Administrative Council Agenda
February 28, 2017

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Leidig, Dr. Loochtan, Dr. Lynch, President Ralls, Vice President Sachs, Executive Vice President Schiavelli and Vice President Weatherly.

Guests: Mr. Brian Anweiller, College-wide Student Activities Coordinator, Ms. Charlotte Calobrisi, Associate Vice President for HR, Mr. Andrew Cornell, Dean of Allied Health, Dr. Sharon Robertson, Associate Vice President for Academic Affairs, Mr. Robert Wade, Dean of Nursing, and NOVA Student Government Leaders: John Andrews (MA), Brittany Spivey (AN) and Lindsay Shurtleff (MEC).

President Ralls thanked Dr. Anne Loochtan for all of her service to NOVA and wished her well on her upcoming professional posting.

Provost Welcome and MEC Update

Dr. Loochtan presented an overview of the numerous and varied events and programs that have taken place during the past year. Students at MEC complete their program in cohorts from the beginning of their programs until graduation and this also has the benefit of increased student comradery and teamwork.

Last week Governor McAuliffe and President Ralls visited the MEC campus for the “Give Kids a Smile” event in which hundreds of small children, ages 3-6, come to the campus for dental checkups and educational sessions on nutrition and hygiene. The project is spearheaded by the Northern Virginia Dental Society and 25 dentists and 110 volunteers (dental hygienists, dental assistants, students and community volunteers) all assemble at the campus to provide patient services with a total value of care this year of $68,874.

Many unique and special programs took place at the MEC last year, some of the major ones highlighted below:

- Library Resource Guides (LibGuides): Librarian created webpages that contain research process instruction, information resource guidance, citation resources, and topic instruction, embedded in all Allied Health programs and selected Nursing Blackboards.
- Mission of Mercy (MOM): A two-day event for adults, part of a national effort, in which 885 patients received dental treatments, with 529 volunteers participating, including 143 dentists.
- The MEC library hosted two online training sessions from the National Network of Libraries of Medicine focusing on health information resources for Veterans and improving health, safety and well-being of the LGBT population.
- MEC's full service Simulation Center and Cadaver Lab usage is up over 70% by NOVA students and by students at GMU and local area high schools on a paid basis.
- Over the past year the EMS Department and Workforce collaborated to offer Advanced Cardiac Life Support and Pediatric Advanced Life Support to credit and non-credit students.
- MEC Outreach and Social Media worked collaboratively with Academic Assistant Deans and NOVA's Video Services team to develop mini-videos highlighting each academic program.
- First and second-year dental hygiene students attended an Early Head Start Oral Health Fair with the Northern Virginia Dental Hygienist Association to bring oral hygiene awareness and provide exams to the children and their families.
- Second-year DNH students and faculty along with the Virginia Dental Hygienist Association attended Rally Day at the General Assembly in Richmond to meet with legislators.
- MEC was awarded a grant for over $107,000 of EMS training equipment.
- Pass rates of 100 percent on final exams occurred in the following programs:
  - Respiratory Therapy (CRT)
  - Occupational Therapy (national exam)
  - Dental Hygiene (National Dental Hygiene Board exam)
- The Radiation Oncology program was awarded the maximum accreditation of 8 years.
- The EMS program graduated 166 EMS Technicians, 32 Intermediate EMS Providers and 74 Paramedics.
- The Nursing Program was re-approved by the Virginia Board of Nursing.
- Students presented nutrition and dental hygiene educational sessions at local elementary schools.
- Twenty colleges and universities and 300 students participated in a MEC Transfer Fair.
- Two Open House events took place with 529 participants, 240 more than the previous year.
- MEC’s first Student Success and AtD Conference took place providing an array of information to students on student services available at the campus.
- An Annual Early Identification Program was implemented with GMU to provide access to educational resources to middle and high school students who are the first in their families to attend college. More than 600 are currently enrolled with the help of funding from corporate alliances and partnerships and includes 7 local public school systems.
- Camp MED: A week-long camp took place with hands-on activities for middle school students who are interested in healthcare.
- South Korean Visit: 24 student pursuing nursing and dental hygiene from Saymyook Health University College in Seoul visited the MEC.
- NOVA Day and Health Fair: 715 students participated.
**OIR Report**

Dr. Gabriel distributed two documents from the ad hoc committee regarding enrollment cancellation policy. The first presents the enrollment cancellation policies at 23 community colleges in VCCS and the second document is a proposal for changing NOVA’s enrollment cancellation policy.

