

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS COMMITTEE**  
**Thursday, November 14, 2019**

**MEMBERS PRESENT:**

Sam Powell, Chair  
Bobby Irwin, Vice Chair  
Ann Whitford

Bob Stephens  
David Willis\*  
Hari Nath

Jesse Watts  
Mary Ann Rice  
William Holder

\*attended via phone

**SYSTEM OFFICE STAFF AND OTHERS:**

Kimberly Gold  
Alex Doles  
Margaret Robertson

Gilda Rubio-Festa  
Lori Byrd  
Wesley Beddard

Frank Scuietti  
Amanda Lee (NCACCP)  
David Heatherly (NCACCP)

**WELCOME AND ETHICS STATEMENT:** Dr. Powell called the meeting to order at 1:52pm in Innovation Station (B10) at 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 November 14, 2019 agenda. Mr. Holder made a motion to approve the agenda and Mr. Irwin seconded the motion. The agenda was unanimously approved by the committee.

**APPROVAL OF THE MINUTES:** Dr. Powell requested a motion to approve the October 17, 2019 minutes. Mr. Holder made a motion to approve the minutes and Mr. Nath seconded the motion. It was unanimously approved by the committee.

**FOR ACTION:**

**Adoption of Amendment to 1D SBCCC400.11 – “Education Services Through Career & College Promise (Curriculum)” Addition of Construction & Business Technologies (Attachment PROG 01)**

Dr. Gold reviewed this item. This item has revisions to a piece of the State Board of Community Colleges Code, allowing for Career & College Promise students to enroll in construction and business technologies programs. No public comments were received.

The committee had no questions or concerns.

On a motion made by Mr. Holder, seconded by Mr. Irwin, the above item was approved for action and forwarded to the November 15, 2019, meeting.

---

**Programs Committee Charter (Attachment PROG 02) [CA]**

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

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS COMMITTEE**  
**Thursday, November 14, 2019**

The committee asked if there were any changes made to this charter and how often the charter is reviewed. There were no changes recommended by the Programs Committee. The charter is reviewed on a two-year cycle.

---

**Curriculum Program Applications – Fast Track for Action (FTFA) (Attachment PROG 03) [CA]**

- Edgecombe Community College
  - Emergency Medical Science (A45350)
- Richmond Community College
  - Emergency Medical Science (A45350)

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

Ms. Whitford asked if students can get both a certification and an associate degree from this program. This program is specifically for an associate degree. Students can enter the program with their paramedic credentials and then attend a community college to achieve their associate degree. These courses are in response to future expected changes from the Office of Emergency Management Services

Mr. Irwin asked if this program has the same certification deadlines for the Emergency Medical Dispatcher certification. Ms. Robertson stated that this program is different from the Emergency Medical Dispatcher certification and may have different deadlines. Some January deadlines have changed or may have not been communicated to the Continuing Education department and they will have further information on that program at the January 2020 meeting.

---

**Courses of Instruction – Captive/Co-opted Groups (Attachment PROG 04) [CA]**

- Catawba Valley Community College – Alexander Correctional Institution
  - Computer Basics (CIS-3100)
    - (Computer Basics)
  - HRD Technology Awareness (HRD-3005)
    - (Technology for the Workplace)
  - Office Software Applications (OST-3100)
    - (Office Software Application)

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

Mr. Nath asked if these courses can be offered at any institution. The community college works with their local correctional facility to offer courses appropriate for their captive/co-opted groups.

Ms. Whitford asked if these enrolled students count towards the community college FTE. Enrolled students do count towards the college's FTE and funds come from the Department of Public Service. Ms. Whitford followed asking about the previous method to count FTE and some of the issues of counting students to determine FTE. Ms. Robertson stated that general statute language was changed to address this issue.

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS COMMITTEE**  
**Thursday, November 14, 2019**

---

**Combined Course Library – Continuing Education (Attachment PROG 05) [CA]**

- New Course Approvals, Modifications, and Tier Designations
  - New Course Approval – NC Department of Public Safety (NCDPS)/NCCCS
    - NCDPS Pre-Basic Training (CJC-5033)
  - New Course Approval – Fire and Rescue Commission/Certification Board and the NC Office of State Fire Marshal (OSFM)
    - Fire Chief 101 – 2020 Edition (FIP-3716)
    - Fire Chief 101 Update – 2020 Edition (FIP-3717)
    - FF/TR Emergency Medical Care (FIP-7001)

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

The committee had no questions or concerns.

