Members Present: Ms. Calobrisi, Dr. Buchanan, Vice President Dimkova, Dr. Foxworth, Vice President Gabriel, Dr. Hill, Dr. Leidig, Dr. Ramsammy, Dr. Sachs, and Acting President Schiavelli.

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

Enrollment Report

Dr. Gabriel distributed the weekly enrollment figures which showed a continuing downturn and negative 3.4 percent. Two campuses again contributed with positive numbers: Loudoun (3.1%) and Manassas (2.7%). The VCCS average was -3.66 percent. He indicated that dual enrollment numbers not all in yet may contribute to better final Spring totals. When asked about the summer session enrollment numbers, Dr. Gabriel explained that there are a number of students currently enrolled in Spring semester that have not yet registered for the summer session. OIR sent posters to each campus and Dr. Gabriel encouraged the Provosts to place them in high traffic areas. He also indicated that the enrollment pattern for transient students appears to be similar to last summer.

Dr. Gabriel highlighted the need to reach out to high school students for the summer session as they are running about 400 students below their normal totals. OIR plans to communicate with NOVA’s high school outreach specialists to ascertain whether there might be an overriding issue or pattern affecting this group.

Dr. Schiavelli pointed out that in the context of the budget, revenue projections were an essential component and that enrollment estimates should be as close as possible to the OIR projected enrollments.

Curriculum Committee Report

The following items were reviewed and approved by the Curriculum Committee at its March meeting and were presented for Administrative Council approval.

- Revisions of Horticulture Technology Curricula: At the urging of its Curriculum Advisory Committee, the Horticulture faculty proposed changing the business requirement in both the parent AAS degree and its Landscape Design specialization to serve the varied business interests of students in the program. The requirement would change from BUS 165 Small Business Management (3 cr) or BUS 200 Principles of Management (3 cr) to BUS elective. The proposed list of acceptable BUS electives was developed with the advice of the Business Cluster chair.
• Revision of Automotive Technology Curricula: With the support of their advisory committee and deans, the Alexandria and Manassas Campus automotive departments proposed reducing the PED requirement from 2 credits to 1 credit for both the Automotive Technology AAS degree and its Emissions specialization. Each program will continue to require PED 116 Lifetime Fitness and Wellness. This change is in line with NATEF requirements and reduces the total number of credits required for programs from 67-68 to 66-67, thus aligning with the VCCS initiative to reduce the number of credits needed to graduate.

• Revisions of Construction Management AAS and Construction Supervision Career Studies Certificate: The Construction Management faculty recommended several revisions of the Construction Management AAS and the Construction Supervision career studies certificate, intended to improve course scheduling and reduce the total number of credits required for graduation. In addition, the Construction Management/Building Sciences advisory committee indicated that the revisions reflected industry trends. Also, the changes to the AAS will better prepare students for transfer. The faculty explained that the program has been transformed from a trades program to one that focuses on management.

Changes to the AAS

• Replace MTH 115 Technical Math (3 cr) with MTH 163 Pre-calculus I (3 cr): The field requires increasingly sophisticated math skills, beyond those taught in Technical Math. In addition, MTH 115 is only offered roughly once every two years at the Alexandria Campus, making it difficult for students to take the course early in their program. Further, thanks to articulation agreements, students transfer to senior institutions such as ODU and UMES; these universities request that transferring students have higher level math, up to Calculus I, to prepare students for physics.

• Add BLD 200 Sustainable Construction (3 cr): Most other institutions require this in their degree programs. The federal government requires buildings to be United States Green Building Council certified. Montgomery County requires this for all buildings over 10,000 square feet. The District of Columbia has adopted the 2012 IBC International Building Code criteria requiring energy calculations and environmental impact statement.

• Add BLD 215 Safety OSHA-30 (2 cr): Safety is an important and necessary component in the education of any construction related discipline. The OSHA 30-hour program was originally developed by the U.S. Department of Labor to provide an awareness of construction safety and health concerns in the construction industry and is recognized by the construction industry.

• Remove the PED/RPK elective (1 cr) and ENG 115 Technical Writing (3 cr): Removal of these courses allows the addition of the Sustainable Construction and Safety courses. The total number of credits required for graduation will increase by one to 68, which is within policy limits but above the Chancellor’s preferred limit of 67 credits. Construction management courses incorporate writing across the curriculum.
Changes to the Career Studies Certificate

- **Add BLD 215 Safety OSHA-30 (2 cr):** As noted above, safety is crucial in the construction industry.
- **Add 1 credit to the technical elective (3 cr rather than 2):** Most elective courses in this program are 3 credits; the 2 credit technical elective was used to respect the credit limit for career studies certificates.
- **Remove BLD 232 Construction Estimating II (3 cr), CAD 201 Computer Aided Drafting and Design I (4 cr), and ENG 111 College Composition I (3 cr)**

- **Revisions of Architecture Technology AAS:** With their deans’ support, the Architecture Technology faculty proposed revisions to the Architecture Technology AAS curriculum.
  - **Add CAD 203 Computer Aided Drafting and Design III to the Architecture Technology AAS curriculum.** For the foreseeable future, this course will teach Building Information Management Software (BIM) REVIT. The construction industry is moving very rapidly toward the use of this modern way of documenting the construction and management of facilities. The advisory committee urged this change, indicating that large offices use REVIT almost exclusively, while small offices typically still use AutoCAD. CAD 203 can be revised in years to come as some new software replaces REVIT.
  - **Reduce the required Seminar and Project (or technical elective) course from 3 credit hours to 2 credit hours and remove the PED elective.** Student projects can be adjusted to fit into the 2-credit format. The PED elective is no longer required for AAS degrees and does not transfer well. Together, these two adjustments allow the addition of CAD 203 while only increasing the total number of credits required to graduate from 66 to 67.

