Administrative Council Meeting  
April 27, 2010

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

Dr. Ronald Buchanan represented Dr. Hinton.

Guests:
Representatives from the Education Advisory Board:
- Ms. Nina Capriotti, Manager, Member Services
- Ms. Christine Enyeart, Senior Director of Custom Research Services
- Ms. Rachel Higginbotham, Research Associate
- Dr. Perri Shawn, Managing Director of the Community College Leadership Forum

NOVA Taskforce on Honors and Academic Challenge:
- Dr. Beverly Blois, Co-Chair, Dean of Communications and Human Studies, Loudoun Campus
- Dr. Dan Lewis, Co-Chair, Dean of Communications and Humanities, Woodbridge Campus
- Ms. Stacy Rice, Teaching Faculty, Loudoun Campus
- Dr. Sharon Robertson, Associate Vice President, Academic Services
- Mr. John Ruffino, Executive Director, NVCC Educational Foundation

Ms. Harriet Zimmerman, Director, Workforce Development and Continuing Education, Medical Education Campus
Mr. Byung Ryu, Budget Analyst/Event Planner, Medical Education Campus

Student Access:
- Summer Registration
  - The Daily Enrollment Report for Summer 2010 as of April 27 shows an increase in FTES of 13.8% over the comparable date for Summer 2009. Dr. Gabriel noted that letters are being sent to remind students to pay prior to the May 1st enrollment cancellation.
  - As the Loudoun County Public Schools will not have a summer school program for high school students, Dr. Templin advised that NOVA should be positioned to meet the needs of these students.

Education Advisory Board Presentation:
- Dr. Templin welcomed representatives from the Education Advisory Board. Originally working in an advisory capacity in the area of health care, The Advisory Board Company has expanded to serve the same function for higher education.
  - As a best practice research firm, the Education Advisory Board is structured to serve various constituencies within higher education such as academics, student services, and business operations. The Community College Leadership Forum focuses on the needs of its community college members.
- As an institutional member, NOVA is able to take advantage of its many resources.
  - At the Education Advisory Board website (www.educationadvisoryboard.com) members can access completed national best practice studies, descriptions of in-progress best practice initiatives, and a library of custom reports compiled on behalf of member institutions. Agendas and registration options for upcoming meetings and teleconferences...
included in the college membership are also available at this site. Access is available to members of the NOVA community by use of their college email address: @nvcc.edu.

- NOVA can request custom reports focusing on a specific issue. These best practice reports, utilizing both primary and secondary research, can provide the college with a tool for addressing various strategic issues. Dr. Gabriel will serve as the point of contact for these custom requests.

Task Force on Honors and Academic Challenge:
- Members of the Task Force on Honors and Academic Challenge presented their report in response to the charge to develop an enhanced college Honors Program that would align with NOVA’s Strategic Vision 2015: Gateway to the American Dream.
  - As a focal point of excellence, such an enhanced program would “provide NOVA’s best and brightest students with a coherent set of challenging educational experiences, such as honors, that stretches their intellectual abilities and invites them to set academic and personal development goals on par with America’s best college students.”
- Dr. Blois noted that, although an honors program has been a part of the college for approximately twenty-five years, it continues to have limited visibility. Although many good things are going on in this area, there is not a comprehensive honors experience across the college.
- Ms. Rice discussed the current status of NOVA’s Honors Program.
  - Active Honors Programs are currently in place at the Alexandria, Annandale, and Loudoun Campuses.
  - NOVA has one college-wide honors event annually.
  - The Honors Program has approximately 30 graduates each year.
- The taskforce recommendations cluster around three major goals:
  - Establishing a solid organizational structure for Honors as a college program
  - Ensuring a coherent set of challenging educational experiences
  - Providing adequate resources and incentives for students to participate in and complete Honors work
- The taskforce report contains 15 specific recommendations, to include:
  - Renaming the program NOVA Honors College.
  - Creating a comprehensive structure for this program that would include the creation of a coordinator position, adequate compensation for Honors chairs to provide year-round management of the program, and strengthening both the College Honors Committee and the Campus Honors Committees.
  - Focusing on the enrichment of a student’s learning experience through extensive utilization of government, business, and cultural resources available in the Washington metropolitan area.
  - Incorporating such characteristics as small, seminar-style classes, Campus Honors Institutes, comprehensive academic advising, and an Honors Learning Community.
  - A scholarship program that would attract prospective Honors students as well as the establishment of Honors articulation agreements and the strengthening of agreements to help students gain admission to selective schools.
  - The development of guidelines for assessing programmatic and student learning outcomes.
- Dr. Lewis noted that an Honors College could be an effective recruiting tool as well as an
inspiration to current NOVA students to enhance their collegiate experience. He noted that high
school students and parents often inquire as to honors opportunities at NOVA.

- This proposed structure would be phased in over a period of two years.

- Dr. Templin acknowledged the work of the task force. A detailed review of the report will be
  considered at a future Administrative Council meeting. He noted the following:
  - NOVA needs such a program because we have some of the nation’s best and brightest
    students.
  - Such a program should aim to raise the bar for all NOVA students, helping them to
    imagine what they can be as a result of their educational experience.
  - A set of educational experiences should be created whose impact is visible to others.
  - Indicators of success should be identified, such as the Jack Kent Cooke Transfer
    Scholarship and the Phi Theta Kappa scholarships.
  - The program should provide clear pathways for capable students to attend highly
    selective institutions, to include the University of Virginia, the College of William and
    Mary, the University of Richmond, Georgetown University, and others.

