Members Present: Dr. Buchanan, Dr. Foxworth, Vice President Gabriel, Dr. Hill, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, Dr. Saperstone, Executive Vice President Schiavelli and Dr. Templin.

Guests: Dean Charlotte Calobrisi, Annandale Campus, Dr. Sharon Robertson, Associate Vice President for Academic Services and Mr. Rick Tittmann for Ms. Dimkova.

Access

• Final Fall Enrollment Results: Dr. Gabriel distributed the final fall figures that showed a negative 1.9 percent decrease from the same time period last year and reflects a 585 decrease in FTES.

Dr. Templin explained that while enrollment remains in negative territory, if NOVA remains ahead of the rest of the state system, that is, above the system enrollment average, the college should enjoy an overall net revenue increase.

• Spring Enrollment: Dr. Gabriel distributed the weekly Spring enrollment figures that showed a negative 2.8 decrease. He also indicated on the positive side that while 1,000 students initially dropped, 800 moved back into the system with alternative session choices. This is a good sign for on-time registration.

Student Success

• Developmental English/Math Redesign Results

Dr. Templin shared preliminary data on the results from the VCCS regarding the Developmental English and Math redesign which appeared to show that the new assessments are increasing the number of percentage of students who are able to go directly into college-level coursework. While preliminary math analysis shows that fewer students are taking Developmental Math and more are taking college-level math with the same overall success rates, attention needs to be given to the redesign itself to see how well the redesign improving course completion and for which students.

From 2010 to 2014 there was a 52% drop in enrollment in Developmental English and a 74% success rate in 2013 for students who took English 111, which is slightly higher success rate for English 111 than in 2010 before the redesign. In other words, there was a significant increase and percentage of students entering English 111 with a slightly better completion rate than before the redesign.

NOVA's success rates in 2013 for developmental students overall were higher than the VCCS system average of 68 percent.
Faculty

- Allocation of Faculty Vacancies:

Dr. Gabriel distributed a report produced by OIR on the allocation of teaching faculty positions for 2014-2015 based on campus size and average growth rates for Fall 2012 and 2013. Dr. Templin asked that Council members review the report, look at the way they would like to fill their vacancies and report their decisions to Dr. Schiavelli, Ms. Dimkova and Dr. Gabriel by the end of the week. Dr. Templin will confer with HR on the timetable for new faculty interviews, to include a comprehensive calendar and schedule for Council members.

Curriculum Committee Recommendations

Dr. Sheri Robertson, Associate Vice President for Academic Services, distributed the October and December 2014 Curriculum Committee recommendations for Administrative Council approval as follows:

- CST 114 and ENG 247 as Other General Education Electives: The General Education Council recommended the addition of two courses to the list of approved “Other” general education electives. Each course was mapped to show that it addressed several general education objectives. Both transfer well. CST 114 Introduction to Mass Media tends to transfer as a communication elective and ENG 247 Survey of Popular Culture transfers as a literature course or English elective. CST 114 takes an interdisciplinary approach to communication, while ENG 247 includes aspects of culture, communication and critical thinking.

- Expand Engineering AS and Its Specialization to Manassas Campus: With the support of the Annandale Campus, the Manassas Campus proposed the expansion of the Engineering AS degree program and its Electrical Engineering specialization to the Manassas Campus. The program is offered only by the Annandale Campus at present. Expanding the program will address the increased demand for engineering courses at the Manassas Campus and will allow the campus to target STEM students in the area. With the permission of the Engineering dean at the Annandale Campus, the Manassas Campus has offered EGR courses since Fall 2010, serving 93 students in Fall 2013. Data provided by OIR indicated that expanding the full program to Manassas would not have much effect on the Annandale enrollment.

- Remove MEC 210 from Engineering Technology Mechanical Engineering Specialization: The Engineering Technology faculty proposed removing MEC 210 Machine Design from the Mechanical Engineering specialization of the Engineering Technology AAS curriculum. At the same time, they proposed requiring 5, not 4-5, credits of technical electives in the fourth semester. Together, these changes will reduce the minimum total number of credits required for graduation from 67 to 65. The course only transfers to ODU (the Virginia public university with an articulation agreement for Engineering Technology) as a STEM elective and students must take a similar 300-level course at ODU. The Engineering Technology advisory committee supported this curriculum revision.
• **New ESL Courses:** ESL 20 English as a Second Language II, a required course for ESL students placing into Level 2, is offered at NOVA for 10 credits. ESL 20 covers reading, writing, and basic grammatical structures of English. The ESL Cluster recommended the creation of two 5-credit courses, ESL 21 Written Communication II and ESL 22 Reading and Vocabulary II. Combined, these new courses will cover the same material as ESL 20, but will provide students the option to concentrate on one skill set at a time. ESL 21 will cover the writing requirements of ESL 20, including composition and basic grammatical structures. ESL 22 will cover reading and vocabulary development. The addition of these two new courses will give VCCS colleges the flexibility of offering either ESL 20 for 9 – 15 credits or ESL 21 and ESL 22 for 3 – 6 credits each. NOVA would continue to offer ESL 20 for 10 credits and would offer ESL 21 and 22 for 5 credits each.

Offering two 5-credit courses in the place of ESL 20 will also ease the financial burden of paying for 10 credits in a single transaction. This serves the community by creating a more affordable option for students entering the college at Level 2 by giving them the same part-time opportunities as students enrolling in Levels 3, 4, and 5. This move is pedagogically sound because language learners tend to acquire different skills at different rates. Allowing teachers to evaluate skills separately aligns with best practices and benefits the students.

This proposal has the support of the ESL Cluster, the five NOVA deans with responsibility for ESL and four VCCS colleges (with no colleges expressing concern).

Council members approved the addition of CST 114 Introduction to Mass Media and ENG 247 Survey of Popular Culture to the list of approved “Other” general education electives, to be effective Spring 2015; the expansion of the Engineering AS degree and its Electrical Engineering specialization to the Manassas Campus, to be effective Spring 2015; the removal of MEC 210 Machine Design from the Mechanical Engineering specialization of the Engineering Technology AAS and requiring 5 credits of technical electives, to be effective Spring 2015; and, the creation of two new ESL courses, ESL 21 Written Communication II and ESL 22 Reading and Vocabulary II to be effective Fall 2015.

**Weather Related Announcements**

A request was made by the Annandale campus to add a communication to the website that would state during inclement weather when the college remains open in order for the situation to be very clear to students, faculty and staff. Dr. Templin asked Mr. Tittmann to look into this with Mr. Flagler, Director of Emergency Management and Planning.
Tracking

- FY16 Budget Planning – January 28
- CFAC Update from Dr. Errico – January 28
- CETL Advisory Committee
- Veterans' Issues and Organization
- Web Discovery Session