Administrative Council  
May 7, 2013

Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Mr. Foley, 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: Tanya Ingram/Coordinator, Cedric Howard and Carol Jones/Advising Specialists, Woodbridge Campus; James Edwards/Coordinator, Allison McElfresh and Hugh Miller/Advising Specialists, Loudoun Campus; Guy Meruvia, Director of Compliance, Ms. Karen Bushaw-Newton, Chair, Environmental Concerns Committee and Mr. Rob Johnson, Sustainability Officer.

Access

- **Summer Enrollment:** Dr. Gabriel distributed the enrollment figures for the week of May 7, which showed a 15.9% decrease from the same time period last year. Issues connected to the low numbers continue to be connected to financial aid problems experienced by students who register and then are dropped. A sample of student data will be collected and examined in the coming weeks in order to make the necessary adjustments for the Fall semester.

- **Fall Enrollment:** The numbers coming in are still in flux, but 640 students registered within a 24-hour period, possibly a good sign for the Fall.

Student Success

- **Advising Specialists:**

Dr. Gabriel gave a brief introduction to the two GPS pilot campuses and their Coordinators and Advising Specialists. The initiative has moved through the many steps, with the 34 Advising Specialists as the central element in the goal of student class readiness.

Advising Specialist, Mr. Miller, stated that 751 students would go through the new process for the Fall semester at the Loudoun Campus, and 888 students projected for the Woodbridge campus.

Advising Specialist responsibilities focus on early and continuous student engagement to ensure that placement tests and financial aid paperwork are completed, faculty advisors assigned, and students completely ready to attend the first day of class. Gaps in the process will be identified and communicated to the Student Success Coordinators.

Students who participate in academic advising will be able to identify a program of study, align a program with their academic goals, and develop a semester to semester plan to reach their goals.

Anticipated Student learning outcomes will be improved retention rates, course completion rates, graduation rates and successful transition to four-year institutions. Assessments will be
performed to measure student success rates in the summer of 2013 and OIR will track and measure student success outcomes in the coming Fall and Spring semesters.

Dr. Templin thanked the group and summarized the trail blazing initiative that began under the Quality Enhancement Plan/QEP. He indicated this was only part of the larger initiative, and next steps would include policy changes to provide new and better tools to help students. He emphasized the importance of a total focus on student class readiness.

**Summer Adjunct Faculty Workload Update**

Dr. Schiavelli asked the Provosts to please pass any summer adjunct staffing issues to him. Dr. Templin reinforced the need to wrap up the summer analysis at the next Administrative Council meeting in order to begin the Fall planning process.

**Report on USMC Cyber Security Initiative**

Dr. Hill reported on the Cyber Workforce Education Initiative, a partnership among the U.S. Marine Corps and NOVA, to award troops with the Military Occupational Specialties in the Information Technology field advanced standing credit for equivalent NOVA courses. The Marine Corps goal is to professionalize education among enlisted military personnel by aligning MOSs with NOVA courses, to prepare Marines to be more competitive in the civilian work force. The USMC IT courses include industry standard content and NOVA has performed assessments and awarded course equivalency in six cyber security areas to date.

Dr. Templin explained the initiative further by stating that Marines stationed anywhere in the world could work on an Associate Degree online through ELI at NOVA. The launch of this initiative is a breakthrough on many levels as this will change both NOVA’s relationship with business and industry, as well as George Mason, with the commitment to a 3+1 online degree program. Marines will be allowed to transfer to George Mason under the guaranteed admissions agreement and at a much lower overall program cost if they are eligible for in-state tuition. Dr. Templin asked that Dr. Sachs develop an in-state cost structure analysis for further discussion.

**Report on Sustainability**

Mr. Bansal introduced Mr. Rob Johnson, NOVA’s Sustainability Officer, and Dr. Karen Bushaw-Newton, Chair of the Environmental Concerns Committee, whose collective mission is to reduce the carbon footprint at NOVA and educate the College community about what environmental sustainability means. Efforts to do this include developing sustainable building designs, building environmental projects into the curriculum, making students environmentally aware through participation in student green clubs, supporting green job training for the region, such as the HVAC and hybrid maintenance courses currently offered at NOVA, and advertising NOVA’s environmental initiatives through a NOVA Sustainability website. Dr. Saperstone pointed out that many students are factoring in a college’s environmental initiatives (“green-ness”) in their application and attendance decisions.
Mr. Johnson explained that the first greenhouse gas inventory was being produced at NOVA that will capture the emissions for a past set of years. This will then be used as a baseline for all future assessments.

Dr. Templin thanked Mr. Johnson and Dr. Karen Bushaw-Newton, and expressed interest in seeing the first baseline report when it is completed.

