

Administrative Council
February 6, 2018

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

Guests: Ms. Charlotte Calobrisi, Associate Vice President for HR, Dr. Margaret Emblom-Callahan, Senate Chair, Dr. Elizabeth Harper, Associate Vice President for Students Services and Enrollment Management, Dr. Sharon Robertson, Associate Vice President for Academic Affairs, Ms. Robyn Seabrook, Legal Counsel and Mr. Cory Thompson, Associate Vice President for Administration.

Dr. Ralls welcomed Senate Chair Dr. Maggie Emblom-Callahan. He also expressed his thanks to Dr. Hill, the IT, Facilities, Emergency Management, and Budget teams as well as Workforce for the around the clock efforts in responding to the flood at the Woodbridge campus and relocating 855 classes. Dr. Ralls welcomed Senate Chair Dr. Maggie Emblom-Callahan. He also expressed his thanks to Dr. Hill, the IT, Facilities, Emergency Management, and Budget teams as well as Workforce for the around the clock efforts in responding to the flood at the Woodbridge campus and relocating 855 classes.

Dr. Ralls also thanked Dr. Marsha Atkins for serving in her role as MEC's Interim Provost, as well as Acting Dean for Allied Health along with her permanent role as Dean of Nursing. Dr. Atkins will be wearing these various hats until Dr. Nicole Reaves the new provost for the MEC arrives in March.

Curriculum Committee Report

Dr. Robertson presented the following Curriculum Committee approvals and recommendations for Administrative Council approval:

Accounting AAS, Bookkeeping Certificate and Accounting Career Studies Certificate Revisions: The Accounting faculty proposed several changes to the Accounting AAS and CSC and the related Bookkeeping certificate. Designed to improve the curricular pathways, the changes also make the CSC the same as the first two semesters of the AAS. ENG 112 is moved to the third semester of the AAS since it is not part of the CSC. The revisions replace electives with requirements, remove course choices that are not taught on all campuses and are more applicable to employer needs. All have been approved by the Accounting Advisory Committee.

The Administrative Council approved the Accounting AAS, Bookkeeping Certificate and Accounting Career Studies Certificate revisions, to be effective Fall 2018.

Engineering AS Revisions: The Engineering faculty proposed revisions to the Engineering AS. These changes, agreed upon after discussions with the ADVANCE Engineering working group and Virginia Tech faculty, are designed to improve transferability and degree completion. Because the senior institution general education AND program-specific requirements differ significantly, it is necessary to offer some elective choices. PED 116 and CHM 111 would be removed, while Differential Equations would be added. Total credits would range from 64 to 69 depending upon the combination of courses selected.

The Administrative Council approved the Engineering AS revisions, to be effective Fall 2018.

Move Massage Therapy CSC from WO to MEC: The Massage Therapy faculty recommended moving the program from the Woodbridge Campus, where it originated, to the MEC, which offers health-related programs. In addition, the more central location may increase enrollment. The change entails moving the faculty member, equipment and supplies. Both campuses supported the move

The Administrative Council approved the move from the Woodbridge campus to the MEC for Massage Therapy CSC for the incoming Fall 2018 class. However, they raised the issue of whether the decision should be made by the Curriculum Committee or simply the campus Provosts. Dr. Robertson explained that in the past, such issues were reviewed by the Curriculum Committee to provide broad input in case campuses disagreed about which campuses should offer a program, and to provide documentation of the decision. In the future, decisions about which campus(es) should offer a program will be made by Program Councils and Provosts.

Early Childhood Development AAS Revisions: As part of a state-wide effort to improve transfer of this applied degree, the Early Childhood Education faculty proposed revisions to the Early Childhood Development AAS. CHD 119, CHD 215, CHD 298, CST 110 and PSY 235 will be removed from the program. PSY 230 and EDU 200 will be added. MTH 154 and BIO 101 will both be required (now students choose math *or* science). ENG 250 will be required instead of a humanities elective and HIS 121 or 122 will replace the social science elective. The revisions decrease the total credits required for graduation from 64-65 to 62.

The Administrative Council approved the revisions to the Early Childhood Development AAS, to be effective Fall of 2018.

New Math Courses by Program: Alison Thimblin, Jeff Vetrano and Bruce Wahl worked with deans and program faculty to determine the best new math courses to meet program requirements and course prerequisites. The Curriculum Committee recommended approval of the following:

- Revise programs to include the recommended new math courses for use by each program. The new MTH 155 transfers to Mason as an elective but is fine for use in non-transfer programs; however NOVA faculty have decided not to offer MTH 155.
- If program faculty never responded regarding the math faculty's recommended new course, use the course recommended by the math faculty.
- Use virtually identical new courses to replace old courses for purposes of GPA calculations and course repeats.
- Use designated new courses to substitute for old courses. The substitutions are shown separately for use with old versus new catalogs. In some cases, a pair of new courses would substitute for a pair of old courses.
- Implement the new list of course prerequisites.
- Where no new equivalent course will exist, offer old courses for one semester so students can re-take the course for GPA improvement. However, make it clear in the Schedule that the courses WILL NOT be repeated. See related item below.

The Administrative Council approved the new Math courses by program for implementation in the Fall of 2018. The Council also recommended the related recommendations.

Course Repeat When No Equivalent Course Exists: NOVA has a policy that allows students to repeat a course. However, a large number of popular courses will be discontinued in 2018-19 so students will not be able to repeat them. This has SAP and scholarship implications. The Curriculum Committee recommended appointing a task force to study the issue and make policy recommendations related to it.

The Administrative Council asked if it is likely that there is a good alternative for students who have failed a course that is subsequently discontinued. There is not, so the Council did not approve the recommendation to establish a task force.

