**Curriculum, Instruction, and Student Services (CISS) Committee**

October 10, 2023

Virginia Peninsula Community College

Hampton Campus, Hampton IV Building, Room 4219

5:00 – 6:00 PM

**MEETING MINUTES**

**VPCC College Board Members Present: Dr. Jonathan Romero, Dr. Keisha Melvin, and Stephen Ferguson.**

**VPCC College Board Member Absent: Dr. Vince Warren**

**VPCC Staff Present: Dr. Kerry Ragno (Zoom), Dr. Joseph Fairchild, Dr. Scott Stauble, Daniela Cigalurova, Jenni Jones, Jean Frank, and Sally Schaffner.**

**Notes recorded by: Angela Robinson**

**The Curriculum, Instruction, and Student Services (CISS) committee meeting was called to order at 5:15 PM.**

1. **Introductions**

Following a welcome from Dr. Ragno and a roundtable of introductions, Dr. Romero established that the college board members in attendance formed a quorum and the meeting proceeded.

1. **Review of May 17, 2023 CISS Committee Meeting Minutes**

The recommendation was made to review and approve the CISS committee meeting minutes recorded on May 17, 2023 and following their review the Virginia Peninsula Community College board members approved the minutes, as presented.

1. **Update: Enrollment Management Taskforce**

Following a presentation facilitated by Daniela Cigalurova, Vice President of Enrollment Management Services, review of her report and a brief discussion, the Virginia Peninsula Community College board acknowledged the Enrollment Management Taskforce update, as presented.

1. **Program Discontinuance: A.S. Science, Specialization Computer Science**

***August 31, 2023 Curriculum Committee***

Following a discussion led by Computer Science Instructor/STEM Faculty,   
Sally Schaffner who explained the rationale to ensure curriculum is compatible statewide and creates a more amenable pathway for university transfer, the Virginia Peninsula Community College board approved the curriculum committee’s recommendation to discontinue the A. S. Science, Specialization Computer Science program, as presented.

1. **Program Discontinuance: Career Studies Certificate (CSC) Electronics Technician**

***August 31, 2023 Curriculum Committee***

Following a discussion led by Associate Professor & Program Head for Electronic Engineering Technician/STEM Faculty, Jean Frank who explained the rationale to change the program to encompass and articulate with ODU’s technology degree program and G3, the Virginia Peninsula Community College board approved the curriculum committee’s recommendation to discontinue the Career Studies Certificate (CSC) Electronics Technician program, as presented.

1. **Program Discontinuance: Career Studies Certificate (CSC) Foundations of Electronics**

***August 31, 2023 Curriculum Committee***

Following a discussion led by Associate Professor & Program Head for Electronic Engineering Technician/STEM Faculty, Jean Frank who explained the rationale to articulate to align with ODU’s technology degree program and G3, the Virginia Peninsula Community College board approved the curriculum committee’s recommendation to discontinue the Career Studies Certificate (CSC) Foundations of Electronics program, as presented.

1. **Program Discontinuance: Career Studies Certificate (CSC) Healthcare Technician**

***September 21, 2023 Curriculum Committee***

Following a discussion led by Director of Allied Health & Human Services, Jenni Jones who clarified that the program remains available to students through workforce development which is also explained through the rationale report submitted by the PSAHHS division, the Virginia Peninsula Community College board approved the curriculum committee’s recommendation to discontinue the Career Studies Certificate (CSC) Healthcare Technician program, as presented.

1. **Program Discontinuance: Career Studies Certificate (CSC) Clinical Medical Assistant**

***September 21, 2023 Curriculum Committee***

Following a discussion led by Director of Allied Health & Human Services,   
Jenni Jones who clarified that the program remains available to students through workforce development which is also explained through the rationale report submitted by the PSAHHS division, the Virginia Peninsula Community College board approved the curriculum committee’s recommendation to discontinue the Career Studies Certificate (CSC) Clinical Medical Assistant program, as presented.

1. **Program Discontinuance: CSC Emergency Medical Services: Intermediate to Paramedic**

***September 21, 2023 Curriculum Committee***

Following a discussion led by Director of Allied Health & Human Services,   
Jenni Jones who clarified that the program became obsolete after curriculum committee, college board and the VCCS modified it which is also explained through the rationale report submitted by the PSAHHS division, the Virginia Peninsula Community College board approved the curriculum committee’s recommendation to discontinue the Career Studies Certificate (CSC) Emergency Medical Services: Intermediate to Paramedic program, as presented.

**The committee confirmed no additional actions, business, or topics of discussion and at 6:02 PM the meeting adjourned.**

**The next CISS Committee meeting date is November 29, 2023 and will be communicated through a Public Notice.**

**Respectfully submitted by,**

**Angela Robinson**