**Compliance & Risk Management Department Charter**

Mr. Meruvia, Director of Compliance, distributed and explained the Charter, the mission of which is to provide guidance and a systematic approach to evaluate and improve the effectiveness of risk management, internal control and governance processes. The Compliance department reports functionally to the Compliance and Risk Management Committee and administratively to the President. The purpose of the Compliance department is to determine whether NOVA’s internal control, risk management and governance processes are adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial and operating information is accurate, reliable and timely.
- Employees’ actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently and adequately protected according to established procedures.
- Quality and continuous improvement are fostered in the organization’s control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.

The Compliance Director responsibilities include developing and implementing annual audit plans, facilitating the identification and evaluation of risks, evaluating the internal control system, the means of safeguarding assets, the effectiveness and efficiency of internal controls, and ensuring operations are performing correctly. The Director reviews and investigates suspected fraudulent activities within the College and performs audit and advisory services related to governance, risk management and controls as appropriate.

**Payment Card Industry/PCI Policy**

Mr. Meruvia provided a review of the NOVA payment card policies and procedures. The policy addresses standards that are contractually imposed by the major credit card companies on merchants that accept cards as forms of payment. The policy covers processing, transmitting, storing and disposing of cardholder data. He stated that VCCS provided a template to produce a NOVA policy on payment cards.

Departments in violation of the policy are subject to disciplinary actions consistent with NOVA, VCCS and the Commonwealth of Virginia’s policies, procedures and practices, including the loss of credit card processing privileges enforceable by the Finance office.
Dual Enrollment Policy Change

Dr. Leidig distributed a proposal that asked for removal of the policy that reads “Dual enrollment students are restricted to part-time enrollment (fewer than 12 credits per semester).” With the implementation of HB1184, districts and community colleges must provide students a pathway to complete the General Education Certificate and a full Associate Degree. In order to complete a degree, it will likely be necessary for students to take a full load in order to complete required courses past the General Education Certificate requirements.

- The Administrative Council approved the dual enrollment policy change proposal.

Faculty Evaluation

Dr. Templin asked Council members to encourage their full-time faculty to vote on the proposed NOVA Faculty Evaluation plan sent electronically to all full-time faculty. He reiterated there were only two options: the new NOVA plan or the VCCS plan.

Institutional Memberships

Dr. Schiavelli asked Council members to take a last look at the institutional memberships and provide a justification for memberships in question, that is, memberships that would benefit the entire college. A final list will then be distributed on all of the current memberships.

Curriculum Committee Recommendations

Dr. Robertson presented two Curriculum Committee course recommendations:

- **Elimination of the Business Management AAS – AST Specialization:** The Business Cluster, Business Deans, Business Curriculum Advisory Committee, and Curriculum Committee recommended the elimination of the program, effective Spring 2014. AST courses will be offered solely through ELI. The program has had consistently low enrollment since 2005 and has not graduated any students since 2006. The full-time faculty member who taught AST exclusively is retiring; other faculty members who teach AST also teach IT so will still be able to have full workloads. The Committee does not request removal of AST courses from the catalog at this time, so they will still be available for other uses and for any students who do wish to complete the program.

- **Revisions to the Business Information Technology Career Studies Certificate:** The Business Cluster Business Deans, Business Curriculum Advisory Committee, and Curriculum Committee requested the approval of revisions to the Business Information Technology Career Studies Certificate that is part of the Business Management program, to be effective Fall 2013. As this highly successful program and the labor market have evolved, employers look increasingly for transportable nationally-recognized credentials. The program revisions will benefit Training Futures and dual enrollment students as well as students taking courses on NOVA campuses. In addition
to providing curriculum options, the revisions increase the total credits required to 16, so that students placed in the program will be eligible for federal financial aid. The Curriculum Committee and Business Cluster endorsed the following changes:

- Allowing students to take BUS 204 Project Management or AST 243 Office Administration I in place of the BUS 100 requirement;
- Allowing BUS 201 Organizational Behavior as an option in place of the social science elective;
- Allowing BUS 226 Computer Business Applications as an option in place of ITE 115 Introduction to Computer Applications and Concepts; and
- Adding SDV 100 as a required course.

- The Administrative Council approved both Curriculum Committee recommendations for the discontinuance of the Business Management – AST Specialization and revisions to the Business Information Technology Career Studies Certificate.

The meeting adjourned at 12:45 p.m. with the next meeting scheduled for Tuesday, May 14, in the large board room of the Fairfax Administrative Center.

Tracking

- May 14 Admin Council- starts at 10 am
- Follow-up Agenda for Budget Planning – May 14
- NOVA First Campaign – May 14
- Student Satisfaction Survey Results Discussion – May 28
- ZimRide – May 28
- SENSE Results
- SySTEMic Solutions