Administrative Council Meeting  
March 23, 2010

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

Ms. Ina Dimkova represented Vice President Garcia.

Guests:  
Ms. Charlotte Calobrisi, Special Assistant for Compliance Certification, SACS Reaffirmation  
Mr. Dana Kauffman, Director of Government Affairs and Community Relations  
Dr. Sharon Robertson, Associate Vice President, Academic Services

Student Access – Spring Enrollment:  
- The Daily Enrollment Report for Spring 2010, as of March 23, shows an increase in FTES of 11.6% over the comparable date for Spring 2009.

FY 2010-FY 2013 Budgets:  
- Budget Outlook  
  - Dr. Templin stated that the VCCS is currently reviewing the budget approved by the General Assembly, and that the Governor has until April 21 to finalize it. NOVA will begin formulating various budget scenarios, based on the VCCS analysis, in anticipation of approving its final budget in June. The State Board will set tuition rates at its meeting in May.
  - The federal economic stimulus funds that have allowed the college to absorb earlier budget cuts are expected to be available only through FY 2012. When these funds disappear in FY 2013, the loss to the college is expected to be approximately $8 million. During the next two years, the college will focus on planning its response to this financial situation.
  - As it does not appear that a 5% to 10% cut will be required in FYs 2010 and 2011, and because of NOVA’s projected growth in this period, the following actions will move forward:
    - Recruitment of all sixty-one full-time teaching faculty positions approved by the Administrative Council. These include positions that were tagged for possible reduction in the event of budget cut.
    - Recruitment of thirty-eight non-teaching positions approved by the Administrative Council.
  - The stimulus funding should be used strategically to increase student access and success as well as to provide NOVA with new capabilities. As these are non-recurring funds, any program or initiative would have to be self-sustaining by the end of this two-year period. Proposals for initiatives in the areas of ELI and Health Information Management are being developed by Dr. Sachs and Mr. Foley, respectively.
- Ad Hoc Budget Crisis Committee Recommendations:  
  - The committee will continue to identify long-term budget reforms through increased administrative efficiencies, reductions in operational expenses, and enhancements to instructional productivity.
- Summer Session  
  - Due to the expected stimulus funding, the college will be able to maintain, during the Summer 2010 session, a maximum of eight credit hours at pro-rata pay with up to 5
additional credit hours at the overload rate, provided that those assigned more than six credit hours also are assigned and scheduled for academic advising hours.

- Compensation of assistant deans and program heads performing administrative assignments during the summer is being reviewed.
- Critical structural factors for sustaining summer session are increasing the average class size and maintaining the ratio of full-time to part-time faculty at a level comparable to regular sessions. The summer work group of the Ad Hoc Budget Crisis Committee will continue to work on this issue.

General Assembly Outcomes:

- Dr. Templin will provide a communication to the college community on NOVA’s current financial situation. This message will include a summary of the actions of the 2010 General Assembly relevant to the college and its employees, such as furloughs, salaries, and benefits.
- Mr. Kauffman noted that the Governor will soon be appointing a higher education task force to make recommendations on how to significantly increase the number of college graduates. He noted media reports that the Governor recently met with the Governors of Louisiana and Indiana. Given this, Mr. Kauffman provided the council with information on recent higher education initiatives in these states.
  - The LA GRAD (Granting Resources and Autonomy for Diplomas) Act in Louisiana will grant colleges and universities increased autonomy and flexibility in exchange for a commitment to meet clearly defined statewide performance goals, including boosting graduation rates.
  - The Hoosier College Promise in Indiana aims to provide high school graduates with more affordable access to higher education. Open to students whose family income falls below a specific amount, it provides two years of free tuition at a community college or an equivalent amount of tuition funding for attending another college or university. Students would be required to be enrolled full time and maintain a C average in a degree program.

Task Force on Student Athletics at NOVA:

- Student Athletics have been a major part of NOVA’s effort to expand and enhance its Student Activities program. While students have been very enthusiastic and supportive, the college’s organizational structure, along with its associated policies and procedures, has not kept pace.
- The college received permission to increase the student activities fee two years ago to expand student activities. Dr. Dever advised that in order for NOVA to request another increase, strong documentation is required as to what activities are in place and how they are funded.
- Dr. Dever presented a proposed charge for a Task Force on Student Athletics that would review both the current status and future outlook for Student Athletics. It would then recommend appropriate governance, organization, policies, and procedures to ensure that Student Athletics operates in an orderly manner supportive of student aspirations and institutional goals. Best practices from other community colleges would also be reviewed. The topics to be considered include:
  - The purpose of Student Athletics at NOVA, with attention to the relation of athletic programs to student success goals for retention, persistence, and completion as well as the general education goal for personal development.
  - The optimum alignment between athletics and instruction so that they complement one another in support of the college’s educational mission.
  - The relation of Student Athletics to various units of the college, particularly campus-based Physical Education programs and Student Activities, both campus-based and college-wide.
A recommended structure for the overall governance and day-to-day operation of Student Athletics at NOVA.

