

MINUTES
Programs Committee
State Board of Community Colleges
August 17, 2017

MEMBERS PRESENT:

Sam Powell, chair	Wade Bryan Irwin, Jr.	Roderick Gooden
Candler Willis, vice chair	Bob Stephens	William Holder

Absent: Lt. Governor Dan Forest

SYSTEM OFFICE STAFF AND OTHERS:

Lisa Chapman	Lisa Eads	Susan Barbitta
Alexandra Doles	Renee Batts	Shanté Martin
Wesley Beddard	Hilmi Lahoud	Mary Shuping
JW Kelley	Margaret Robertson	Maureen Little
Nancye Gaj	Leslie Leake	

WELCOME AND ETHICS STATEMENT: Dr. Powell called the meeting to order at 1:34 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.

APPROVAL OF THE AGENDA: Dr. Powell requested a motion to approve the August 17, 2017 agenda. Mr. Irwin 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 July 20, 2017 minutes. Mr. Holder made a motion to approve the minutes and Mr. Stephens seconded the motion. The minutes were unanimously approved by the committee.

FOR INFORMATION

Finance Committee Agenda Items

Allocation for Title II Section 231 Basic Skills Funds to Community Colleges and Community-Based Organizations (Attachment FC11)

Ms. Gaj reviewed the item. This item relates to the allocation for federal Title II funds for Basic Skills and shows the recommended amounts of funding for the community colleges and sixteen community-based organizations.

Dr. Powell asked what portion of the total budget amount is received from the federal grant for Basic Skills. Federal funds cover twenty percent of North Carolina's total spending on literacy education and are meant to supplement the funds that are already provided by the state.

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Prison Education Funds Allocation: Pamlico Community College Recidivism Pilot Project (Attachment FC13)

Ms. Robertson reviewed the item. This item allocates funds which are dispersed by the Department for Public Safety and the Community College System Office to be used for instructors and liaisons in a joint pilot project with Pamlico Community College and Pamlico Correctional Institution. This pilot project offers a Human Resources Technology program that will train students to be peer support specialists.

Mr. Gooden asked if the instructors for this program are considered college employees. They are employees at Pamlico Community College and those who are incarcerated are considered community college students.

Mr. Holder asked if the sixty students volunteered for this program or are chosen. These students apply through the normal registration process and may select to participate in this program, which is one of many educational opportunities available to these students.

Programs Committee Information Items

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

- Southeastern Community College
 - Criminal Justice/Forensic Science (A5518C)

Mr. Beddard reviewed the item. All documents were in order.

The committee had no questions or concerns.

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

- James Sprunt Community College
 - Medical Assisting (A45400)

Ms. Batts reviewed the item. James Sprunt Community College is requesting to terminate this program due to low-enrollment. All documents were in order.

Mr. Irwin asked if stating the reason for ending this program is “zero enrollment” means that there was actual zero enrollment. Over the past few years, the program would start with four to five students but no students would complete the program. The college has expanded their allied health offerings through continuing education to include the NA I, NA II, medical billing and coding, phlebotomy and pharmacy technology classes. These individual classes provide the skills needed by their local employers

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Mr. Gooden asked if financial aid would be effected. Continuing education classes in general do not qualify for Pell grants but colleges can offer scholarships depending on their resources. Continuing education can also provide a lower obstacle as the individual registration rate can be lower compared to a full curriculum program. Local needs are being met as students can take classes that will develop a skill set through training programs as there is a high demand for skills but a lower demand for the associate degree.

Mr. Stephens asked if a change is needed in the language as the rule states “no-enrollment for two years” but the rational for this termination is low-enrollment. The language states that if there is no enrollment, the college must terminate the program. If the issue is low-enrollment, as is the case in this situation, then the college and the Board of Trustees can initiate terminating the program based on resources and local demands.

Mr. Gooden and Mr. Holder asked if there is a method to capture information on whether students are transferring or dropping out of the programs and which of these scenarios applies to this program. Colleges capture transfer information before terminating a program as successful completion can vary depending on the student. In this program, students would not be able to transfer and are truly dropping out of the program.

Dr. Willis asked if there are protections for students in a program that has low-enrollment which allows them to finish a program. Any program that terminates would be required to “teach-out” the program so that currently enrolled students can complete their course of study.

