Thomas Nelson Community College Board
Curriculum, Instruction, and Student Services Committee
Meeting Minutes (February 26, 2014)

Members Present: Mr. Albert Louer, Ms. Carol Scheid, Ms. Elizabeth S. Tai, Father Ralph Haines, III, Ms. Christine Gergely, Mr. Leonard Sledge

College Staff Present: Dr. Dan Lufkin, Vice President for Student Affairs

Absent: Dr. Lonnie Schaffer, Vice President for Academic Affairs

Committee Chair, Mr. Albert Louer, called the meeting to order at 5:04 p.m.

- The minutes from the December 4, 2013 meeting were reviewed and approved.

- Dr. Lufkin stated that Academic Affairs is currently waiting on data from IRE that will show a 5-year trend for enrollments and graduation rates in all credit programs. This information will be used to identify programs that are no longer viable and recommend programs for discontinuance at the Board’s April meeting. The college began a systematic review of program productivity in 2012, and the Board acted last spring to discontinue over 30 career studies certificate options and degree and certificate programs. This current review should address any remaining issues concerning non-productive programs. While no specific action items were presented, Mr. Lower expressed that it was important for the Committee to have advanced notice of action items so they could make informed decisions. Ms. Gergely noted that we should be comparing what we offer to other institutions such as the Apprentice School. Ms. Scheid noted that it is important to think broadly when taking action on programs.

- Dr. Lufkin discussed future program approvals that will be discussed in April. Approvals for discussion should include a technical studies plan related to the college’s Advanced Integrated Manufacturing initiative and a transfer degree in health – a preparatory program for the health management program at ODU.

- Dr. Lufkin presented the concept of the developmental math emporium as a strategy for meeting the VCCS’ spring 2012 math redesign mandate. Over the last four semesters, the developmental math faculty has been using a Pearson Web based product and has made several recommendations for modifications that should improve student success in moving forward. As a result, a math emporium will be constructed over the summer with an anticipated opening in the fall 2014 semester. In addition, a full time coordinator will be hired to advise students and monitor all aspects of students’ enrollment. Greater emphasis will also be placed on Virginia Placement Test (VPT) preparation, developing a communication plan for faculty and students, educating advisors and counselors on the structure and delivery of the program, and developing
ongoing professional development strategies for part-time and full-time faculty. Mr. Sledge asked if there was a correlation between the SOL’s and the VPT. Ms. Scheid commented on the positive impact volunteer student tutors could have on assisting developmental math students.

- Dr. Lufkin provided a brief update on Student Affairs stating that our current focus is working on recruitment, retention, and completion. Current efforts to restructure a college enrollment team are underway and should be completed by April. The charge of the new team will be to identify areas of opportunity in all enrollment and recruitment functions.

- In closing, Mr. Louer commented that he likes the direction the college is heading in placing an emphasis on writing and communication skills as these are highly needed skills required in life and work. He stated that Dr. Dever truly understands this and does a good job promoting it.

- There was no further new business to be discussed and the meeting was adjourned at 5:42 p.m.

Respectfully submitted,

Daniel W. Lufkin
Vice President for Student Affairs