Administrative Council
November 5, 2013

Members Present: Dr. Buchanan, Vice President Dimkova, Mr. Foley, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Ramsammy, Vice President Sachs, Dr. Saperstone, Executive Vice President Schiavelli.

Guests: Dr. Sharon Robertson, Associate Vice President for Academic Services.

Access

• Fall Enrollment: Dr. Gabriel informed Council members that enrollment continued to run for the past several days in slight negative figures at -0.1.

Three-year Enrollments By Campus

Dr. Gabriel distributed reports on FTE totals from 2010 through 2013 broken down college-wide and by campus. The data shows total FTES with and without the inclusion of ELI numbers. College-wide FTE growth from 2010 through 2012 increased by 2.6 percent when including ELI. Growth excluding ELI FTES was 0.4 percent. Growth from Fall 2012 to Fall 2013 (as of October 25) was 0.2 percent when including ELI and a negative -0.5 percent without the addition of ELI. From Fall 2012 to Fall 2013 three campuses experienced negative growth, one experienced zero growth and two campuses (Loudoun and Manassas) were in positive growth numbers.

Academic and Student Services e-Forms Project

Drs. Schiavelli and Robertson explained that a task force will review the process and approvals required for the 125 Academic & Student Services forms in order to have as many as possible created online. An outside vendor will be used. Where possible, the forms will interface with PeopleSoft, represent a more streamlined process, and provide easier access by students, faculty and staff.

Curriculum Committee Recommendations

Dr. Sheri Robertson presented the following Curriculum Committee course and committee makeup recommendations:

Revised Curriculum Committee Membership: In a request from the academic deans to provide more leadership for the curriculum, the Academic Deans Council proposed a revision to the Curriculum Committee membership to add one or two additional academic deans. At its October 24 meeting, the Curriculum Committee supported the ADC recommendation, noting that the additional deans could represent a broader range of disciplines.
In deference to the SACS requirement that the faculty be responsible for the college curriculum, the 17 voting members of the Curriculum Committee include 9 teaching faculty. If the committee makeup is revised to include additional academic deans, two additional teaching faculty must be added to maintain their majority vote. Additional changes were proposed to update job titles. With final approval, the changes would be implemented for Fall 2014 and would include the following:

- Executive Vice President, Chair
- Associate Vice President for Academic Services, Executive Secretary
- 3 Provosts
- 3 Division Deans (from the campuses not represented by provosts)
- 1 Workforce Representative
- 11 Teaching Faculty Members including at least 1 from each campus.
  - At least 4 teaching faculty members should represent career/technical programs and at least 1 will teach for ELI
- 1 Administrative or Professional Faculty Member from Student Services
- 1 Administrative or Professional Faculty member from Learning & Technology Resources

Total membership is 22; voting membership total increases to 21.

If the proposed revisions to the Curriculum Committee’s membership are approved by the Administrative Council, the changes would be made to the draft Faculty Handbook. As is true for all revisions of the Faculty Handbook, these changes must be approved by the College Senate as well. If final approval is given, the changes would be implemented for Fall 2014.

Administrative Council members approved the addition of two academic deans and other proposed revisions to Curriculum Committee membership to be effective Fall 2014.

**Revised Credit for Virginia Master HVAC Tradesman License:** Supported by their dean, the Woodbridge Campus registrar, the HVAC Advisory Committee, the Air Conditioning and Refrigeration faculty proposed a slight reduction in the number of credits students are given if they enter the AAS with a current Virginia Master HVAC Tradesman License. The proposal was approved by the Curriculum Committee.

Currently, the Credit for Prior Learning manual states:

**ICE/ARI EPA Exams (Virginia Master Mechanical License)**

Students who present evidence that they have passed all parts of the Industry Competency Exams and the ARI EPA Certification Exams may be granted credit for all AIR courses in the Air Conditioning and Refrigeration A.A.S. degree, certificate, and career studies certificate programs. These individuals will be licensed Virginia Master Mechanical Tradesmen.

The faculty were concerned about granting advanced standing in all AIR course, conferring an Air Conditioning and Refrigeration degree or certificate to students who took general education but no AIR courses at NOVA. Thus, the faculty proposed that students with a current Virginia Master HVAC Tradesman license be required to take AIR 238 Advanced Troubleshooting, which serves as a capstone course, and earn a C or better in it before credit is awarded for the other AIR courses. This would reduce the total credits that can be awarded for the license from
50 to 46. Students who do not earn at least a C in AIR 238 would be required to take all of the NOVA AIR courses required for the program. The proposed changes were discussed and approved by the Credit for Prior Learning Committee:

- Award qualified students 46 AIR credits (all AIR courses required for the AAS except AIR 238) after students successfully complete AIR 238.
- Define “qualified students” as those who can document completion of an approved four-year HVAC apprenticeship program and EPA (Environmental Protection Agency) certification in at least Type II, or who are a Virginia Master Tradesman. In addition, the individual must have passed two of the following three exams: Air Conditioning Heating Refrigeration Institute Industry Competency Exams, or the North American Technician Excellence CORE test, Gas Furnace specialty test, and the Heat Pump specialty test.