**Tuition Payment Deadlines at VCCS Colleges**

Out of 23 VCCS colleges, 10 colleges have only one tuition payment deadline. Thirteen colleges have more than one tuition payment deadline. NOVA has multiple tuition payment deadlines before the beginning of classes.

As every Fall semester, approximately 5,000 students do not reregister after being dropped due to nonpayment at NOVA, a few suggestions are being considered by the ad hoc committee for implementation.

**Policy Change Proposals**

The existing policy states the first enrollment cancellation is four weeks prior to the first day of classes. Currently, the policy states that after the first enrollment cancellation, students have to pay the day after registration by 5:00 p.m. otherwise they will be dropped for nonpayment.

The first part of the proposal states the first enrollment cancellation for both Fall and Spring semesters will begin three weeks prior to the first day of class.

The second part of the proposal states after the first enrollment cancellation, there will be only two enrollment cancellations, and the enrollment cancellations will take place at the end of each week (most likely Sunday night).

The third part of the proposal states during the last week before the classes start, students will pay as they register. Currently, there is no such provision the week before classes start.

The forth part of the proposal states when the Central Financial Aid Office drops students due to not qualifying for financial aid before classes start, students will be given the opportunity to pay their tuition during that week. They will be dropped due to nonpayment at the end of the week (most likely Sunday night).

**Curriculum Committee Action Items**

The following items were reviewed and approved by the Curriculum Committee and presented to the Administrative Council for approval:

**Revise the Automotive Technology AAS and its Emissions Specialization:** The Automotive faculty requested that the requirement for PED 116 be removed from the Automotive Technology AAS and from its Emissions specialization. This was approved by the faculty and deans at both Alexandria and Manassas Campuses. In addition, the Automotive Technology Advisory Committee approved the change at its September 2016 meeting.
The faculty explained that the lab portions of Automotive (AUT) courses are physically demanding and students are taught how to handle heavy items without hurting themselves. The AUT courses all emphasize safety and proper protocols that will allow automotive professionals to continue to work in their very active field for many years.

Removing the PED course would lower the required credits from 68-69 to 67-68 for the Automotive Technology degree and from 67-68 to 66-67 for the Emissions specialization.

The Administrative Council approved the removal of PED 116 from the Automotive Technology AAS and its Emissions specialization, to be effective Fall 2017.

Revise the Early Childhood Development AAS: The Early Childhood Development Cluster proposed removing the PED 116 and the PED/RPK activity elective from the Early Childhood Development AAS degree. This recommendation came after much discussion, and despite the faculty’s conviction that health and physical activity are important to the well-being of all people and that this is particularly important in the care and education of young children. The faculty reviewed the program and determined that it includes two courses which provide opportunities to discuss and participate in health and movement activities: EDU 235-Health, Safety and Nutrition and CHD 145-Art, Music and Movement. Also, there are strong messages throughout the program about the importance of health and activity to the growth, development and education of children. Students are given the opportunity to reflect on their own health and activity as models for children. The faculty proposed this change both to be consistent with other VCCS colleges with the Early Childhood program and to reduce the total credits required for graduation from 67-68 to 65-66.

The Administrative Council approved the removal of PED 116 and the PED/RPK activity elective from the Early Childhood Development AAS, to be effective Fall 2017.

Revise the Computer Science AS: The Computer Science cluster and their academic deans found a way to address the issue of hidden prerequisites in the Computer Science AS. The degree currently requires MTH 173 Calculus with Analytic Geometry in the first semester. However, many Computer Science students need to take precalculus before they are ready for calculus with resulting financial aid problems.

To remedy this situation, the faculty proposed adding the 5-credit MTH 166 Precalculus with Trigonometry and removing PED 116 and the 1-credit General Education Elective to help make room for it. This brings the program to a total of 63 credits, which is the maximum allowed for AS programs. Students may substitute MTH 163 and 164 for MTH 166 if necessary, but these cannot be incorporated into the program proper as they would increase total required credits to 64. Students who place directly into MTH 173 are directed to take additional transferable courses instead of Precalculus.

