

LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 239
November 29, 2018

CALL TO ORDER		
Board Chair William C. 'Bill' Daniel convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 pm, Thursday, November 29, 2018 in the American Woodmark Board Room, Corron Community Development Center, Middletown campus.		
Members Present	Mary W. Barton Jeffrey S. Boppe William C. Daniel Benjamin C. Freakley Daryl L. Funk Richard M. Galecki Brad A. Hodgson Michael Wenger Andrew C. Keller Michael A. Lake Pamela M. McInnis Kathryn K. Rosa Bruce S. Short Kimberly P. Blosser	Fauquier County Frederick County Clarke County Shenandoah County Warren County Fauquier County City of Winchester Rappahannock County Shenandoah County Frederick County Warren County City of Winchester Page County Lord Fairfax Community College
Members Absent	Craig C. Lancto	Page County
Others Present	Chris Boies, vice president of finance and administrative services Jeanian Clark, vice president of Workforce Solutions Chris Coutts, provost Fauquier campus Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of institutional advancement Karen Kellison, vice president of academic and student affairs Melissa Stange, professor of computer science	
Approval of Minutes No. 238	On a motion made by Mary Barton, seconded by Jeff Boppe, Minutes No. 238 were approved.	

NEW BUSINESS	
Appointment of College Board member representing Rappahannock County, Michael S. Wenger (Information Item)	Board Chair Bill Daniel welcomed new board member, Michael S. 'Mike' Wenger, representing Rappahannock County. Wenger was appointed to fill the unexpired term vacated by Paula Howland. Wenger's unexpired term will run through June 30, 2020, at which time he will be eligible for reappointment to his first four-year term.

	<p>Wenger is currently retired and formerly served as senior director of knowledge services strategy and innovation for Sun Microsystems. He is actively involved with the Rappahannock community as a member of the Rappahannock League for Environmental Protection board, Rappahannock Association for Arts and Community, and the Old Rag Master Naturalists group.</p> <p>This was an information item and required no further action.</p>
<p><i>Global Solutions Sustainability Challenge: An Authentic Virtual Exchange Experience – presentation by Melissa Stange, LFCC professor of computer science</i> (Information Item)</p>	<p>LFCC students, Rachel Stange and Robert Wallace, led by LFCC professor of computer science Melissa Stange, presented on a collaborative project entitled <i>Global Solutions Sustainability Challenge: An Authentic Virtual Exchange Experience</i>.</p> <p>The Global Solutions Sustainability Challenge is a virtual exchange initiative that supports workforce development in the U.S. and Jordan. During the program, postsecondary students from the U.S. and Jordan team up to take on the global challenges facing the hospitality field. The program focuses on improving global citizenship, strengthening problem-solving skills, and developing enduring connections, while enhancing students' job skills. Global Solutions is supported by the Stevens Initiative, a program administered by the Aspen Institute and funded by the U.S. Department of State with additional funding by Bezos Family Foundation, and implemented by IREX.</p> <p>The project spans the Fall 2018 fall semester as a 12-week virtual exchange program through which LFCC students are partnering with students from Amman, Jordan to research and resolve a global sustainability issue. LFCC students spent 75 to 100 hours researching (and evaluating their research) sustainability and recycling programs in both the U.S. and Jordan. The students connected weekly via Facebook and virtual conference calls to collaborate during the research phase. The student teams then worked to develop a product, video, and detailed business plan to address a resolution. Participating with this project provides students with valuable hands-on experience working in the fields of hospitality, tourism, and global communications.</p> <p>LFCC students and the project have benefited from the support and consultation of local business and industry experts including Shentel Telecommunication, Nerangis Management Corporation and Luray Caverns.</p> <p>Next steps in the project's process include participating in the Global Solutions 2019-20 Challenge. Semifinalist teams/projects with the top-ranked solutions will travel to Washington, DC, to present their projects to a panel of expert judges from industry, academia, and the policy community.</p> <p>This was an information item and required no further action.</p>

<p>Recommendation to approve <i>Emergency Medical Technician (EMT) Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison presented to board members the emergency medical technician (EMT) career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 1).</p> <p>The curriculum is designed to develop the knowledge base and skill required to prepare the student to function as an entry-level emergency medical technician. Successful performance in this program qualifies the student to take the National Registry's EMT exam.</p> <p>EMT curriculum was recently added to LFCC's existing emergency medical services (EMS) program. This action was to establish an EMT Academy option for dual enrollment students from the high schools in the LFCC service region. Adding the curriculum also expands financial aid options for students enrolled in the various EMS programs.</p> <p>On a motion made by Jeff Boppe, seconded by Pam McInnis, the emergency medical technician (EMT) career studies certificate was approved.</p> <p>(Attachment No. 1; 3 pages)</p>
<p>Recommendation to approve <i>Cyber Essentials Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison presented to board members the cyber essentials career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 2).</p> <p>There is a growing number of technology students who are undecided as to which of LFCC's three technology programs to pursue while in high school or upon graduation from high school. The courses included in the proposed cyber essentials CSC are all existing courses being taught at LFCC. The courses were selected to allow a student to experience an exploration of each of the three technology pathways, while also completing general education credits.</p> <p>In addition to completion of the cyber essentials CSC, having insight into each of the three technology pathways, students will be able to continue to pursue an AAS in cybersecurity, an AAS in information systems, or an AS in computer science.</p> <p>On a motion made by Mary Barton, seconded by Kathy Rosa, the cyber essentials career studies certificate was approved.</p> <p>(Attachment No. 2; 4 pages)</p>
<p>Recommendation to approve <i>Paramedic Certificate</i> (Action Item)</p>	<p>Karen Kellison presented to board members the paramedic certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 3).</p> <p>The curriculum is designed to develop the knowledge base and skill required to prepare the student to function as an entry-level</p>

	<p>paramedic. Successful performance in this program qualifies the student to take the National Registry's Paramedic exams.</p> <p>This certificate replaces the paramedic career studies certificate which will no longer meet the expectations of the organization of paramedic education by the relevant accrediting agency (Committee on Accreditation of EMS Programs/CoAEMSP). The VCCS EMS peer group developed a list of courses and sequencing that aligns with the guidelines set by CoAEMSP. The Virginia Office of EMS has also endorsed these changes. This curriculum change is consistent with other VCCS programs.</p> <p>On a motion made by Brad Hodgson, seconded by Jeff Boppe, the paramedic certificate was approved.</p> <p>(Attachment No. 3; 4 pages)</p>
<p>Recommendation to approve <i>Discontinuance of Paramedic Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison presented to board members the discontinuance of paramedic career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 4).</p> <p>The associated courses for the paramedic career studies certificate (CSC) are being discontinued. As part of the redesign of the EMS curriculum by the VCCS EMS peer group, the decision was made to discontinue the paramedic CSC and create a paramedic certificate program. Students currently placed in the paramedic CSC will complete the curriculum in the Spring 2019 semester. These curricular changes are consistent with other VCCS programs.</p> <p>On a motion made by Mary Barton, seconded by Brad Hodgson, the discontinuance of paramedic career studies certificate was approved.</p> <p>(Attachment No. 4; 3 pages)</p>
<p>Recommendation to approve <i>Discontinuance of Administration of Justice Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison presented to board members the discontinuance of administration of justice career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 5).</p> <p>While the degree specialization is healthy and growing, only 3 students have enrolled in the administration of justice career studies certificate program in the past 4 academic years. There is no benefit to the student or the College to maintain the CSC as it is not a stackable credential in a practical sense towards completion of the AAS degree in administration of justice.</p> <p>On a motion made by Mike Lake, seconded by Rich Galecki, the discontinuance of administration of justice career studies certificate was approved.</p> <p>(Attachment No. 5; 4 pages)</p>

<p>Recommendation to approve <i>Discontinuance of Emergency Medical Technician Intermediate (EMT-I) Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison presented to board members the discontinuance of emergency medical technician intermediate (EMT-I) career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 6).</p> <p>The National Registry of EMTs will no longer offer certification testing for the EMT Intermediate certification level after December 31, 2019. As a result, the Virginia Office of EMS will no longer sanction EMT-I certification courses. The VCCS EMS peer group has revised the EMS curriculum, and the associated courses for this certification will no longer be available.</p> <p>Students currently enrolled in the EMT-I CSC will complete their courses at the conclusion of the Spring 2019 semester. Based on previous graduate performance, there will be sufficient time for them to complete the certification testing process before the December 31, 2019 deadline.</p> <p>A crosswalk has been developed for graduates of the EMT-I CSC and current EMT-I providers, to enter the new EMS curriculum (paramedic CSC and AAS degree).</p> <p>On a motion made by Kathy Rosa, seconded by Mary Barton, the discontinuance of emergency medical technician intermediate (EMT-I) career studies certificate was approved.</p> <p>(Attachment No. 6; 3 pages)</p>
<p>Nomination process and criteria for recipients of the 2019 College Board Medallion of Recognition (Information Item)</p>	<p>Board Chair Bill Daniel shared with board members the criteria for recipients of the College Board Medallion of Recognition. Nominees must be national, state or local leaders of business, education or government (elected officials currently holding office are not eligible for nomination); persons from the College's service area who have made significant contributions to the College; or retiring LFCC employees in good standing employed by the College for at least 10 years who made significant contributions during their employment.</p> <p>A listing of all previous medallion recipients to date was provided to board members. Board members should submit their nominations to the President's Office by January 21, 2019 so that nominations can be reviewed and presented for board approval at the February 2019 College Board meeting.</p> <p>This was an information item and required no further action.</p> <p>(Attachment No. 7; 1 page)</p>
<p>Recommendation to approve 2019 LFCC</p>	<p>Board Chair Bill Daniel thanked Mary Barton for her dedicated service to the College Board as the LFCC Educational Foundation representative for 2018.</p>

Educational Foundation Board Representative (Action Item)	<p>This is a one-year term and can be extended for an additional year. The Foundation Board meetings have been scheduled to match the College Board meeting dates, with the Foundation Board meeting at 9 am and the College Board meeting at 12 pm.</p> <p>Ms. Mary Barton, representing Fauquier County, was nominated to serve an additional one-year term as the LFCC Educational Foundation representative for 2019.</p> <p>On a motion made by Daryl Funk, and seconded by Jeff Boppe, the nomination for Mary Barton to serve as 2019 LFCC Educational Foundation Board representative was approved.</p>
REPORT OF THE COLLEGE BOARD CHAIRMAN	
<p>Board Chair Bill Daniel reported on the following:</p> <p>Board members were thanked for their attendance and support of recent College functions including the Luray-Page Evening With the Stars, the LFCC Foundation Annual Shrimp Feast, and various presidential welcome engagements held throughout the service region. Board members were encouraged to attend the upcoming activities highlighted in the 'Important Dates' section of the meeting agenda as their schedules allow.</p> <p>The LFCC Educational Foundation Appreciation Luncheon will be held April 19, 2019 at the Middletown campus.</p> <p>The Inauguration of LFCC's Fifth President, Dr. Kim Blosser, will be held on April 26, 2019 at the Middletown campus.</p>	
REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE	
<p>Mary Barton, LFCC Educational Foundation Board representative, reported on the following:</p> <p>In early November 2018, the Fauquier County Board of Supervisors met and proposed a land donation of 50 acres adjacent to the LFCC Fauquier campus to the LFCC Educational Foundation. There are caveats to the gift proposal that need to be discussed among the College, the Foundation and Fauquier County prior to any agreement and receipt of the donation.</p> <p>The financial status of the LFCC Educational Foundation is in great standing. The Foundation Board reviewed the LFCC Foundation's portfolio with representatives of Fauquier Bank in attendance at its November 29th meeting, with current investments at approximately \$7.3 million.</p>	
REPORTS OF THE COLLEGE	
Financial and Administrative Services	<p>Chris Boies reported on the following:</p> <p>The LFCC Foundation authorized staff to issue an RFP to hire a contractor for the Luray-Page County Center building. The financial plan for this project was reviewed with the Foundation Board. There is a small deficit that needs to be overcome with either increased fundraising or reduction in the building's scope. The College will work</p>

