

## Administrative Council

April 10, 2018

**Members Present:** Vice President Dimkova, Vice President Gabriel, 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, Ms. Amy Nearman, Director of Dual Enrollment, Dr. Sharon Robertson, Associate Vice President for Academic Affairs, and Ms. Robyn Seabrook, Legal Counsel.

### **Foundation Grant Application Review/Approval**

Vice President Weatherly presented this year's Foundation grant applications for Administrative Council review and forwarding onto the NOVA Foundation for funding consideration. The overall goal of the process is to ensure that all qualified grants are both fully supported by the Administrative Council and contribute to the college's mission, goals and objectives.

Grants are currently funded up to \$60,000 and awarded in allotments of \$5,000-10,000. The intent of a grant is to encourage innovation and not intended as a pre-existing/ongoing project. Strong preference is given to grant proposals that have a college-wide impact and cross-campus or cross-departmental collaboration.

Seventeen applications were received, 12 of which were complete and qualified. Funding requests totaled \$100,735.26.

Ten of the 12 grant requests will move forward to the final stage of funding consideration by the Foundation.

## **Dual Enrollment Report**

Dr. Sharon Robertson, Associate Vice President for Academic Affairs and Ms. Amy Nearman, Director of Dual Enrollment, gave an update on the current status of the Dual Enrollment (DE) program.

Since 2014 contract Dual Enrollment numbers have increased by more than 30% each year, with the same projection for 2018-19. New courses have been planned in World Languages, Math, Pharmacology and Marketing. New high schools have joined in the Fairfax County and Prince William County School systems. In 2017-18, the following DE data were captured:

- 18,943 enrollments
- 8,603 unduplicated head counts
- 3,962 FTE
- 243 DE adjunct instructors
- 57 high schools across 13 Public and Private School Partners
- 115 Unique Courses offered in 654 Sections
- Increasing enrollments from Pinnacle Academy
- New partnership with K12

The Dual Enrollment staff of 7 full-time employees face current challenges in keeping up with the pace of DE program growth. Their responsibilities include serving as experts in policy and procedures for any high school student earning college credit, educating high school partners on new legislation, training faculty liaisons, answering email, phone and virtual advising inquiries and processing by hand all student enrollments, 18,943 for 2017-18.

NOVA has applied for accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the first community college in the VCCS system to do so. NACEP works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus. NACEP is the sole national accrediting body for concurrent enrollment partnerships. VCCS is moving toward requiring all colleges to follow NACEP standards. NACEP and NOVA interviews will take place in November with final results received in the summer of 2019.

Dr. Ralls questioned whether offering Dual Enrollment to private online schools is a good idea. Council members also discussed the need to establish a consistent way to pay faculty to serve as mentors for Dual Enrollment teachers.

Dr. Schiavelli took a moment to thank Dr. Julie Leidig for her all her efforts in initially setting the tone for the growth of the Dual Enrollment Program.

## **Curriculum Committee Actions**

Dr. Robertson and the relevant Provosts presented the following Curriculum Committee requests for Administrative Council approval.

**Discontinuance of RPK-related Programs:** Drs. Hilbert and Peretti proposed the discontinuance of the Recreation, Parks & Leisure Studies specialization of the General Studies AS and the two related career studies certificates in Outdoor Recreation & Resource Management and Recreation Programming & Administration. These programs are offered only at the Annandale campus and all three programs experienced low student enrollment and low numbers of graduates since their inception. In the period from 2014-2017, each CSC had one graduate—and that has been a pattern for years. In addition, there is no real employment track for the CSC graduates. The AS can transfer, but with loss of credit. George Mason accepts only a few of the RPK courses for transfer into *one* program. The specialization, if retained, must be revised to reduce the number of RPK courses because it currently includes more than permitted by policy.

There is presently no full-time faculty member.

The assistant dean for RPK and a PED colleague pleaded with the Committee to at least allow the specialization to continue for another year. They indicated that they were unaware that the program discontinuance would be requested and wanted time to prepare a case to keep it.

**The Administrative Council accepted the recommendation by the RPK faculty to bring back a rationale by the first Administrative Council meeting in September and provide a compelling reason that the program should continue (enrollment, transfer, job opportunities). In the meantime, no new students will be placed in the program.**

**In addition, the Administrative Council approved the proposal to discontinue the Outdoor Recreation & Resource Management and Recreation Programming & Administration career studies certificates effective Fall 2018.**

**Discontinuance of Liberal Arts AA Psychology Specialization:** Dr. Lynch reported the Psychology faculty's recommendation for the discontinuance of the Liberal Arts AA Psychology Specialization which produces far fewer graduates than the Social Sciences AS Psychology specialization.

The world language requirement in the AA leaves little room for PSY courses. The faculty are researching development of a separate Psychology AS degree program and want to focus their attention on the bulk of their students. They developed a teach-out plan and students who probably would not be able to finish in 3 years will be advised to consider the AS specialization. This discontinuance will not affect any faculty, or enrollment in other Liberal Arts specializations.

**The Administrative Council approved the discontinuance of the Liberal Arts AA Psychology Specialization.**

**Social Sciences AS Revision:** Dr. Lynch reported that based on work of the Learning Council, the Sociology faculty proposed revising the Social Sciences AS to replace the Social/Behavioral Science elective with a choice of SOC 200 or PSY 200 to facilitate transfer. Other already-approved revisions (new math requirements of MTH 154 and 251 and removal of PED) will reduce the total credits required to 60.