The faculty also proposed making the second English course a choice between ENG 125 and ENG 112. Currently ENG 112 is required. This is recommended for transfer to Mason.

The Administrative Council approved the addition of MTH 166 Precalculus with Trigonometry and the removal of PED 116 and the 1-credit General Education Elective
from the Computer Science AS, to be effective Fall 2017 and approved allowing students to choose ENG 125 or 112 as needed for transfer to their senior institution of choice.

Revision of the Science AS: At the December 2016 Curriculum Committee meeting, the academic deans for the Science AS and its Mathematics specialization proposed adding "or ITE 115 Introduction to Computer Applications and Concepts" to the CSC 110 Introduction to Computing requirement. They also recommended adding a footnote stating that ITE 115 is recommended for students considering transfer to George Mason University. Many students and advisors ask to substitute ITE 115 for CSC 110 because ITE 115 transfers to George Mason University, but CSC 110 does not.

The Administrative Council questioned the need to keep CSC 110 at all.

At the February 2017 Curriculum Committee meeting, the Science deans proposed several revisions to the Science AS. These proposed changes align the Science AS curriculum with the transfer requirements of NOVA's top 4-year transfer universities and address the need to include hidden mathematics prerequisites into the degree. The proposed changes will add flexibility to address the transfer needs of students who wish to transfer into a Life Science or a Physical Science 4-year program. These proposed changes are supported by the two science-related Learning Councils and the Math and Science clusters. The changes are not intended to be applied to the Mathematics specialization.

The major proposed changes will transfer to George Mason University (GMU), Virginia Commonwealth University, Virginia Tech, Old Dominion University, University of Virginia and James Madison University and include:

- Replace CSC 110 with ITE 115 or general education elective; this supersedes the December request, but is not applicable to the Math specialization.
- Add precalculus as an option for students who need it
- Remove PED and one General Education Elective credit
- Standardize the Mathematics requirement to MTH 173 and MTH 174
- Include higher level mathematics as an option in place of science electives
- Remove BIO141/142, ENV 121/122 and BIO 107 as science electives
- Revise the degree Purpose statement

The Administrative Council approved the proposed revisions to the Science AS program, to be effective Fall 2017. The Council added the caveat that the changes must be mapped to the program SLOs.

IT Credit for Military Occupational Specialties: The Credit for Prior Learning Committee recommended approval of the IT Cluster's proposal to give credit for prior learning (CPL) for several Navy MOS; these are in addition to the CPL already approved for several Marine Corps MOS (as outlined in the Credit for Prior Learning Manual). IT Cluster Chair Paula Ford provided the CPL Committee an overview of the process used by NOVA faculty to review the MOS and map them to NOVA credits. Ms. Ford received the documentation directly from the textbooks, syllabi, exams, worksheets, and approximately 50-page course content summaries.
The MOS information must match at least 80% with the NOVA course information for a course equivalency and credit map to be identified. Using this documentation, she trained additional NOVA IT faculty who evaluated and mapped the MOS. The mapping will be kept current and students will be advised that MOS more than 10 years old cannot be used.

The IT faculty recommend giving course credit for the following:
- NEC 2780 - Network Security Vulnerability Technician
- NEC 2781 - Advanced Network Analyst
- NEC 2790 - Information Systems Technician
- NEC 2791 - Information Systems Administrator
- MOS 2821 - Technical Controller
- MOS 2847 - Telephone Systems/Personal Computer Repair
- MOS 0681 - Information Security Tech
- Cisco Certified Network Associate (Course ID - M09AN31)

The Administrative Council approved granting IT credit for several Navy MOS (NEC 2780, NEC 2781, NEC 2790, NEC 2791, MOS 2821, MOS 2847, MOS 0681, and Course ID M09AN31), to be effective Fall 2017.

Arabic for Heritage Speakers I-II: Currently, heritage speakers of Arabic enroll in Arabic 201 and/or 202 in order to meet the requirement for Intermediate world language. Other students in the class tend to feel at a disadvantage when several students already speak the language to some degree. However, while they may speak Arabic, heritage speakers may not be able to hold a professional conversation, discuss complex topics or use correct grammar. ARA 2xx-2yy Arabic for Heritage Speakers I-II is designed specifically to accommodate students from Arabic speaking cultures.

