

Curriculum, Instruction, and Student Services Committee
August 18, 2021
PWDC – Room 1124
4 p.m. – 4:45 p.m.

Attendees:

Mr. David Durham, Mr. John W. McMillan, Jr.; Dr. Donna Woods

College Staff:

Dr. Kris Rarig, Dr. Lonnie Schaffer

Absent:

Dr. Jonathan Romero

Dr. Donna Woods called the meeting to order at 4:00 p.m.

The following agenda items were presented to the committee for discussion and action.

1. Dr. Donna Woods introduced the Interim Vice President for Academic Affairs, Dr. Lonnie Schaffer and welcomed her back to the College.
2. The CISS meeting minutes from April 14, 2021, were reviewed. Mr. John McMillan Jr. moved, and Dr. Donna Woods seconded the motion to approve the minutes. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from April 14, 2021, as presented.

3. Dr. Lonnie Schaffer shared that she is in an interim part-time commitment for the academic year (AY) and shared the following priorities for the 2021-2022 AY:
 - Assisting with the organizational structure and the relationship between Academic Affairs (AA) and Student Affairs (SA). There will be a review of the players and the skill sets to determine if the right people are in the right place.
 - Class scheduling will be looked at closely. Are the right classes being offered at the right time? Are classes being offered in the correct sequential order according to the catalog? Expand class time offerings (evening, weekends, Dual Enrollment and use of the Southeast Center).
 - Curriculum/Program mix – are we offering the right programs and what the community needs? Will take a hard look at the curriculum and its structure and look at where there are opportunities (co-ops, internships).
 - Look at stackable programs (Level 1, Level 2, Level 3) and work closely with Workforce Development.
 - Collaborate with other units and work with and together to strive for the same goals.
 - Position ourselves for an ever-changing market; the College needs to be dynamic in the curriculum that is being offered.
 - Evaluate positions and determine if they are the right positions and adjust as needed.

Mr. John McMillian Jr. shared that these priorities are lofty but did inquire about program health and shared that the CISS committee had been reviewing these and thought we were making progress. Dr. Schaffer confirmed that there had been good input there but we will need to continue to look at programs that are no longer productive. We will need to build on what has already been done.

Dr. Donna Woods shared that the world of work is changing at a fast pace and reiterated that Workforce Development and Academic Affairs should work hand in hand to keep on top of the changing labor market demands. Dr. Woods also shared that Dual Enrollment is extremely important and would like to see the process be seamless as well as continuing to grow. In addition to this Dr. Woods would like to see apprenticeship

programs at the College broaden and expand and shared that the current generation thrives on entrepreneurship and project management skills should be incorporated into curriculums. Dr. Woods also inquired about NACEP and where the College was with that initiative. Dr. Rarig shared that many of the individuals who were working with NACEP are no longer at the College and it has been paused, however; we are continuing to do all the things that had been implemented to date.

There being no other business or announcements, the meeting adjourned at 4:45 p.m.

Minutes submitted by Barbara Mason,