Members Present: Executive Vice President Dever, Dr. Gabriel, Vice President Garcia, Vice President Gary, Dr. Hill, Dr. Leidig, Dr. Maphumulo, Dr. Sachs, and Dr. Saperstone.

Dr. Hinton was represented by Dr. Buchanan
Mr. Foley was represented by Ms. Stanton

Guests:
Dr. Sheri Robertson, Associate Vice President, Academic Services
Ms. Janet Bush, Publications Editor

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

**Student Access**
- **Spring Enrollment**
  - The Daily Enrollment Report for Spring 2011, as of March 15, shows an increase of 5.8% above the comparable date for Spring 2010.
- **High School Applicants for Fall 2011**
  - The enrollment of high school students for Fall 2011 as of March 15, shows an increase of 1.3% above the comparable date for Fall 2010.
  - Registration for new students for Fall 2011 will open in June.
  - Outreach efforts are underway on the campuses.
  - The provosts may contact Dr. Gabriel’s office if they require additional assistance with outreach efforts.
- Dr. Saperstone noted that the new outreach person for the Annandale Campus will start the week of March 25. In the meantime, she will work with Dr. Gabriel’s office and the Call Center for assistance in making calls.
- Dr. Dever asked the provosts to consider if there may be systemic policy issues or central financial aid issues to be considered in regard to high school enrollment. If so, he requested that they contact him to discuss.
- The provosts expressed the desire to further discuss issues with testing at a future meeting. Issues such as capacity, ELI growth, changes in basic placement testing, increased testing time, the use of Blackboard, and establishing a college-wide testing policy were mentioned.

**Student Success**
- **Student Success in Licensing Exams**
  - Dr. Gabriel distributed the research brief *Licensing Exam Pass Rates: 2007-2009* detailing the pass rates of NOVA students on licensing and certification exams.
  - Dr. Gabriel had questions regarding two programs:
    - Fire Science Technology – Dr. Gabriel was not able to obtain clear information regarding a certification or licensure exam for this program. Dr. Saperstone will follow up and report back.
    - Paralegal Studies – Dr. Gabriel was unsuccessful in determining if there is licensure or certification exam for this program. Dr. Maphumulo will follow-up and report back.
  - Dr. Hill added that he will research external certification for Contract Management and report back.
SACS Reaffirmation of Accreditation

- Dr. Dever informed the Administrative Council that the Compliance Certification has been completed and sent out to the off-site review committee.
- Each off-site team reviews three community colleges.
- The review team will meet in Atlanta in mid-May.
- We anticipate receiving a report from the off-site review around the end of May.
- A tremendous amount of work has gone into the preparation of the documents. Dr. Dever commended everyone who worked on the Compliance Certification.
- In the course of the review a number of issues have come to light. Dr. Dever will be scheduling a meeting in April to review the issues and make sure everyone is clear regarding what needs to happen between now and November.
- This meeting will include the provosts, the affected vice presidents, division deans, deans of students, Ms. Calobrisi, Ms. Thimblin, and Ms. Jarvis.
- Some of the issues that will be discussed include:
  - Continuing with our process for credential review and Justification Requests as needed.
  - Faculty evaluations.
  - Distance education and hybrid classes - ensuring that everyone has a clear understanding of the new college policy and associated processes.
  - Student complaints – ensuring we are following our written procedures.
  - Substantive change reporting.
  - Institutional effectiveness and student learning outcomes.
  - QEP/enhanced academic advising.
- Dr. Dever recommended three potential meeting dates. The Council agreed on Monday, April 25, from 1:30 p.m. – 4:00 p.m. [The date and time of the meeting have since been changed to May 9, 1:30 – 4:00 p.m.]
- Dr. Dever will send out a message asking everyone to hold that date and time open on their calendar.