The courses have the support of the World Languages Cluster and their deans. Other VCCS colleges were also contacted; they only offer Arabic through NOVA and did not express any concerns. George Mason University, UVA and Virginia Tech agreed that the courses would transfer to meet the requirement for intermediate-level world language proficiency.

The Administrative Council recommended further research on the potential effect of the course on ARA 201-202 and postponed action on this request to approve Arabic for Heritage Speakers I-II pending the successful offering of ARA 295 in Spring 2017.

Revise IT and Cybersecurity Curricula: The IT faculty reviewed the IT AS, IST AAS, Cybersecurity AAS and all related career studies certificates’ curricula. With the support of their advisory committee and Deans, they recommended several changes that will reduce the total number of credits required and improve transfer of the degree programs by removing the PED requirement from each. The course additions and deletions for the career studies programs are designed to avoid hidden prerequisites, remove courses not needed for students to sit for industry certifications, and add courses to improve students’ preparation to sit for industry certification exams. The goal is to be sure that each career studies certificate prepares students for at least one industry certification exam. In addition to the curricular changes, the faculty updated the locations that offer the Cybersecurity, Database and Network Administration career studies certificates.
The Administrative Council approved the proposed revisions to the IT AS, IST AAS, Cybersecurity AAS, and their related career studies certificates, to be effective Fall 2017.

Communication Design Title Change and Curriculum Revisions: The Communication Design faculty, their Deans, and Program Advisory Committee recommended the program title be changed to Graphic Design. This change reflects industry standards and is consistent with the Bureau of Labor Statistics’ use of “Graphic Designers” as an occupation for which it provides data. It also is consistent with similar name changes already made by Blue Ridge, Piedmont and Tidewater Community Colleges. In addition, Virginia public and other local senior institutions have Graphic Design programs. Students report that they look for a Graphic, not Communication, Design program and are not sure what a communication designer would do. Finally, the name change reduces confusion among students and others at NOVA, who think Communication Design is part of Communication Studies and Theatre (CST).

The faculty also proposed removing PED 116 from the AAS and its specialization. The faculty will add a topic to a core course regarding developing and refining personal wellness goals.

The faculty recommended eliminating ART 207 3-D Model Rendering and ART 230 Multimedia II from the Multimedia certificate. Due to low enrollment, neither course has run for many years and faculty have routinely had to approve substitutions. ART 207 and 230 would be replaced by ART 140 Introduction to Graphic Skills and ART 251 Communication Design I. In these two courses, students attain skills that are fundamental in creating vector and raster screen-based graphics needed for multimedia design.

Faculty also proposed adding PHT 130 Video as an alternative class for ART 208 Video Techniques in the Multimedia certificate. It covers the essential objectives and topics. Unlike ART 208, PHT 130 is rarely cancelled.

In the Web Design Specialist career studies certificate, faculty proposed offering ART263 Interactive Design I as an alternative class for ART 220 Advanced Web Design. Unlike ART 220, ART 263 is rarely cancelled.

Throughout the curricula, the number of credits for fine arts courses must be changed from 4 to 3 as recommended by the Fine Arts faculty. This was done to align with senior institutions.

The Administrative Council asked why the program will still require 64-65 credits; if one of the 3-credit ART electives were removed, the total number of credits would be closer to the target of 60 credits. Dr. Robertson explained that as an AAS, until Fall 2016, the program was required to include at least 65 credits. Although new programs must justify each credit over 60, there has been no mandate to reduce AAS programs to 60 credits. Henceforth all degree programs will be expected to require no more than 60 credits or to justify additional credits.

