

Curriculum, Instruction, and Student Services Committee
September 25, 2019
Hampton Campus, 4:00 p.m. – 5:30 p.m.

Attendees:

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

College Staff:

Dr. Susan English, Mr. Paul Long, Ms. Kris Rarig, Dr. Lauren Williams, Ms. Barbara Mason

Dr. Joyce Jarrett opened the meeting at 4:03 p.m.

Dr. Jarrett opened the meeting by sharing that she would be uncomfortable approving any of the programs that were being presented today because of the uncertainty of the College's financial situation. Dr. Jarrett would prefer to revisit the programs in further detail after the committee has an opportunity to hear what the Chancellor would be sharing at the board meeting. Dr. Jarrett did ask Mr. Long to provide information about the programs so that when the committee did revisit they would be better informed.

Ms. Izabela Cieszynski agreed with Dr. Jarrett and expressed concern over whether these programs are needed at this time and expressed concern about the fiscal status and the burden extra programs may have on staff.

Mr. John McMillan, Jr. agreed to a certain extent, however; we cannot stand still and meet the needs of the community.

Ms. Elizabeth Tai noted that these programs would be taught by existing staff and would not require new faculty.

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

1. The CISS meeting minutes from April 24, 2019, were reviewed. Ms. Izabela Cieszynski moved and Mr. John W. McMillan, Jr. 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 April 24, 2019, as presented.

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

1. Healthcare Technician (Nurse Aid) Career Studies Certificate (CSC)
Interim Dean Paul Long provided a summary for the CSC. Mr. Long shared that there is a high demand in industry for this certificate. Nurse aid is currently being taught by Workforce Development and this would be a joint collaboration between Academic Affairs and Workforce Development and would not be a further expense to the College.

RECOMMENDED ACTION: The Thomas Nelson Community College Board deferred the approval of the Healthcare Technician (Nurse Aid) Career Studies Certificate, as presented until further review.

2. Practical Nursing (LPN) Certificate

Interim Dean Paul Long provided a summary for the Certificate. The current RN program receives over 300 applications each year and is only able to accept 90 students. This program would be an avenue for those who do not get accepted into the RN program. LPN's are in high demand on the Peninsula and we would not be turning students away. The College has the facilities and equipment for this program and it would not be a further expense.

RECOMMENDED ACTION: The Thomas Nelson Community College Board deferred the approval of the Practical Nursing (LPN) Career Studies Certificate, as presented until further review.

3. Practical Nursing to Professional Nursing Bridge (Transition) Career Studies Certificate (CSC)

Interim Dean Paul Long provided a summary for the CSC. This program had been previously offered at the College and has been on hold during the implementation of the new statewide nursing curriculum and has been released to offer again. Mr. Long shared that there is attrition within the Registered Nursing program and we currently do not have a way to back fill. By offering this certificate we could fill slots when the enrollment is reduced. The College has the facilities and equipment for this program and it would not be a further expense.

RECOMMENDED ACTION: The Thomas Nelson Community College Board deferred the approval of the Practical Nursing (Transition) Career Studies Certificate, as presented until further review.

4. Dental Assisting (Dental Assistant I) Certificate

Interim Dean Paul Long provided a summary for the Certificate. The College has a state of the art dental facility that has capacity for 40 students; however, we currently accept 20 students annually. With the addition of this program we will increase enrollment and G3 funding can be used for budget supplies. Admission into the Dental Hygiene Program is competitive and we are turning students away. With the addition of this certificate we can partner with ODU and VCU to utilize graduate students who are in need of internships.

RECOMMENDED ACTION: The Thomas Nelson Community College Board deferred the approval of the Dental Assisting (Dental Assistant I) Certificate, as presented until further review.

5. Structural Firefighting Career Studies Certificate (CSC)

Interim Dean and Department Chair Paul Long provided a summary for the CSC. There is a critical need for this program on the Peninsula. The program would be offered at the James City training center. No equipment would be needed and no additional funding would be required.

RECOMMENDED ACTION: The Thomas Nelson Community College Board deferred the approval of the Structural Firefighting Career Studies Certificate, as presented until further review.

6. Career and Technical Education (CTE) Advisory Boards

Dr. Susan English provided background on the Career and Technical Education (CTE) Advisory Boards and explained the involvement of the G3 Grant in the overhaul of the College's advisory board model. During the month of October the College will host a meeting and invite all members of College advisory boards to welcome them and provide information on the obligations of serving on an advisory board. Dr. English shared that an advisory board manual has been developed. The members of the CISS committee requested a copy of the manual to review. After committee discussion, Mr. Michael Kuhns moved and Mr. John McMillian, Jr. seconded the motion to approve the existing advisory boards with the caveat to have an opportunity to add additional members based on their insight and to review the advisory board committee manual.

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the addition of the Career and Technical education (CTE) Advisory Boards, as presented with the caveat to have an opportunity to add additional members based on their insight and to review the advisory board committee manual.

There being no other business or announcements, the meeting adjourned at 5:40 p.m.

Minutes submitted by Barbara Mason, Administrative Assistant to the Vice President for Academic Affairs and Workforce Development.