Administrative Council Meeting  
March 2, 2010

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

Guests:
Edward Mellon, Director, Purchasing Office
Dr. Sharon Robertson, Associate Vice President, Academic Services
Byung Ryu, Budget Analyst/Event Planner, Medical Education Campus

College Access:
- **Revised Enrollment Targets 2010-2011**
  - Dr. Gabriel provided data on enrollment targets by campus for 2010-2011. In addition to comparative data for 2009-2010, the summary also included data on targets by location/venue and by semester.
  - The enrollment target for 2010-2011 is 6%, or 1,952 FTES, over the projected FTES for 2009-2010. This target will serve as the basis for FY 2011 budget planning.

- **High School Recruitment Targets for fall 2010**
  - As data on 2010 area high school graduates will not be available until mid-May, the Fall 2010 targets for recent area high school graduates are based on a projected 11% increase over Fall 2009.
  - Although the rate of growth in the high schools is slowing, NOVA’s penetration rate is increasing. This is due in part to the increased efforts of the college’s high school recruitment group and the extensive direct mailing to seniors and their parents. Other factors that may be affecting this are the increased number of schools participating in Pathway to the Baccalaureate and the economy.
  - This projected target will be a major assumption for budget planning. Any questions regarding this should be sent to Dr. Gabriel.

Student Success: ATD
- **Provost Role in Achieving the Dream**
  - It was agreed that the college’s executive-level involvement in Achieving the Dream needs to be re-examined. Leadership for this initiative is critical at the campus level and provosts play a major role in this.
  - Drs. Gabriel and Hinton will meet with the provosts prior to leading a discussion at a future Administrative Council meeting on what constitutes an effective campus structure for this initiative.
  - The college needs to review and reassess its efforts so far to determine what has and has not worked and what it wants to accomplish. This reassessment should also consider how AtD interfaces with other college efforts to enhance student success such as Pathway to the Baccalaureate, College Readiness, Course Redesign, and the Quality Enhancement Plan (QEP), as well as how it links to the college’s strategic plan.
Dr. Gabriel provided a revised 2009-2010 listing of the AtD campus teams.

The AtD coaches will visit the college on March 15-17 and are expected to attend the Administrative Council meeting on March 16.

NOVA’s next AtD plan is due April 30, with the final version due May 20.

NCAT Grants

Seventeen NOVA representatives are scheduled to attend the National Center for Academic Transformation Redesign Alliance Conference that is focusing on Developmental Math.

The Office of Grants and Special Projects is assisting with this project. The grant application process includes three steps: (1) learning about NCAT’s Redesign Process through attendance at the conference and developing a preliminary readiness response; (2) identifying teams ready to redesign and completing a final readiness response; and (3) developing a final redesign plan. The grants are expected to be awarded on August 15, 2010.

NOVA’s readiness to move forward with this opportunity will be assessed at the Administrative Council meeting on April 6.

Dr. Sachs noted that data are currently available on six redesigned NOVA courses, along with dozens of courses nationwide, and demonstrates that the academic transformation process can be very successful. Courses that have gone through this process are more consistent across instructors and are aimed at increasing student success at less cost to the institution.

Also discussed was the importance of seeking the appropriate intervention in the high schools so that less remediation is needed when students begin their college experience.

Gateway to College National Network Grants

Seven NOVA faculty and staff participated in a phone conference hosted by Gateway to College. The Office of Grants and Special Projects is helping prepare for the college’s formal phone conference and interview.

The formal proposal is due on March 19. The proposal will be reviewed by the Administrative Council at its meeting on March 16.

At the present time, the Manassas and Alexandria campuses are taking the lead on this opportunity.

Award decisions will be made by April 30.

Position Allocations:

Second-Round Teaching Faculty Positions

The final allocations for the FY 2011 nine-month teaching faculty positions have been approved. This brings to fifty-six the number of faculty positions being recruited, to include thirty new positions and twenty-six vacancies. Nine of these positions have been tagged to be pulled from recruitment in case of an additional budget cut.

Woodbridge Final Action Report:

Final revisions are being made to this report.
Curricular Items. Dr. Robertson presented the following items on behalf of the Curriculum Committee:

- **Minimum Degree Requirements**
  - Based upon a request from Administrative Council, the Curriculum Committee has reviewed NOVA’s minimum degree requirements and sought input from stakeholder groups. Their comprehensive consideration of minimum degree requirements was guided by the five principles set forth by the Administrative Council. All of the recommendations resulting from this review comply with SACS and VCCS requirements:
    - Retain the ENG 111-112/125 requirement for AA and AS degrees.
    - Retain the Communication Studies & Theatre (CST) requirement for AA and AS degrees.
    - Remove the CST minimum requirement for AAS degree programs but not for AAA degree programs.
    - Retain the 3-credit Personal Development Requirement for AA, AS, and AAA degrees and continue to require that this include 1 credit of SDV and 1 credit of PED 116 or HLT 110, but allow the third credit to be met by SDV, PED, HLT, or an RPK activity course.
    - Reduce the minimum Personal Development requirement to 2 credits (1 credit of SDV and 1 of PED 116 or HLT 110) for AAS degrees.
    - Assist the PED faculty to develop advanced standing opportunities for more students.
  - It was noted that any changes in minimum degree requirements would not automatically result in changes in the requirements for particular programs. Proposals for such changes involve the normal submission process to the Curriculum Committee and review by that body.

  **The Administrative Council approved the recommendation to revise the NOVA Minimum Degree Requirements as presented, effective Fall 2010.**

  - Dr. Templin recommended that consideration be given to developing SDV courses to meet specific student needs. Two examples would be an SDV course designed for students wanting to transfer and another designed for students going into the workforce.

