

CURRICULUM COMMITTEE
Approved December 6, 2018

Members Present: Dr. Katherine Burton, Dr. Nathan Carter, Ms. Mary Charleza, Ms. Carolyn Davis, Ms. Kelly DeSenti, Dr. Abbas Eftekhari, Dr. Charles Evans, Dr. Annette Haggray, Dr. Sam Hill, Dr. Katherine Hitchcock, Ms. Mitra Jahangeri, Dr. Molly Lynch, Dr. Mary Mosely, Ms. Esther Perantoni, Dr. Sheri Robertson, Dr. Mel Schiavelli, Mr. Bernard Schmidt, Mr. Fernando Seminario, Dr. John Sound and Dr. LeeAnn Thomas.

Members Absent: Dr. Marsha Atkins and Mr. Paul Chapman.

Guests: Ms. Ina Dimkova, Ms. Alyssa Duke, Dr. Paul Fitzgerald, Ms. Barbara Hopkins, Ms. Sharon Karkehabadi, Ms. Jennifer Nelson, Dr. Shelly Powers, Mr. Gary Sargent, Ms. Christiane Silva and Ms. Samri Washington.

Information Item

Dr. Schiavelli presented his PowerPoint on “Enrollment, Retention, Pathways, and Funding.” NOVA’s strategic plan’s goal is that every student succeeds, every program achieves, and therefore every community prospers. Enrollment has become increasingly important over the past several years as the Commonwealth funds smaller portions of the college budget. Several other VCCS colleges have decreased significantly in enrollment, while NOVA has only decreased about six percent. Between the spring and fall semesters, the college did not retain approximately 15,900 students. Our message to students should be to stay at NOVA to complete between 16-30 credits. Most students who earn at least that many credits stay at NOVA through graduation.

Funding distributed to NOVA is affected by outcomes. We receive \$95 million dollars from the Commonwealth and 20 percent is at risk due to loss of enrollment. Points are awarded to each VCCS college based on requirements met such as completion of college Math and English courses within the first four semesters of enrollment, completion of the associate degree and attainment of the baccalaureate. Total points determine the percentage of the VCCS performance-based funding NOVA gets. Nonetheless, it is important to maintain the rigor of college-level courses. NOVA will provide support to students in order to successfully move them through gateway courses and on to graduation.

Dr. Schiavelli highlighted the new resources VCCS is planning to ask of the legislature in 2019-20 to strive for a student-to-advisor ratio of 300:1 across the system. This is in response to the JLARC executive report stating that advising in community colleges is unsatisfactory. NOVA received a \$2 per credit hour tuition increase that must be used solely for student success.

Programs of study and the pathways built for them must meet NOVA and VCCS degree requirements found in the catalog. Advising sheets might become obsolete because they are generated from the catalog and do not list courses in the desired sequence. Program Pathways must meet financial aid eligibility requirements, include a sufficient number of credits, and have no hidden prerequisites. Transfer partners must be consulted when changing an agreed-upon pathway or underlying program, which can be a yearlong process. Program Pathways for transfer and other large programs can be

completed at most or all NOVA comprehensive campuses and course availability can be extended through synchronous video delivery or online. Dr. Schiavelli would like the Curriculum Committee to see all new pathways.

Program proposals should come to Curriculum Committee in SCHEV-ready form. Dr. Robertson does not write the proposals, but can provide workshops and guidance as needed.

Dr. Schiavelli demonstrated where to find the transfer pathways page on the NOVA website.

A question was raised about how to address student discouragement when attending NOVA turns out to be more difficult than students anticipated. Ms. Barbara Hopkins (Curriculum Development, CS) referred to the use of clubs for specific disciplines, workshops, seminars, and other options through Student Services. Dr. Schiavelli emphasized the need to address such concerns.

Although we do not currently have a mobile website, two-thirds of students look at the NOVA website from their phones. In the future, a voice command website will be expected.

Ms. Ina Dimkova, VP of Finance and Administration, elaborated on the new payment plan that will be available to NOVA students.

Action Items

October 4, 2018 Minutes Approved

The minutes of the October 4, 2018 meeting were approved as distributed.

Elective Categories

Ms. Hopkins presented a proposal to change the term “General Elective” to “Open Elective” in order to alleviate confusion with General Education Electives. Ms. Hopkins also proposed the addition of “Transfer Electives,” which will provide more options than General Education Electives while restricting courses that will not transfer to other institutions. Each degree program that uses this elective will have its own list of approved courses. This list will be developed by looking at transfer pathways. These elective categories will be available for the programs of study in the 2019-20 catalog.