- Basic policies and procedures for all areas of managing such a program.
- A determination of whether “intercollegiate athletics” is the appropriate term for the framework under which various NOVA teams currently play. This would be considered in terms of the SACS COC standard addressing control of intercollegiate athletics.

- The Administrative Council endorsed moving forward with this Task Force. Provosts were asked to provide recommendations for membership which will include representatives from the Academic Deans, Deans of Students, Student Activities Coordinators, and the Physical Education faculty. As the Alexandria Provost currently has oversight for the college-wide student activities program, Dr. Maphumulo will serve on the Task Force. Mr. Brian Anweiler, College-wide Student Activities Coordinator, will serve as a resource person for the group.

- The Task Force is expected to be appointed in late spring and to begin its work in the early fall semester, with its report submitted by December 1, 2010.

Consolidated Working Calendar:

- The following changes have been made to the 2010-2011 General Information Working Calendar since it was approved by the Administrative Council in November.
  - A change to the Audit grade (X) has been approved by the State Board. According to this new policy, a change from audit to credit or from credit to audit must be done within the add/drop period for the course and no later than the Census Date. This is a change from the previous policy that changes from credit to audit had to be made by the last official day for students to withdraw from a class without penalty (60% date). This change is reflected in the calendar narrative as follows:
    - Last day to drop with tuition refund or change to audit (Census Date).
    - Last day for students to withdraw from a class without grade penalty.
  - It has been requested that the wait list deadline dates (the last day for a student to add his or her name to the wait list) be added to the General Information Working Calendar. The date for Fall 2010 has been added. The dates for Spring 2011 and Summer 2011 will be added as available.

- The Administrative Council approved the 2010-2011 Consolidated Working Calendar as presented.

Curriculum Committee Items: Dr. Robertson presented the following recommendations on behalf of the Curriculum Committee:

- Three Emergency Medical Services Career Studies Certificates
  - Three new career studies certificates in the Emergency Medical Services (EMS) field are recommended: Emergency Medical Technician-Basic, Emergency Medical Technician-Intermediate, and Paramedic. All three proposed career studies certificates are designed to meet the needs of local fire/rescue departments and of EMS students. The proposed programs would allow EMS students at different stages of EMS preparation to obtain a NOVA credential, demonstrating that they have achieved an educational goal.
  - Taken together, the three proposed new programs include a large proportion of the requirements for the EMS Associate of Applied Science degree. Because the programs use existing courses, no new faculty or equipment will be needed.
The Administrative Council approved the Emergency Medical Technician-Basic, Emergency Medical Technician-Intermediate, and Paramedic career studies certificates, to be effective Fall 2010.

- Early Childhood Development Career Studies Certificate
  - This career studies certificate is designed to prepare students to work as professionals with young children and will be listed as a step in the Early Childhood and Child Care Professional Development Career Lattice published by the Virginia Department of Social Services, the agency that regulates childcare in Virginia.
  - The new program will provide a first tier toward our 31-credit Early Childhood Development certificate, which in turn may be applied to the 67-credit AAS degree. Because the program uses only existing courses, no new resources will be required to support it.

The Administrative Council approved the proposal to establish a new Early Childhood Development career studies certificate, to be effective Fall 2010.

- Infant and Toddler Care Career Studies Certificate Revisions
  - The recommended revisions to the Infant and Toddler Care career studies certificate are designed to address changes made to the law authorizing the Head Start program and to help students work toward associate and baccalaureate degrees. The faculty request three revisions to the current curriculum:
    - remove CST 229 Intercultural Communication,
    - add EDU 235 Health Safety and Nutrition Education, and
    - add CHD 167 CDA Theories and Applications: Resource File OR an elective that is also applicable to the Early Childhood Development certificate (3 credit).
  - This career studies certificate concentrates on performance skills that are required by National Head Start for professionals caring for infants and toddlers.

The Administrative Council approved the revisions to the Infant and Toddler Care career studies certificate, to be effective Fall 2010.

- Advanced Standing for DoD Child & Youth Services Training at Quantico
  - This recommendation would expand to Quantico Marine Base the advanced standing already approved for students who have completed the DoD (Department of Defense) Child and Youth Services Training Program at Ft. Belvoir and Ft. Myer.
  - This expansion would help NOVA serve Quantico Marine Base child care personnel and would draw these child care providers into the Early Childhood Development program.
  - This advanced standing would be reviewed every two years. To receive the advanced standing credit, students will present documentation showing completion of the prescribed training modules.

