Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Leidig, Dr. Ramsammy, Vice President Sachs, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Guests: Mr. Therman Coles, Legal Division, Chief Dan Dusseau, Chief of Police, Dr. Mandy Millot, Dean of Nursing, for Brian Foley, Ms. Terry Lowe-Edwards, Publication Specialist, Academic Services, and Dr. Sheri Robertson, Associate Vice President for Academic Services.

Dr. Templin announced that a NOVA student at the Alexandria campus is the recipient of the 2013 Jack Kent Cook Award. NOVA has won the award for the past seven years.

Dr. Templin thanked Dr. Gabriel for his work on the recently submitted SACS report.

Access

- **Spring Enrollment**: Dr. Gabriel distributed a handout for the Spring enrollment numbers that indicated a slight increase from the same time period last year of 0.3%, with total FTEs of 29,223.

- **Summer Enrollment**: Dr. Gabriel stated that summer enrollment had increased for students from four-year institutions who take summer classes at NOVA. He affirmed that by April 29, OIR would have a better sense of the summer enrollment figures.

Student Success

- **NOVA Transfer Students**: Dr. Gabriel distributed a portion of a larger report devoted to transfer institution data for the Fall 2006 first-time to NOVA cohort of students earning 15 or more credits before transferring from NOVA. The data indicated that within five years, 30 percent of the 12,247 first-time to NOVA students transferred to four-year institutions. The top ten four-year institutions, to which students transferred, from highest numbers, were: George Mason, VCU, Strayer, Virginia Polytechnic Institute, UVA, Marymount, University of Phoenix, ODU, James Madison, and Radford.

  The same methodology will be employed to look at student graduation rates, students graduated and transferred, and, thirdly, those who transferred but did not graduate.

Dr. Templin summarized the data by stating that between 30 and 40 percent of NOVA’s incoming students intended to transfer and that the institutions to which they transfer most often have guaranteed admissions agreements with NOVA. NOVA provides the largest number of transfer students to George Mason, VCU, UVA, James Madison and Virginia Tech, and NOVA is fundamentally responsible for the success of these institutions.
**Posthumous Degree Awards Proposal**

Dr. Robertson informed Council members that a recent change was made to Section 5.1.7 of the VCCS Policy Manual that authorizes colleges to award posthumous degrees, with the criteria determined by individual institutions. The following guidelines were proposed for NOVA:

- Posthumous degrees may be awarded to students who are in their last semester of study and/or within 15 credits of degree completion at the time of death.
- The degree award must be approved by the Executive Vice President.
- If possible, the student’s name will appear in the commencement program with an appropriate notation.
- The student’s family will receive an invitation to the commencement ceremony from the President’s office; if they choose to attend, they will be provided with an escort.
- At an appropriate point in the ceremony, the degree will be announced and the family will be asked to stand and be recognized.
- Unless alternative arrangements are made by the student’s campus, the diploma will be mailed to the family with a letter of condolence from the President. The diploma will bear the notation, “Awarded Posthumously.”

A certificate of completion could be awarded to students who had fewer than 15 credits. Administrative Council members approved the policy and suggested that “Upon request” be added to the guidelines.

**Faculty Handbook Updates**

Dr. Robertson distributed a draft summary of revisions made to the 2013-2014 Faculty Handbook. The new policy on weapons on campus will be included in the handbook as well as the recommendations from the Committee of Review after they have been approved. The new faculty evaluation plan will be added after all approvals have been completed.

- The Administrative Council approved the revisions, noting that the Handbook would also be forwarded to the College Senate for approval.

**Student Handbook Updates**

Dr. Robertson handed out the draft of the changes made to the Student Handbook and explained that the handbook would be revised and updated on a yearly basis, with the goal of making it more student friendly.

- The Administrative Council approved the changes.

**Curriculum Committee Recommendations**

Dr. Robertson presented the following March 2013 Curriculum Committee recommendations for approval:

**New Introduction to Digital History Course**: The history faculty proposed a new course entitled Introduction to Digital History, to be effective Fall 2013. The Loudoun Campus offered this course on an experimental basis for four semesters as a HIS 295 Special Topics course.
The instructor has consulted with colleagues at NOVA and other VCCS colleges and some universities. The course is proposed as a 200-level because of the depth of the course readings, the number and level of difficulty of the assignments, and the complexity of using digital tools. The proposed title is consistent with the titles of similar courses at other colleges and universities and will prepare students for digital studies at senior institutions to which they might transfer.

**Revision to GIS 255 Introduction to Remote Sensing:** The Geographic Information Systems (GIS) faculty proposed making GIS 255 Exploring Our Earth: Introduction to Remote Sensing, currently offered for four credits, variable credit for either three or four credit hours, to be effective Fall 2013. NOVA would use the three-credit version as part of the GIS career studies certificate and for the new Geospatial specialization of the Social Sciences AS. The reduction in credit hours is requested because GIS courses transfer to senior institutions as three-credit courses. The GIS advisory committee approved the change.

