

MINUTES
Programs Committee
State Board of Community Colleges
July 20, 2017

MEMBERS PRESENT:

Sam Powell, chair	Bill McBrayer	Scott Shook, chairman
Candler Willis, vice chair	Roderick Gooden	

Absent: Lt. Governor Dan Forest and Breeden Blackwell

SYSTEM OFFICE STAFF AND OTHERS:

Lisa Chapman	Amy Cooke	LouAnn Wooters
Alexandra Doles	Renee Batts	(Independent Insurance
Wesley Beddard	Hilmi Lahoud	Agents of North Carolina)
JW Kelley	Margaret Robertson	Stewart Powell (Appalachian
Lisa Eads	Leslie Leake	State University)
Jennifer Frazelle	Chris Droessler	
Frank Scuiletti	Arbony Cooper	

WELCOME AND ETHICS STATEMENT: Dr. Powell called the meeting to order at 1:32 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 July 20, 2017 agenda. A motion was made to move “Updating the North Carolina High School to Community College Articulation Agreement” (Attachment PROG 16) to “For Future Action” as this is the first time this item has come before the Committee. Mr. McBrayer made a motion to approve the agenda with the revision and Dr. Willis seconded the motion. The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES: An error was noted in the May 18, 2017 minutes. The minutes incorrectly listed Ms. Jenn Selby as representing Roanoke-Chowan Community College. Ms. Selby attended the meeting representing Rowan-Cabarrus Community College. Dr. Powell requested a motion to approve the May 18, 2017 minutes with the correction. Dr. Willis made a motion to approve the minutes and Mr. McBrayer seconded the motion. It was unanimously approved by the committee.

FOR INFORMATION

Finance Committee Agenda Items

Allocation for North Carolina Competency-Based Education Incubator (Attachment FC05)

Dr. Chapman reviewed the item.

The committee had no questions or concerns.

Allocation for Integrated English Literacy and Civics Education Programs (Attachment FC06)

Dr. Chapman reviewed this item. This request is to approve the continued funding allocations for 27 IELCE programs in the amount of \$1,090,460.

The committee had no questions or concerns.

Allocation for Minority Male Success Initiative (Attachment FC07)

Dr. Kelley reviewed this item. This is a continuation of a previous grant. There is no increase in funding and data is currently being collected to see the effect of the grant on student success.

The committee had no questions or concerns.

Service Agreement for Community College Grant Program (Attachment FC08)

Dr. Kelley reviewed this item. This grant is through the State Education Assistance Authority (SEAA) that provides targeted assistance scholarships such as scholarships for part-time students or for limited enrollment programs to enhance programs of study. This is a continuation with no increase in funding.

The committee had no questions or concerns.

Service Agreement for Adult Basic Skills Professional Development (Attachment FC09)

Dr. Cooke reviewed this item. This is an agreement with Appalachian State University. Appalachian State University is changing their professional development model for community college staff and community-based organizations into a hybrid delivery model in the current year.

Dr. Powell asked for clarification concerning if “hybrid” meant that the training would be served partially in the classroom and partially online. This will include a 6-hour face-to-face class followed by a 30-hour online portion and ending with another 6-hour face-to-face class.

Mr. Gooden asked if this would have an effect on Virtual Learning Community that was presented during the Issues Lunch. This professional development program is unrelated to the VLC and would thus have no effect.

Allocation for NCWorks Career Coach Program (Attachment FC10)

Dr. Chapman reviewed this item. This is a request to approve an additional allocation for \$1,107,269 for the 2017-18 year and \$992,724 for the 2018-19 year to expand the Career Coach program.

Mr. McBrayer asked how many Career Coaches are currently in the community colleges. There are currently fifty-six career coaches in fifteen community colleges that are funded through the original funding. This additional funding adds an additional twenty-six career coaches, increasing the number to twenty-eight colleges with career coaches.

