

**Administrative Council**  
**February 26, 2019**

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

**Standing Guests:** Ms. Charlotte Calobrisi, Associate Vice President for HR, Ms. Corinne Hurst, Executive Office Manager, Robyn Seabrook, Legal Counsel, Ms. Lisa Stelle, Senate Chair.

**Presenting Guests:** Ms. Sharon Karkehabadi, Associate Vice President of Academic Assessment, Dr. Sheri Robertson, Associate Vice President of Academic Affairs. Ms. Guylaine Saint Juste, Executive Director of the National Capital Region of Year Up. Ms. Nicole Escudro, Year Up Site Director, Alexandria campus, Ms. Deidre Boykin, Year Up Site Director, Woodbridge campus.

**INFORMATION: 2018 Program Viability Response to VCCS**

Dr. Sheri Robertson provided an overview of NOVA's response to the 2018 VCCS Program Viability Study. She explained that every three years she must respond to this VCCS study. The VCCS requires each college to state what it plans to do about degree and certificate programs that meet neither the target for program-placed FTES nor the target number of graduates, averaged over a 3-year period. This year, the VCCS noted that the Fire Science Technology AAS, and the Architectural Drafting, Multimedia Design, Contract Management and Meeting, Event & Exhibition Management certificates do not meet either target. NOVA plans to discontinue each of the five programs. The proposed discontinuances will all be vetted through the Curriculum Committee and Administrative Council.

**ACTION: Academic Calendar Spring – Fall 2019, Spring 2020 and Summer 2020**

Dr. Sheri Robertson stated that in addition to proposed key academic dates for Spring and Summer 2020, she recommends a few revisions of the Fall 2019 the academic working calendar. The Council approved in January key academic dates for Fall 2019. The requested Fall 2019 updates are as follows:

- Fall 2019 Non-Instructional Days – October 14-15  
Note that the ADVANCE Faculty Summit at George Mason University will most likely be on Tuesday, October 15.
- Classes and exams will end on December 16, 2019 to provide one more Monday of instruction.

The projected Commencement date for Spring 2020, if it follows the same pattern as this year, would be May 15, 2020. That would be three days after grades are due and the last day nine-month teaching faculty are on contract.

**The Administrative Council approved these changes to the Academic Calendar for Fall 2019 as well as the proposed key academic dates for Spring and Summer 2020.**

**ACTION: Curriculum Committee Report**

Dr. Robertson and the Pathway Provosts presented the following Curriculum Committee items, which were reviewed and approved at the February 7 Curriculum Committee meeting.

**Discontinuance of Biotechnology Program at Loudoun**

Dr. Leidig explained that she and deans Canfield and Mucci recommend officially discontinuing the Biotechnology AAS and the Biotechnology Lab Technician career studies certificate at the Loudoun campus, consolidating the program at the Manassas campus. In practice, this is already occurring. There are too few students to make classes run at both campuses. The campuses did try deliberately scheduling classes to avoid competing with each other, but student interest has steadily declined at Loudoun, which lacks a dedicated lab for biotechnology and no longer has a biotechnology faculty member.

**The Administrative Council approved the Discontinuance of Biotechnology Program at the Loudoun Campus to be effective Fall 2019.**

**Revise the Air Conditioning & Refrigeration AAS and Related Certificates**

Dr. Hill, who is both the Pathway provost and the Campus provost for the Air Conditioning & Refrigeration program, presented revisions proposed to the AAS, certificate, and career studies certificate. All are designed to make graduates more employable and to address significant changes in EPA requirements. Students get a huge discount on the cost of the important related certification exams.

AAS

- Remove PED 116. AIR courses emphasize correct lifting and other safety concerns specific to the industry.
- Add “or ENG 115 Technical Writing” to the current requirement for ENG 111. This was recommended by Curriculum Committee in support of suggestions made by some pathway councils to make ENG 115 more available to technical programs. The type of writing covered in ENG 115 is more applicable to technical programs than is the writing taught in ENG 111.
- Add AIR 276 Refrigerant Usage EPA Certification (1 credit). This course prepares HVAC technicians for an EPA-mandated refrigerant certification test.
- These changes do not affect the total credits for the AAS.

Certificate

- Add AIR 276 to the program for the reason stated above.
- This increases the total credits required from 32 to 33.