- **Remove CST/ENG from the Application Programming, Database Specialist, IT Technical Support, Network Administration, Network Engineering (Specialist), and Web Design Career Studies Certificates**
  - The students in these programs are not taking the CST/ENG courses as these do not directly help them prepare for vendor certification exams.
  - The IT Advisory Committee emphasized that the Network Security career studies certificate should be revised to require a technical writing course (ENG 115 Technical Writing, ENG 116 Writing for Business and Industry, or ENG 131 Technical Report Writing I).
The Administrative Council approved removing the CST/ENG requirement from the Application Programming, Database Specialist, IT Technical Support, Network Administration, Network Engineering (Specialist), and Web Design career studies certificates, effective Fall 2010.

- Air Conditioning & Refrigeration Program Accreditation
  - The faculty request permission to seek accreditation of their program by the HVAC Excellence organization of the Educational Standards Corporation (ESCO).
  - HVAC Excellence accreditation will allow NOVA program graduates to register with the Mechanical Service Contractors of America and the college to be listed in a national registry of accredited technical schools. This can help the program seek public and private funds as well as encourage equipment manufacturers to consider our program for training incumbent technicians.

The Administrative Council approved the proposal to seek HVAC Excellence accreditation of the Air Conditioning and Refrigeration program.

- Discontinuance of the Web Design Manager Certificate
  - The Communication Design faculty recommended the discontinuance of the Web Design Manager certificate. The number of graduates from 2005-06 through 2007-08 is below VCCS and NOVA guidelines for certificate programs.

The Administrative Council approved the discontinuance of the Web Design Manager certificate, effective Fall 2010. The proposed discontinuance will be forwarded to the College Board and then to the VCCS for final approval.

- Political Science Specialization of the Social Sciences AS Degree
  - The Political Science (PLS) faculty and deans recommend the initiation of a Political Science specialization of the Social Sciences AS degree. The program uses existing courses and faculty, and requires no additional funding at present.

The Administrative Council approved establishing a new Political Science specialization of the Social Sciences AS degree at the Alexandria Campus, effective Fall 2010.

- New ENG Course in Non-Western Literature in Global Context
  - A new 200-level course, Non-Western Literature in Global Context, examines the literature of a variety of non-Western cultures. To assure that it would transfer and meet the non-western requirement of Virginia universities, input was solicited from faculty at George Mason University and U.Va.

The Administrative Council approved the new ENG 200-level course in Non-Western Literature in Global Context. The course will be forwarded to the VCCS for final approval after support is sought from other VCCS colleges.
• New PSY Course
  o The Psychology faculty recommended a new 200-level course, Psychopharmacology and Substance Abuse. The course would be especially useful to Administration of Justice, Nursing, and allied health students as well as future Psychology majors.

  The Administrative Council approved the new 200-level PSY course, Psychopharmacology and Substance Abuse. The course will be forwarded to the VCCS for final approval after support is sought from other VCCS colleges.

• Revisions to PSY Course Level
  o The Psychology faculty recommended that the following 100-level courses be designated as 200-level courses: PSY 115 Health Psychology, PSY 119 Cross-Cultural Psychology, PSY 120 Human Relations, PSY 125 Interpersonal Relationships, PSY 126 Psychology for Business and Industry, and PSY 165 Psychology of Human Sexuality. Designating the courses as 200-level courses would improve their transferability.

  The Administrative Council approved designating PSY 115 Health Psychology, PSY 119 Cross-Cultural Psychology, PSY 120 Human Relations, PSY 125 Interpersonal Relationships, PSY 126 Psychology for Business and Industry, and PSY 165 Psychology of Human Sexuality as 200-level courses. The proposed course numbering revisions will be submitted to the VCCS for final approval.

Enhancing the Student Experience:
• In an attempt to assist units and campuses in accelerating the purchasing process, information was shared on various types of equipment purchases as well as on prospective vendors:
  • Classroom Furniture Proposals
    ▪ Ms. Samuels provided information on the Loudoun Campus’s efforts to provide classroom furniture that is better suited to adults and allows for more design flexibility within the classroom.
  • Computer Lab Furniture Proposal
    ▪ The Medical Education Campus has a shortage of classroom space for both computer labs and traditional classrooms. Mr. Foley and Mr. Ryu discussed their use of computer desks that convert into flat table spaces to significantly improve this situation.
  • Non-Classroom Student Furniture Proposal
    ▪ Dr. Saperstone provided information on exterior seating as well as interior furnishings for areas such as student study areas.

• Orders for furniture and other large items should be submitted as soon as possible. Mr. Mellon advised that if the furniture needed is not available through the Virginia Correctional Enterprises, a vendor currently under state contract should be used to expedite the process.
• It was requested that, prior to the sweeping of any funds for the third quarter, each provost and vice president be advised as to the amount of funds expected to be swept, when the sweep will occur, and a date for responses to this information.


Student Learning Outcomes Reporting:
• Dr. Gabriel reported that Student Learning Outcomes have been completed for forty-four of the fifty-two programs. He will provide the provosts with information on the eight that still need to be completed.
• SLOs need to be completed for all programs by March 15 as the college needs to begin its second cycle.

Apple Computer Presentation:
• There will be an Apple Computer presentation following today’s Administrative Council meeting. This presentation is aimed at demonstrating some of the technology currently utilized by students. Dr. Sachs noted the importance of mobility in considering technology for today’s students.

Tracking:
• Consolidated Working Calendar—Mar 16
• Nat Center for Higher Ed Risk Management (NCHERM) – Mar 16
• Financial Aid Restructuring Initiative Report – April 13
• Faculty Handbook—May 18
• Assistance to Haitian Students