

Curriculum, Instruction, and Student Services Committee  
September 27, 2017  
4:30 – 5:30pm  
Hampton Campus

Attendees:

Izabela Cieszynski, Robert Harper, Dr. Joyce Jarrett, John McMillan, Elizabeth Tai, Dr. Vince Warren

College Staff: Greg McLeod, Michelle Alexander

Chairing the committee, Ms. Tai called the Curriculum, Instruction, and Student Services Committee meeting to order at 4:32 p.m. A quorum was established.

The CISS meeting minutes from April 26, 2017, were presented. No changes were suggested. Dr. Jarrett made a motion to approve the minutes as presented and it was seconded by Mr. Harper. The minutes were approved unanimously.

Ms. Tai asked Dr. McLeod to share with the committee the proposals included on the agenda.

A. Program discontinuance: Financial Services Career Studies Certificate (CSC)

Dr. McLeod shared the original rationale and intent of the Financial Services Career Studies Certificate was to fulfill a perceived training and employment need for a local partner company. However, only one student completed all of the course requirements during the twelve years the certificate program was available. Additionally, the company for which this certificate program was originated and our research findings indicate that the number of qualified job applicants with this knowledge and skillset exceed the current employment demand that exists.

❖ **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the discontinuance of the Financial Services Career Studies Certificate

After committee discussion, Mr. Harper made a motion to approve the discontinuance of the program and Dr. Jarrett seconded it. The motion carried unanimously.

B. Program addition: Small Unmanned Aircraft Systems Flight Technician Career Studies Certificate (CSC)

Dr. McLeod shared that given the rapid commercial adoption and personal use of unmanned aircraft systems commonly referred to as drones, the high technical knowledge and skills required, and the policies that govern the use, maintenance, and record keeping of these systems, the Small Unmanned Aircraft Systems Flight Technician Career Studies Certificate program is justified and needed. This proposal is a result of the work of the GeoTED-UAS Grant and informed by a collaborative event

Curriculum, Instruction, and Student Services Committee  
Minutes (continued)

conducted in 2016 at Virginia Tech. He also shared that this program will prepare students for the FAA examination to obtain their FAA Part 107 Remote Pilot Certificate.

- ❖ **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the addition of the Small Unmanned Aircraft Systems Flight Technician Career Studies Certificate

After committee discussion and questions about the broad use of this technology across many industries, Mr. Harper made a motion to approve the program and Dr. Jarrett seconded it. The motion carried unanimously.

C. Program addition: Associates of Science Health Science Program

Dr. McLeod introduced and deferred to Mrs. Alexander, Assistant Professor of Health and President of the Faculty Senate, to present to the committee on the Associates of Science in Health Science proposal. Mrs. Alexander shared that the purpose of the program is to provide a pathway for our community college students to move efficiently and seamlessly into a baccalaureate-level health science degree program. This would ultimately save students money, reduce the time needed to graduate, and increase program completion by allowing them to focus on completing the courses that would count towards their baccalaureate health degree. Student data was given including survey results, projected enrollment, and cost savings.

- ❖ **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the Associates of Science Health Science Program proposal as presented.

After committee discussion and inquiries about support from local universities, Dr. Jarrett made a motion to approve the program and Mr. Harper seconded it. The motion carried unanimously.

There being no further discussion, the meeting was adjourned at 5:15pm.