

**MINUTES**  
**Programs Committee**  
**State Board of Community Colleges**  
**May 18, 2017**

**MEMBERS PRESENT:**

Sam Powell, chair	Bill McBrayer	Kirsten Stovall*
Candler Willis, vice chair	Ann Whitford	

Absent: Lt. Governor Dan Forest, Breeden Blackwell

\*attended via phone

**SYSTEM OFFICE STAFF AND OTHERS:**

Lisa Chapman	Renee Batts	Jeff Kiefer (Catawba Valley CC)
Wesley Beddard	Hilmi Lahoud	Brandon Guthrie (Cape Fear CC)
Alexandra Doles	Leslie Leake	Brian Weeks (Cape Fear CC)
Amy Cooke	Monty Hickman	
Cassandra Atkinson	Jenn Selby (Roanoke-Chowan CC)	
Gilda Rubio-Festa		
Lisa Eads		

**WELCOME AND ETHICS STATEMENT:** Dr. Powell called the meeting to order at 1:30 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 May 18, 2017 agenda. Mr. McBrayer 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 April 20, 2017 minutes. Mr. McBrayer 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**

**Allocation for NC Motorcycle Safety Education Program FY 2017-18 (Attachment FC05)**

Dr. Lisa Chapman reviewed the item. This item is a state-wide education program approved by the General Assembly in 1989 to promote motorcycle safety instruction.

The committee had no questions or concerns.

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**Allocation for Career and College Ready Graduate Alignment Partnerships (Attachment FC08)**

Dr. Lisa Chapman reviewed the item. This program is currently in Phase II of a soft rollout. The colleges have had the opportunity to participate in Phase I and Phase II and participation will be mandatory during Phase III (2018-2019). The funding during Phase II is to cover the cost of membership and full

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access to National Repository of Online Courses (NROC) which provides online instructional tools to embed in programs.

Dr. Powell asked if this funding is part of the Gates Foundation. This funding was not originally funded by the Gates Foundation but CCRG gained interest from the foundation as the program was developed through a state-wide grassroots project. Mrs. Whitford asked what types of costs are incurred when implementing a program like this. Much of the costs involve technology, professional development, and personnel time. Mrs. Whitford asked if other personnel were hired besides Susan Barbitta. There was a position that had not been filled and was reclassified with this project in thought but other System Office personnel are assisting in this project.

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**State Board Reserve Funding for Career Development Facilitators (Attachment FC10)**

Dr. Monty Hickman reviewed this item. This project provides high schools with career coaches to better inform students of career pathways into the workforce. Individuals and campuses have been identified to do training for the colleges and the State Board is being asked to provide \$6,000 from reserve funding to provide this training. At the conclusion of the training, participants will receive a Career Development Facilitator Certificate from the Department of Commerce.

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)**

- Haywood Community College
  - Early Childhood Administration (Certificate) (C55850)
  - Early Childhood Preschool (Certificate) (C55860)
- McDowell Technical Community College
  - Early Childhood Administration (Certificate) (C55850)
  - Infant/Toddler Care (Certificate) (C55290)
- Western Piedmont Community College
  - Cosmetology Instructor (Certificate) (C55160)
  - Early Childhood Preschool (Certificate) (C55860)
  - Manicuring Instructor (Certificate) (C55380)
  - Manicuring/Nail Technology (Certificate) (C55400)

Dr. Chapman reviewed the item.

The committee had no question or concerns.

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

- Central Carolina Community College
  - Occupational Education Associate (A55320)
- Cleveland Community College
  - Real Estate (A25400)

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- Coastal Carolina Community College
  - Infant/Toddler Care (Certificate) (C55290)
  - School-Age Care (Certificate) (C55450)
- Craven Community College
  - Pharmacy Technology (A45580)
- Edgecombe Community College
  - Esthetics Instructor (Certificate) (C55270)
  - Horticulture Technology (A15240)
  - Manicuring/Nail Technology (Certificate) (C55400)
- James Sprunt Community College
  - Automotive Systems Technology (A60160)
  - Culinary Arts (A55150)
  - Masonry (Diploma) (D35280)
- Mayland Community College
  - Associate in General Education (A10300)
  - Collision Repair and Refinishing Technology (A60130)
  - Electrical Systems Technology (A35130)
  - Industrial Systems Technology (A50240)
  - Office Administration (A25370)
  - Small Engine and Equipment Repair (Diploma) (D60280)
- McDowell Technical Community College
  - Manicuring Instructor (Certificate) (C55380)
- Montgomery Community College
  - Infant/Toddler Care (Certificate) (C55290)
  - Lateral Entry (Certificate) (C55430)
- Rockingham Community College
  - Criminal Justice Technology Financial Crime/Computer Fraud (A5518B)
  - Infant/Toddler Care (Certificate) (C55290)
- Southeastern Community College
  - Lateral Entry (Certificate) (C55430)
- Stanly Community College
  - Automotive Systems Technology (A60160)
  - Esthetics Technology (Certificate) (C55230)
  - Lateral Entry (Certificate) (C55430)
  - Telecommunications & Networking Engineering Technology (A40400)

Dr. Chapman reviewed the item. The System Office is prompting colleges to review their programs that, in the last 18 months, show low enrollment. This has created a high request for program terminations from the colleges recently but that is expected to slow as colleges continue reviewing their programs. When possible, the System Office has reached out to the colleges to reconsider terminating courses and instead placing programs within Continuing Education.