**New and Revised HIT Courses:** The Medical Education Campus proposed three new Health Information Technology (HIT) courses and proposed revisions to five existing HIT courses, effective Fall 2013. These new and revised courses will help to establish HIT curricula that are distinct from the Health Information Management (HIM) programs. In addition, the courses are designed to address emerging technologies in the Health IT marketplace.

**Three New Courses:**

- **HIT 1XX Health-IT Infrastructure Development.**
  This course is designed to provide an overview of systems life cycles, workflow design, and information technology system phases. These topics apply explicitly to Health IT professionals and the characteristics of health information technology processes. It is not appropriate as an HIM course because HIM professionals are responsible for data collection, coding and classification systems, and reporting rather than infrastructure. The scope of this course is outside the domain of the applications of the HIM professional.

- **HIT 2XX Emerging Technologies in Health-IT.**
  This proposed course explores how technologies are used to treat patients, promote safety and improve patient care. These topics apply explicitly to Health IT professionals as they utilize information networks to maintain healthcare records, access relevant information about patient’s background and illness, and offer support for safer and better decisions.

- **HIT 2XX Working with Electronic Health Records.**
  This course covers features of an electronic health record (EHR). The core functions of an EHR will be identified, and functional benefits, flow of medical information into an EHR, and the comparison and contrast of different methods of capturing EHR data will be explored.

**Five Courses to be Revised:**

- **HIT 100 Introduction to the Health Care Delivery System.**
  The revised course description provides expanded coverage of current issues in healthcare and implications facing healthcare workers. Accrediting and licensing bodies are now covered in a separate course.


- **HIT 130 Introduction to Computers in Healthcare.**
  The earlier course description does not adequately cover certified electronic health record systems, enhanced privacy and security concerns and management of data sources. A lab component is needed in order to introduce students to computerized records, software applications, scheduling software and internet browsers.

- **HIT 141 Introduction to Healthcare and Health-IT in the U.S.**
  The proposed revised course description supports meaningful use initiatives such as heightened access and patient empowerment, healthcare financing, legal and regulatory issues, and public policy in the electronic healthcare environment.

- **HIT 229 Performance Improvement and Data Usage in Health Care Settings.**
  The earlier course description does not adequately cover health information exchanges and approaches to assess patient safety, and quality management reporting using the electronic health record and electronic exchange systems. Additional contact hours and an additional credit hour were needed in order to cover the material adequately. Laboratory hours are needed in order for students to explore interoperability issues, and the use of a data dictionary for a health information system.

- **HIT 230 Computer Applications in Healthcare.**
  Unlike the earlier course description, the revised description thoroughly covers new and updated electronic security threats to health information, planning, acquisition, implementation and governance of electronic health information systems. The lab component was removed because information systems life cycle is covered in a separate course that includes a laboratory experience.

  Dr. Robertson will work with HIT and HIM faculty across the VCCS to ensure the new and revised courses support the proposals before sending them to the VCCS Dean Course Review Committee.

**New Statistical Analysis for Business Course**
The Business Cluster proposed a new 4-credit 200 level Statistical Analysis for Business course that combines elements of BUS 221-222 Business Statistics I-II in order to meet the George Mason University School of Management’s requirement of a 4-credit statistics course, to be effective Fall 2013. This is needed because most Business Administration students transfer to Mason, where they get four credits for our 6-credit sequence. Curriculum Committee members suggested that this course also would appeal to Business Management AAS and Information Technology AS students.

**Discontinuance of Five Business-related Career Studies Certificates and one Certificate**
With the support of their deans and advisory committee, the business faculty recommended the discontinuance of the Small Business Management certificate and the Business Management Principles, Desktop Publishing, Information Processing, International Business, and Word Processing career studies certificates, to be effective Fall 2013.
As the number of students placed in the Business Administration AS has increased, the number of students placing in and completing several of the career-oriented business programs has decreased. The Small Business Management certificate, with 1-5 graduates per year, does not meet the VCCS standard for certificate graduates. The career studies certificates have fared poorly as well, with 0-4 graduates per year. The faculty decided at their January 2013 cluster meeting that the programs were outdated and no longer needed.

If these programs are discontinued, students will be advised to complete one of the many remaining programs and will have seven years in which to graduate from the discontinued programs. At this time, no courses required for the programs are being removed from the catalog.