LPN Program:

- Ms. Zimmerman presented a proposal, on behalf of Workforce Development and Continuing
  Education, to institute a LPN program at the Medical Education Campus. After successfully
  completing this 12-month program, students will be eligible to take the National Council
  Licensure Examination (NCLEX-PN) leading to licensure as a Practical Nurse.
- This proposal is based on extensive market research that focused on identifying the needs of the
  community and how NOVA could enhance its WDCE offerings.
- Implementing this program would:
  - Align NOVA to become the number one Healthcare Educational and Training Provider in
    Northern Virginia
  - Remove barriers to higher education and provide education to underserved populations
  - Meet healthcare needs in the community
- This program would provide the college with a number of benefits such as:
  - Allowing NOVA to increase LPNs in the community, especially in Long Term Care
    (LTC).
  - Closing the gap in the nursing career ladder.
  - Helping those students pursue a healthcare certificate that otherwise would not be able to
    do so.
  - Giving students progressing along the career ladder a stronger academic background for
    pursuing higher education degrees.
  - Increasing the utilization of the MEC facilities on Fridays, Saturdays, and Sundays.
  - Increasing NOVA enrollment and revenue and allowing it to compete with the
    proprietary schools in the area.
- This would be the first non-credit LPN program in the VCCS. It is supported by NOVA’s
  Nursing faculty.
- Initial funding will come from the Vice President for Workforce Development and Continuing
  Education, with the President’s Innovation Fund underwriting the program. It is expected to be
  self-sustaining by the third year.
- Twenty-four students are expected to be admitted in January 2011. The tuition will be
  $16,500/student/year. It is expected that financial aid will be available to participating students
  after the first year.
• The students targeted for this program will be those already in the healthcare field who need an additional credential. This would include current healthcare workers, foreign born healthcare professionals, and military spouses.
• The Administrative Council approved this proposal.

Personnel Services Committee Resolution on Discrimination:
• The following statement was proposed by the Personnel Services Committee in response to recent statements on discrimination from the Attorney General and the Governor. It was unanimously approved by the College Senate: The Personnel Services Committee supports the continued practice of hiring, assessment, and retention of all employees based on academic preparation, job-related skills and experience, and meritorious job performance. Furthermore, we urge the college to resist discrimination on any non-job related basis, including but not limited to, sexual orientation, gender identity, and/or gender expression, and to work to put into place safeguards against such discrimination.
• This statement was endorsed by the Administrative Council as reaffirming the college’s current practices. No changes are needed to the Faculty Handbook.
• The Administrative Council acknowledged the efforts of the Personnel Service Committee and the College Senate regarding this matter.

Summer Academic Advising:
• As a result of the change in practice for summer appointments, the following revisions were approved for the Faculty Handbook [6.4100 and 6.5500]:
  o For those instances in Summer 2010 where the faculty member agrees to provide advising services as specified by the campus administration, the maximum load at pro-rata pay may be raised to seven or eight teaching credits.
  o Faculty members may be offered a teaching overload that brings their summer session assignment up to no more than 13 teaching credits.
  o Dr. Dever will consult with the College Senate about the revised wording.
• Dr. Templin stated that the current plan allowing teaching faculty to increase the number of credits hours paid at the pro-rata rate by providing academic advising allows the college to meet a critical need for students in the summer as well as to address issues related to faculty compensation.

Faculty Tuition Assistance Policy Recommendation:
• Mr. Foley, Chair of the Professional Development Committee, presented several proposed revisions to the Faculty Tuition Assistance Program.
• Council members requested the following information prior to a future consideration and discussion regarding this matter:
  o Identification of any state policy addressing faculty tuition assistance or access to an institution’s credit classes free of charge.
  o A glossary of terms for all personnel covered by this policy and more precise language in the proposal to clarify the faculty being addressed.

Commencement Plans:
• Commencement will be held on Sunday, May 16, at 2:00 p.m. at the Patriot Center at George Mason University.
• The Honorable Gerard Robinson, Secretary of Education for the Commonwealth of Virginia, will be the keynote speaker.
• Judge LeRoy Millette, a justice of the Supreme Court of Virginia, will receive an Honorary Degree.
• Dr. Anthony Tardd, former Loudoun Campus Provost, will receive the College Board Leadership Award.
• The Administrative Council acknowledged the work of Mr. Dana Kauffman, Director of Government Affairs and Community Relations, and Ms. Geri Dolan, College Events Planner, in this effort.

The next meeting of the Administrative Council is Tuesday, May 4, at 9:00 a.m. in the Large Board Room at Brault.

Tracking:
• Survey of Entering Student Engagement – May 4
• FY2011 Budget Planning – May 4
• Call Center Assessment – May 4
• Planning & Evaluation Cycles – May 4
• Career Builder – May 4
• Six Year Capital Outlay Plan – May 11
• WD/CE Third Quarter Report & FY11 Budget Proposal – May 11
• Call Center assessment – May 11
• Faculty Handbook—May 18
• Financial Aid Restructuring Initiative Report
• Assistance to Haitian Students
• NCAT Redesign Initiative Approval Strategy