The Administrative Council approved the proposed revisions to the Communication Design AAS, its Interactive Design specialization, the Multimedia certificate, and the Web Design Specialist career studies certificate, to be effective Fall 2017.
Computer Aided Drafting and Design Career Studies Certificate Revisions: With the support of their Deans and Advisory Committee, the Engineering Technology faculty proposed adding a 2-3-credit technical elective to the Computer Aided Drafting and Design career studies certificate. The elective may be selected from Architecture Technology, Building, Civil Engineering, Computer Aided Drafting and Design, Engineering, and Mechanical Engineering courses, or Precalculus. Any of these courses will be useful to students, most of whom are already working in the field. The additional 2-3 credits will make the career studies certificate, which currently requires only 14 credits, require 16-17 credits; thus, students placed in the program will be eligible for federal financial aid.

The Administrative Council approved the proposed revision to the Computer Aided Drafting and Design career studies certificate, to be effective Fall 2017.

Discontinue the Fine Arts AA and the Music AA: The Fine Arts and Music faculty recommended the discontinuance of the Fine Arts AA and the Music AA. The discontinuances are supported by the related clusters, as voted upon at the January 2017 arts meta-cluster meeting, the deans, and the Arts Learning Council. With the Associate of Fine Arts (AFA) in Visual Art proposal being reviewed by System Office staff now, and a Music AFA proposal being nearly ready for Curriculum Committee consideration, the AA degrees will no longer be needed. You will recall that a major reason for developing the AFA type of degree was to improve transfer, which is not adequately supported by the AA programs.

Hundreds of students are placed in each of the AA programs, but there were only 31 graduates of the Fine Arts AA and 11 graduates of the Music AA in 2016. Students will be advised that they have three years to complete the AA degree if they wish. If they have not completed much of the AA, students will be advised to change their placement to the AFA instead.

The Administrative Council approved the discontinuance of the Fine Arts AA, to be effective Fall 2017 and the discontinuance of the Music AA to be effective with the implementation of a Music AFA.

Reduce the Number of Credits Required for Most Beginning World Language Courses: The World Languages Cluster proposed changing the number of credits required for most Beginning (101-102) world language courses. Specifically, although Beginning Arabic and Beginning Chinese would remain 5 credits each, other world languages offered at NOVA would use the 4-credit version of 101-102 (except Latin, which is already only 3 credits because it lacks an oral component). The VCCS Master Course File allows each of these courses to be offered for 4 or 5 credits. These changes were recommended for two reasons. First, as prerequisites for the Intermediate world languages, reducing them from 5 to 4 credits each would reduce the number of credits that must be set aside in every AA program to avoid having hidden prerequisites. Second, when students transfer, they are likely to receive only 3 credits per course.

The Administrative Council supported the request to use the 4-credit version of all World Language 101-102 courses except for Arabic and Chinese, to be effective Fall 2017. However, the Council called for further discussion of world language credit issues, with particular emphasis on the number of credits for which the courses will transfer.
Liberal Arts AA Revisions: Recently reaffirmed VCCS policy requires that all AA degrees include 6 credits of Intermediate World Language. Some students place directly into Intermediate World Language, but many need at least one semester of Beginning World Language. Students who place directly into an intermediate level foreign language or ASL may take any transfer-oriented course to meet the credit requirement. Some foreign languages require 5 credits for each Beginning course and 4 credits for each Intermediate course, while others require 4 credits for each Beginning course and 3 credits for each Intermediate course. Latin and Greek require only 3 credits for each Beginning and each Intermediate course. Students must take sufficient General Elective courses so that they can apply at least 60 credits toward the Liberal Arts degree.

The Liberal Arts AA curriculum currently includes 12 credits of General Electives. Students and advisors frequently do not realize this until students already have taken other courses to meet the elective requirements. Thus, Beginning World Language may be considered a hidden prerequisite for some Liberal Arts students. This problem is compounded in some of the Liberal Arts specializations, which include fewer elective credits.

In response to the VCCS mandate that all programs be rid of hidden prerequisites by Fall 2017, the Liberal Arts and Social Sciences Learning Council carefully considered ways to make room for Beginning World Language in the Liberal Arts AA and its specializations. They recommended the use of 4-credit Beginning World Language courses. The Council also proposed removing PED 116 from all specializations to be consistent with the parent degree and to keep the total number of credits within the allowable limits.

The Administrative Council approved the proposed to revise Liberal Arts AA curriculum to highlight the potential need for Beginning World Languages, and the revised curricula for the Liberal Arts specializations to remove PED 116 and other courses as needed to make room for Beginning World Languages, but with the understanding that the language issue needs to be revisited as stated in the previous item. We are mandated by VCCS to revise our curricula to add “hidden” prerequisites.