Curriculum Standard Revision as Approved by the Senior Vice President/Chief Academic Officer (Attachment PROG 03)

- Nondestructive Examination Technology (A50350)

Dr. Chapman reviewed the item. All documents were in order.

The committee had no questions or concerns.

SBCC Code Report – August 2017 (Attachment PROG 04)

Ms. Leake reviewed the item.

The committee had no questions or concerns.

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FOR FUTURE ACTION:

Military-Credit for Prior Learning (Attachment PROG 05)

Ms. Barbitta reviewed the item. This item discusses the policies and procedures being utilized in awarding academic credit for prior experience in gained in military occupations and military education. Currently, 4,000 hours of credit can be awarded for 75-100 of the most common occupations in the military and work is being done to increase that number. The next step is to automate this process and create a consistent way to transcript across the fifty-eight institutions in the community college system.

The committee had no questions or concerns.

Program Committee Charter (Attachment PROG 06)

Dr. Chapman reviewed the item. This item is establishing a charter for the Programs Committee.

Dr. Powell recommended elaborating more to the purpose of the Programs Committee. It was concurred across the committee that this item needs additional language.

Curriculum Program Application – New to the System (Attachment PROG 07)

- Fayetteville Technical Community College
 - Ophthalmic Surgical Assistant (Certificate) (C45XXX)
 - Tiered Funding Designation

Ms. Batts reviewed the item. All documents are in order.

Mr. Holder asked if a student will rank higher in their field if they graduate with this certificate. These students would be adding high-demand skills to their current experience as ophthalmic medical assistants and make the students highly marketable with ophthalmic surgical offices. There are only 689 Ophthalmic Surgical Assistants nationwide and North Carolina would be addressing a new job market need with this certificate.

Mr. Holder asked if research was done prior to submitting the application concerning the number of jobs that are available for this specific field. There are different ways that colleges can research the need for developing programs or providing programs that already exist. That research is provided by the colleges to the System Office when submitting their program applications.

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Customized Training Program Annual Expenditures Report (Attachment PROG 08)*

Ms. Little reviewed the item. This item is a report that is due annually to the State Legislature covering the Customized Training expenditures from July 1, 2016 to June 30, 2017. The System Office works with the community colleges; local business and industry; and local, regional and state economic developers to create customized training with the goal of creating a qualified, competitive, and productive workforce. The community colleges are now supporting 99% of all expenditures in customized training compared to ten years ago where approximately 56% of all expenditures came from the colleges.

The committee had no questions or concerns.

A request was made to suspend the rules and move the item from Future Action to Action. Mr. Stephens made the motion, Mr. Holder seconded the motion and approved via voice vote.

A request was made to recommend approval by the full board. Mr. Stephens made the motion, Mr. Holder seconded the motion and approved via voice vote.

Initiation of the Rulemaking Process to Amend 1D SBCCC Subchapter 400 – “Curriculum” (Attachment PROG 09)*

Ms. Martin and Dr. Chapman reviewed the item.

This item was originally marked to have the rules suspended and move from “For Future Action” to “For Action”. Instead, it will remain as a Future Action item and will come before the Board next month as “For Action”. Mr. Gooden asked for clarification as to the reason this item is not being moved forward. A large number of comments were received from the colleges and more time is needed to address those comments before this item is released for public comments.

FOR ACTION:

Curriculum Program Applications – Existing (Attachment PROG 10)** [CA]

- Sandhills Community College
 - Aviation Management and Career Pilot Technology (A60180)

Dr. Chapman reviewed the item. All documents are in order.

The committee had no questions or concerns.

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Revised and Archived Curriculum Standards – Accounting and Finance Alignment Project (AFAP) (Attachment PROG 11) [CA]**

Dr. Chapman reviewed the item. This item represents work with local industry to revise the accounting and finance curriculum and is the first alignment project that builds in the prior learning education. All documents are in order.

The committee had no questions or concerns.

Curriculum Standard Revision (Attachment PROG 12) [CA]

- Wake Technical Community College
 - Heavy Equipment Operator (Diploma) (D35240)

Mr. Beddard reviewed the item. This revision will allow students to gain experience working heavy equipment but will also address the industry need to gain experience and education in operation and management through an associate degree option.

Mr. Gooden asked for clarification on what type of degree this revision would allow students to gain. This will allow students to gain an Associate in Applied Science (AAS).