**The Administrative Council approved the recommendation for revision of the Social Sciences AS to replace the Social/Behavioral Science elective with a choice of SOC 200 or PSY 200.**

**Social Sciences AS Psychology Specialization Revisions:** Dr. Lynch reported that the Psychology faculty proposed changes to the Psychology specialization of the Social Sciences AS. The revisions are in keeping with the proposed revision to the parent degree (above) and improve alignment with our transfer partners.

**The Administrative Council approved the recommendation for changes to the Psychology specialization of the Social Sciences AS and the removal of one PSY course from the Psychology specialization as it differs by more than the 15 credits allowed by policy.**

**Remove Prerequisites from PSY 216 and 219:** Dr. Lynch reported that the Psychology faculty recommended removing the VCCS-mandated prerequisites for PSY 216 and 219. Faculty reported that students who have taken these courses without having first completed PSY 200, 201 or 202 were still successful. Of the 21 sister VCCS colleges that offer these courses, 13 have responded to NOVA requests for support and ten supported the proposal. George Mason, Virginia Tech and James Madison sent letters of support.

**The Administrative Council approved the recommendation for the removal of the prerequisites from PSY 216 and 219.**

**New Film Directing Course:** Dr. Haggray reported that the CST and other Cinema faculty proposed a new course in Film Directing. It is listed as a requirement in the new Cinema AFA program. The course has been piloted at Alexandria with increasing enrollment. Initially the course will be offered only at Alexandria and Woodbridge as those are the campuses with the Cinema program. George Mason will accept the course as equivalent to their Film Directing course and will apply it to their Film & Video program.

**The Administrative Council approved the recommendation for a new course in Film Directing.**

**New Advanced Android Application Development:** Dr. Haggray reported that IT faculty proposed a new 4-credit ITP course in Advanced Android Application Development. It would be an elective in the IST AAS program. In addition, IT faculty are considering proposing a new Mobile Application Development CSC. The course is designed to teach students how to build apps for smartphones and tablets. The course developer explained that local companies stated they would hire students with an Associate Degree if they had these skills.

**The Administrative Council expressed concerns about the nature of the Android application as being very specific and not including other brand applications.**

**Dr. Haggray will go back to the IT faculty to seek clarification on the details of the specific course request and bring it back to the Administrative Council for further consideration.**

**CHD 165 and 265 Revisions:** Dr. Haggray reported that in support of the recently-approved revisions of the Early Childhood Development AAS, the Early Childhood Education faculty proposed revising the number of hours of field observation required in CHD 165 and in CHD 265. Currently, these cover the sum of 120 hours required. The new program will disperse the 120 hours across CHD 165, CHD 265 and EDU 200, so in the future, CHD 165 and 265 need only need require 40 hours of field observation each.

**The Administrative Council approved the recommendation to revise the number of hours of field observation required in CHD 165 and 265.**

## **Academic Calendars**

Associate Vice President for Academic Affairs, Dr. Sharon Robertson and Senate Chair Dr. Maggie Emblom-Callahan, presented the dates for the Academic Calendars crafted by the Working Calendar Committee comprised of stakeholders from across the college.

The Administrative Council approved the Spring 2019 calendar several months ago. However, to avoid the very unpopular Wednesday start dates and to avoid having the Census Date occur before all 2nd 8 weeks classes have even started, the group developed two alternative Spring 2019 calendars as well as draft Summer 2019 and Fall 2019 calendars.

The Committee proposed starting the Spring semester on Saturday, January 12 and ending Friday, May 10 – sufficiently ahead of graduation.

In addition to the calendar recommendations, the committee urged the leadership to petition the Chancellor for permission to follow a 15-week calendar to help NOVA align with Mason. It would also allow more time for faculty professional development and for GPA/SAP processes to be run between semesters. The Committee also recommended offering fewer session lengths (16, 14 and two 8-weeks) to assist with financial aid awards and moving Fall college-wide Convocation to the non-instructional day after Columbus Day.

**The Administrative Council approved the Spring semester start of Saturday, January 12 and end date of Friday, May 10 with the other 2019-20 recommendations and requests to be discussed further.**

## **SCHEV-VCCS Transfer Summit**

Dr. Schiavelli reported on a study done by the Community College Research Center (CCRC) on *Community College Transfer Student Outcomes*. The research provided data on the percentage of students entering a community college cohort who successfully transferred to a four-year institution within six years of first enrolling at the community college level and students who earned a Bachelor's degree from any four-year institution within six years of starting at NOVA. The data was based on 2016-17 measures of success.

The good news for NOVA is that the study showed that NOVA outranked the national average in transfer rates, NOVA at 46% compared to the national average of 32%. NOVA's lower income students were at 42% compared to the national average of 26%.

Additionally, Dr. Schiavelli reported that the study showed that NOVA outpaced the national average by 10% in the number of transfer students who started at NOVA and earned a Bachelor's degree from a four-year institution within six years, 52% and 42% respectively. NOVA's lower income students also outpaced the national average, 47% compared to the national average of 35%.

The students in the group studies were those students who directly transferred from NOVA to a four-year institution and did not enroll at any other institution.

***UPCOMING AGENDA ITEMS:***

- Notas do Brasil
- Reassigned Time in Reorganization
- Policy Approvals
- SMARTHINKING
- Associate Dean Searches
- College Records Office/Multiple Measures/Application

**College Recorder:** Norie Flowers