Restructured Student Government Association (SGA)

Mr. Brian Anweiller, College-wide Student Coordinator, presented a proposal designed to restructure the Student Government Association to better support the institutional mission with enhanced SGA consistency across all campuses, a higher level of SGA visibility, and represent all students in voicing their concerns and promoting student interests. He introduced student leaders Ms. Brittany Spivey from Annandale, Mr. John Andrews of Manassas and Ms. Lindsay Shurtliff from the MEC.

The student leaders explained that the Executive Director of the American Student Government Association was contracted to conduct an onsite review of NOVA’s Student Government Association (SGA). The consultant submitted an in-depth assessment of the current state of NOVA’s SGA, some recommendations, and a proposed Constitution for a college-wide concept, along with a campus-based Council. With input from the Student Life offices, current SGA members, and campus leadership, a draft Constitution was completed and the concept was approved by the Deans of Students in November of 2015. The proposal includes a campus
SGA Council with a college-wide Advisory Board. There is no college-wide NOVA SGA President with leadership structure residing at the campus level. Each campus would utilize the same constitution and bylaws for standardized campus representation.

With some minor changes recommended, the Administrative Council approved the proposal and will forward it onto the NOVA Board for final approval.

Institutional Advancement Update

Ms. Weatherly briefed Council members on the responsibilities and accomplishments to create a team that drives NOVA's strategic communications and development strategies in the Office of Advancement that was created two months ago.

Specific accomplishments include:

- Developed Advancement organizational structure and team concept
  - Office locations (media relations, marketing and Foundation all have a presence in Brault as to facilitate team collaboration and strategic communications)

Marketing and Communications:

- RFP- Creative Agency of Record, should be finalized in mid-March
- Summer-Fall Campaign will be finalized via a creative overview. A landing page and url will serve to track lead generation.
- Branding - Enhancing the NOVA brand from a design and messaging perspective
- Website
- View Book
- Shared Service model for online fulfillment, moving toward an online fulfillment strategy

Community Relations and Governmental Relations Update:

- Commencement is planned for May 14 at 3pm
- working toward developing "Command briefings" – a core group of PowerPoint slides provosts, campus/community relations and government affairs can use in presenting "the College" to officials, community groups, etc.
- Meeting with Campus Community Relations personnel to begin aligning communications priorities

Foundation:

- Analyzing existing data, developing metrics to set the stage for development efforts, developing fundraising strategy to present to Foundation Board at March meeting.
Media Relations Update:

- Realigning media relations workflow to address strategic priorities. Administrative Council was asked to partner in aggressively seeking communications opportunities to highlight relevant topics.

Athletics and Student Life Update:

- Student Government Standardization and identification for co-curricular programming

Fun Facts-Athletics and Student Life:

- 7 intercollegiate athletic teams and 1 club team
- NOVA is hosting the National Two-Year College Forensics National Championship in April – over 50 community colleges and 600 participants
- NOVA Ice Hockey beat Marymount 11-1 at the Verizon Center Friday, February 24, 2017
- 50 student athletes have GPA's above a 3.0

Commonwealth Budget Update

Dr. Ralls reported that the college is on track for next year and the good news on the budget is that there is a smaller reduction of 3.75 percent versus the expected 5 percent, with no further cuts anticipated. He cautioned, however, that there is still no room for growth right now.

The greater challenge will be for 2019-2020 with the expectation of an overall 5% decline in enrollment.

Report Out from ACOP and AtD

Dr. Ralls reported the major themes at the ACOP meeting, with the major focus on enrollment. Recruiting more students from the first year to the second year was highlighted as the essential and core opportunity for increase enrollment, as well as opportunities for recruitment as soon as students initiate their online applications. Piedmont College reported they have an adult outreach coordinator to specifically target the adult population. Other themes included:

- Working with schools that have GED programs
- Sending out unique admissions mailers
- Uniform fees for dual enrollment (request being sent to the Virginia Legislature)
Upcoming Agenda Items:

• College Records Office

College Recorder: Norie Flowers