Institutional Memberships

- The Administrative Council reviewed the proposed 2011-2012 list of approved institutional memberships.
- CPI Web (PTA) and Virginia Clinical Education Consortium were approved as new additions to the list of institutional memberships.
- Dr. Sachs offered to pay the college-wide membership for the National College Testing Association (NCTA) from his budget.
- Mr. Gary and Dr. Leidig agreed that the sponsoring party for the Dulles Chamber of Commerce should be Dr. Leidig.
- The Council agreed that the National Academic Advising Association membership is related to the QEP, so the sponsoring party should be Dr. Dever.
- The Council agreed that the National Collegiate Honor Society membership is related to the Honors Program, so the sponsoring party should be Dr. Dever.
- The addition of The Observatory of Borderless Higher Education was denied.
- The Administrative Council approved the 2011-2012 List of Institutional Memberships with the revisions indicated above.
Global Studies Faculty Survey

- The faculty survey on global studies was sent out by The Office of Global Studies and Programs just before the spring break.
- The survey is important for our strategic goal relating to international education. Dr. Templin and Dr. Dever are asking the provosts to encourage their faculty (full- and part-time) to complete it.
- Dr. Dever will distribute a message about the survey to the provosts and request that they promote completion on their campuses.

March College Board Meeting

- Dr. Dever distributed a copy of the College Board agenda
- The meeting will be Monday, March 21, at the Medical Education Campus, 4:00 p.m.
- Dr. Ken Rasmussen, recipient of the 2011 Virginia Outstanding Faculty Award, will be recognized.
- There will be two special reports:
  - Ms. Bansal - Medical Education Campus Highlight – Health Information Center for Excellence
  - Mr. Foley and others - Update on NOVA working with military veterans.
- The President’s Report will include:
  - The composition and function of the Administrative Council.
  - General Assembly update.
  - SACS Compliance Report update.
  - Program on Student Activities.
- Dr. Leidig expressed concern regarding the Signal Hill second floor project. It is not on the agenda, and it needs to go to VCCS in May.
  - Ms. Hurst noted that it may be possible to revise the March agenda if needed.
  - Vice President Garcia will follow-up on the status of this project and report back.

Catalog

- Dr. Robertson and Ms. Bush provided an overview of changes to the 2011-2012 Catalog. Among many changes, these were noted:
  - Added the new National Security Career Studies Certificate.
  - Added the new Occupational Therapy Assistant A.A.S. program with a note that this will be effective in Fall of 2012.
  - Updated the title of Air Conditioning and Refrigeration Career Studies Certificate to HVAC-R and Facilities Services Technology.
  - Reorganized the staff lists to make them more user-friendly.
  - Replaced the former Mission Statement with the new approved NOVA Mission Statement.
  - Listed Innovation Park as a Center. Ms. Bush noted that the Center’s designation will be IP.
  - Revised the Course Load policy slightly to be consistent with recently modified VCCS policy.
  - Modified the Admission to the College section to add wording regarding denying or revoking admission for a significantly disruptive person to be consistent with recently modified VCCS policy.
  - Added a statement that providing a Social Security number is not required.
Senior Citizens Enrollment – the associate vice president for student services and enrollment has provided new language to help make the Senior Citizens Enrollment section of the Catalog and the Schedule of Classes consistent.
  ▪ Vice President Gary expressed concern with the revised statement and requested that this be reviewed further.
  ▪ The Council agreed that a separate meeting should be convened to discuss this. After the group has met and resolved these issues, it will be brought back for Council consideration. The meeting attendees should include: Vice President Gary, Dr. Maphumulo, Dr. Robertson, and Dr. Harper.

Domicile Requirements – revise the policy regarding change of domicile after a semester has begun to make it consistent with newly revised VCCS policy.

Academic Standing – revise wording and GPA requirements following academic probation or suspension, making the section consistent with newly revised VCCS policy.

Credit for High School Courses – revise wording regarding credit for high school courses according to clarification provided by VCCS.

Credit by examination – add a statement that NOVA is developing a list of equivalencies for some Standard Level IB courses.
  ▪ Dr. Dever requested that the statement be more general, indicating that students may be granted advanced standing, and providing a reference to where they may obtain further information.

Substance abuse – Consolidate the language from the Schedule of Classes, Student Handbook, and the Catalog to include information regarding help and support in addition to consequences.

