Members Present: Mr. Bansal, Dr. Gabriel, Mr. Gary, Dr. Hill, Ms. Holt, Dr. Leidig, Dr. Sachs, Dr. Saperstone, Dr. Tardd, and Dr. Templin.

Ms. Dimkova was represented by Mr. Pittman
Mr. Foley was represented by Ms. Stanton

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

Access
- Spring Enrollment
  - The Daily Enrollment Report for Spring 2012, as of March 20, 2012, shows an increase of 1.8% from the comparable date for Spring 2011.
  - Dr. Gabriel will email to the Administrative Council the system-wide VCCS enrollment numbers for Spring 2012.

Student Success
- Dr. Gabriel will distribute the student success matrix at the next Administrative Council meeting. OIR needs time to further refine the report.
- The report will include graduation and retention numbers.
- Progress on Student Learning Outcomes:
  - Dr. Gabriel provided an outline of the requirements for the SACS April 17 report.
  - Dates of deliverables:
    - March 1 – Provosts submit which SLOs were assessed in Fall 2011, which are being assessed in Spring 2012, and which sections are being used to collect data in Spring 2012.
    - April 1 – Updates due from the provosts on progress of SLO documentation.
    - May 15 – Preliminary drafts of 2011-2012 Annual Planning and Evaluation Reports for respective programs are due from the provosts.
    - Sept 1 – Complete drafts of 2011-2012 Annual Planning and Evaluation Reports are due to OIR for feedback.
- The Administrative Council requested that the April 1 progress report date be moved to April 15.
- Dr. Gabriel will make this change and redistribute the document.

Classified Staff Competitive Salary Adjustments
- The Administrative Council decided in previous budget discussions to consider a classified salary adjustment, provided the college met projected enrollment targets.
- We have not met the enrollment targets but Dr. Templin would like find the money for some level of classified salary increase.
- Mr. Bansal has been working the Ad Hoc Compensation Committee to explore ways of making this happen.
- Mr. Bansal presented the findings of the committee:
A survey was done to look at the salaries of the classified positions compared with their peer groups in other higher education institutions, local public sector, and local private sector.

The committee provided two options for consideration:

- Percentage increases based on the market comparison.
- Flat base salary adjustments based on the market comparison.

Mr. Bansal distributed the committee’s report detailing the two options and including the cost of each.

Dr. Templin asked the Administrative Council to review and consider the two options and be prepared to make a decision at the next meeting.

**2012-2013 Teaching Faculty Positions - Round 2**

- Dr. Gabriel will be working with Ms. Jarvis to compile a current comprehensive list of faculty vacancies.
- They will bring this list to the meeting next week for Administrative Council review and discussion.

**Lease Space for FY2013**

- Mr. Bansal has been working with the provosts to ascertain future space needs.
- Each campus is making their requests for the coming year, including justification and a cost estimate.
- The Annandale Campus requires more specific information about the Brault Building and Pitney Bowes relocations. These relocations will impact space planning for the Annandale Campus.
- Mr. Bansal will meet with Dr. Saperstone and Mr. Gary to discuss this in further detail.
- Clarus will be coming to meet with each provost to help them perform an in-depth evaluation of their space usage and help ensure we are optimizing our space usage.
- Dr. Gabriel will set up a conference call with Clarus and the provosts.
- Dr. Gabriel will ask Clarus to develop a statement of work, starting with the campuses that feel they are most in need of additional space.
- Dr. Templin noted that it is time to start biennial planning for space, and this process begins with inventory.
- The Administrative Council expressed that training on the codes and coding process, as well as strategy, is critical to this process.
- Dr. Templin noted there are both short and long term issues to consider:
  - Short term – people feel they are out of capacity and need help planning for next fall.
  - Long term – need to be smarter in planning and reporting space.
- Mr. Bansal will review the short term issues and Dr. Gabriel will review the long terms issues and report back at the Administrative Council meeting next week.

**Curriculum Items**

- Dr. Robertson presented the following items that were reviewed and approved by the Curriculum Committee at its March 1, 2012 meeting.
- ASL CSC discontinuance, curriculum revisions, and new Courses:
  - With the support of her provost, dean, and the Curriculum Advisory Committee, the assistant dean for American Sign Language (ASL) and Interpreter Education recommends several changes to the ASL programs offered at the Annandale Campus.
The proposed changes affect the American Sign Language to English Interpretation AAS, the American Sign Language (ASL) career studies certificate, and the American Sign Language (ASL) Interpreting career studies certificate. No changes are proposed to the Deaf Studies specialization of the Social Sciences AS degree.

The assistant dean proposes the discontinuance of the ASL Interpreting career studies certificate.

The assistant dean also proposes revisions to the ASL career studies certificate, which currently requires 23 credits. The proposed changes will increase to 26 the total number of credits required for graduation.

The following changes proposed to the ASL to English Interpretation AAS will reduce the overall credit requirement from 68 to 65 credits.

- Make ASL 220 Comparative Linguistics: ASL and English (3 credits) an elective rather than a requirement.
- Add INT 1XX Discourse Analysis (3 credits).
- Reduce INT 290: Coordinated Internship from 5 to 3 credits.
- Add INT 2XX: Interpreting in Safe Settings (2 credits).
- Eliminate one social science elective, bringing the total number of credits required for the degree to 65.

Finally, the ASL department proposes two courses, 2xx ASL Storytelling (3 credits) and ASL 2xx Academic ASL (3 credits) be used to fulfill the elective requirements for the AAS degree, or can be substituted in the ASL career studies certificate for those students coming to NOVA with experience in ASL.

The Administrative Council approved the recommendations for implementation in Fall of 2012, with the understanding that the courses need to be approved by the VCCS and as a result may take longer to implement.

