

Administrative Council Zoom Meeting
January 19, 2021
12:00-1:30pm

Members Present: Dr. Carter, Vice President Dimkova, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Reaves, Dr. Robertson, Vice President Villagran-Glover

Standing Guests: Mr. Allen Sinner, Deputy CIO, Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Ms. Lindsay Mills, Executive Assistant and Recorder

Flex Schedule Proposal: Spring 2021

Dr. Kress began the meeting by recognizing the continued stress and fatigue staff and faculty are experiencing due to the pandemic, the ongoing remote work status, and maintaining multiple responsibilities. In discussions with Ms. Calobrisi, Dr. Kress is proposing a flexible schedule opportunity for full-time, non-teaching employees (administrative/professional faculty and classified staff) for the Spring 2021 semester. Similar to what is offered in summer, the flex schedule would offer the following two options:

1. Four 10-hour days, with one flex day
2. Four 9-hour days and one 4-hour day, with four hours of flex one day

In addition to acquiring approvals from the supervisor and the appropriate Administrative Council member, employees seeking to shift to a flex schedule must continue to work a total of 40 hours each work week and coordinate an established schedule with their supervisor. Additional employee and supervisor responsibilities and expectations will be outlined in the communication distributed to all faculty and staff.

Dr. Kress emphasized to the Administrative Council that faculty and staff should be encouraged to take leave when needed and to ensure supervisors work with employees to approve flex scheduling requests as much as possible. Supervisors should ensure offices are staffed appropriately while also allowing schedule flexibility to offer a more stable work-life balance to employees who are eligible and interested.

The Administrative Council unanimously agreed to move forward with the Spring Flex Schedule for Spring 2021. The flex schedule will begin on February 1, 2021, and run through May 31, 2021.

Curriculum Committee Recommendations

Dr. Sheri Robertson presented the Curriculum Committee recommendations for the Administrative Council's consideration. The Council members discussed programs that are to be added and revised and those that would be discontinued. Recommendations are below.

The Administrative Council voted to discontinue the following programs effective Fall 2021:

- Discontinue Massage Therapy CSC
 - *Employment in the field requires licensure but licensure does not require college credit.*
 - *No new students have been added to the program since Fall 2019.*
 - *The Workforce division plan to offer a non-credit version on Massage Therapy beginning in January 2021 at the Annandale Campus.*
- Discontinue Hospitality Management AA, its Food Service Management Specialization, and the Culinary Arts Certificate
 - *The programs do not meet industry needs in a manner that prepares graduates for life-sustaining wages.*
 - *The degree program and its specializations generated 17-24 graduates per year from 2015-16 through 2018-19.*
 - *Minimal numbers are acceptable for a single-campus program, but lead to jobs students could also secure with a high school diploma.*

The Administrative Council voted to accept revisions to the NOVA-specific prerequisite for CSC 201 Computer Science I.

- This removes hidden prerequisites from programs that require CSC 201.

The Administrative Council voted to accept revisions to the following programs as proposed to be effective Fall 2021:

- Photography and Media AAS
- Math Specialization
- Collision Repair Technology CSC and Automotive Technology AAS
- Liberal Arts AA and its Art History, Communications Studies, and International Studies Specializations
- Social Sciences AS
- Political Science Specialization of Social Sciences AS
- Psychology AS

In addition, the Administrative Council voted to accept the following revisions to the basic requirements for all NOVA Associate of Arts (AA) degree programs, to be effective Fall 2021:

- Revise Minimum Requirements for AA Degree Programs:
 - *Reduce the math requirement from 6 to 3 credits.*
 - *Reduce the science requirement from 8 to 4 credits.*
 - *Increase the Major Area and Elective requirement from 15-18 credits to 22-25 credits.*

- *Add note that the humanities/fine arts/literature requirement cannot be met by two courses from the same subcategory.*
- *Add note that one social/behavioral science course must be a history course and one must NOT be a history course.*

The Administrative Council voted to accept the following revisions to the General Education Certificate, to be effective Fall 2021:

- *Change the certificate's name from General Education to General Studies to be consistent with Code of Virginia and SCHEV terminology which calls the certificate General Studies.*
- *Reduce the number of credits of social/behavioral science from 9 credits of any social/behavior sciences to 3 credits of History and 3 credits of general education social science elective.*
- *Reduce the number of credits of physical/life science credits from 8 to 4.*
- *Require both ENG 112 and a CST oral communication course rather than one or the other.*
- *Add a general education elective to meet the total UCGS requirements.*
- *The changes will reduce the total credits required for graduation from 33 to 32.*

The Administrative Council discussed the implementation of the following program/courses and approved as proposed:

- Public Health AS Concept.
 - Dr. Robertson will forward this to the VCCS to be reviewed and then forwarded to SCHEV. Unless major SCHEV concerns are voiced, a full program proposal will be developed.
- New PHT Course in Night & Low-light Photography
 - Dr. Robertson will forward this course proposal to the VCCS for consideration by the Deans Course Review Committee.
- New CSC Courses
 - Transfer VA work in computer science will result in the discontinuance of several CSC courses currently offered at NOVA and required in our Computer Science AS. The newly developed CSC courses will be implemented at NOVA in Fall 2022.

The Administrative Council voted not to accept the following program and course proposals:

- Technical Writing CSC
- New KOR 201-202

The Administrative Council spoke on the importance of continuing conversations with the Curriculum Committee as well as at the Pathway meetings regarding the course offerings and their ability to transfer understanding the majority of students do wish to transfer after

completing courses and/or a degree at NOVA. The recommendation was also made to remind the academic deans of the criteria for a course to be considered as general education.

Upcoming Meetings:

February 2, 2021, 9:30-11:30am – Informal/Non-action

February 23, 2021, 9:30-11:30am – Formal/Action

March 2, 2021, 9:30-11:30am - Informal/Non-Action

March 16, 2021, 9:30-11:30am – Formal/Action

April 6, 2021, 9:30-11:30am - Informal/Non-Action

April 20, 2021, 9:30-11:30am – Action/Formal

May 4, 2021, 9:30-11:30am – Informal/Non-Action

May 18, 2021, 9:30-11:30am – Formal/Action

June 1, 2021, 9:30-11:30am - Informal/Non-Action

June 15, 2021, 9:30-11:30am - Formal/Action