General Education Certificate – Add additional requirement of an oral communication elective that was inadvertently omitted in the previous Catalog.

Certificate of Completion – Clarification regarding this certificate.

Cooperative Education – Delete statement that 80% of Cooperative Education graduates remain with their Co-op employers upon graduation.

[The Administrative Council agreed to schedule a discussion regarding placements tests and rules for re-taking placements tests at future meeting.]
[Dr. Dever noted that the online Catalog can be updated as changes are made throughout the year.]
[Dr. Robertson requested that Administrative Council members contact her with any further questions or concerns.]
[The Administrative Council gave conceptual approval of the changes with the exceptions noted above.]

Curriculum Committee
[Dr. Robertson presented the changes proposed by the Curriculum Committee:]

Medical Laboratory Technology AAS Revision and New MDL Course
  ▪ With the support of their curriculum advisory committee and dean, the Medical Laboratory Technology (MLT) faculty propose several revisions to the AAS degree program to be effective Fall 2011. These changes will increase the total credit hours from 70 to 72.
  ▪ Revisions to admission requirements:
- Replace “BIO 101 or BIO elective” with BIO 141 Human Anatomy & Physiology requirement. The advisory committee, colleagues at other two-year MLT AAS degree programs, and data reviewed by MLT faculty all indicate that student success and persistence are likely to improve if BIO 141 replaces BIO 101 General Biology I or other BIO elective as a foundation course for the MLT AAS degree program.

- Replace “CHM 101 General Chemistry I or CHM 111 College Chemistry I” with only CHM 111. A solid foundation in chemistry is essential if students are to understand its application to the medical laboratory technology field. Information gathered from NOVA MLT faculty indicate that student success in the MDL major chemistry course is greater from students who have taken CHM 111 College Chemistry I than for students who take CHM 101 General Chemistry I.

- Faculty do not assess computer skills and wish to delete the statement that students should be proficient on the computer. Expectations for computer competencies are discussed in all MEC orientation sessions.

**Revisions to the curriculum**

- Remove PED/RPK elective, 1 credit hour. This provides one additional credit which, when combined with the revision described below, will allow the addition of a new course. The curriculum will continue to meet the college’s general education goal for Personal Development through the one-credit PED 116 Lifetime Fitness and Wellness in addition to the required one-credit SDV 101.

- Replace MDL 120 Principles of Hematology, 4 credit hours, with MDL 127 Hematology, 3 credit hours. Although MDL 127 is one fewer credit hour, it increases lab time without compromising content. As noted above, it would free up one credit hour toward the addition of the new course.

- Remove MDL 265 Advanced Clinical Chemistry, 2 credit hours. Requiring CHM 111 College Chemistry I and BIO 142 Human Anatomy and Physiology II will allow faculty to incorporate the content of MDL 265 into our MDL 261 Clinical Chemistry and Instrumentation I course.

- Add BIO 142 Human Anatomy and Physiology II. Completion of the BIO 141-142 sequence better prepares students for MDL courses and provides additional theory needed at entry level into the profession.

- Add a new course, MDL 2XX Introduction to Clinical Molecular Diagnostics, 2 credit hours. Piloted in Fall 2010, this course is supported by the advisory committee, clinical affiliates, and MLT faculty within the VCCS. The course provides the fundamentals of genetics and inheritance along with an overview of the basic principles of clinical molecular diagnostics. It discusses the use of common molecular techniques in the diagnosis of disease. The course is important because graduates will need to know the basics of molecular diagnostic testing.

- Dr. Saperstone noted that she has concern that the disciplines are getting very heavy into their discipline and forgetting the holistic approach to education provided through general education requirements.
The Administrative Council approved the revisions to the Medical Laboratory Technology A.A.S. program. There was one nay vote, specifically in regard to the reduction of the PED requirements from 2 credits to 1 credit.

