

Curriculum, Instruction, and Student Services Committee
April 24, 2019
Historic Triangle Campus, 4:00 p.m. – 5:30 p.m.

Attendees:

Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. John W. McMillan, Jr., Mr. Jonathan Romero, Mr. Augustus L Owens, Ms. Elizabeth Tai

College Staff:

Dr. Susan English, Mr. Paul Long, Ms. Darlene Putnum, Ms. Kris Rarig

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

1. The CISS meeting minutes from February 27, 2019, were reviewed. Mr. John W. McMillan, Jr. moved and Ms. Izabela Cieszynski seconded the motion to pass the minutes. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from February 27, 2019, as presented.

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

1. Web-Design E-Commerce Career Studies Certificate (CSC)
After committee discussion, Mr. John W. McMillan, Jr. moved and Ms. Elizabeth Tai seconded the motion to pass the recommended action as presented. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the discontinuance of the Web-Design E-Commerce Career Studies Certificate, as presented.

2. Legal Office Specialist Career Studies Certificate (CSC)
Administrative Support Technology (AST) Department Chair Darlene Putnum shared details about the expressed need for this program as demonstrated through the program's advisory board members. Also of note, she provided examples of collaboration between the ADJ, Criminal Justice and Paralegal departments in order to deliver the new CSC through shared courses and without further expense to the College. After committee discussion, Mr. John W. McMillan, Jr. moved and Ms. Izabela Cieszynski seconded the motion to pass the recommended action as presented. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the addition of the Legal Office Specialist Career Studies Certificate, as presented.

3. Advanced EMT Career Studies Certificate (CSC)
Interim Dean and Department Chair Paul Long provided a summary for the CSC. After committee discussion, Ms. Izabela Cieszynski moved and Ms. Elizabeth Tai seconded the motion to pass the recommended action as presented. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the addition of the Advanced EMT Career Studies Certificate (CSC), as presented.

4. Mobile Integrated Healthcare – Community Paramedic Career Studies Certificate (CSC)

Interim Dean and Department Chair Paul Long provided a summary for the CSC. After committee discussion, Mr. John W. McMillan, Jr. moved and Ms. Elizabeth Tai seconded the motion to pass the recommended action as presented. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the addition of the Mobile Integrated Healthcare – Community Paramedic Career Studies Certificate (CSC), as presented.

5. Tactical Emergency Medical Support Career Studies Certificate (CSC)

Interim Dean and Department Chair Paul Long provided a summary for the CSC. Topics included student selection and credential attainment. After committee discussion, Mr. John W. McMillan, Jr. moved and Mr. Augustus L Owens seconded the motion to pass the recommended action as presented. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the addition of the Tactical Emergency Medical Support Career Studies Certificate, as presented.

6. Critical Care Education Career Studies Certificate (CSC) [previously tabled]

Interim Dean and Department Chair Paul Long provided a summary for the CSC. After committee discussion, Mr. John W. McMillan, Jr. moved and Mr. Augustus L Owens seconded the motion to pass the recommended action as presented. **Passed**

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the addition of the Critical Care Education Career Studies Certificate, as presented.

The approval for the College's Career and Technical Education (CTE) Advisory Boards Memberships was deferred until the September 2019 Board Meeting [informational item].

There being no other business or announcements, the meeting adjourned at 5:30 p.m.

Minutes submitted by Dr. Susan English, Vice President for Academic Affairs and Interim Vice President for Workforce Development