Dr. Willis asked if this program will need to be approved each budget cycle. The original funding is recurring funds and this specific request relates to additional funding.

Career and Technical Education Improvements Through Enhanced Career Pathways (Attachment FC11)

Dr. Chapman reviewed this item. This is in partnership with workforce partners and other agencies with the colleges to show that workforce needs are being met through pathways that start in the freshman year of high school.

The committee had no questions or concerns.

Programs Committee Information Items

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

- Central Carolina Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate) (C55860)
 - School-Age Care (Certificate) (C55450)
- Central Piedmont Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate) (C55860)
- Davidson County Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate) (C55860)
- Fayetteville Technical Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate) (C55860)
- Isothermal Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate) (C55860)
- Lenoir Community College
 - Early Childhood Preschool (Certificate) (C55850)
 - Industrial Systems Technology (A50240)
- Southeastern Community College
 - Medical Office Administration (A25310)
- Southwestern Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate) (C55860)

Dr. Chapman 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)

- Alamance Community College
 - Mechanical Drafting Technology (A50340)
- Central Carolina Community College
 - Associate in General Education (A10300)
- Fayetteville Technical Community College
 - Therapeutic Massage (A45750)

- Forsyth Technical Community College
 - Landscape Gardening (A15260)
 - Recreational Vehicle Maintenance and Repair Technology (Diploma) (D60310)
- Guilford Technical Community College
 - Occupational Education Associate (A55320)
- Haywood Community College
 - General Occupational Technology (A55280)
- Johnston Community College
 - Greenhouse and Grounds Maintenance (Certificate) (C15220)
- Lenoir Community College
 - Cosmetology Instructor (Certificate) (C55160)
 - Dietetic Technician (A45310)
- Mayland Community College
 - Cosmetology Instructor (Certificate) (C55160)
 - Emergency Medical Science (A45340)
 - Esthetics Instructor (Certificate) (C55270)
 - Esthetics Technology (Certificate) (C55230)
 - Manicuring Instructor (Certificate) (C55380)
- Pamlico Community College
 - Entrepreneurship (A25490)
 - General Occupational Technology (A55280)
 - Manicuring/Nail Technology (Certificate) (C55400)
- Randolph Community College
 - Entrepreneurship (A25490)
 - Industrial Engineering Technology (A40240)
 - Therapeutic & Diagnostic Services/Phlebotomy (Diploma) (D45950)
- Richmond Community College
 - Healthcare Business Informatics (A25510)
 - Lateral Entry (Certificate) (C55430)
 - School-Age Education (A55440)
- Southeastern Community College
 - Electrical Systems Technology (A35130)
- Southwestern Community College
 - Basic Law Enforcement Training (C55120)
 - Entrepreneurship (A25490)
 - Sustainability Technologies (A40370)
- Surry Community College
 - Real Estate Appraisal (A25420)
- Tri-County Community College
 - Manicuring/Nail Technology (Certificate) (C55400)
- Wayne Community College
 - General Occupational Technology (A55280)
- Wilkes Community College
 - Alternative Transportation Technology (Diploma) (D60420)
 - Automotive Light-Duty Diesel Technology (Diploma) (D60430)
 - Office Administration (A25370)

Dr. Chapman reviewed the item. Colleges are continuing to review their programs that have had low- or no enrollment. Most colleges are either combining these competencies into other curriculum programs or continuing education.

Mr. McBrayer asked why the System Office prompts colleges to review their programs for termination. Colleges review their programs but may have hesitated to terminate a program that they may want to offer again in the future.

SBCC Code Report (Attachment PROG 03)

Ms. Leake reviewed the report.

The committee had no questions or concerns.

FOR FUTURE ACTION:

Career and College Promise Operating Procedures Update (Attachment PROG 04)

Dr. Eads reviewed this item. This item was updated due to Legislative action to add the workforce/continuing education pathway and clarify questions from the community colleges in relation to the Career and College Promise pathways and the PSAT. This pathways update will help colleges align their work with local workforce needs.

