

Administrative Council
January 15, 2019

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, Dr. Leidig, Dr. Lynch, Vice President Partridge, President Ralls, Dr. Reaves, Vice President Sachs, Executive Vice President Schiavelli, Vice President Villagran-Glover, and Vice President Weatherly.

Guests: Ms. Charlotte Calobrisi, Associate Vice President for HR, Ms. Corinne Hurst, Executive Office Manager, Dr. Sheri Robertson, AVP for Academic Services, Legal Counsel Robyn Seabrook (remotely), Ms. Lisa Stelle, Senate Chair and Ms. Sharon Karkehabadi, AVP for Institutional Research and Planning.

ACTION: Policy on Programs Involving Minors

Dr. Lynch reported that a policy on programs involving minors was approved last year by the Administrative Council. But after further review, it was realized that two key elements were missing from the current policy, an approval process for those programs and tracking those programs for risk management or emergency management purposes.

Dr. Lynch distributed an amendment to the current policy, which says that all Programs involving minors must be reviewed and approved by the provost or vice president having supervisory authority over the Program at least sixty (60) days prior to the first scheduled date of participation by minors. The Program must also be approved by the provost of the campus where it will take place, if different. Factors to be considered before approving a Program include:

- Alignment of the Program with the College's mission;
- Appropriate subject matter and fully planned activity itinerary;
- Appropriate staffing and supervision ratios, with special regard to avoiding one-on-one contact between Minors and Program/Activity Staff.

Dr. Lynch also noted that the amendment also requires that a registration form be filled out at least ten (10) days prior to the first scheduled date of participation. This form will go to the Office of Administrative Services/ Risk Management. This registration form will require, at a minimum:

- the name of the person in charge of the Program
- the dates and locations where minors will be participating
- the provost or vice president having supervisory authority over the Program

- the general nature of the activities to be undertaken, and administrative requirements associated with the Program, including whether waivers, permission slips, and medical emergency forms have been or will be obtained from the parents/guardians of participating minors.

Dr. Lynch presented this amendment to Administrative Council for approval. After discussion regarding concerns of the differences between this policy and the field trip policy and questions about the role of the risk management, it was decided it would be best to bring the current policy on programs involving minors and the field trip policy both back to Administrative Council for review at the February 12 Administrative Council meeting.

Approval on the amendment to the policy on programs involving minors has been put on hold by Administrative Council pending the review on February 12.

ACTION: Curriculum Committee Report

Dr. Lynch reported that a request that the Administration of Justice A.A.S program and the Criminology and Criminal Justice AS program officially be expanded to include the Alexandria Campus. Since many ADJ courses already are offered at Alexandria, the expansion is not likely to negatively impact enrollment at the Annandale, Manassas and Woodbridge Campuses. The proposal has the support of the Pathway Council and the advisory committee.

Dr. Lynch reported that there is a full-time faculty member and five adjunct faculty members at the Alexandria campus. Dr. Lynch noted that there are (11) courses being offered.

Dr. Lynch presented this proposal to Administrative Council for official approval and acknowledgement for the expansion. There was no objection. Administrative Council acknowledges and approves the expansion.

Dr. Reaves reported on the proposal to revise the EMS Curriculum and to discontinue the EMS Career Studies Certificates. Dr. Reaves reported that the revised EMS curriculum would be effective Fall 2019. Dr. Reaves noted that there is a teach out plan in place for the old curriculum. Students are being notified in various ways. As mandated by the VCCS and in line with changes to EMS certifications, the complete restructuring of the AAS will shift to a common curriculum used System-wide. This will include the use of many new EMS courses. The program head has a detailed plan for the transition.

Dr. Reaves also reported that in addition, the three related career studies certificates—EMT-Basic, EMT Intermediate, and Paramedic-- are no longer useful in the industry and would not be applicable toward the new EMS AAS curriculum, so should be discontinued. Dr. Reaves noted students will have 3 years to complete the CSCs.

Dr. Reaves presented these proposals to Administrative Council. Administrative Council approved the revisions to the EMS Curriculum and approved the discontinuation of the EMS Career Studies Certificates.

Dr. Robertson reported that the proposals to discontinue the EMS career studies certificates would be sent to the NOVA Board for consideration.

Dr. Robertson reported on the proposed revisions to the Honors Core Curriculum and Honors Course and Program Eligibility. Regarding the Honors Core Curriculum, Dr. Robertson reported that for several years there has been a requirement called Honors Interdisciplinary Seminar which was never well defined. The idea was to include concepts from 3 different disciplines. Dr. Robertson reported that the Honors Committee proposed replacing the Honors Interdisciplinary Seminar requirement with 3 additional credits of Honors Elective plus an Honors Interdisciplinary Experience activity. Since the advent of pathways, courses that had been used to meet the Interdisciplinary Seminar run very rarely, so students cannot complete the Honors Core Curriculum. The Interdisciplinary Experience will be part of the Core Curriculum completion requirements and will appear as a “milestone” indicator in SIS.

Regarding eligibility for the Honors Program and Honors courses, Dr. Robertson reported that the Honors Committee recommends updating the references to the SAT exam to reflect changes previously made to the exam, adding the ACT score as a qualifier equivalent to the SAT score, indicating that the GPA earned at NOVA or any other college will take precedence over a high school GPA upon completion of 6 credits in college-level courses, and removing the qualifier of two recommendation letters. The Curriculum Committee modified the proposal to continue to allow recommendation letters, but providing high schools with a template for such recommendations.

The proposed revisions to the Honors Core Curriculum and Honors Course and Program Eligibility, as modified by the Curriculum Committee, were approved unanimously by the Administrative Council for implementation in Fall 2019.