**Veterinary Technology AAS Revision**

The Veterinary Technology faculty requested permission to move the ENG 111 College Composition I requirement to the second semester of the first year of the Veterinary Technology AAS program, to be effective Fall 2013. This request came from the Curriculum Committee and Administrative Council because NOVA curriculum policy requires that all degree programs include ENG 111 or ENG 131 Technical Report Writing I in the first semester of the program. This unusual action is recommended due to the sequential nature of VET courses and the math and chemistry background needed for all but the most basic VET courses.

The recently approved Animal Dentistry course was added to the second semester of the first year of the program to set the foundation for more advanced dentistry techniques included in VET 221 Advanced Clinical Practices.

**Revised Title and Composition of Advanced Standing Committee**

The Advanced Standing Committee proposed changes to its name and membership. At its February 11, 2013, meeting, the Committee discussed changes occurring to the field and to the positions at NOVA that are involved with advanced standing.

- Change the name change of the committee to the Credit for Prior Learning Committee. Determining whether such credit is warranted is usually referred to as prior learning assessment (PLA). Thus, the committee recommends that effective Fall 2013 it be renamed the Credit for Prior Learning Committee.

- Update Committee membership. The current list of members for the Advanced Standing (Credit for Prior Learning) Committee is outdated, including one position that no longer exists and excluded several new positions with responsibility for some aspect of credit for prior learning. The committee recommended the addition of the following positions, to be effective Fall 2013: Coordinator for Transfer Services, three specific types of Counselors, ELI representation, Military Services Registrar and a special assistant for Career and Technical Education.

**Acceptance of NCCRS Credit Recommendations**

The Advanced Standing Committee proposed that the college begin to accept credit for prior learning as recommended by the National College Credit Recommendation Service (NCCRS), to be effective immediately. For decades, NOVA has accepted recommendations made by the American Council on Education (ACE) for giving credit for prior learning. Over the past few
years, NOVA has received requests to additionally grant credit according to the recommendations of the National College Credit Recommendation Service (NCCRS). The organization, formerly known as National PONSI, works through the New York Board of Regents. Its recommendations are accepted by approximately 1,500 institutions, including many of NOVA’s articulation partners. NCCRS uses teams of college faculty, including at least two NOVA faculty, to serve as evaluators and subject matter experts. At its November 28, 2012 meeting, the Advanced Standing Committee agreed that NOVA should accept NCCRS recommendations.

- The Administrative Council approved all of the Curriculum Committee recommendations.

Proposed Policy on Weapons on Campus

Mr. Coles and Chief Dusseau presented the new NOVA policy on weapons on campus for Council approval. Mr. Coles stated that the NOVA policy conforms to both state regulations and was approved by VCCS Systems Counsel and the Safety and Security Committee. Chief Dusseau discussed the specifics of policy implementation. The Administrative Council approved the new NOVA Weapons Policy and will forward the policy to the NOVA Board for final approval. Dr. Templin thanked Mr. Bansal, Mr. Coles and Chief Dusseau for their thorough work in developing the policy and preparing it for approval.

Follow-up Agenda for Budget Planning

Dr. Templin went over the list of identified special projects and suggested a common format to determine whether a given project should be continued.

Dr. Templin will work with Ms. Dimkova on: accountability; items to be moved out of special projects; and, items in special projects to be repackage for budget discussions. The special project guidelines will be reviewed again and decisions made at the next Administrative Council meeting.

FY2014 Budget Options

- Summer Structured Advising & AD/PH Compensation:
  - **AD/PH Compensation**: Council members determined that $350,000 was needed by the end of the summer to pay program heads and assistant deans.
  - **Structured Advising**: Council members determined that 50 percent of the amount spent for last year’s expenditure was needed for this year’s summer advising.

Ms. Dimkova will forward the actual expenditures for last year’s structured advising to Council members. Dr. Templin highlighted that campuses will be accountable for their summer expenditures.
State Authorization of Distance Learning

This topic was tabled until the next Administrative Council meeting.

Message on Adjunct Workload & Status of Salary Actions

Dr. Templin acknowledged that the policy on adjunct workloads was still in flux and communication would be delayed until further clarification was received.

Nominations for Outstanding Service Awards

Dr. Templin stated that due to few nominees having been received for the Outstanding Service Awards, sponsored by the NOVA Foundation, the deadline was being extended. He asked Council members to forward additional appropriate nominees for the monetary award given to full-time teaching faculty, classified staff, non-teaching faculty and adjunct faculty.

Swiss Embassy Event at NOVA – April 18

Dr. Templin explained the event designed to bring together government and college leaders for a discussion on preparing students for jobs in the manufacturing sector. He asked Council members to promote the event to those faculty who might be interested in participating in the discussions.

Tracking

- NOVA First Campaign – April 30
- Military/Veterans Report – April 30
- Student Satisfaction Survey Results Discussion – April 30
- Advising Specialists – May 7
- Report on Sustainability – May 7
- ZimRide – May 28
- SENSE Results
- SySTEMic Solutions