The committee had no questions or concerns.

Curriculum Program Application (Existing) (Attachment PROG 05)

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

Dr. Chapman reviewed this item. This program will fulfill a need for the college's service area (Hoke and Moore counties) as well as Chatham, Cumberland, Lee, Montgomery, Richmond, Robeson, and Scotland counties. The application is in order.

The committee had no questions or concerns.

Revised and Archived Curriculum Standards – Accounting and Finance Alignment Project (AFAP) (Attachment PROG 06)

Dr. Lahoud and Mr. Beddard presented this item. Mr. Beddard introduced Ms. LouAnn Wooters (Independent Insurance Agents of North Carolina) and Dr. Stewart Powell (Appalachian State University) and thanked them for their support and feedback throughout the AFAP project. He also highlighted the current accounting, finance, risk management, and insurance industries and how those services are commonly being offered by the same industries.

The proposed revisions were based on the recommendations of the AFAP team to meet the workforce needs in North Carolina. The AFAP team included over sixty faculty members, representative from the NC Department of Public Instructions, four-year educational institutions, along with representatives from the industry.

Dr. Chapman highlighted the significance of the new non-credit to credit “equate” transfer option between continuing education and curriculum for specific insurance (INS) related courses to establish a system-wide consistency in the awarding of credit.

Dr. Powell asked about the two colleges who were opposed to the proposed program. Dr. Lahoud indicated that both opposing colleges were only against the proposed title. He also indicated that based on a state-wide industry survey, approximately 92 percent respondents supported the proposed title.

Ratification of Title 4, Chapter 22 of the North Carolina Administrative Code – “Apprenticeship and Training Division” (Attachment PROG 7)*

Ms. Martin reviewed this item. This item is related to the transfer of the Apprenticeship Council and the State Apprenticeship Program to the North Carolina Community College System Office. This item is meant to provide continuity during this time of transition and to ensure that the current rules applicable to the Apprenticeship Council and State Apprenticeship Program remain in place pending the State Board’s adoption of rules regarding the Apprenticeship Council and State Apprenticeship Program.

Dr. Willis asked if the State Board is taking authority that are outside State Board procedures by suspending the rules. This item is not being adopted, only ratified so that the State Board may review the rules fully for future adoption.

A motion was made to suspend the rules and move this item to the FOR ACTION agenda at the State Board meeting. Motion was made by Dr. Willis, seconded by Chairman Shook and approved via voice vote.

Updating the North Carolina High School to Community College Articulation Agreement (Attachment PROG 16)

Mr. Droessler reviewed this item. This agreement states that if a student shows proficiency in a course in high school and that proficiency is reflected in a college course, then the student should not need to repeat the course again at the community college level. The student would instead receive transfer credit for that course. The course list has been reviewed to remove or add courses to match high school courses with the community college courses.

A motion was made to suspend the rules and move this item to the FOR ACTION agenda at the State Board meeting. Motion was made by Dr. Willis, seconded by Mr. McBrayer and approved via voice vote.

A motion was made for items 7 and 16 to recommend approval for the full board by Dr. Willis, seconded by Mr. McBrayer and approved via a voice vote.

FOR ACTION:

Temporary Adoption of 1B SBCCC 500.1 – “School Absence for National Guard Service” (Attachment PROG 08)

Ms. Martin reviewed this item. The legislature has directed the community colleges to adopt policies that allow excused absences when National Guard is placed on active duty in order to not harm the student academically. Legislation directs that this rule be adopted by July 1, 2017. This rule mirrors the legislation

with no additions. The board is being requested to adopt this item temporarily until the legislation is approved by the Governor. The normal processes will be followed after approval.

The committee had no questions or concerns.

A motion was made to recommend that the full Board approve this item by Dr. Willis, seconded by Mr. McBrayer and approved via voice vote.

