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

Dr. Bruce Mann represented Dr. Saperstone.

Guest:
Dr. Sharon Robertson, Associate Vice President, Academic Services

Dr. Dever convened the meeting in the absence of President Templin.

Student Access and Success: Discussion deferred.

Call Center Assessment. Discussion deferred.

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

- New ENG Course in Asian American Literature
  - A new 200-level course, Survey of Asian American Literature has been offered successfully as ENG 295 both online and in the classroom. This course surveys Asian American literature and would complement the existing Survey of American Literature and Survey of African-American Literature courses. The course has been accepted for transfer credit by senior institutions.

  The Administration Council approved the new 200-level ENG course, Survey of Asian American Literature, to be effective Fall 2011. The proposal will be forwarded to the VCCS.

- Revisions to Three RPK Courses:
  - Based on the recommendation of the Chief Interpretative Ranger of the National Park Service, the title for RPK 125 Outdoor Education and Interpretive Services should be changed to Resource Interpretation and Education.
  - Both RPK 170 Recreational Backpacking and RPK 171 Canoeing are currently two-credit courses. Changing them to one-credit courses will bring them in line with other activity courses. The reduction in credits will have no adverse effect on students and will reduce their cost for each course.

  The Administrative Council approved the revision of the title of RPK 125 to Resource Interpretation and Education and the reduction of the number of credits for RPK 170 Recreational Backpacking and RPK 171 Canoeing from two to one, to be effective Spring 2011. The proposal will be forwarded to the VCCS.

- New HIM Course and Revisions to Health Information Management AAS:
  - A new 200-level Health Information Management (HIM) capstone course is proposed
that, taken at the end of a student’s program, would review, integrate, and apply the knowledge and skills students have gained over the course of their degree program. This should improve retention as well as better prepare the students to pass their national certification exam.

- The HIM faculty also recommended the following restructuring of the AAS curriculum:
  - Requiring students to move through as a cohort.
  - Revising the course sequencing to initiate the use of prerequisites, a common practice in allied health programs. The prerequisites will include BIO 141, CST 229, ENG 111, HIM 111, and SDV 101. Except for BIO 141, all are already required in the program.
  - Revising the course requirements
    - Remove ITE 150 Desktop Database Software (3 credits).
    - Remove NAS 150 Human Biology (4 credits).
    - Remove the second PED/RPK course (1 credit).
    - Add BIO 141-142 Human Anatomy & Physiology I-II (4 and 4 credits).
    - Add HIM 2xx HIM Capstone (1 credit).
  - Increasing the total number of credits required for graduation by one, to 72 credits.
  - Adding a Summer term to help faculty establish sufficient clinical rotations for all HIM students.
  - Mr. Foley noted that the Medical Education Campus seeks to make its Health Information Management (HIM) program a focal point of excellence. The plan is to make this program available to other VCCS colleges through Distance Learning.

The Administrative Council approved the establishment of a new 200-level course, HIM Capstone, for use beginning in Spring 2011. The proposal will be forwarded to the VCCS.

The Administrative Council approved the revisions to the Health Information Management AAS curriculum and its structure to be effective for Fall 2010.

- Revisions to Dental Hygiene AAS
  - Revisions to the 72-credit Dental Hygiene AAS curriculum include the removal of the one-credit PED/RPK elective and offering DNH 130 Oral Radiography for the Dental Hygienist for 3 credits instead of 2 credits. The latter will increase the lecture component of this course by an hour.
  - The revised Dental Hygiene curriculum will satisfy the new minimum degree requirement that AAS degree programs include PED 116 but do not have to require a second PED/RPK course.

The Administrative Council approved the proposal to remove the PED/RPK elective from the Dental Hygiene AAS curriculum and to use the 3-credit version of DNH 130 Oral Radiography for the Dental Hygienist instead of the 2-credit version, to be effective for the Fall 2011 semester.
• Revisions to Physical Therapy Assistant AAS
  o While the prerequisite portion of the curriculum layout would continue to require NAS 150, NAS 161-162 Health Science I-II or BIO 141-142 Human Anatomy & Physiology I-II would no longer be listed as options. Instead, a footnote would be added explaining that NAS 161-162 and BIO 141-142 may be substituted. This is a clarification rather than a change.
  o Remove the *Advanced Placement Admission* statement as this no longer exists in the PTA program.
  o Add *Transfer Placement* policy. This is intended to prevent students who have been removed from other PTA programs from seeking entry into NOVA’s PTA program. This policy was unanimously approved by the PTA Curriculum Advisory Committee.
  o Raise the passing grade for lab practical exams from 72% to 75% to be aligned with the 2.5 GPA that is necessary for admission into the PTA program. This recommendation was unanimously approved by the PTA Curriculum Advisory Committee.

The Administrative Council approved the proposal to revise the Physical Therapy Assistant AAS curriculum layout, remove the Advanced Placement Admission statement, add a Transfer Placement statement, and raise the passing grade for lab practical exams, to be effective Fall 2010.