- **Revisions of the Psychology Specializations:** The Psychology Cluster proposed changes to the Psychology specializations of the Social Sciences AS and the Liberal Arts AA curricula.
  - **Change the Social Sciences AS Psychology specialization’s math requirements from 151 and 152 to 181 and 182.** Additionally, revise the footnote to specify that possible substitutions include MTH 173, MTH 174, MTH 241, MTH 242, MTH 270 (which NOVA does not offer), MTH 271, MTH 272, MTH 273 and MTH 274. This change is requested because George Mason University’s Psychology BS program does not accept the 151-152 sequence and prefers MTH 181 and 182.
  - **Revise the similar footnote for the Liberal Arts AA Psychology specialization’s footnote to add MTH 242.** MTH 151-152 are acceptable for the Psychology BA program, although higher level math is also. The footnote for this specialization includes MTH 181-182 as well as the courses listed for the Social Sciences specialization.
• Modify the “PSY 231-232 Life Span Human Development I-II or any 200-level Psychology course” requirement in both specializations to delete the specific PSY 231-232 language and revise the related footnote accordingly. This allows psychology majors a wide range of choices so they can tailor their program to meet the requirements of the institution to which they plan to transfer.

• **Revisions of Curriculum Procedures Manual Articulation Section**

The Articulation section of the Curriculum Procedures Manual had not been updated since 1997-98. At that time, the VCCS had done very little with system-wide agreements and guaranteed admission agreements were not a special category of transfer agreements. NOVA students now have access to roughly 100 guaranteed admission or articulation agreements made by colleges and universities, either with NOVA directly or with the VCCS.

Several changes were recommended to Section 7 of the Curriculum Procedures Manual that address priorities and procedures for development of NOVA’s articulation and guaranteed admission agreements for the future. In addition, the revisions address committee roles. In 1997-98, there was no Transfer Counselors Working Group (TCWG), so it was important for all transfer counselors to sit on the Articulation Committee. Now the TCWG, which reports to the Deans of Students, meets regularly. Changes to the membership and focus of the former Articulation Committee was requested and a new committee to deal with transfer policy, while the TCWG continues to focus on the day-to-day implementation of guaranteed admission and articulation agreements. Proposed changes were shared with the ADC as well as the Curriculum Committee.

Administrative Council members approved the proposed revisions to: the Horticulture Technology AAS degree and its Landscape Design specialization; the Automotive Technology AAS degree and its Emissions specialization; the Construction Management AAS degree and the Construction Supervision career studies certificate; the Architecture Technology AAS degree; the Psychology specializations of the Social Sciences AS and the Liberal Arts AA and revisions to Section 7 of the Curriculum Procedures Manual, all requests to be effective Fall 2015.

Dr. Schiavelli ended the discussion by suggesting that it was important for students to understand the rationale for taking PED courses and the meaning of wellness. He also suggested that the Curriculum Committee discuss the structure of the transfer group to think about incorporating it as subgroup of the Curriculum Committee as opposed to creating a new college committee.

**Legislative State-wide Workforce Funding**

Ms. Dimkova reported that the VCCS will allocate 1,750,000 million dollars to six community colleges in the system for future workforce initiatives. NOVA was not included in the group of colleges selected for workforce funding. She recommended that workforce units strive to be able to forecast both revenue and direct costs.
**Update on Year Up Project at Woodbridge**

Dr. Hill provided an update on Year Up and explained that the NOVA/Year Up partnership will be a special opportunity for NOVA to provide students with workplace skills and a paid internship experience while earning the associate degree. This partnership will also benefit employers and the business community by providing a pool of well-prepared and work-ready employees.

Year Up places a high priority on core values: respect for and valuing others; building trust and being honest; being accountable; engaging and embracing diversity; striving to learn; and, working hard and having fun.

Part of the Year Up program consists of the Professional Training Corps (PTC), a pathway to link college and employment for young adults. The PTC site will reside within the college and provide an opportunity for full-time students to engage in meaningful academic courses and training and support which will then result in stackable credentials, greater college persistence, and a developed pathway into the world of work.

Recruitment is currently taking place at the Woodbridge campus for the first Fall cohort and staff offices will be located in the Seefeldt Building.

**Chancellor’s Credential Town Hall Meeting**

In preparation for the Chancellor’s visit, Dr. Hill asked that the Provosts look at the target list of community leaders and reach out to them personally. Dr. Schiavelli asked that Dr. Hill and Mr. Kauffman take the lead to coordinate the process.

**College Board Materials Distribution Schedule**

Dr. Schiavelli reminded Council members that the College Board meeting was scheduled for the day after graduation and called for all board materials to be submitted no later than May 6.

**College Recorder**: Ms. Norie Flowers