

Thomas Nelson Community College Board
Curriculum, Instruction, and Student Services Committee
Meeting Minutes (April 22, 2015)

Members Present: Ms. Elizabeth Tai, Mr. John McMillan, Jr., Ms. Christine Gergely, Mr. Robert Harper, Mr. Albert Louer

College Staff Present: Dr. Lonnie Schaffer, Vice President for Academic Affairs

Committee Chair, Ms. Tai, called the meeting to order at 4:12 p.m.

Minutes of the February 25, 2015 meeting

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from February 25, 2015 as presented.

Action Items

Curriculum Advisory Committees

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. Lists of proposed membership for each of the College's career and technical programs were provided. The Committee discussed responsibilities of advisory committee members and the process used to nominate members from business and industry.

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

Honorary Title of Professor Emeritus

VCCS Policy 3.1.3 establishes the status of Professor Emeritus and Administrative/Professional Faculty Emeritus as a method of honoring faculty for meritorious service to the college. The President of the college is charged with establishing a procedure for selecting individuals for appointment as a Professor Emeritus or Administrative/Professional Faculty Emeritus with all the rights and privileges established by the college. To be eligible the faculty member must be retired and usually will have the rank of Associate Professor or Professor with a minimum of ten years of service in the VCCS and have made a significant, meritorious contribution to the college or the VCCS.

The Committee discussed the College's recently adopted policy and procedure for bestowing emeritus status and the modifications made to the timeline and procedures for the 2014-15 academic year that allow the College Board an opportunity to review the nomination of Dr. George DeRise, retired professor of mathematics, and bestow on him the honorary title of Professor Emeritus.

RECOMMENDED ACTION: The Thomas Nelson Community College Board bestows the honorary title of Professor Emeritus on Dr. George DeRise.

Requests to Discontinue Programs

The Committee reviewed requests to discontinue two Career Studies Certificates in Computer Science Teaching and Phlebotomy, the Electromechanical Technology specialization under the A.A.S. degree in Electronics Technology, and the Electrical Technology plan under the A.A.S. Technical Studies degree.

CSC in Computer Science Teaching: The Committee reviewed the rationale provided by the College's Curriculum Committee for discontinuing the CSC in Computer Science Teaching. Courses offered in this program will continue to be offered in support of other College programs and students currently enrolled in this CSC can achieve the same results for purposes of certification or renewal by enrolling in these computer courses.

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the discontinuance of the Career Studies Certificate in Computer Science Teaching effective Spring 2015.

CSC in Phlebotomy: The Committee reviewed the rationale provided by the Health Professions Division and the College's Curriculum Committee for discontinuing the CSC in Phlebotomy. Phlebotomy programs do not require specialized accreditation, but to be eligible to sit for certification as a phlebotomist through the American Society for Clinical Pathology students must complete a minimum of 40 clock hours of coursework and 100 hours of internship to include a minimum of 100 unassisted venipunctures and skin punctures. Two viable non-credit options have been developed to offer this training. While the CSC did not qualify for federal financial aid, the non-credit program would qualify for various specialized funding streams through Workforce Development.

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the discontinuance of the credit Career Studies Certificate in Phlebotomy and the transition of the program to a non-credit program beginning Fall 2015.

Electromechanical specialization- A.A.S in Electronics Technology: The Committee reviewed the rationale provided by the Curriculum Advisory Committee and the College's Curriculum Committee for discontinuing the Electromechanical specialization. All of the courses in the specialization will continue to be offered as options in other Thomas Nelson programs, and students currently enrolled in this specialization will be given until Spring 2017 to graduate or transfer into one of several related programs in engineering technology offered by the College.

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the discontinuance of the Electromechanical Technology specialization under the Associate of Applied Science degree program in Electronics Technology effective Spring 2015.

Electrical Technology plan- A.A.S. in Technical Studies: The Committee reviewed the rationale provided by the College's Curriculum Committee for discontinuing the plan in Electrical Technology. Students currently enrolled in the program will be advised individually of their options and given the opportunity to complete the degree by May 2018. Students may enroll in equivalent electrical courses offered at the New Horizons Regional Education Center or another institution that offers courses in residential, commercial and NEC code wiring. Advanced standing credit will be awarded for successful completion of those courses. The College will

work with these students to ensure that all other requirements for the program can be met through Thomas Nelson.

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the discontinuance of the Electrical Technology academic plan under the Associate of Applied Science degree program in Technical Studies effective Spring 2015.

Adjournment

Ms. Tai adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Dr. Lonnie J. Schaffer
Vice President for Academic Affairs