Dr. Robertson reported that Academic Affairs proposed the addition of a new elective category called “Transfer Electives,” which will provide more options than General Education Electives while restricting the use of courses that will not transfer to other institutions. Dr. Robertson noted that each degree program that uses this type of elective will have its own list of approved courses. This list will be developed by looking at transfer pathways and should include only courses that are readily available. Dr. Robertson also reported on the Academic Affairs proposal to change the term “General Elective” to “Open Elective” in order to alleviate confusion with General Education Electives. These elective categories will be available for the programs of study in the 2019-20 catalog.

The Administrative Council approved the proposal to add a new “Transfer Elective” category of elective and to change the name of “General Electives” to “Open Electives.”

ACTION: Academic Calendar

Dr. Robertson reported on the recommended academic calendar for Fall 2019, Spring 2020 and Summer 2020. A Senate subcommittee recommended that the College follow the Monday start date for Fall 2019 classes, although faculty do not return until the preceding Friday. Dr. Robertson reported the Senate as a whole did not vote on the calendar, but discussed it and had the opportunity to submit comments to the Senate chair, Lisa Stelle, until January 7. Ms. Stelle reported in general the comments are against a Wednesday start, although the Testing Center representative noted potential testing problems with a Monday start. Dr. Robertson reported that the Senate agreed to follow their subcommittee's recommendation. Ms. Steele noted that the academic deans emailed their comments, again mostly favoring a Monday start date. In light of the Senate comments, Dr. Robertson recommended the start date will be on that Monday, August 19, as recommended by the Senate subcommittee. Ms. Stelle noted that the main reasons cited for the Monday start date are that Monday is less confusing for students and it allows science courses to begin labs the same week as the related lectures.

Dr. Robertson reported that Academic Affairs has begun work on the academic calendars for the 2020-21 academic year. Dr. Robertson noted that for the fall, there is a plan to initiate a 15-week session to replace the 16-week session. The College would still, for financial aid purposes, have a 16-week semester in order to accommodate two 8-week sessions. Dr. Robertson reported, to the extent possible, the 15-week session will be similar to that offered by George Mason University. Dr. Robertson noted that the College has different non-instructional days and does not follow Mason's practices for making up Monday holidays.

After some back and forth, the Administrative Council voted to approve the academic calendar for Fall 2019. The Spring and Summer 2020 calendar will go back to the Senate for further review.

DISCUSSION: APERs and SLOs Report

Dr. Gabriel, VP of Institutional Effectiveness and Student Success and Ms. Sharon Karkehabadi, AVP of Assessment, presented documentation requirements for SACSCOC compliance for Institutional Effectiveness and Student Achievement. They covered the following three sections.

Context for Institutional Effectiveness and Student Achievement

The mission of SACSCOC is the enhancement of education quality and improvement of the effectiveness of institutions. SACSCOC Principles of Accreditation Section 7 covers Institutional Planning and Effectiveness and involves Institutional Planning, Quality Enhancement Plan, and Administrative Effectiveness. Section 8 covers Student Achievement and Student Outcomes in the areas of Educational Programs, General Education, and Academic and Student Services.

Planning Process at NOVA

The planning process at NOVA begins with the college's mission statement followed by the strategic plan and the annual planning process. Institutional Planning and Evaluation is a continuous improvement cycle: plan, implement, analyze/assess, improve, repeat.

Using three years of Annual Planning and Evaluation Reports (for Instructional Programs and Administrative and Campus Units), the Compliance Report for Sections 7 and 8 will synthesize evidence to demonstrate the effectiveness and continuous improvement for the following areas: Instructional Programs, Administrative Support, Academic and Student Services, General Education Core Competencies, and the Quality Enhancement Plan.

Student Learning Outcomes

Student Learning Outcomes (SLOs) identify observable and measurable knowledge, skills, and attitudes/values a student obtains by the end a learning experience, e.g., a program of study.

The assessment and reporting process for instructional programs is faculty-driven: faculty members develop/review student learning outcomes, map SLOs to curriculum, plan annual SLO assessments, implement assessment activities and analyze and use assessment results for continuous improvement, and reassess.

The Annual Planning and Evaluation Reports for Instructional Programs include three separate SLO Assessments per academic year, one General Education/Core Learning Outcomes Assessment (CLO), and two Program Goal Assessments. The Provost, Pathway Dean, and SLO Lead Faculty responsible for reporting on each program/certificate were presented.

DISCUSSION: Spring Semester Enrollment and Opening

Dr. Gabriel reported there was 500 hundred enrollments over the weekend. Enrollment cancellation on hold until January 29. Dr. Gabriel reported as of Saturday morning there were 1100 unpaid students. There is a 2.1 headcount and FTE -.08

INTRODUCTION: New Member:

Dr. Ralls welcomed Dr. Frances Villagran-Glover back to NOVA as the Vice President of Student Services. Dr. Villagran-Glover returns to NOVA after serving as Associate Vice Chancellor for Special Programs and Success at Houston Community College.

Other Business/Announcements

- Dr. Ralls reminded everyone of the Foundation Executive Committee meeting that will be held on January 17.
- Vice President Weatherly noted that the Foundation Board Meeting that will be held on February 13.
- Dr. Ralls mentioned the transitions taken place at the College with Frances Villagran-Glover stepping in as the new Vice President of Student Services and his pending departure from the College.

UPCOMING AC MEETINGS:

- January 29 **Manassas** Provost Conference Room
- February 12 Brault Conference Room 306

UPCOMING AGENDA ITEMS:

- Transfer Program Advisory Committees
- Adjunct Faculty as DE classroom observers
- Maxient Database and NovaCares Protocols
- Office of Fair Practices Report
- Library Services Report
- Pell Grants for Students with Out-of-Country Degrees

Note Recorder: Yovana Burns