• New Occupational Therapy Assistant AAS
  o The Medical Education Campus proposed the establishment of an AAS degree in Occupational Therapy Assistant (OTA). The development of this degree was initiated by the college’s regional workforce partners with the goal of preparing competent Occupational Therapy Assistants in the knowledge, skills, and professional demeanor consistent with local employer expectations and national standards.
  o This proposal draws on the experiences of Tidewater Community College (TCC), which converted their OTA Diploma program to an AAS to accommodate the changing requirements of the accrediting agency.
  o NOVA will apply for accreditation of the new program by The American Occupational Therapy Association (AOTA) Accreditation Council for Occupational Therapy Education (ACOTE®).
  o The proposed 72-credit curriculum for NOVA is designed to meet local industry needs. The proposed program will utilize Occupational Therapy (OCT) courses already in the VCCS Master Course File, although the discipline is new to NOVA.
  o The five-semester program will prepare students to sit for the Occupational Therapy Assistants National Certification Board as developed and administered by the National Board for Certification in Occupational Therapy. Licensure is the responsibility of the Virginia Board of Medicine.
  o OTA will have restricted admission. If the number of applicants to the program exceeds the maximum enrollment capacity, students will be selected on a competitive basis.
  o Physical Therapy Assistant and Occupational Therapy Assistant are complimentary but unique professions. While Physical Therapy focuses on assisting individuals to regain or improve movement and mobility, Occupational Therapy identifies functional,
psychological, environmental, and physical factors for treatment. Since the programs are vastly different both in educational requirements and job-related responsibilities, recruiting of students for the OTA program should not be competitive with the PTA program.

- Data show both employment demand and probable student demand.
- Setup of the OTA program’s facilities and equipment will require approximately a year. The annual budget for the OTA program will include funding for faculty, supplies, equipment, professional development, accreditation fees, and other miscellaneous items. A full-time program director and clinical coordinator will be needed to coordinate and teach the didactic components of this program.

The Administrative Council approved the proposal to establish a new Occupational Therapy Assistant AAS degree program, to be effective Fall 2011. This proposal will be forwarded to the College Board.

- Discontinuance of Computed Tomography and MRI Career Studies Certificates
  - The recommendation that the Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) career certificates be discontinued has been approved by the Radiography Advisory Committee. These discontinuations are to be effective as soon as all approvals can be obtained.
  - The Radiography program will continue to support the affiliates by providing the didactic classes necessary to support the hospital cross-training program. These courses also will prepare students to sit for the national American Registry of Radiologic Technologists board examination on computer tomography or magnetic resonance scanning.

The Administrative Council approved the proposal to discontinue the Computed Tomography and Magnetic Resonance Imaging career studies certificates, to be effective Spring 2011. This proposal will be forwarded to the College Board.

Mr. Foley acknowledged the assistance that Dr. Robertson has provided the Medical Education Campus in the development of its curriculum item proposals.

General Education Council:

- A proposal was presented at the March 16th Administrative Council meeting for a Council for General Education to provide oversight and guidance for all matters related to general education at the college. The Council would be concerned with the overall purpose, structure, and quality of the college’s general education program and the extent to which NOVA graduates attain the broad-based competencies they need for success in further education and employment in their career fields. Following the presentation on March 16, council members requested that Dr. Dever consult further with various college committees on this proposal.
- Dr. Dever has presented the proposal to the Curriculum Committee, the College Senate, and the Instructional and Student Services Committee. It was also presented to the Academic Deans Council by Dr. Robertson. The responses from all these committees have been positive.
• This Council would provide a place to consider broad issues relative to the college’s general education program, give particular attention to the SACS COC standard for college-level competencies, maintain association with professional groups that promote the value of general education as well as work closely with college committees, discipline clusters, and other groups concerned with common topics.

• The Administrative Council approved the proposal for a Council for General Education as presented. The provosts were asked to provide Dr. Dever with recommendations for membership as soon as possible in order to have the Council in place by Fall 2010.

Other:
• Dr. Dever discussed the importance of keeping the college community informed as to the on-going reaffirmation of accreditation process. He noted his recent communication to provosts about ensuring that all adjunct faculty are evaluated in accord with college policies.
• Dr. Dever asked that Provosts and their staffs remain in close contact with the QEP planning process for enhanced academic advising. They can do so by maintaining communication with their representatives on the QEP committee as well as with Alison Thimblin, Special Assistant for the QEP. While the QEP will provide a common college-wide template for processes and expectations, it must also be adaptable to the distinctive circumstances of the individual campuses.
• A follow-up discussion on summer advising will be scheduled for a future meeting.

The next meeting of the Administrative Council is Tuesday, July 13, at 9:30 a.m. in the Large Board Room.

Tracking
• Commencement – July 13
• Six-Year Capital Outlay Plan – July 13
• Ad Hoc Budget Crisis Committee Recommendations Follow Up
• Ad Hoc Budget Crisis Committee Release Time Report
• Financial Aid Restructuring Proposal – July 13
• Next Generation Extended Learning Institute Proposal