

**Curriculum, Instruction, and Student Services Committee**  
**December 8, 2021**  
**PWDC – Room 1124, 4:00 P.M.**

**Attendees:**

Mr. David Durham, Mr. John W. McMillan, Dr. Donna Woods

**College Staff:**

Dr. Kris Rarig, Dr. Lonnie Schaffer

**Absent:**

Mr. Jonathan Romero

Dr. Donna Woods called the meeting to order at 4:03 p.m.

1. The CISS meeting minutes from October 20, 2021, were reviewed. Mr. David Durham moved, and Mr. John W. McMillan seconded the motion to approve the minutes. **Passed**

*RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from October 20, 2021, as presented.*

2. Program Health Discussion – Informational Purposes:

Dr. Schaffer reported that she and Steven Felker have been reviewing CTE programs this Fall because of G3 and have now begun reviewing all programs at the College to determine if they are meeting SCHEV productivity standards. SCHEV does not look at Career Studies Certificates (CSC). Dr. Schaffer provided the committee with a list of programs that have been flagged for discontinuance. The committee was also provided templates of the Program Productivity and Health Report as well as the Discipline Productivity and Health Report. The templates were discussed and explained.

Mr. Felker and Dr. Schaffer have a plan to begin a program health initiative in January and will be conversing with groups to include faculty, students, and advisory committees.

The committee unanimously shared that they were surprised by the number of programs that were flagged for discontinuance as many of these programs were just recently approved by the board. Committee members were bewildered by the low enrollment in these programs and asked if some could be offered as Dual Enrollment such as CMA and 911 Dispatcher. Dr. Schaffer shared that many of these programs are short non-transfer programs and over half of our students indicate their end goal is to transfer. It is hard to get students interested in programs that do not transfer. Employers are also paying for employees to take short term classes through online certifications rather than through a community college.

The committee discussed what to do differently moving forward so this does not happen again.

- Put resources into programs where there is potential for growth.
- Review processes and work with the faculty to assist them in understanding the data on the Discipline Productivity and Health Reports.
- Discontinue programs that are not productive and focus on areas where there is growth potential such as cyber and health programs.
- Create pathways between workforce and credit programs.
- Improve our scheduling of classes.

The following priorities were established:

- Clean up curriculum
- Narrow down over-all curriculum
- Identify opportunities for grants and partnerships
- Provide detailed reports of the proposed program closures at the next CISS meeting
- Ask the College Board to help us establish our programmatic priorities.

*RECOMMENDED ACTION: The Thomas Nelson Community College Board acknowledged the Program Health Discussion for informational purposes, as presented.*

There being no other business or announcements, the meeting adjourned at 5:22 p.m.

*Minutes submitted by Barbara Mason*