HVAC-R & Facilities Services Technology CSC

- Add AIR 276 to the curriculum.
- This increases the total credits required from 20-22 to 21-23.

**The Administrative Council approved these revisions to the Air Conditioning & Refrigeration AAS and related certificates to be effective Fall 2019.**

**Proposed New Psychology AS Degree and Simultaneous Discontinuance of the Psychology Specialization of the Social Sciences AS**

Dr. Lynch, who serves as the Pathway provost for social sciences, explained that with the support of the Social Sciences Pathway Council, the Psychology faculty propose a separate AS degree in Psychology to be offered at all 5 comprehensive campuses. It is very similar to the current specialization under the Social Sciences AS, but does not include a course (ITE 115) that is not needed for Psychology transfer. Created after reviewing transfer possibilities, it will allow us to develop slightly different pathways to specific transfer institutions. Students already think they are Psychology majors; under the new degree program they actually would be. There is no additional cost associated with the program, which uses only existing courses, faculty and facilities.

If the proposed Psychology AS receives final approval, the Psychology specialization will be discontinued.

Dr. Roberston stated that this is the first spin-off proposal that NOVA has submitted. It is shorter than proposals for completely new AS programs. VCCS System Office staff have indicated that it is possible, though by no means a given, that we may be able to get SCHEV approval to initiate the program in Fall 2019.

**The Administrative Council approved the proposed Psychology AS degree to be implemented in Fall 2019, or when approved by SCHEV for implementation. The Council also approved the discontinuance of the Psychology specialization of the Social Sciences AS, to be effective at the time the new Psychology AS is implemented.**

**Health Sciences Specialization of General Studies and Discontinuance of Health Science Career Studies Certificate**

Dr. Reaves, the Health Sciences Pathway provost, and Dr. Robertson, the General Studies Pathway AVP, presented a proposal to initiate a Health Science specialization of the General Studies AS degree. The provost and both deans at the MEC support the development of this specialization designed to prepare students to enter health sciences programs, including those at the MEC and some at senior institutions. A Mason colleague attended Curriculum Committee to explain how this pathway would be excellent preparation for their Health Administration program. If the new specialization is approved, when students apply to NOVA and indicate that they want to pursue one of the competitive-admission MEC programs, the students would be temporarily routed into the specialization. Unlike the similar-sounding Health Science career studies certificate, the specialization prepares students for transfer so students would be eligible for federal financial aid. Unlike the parent General Studies degree, placement into the specialization will allow us to easily identify students who may be interested in MEC programs and so

allow us to send batch advising emails to them. The proposed program requires no new courses, faculty, facilities or equipment.

If the Health Sciences specialization receives NOVA Board approval, the two Pathway councils recommend the discontinuance of the Health Science career studies certificate. Dr. Robertson explained that the NOVA Board is the final approval body for the proposed new specialization and for the discontinuance.

**The Administrative Council approved the proposed Health Sciences Specialization of General Studies and the simultaneous discontinuance of the Health Science career studies certificate effective Fall 2019.**

#### **Early Childhood Development Program Review**

The Administrative Council was asked to review the updated Executive Summary, the original Executive Summary, and the Action Plan for the Early Childhood Development Program Review. Most of the planned actions cost faculty time, but there is nothing to purchase. However, Recommendation 13 implies that provosts will at least consider resource requests to achieve inter-campus equity. Suggestion 1 could mean work for OIR as it is about surveying students annually to learn their preferences for instructional delivery, and Suggestion 3 would need OIR support for tracking data. The ultimate goal is to create an AAS degree that will transfer at the State level. Dr. Lynch is the sponsoring Pathway provost. Dr. Haggray noted that the Alexandria Campus may offer Early Childhood Development at the old Mt. Vernon High School.

**The Administrative Council accepted the Early Childhood Development program review report and approved the action plan for implementation.**

#### **Change Terminology from “Non-Western” to “Global Understanding” in the Liberal Arts AA International Studies Specialization**

Dr. Hilbert, who is the Pathway provost, stated that the Liberal Arts Pathway Council proposes to change the terminology used in the Liberal Arts AA International Studies specialization. Currently, the specialization includes two “non-Western” requirements. That term is phrased negatively and does not adequately describe the intent of the requirement. The term “Global Understanding” is used by several universities, including Mason, and better conveys the intent to help students gain a world-wide perspective.

