

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS COMMITTEE**  
**Thursday, April 20, 2017 – 1:30 p.m.**

**PROGRAM COMMITTEE MEMBERS PRESENT:**

Sam Powell, chair	Breeden Blackwell	Ann Whitford
Candler Willis, vice chair	Bill McBrayer*	

Absent: Lt. Governor Dan Forest and Kirsten Stovall  
Attended via Phone \*

**SYSTEM OFFICE STAFF AND OTHERS:**

Wesley Beddard	Leslie Leake	Jennifer Frazelle
Alexandra Doles	Frank Scuietti	Renee Batts
Lisa Eads	Bob Witchger	Arbony Cooper
J.W. Kelley	Nancye Gaj	Shante Martin
Hilmi Lahoud	Nate Humphrey	

**WELCOME AND ETHICS STATEMENT**

Dr. Powell called the meeting to order at 1:33 p.m. in the J. Gregory Poole Conference Room in the Caswell Building. Roll was taken and there was a quorum. Dr. Powell read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

**ROLL CALL**

Dr. Powell took the roll of the Programs Committee members.

**APPROVAL OF THE AGENDA**

Dr. Powell requested a motion to approve the April 20, 2017 agenda. Dr. Blackwell made a motion to approve the agenda and Dr. Willis seconded the motion. The agenda was unanimously approved by the committee.

**APPROVAL OF THE MINUTES**

Dr. Powell requested a motion to approve the March 16, 2017 minutes. Dr. Blackwell made a motion to approve the minutes and Mrs. Whitford seconded the motion. It was unanimously approved by the committee.

**FOR INFORMATION**

**Finance Committee Agenda Items**

**Service Agreement for Resources for Career and Technical Education Facility – Curriculum Development (Attachment FC05)**

Mr. Beddard stated that these are online professional development academies where instructors can attend courses at no cost as well as have access to other online resources.

The committee had no questions or concerns.

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**Programs Committee Information Items**

**Curriculum Program Application as Approved by the System President (Attachment PROG 01)**

- Alamance Community College
  - Early Childhood Administration (Certificate) (C55850)
  - Early Childhood Preschool (Certificate) (C55860)
- Stanly Community College
  - Early Childhood Administration (Certificate) (C55850)
  - Early Childhood Preschool (Certificate) (C55860)
- Surry Community College
  - Early Childhood Administration (Certificate) (C55850)

Dr. Eads reviewed the requests and stated that all documents were in order. Mrs. Whitford asked if these requests were for new credentials or if these were reworked certificates. These are pre-existing courses that were re-packaged into a state-wide credentialing certificate to meet workforce needs.

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**Curriculum Program Termination as Approved by the System President (Attachment PROG 02)**

- Alamance Community College
  - Esthetics Instructor (Certificate) (C55270)
- Wilson Community College
  - Automotive Light-Duty Diesel Technology (Diploma) (D60430)

Mr. Beddard reviewed the requests and stated that all documents were in order. It was noted that while quite a few colleges are requesting for courses to be terminated, many will add courses to other diplomas or blend these certificates into other programs to continue meeting students' needs.

The committee had no questions or concerns.

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**SBCC Code Report (Attachment PROG 03)**

Ms. Leake reviewed the report. Mrs. Whitford asked if the system is still counting minutes for courses. The FTE chapter is in the process of being rewritten to address concerns made by the colleges about counting minutes for attendance in hybrid courses.

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**FOR FUTURE ACTION:**

**Basic Skills Plus Policies and Procedures Approval (Attachment PROG 04)**

Dr. Atkinson reviewed the report. Basic Skills students are those who left high school without the reading, writing, and math skills needed to obtain high school equivalency diplomas. Basic Skills Plus allows these students to co-enroll into occupational courses and, as of 2016, all of the colleges have approval to offer Basic Skills Plus. There is a need to review and revise these policies to change the co-enrollment from Level 9 to Level 6 to better align with new state-wide policies as well as increase the number of students being served.

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Mrs. Whitford asked what the highest level of competency is in the program. Students reach competency at Level 12 and the goal is to move them towards a degree or further educational programs. Dr. Powell asked if these students come for the high school portion or the credentialing portion of this program and if there is an estimate on how many students receive their diplomas. Students are primarily there for the high school portion but the skills and credentialing portions are needed to meet workforce needs. There is not an estimate on the number of students receiving their diplomas as it is currently being collected and will need to be collected across statelines by Congress.