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Mrs. Whitford asked if Mayland CC is having issues with their FTE remaining constant and strong. The FTE is not as strong as the college would like but Mayland is preparing to address this issue through Continuing Education. Previously, there was no mechanism to identify programs that have had low/no enrollment in two years but that has recently changed. These reviews allow for low/no enrollment programs to be combined with other programs that meet the same needs or through Continuing Education which allows for a shorter program. Mrs. Whitford asked that, if some of these programs ended in 2013, did this affect the colleges' FTEs. This had affected FTEs and that is why there is a continued need to review enrollment in these programs.

Dr. Powell asked for further information on Lateral Entry and what that degree would entail. This program would address those who have Baccalaureate degrees but do not have teacher certifications. Work is being done to improve this program such as developing an articulation agreement in education that would allow Lateral Entry students to join the community college cohort that are on the path for a Bachelors at a four-year institution and allow more flexibility in course offerings and times that will work around the teacher's class time at the local schools.

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

Ms. Leake reviewed the report.

The committee had no questions or concerns.

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**2016 Passing Rates for Nursing Graduates in the NCCCS (Attachment PROG 04)**

Ms. Renee Batts reviewed the item. In 2016, 36 community colleges that offer the Practical Nursing program had 657 graduates and 55 community colleges that offer the Associate in Nursing had 2,092 graduates. Overall, North Carolina is above the national pass rates (85%) for all Registered Nurses at 92%. Some colleges did not meet the benchmarks for specific nursing programs for 2016 but they are still considered compliant with the North Carolina Board of Nursing as they were not below the benchmarks for three consecutive years (2014-2016). At the most recent calculations, 53% of the first-time test takers for the NCLEX-RN examination in North Carolina graduated from the NCCCS.

Mrs. Whitford asked for more information about a consortium. Consortia are two or more community colleges that combine to offer a program resources base such as staff and clinical resources.

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**FOR FUTURE ACTION:**

**Career and College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts (Attachment PROG 05)**

Mr. Wesley Beddard reviewed the item. This is a state-wide pathway that provides foundational skills needed for any Visual Arts program. Twenty-eight colleges are approved to offer this degree and twenty-six voted in favor of it.

Dr. Willis asked if the one institution who voted against the agreement is refusing to offer this program. The college is only wishing to add elective courses but they will offer the approved courses once this pathway is approved. Mrs. Whitford asked if this refusal refers to a Studio Arts course. Ms.

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Jenn Selby stated that there were three courses (Art History I/II and Studio Arts) that may require separate facilities, instructors, or tools which could be a roadblock for some colleges and high schools.

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**FOR ACTION:**

**Curriculum Program Applications – New to the System (Attachment PROG 06)**

- Mitchell Community College
  - Agriculture Education (A15XXX)

Dr. Chapman reviewed the item. Agriculture is Iredell County's top economic industry and provides half of the jobs in the region. Mitchell CC is planning to include a College and Career Promise program in this degree. They are also in conversation to pursue formal articulation agreements with senior institutions to have students enter the workforce as teachers as there is a predicted future shortage.

The committee had no questions or concerns.

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**Curriculum Programs Applications - Fast Track for Action (FTFA) (Attachment PROG 07) [CA]**

- Catawba-Valley Community
  - Emergency Management (A55460)
- Surry Community College
  - Health Information Technology (A45360)
- Wake Technical Community College
  - Facility Maintenance Technology (A50190)

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

The committee had no questions or concerns.

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**Curriculum Standard Revisions (Attachment PROG 08) [CA]**

- Central Piedmont Community College
  - Associate in Fine Arts in Music

Mr. Beddard reviewed the item. The revisions are requesting to add courses to the optional courses list. All colleges that were contacted for a vote responded favorably. All documents were in order.

Dr. Powell asked that, if the State Board approves these courses, will this affect the articulation agreements. These courses are already on the college transfer list in the articulation agreement but these specific courses were not listed as part of the accepted courses in this degree. Ms. Jenn Selby added that this revision will help with a uniform agreement being drafted with the UNC institutions for music.