**The Administrative Council approved the terminology change from “Non Western” to Global Understanding” in the Liberal Arts Internatioanl Specialization effective Fall 2019.**

#### **Global Understanding Course Choices**

Dr. Hilbert presented the Liberal Arts Pathway Council’s recommendation to revise the list of courses that meet the non-Western/Global Understanding requirements in the Liberal Arts AA International Studies specialization. The Pathway Council recommends designating ART 103: History of Far Eastern Art I, HIS 125: History of the American Indian, HIS 203: History of African Civilization, HIS 231-232: Latin American

Civilization I-II, HIS 251: Middle Eastern Civilization, HIS 253-254: History of Asian Civilizations, PLS 140 Introduction to Comparative Politics, PSY 219: Cross-Cultural Psychology, REL 231-232: Religions of the World I-II, and REL 233: Introduction to Islam as courses that can be used to satisfy the Global Understanding requirements in the specialization (which is the only program that has such requirements). This is a specific degree requirement—they are *not* asking to have the courses approved as general education courses. The courses have fairly low enrollment, but with careful scheduling one or more will run at each campus annually. They transfer to meet specific baccalaureate requirements. The International Studies program already allows several of these courses to meet the Global Understanding (non-Western) requirement, but this proposal adds HIS 125, PLS 140, PSY 219 and REL 233, broadening the range of cultures that can be studied, while removing HIS 241 and HIS 255-256. In addition, the proposal removes the current statement that other courses can be approved by an advisor.

Dr. Schiavelli asked if the proposed Global Understanding courses are the right courses, bearing in mind transfer requirements. After some discussion it was decided that Dr. Hilbert will bring this back after further review by the Liberal Arts Pathway Council.

#### **Add PLS 241 to the International Studies Specialization**

With the support of the Social Sciences Pathway Council, the Liberal Arts Pathway Council recommends replacing one of the general education requirements in the International Studies specialization with PLS 241 International Relations. Drs. Hilbert and Lynch are the sponsoring Pathway provosts.

**The Administrative Council approved the replacing a general education elective with PLS 241 in the International Studies Specialization to be effective Fall 2019.**

#### **Social Sciences AS Revisions**

Dr. Lynch stated that the Social Sciences Pathway Council recommends replacing a general education elective with a transfer elective. This recommendation arises from work on transfer pathways. The Council recommends 16 courses in a range of social science disciplines plus EDU 200. That is far more restrictive than allowing *any* general education course to fulfill the requirement. The Pathway Council justified each course and Dr. Robertson's office has verified that these choices will support strong transfer pathways.

**The Administrative Council approved the Social Sciences AS revisions effective Fall 2019.**

#### **Social Sciences AS Teacher Education Specialization Revisions**

Dr. Lynch explained that the Commonwealth of Virginia recently changed the endorsement requirements for licensure in early childhood education and elementary education. Universities are changing their requirements for teacher education and even creating new programs. Thus, the old state-wide articulation agreement for teacher education is no longer in effect. With the support of the Social Sciences Pathway

Council, our Teacher Education program head recommends revising the Teacher Education specialization of the Social Sciences AS, which currently requires 3 humanities courses. Ms. Wilkins proposes to remove one humanities course requirement, shifting the program pathway to redistribute courses evenly across 4 semesters. The program still meets the NOVA and VCCS requirement that all AS degree programs must include 6 credits of humanities/fine arts. The curriculum would align with state endorsements. By requiring one fewer course, the total credits required for graduation would decrease from 63 to 60.

**The Administrative Council approved the Social Sciences AS Teacher Education specialization revisions effective Fall 2019.**

#### **History Transfer Electives for Liberal Arts and Social Sciences Programs**

Drs. Hilbert and Lynch presented the Liberal Arts and Social Sciences Pathway Councils recommendation to approve 6 history courses to be used to meet the transfer elective in the Social Sciences AS and to meet the second HIS elective requirement in the Liberal Arts AA. These courses (HIS 203, 231-232, 251 and 253-254) are also being proposed as some of the Global Understanding courses discussed earlier. Each course meets the Mason Core Global Understanding requirement and the non-Western Culture requirement for BA students in Mason's College of Humanities and Social Sciences. In addition, they meet degree requirements at some of our major transfer partners.