Mr. Holder asked what it meant when a college does not respond to the vote and whether colleges have the option to not respond. A notice is sent to the colleges and the college can choose to vote and provide feedback. Although only two colleges offer this program, the courses being offered with this associate degree are offered at a larger number of colleges and necessitated expanding the notice for the vote. Colleges who do not respond are counted as an “approval” vote.

Curriculum Program Applications – Fast Track for Action (Attachment PROG 13) [CA]

- Forsyth Technical Community College
 - Health Information Technology (A45360)
- Roanoke-Chowan Community College
 - Mechatronics Engineering Technology (A40350)

Dr. Chapman reviewed the item. All documents were in order.

The committee had no questions or concerns.

Combined Course Library – Continuing Education (Attachment PROG 14) [CA]

- New Course Approvals, Modification, and Tier Designations
 - New Course Approval – Stanly Community College

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- Psychiatric Technician (PSY-3000)
- New Course Approval – Guilford Technical Community College
 - Composite Technology Level I (MEC-3187)

Ms. Robertson reviewed this item. All documents were in order.

Mr. Gooden asked for clarification on tier designations. Colleges can provide specific information required by the System Office for the need of a new or revised tier designation which would include wages and labor demand in the region.

Dr. Powell asked if the Composite Technology course is already offered in the system. This program is currently offered in the system. However, this request addresses a change in requirements for the American Composite Manufacturers credential, necessitating updating the course and the tier designation.

Courses of Instruction – Captive/Co-Opted Groups (Attachment PROG 15) [CA]

- Wake Technical Community College – NC Correctional Center for Women
 - OSH – 3001 OSHA Safety Health Management
 - (OSHA Safety Health Management)
 - OSH – 3012 OSHA Forklift Operator
 - (OSHA Forklift Operator)
- Wake Technical Community College – Wake Correctional Center
 - HEA – 3010 Fitness Instructor Preparation
 - (Fitness Instructor Preparation)
 - MLS – 3230 Small Business Management
 - (Small Business Management)
 - OSH – 3001 OSHA Safety Health Management
 - (OSHA Safety Health Management)
 - OSH – 3012 OSHA Forklift Operator
 - (OSHA Forklift Operator)

Ms. Robertson reviewed the item. All documents were in order.

Mr. Gooden asked what the community colleges provide besides the instructor for courses of instruction taught to captive and co-opted groups, such as equipment, materials, and simulated materials. Generally, the facilities provide the equipment for training such as, in this case, forklifts for the OSH – 3013 OSHA Forklift Operator course.

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Career and College Promise Operating Procedures Update (Attachment PROG 16)** [CA]

Dr. Chapman reviewed the item.

The committee had no questions or concerns.

A motion was made to approve items 10 through 16 by Mr. Gooden, seconded by Dr. Willis and approved via voice vote.

NEW BUSINESS

Dr. Powell requested an update about the creation of an online training course for trustees. The thought behind the request is the potential of providing a free online ethics course as an option for trustees who would desire to do online training. This request is to simply gather more information on the costs that would be incurred by creating an online training course.

Mr. Irwin clarified that not all colleges are members of the Trustees Association and asked how this training would apply to them. All trustees, whether part of the Trustees Association or not, must still attend the training provided by the Trustees Association but pay an extra fee to attend if they are non-members.

Dr. Chapman stated surveying was done to see what types of topics are included in the training; understanding rules on items such as local, state, and national requirements; and other topics that those who accept this role may not have encountered previously such as those relating to budgets and statutes. Part of the work done so far includes research in providing this information online in an accessible format through hybrid online and face-to-face/regional training. There is also the thought of developing this training course as a sequential series with an orientation so that the trustee is an engaged member with the potential of receiving certification at the end of the training. Preliminary conversations have been held with different organizations in researching the expenses for creating this course.

Mr. Gooden asked whether this course could be provided as an advanced Student Leadership Development Program training as there is currently only a basic training course. Further discussion would need to be had concerning that but it is a viable possibility.

Dr. Powell asked if there are other states that have developed an online course similar to this course being requested. The focus has been on reviewing local offerings but looking at courses provided in other states can be done. It will be important for this training to work with the North Carolina System as local autonomy is essential for meeting the needs of the community while having the state-wide standardization that is unique to North Carolina.

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ADJOURN

The meeting was adjourned at 3:24 pm via voice vote.

Recording Secretary
Alexandra Doles