Revised Credit for IB Economics: Currently NOVA does not award credit for IB Economics because the IB courses and exam had not been reviewed by our faculty. As required to maintain compliance with new legislation on acceptance of IB scores, the Economics faculty carefully reviewed the Standard Level and Higher Level IB economics courses and exams. The Credit for Prior Learning Committee supported faculty recommendations as shown below:

- Credit for Principles of Macroeconomics (ECO 201 (3 credits)) and Principles of Microeconomics (ECO 202 (3 credits)) should be awarded to students scoring a 4 or higher on the **Higher Level IB** exam. Total credits awarded = 6 credits.
- Credit for ECO 201 (3) should be awarded to students scoring a 5 or higher on the **Standard Level IB** exam. Total credits awarded = 3 credits. No credit for ECO 202 should be awarded to students taking the **Standard Level IB** exam, regardless of score.
- Students whose degree programs require ECO 120, Survey of Economics can substitute ECO 201 and ECO 202 for ECO 120. Students scoring a 4 or higher on the Higher Level IB exam will satisfy this requirement but students taking the Standard Level IB exam would not.

The Administrative Council approved the revised credits for IB Economics for immediate implementation.

Revised CPL for Professional Legal Secretary/Certified Legal Professional Exam: While reviewing the CPL Manual, Barbara Hopkins (working as the Director for Curriculum Development) found that NOVA awarded an odd batch of course equivalent credits for the Professional Legal Secretary/Certified Legal Professional Exam. She researched the exam and worked with Dr. Beringer and the head of the Paralegal Studies program, and faculty in the other affected disciplines to update the credits offered with support from the Credit for Prior Learning Committee. The changes are as follows:

- Begin to offer credit for ACC 115, LGL 126 and BUS 226.
- Discontinue granting credit for ACC 211, 2 AST electives and AST 243 (remember we no longer teach AST), ENG 111 and 115, and PSY 201 or 126.
- This reduces the total credits a student might be granted from 27 to 15.

The Administrative Council approved the revisions to the CPL for Professional Legal Secretary/Certified Legal Professional exam for immediate implementation.

Curriculum Requirements for All Transfer Degrees: Having worked on pathways for transfer degrees, Barbara Hopkins recommended that all the underlying curriculum for transfer degrees conform in certain ways that promote transfer without loss of credit. These include:

- Remove PED.
- Require CST100, 110, 126 and 229 as curricular options unless (as with Criminology and Criminal Justice) transfer institutions want a specific course.
- Allow a choice of SDV 100 and 101 except for the Teacher Education specialization for which SDV101 is a state-wide requirement.
- Allow a choice of ENG 112 or 125.
- Allow SPA 205 and 206 (Intermediate Spanish for Heritage Speakers) as options where world language 201-202 is required.

The Administrative Council approved the curriculum requirements for all transfer degrees to promote transfer without loss of credit, to be effective Fall of 2018.

Statement on Registration of Seniors

Dr. Hilbert presented the latest language crafted on the policy for Senior Waiver of Tuition, a joint effort by Dr. Haggray, Dr. Hilbert, Dr. Leidig and Dr. Harper.

The new language is both in compliance with and better clarifies state laws and VCCS regulations. The new language will go into effect in the Fall 2018 semester.

Administrative Council members approved the clarification to the current policy. Legal Counsel, Ms. Robyn Seabrook will review the final narrative and Dr. Harper will develop a communications plan.

First Day Program Update

Associate Vice President Cory Thompson reported that the Barnes & Noble First Day program will not extend beyond the spring 2018 semester. This decision was made due to challenges that prevent NOVA from effectively managing the program according to regulatory requirements. The decision was not based on the merits or value of the program.

Approximately 300 sections of First Day courses were offered for the Spring 2018 semester and 9923 students enrolled. Some of the key issues that were presented involve fee processing and complications with third party billing; problems with independent publisher actions; publisher pricing concerns; student refund issues; and, Shared Services Distance Learning (SSDL) issues. There has been a disconnect between the Barnes & Noble Bookstore, faculty and publishers.

Until the back-end issues are resolved, the "Friday Day" program will be put on hold. This decision would not affect any spring 2018 sections utilizing First Day.

Adviser Training Schedule

Dr. Gabriel introduced Dr. Alison Thimblin, Interim Associate Vice President for Student Success Initiatives, who presented an update on the strategy for advising as a Pathways college.

Dr. Thimblin explained the need to understand the differences in advising as a pathway college. Advising will consist of immediate, ongoing and long-term strategies, with delivery methods that include face-to-face on-campus and virtual deliveries through Blackboard. Training needs have been determined through the development of advising competencies.

In order to provide advising training, it will be critical to identify existing and needed resources and to maintain these resources centrally, to provide consistency across the campuses. Training needs include both new and existing technologies. Structured training will be developed, and a training process crafted for all faculty and staff.

The Spring 2018 semester will include campus-based forums and Student Services and Faculty Advisor training starting in February, along with a Student Services Day of Learning in March.

Dr. Thimblin will send requests for the specific dates for campus-based forums.

Pathways, Scheduling, and Navigate VCCS Update

Dr. Schiavelli gave a brief update on the status the Pathways program. The pathways and courses that will be more heavily enrolled are completed. The course descriptions in the master file in Richmond will be pulled into Navigate and placed in the correct sequence, and advising reports will be reconstructed by program and sequence.

Dr. Schiavelli highlighted the importance of checking each pathway course to be sure there will be sufficient seating to respond to anticipated increased enrollment.

OIR Update

This agenda item was tabled until the next Administrative Council meeting.

UPCOMING AGENDA ITEMS:

- Shared Services Center Presentation
- VCCS Admissions Application Update
- Multiple Measures
- College Records Office

College Recorder: Norie Flowers