Associate in Engineering (A10500) Program Application (Attachment PROG 09) [CA]

- Rowan-Cabarrus Community College

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

The committee had no questions or concerns.

Curriculum Programs Applications - Fast Track for Action (FTFA) (Attachment PROG 10) [CA]

- Lenoir Community College
 - Emergency Management (A55460)
- Nash Community College
 - Broadcasting and Production Technology
- Pamlico Community College
 - Dental Laboratory Technology (A45280)
- Southeastern Community College
 - Mechatronics Engineering Technology (A40350)

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

The committee had no questions or concerns.

Curriculum Standard Revisions (Attachment PROG 11) [CA]

- Catawba-Valley Community College
 - Polysomnography (Certificate) (C45650)
 - Radiography (A45700)

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

The committee had no questions or concerns.

Career and College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts (AFAVA)(P1062C) (Attachment PROG 12) [CA]**

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

The committee had no questions or concerns.

Combined Course Library – Continuing Education (Attachment PROG 13) [CA]

- New Course Approvals, Modifications, and Tier Designations

- Modifications
 - Interpreter/Translator Training (FLI-3700)
 - Paramedic Initial (EMS-4400)
- New Course Approval
 - FLSE Educator Level I (FLSE-4630)
 - FLSE Educator Level II (FLSE-4631)
 - FLSE Educator Level III (FLSE4632)

Ms. Robertson reviewed this item. Modification to the existing Interpreter/Translator Training course is requested in order to align with national certifications so that sufficient instruction hours are met. The Paramedic Initial training modification is requested to increase hours to better align to meet full instructional components for the certification.

The committee had no questions or concerns.

Curriculum Program Application - Captive/Co-opted Groups (Attachment PROG 14) [CA]

- Pamlico Community College – Pamlico Correctional Institution
 - Human Services Technology (D45380)

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

The committee had no questions or concerns.

Captive/Co-opted Groups (Attachment PROG 15) [CA]

- Davidson County Community College – Davidson Correctional Center
 - HRD – 3001 HRD Working Smart
 - (Working Smart)
 - HRD – 3006 HRD Motivation and Retention
 - (HRD Motivation and Retention)
 - MKT – 3438 Customer Service
 - (Customer Service)
 - MLS – 3072 NC REAL/Entrepreneurship
 - (NC REAL/Entrepreneurship)
- Piedmont Community College – Orange Correctional Facility
 - HOS – 3072 Food Service Sanitation/Safety
 - (Food Safety Manager’s Certification (ServSafe))

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

The committee had no questions or concerns.

A motion was made to approve items 9 through 15 by Mr. McBrayer, seconded by Dr. Willis and approved via voice vote.

Updating the North Carolina High School to Community College Articulation Agreement (Attachment PROG 16)

Please reference the "For Future Action" portion of July 2017's minutes for information on this item.

NEW BUSINESS

Chairman Shook requested for System Office staff to develop an outline for what trustee training could look like using systems such as the Virtual Learning Community. The current concern is the amount colleges are spending and possible alternatives to the current method. The System Office is asked to develop topics to be included in the training process and how the topics can be incorporated into virtual learning through platforms such as Moodle and Blackboard. This is not a request to develop the full curriculum but to present an outline and a process.

Dr. Powell stated that in the past, Board members attended a face-to-face class for ethics training which has now been converted to an online format. Trustees currently participate in face-to-face training at the colleges and pay for the training sessions and travel expenses incurred for the initial training and subsequent training.

Dr. Powell asked if the System Office could work with the Virtual Learning Community staff to predict costs and requirements. The end goal is to develop a platform and ask the trustees association to endorse this online program as an approved method of training.

ADJOURN

The meeting was adjourned at 2:48 pm on a motion by Dr. Willis, seconded by Mr. McBrayer and approved via voice vote.

Recording Secretary
Alexandra Doles