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**Curriculum Program Applications – New to the System (Attachment PROG 05)**

- Mitchell Community College
  - Agriculture Education (A15XXX)

Ms. Frazelle stated that is a new to the system program application that combines agriculture and education programs and will provide students with entrepreneurial opportunities as well as create locally grown teachers to teach Agriculture Education. Mrs. Whitford asked if other colleges can use this as a plan for their own institutions. Although Mitchell CC is requesting for the creation of this program, other colleges can use this program as a baseline and decide the course curriculum to suit their local needs.

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**FOR ACTION:**

**Amend Title 1, Chapter G – “Full-Time Equivalent (FTE)” (Attachment PROG 06)**

Mr. Beddard reviewed this document and stated that this revision addresses three aspects of FTE: calendar flexibility to start courses on a Monday rather than on a specific date, restructuring the document so that calendar information is more readily accessible at the front of the document, and vocabulary revisions.

Mrs. Whitford raised questions concerning the possibility of colleges receiving only fifty minutes worth of contact hours due to the length of the class session. Traditionally, colleges consider fifty minutes of class time to equal sixty minutes and that they receive the sixty-minute contact hour credit based on that. During the economic recession, the fifty-minute class contact hour situation only occurred in prison education and that is an issue that is currently being reviewed. Dr. Blackwell asked why the current policy revision would not say “the second or third Monday of August” rather than the vocabulary change in the FTE revision. This vocabulary revision allows controlled flexibility where colleges can opt to use this policy to assist with class scheduling.

A motion was made by Mrs. Whitford to approve, seconded by Dr. Willis and approved via voice vote.

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New Curriculum Standards – Associate in General Education Nursing and Career and College Promise Degree Nursing Pathway (Attachment PROG 07)\*

Ms. Batts reviewed the item. The AGE-Nursing degree is built upon Blocks 1-3 and when a student completes the AGE-Nursing program and passes the NCLEX exam, they will have the ability to move to one of the eleven RN-BSN programs in the state. The ACA course allows this program to be in line with other associate programs offered at the community colleges. This program will create a standard way of coding and tracking students who are in the pipeline and distinguish those who are working towards their baccalaureate degree. The Career and College Promise Degree Nursing Pathway creates a pathway for high school students who are interested in going into nursing by allowing them to complete Block 1, which includes the 23 credit hours to meet their general education and the one credit hour for the ACA college transfer course.

Dr. Willis asked the difference of the three English courses that are listed. ENG 111 is a requirement. The variation is that ENG 112 is a writing course to meet Freshman course requirements and ENG 114 is used in technical writing and professional research. Mrs. Whitford asked if this will be requirement for the colleges or a suggestion. As of right now, this is simply to offer a more structured degree assessing the needs for Nursing programs.

A motion was made by Dr. Willis to approve, seconded by Dr. Blackwell and approved via voice vote.

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Curriculum Standard Revision (Attachment PROG 08) [CA]

- Davidson Community College
  - Cancer Information Management (A45130)

Ms. Batts reviewed the request and stated that all documents were in order. This degree allows students to work with the tumor registry and the curriculum revision meets the new accreditation standards.

The committee had no questions or concerns.

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Curriculum Program Applications (Fast Track for Action) (Attachment PROG 09) [CA]

- Alamance Community College
  - Computer Aided Drafting (A50150)
- Edgecombe Community College
  - Baking and Pastry Arts (A55130)
  - Ophthalmic Medical Assisting (Diploma) (D45510)
- Randolph Community College
  - Manufacturing Technology (A50320)

Mr. Frank Scuiletti, Ms. Renee Batts, and Dr. Lisa Eads reviewed each application and stated that all documents were in order.

The committee had no questions or concerns.

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**Courses of Instruction to Captive/Co-opted Groups (Attachment PROG 10) [CA]**

- Continuing Education
  - Asheville-Buncombe Technical Community College – Black Mountain Substance Abuse Treatment Center for Women
    - Working Smart (HRD Working Smart)

Mr. Nate Humphrey reviewed the request and stated that all documents were in order. The Working Smart program is meant to give soft skills as students transition into the workforce.

A motion was made by Dr. Blackwell to approve Agenda Items 8 through 10, seconded by Mrs. Whitford and approved via voice vote.

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**OTHER BUSINESS**

**ADJOURN**

The meeting was adjourned at 3:00 pm on a motion by Dr. Willis, seconded by Mr. McBrayer.

Respectfully submitted,  
Alexandra Doles