more likely to run each year at each campus with the program.
    - There are various options for the 15 elective credits.
  - The cluster recommends revising some career studies certificates, discontinuing others, and turning two over to the Communication Design Cluster. Retained certificates will require only the IT courses needed to meet specific vendor certification exams. The revised purpose statement for each career studies certificate would specify these industry certifications.

**The Administrative Council approved the revision to the IST AAS degree requirements. It also approved the revisions to the Application Programming, Database Specialist, IT Technical Support, Network Administration, Network Engineering (Specialist), Network Security, and Web Design career studies certificates. The discontinuance of the Linux Programming and Development, Wireless Network Administration, Linux Administration, and Network Engineering (Professional) career studies certificates was approved, as was moving the Web Design Manager certificate and the Web Design**
Specialist career studies certificate to the Communication Design control.

The Administrative Council acknowledged the excellent work of the IT Cluster, Dr. Robertson, and the Curriculum Committee in keeping this complex program current with industry developments and responsive to employer needs.

Staffing LRS Units on Saturdays Preceding Holidays:

- This proposal from the Learning Resources Services Working Group was presented by Dr. Sachs.
  - During Fall and Spring semesters, Library, Testing, and Open Computer Lab services will be available on the Saturday preceding a Monday holiday when classes are held on that day. (The libraries and Open Computer Labs are currently closed on Saturdays during the summer.)
  - During Fall, Spring and Summer terms, Testing services will be available when the Saturday before the Monday holiday falls during the regular registration period for any session, with the exception of the Saturday preceding Memorial Day, since Testing Center usage data do not support being open on that day.
- A proposed schedule for Spring 2010 through Spring 2011 was provided, showing how the proposed policy would be implemented.
- The Administrative Council approved the proposal. It did ask for clarification of what was included in “the regular registration period for any session.”

Clery Act Briefing:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC § 1092(f)) is the landmark federal law, originally know as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because this law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education, both public and private. It is enforced by the U.S. Department of Education.
- Security on Campus, Inc (SOC) is a nonprofit organization dedicated to the prevention of criminal violence at colleges and universities nationwide through educational, awareness, and policy initiatives. Among the topic discussed in this presentation were:
  - Comprehensive compliance with the Clery Act
  - Victims’ right and services
  - Reducing risks while building upon institutional strengths
- Compliance with the Clery Act requires an annual security report that includes three years of campus crime statistics; certain security policy statements, including sexual assault policies which assure basic victims' rights; the law enforcement authority of campus police; and where students should go to report crimes.
  - The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. A copy of the statistics must also be provided to the U.S. Department of Education.
Crimes are reported in the following 7 major categories, with several sub-categories: (1) Criminal Homicide; (2) Sex Offenses; (3) Robbery; (4) Aggravated Assault; (5) Burglary; (6) Motor Vehicle Theft; and (7) Arson.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: (1) Liquor Law Violations; (2) Drug Law Violations; and (3) Illegal Weapons Possession. If both an arrest and referral are made, only the arrest is counted.

- Schools are also required to provide "timely warning" disclosures and a separate more extensive public crime log. Timely warning disclosures are triggered when the college Chief of Police considers a crime to pose an ongoing threat to the college community. The log records all incidents reported to the campus police or security department.
- New federal regulations dealing with campus emergencies, fire safety, hate crimes and missing students take effect in 2010 and implement laws enacted in 2008, including amendments to the Jeanne Clery Act adopted in the wake of the shootings at Virginia Tech and other campuses
- It is critical that the college continues to assess its planning and compliance processes to avoid developing a false sense of security. It must remain accountable and transparent with a focus on public safety instead of public relations.

The next meeting of the Administrative Council is Tuesday, January 26, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Priorities for Non-Teaching Positions FY2010 – Student Services – Jan 26
2010-2011 Proposed Institutional Memberships – March 2
Consolidated Working Calendar—March 16
Faculty Handbook—May 18