

Thomas Nelson Community College Local Board
Curriculum, Instruction and Student Services Committee

March 9, 2016

Members Present: Elizabeth Tai (Chair), Christine Gergely, Joyce Jarrett, and Everett Jordan, Jr.

College Staff Present: Lonnie Schaffer, Dan Lufkin

The meeting was called to order by Chair Elizabeth Tai at 4:12 p.m. in Room 9, Harrison Hall.

Minutes of the December 2, 2015 Committee Meeting.

RECOMMENDATION: The CISS Committee recommended approval of the minutes of the December 1, 2015, meeting as submitted.

Proposed Membership for combined Curriculum Advisory Committee: EMS and FST. Dr. Schaffer provided background information on the Associate of Applied Science degree program in Emergency Medical Services (EMS). The College made a decision in 2014 to dissolve the Consortium arrangement and end the contractual relationship held with a private provider to offer the AAS degree in EMS at off-campus sites. Dissolution of the Consortium resulted in the College's losing its accreditation for the EMS paramedic program, so Thomas Nelson signed a Memorandum of Understanding with Tidewater Community College (TCC) that allows Thomas Nelson to continue offering an accredited program as an off-campus site of TCC while we seek our own accreditation. Because of the close association of the Fire Science (FST) and EMS degree programs, the College has assigned program head responsibilities for both the FST and EMS programs to a highly qualified faculty member, Mr. Paul Long.

VCCS policy 2.5.0 requires that colleges use local citizens' curriculum advisory committees to assist in the development of all career/technical programs and courses. Members for these local advisory committees are recommended by the college President to the local College Board for approval annually at the spring meeting. The request to approve the proposed advisory committee for both the EMS and Fire Science programs was presented at the March 9 meeting because of the deadlines for completing the application process for accreditation.

RECOMMENDATION: The CISS Committee recommended approval of the proposed membership for the combined Curriculum Advisory Committee for Emergency Medical Services and Fire Science Technology degree programs as presented.

Nominations for Honorary Title of Professor Emerita/Emeritus. Dr. Schaffer provided background information on the College's procedure for awarding the status of Professor Emeritus on retired faculty members meeting the eligibility requirements for this honor. Three retired faculty members met the eligibility criteria, were nominated by their peers, and recommended by Dr. John T. Dever for this honorary title in 2016:

Ms. Diana P. Martin, retired Assistant Professor of English
Dr. Victor H. Thompson, retired Professor of English
Dr. Linda Haugh, retired Professor of Psychology.

RECOMMENDATION: The CISS Committee recommended that the College Board bestow the honorary title of Professor Emerita/Emeritus to Ms. Martin, Dr. Thompson, and Dr. Haugh as presented and that recipients of the honor be acknowledged in a permanent way on the campus (e.g. names engraved on a plaque hung in a prominent location).

Revision to Title of Career Studies Certificate (CSC) in Dental Hygiene. Dr. Schaffer provided background information supporting the request of the Dental Hygiene faculty to change the title of the Dental Hygiene CSC to “Pre-Dental Hygiene” to clearly distinguish between the purposes of the CSC and the degree program. Changing the title of the CSC to “Pre-Dental Hygiene” will clarify that the program does not provide students with employable skills in the field. The curriculum in the CSC does not include any hands-on courses in dental hygiene and does not prepare students to enter directly into the workforce. It provides foundational courses only.

RECOMMENDATION: The CISS Committee recommended that the College Board approve changing the title of the Dental Hygiene CSC to Pre-Dental Hygiene as presented.

Proposed CSC in Advanced Mechatronics Technology. The College currently offers a CSC in Mechatronics Technology, which prepares students for Siemens Level 1 certification. The faculty requested approval for a CSC in Advanced Mechatronics Technology, which will prepare students for Siemens Level 2 certification. The combination of these two CSCs brings students very close to completing an AAS degree in Mechatronics (currently under development). The prospect of completing sequential, stackable credentials is attractive to students and employers.

RECOMMENDATION: The CISS Committee recommended that the College Board approve the Career Studies Certificate in Advanced Mechatronics Technology as presented.

The CISS meeting was adjourned by the Chair, Elizabeth Tai, at 5:15 p.m.

Respectfully submitted,

Lonnie J. Schaffer

Vice President for Academic Affairs

Thomas Nelson Community College Board
Curriculum, Instruction, and Student Services Committee

April 27, 2016

AGENDA

A. Review of Meeting Minutes from March 9, 2016

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from March 9, 2016, as presented.

B. Approval of Curriculum Advisory Committees

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the proposed membership for the Curriculum Advisory Committees, as presented.

B. Approval of Curriculum Advisory Committees

VCCS Policy 2.5.0 Local Lay Advisory Committees (SB)

VCCS policy 2.5.0 requires that colleges use local citizens' curriculum advisory committees to assist in the development of all career/technical programs and courses. Members for these local advisory committees are recommended by the college President to the local College Board for approval annually at the spring meeting.

The curriculum advisory committees act in an advisory capacity to:

- ❖ Help identify present and future occupational needs within the college region and the skills and knowledge required by prospective employees;
- ❖ Advise the community college concerning employment practices, specific certification and licensure requirements, job entry educational levels required by business, industry and the professions, standards and regulations relating to student employment, and occupational placement of graduates;
- ❖ Review and submit recommendations regarding specific program and curricular proposals, and specialized equipment and facility requirements for new or innovative programs;
- ❖ Assist with the recruitment of students by publicizing the college programs and employment opportunities and encouraging student scholarships;
- ❖ Promote understanding and support of the community college and its programs;
- ❖ Assist the community college in the conduct of regional studies or surveys; and
- ❖ Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

Curriculum advisory committees meet as needed at least once annually.

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the proposed membership for the Curriculum Advisory Committees as presented.