The Administrative Council approved the proposal to extend to students at Quantico Marine Base the advanced standing awarded for DoD Child and Youth Services Training Program at Ft. Belvoir and Ft. Myer.

- Web Design Specialist Career Studies Certificate Revisions & New Course
  - Revise the Web Design Specialist career studies certificate and establish a new 200-level ART course, Advanced Design for the Web.
The proposed revisions noted below focus the program on the design and technical aspects involved in front-end user experience and would increase the total number of credits required for graduation from 18 to 19-20.

- Remove ITE 115 Introduction to Computer Applications and Concepts and ITE 130 Introduction to Internet Services.
- Add ART 251 Communication Design I and ART 2xx Advanced Design for the Web.
- The addition of alternatives to the Internship requirement.

The new course, ART 2xx Advanced Design for the Web, would allow for the expansion of topics relevant to the study of web design and for more comprehensive instruction on front-end user design proficiency.

The Administrative Council approved the proposed revisions to the Web Design Specialist career studies certificate, effective Fall 2010 and the new 200-level ART course, Advanced Design for the Web. The new course proposal will be sent to the VCCS for approval.

- Expand Automotive Maintenance & Light Repair Career Studies Certificate to the Manassas Campus
  - At present, the Automotive Maintenance and Light Repair career studies certificate program is offered only at the Alexandria Campus. However, the Manassas Campus already provides the required courses. As the two campuses are geographically distant from each other, they are unlikely to compete for many of the same students.

The Administrative Council approved the proposed expansion of the Automotive Maintenance and Light Repair career studies certificate to the Manassas Campus, effective Fall 2010.

NOVA Process and Procedures for Identifying and Reporting Substantive Change to SACS COC:

- Dr. Dever noted the complexity of dealing with the various substantive change requirements for compliance with the SACS COC Principles of Accreditation. To ensure that the college does not have problems as in the past with reporting these changes, the Commission has asked that NOVA submit, by April 1, its formal process for the Commission’s review. Ms. Calobrisi presented a draft document, Process for Reporting Substantive Change, detailing the procedures for meeting the Commission’s reporting requirements. While certain types of substantive changes require only notification prior to implementation, others require notification with submission and approval of a prospectus 6 to 12 months prior to implementation. Additionally, many substantive changes require on-site committee reviews by SACS COC.

- This document also identifies the positions responsible for ensuring that the college meets these requirements. The Executive Vice President for Academic and Student Services serves as the SACS COC Accreditation Liaison and is responsible for coordinating and reviewing all instances of substantive change. The Associate Vice President for Academic Services will assist the Executive Vice President in monitoring substantive changes and in preparing the required notification documentation. The responsibilities of other members of the college leadership are also clearly defined.

- Another draft document, Internal Procedures for Reporting Substantive Change, outlines the college’s internal procedures for addressing the following types of substantive change that are of most common concern for NOVA:
  - Monitoring and reporting programs offered through distance education
  - Initiating programs and courses offered through contractual and consortial agreements
  - Adding new courses or programs
• Discontinuing programs
• Monitoring and reporting programmatic percentages of 25% or more at off-campus institutional sites

In the instances of discontinuing programs and of monitoring and reporting programmatic percentages of 25% or more at off-campus institutional sites, the college is obligated to report any development as a substantive change. In the other instances, NOVA will keep SACS COC informed of any new developments even if the college determines that those developments do not constitute substantive change as defined by the Commission.

• The Administrative Council approved the documents in concept. Revisions based on today’s discussions will be incorporated into the final documents.

2010-2011 Proposed Institutional Memberships:
• Dr. Dever stated that, because of financial restraints, no additional memberships were added for FY 2011. However, many of the membership fees have increased so it is expected that the final amount may exceed the amount currently approved.
• The proposed 2010-2011 Institutional Memberships were approved as presented.

Other Items:
• Secretary of Education Arne Duncan will visit the Annandale Campus on Wednesday, March 24, for a panel discussion on financial aid. Dr. Gabriel is coordinating this visit.
• Council members requested a discussion at a future meeting on guidelines for the budget management process. The main concern is that monies will be taken through a sweep process before purchasing and other transactions can be completed. It was noted that more purchasing requirements are being done by campus personnel.

The next meeting of the Administrative Council is Tuesday, April 6, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
• New Student Orientation Initiative – March 30
• Revising College/Campus Emergency Operations Plans – April 6
• ATD Core Team Proposed Plan for 2010-2011 – April 13
• Financial Aid Restructuring Initiative Report – April 13
• WD/CE Third Quarter Report & FY11 Budget Proposal – May 11
• Faculty Handbook—May 18
• Assistance to Haitian Students