If this revised credit for prior learning is approved, AIR 251 A/C Systems I, the prerequisite to AIR 238, will be waived for qualified individuals as described above, permitting them to take AIR 238. At the Curriculum Committee meeting, the assistant dean was asked how this change would affect students seeking the certificate or career studies certificate. He explained that students who already have a license want the degree.

At that meeting, it was emphasized that advanced standing is only given to students with a Virginia license. People with licenses from other states would be required to obtain a Virginia license in order to work as master tradesmen in the Commonwealth.

Administrative Council members approved the proposal to require that students with a current Virginia Master HVAC Tradesman license take AIR 238 Advanced Troubleshooting and earn a C or better in it before credit is awarded for the other AIR courses, effective for students presenting a license in Spring 2014.

**IT Credit for Marine MOS 2651:** In support of continuing efforts to streamline the educational pathway for military and Veteran students, the IT faculty proposed awarding course-specific credit for Marine Military Occupational Specialty (MOS) 2651 Special Intelligence System Administrator/Communicator. This MOS is a high-level Marine Corps cyber security position. The recommended credit was approved by the Credit for Prior Learning Committee and the Curriculum Committee. As she did for other MOS last year, Ms. Paula Worthington (IT, WO) reviewed Marine Corps and NOVA learning objectives, topics covered, exams, hands-on labs, textbooks, and military instructor skill levels. The military is exceptionally thorough in mapping learning objectives and those involved are willing to meet annually, making it relatively easy for NOVA to update the documentation and course equivalents.

The IT faculty, Credit for Prior Learning Committee, and Curriculum Committee recommended that students who come to NOVA with MOS 2651 be given credit for the following IT courses:

- ITE 100 – Introduction to Information Systems
- ITE 102 – Computer and Information Systems
- ITE 126 – Operating System Fundamentals
- ITE 180 – Help Desk Support Skills
- ITE 182 – User Support/Help Desk Principles
- ITE 221 – PC Hardware and O/S Architecture
- ITN 100 – Introduction to Telecommunications
IT Credit for Joint Cyber Analysis Course/JCAC: In addition to her work on Marine Corps 2651, Ms. Worthington carefully reviewed the Joint Cyber Analysis Course (JCAC). The JCAC is an intense six-month course taken by service members in multiple branches of the military. For example, for the Army, it is required for active duty Soldiers selected for assignments to perform Cryptologic Computer Network Operations. A quick Internet search shows numerous job openings seeking employees who took the JCAC. The proposed credit for JCAC was approved by the Curriculum Committee.

Ms. Worthington followed a process similar to that used for her review of MOS 2651. Based on that review, the IT faculty recommend that students who completed the Joint Cyber Analysis Course be eligible for advanced standing credit for the following IT courses:
- ITN 106 – Microcomputer Operating Systems
- ITN 107 – Personal Computer Hardware Troubleshooting
- ITN 200 – Administration of Network Resources
- ITN 260 – Network Security Basics
- ITN 262 – Network Communication, Authentication and Security
- ITN 266 – Network Security Layers

Administrative Council members approved advanced standing credit for the Joint Cyber Analysis Course for ITE 221, ITN 100, ITN 155, ITN 171, ITN 208, ITN 260, ITN 261, ITN 262, ITP 100 and ITP 130, to be effective immediately.

Proposal to Increase Late Fees to Preserve Access for Reserve Materials

Dr. Sachs distributed a request from the Learning and Technology Resource Leadership Committee to implement a new late fees schedule for overdue library reserve materials, which increases the fine from two to four dollars per hour on 2-hour loans and from two to four dollars per day for library materials, with a maximum fine of $80 and $160 respectively. Dr. Sachs explained that in October late materials amounted to 14 percent of the total checkout of reserve materials.
While Council members initially approved the fine, they asked that Ms. Dimkova look into whether this increase needed to be approved by the NOVA Board. Council members also asked that the LTR Deans work with the Academic Deans to determine if the current amount of Reserve materials is adequate (especially copies of textbooks), if we should have electronic reserves, and if additional funds are needed to increase the number of reserve items.

**Others:**

Dr. Schiavelli distributed the awards eligible to faculty annually and he encouraged Council members to forward nominations. Awards include:

- Outstanding Faculty Awards (deadline October 1, 2014)
- Chancellor’s Award for Teaching Excellence (deadline April 25, 2014)
- Chancellor’s Faculty Fellowship Program (deadline February 1, 2014)
- Chancellor’s Commonwealth Professors Program (deadline February 1, 2014)
- Educational Foundation Outstanding Service to the College Award (deadline April 30, 2014 and open to faculty and staff)

The meeting adjourned at 12:00 noon with the next Administrative Council meeting scheduled for November 12, 2013, at 12:30 p.m. in the Provost Conference room at the Annandale campus.

**Tracking**

- Clery Act Follow Up – Nov 12
- Payment Schedule – Nov 12
- November Budget Discussion – Nov 12
- Committee of Review Recommendations – Nov 12
- 2014-15 Faculty Allocation – Nov 12
- Budget Allocation Discussion – Nov 19
- NOVA’s STEM Strategy – Nov 19