The Curriculum Committee approved the proposal to change the term “General Elective” to “Open Elective” and to add the new category, “Transfer Elective.”

Expansion of ADJ and Criminology to Alexandria Campus

Dr. Lynch presented a proposal to expand the Administration of Justice AAS and Criminology and Criminal Justice AS programs to the Alexandria Campus. Since many ADJ courses already are offered at the Alexandria Campus, the expansion is not likely to negatively impact enrollment at the Annandale, Manassas and Woodbridge Campuses. The proposal has the support of the Pathway Council and the advisory committee.

Dr. Lynch stated that the status of low-enrollment career studies certificates will be tackled at a later time.

The Curriculum Committee approved the proposal to expand the Administration of Justice AAS and Criminology and Criminal Justice AS programs to the Alexandria Campus.

Revisions of Honors Core Curriculum

The Honors Coordinator, Dr. Paul Fitzgerald (BIO, AN), discussed the Honors Committee's proposal for changes to the Honors Program eligibility criteria and the Honors Core Curriculum. The Honors Committee includes the Honors Lead Faculty from each campus, as well as Drs. Fitzgerald and Robertson.

The Honors Committee recommended updating references to the SAT exam to reflect changes previously made to the exam, adding the ACT score as a qualifier equivalent to the SAT score, indicating that the GPA earned at NOVA or any other college will take precedence over a high school GPA upon completion of 6 credits in college-level courses, and removing the qualifier of two recommendation letters. Dr. Carter expressed concern that eliminating letters from high schools would limit opportunities for students and wondered if the basis for letters being deemed unsatisfactory was justified. Dr. Robertson suggested providing high schools with a template for recommending a student for honors.

The Honors Committee also proposed replacing the Honors Interdisciplinary Seminar requirement with 3 additional credits of Honors Elective plus an Honors Interdisciplinary Experience activity. Dr. Fitzgerald explained that since the advent of pathways, courses that had been used to meet the Interdisciplinary Seminar are very rarely offered, so students cannot complete the Honors Core Curriculum. It was suggested that the proposal clarify wording that to count, a community service activity must be associated with NOVA and cannot come from activities completed in high school. Dr. Sound asked how academic accountability would be administered because the experience is not a course requirement. Dr. Robertson stated that it needs to be part of the Core Curriculum completion requirements. Ms. Samri Washington (College Information Systems) confirmed that it will appear as an indicator in SIS.

The Curriculum Committee approved the proposal with the exception of the removal of two recommendation letters. Drs. Fitzgerald and Robertson will develop templates for letters of recommendation and will revise the proposal to reflect Curriculum Committee changes.

EMS Revisions as Mandated by VCCS

Dr. Shelly Powers (Dean, MEC) and Mr. Gary Sargent (EMS, MEC) discussed the overhaul of the Emergency Medical Services curriculum. As mandated by the VCCS and in line with changes to EMS certifications, the complete restructuring of the AAS will shift to a common curriculum used System-wide. This will include the use of many new EMS courses. Mr. Sargent discussed his plan for the transition.

In addition, the three related career studies certificates—EMT-Basic, EMT Intermediate, and Paramedic—are no longer useful, so should be discontinued.

Ms. DeSenti asked if students who were placed into the program but currently are not enrolled would be notified of the changes. Mr. Sargent stated that he would try to do so, and a notification will be added to the website. As long as the website is updated with the changes, counselors will be able to advise at other campuses. Ms. Washington asked how credit for prior learning will be affected. Mr. Sargent stated that he will be addressing that with the CPL Committee in the future.

The Curriculum Committee approved the proposal to almost completely revise the EMS AAS curriculum, effective Fall 2019. The Committee also approved the proposal to discontinue the EMT-Basic, EMT-Intermediate, and Paramedic career studies certificates, effective Summer 2019.

Program Review Readers

Ms. Sharon Karkehabadi (AVP for Academic Assessment, CS) discussed the need for volunteers to read program review reports. Fifteen reports are in process, 13 reports are considered “dead,” and six reports were restarted last year.

Volunteers for Reading:

- Childhood Development- Dr. Thomas and Ms. DeSenti
- Music- Ms. Charleza and (need another Reader)
- ADJ- Dr. Haggray and (need another Reader) [editor’s note: Dr. Robertson will Read too]

The next meeting will take place on February 7, 2019