- Horticulture Technology AAS Revisions
  - As recommended by the Horticulture Technology Advisory Committee, the Horticulture faculty propose revisions to the parent degree and its Landscape Design specialization. These changes are designed to update the program to improve student success after graduation.
    - Eliminate the PED/RPK activity elective. Horticulture classes require a lot of physical activity. The plant identification courses are all in the field, the Landscape Construction and Maintenance course involves moving of materials and performing construction activities, and many of the other courses have field trips. Field surveying and measuring are included in the design specialization. The additional credit will be used to require a laboratory science course rather than MTH 151 Mathematics for the Liberal Arts.
    - Eliminate the MTH 151 requirement. The new HRT 160 Math for the Green Industry, which teaches the basic math skills that are further developed in other courses in the curriculum, provides the math background the students need.
    - The changes to PED and MTH requirements would be used to require a 4-credit laboratory science course, with a selected list of Biology, Chemistry, Environmental Science, Geology and Meteorology courses being allowed.
    - Eliminate ITE 115 Introduction to Computer Applications & Concepts. All HRT courses utilize computer technology for access to Blackboard, Web Board and independent research work. More specialized uses are taught in the CADD class, and the plant identification courses make use of databases. An orientation to library technology is taught in HRT 100 Introduction to Horticulture. The credits will be used to expand knowledge in other areas of the degree.
    - The remaining credits would be used for HRT elective coursework. A new course on Horticultural Ecology will be developed and piloted as a possible future requirement.
  - Mr. Buchannan noted this is the second revision that questions the need for an IT course; maybe this is an area the Curriculum Committee should consider for further review.
  - The Administrative Council approved the recommended revisions.

- Revisions of the Entrepreneurship Career Studies Certificate
  - The Business faculty proposes revisions of the Entrepreneurship Career Studies Certificate, which was developed in 2006-2007 at the request of the Community Business Partners. The program is sponsored by the Alexandria Campus but is offered only at community based organizations: Community Business Partners and Enterprise Development Group. The administrators of these two organizations requested a review of the curriculum, expressing concern about the CST/ENG requirement.
  - The organizations and faculty recommend replacing the CST/ENG elective with AST 205 Business Communications. Although a communications course is desirable for new entrepreneurs and small business owners, very few of the students in the program can take the CST/ENG elective without completing several ESL courses first. The AST 205 course will provide basic applied skills in both oral and
written communication to students who would not place into ENG 111. It covers writing effective business letters, memorandums, reports, emails and other business correspondence that are extremely important to an entrepreneur and business owner. It also includes speaking correctly and concisely while addressing an audience, an employee, a telephone caller, a customer, a supplier and a potential investor. The Business Communications course reviews grammar as well as American idiomatic expressions and non-verbal communications. Critical thinking and intercultural diversity will be added to the course as both are vital for successful business relations.

- The Curriculum Committee supported the proposed revision and suggested another. Although the program requires 26 credits, it does not require an SDV course. However, NOVA policy requires that all students take an SDV course prior to completing their 16th credit unless they already have a degree. Entrepreneurship students must, therefore, take SDV. Thus the Curriculum Committee recommends and the Business faculty agrees that an SDV elective should be added to the curriculum.
- The Administrative Council approved the recommended revisions.

- Discontinuance of the Food Service Management and Hotel Management Certificate Programs
  - The Hospitality Management faculty recommends the discontinuance of the Food Service Management certificate (VCCS code 241) and the Hotel Management certificate (VCCS code 240), to be effective Fall 2011. The Hospitality faculty and their deans have made several attempts to revitalize these programs. Despite these efforts, enrollment in and graduation from both programs continue to be unacceptably low. NOVA’s response to the 2007 VCCS Academic Program Viability Review report stated that we would discontinue the programs if they could not be made productive, and the response to the 2010 Viability report indicated that we would discontinue these two programs.
  - Data provided by the Office of Institutional Research (OIR) in the 2005-2006 through 2009-2010 OIR Fact Book indicate that both programs have had a consistently low number of program-placed students and very few graduates. The programs fell short of VCCS targets for program-placed FTES and number of graduates.
  - The Hospitality Management program will continue to offer the parent AAS degree, the Food Service Management specialization, the Hotel Management specialization, the Nutrition Management specialization, the Culinary Arts certificate, and the Meeting, Event, and Exhibition Management career studies certificate. Thus, closing the two certificate programs will not affect the full-time faculty. Further discussions are ongoing about possible ways to update the Hospitality and Travel programs.
  - The Administrative Council approved the recommended revisions.