Biotechnology Curriculum Revisions and New Courses.

The biotechnology faculty propose several changes to the Biotechnology AAS and the Biotechnology Lab Technician career studies certificate. The changes include the introduction of a non-competitive application process and the addition of two new courses. To limit increases to the number of credits in the curricula, the faculty propose that courses be removed from the AAS and the career studies certificate.

Non-competitive Admission:

- The non-competitive application for admission into both the degree and career studies certificate is proposed because so few program placed students ever take the core biotechnology courses. The retention rate of students placed in the biotechnology curricula was 54% between Fall 2010 and Fall 2011; however, when the active students are considered, 85% of those students had graduated or remained enrolled in the same time period.

- The proposed non-competitive admission process is an advising tool designed to help students choose the best program to meet their educational goals and, if they choose Biotechnology, to take the courses in the proper sequence. It is not designed to keep students out of the programs. Students will be admitted on a rolling, first-come, first-serve basis if space becomes limited. All students are asked to seek advising before formally applying. One formal information session will be offered each semester. Students who miss this session can also make an appointment to talk with a designated faculty advisor. Students who have self-selected one of the Biotechnology curricula prior to Fall 2012 will have until the
end of the Fall 2012 semester to apply to the program; those failing to do so will be advised to select a program that better serves their goals. Program admission would be enforced by PeopleSoft.

- New BIO courses and related curriculum revisions:
  - Develop BIO 2xx Bioinformatics and Computer Applications in Biotechnology (2 credits). The course would be added to both biotechnology curricula.
  - Remove ITE 115 from the AAS curriculum.
  - Develop BIO 1xx Laboratory Calculations in Biotechnology (1 credit).
  - Remove BIO 173 Biology for Biotechnology (4 credits) as an alternative to BIO 101 in the AAS curriculum.
  - Require SDV 100 College Success Skills rather than SDV 101 Orientation to Careers in Biotechnology.
  - Remove MDL 215 Immunology as a choice for the Biotechnology science elective.
  - Add BIO 102 General Biology II as a choice for the science elective.
  - Increase the internship from 2 credits to 3 credits to provide lab contact hours and to be consistent with the AAS.
  - Remove “BIO 205 or BIO 206” from the career studies certificate.

- Physical Therapy Assistant Curriculum Revisions.
  - The Physical Therapy Assistant faculty recommend revisions to the AAS curriculum. These changes are supported by their advisory committee and dean.
  - The faculty recommend removal of one 3 credit social science elective as part of the general education requirements for the PTA AAS degree.
  - The faculty also recommend requiring PSY 200 Principles of Psychology rather than PSY 201 Introduction to Psychology I.

- Medical Laboratory Technician Revisions to Curriculum, MDL 266 and MDL 276
  - The Medical Laboratory Technician (MLT) faculty propose revisions to the AAS degree curriculum designed to streamline the curriculum. If approved, the revisions will reduce the total credit hours to earn the degree from 72 to 69. The faculty recommend the following revisions:
    - Remove MDL 196 On-site Training in Phlebotomy (1 credit).
    - Revise MDL 266 Clinical Chemistry Techniques to become variable credit at the VCCS level.

- Emergency Medical Services Curriculum Revisions. These changes were made at the VCCs level, so this was presented for information only.
  - The VCCS Emergency Medical Services (EMS) Peer Group has agreed to revise the system-wide EMS curriculum due to some new National EMS Education Standards. The Virginia Office of EMS is requiring that all initial Basic Life Support (BLS) and Advanced Life Support (ALS) training programs leading to a certification meet the new Virginia EMS Education Standards, which are based on the new National EMS Education Standards. Therefore, the VCCS requires that we make these changes effective no later than Fall 2012 to prepare students to serve as new national levels of EMS providers, with significantly enhanced scopes of practice, beginning in July.
2013. Because this is a VCCS action, the following is provided for your information, but no action is needed by the Administrative Council.

- On February 17, 2012, the System Office convened a conference call with EMS directors to review curricular changes to the EMS AAS degree and the EMT-Intermediate career studies certificate. According to Dr. Dan Lewis, the EMS directors voted unanimously to revise the curricula. The curricula revisions involve changing the configuration of five courses, one of which (EMS 111) we already changed. The remaining changes are:
  - EMS 120 EMT-Basic Clinical (1 credit): 2 lab hours (currently offered as 1 credit course—1 lecture hour)
  - EMS 159 Special Populations (3 credits): 2 lecture hours; 2 lab hours (currently offered as 2 credit course—1 lecture hour, 2 lab hours)
  - EMS 201 EMS Professional Development (3 credits): 3 lecture hours (currently offered as a 2 credit course—2 lecture hours)
  - EMS 205 Advanced Pathophysiology (4 credits): 4 lecture hours (currently offered as a 3 credit course—3 lecture hours)

- In addition, to help reduce total credits, the EMS electives and the second social science were removed from the AAS curriculum. Our EMS AAS will be reduced from 69 to 67 total credits. Note that because this is a System-wide curriculum, the program does not include an oral communication course. The EMT-Intermediate career studies certificate will increase from 23 to 24 total credits. The Paramedic career studies certificate will increase from 16 to 18 total credits.

**Other**

- The Administrative Council requested that Milan Hayward attend a future Administrative Council meeting to present information on work-based learning experience.
- Dr. Tardd will work with Dr. Templin to schedule this.

**Tracking**

- Summer Stipends – March 27
- Student Success Coordinators – March 27
- Travel Agency & Travel Procedures – March 27
- Financial Aid Assessment Report - April 10
- English Redesign Status Report – April 17
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group
- Continuity of Operations in Instruction Task Force