

**Administrative Council  
May 8, 2018**

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

**Guests:** Dr. Margaret Emblom-Callahan, Senate Chair, Ms. Charlotte Calobrisi, Associate Vice President for HR, Dr. Chad Knights, Senior Academic Leadership Fellow, Dr. Sharon Robertson, Associate Vice President for Academic Affairs, and Ms. Robyn Seabrook, Legal Counsel.

**Curriculum Committee Report**

Associate Vice President for Academic Affairs, Dr. Sharon Robertson, forwarded the following Curriculum Committee recommendations to the Administrative Council for consideration. All requests were previously approved by the Curriculum Committee.

**Discontinue the Electrical Engineering Specialization of the Engineering AS:** Dr. Knights reported that recently-approved revisions of the Engineering AS have included adding electives to the curriculum. In doing so, the EE specialization is no longer at least 9 credits different from the parent degree as required by VCCS policy. The specialization is not needed since students can select the EGR courses they need to transfer to the senior institution of their choice in EE as well as in other engineering fields.

**The Administrative Council approved the discontinuance of the Electrical Engineering Specialization of the Engineering AS, to be implemented in the Fall of 2018, and to be forwarded to the NOVA Board for final approval.**

**Engineering AAS Revisions and Discontinuance of its Specializations:** Dr. Knights explained that since the Civil Engineering Technology AAS and the Mechanical Engineering Technology AAS were merged due to very low enrollment, the Engineering Technology AAS has been offered at Alexandria and Annandale along with 3 specializations: Civil Engineering Technology, Drafting, and Mechanical Engineering Technology. They have had low enrollment for over a decade and the industry representatives have made it clear that neither the parent degree nor its three specializations prepare students for the current job market.

In addition, the types of jobs now considered to be in engineering technology have moved to the western suburbs, so the group working on updating the program recommend moving the parent Engineering Technology AAS to the Loudoun and Manassas campuses.

With input from several large local technology companies, and to align with Northern Virginia industry demands, the curriculum has also been revised almost 100% and will include new-to-NOVA course prefixes (IND, INS, SAF). The few students in the programs will be contacted and advised about the changes.

**The Administrative Council approved the recommendation to revise the Engineering AAS, discontinue its specializations, and move the parent program to the Loudoun and Manassas campuses. The recommendation will be forwarded to the NOVA Board for final approval and, if approved, will be implemented in Fall 2018.**

#### **Proposed Data Center Operations Specialization of the Engineering Technology**

**AAS:** Dr. Knights explained that the data center industry of Northern Virginia is a driving force in the local economy, generating more than \$6.5 billion in economic output in 2016. The continued development of data centers in Loudoun and Prince William Counties is applying significant pressure on an already small pool of technicians and technologists who possess the necessary skills to support the needs of the data center community.

As an industry representative explained at Curriculum Committee, data center operation is not IT; it is more like industrial facility operations. The jobs cannot be outsourced because a physical presence is needed, with 15-25 staff/building and Loudoun County has the highest concentration of data centers in the world.

A Data Center Operations specialization of the revised Engineering Technology AAS was proposed to respond to industry needs and offered initially at the Loudoun campus. It will require development of 2 new courses in a discipline NOVA does not currently offer (ENE) as well as the use of ENE and ELE courses NOVA does not offer.

Target audiences would include existing professionals looking to upskill or change careers and current NOVA and high school students interested in technology, robotics and technical career pathways leading to employment as a data center professional.

A new faculty member with the appropriate background in Engineering Technology will be hired at the Loudoun campus to serve as the lead faculty for the new specialization.

**The Administrative Council approved the proposed Data Center Operations Specialization of the Engineering Technology AAS, to be implemented in the Fall of 2018, and to be forwarded to the NOVA Board for final approval.**

**Proposed Cloud Computing Specialization of the IST AAS:** Dr. Knights explained that NOVA's Cloud Computing Workgroup, in partnership with Amazon Web Services, NOVA Workforce, Columbus State Community College and NOVA's Information Systems Technology (IST) Advisory Board identified a significant cloud computing skills gap and workforce shortage in the DC metropolitan area.

To meet those needs, they proposed a Cloud Computing specialization of the IST AAS to be offered at the Alexandria, Loudoun and Woodbridge campuses. This specialization will prepare graduates for employment in the regional and global cloud computing/IT workforce, providing students with the knowledge and training needed to earn several stackable, industry recognized credentials from groups such as CompTIA and Amazon Web Services. Responses to a student survey indicate significant interest in the proposed specialization. The program is expected to attract both new high school graduates and people working in the field who need Cloud-specific skills.