- Discontinuance of the Automotive Electrical Technician and Automotive Emissions Certificate Programs
  - The Automotive Technology faculty recommends the discontinuance of the Automotive Electrical Technician certificate (VCCS code 984) and the Automotive Emissions certificate (VCCS code 910), to be effective Fall 2011. Enrollment in and graduation from both programs continues to be unacceptably low. NOVA’s
response to the 2010 VCCS Academic Program Viability Review report stated that we would discontinue the programs.

- Data provided by the Office of Institutional Research (OIR) in the 2005-2006 through 2009-2010 OIR Fact Book indicate that both programs have had a consistently low number of program-placed students and very few graduates. The programs fell short of VCCS targets for program-placed FTES and number of graduates.

- The Automotive Technology program will continue to offer the parent AAS degree, the Emissions specialization, the Automotive Maintenance & Light Repair career studies certificate, the Collision Repair Technology career studies certificate, and the Diesel Mechanics Technology career studies certificate. Thus, students still have many automotive options from which to choose, and closing the two certificate programs will not affect the full-time faculty. Faculty at both campuses offering Automotive Technology are considering additions to the program.

- Mr. Buchannan clarified that the Automotive Electronics and Automotive Emissions Inspection courses will continue to be taught. Only these two specific certificate programs will be discontinued.

- Dr. Hill asked if emissions could be offered through Workforce Development instead of exclusively at the Alexandria and Manassas Campuses.

- Vice President Gary noted that we are reviewing this type of program and exploring how to better market these types of program.

- The Administrative Council approved the recommended revisions.

- Advanced Standing in Physical Education

  - As recommended as part of the discussion about minimum degree requirements, the Physical Education (PED) faculty propose advanced standing for four PED courses. The faculty reviewed materials from providers of Lifeguard training and have considered the elements of practice and game play for NOVA Basketball, Soccer and Volleyball sports teams. Based on these reviews, the faculty recommend that advanced standing credit be granted for equivalent PED courses: PED 150 Soccer, PED 152 Basketball, PED 154 Volleyball, and PED 245 Lifeguard Training. The Advanced Standing Committee considered and approved this proposal at our October 25, 2010 meeting.

  - To receive the advanced standing credit for PED 245 Lifeguard Training, students must have actively participated in training within the last 2 years (24 months) and must present current certification in American Red Cross Lifeguard/First Aid certification and CPR/AED for Lifeguards to the Student Services Center at their primary campus.

  - To receive advanced standing for PED 150 Soccer, PED 152 Basketball, or PED 154 Volleyball, students will be required to ask their coach to complete a verification form to be submitted to the Student Services Center by the coach verifying their active participation in one full season, with a minimum of 20 hours of participation in practice and game play within the past 2 years. The Advanced Standing Committee worked with the PED faculty and Janet Bush to develop the attached forms, which are refinements of those suggested in the attached original proposal.

  - Advanced standing is being developed for these three team sports because they have active teams in areas for which there is an equivalent course. Implementation
of these advanced standing opportunities would include a meeting with coaches and Brian Anweiler.

- The Administrative Council approved the recommended revisions.

**Other:**

- Dr. Hill introduced Dr. Maria DeLongoria, the new dean of business and social science at the Woodbridge Campus.
- The Administrative Council members expressed concern over growing facility issues regarding computer labs required for the Developmental Math Redesign implementation. The Council agreed to communicate to Dr. Templin their desire to discuss this issue in more detail at a future meeting.

**Tracking**

- 2011-12 Teaching Faculty Positions – Round 2 – March 22
- Report of the Honors Committee – March 22
- Parking Policies and Procedures – March 22
- Internal Controls / Risk Management Committee – March 22
- Lease Space for FY2012 – March 22
- Adjunct Faculty Transcripts – April 5
- NOVA Leadership Program Final Report Out - April 29
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes