Members Present: Mr. Chamberlin, Dr. Dever, Ms. Dimkova, Mr. Foley, Dr. Gabriel, Mr. Gary, Dr. Hill, Dr. Hinton, Ms. Jarvis, Dr. Leidig, Dr. Maphumulo, Dr. Sachs, and Dr. Templin.

Dr. Saperstone was represented by Ms. Christine Holt, Dean of Operations, Annandale Campus

Guests:
Dr. Sheri Robertson, Associate Vice President, Academic Services

Access

- Summer Enrollment
  - The Daily Enrollment Report for Summer 2011, as of June 28, 2011, shows an increase of 5.1% above the comparable date for Summer 2010.

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2011, as of June 28, 2011, shows an increase of 4.5% above the comparable date for Fall 2010.

Student Success

- Dr. Gabriel distributed the Annual Planning and Evaluation Guide for Administrative Units and Campuses.
- He has established a core group within OIR to assist the campuses and units in completing the planning document.
- Dr. Gabriel requested that the Administrative Council members review the list of working group members he distributed, and advise if the representation for their campus/unit is correct.
- The final report for 2010-11 is due August 15. This allows about one month for OIR to review and work with the campuses/units as needed.
- Also on August 15, the first part of the 2011-12 report will be due to OIR.
- Dr. Gabriel advised that the Guide is still in draft form. Any comments or suggested revisions are welcome.
- The Administrative Council agreed that the consistent title for Learning and Technology Resources should be used across all campuses.
  - Pages 27-29 of the Guide and the college organization chart will need to be updated to reflect this title.
  - The updated organization chart will also need to be provided to the SACS On-Site Committee.
  - The campus units need to make sure their web site pages are current and correct.

Faculty Salary Plan

- Dr. Templin distributed a draft communication regarding the faculty salary plan for 2011-12.
  - The faculty salary plan presented to the VCCS has been approved.
  - The plan is based upon competitiveness and meeting our goals. It is intended to bring NOVA faculty salaries closer to our national peer institutions and to be more competitive with the metropolitan Washington market rates for area schools and institutions.
    - 581 full time faculty-ranked employees will be affected.
• Increases will be permanent adjustments to the base salaries and will positively affect retirement calculations for those receiving them.
• Increases will be effective with the 2011-2012 contract periods: July 1 for twelve-month faculty, and August 16 for nine-month faculty.
• Pay increases will range from 1.7% to 6% depending on how far a faculty member’s salary is from the market rate, based upon competitive benchmarks identified in the Segal Group’s comparative salary study.
• Those with salaries above 95% of the market average will not receive competitive salary adjustments.
• Because the Virginia General Assembly did notappropriate funds for salary increases for all state employees, across-the-board salary increases for all employees were not authorized.
• The college does not have the authority to grant across-the-board salary increases.
• Resources to cover the total cost of these increases will be derived from cost savings, enrollment increases, and the college’s tuition differential. No funding for these increases has been received from state government.
  o The Segal Group’s comparative salary study will be available for review on the NOVA web site.
• Dr. Templin asked the Council to review the communication and provide any feedback to him.
• Dr. Templin thanked the Ad Hoc Compensation Committee and Human Resources for all their hard work to make this happen.
• Dr. Templin also expressed his appreciation to Mr. Christopher Lee, Associate Vice Chancellor of Human Resources with the VCCS; Ms. Donna Van Cleave, Vice Chancellor for Administrative Services with the VCCS; and VCCS Chancellor Dr. Glenn DuBois for considering our proposal and working with us to help bring our faculty salaries closer to competitive market value.
• Ms. Jarvis will serve as the point of contact for questions about the salary adjustments.

Governor’s “Top Jobs” Higher Education Initiative – Six Year Plan
• One of the requirements of The Virginia Higher Education Opportunity Act of 2011 is that a new six-year planning process involving the Governor and General Assembly representatives be established.
• Dr. Templin distributed copies of the draft Six Year Plan – a supplement to the Chancellor’s Report.
• Every institution is being asked to turn in their plan for how they will support the Top Jobs Initiative. The VCCS responds for the 23 community colleges.
• The Administrative Council reviewed the plan and identified five areas where NOVA might pilot an initiative:
  o Working with Dr. Carol Twigg, Executive Director of the Center for Academic Transformation at Rensselaer Polytechnic Institute, to pilot within the VCCS her work using technology to realize significant improvements in student learning and reductions in instructional costs. Dr. Sachs will initiate discussions with Dr. Twigg.
  o STEM - Dr. Hinton will work with Ms. Amy Harris to put together a statement.
  o Pathway to the Baccalaureate.
  o College Readiness.
o NOVA HealthFORCE.
   o Dr. Maphumulo will work to identify in the plan areas where NOVA’s relationships with community based organizations would fit with the Plan objectives.

- Dr. Templin asked the Council members to review the list further and let him know if they identify other areas where a NOVA campus or unit could pilot an initiative.
- Administrative Council members were asked to provide their feedback by the end of the week.

Northern Virginia Workforce Summit
- NOVA has commissioned two studies, one with the Northern Virginia Regional Commission and one with Dr. Steve Fuller of George Mason University, regarding how the population and the economy of our region are likely to change over the next ten years.
- Dr. Templin has been working with the Fairfax County Chamber of Commerce and they will be inviting all the other local chambers to a meeting to discuss the implications and what we need to do to create a strategy that works with the schools and community college to grow the skilled workforce that will be needed.
- It is anticipated that the business community will provide financial support for STEM initiatives as well as create cooperative education and internship opportunities for students.
- A workforce summit will be held in the fall that would be attended by business leaders, political leaders, and the press. The chambers of commerce and school systems are expected to take the lead.
- So far the Prince William Chamber of Commerce, Fairfax County Chamber of Commerce, Loudoun County Chamber of Commerce, and the Arlington Chamber of Commerce have been involved.
- The next step is to involve the Alexandria, Dulles, Reston, and Springfield Chambers of Commerce, and the school superintendents.
- Meetings with the school superintendents are scheduled on July 11th and July 29th.
- The Administrative Council recommended that the Corporate College be added to an upcoming agenda for discussion.

Personnel Policies Committee Recommendations
- The Personnel Policies Committee requested Administrative Council consideration of allowing NOVA retirees to retain their NOVA email address.
- The committee recommendation specifies that the retirees will be required to complete MOAT trainings and comply with all acceptable use provisions.
- The Administrative Council approved the recommendation.

Curriculum Committee Items
- Dr. Robertson presented the following items that were reviewed and approved by the Curriculum Committee at its May 5, 2011 meeting:
  o Advanced Standing in ADJ for Criminal Justice Academy Graduates
    ▪ NOVA grants advanced standing to graduates of local criminal justice academies. The agreements were last updated in March 2001.
    ▪ The Administration of Justice (ADJ) faculty reviewed the training provided by the Fairfax County Criminal Justice Academy (FCCJA) and the Prince William County Public Safety Training Academy (PWCPSTA) and recommend an
updated list of courses for which up to 32 equivalent credits should be given. The recommendation is strongly supported by the cluster, advisory committee, and the Advanced Standing Committee.

- To receive the advanced standing credit for either training academy, students must present a letter of verification with a seal on it from the academy; this is what students do now so it is not a change in process.
- The Administrative Council approved the proposed advanced standing for graduates of the Fairfax County Criminal Justice Academy and graduates of the Prince William County Public Safety Training Academy, to be effective immediately.

  o New AUT 2xx Automotive Service and Practical Applications Capstone Course

  - The Alexandria Campus Automotive faculty propose a new AUT 2xx Automotive Service and Practical Applications Capstone course, based upon the Drive to Employment course they have piloted since Spring 2010, with enrollment increasing each semester. Run as a service-learning course, it is important to the automotive program because it provides a way for students to gain valuable real world experience in the automotive field.
  - The Administrative Council approved the proposed AUT 2xx Automotive Service and Practical Applications Capstone course, to be effective Fall 2011.

  o Revisions to All Communication Design Curricula and Some Courses

  - As recommended in the program review action plan approved by the Administrative Council, the Communication Design Program seeks approval to update several ART courses required in Communication Design programs. Proposed revisions include making courses variable (3-4) credit at the VCCS level so that we can offer them for 3 credits, updating the course title, revising the course description, changing the number of contact hours, and/or revising the prerequisites.
  - This will reduce the need for long lab hours, which make it difficult to schedule all the ART courses our students need. In addition, reducing the credit hours for several ART courses would allow faculty to add a new course to the curriculum, ART 209 Creative Concepts and Writing, and will reduce the total number of credits from 69-70 to 65-66.
  - The Administrative Council approved the proposed revisions to ART 130, 135, 140, 141, 142, 203, 204, 207, 208, 217, 218, 230, 263, 264 and 265, to be effective Fall 2012. The Council also approved the proposed revisions to the Communication Design curricula, pending approval of the course revisions by the VCCS Deans’ Course Review Committee, also effective Fall 2012.

  o Revisions to Fire Science Technology Curriculum

  - The assistant dean proposes several curriculum revisions to address input received from local fire chiefs and the National Fire Academy and to give students more flexibility in completing their degrees.
  - Add ENG 125 Introduction to Literature, ENG 131 Technical Report Writing I, and ENG 205 Technical Editing as options for the second semester of English and list EGN 115 Technical Writing rather than ENG 112 College Composition II as the preferred course. Retain ENG 116 Writing for Business as an option.
  - Add NAS 150 Human Biology as an option for the science requirement.
• Add a footnote to the ITE 115 Introduction to Computer Applications and Concepts requirement allowing students to take CAD, CSC, GIS, ITE, ITN, ITD, or ITP courses or HIM 130 Healthcare Information Systems.
• Replace the CST 100 requirement with a choice of CST 100 Principles of Public Speaking, CST 110 Introduction to Communication, or FST 135 Fire Instructor I to meet the oral communication objectives.
• Allow students to take FST 120 Occupational Safety and Health for the Fire Services or FST 121 Principles of Fire and Emergency Services Safety and Survival instead of requiring FST 120.
• Allow students to take FST 240 Fire Administration or FST 255 Fire Officer III instead of requiring FST 240.

  ▪ The Administrative Council approved the proposed revisions to the Fire Science Technology AAS curriculum, to be effective Fall 2012.

  o Revisions to Diagnostic Medical Sonography Admission and Curriculum Requirements

    ▪ The Diagnostic Medical Sonography (DMS) faculty recommends revisions to its admission and curriculum requirements effective Spring 2012. As recommended by the curriculum advisory committee, the changes would apply to the parent DMS program as well as its Echocardiography and Vascular Sonography specializations.

      • Make BIO 142 Human Anatomy and Physiology II, currently required in the first semester of the program, a prerequisite for program admission.
      • Add HLT 141 Introduction to Medical Terminology and reduce PED 116 to 1 credit.
      • Add the DMS GPA to the admission requirements listed in the catalog.
      • Initiate a competitive admission and interview process to be effective for students entering the program beginning in Fall 2012.

        o Interviews would be conducted by a three-person panel that would include a member of the DMS faculty, a MEC student services representative, and an affiliate member of the medical community. This joint association would further integrate and tie the DMS program to the area hospitals involved with the program.

      • The Administrative Council approved the proposed revisions to the Diagnostic Medical Sonography curriculum to be effective Spring 2012. The Council also approved the use of a competitive admissions process, effective for students entering the program in Fall 2012.

  o Revisions to Respiratory Therapy Admission and Curriculum Requirements

    ▪ As approved by the Respiratory Therapy Advisory Committee, the Respiratory Therapy faculty and their dean propose a change to their program admission criteria and revisions to the Respiratory Therapy AAS curriculum.

      • Increase the admission GPA from 2.0 to 2.5 at the last school or college attended at which the student completed at least 15 credits.
      • Require a different combination of pharmacology courses in order to improve students’ preparation in respiratory pharmacology. Replace HLT 250 General Pharmacology (3 credits) plus RTH 145 Pharmacology for Respiratory Care I (1 credit) with RTH 145 Pharmacology for Respiratory Care I (2 credits) and RTH 245 Pharmacology for Respiratory Care II (2 credits).
The Administrative Council approved the proposal to raise the program admission GPA to 2.5 at the last college or school attended, to be effective for admission of the Fall 2012 class. The Council also approved the proposed revisions to the Respiratory Therapy curriculum to be effective Fall 2012.

Ad Hoc Budget Crisis Committee
- Dr. Templin noted that it appears we have come out of the worst of the budget crisis, and the economy seems to be on the verge of recovery. He thanked the Ad Hoc Budget Crisis Committee for their exceptional work and moved that the committee be deactivated.
- The Administrative Council approved deactivating the Ad Hoc Budget Crisis Committee.

Other
- There will be no Administrative Council meeting on Tuesday, July 5, 2011.
- At the Administrative Council Retreat on July 21, the Council will focus on the coordinated implementation of the various student success strategies currently underway at the college.
- Dr. Templin asked Mr. Chamberlin to give an update on the Six Year Capital Plan at the July 26th Administrative Council meeting.

Tracking
- Personnel Policies Committee Recommendations - July 12
- Applied Music Proposal – July 12
- Student Athletics Update – July 12
- Adjunct Faculty Transcripts – July 12
- Administrative Council Retreat – July 21
- Financial Aid Status Report – July 26
- Six-Year Capital Plan – State Board Approval – July 26
- AD/PH Release Time Work Group
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes
- Implementation of the Recommendations on Presidential Commission on College Safety & Security