Administrative Council
April 1, 2014

Members Present: Vice President Bansal, Vice President Dimkova, Mr. Foley, Vice President Gary, Dr. Hill, Dr. Leidig, Vice President Sachs, Dr. Saperstone, and Executive Vice President Schiavelli.

Guests: Ms. Heidi Adamson, Associate Dean for Communications Technologies and Social Sciences, for Dr. Ramsammy, Chief of Police Dan Dusseau, Dr. Chad Knights, Dean of Science, Technology and Business, for Dr. Buchanan, and Dr. Sharon Robertson, Associate Vice President for Academic Services.

Access

- **Spring Enrollment:** Dr. Schiavelli reported for Dr. Gabriel on the enrollment figures for the week which showed positive 0.6 percent enrollment growth when compared to the same time period last year.

International Student Task Force Report

Dr. Schiavelli addressed some of the key recommendations from the International Student Task Force report, focusing primarily on the restructuring of the Office of International Student Services/OISS to centralize the admission and recruitment of international students; defining the role of campus international student advisors as providers of uniform international student services on each campus; requiring and funding training and professional development at the college level rather than by each campus; and, considering requiring English placement testing for all international students.

Dr. Schiavelli placed emphasis on the importance of defining roles between college and campus and also recommended a work group be assembled to look at the Intensive English program, the manner in which it is delivered, and its linkage with ESL programs. He also called for the collection of data to ascertain ESL student success rates.

In connection with the international student process, Dr. Schiavelli suggested that conversations begin in order to ascertain the resources needed and the balance defined between college and campus – the reporting, responsibilities and roles of the central office and campus international student advisors (formerly DSOs). He will meet individually with each Provost and craft a proposal to bring back to the Administrative Council.
Uses of IT Professional Development Funds

A question arose on the structure and manner in which Information Technology funds may be used. The objective of the funding is to provide faculty with the latest IT professional development in order to be continually well prepared for teaching in this field.

Dr. Schiavelli suggested the option of decentralizing the funding and dedicating predetermined funding directly to each campus and enlarging the funding to all STEM area. IT areas require strong professional development on an ongoing basis and he felt the campuses would know better which areas require more funding.

If IT funds were managed at the campus level, there would be a need for some mechanism to share what faculty members have learned with other campuses and in order to provide benefit to the entire college.

Dr. Schiavelli suggested that Provosts discuss a mechanism with their IT Deans and use the model to explore additional areas in which the college might make investments. He asked that the Provost bring their ideas and suggestions to an upcoming Administrative Council meeting.

English Specializations

Dr. Schiavelli reiterated the previous decision to defer approval of the three English-related specializations of the Liberal Arts AA that were approved by the Curriculum Committee at its January meeting primarily over concerns of transferability and sufficient student demand. He suggested a possible first step could be to approve one of the specializations with a clear sunset of three years and a quantitative analysis done to determine both level of interest and threshold. A clear demand would need to be demonstrated and it would then be part of the yearly Curriculum Committee agenda to be tracked.

Drs. Schiavelli and Robertson will discuss the issue with the relevant academic deans who may choose to consult the English cluster.

Live Safe App Demonstration

Mr. Bansal introduced the demonstration by explaining that the current state of technology allows us to be more innovative in everything we do. This new application provides an additional layer of security for our students and instantaneous communication with the police and other emergencies services at no additional cost either to students or to the college.

Chief Dan Dusseau explained that NOVA was approached by the LiveSafe Company located in Arlington, Virginia, to collaborate with them on a safety application for community college students. The application will enable students, faculty and staff to send text messages, video, audio, and photos directly to the NOVA Police dispatchers and with the ability for two-way communication directly from their cell phones. The application has features for mapping, monitoring services, and NOVA emergency information and a crowdsourcing application that
enables multiple users to contribute to an ongoing incident. The app has also has a GPS-tagged monitoring feature that when activated allows students to designate friends and family to monitor their location if, for example, they are walking to and from class late at night. LifeSafe does not replace any existing devices but opens more avenues of communication so that students and police can stay connected, share information with each other quickly and easily, and help keep the college community safer.

The new feature will go live April 2, 2014, and information will be available through a college-wide email and posters and brochures at all campuses to explain the sign-up procedure. Chief Dusseau encouraged all students, faculty and staff to download the free application and also recommended that it be included as part of all new student, faculty and staff orientations.

The meeting adjourned at 11:00 a.m. with the next Administrative Council meeting scheduled for Tuesday, April 8, at 9:30 a.m. at the Alexandria campus.