

Curriculum, Instruction, and Student Services Committee

March 9, 2016

4:00 – 5:00 p.m.

Hampton Campus, Harrison Hall, Room 9

AGENDA

Board Action Required

Review of CISS meeting minutes from December 2, 2015

- **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from December 2, 2015, as presented.

Proposed membership for combined Curriculum Advisory Committee: Emergency Medical Services and Fire Science Technology degree programs

- **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the proposed membership for the combined Curriculum Advisory Committee for Emergency Medical Services and Fire Science Technology Degree Programs.

Nominations for Honorary Title of Professor Emerita/Emeritus

- **RECOMMENDED ACTION:** The Thomas Nelson Community College Board bestows the honorary title of Professor Emerita/Emeritus as presented.

Revision to title of Career Studies Certificate in Dental Hygiene

- **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves changing the title of the Dental Hygiene Career Studies Certificate to Pre-Dental Hygiene.

Proposed Career Studies Certificate in Advanced Mechatronics Technology

- **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the proposed Career Studies Certificate in Advanced Mechatronics Technology as presented.

Resource Person: Lonnie J. Schaffer, Ed.D. Vice President for Academic Affairs, (757) 825-2952, schafferl@tncc.edu

Thomas Nelson Community College Local Board
Curriculum, Instruction and Student Services Committee

December 2, 2015

Members Present: Elizabeth Tai (Chair), Christine Gergely, Robert Harper, Joyce Jarrett, and Everett Jordan, Jr.

College Staff Present: Lonnie Schaffer, Dan Lufkin

Faculty/Staff Guests: Michelle Alexander, Janina Arrington

The meeting was called to order by Chair Elizabeth Tai at 4:05 p.m. in Room 9, Harrison Hall. Lonnie Schaffer introduced Michelle Alexander (Health faculty) and Janina Arrington (Interim Director of Advising), who provided a PowerPoint presentation on the College's Quality Enhancement Plan (QEP) "Plan Now. Succeed Now."

The College is implementing a plan to decentralize academic advising and embed services within the academic divisions. Each of the four academic divisions will have a Lead Academic Advisor, professional advisors, a career advisor, and a financial aid/veterans advisor. A Career Counselor also will be located within Support Services to work with students who are undecided about their majors. Faculty will serve as mentors to assist students in determining their academic and career goals and exploring "meta-majors" within the division. Students will be assigned an advisor and work with faculty mentors to ensure they make progress toward achieving their goals. Students who change their major to one located in another academic division will be reassigned to another advisor and introduced to faculty mentors in the new division.

By embedding academic advising within the divisions, the College hopes to encourage and support student engagement with faculty and create a "community of learners" environment. Working with assigned faculty mentors, advisors will be able to focus on a limited number of programs and courses, improving the quality and accuracy of the information shared with students. Faculty and advisors will use the SAILS system to monitor student progress and intervene when additional support is needed, and students will use a Student Advising Planner to assist them in defining goals, identifying milestones, navigating the campus and utilizing support resources.

The QEP is designed to build a culture of shared responsibility for student success through quality advising. All students will be required to define personal, educational and career goals; create an academic plan; utilize resources and reflect on their own learning and college experiences. Professional development activities will be provided for faculty and advisors to familiarize them with techniques of appreciative advising. The effectiveness of the QEP will be assessed using a number of metrics of student success, including retention, persistence, and completion rates.

Ms. Alexander and Ms. Arrington responded to questions from the Committee members concerning SAILS and training for faculty mentors. Committee members commended the presenters on the “personal touch” of the advising model and thanked them for their presentation.

Minutes of the September 16, 2015 CISS meeting were approved.

The CISS meeting was adjourned by the Chair, Elizabeth Tai, at 5:10 p.m.

Respectfully submitted,

Lonnie J. Schaffer
Vice President for Academic Affairs

RECOMMENDED ACTION: The Thomas Nelson Community College Board approves the Curriculum, Instruction, and Student Services Committee meeting minutes from December 2, 2015, as presented.