On a motion made by Ms. Whitford, seconded by Mr. Irwin, PROG 02-05 was approved for action and forwarded to the November 15, 2019, meeting to be placed on the consent agenda.

---

**FOR INFORMATION**

**Annual Curriculum Approval/Termination Report (Attachment PROG 06)**

Dr. Gold reviewed the item. This item was previously required to be submitted for review to the Legislature, but this is no longer a requirement.

The committee had no questions or concerns.

---

**Curriculum Program Terminations as Approved by the System President (Attachment PROG 07)**

- Brunswick Community College
  - Phlebotomy (Certificate) (C45600)
- Isothermal Community College
  - Office Administration (A25370)

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

Mr. Irwin asked if there is a minimum student requirement for courses. This varies by college, but many colleges have a minimum student requirement to sustain a program. He followed asking how students can attain certificates or degrees if colleges drop programs. Colleges are required by the regional accrediting association to have a plan for students who are already enrolled and must “teach them out” so that they can complete their program. Many skills are also included or transferred to other curriculum programs or moved to Continuing Education as a short-term training program, ensuring that the skills are still being taught if needed.

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS COMMITTEE**  
**Thursday, November 14, 2019**

---

**Curriculum Standard Revision as Approved by the System President (Attachment PROG 08)**

- Wake Technical Community College
  - Health Care Simulation Technology (A45980)

Dr. Gold and Dr. Byrd reviewed the item. All documents are in order.

Ms. Whitford asked if the simulations are related to the clinicals. Simulation is a part of the clinical or lab time and is one of the most highly used laboratory experiences in education currently. She followed asking if this program builds the mannequins for health care simulations or if students only program them. The mannequins are purchased from a third party. This program is focused on training students to program the mannequins for specific requested scenarios.

Mr. Nath for clarification on whether this program encompasses all aspects of healthcare or only specific areas. Technicians can take any situation that is presented to them and create a scenario based on those parameters, including inter-disciplinary simulations such as EMS, nursing, phlebotomy, clergy, and healthcare administration.

The committee discussed the importance of simulation technology and their experiences at various community colleges observing these various technologies.

---

**Combined Course Library – Continuing Education (Attachment PROG 09)**

- New Course Approvals, Modifications, and Tier Designations
  - Course modification – NCCCS/Fire & Rescue Commission: Certification Board
    - Firefighter 2019 – Block 01 (FIP-3031)
    - Firefighter 2019 – Block 02 (FIP-3032)
    - Firefighter 2019 – Block 03 (FIP-3033)

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

The committee had no questions or concerns.

---

**SBCCC Code Report November 2019 (Attachment SBCCC 01)**

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

The committee had no questions or concerns.

---

**Finance Committee Information Items**

**Revised Allocation for NC Career Coach Program (Attachment FC 04)**

Dr. Gold reviewed the item.

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS COMMITTEE**  
**Thursday, November 14, 2019**

Ms. Whitford asked what the recent approval of SB 61 would have on the Career Coach program and personnel. Additional funding means that counties in Tier I and Tier II counties have lower matching requirements.

Mr. Stephens asked how many Career Coaches are currently employed in the community colleges. There are currently 54 coaches statewide.

Ms. Whitford asked President Lee about the effect this revised allocation has on Bladen Community College. The college used Golden Leaf funding to fund the career coach position previously and was expecting to end their participation in the Career Coach program. She acknowledged that, due to this revised allocation, the college will be able to keep their career coach. President Heatherly stated that Coastal Carolina Community College was not able to apply to the program due to the matching funds barrier but did have two staff who performed duties very similar to the Career Coaches. This revised allocation will allow for the college to look at this program again in order to further support students on their education and career plans.

The committee further discussed the role of high school counselors, teachers, and parents on students' career and education plans.

---

**OTHER BUSINESS**

The committee recognized President Amanda Lee and President David Heatherly, who are representing the NCACCP, and expressed their thanks for the presidents' attendance.

**ADJOURN**

The meeting was adjourned at 2:52pm on a motion by Mr. Holder on a motion by Mr. Irwin and approved via voice vote.

Recording Secretary  
Alexandra Doles