The curriculum includes courses that NOVA does not currently offer but that exist in the VCCS Master Course File. Faculty at the Alexandria, Loudoun and Woodbridge campuses will need professional development to teach in this field; the new-to-NOVA Cloud courses are not expected to be offered until the Spring of 2019.

**The Administrative Council approved the proposed Cloud Computing Specialization of the IST AAS, to be forwarded to the NOVA Board for final approval and implemented Fall 2018.**

**Proposed EGR Courses:** Dr. Maggie Emblom-Callahan explained that the Engineering faculty at the Alexandria and Annandale campuses proposed two new EGR courses: EGR 1xx Foundations of Engineering and EGR 1yy Engineering Design. The courses are designed to articulate with Virginia Tech and have been approved for transfer to George Mason. In addition to preparing students for transfer to Virginia Tech, the Introduction to Engineering Design course is needed for George Mason's Mechanical Engineering BS. The courses have been piloted.

**The Administrative Council approved the proposed two new EGR courses - EGR 1xx Foundations of Engineering and EGR 1yy Engineering Design, to be implemented in the Fall of 2018, and to be forwarded to the VCCS Deans Course Review Committee for final approval.**

**Proposed KOR 201-202 Courses:** Dr. Hilbert presented the World Language faculty proposal to develop two 3-credit courses in Intermediate Korean, KOR 201-202. The college already occasionally offers KOR 101-102, but students cannot complete the language sequence. George Mason has a new Korean minor and plans to develop a BA in Korean, so supports NOVA's offering Intermediate Korean. The courses have been piloted and have the support of George Mason, James Madison and VCCS colleagues. Initially, they would only be offered at the Annandale campus.

**The Administrative Council tabled a decision on offering KOR 201-202 for further study.**

**Dental Hygiene AAS Revisions:** Dr. Reaves explained that the Dental Hygiene faculty proposed revisions to the AAS, necessitated by the reduced availability of the currently-required NAS 161-162 (anatomy and physiology with some microbiology, 8 credits total). The faculty recommend replacing NAS 161-162 with BIO 141-142 (anatomy and physiology, 8 credits) and BIO150 (microbiology, 4 credits). To make room for the additional 4 credits, faculty plan to remove PED 116 (1 credit) and CST 229 (3 credits). To continue to include cultural information and to address the phasing out of PSY 201, the faculty recommend replacing PSY 201 with SOC 200.

**The Administrative Council approved the revisions to the AAS Dental Hygiene program to be effective Fall 2018.**

**Revised Curriculum Procedures Manual Section on Policies & Procedures for CTE Advisory Committees:** Dr. Robertson explained that in response to requests by the Board subcommittee that considers advisory committee nominations, Workforce Development staff worked with her to update the section of the Curriculum Procedures Manual to prescribes advisory committee policies and procedures. The proposed revisions would apply to advisory committees for applied programs (not the to-be-created advisory committees for transfer programs). The proposed changes updated criteria for membership, member terms, the application process, and onboarding. They also suggested calling the groups “boards” instead of “committees” to reflect their importance.

**The Administrative Council approved the revised Curriculum Procedures Manual Section on Policies & Procedures for CTE Advisory Committees, for implementation in the Fall of 2018, and to be forwarded to the NOVA Board for final approval.**

### **Update on Associate Dean Searches**

Dr. Schiavelli reported that all final candidates were chosen for the 24 Associate Dean positions. Seventeen candidates are currently Assistant Deans; seven are full-time faculty, and two are adjunct faculty. Employment offers are currently being sent out.

### **Voluntary Inter-Campus Transfer**

The Voluntary Inter-Campus Transfer policy was shared with the Senate with a majority of the Senate members in support of the policy in principle.

The policy will now be forwarded to the Policy Workgroup for their input.

### **End-of-Year and Encumbered Purchases and Payments**

Ms. Dimkova reminded Council members about the need to focus attention to monitoring the adjunct and campus operating budgets and to adhere to the timelines for end-of-year purchases and payments.

Ms. Dimkova also stressed the importance of being as strategic as possible to estimate and plan for all major purchases at the beginning of the fiscal year and then monitor budgets throughout the year to ensure that all funds are expended long before the end of the fiscal year.

### ***UPCOMING AGENDA ITEMS:***

- Navigate/Campus Student Messaging
- Central Records Office/Multiple Measures/Application
- SMARTHINKING

**College Recorder:** Norie Flowers