**The Administrative Council approved the courses recommended to be used as transfer electives in the Liberal Arts and Social Sciences programs effective Fall 2019.**

### **REPORT: Institutional Effectiveness and Student Achievement SACSCOC**

Dr. Gabriel, Vice President of Institutional Effectiveness and Student Success explained that this is the third part of this continued discussion as NOVA begins to prepare for the next SACS Reaffirmation in 2021.

Ms. Karkehabadi, Associate Vice President of Academic Assessment began the update that this discussion will cover Compliance Reports for Section 8.2 Student Achievement and 8.2.b. She noted in that in January 2018 SACS implemented new and updated Principles of Accreditation. The new Principles relocate General Education to Section 8: Student Achievement with additional requirements similar to Student Learning Outcomes for Educational Programs (8.2.a).

She noted that on January 17, 2019 Virginia Community College System (VCCS) adopted new General Education Policy (5.0.2.0) defining six core competencies: 1) Civic Engagement, 2) Critical Thinking, 3) Professional Readiness, 4) Quantitative Literacy, 5) Scientific Literacy, and 6) Written Communication. Each college within the Virginia Community College System is responsible for identifying appropriate learning outcomes relative to each of the six

competencies defined above, and for assessing those outcomes in accordance with SACSCOC accreditation standards and SCHEV policy.

Evaluation of VCCS General Education Core Competencies over the next three years (2018-19, 2019-20, and 2020-21) by academic programs that offer degrees and/or certificates and disciplines without degrees, will be used as exhibits to provide evidence of planning and evaluation and continuous improvement required for SACSCOC Reaffirmation in 2021.

### **INFORMATION: Commencement 2019**

Mr. Dana Kauffman, Director of Government Affairs and Chair of the Commencement Committee provided the Administrative Council with an update on the 2019 Commencement

- Commencement will be held on Friday, May 17 at 10:00 a.m., at Jiffy Lube Live in Bristow Virginia. This year's speaker will be Ms. Guylaine Saint Juste, Executive Director of Year Up for the National Capital Region. She is not only a proven speaker but a successful woman and a NOVA alumna.
- The decision was made by the Commencement Committee to move it to the morning to help avoid the chances of extreme heat and thunderstorms that often occur in the later part of the afternoon.
- Ms. Susan Sullivan a 30-year veteran of Montgomery College who managed their Commencements and teaches event management was hired as a part-time consultant to help with the new effective ideas for this year's commencement.
- To encourage greater student participation Graduation Fairs will be held prior to May 17. There has also been a reduction for the cost of regalia from \$76.98 to \$51.95.
- To encourage students to remain in their seats until the end of the ceremony graduates will have the opportunity to "win" one of seven \$1,000 transfer scholarships but they must be present to win.
- To aid in shortening the length of the event two lines of graduates will proceed to the stage to receive diploma covers.

### **CAMPUS UPDATE: Year Up Presentation**

Ms. Guylaine (Guy) Saint Juste, Executive Director of the National Capital Region Year Up office along with Nicole Escudro and Dedrie Boykin the Year Up site directors from the Alexandria and Woodbridge campuses presented on Year Up along with some of the students.

The Year Up organization is located in various areas throughout the United States. The National Capital Region has locations in Arlington, and at NOVA's Alexandria and Woodbridge campuses. Some of the student representatives also spoke about what Year Up has meant to them and the educational as well as employment opportunities that it has provided.

Year Up is a strategic source of entry-level, middle skill talent for some of America's largest and best known companies. It is a non-profit organization dedicated to closing the Opportunity Divide. It is a workforce development organization that rigorously prepares underserved young adults for successful corporate careers and higher education. Year Up is located on the Alexandria and Woodbridge campuses and is therefore part of 2 of the 3 site locations for the National Capital area.

Guy stated that the Year Up Program Model is divided into three Phases:

- Learning and Development – 6 months
- Corporate Internship – 6 months
- Career & Higher Education is ongoing

She further explained that part of Year Up's success is that they are able to partner with leading companies and organizations that are in the fields such as; Finance, Technology, Healthcare, Insurance and Higher Education to provide internships and ultimately full-time jobs.

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

ADVANCE Update  
Office of Fair Practice Report  
Policy on Programs Involving Minors  
APER's and SLO's Discussion Continued Discussion  
Library Services Report

Note Taker:  
Corinne Hurst  
President's Office