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**Captive/Co-opted Groups (Attachment PROG 09) [CA]**

- Catawba Valley Community College – Catawba Correctional Center
  - HRD – 4100 HRD Working Smart

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- (Working Smart)
- Forsyth Technical Community College – Forsyth Correctional Center
  - HRD – 3004 HRD Career Readiness/Pathways
    - (Intro to Plumbing)
  - HRD – 3004 HRD Career Readiness/Pathways
    - (Intro to Electricity)
  - HRD – 3004 HRD Career Readiness/Pathways
    - (Intro to HVAC)
- Gaston College – Lincoln Correctional
  - HRD – 4100 HRD Working Smart
    - (Working Smart)
  - HRD – 3004 HRD Career Readiness/Pathways
    - (Manufacturing Boot Camp)
- Gaston College – Gaston Correctional
  - HRD – 4100 HRD Working Smart
    - (Working Smart)
  - HRD – 3004 HRD Career Readiness/Pathways
    - (Manufacturing Boot Camp)
- Nash Community College – Nash Correctional Institute
  - AHR – 3131 Heating, Ventilation, and Air Conditioning
    - (Heating, Gas, Oil, Electric Furnaces, and Heat Pumps)
  - AHR – 3131 Heating, Ventilation, and Air Conditioning
    - (Basic Refrigeration and Air Conditioning)
  - AHR – 3131 Heating, Ventilation, and Air Conditioning
    - (HVAC Wiring, Motors, and Controls)
  - HRD – 3004 HRD Career Readiness/Pathway
    - (Pathway to Maintenance)
  - HRD – 3005 HRD Technology Awareness
    - (Basic Computer and Keyboarding Skills)
  - HRD – 4100 HRD Working Smart
    - (Working Smart)
- Roanoke-Chowan Community College – Odum Correctional Institution
  - HRD – 3001 HRD Employability Skills
    - (Employability Skills)
  - HRD – 3004 HRD Career Readiness/Pathways
    - (Career Readiness)
  - HRD – 3005 HRD Technology Awareness
    - (Computer Literacy)
- Wayne Community College – DART/Cherry Program
  - HRD – 4100 HRD Working Smart
    - (Working Smart)

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Dr. Chapman reviewed the item. Forsyth Technical CC's Human Resources Development (HRD) courses have very specific information that is being taught which will prepare students with skill set requirements and basic career information that qualifies them as HRD courses rather than technical courses.

There were no questions or concerns.

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**Combined Course Library – Continuing Education (Attachment PROG 10) [CA]**

- New Course Approvals, Modifications, and Tier Designations
  - Nursing Education – Remediation

Dr. Chapman reviewed this item. This is a 40-hour course designed to assist nursing students upon completion of their Associate Degree Nursing or Licensed Degree Nursing who, in the final semester, might have a deficit in a specific area identified by faculty but have met benchmarks in all other areas. A pilot program was offered at Edgecombe CC and 100% of the students enrolled in the course passed the NCLEX.

The committee had no questions or concerns.

A motion was made to approve Items 6-10 by Mr. McBrayer to approve, seconded by Dr. Willis and approved via voice vote.

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**Basic Skills Plus Policies and Procedures Approval (Attachment PROG 11)**

Dr. Cassandra Atkinson reviewed this item. Basic Skills Plus is a permanent adult education program where colleges work with students to co-enroll in academic and occupation courses. Community colleges are partnering with local Workforce Development Boards to deliver this training.

Dr. Powell clarified that this is not a new program but asked what changes were made in this document compared to prior documents. These revisions allow students to co-enroll in the occupation courses at Level 6 compared to the current Level 9. Students are being placed in the pipeline to integrate education, workforce training, and work-based learning earlier so that by the time they reach Level 9, they are prepared to enter apprenticeships and internships. Prior challenges to this program are that the level set to receive tuition-waivers are at Level 9 in both reading and math but only 10% of students tested into the program at this level. The revision allows for students to be at Level 9 for only one area while at a minimum Level 6 for the other so that they may enter an occupational program with a waiver. Students should have a placement at the Adult Secondary Education level to access the waiver of tuition and fees. This will allow the possibility for this program to be promoted to the majority of students in Basic Skills Plus and also encourage more students to enroll. This is a way to motivate students so that they are earning class credit as well as gaining skills without being discouraged and leaving the program before meeting the Level 9 requirements. Collaboration with partners have also been tightened and tracking and assessing in this program has been improved. The revisions to the manual is the first strategy to increase participation in this program.

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Dr. Powell asked what motivates a student who is returning to school looking only for a credential and tests at Level 6-9 to enroll in the General Education courses in this program. This decision would be based on a student's long-term goals. Colleges can offer to help students reach that ninth-grade level while offering the occupational information and funding which can help them refresh and master the reading and math skills needed for the instructional materials in their occupations.

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

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**OTHER BUSINESS**

**ADJOURN**

The meeting was adjourned at 2:55 pm on a motion by Dr. Willis, seconded by Mr. McBrayer and approved via voice vote.

Recording Secretary  
Alexandra Doles