



Minutes
Curriculum, Instruction, and Student Services Committee
October 20, 2021
Thomas Nelson Community College
Peninsula Workforce Development Center
4:00 P.M.

Members in Attendance: David Durham, Dr. Betsy Harrison, John McMillan, Dr. Vince Warren, Dr. Donna Woods, and Dr. Lonnie Schaffer

Guest: Dr. Porter Brannon and Dr. Joyce Jarrett

Absent: Dr. Jonathan Romero

- A. The meeting was called to order when a quorum was present at 4:10pm
- B. The Committee reviewed meeting minutes from the August 18, 2021, CISS meeting. Acceptance of the August 18, 2021, CISS meeting minutes was appropriately moved, seconded, and passed unanimously, as presented.
- C. **Informational Purposes:** Dr. Schaffer introduced a possible suspension of the College's Specialization in Theatre Performance, Associate of Arts Degree.
 - a. Enrollment data for the Theater Performance specialization was shared with committee, depicting consistent enrollment declines over the past five years.
 - b. The loss of the Mary T. Christian Auditorium was also discussed. A concern was expressed about the College's ability to recruit students interested in theater when a campus theater won't be available for several years.
 - c. The Committee discussed use of alternative theater spaces throughout the Peninsula, specifically space at Christopher Newport University. However, the alternative possibilities were not advantageous for students, or the College.
 - d. The Committee also discussed the unexpected resignation of the Theater Program Chair, being a detriment to the College's ability to attract new students and faculty.
 - e. Dr. Schaffer discussed enrollment efforts that the faculty and Student Affairs team are executing to increase enrollment in the Theater Performance specialization. For example, 276 students applied for admission into the program and only 10% enrolled. Faculty and Student Affairs staff are contacting those students to increase enrollment for the Spring 2022 term.
 - f. Dr. Schaffer expressed how passionate College faculty are about maintaining and growing the program. The community has great fondness for TNCC theater productions. Dr. Brannon clarified that the college has operated as a community theater, however we are not funded as a community theater. Our fundraising efforts would need to include a strategy for supporting community theater should the college decide to move in that direction. However, current focus must be on the program health which has too few students to support continuation without doubling or tripling enrollment.

- g. Programs health is determined by SCHEV, and the Theater Performance specialization does not currently meet minimum SCHEV enrollment standards.
- h. Program reviews will continue, and enrollment trends will be monitored.
- i. Dr. Woods shared, and the Committee agreed, that it is not financially sound to continue offering academic programs that do not meet minimum SCHEV enrollment standards.
- j. Dr. Schaffer shared that a review of all programs would be conducted this academic year, and the program review process includes Deans and chairs.

D. **Informational Purposes:** Requirements for Approval of New Degrees

Dr. Schaffer confirmed the content that must be shared with CISS Members when proposing new degrees/certificates and programs for approval. This content must include:

- a. Documented use of an Advisory Board. Documentation with Advisory Board members names, titles, company or professional affiliation, brief description of employment history or industry expertise.
- b. Presentation of local and regional employment data, including job locations, employer types, salary ranges, and academic credential requirements.
- c. Student enrollment and recruitment plan
- d. Local and regional faculty availability.

E. **Informational Purposes:** G3 Program Status

- a. The G3 Program is a tuition assistance program for any Virginia resident who qualifies for in-state tuition and whose family income falls below an identified threshold. Eligible students may enroll in designated programs leading to jobs in high-demand fields.
- b. In 2019, the VCCS charged each institution with ensuring that programs leading to high-demand jobs met the criteria to be G3 eligible.
- c. The 2020 implementation of G3 was delayed due to lack of funding from the General Assembly.
- d. In 2021, the General Assembly approved G3 funding. The program was scheduled for implementation in July 2021.
- e. The General Assembly also approved funding for colleges to hire additional advisors who would solely support students in G3 eligible programs.
- f. Several of the College's programs were not G3 eligible by the July 1 launch date.
- g. Under the leadership of Dr. Lonnie Schaffer and Program Chair Jean Frank, several programs were re-evaluated, and the College quadrupled its number of students in G3 Eligible programs.

Meeting was adjourned at 5:05pm

Respectfully submitted by,
Dr. Towuanna Porter Brannon
President