	<p>with the hired contractor on the building design and value engineering to get the project to budget.</p> <p>The College is awaiting the release of the state budget from the Governor's office, which should be received in three weeks.</p> <p>Technology is a large piece of operations at LFCC. The College services on its campuses and locations approximately 3,200 computer stations, 450 phones, and 250 printers. LFCC's information technology unit responds to approximately 2,500 help desk requests per year. LFCC's chief information officer (CIO), Richie Crim, was named by Center for Digital Education as a 'Top Thirty Technologists, Transformers, and Trailblazers'. The Center for Digital Education has also ranked LFCC number one in its enrollment size category in the nation for the use of digital technology in education.</p>
Workforce Solutions and Continuing Education	<p>Jeanian Clark reported on the following:</p> <p>The Workforce Solutions Winter-Spring 2019 course catalog was distributed to board members. Computers and technology certifications and credential course offerings were highlighted including the CompTIA certifications. WSCE is now a CompTIA certified academy.</p> <p>WSCE is also currently working on the Amazon Web Services certification, which is another short-term credential that will support Amazon data centers.</p>
Fauquier	<p>Chris Coutts reported on the following:</p> <p>LFCC has hired a fulltime faculty member in cybersecurity, Alvin Brewer, who is primarily based at the Vint Hill Site. The cybersecurity lab at Vint Hill is being expanded with funding from a recent grant. Condensed programming in cybersecurity is now being offered at the Vint Hill Site and has proven to be popular with students per enrollment data.</p> <p>LFCC is part of a GoVirginia grant, which is a state-wide economic development grant with funding partnership with Germanna and Piedmont community colleges. The focus of this grant is on cybersecurity and economic development. LFCC, Germanna and Piedmont are working with business and industry to coordinate their cybersecurity training programs.</p> <p>The growth of LFCC programming in the Rappahannock area continues.</p> <p>LFCC was awarded an \$84,531 grant from the VCCS Rural Virginia Horseshoe Initiative (RVHI) to create a student success program for underrepresented students. LFCC received matching funds from the</p>

	<p>PATH Foundation. LFCC's Fauquier campus does not have programs specifically for students who are considered at risk, including under-represented, low-income students.</p> <p>The <i>Paths to Success</i> project addresses gaps in support to under-represented students in the Fauquier community by hiring a student success coach who will work with the school system to identify students, create a bridge program for these students, and provide wrap-around support for students who are first-generation, low-income, and face multiple barriers to education attainment.</p> <p>The success coach serves the Fauquier and Rappahannock communities. This project will provide:</p> <ul style="list-style-type: none"> • a single point of contact for all student supports through the success coach position; • embedded tutoring in required English, math, and developmental courses; • additional individual tutoring; • resources such as textbooks and course supplies, assistance with access to community-based services, incentives for student achievement; • resources for coach to meet with students and provide incentives; • implementation of a financial education and literacy program; • implementation of an employability skills program (including resume assistance, application review, interview skills, and customer service skills); and • implementation of a summer bridge to college program for recent high school graduates.
Academic and Student Affairs	<p>Karen Kellison reported on the following:</p> <p>As part of LFCC's accreditation with SACSCOC, the College has a five-year quality enhancement plan campaign that focuses on information literacy. Each semester, LFCC provides mini grants to full-time or adjunct faculty or staff who requests funds to support an information literacy initiative. One of the Spring 2019 mini grants has been awarded to the College's instructional design team to facilitate training and feedback sessions for faculty, staff and students on the usage of LFCC's new learning management system (Canvas). Another mini grant was awarded to an LFCC geology adjunct faculty to incorporate more scholarly research into the course curriculum.</p> <p>Faculty are working diligently on creating more specific pathways for students from their program coursework at LFCC to four year institutions. LFCC has developed pathway agreements with Shepherd University in biology, criminal justice, psychology and human services. These pathway agreements are in addition to the program areas of chemistry and outdoor recreation, which were signed previously.</p>

	<p>Pathway agreements currently in process are in education and communications. Shepherd University also offers LFCC transfer students a 25 percent tuition discount.</p>
Institutional Advancement	<p>Liv Heggoy reported on the following:</p> <p>A copy of LFCC's sponsored content entitled 'College Connection' that is being published in four local newspapers throughout LFCC's service region was shared with board members. The article highlights the 2018-19 Ross Fellowship recipient Ashley Pullman; an LFCC associate of science graduate Meredith Dhillon now employed as a physician assistant specializing in mental health; LFCC new student club aimed at creating a nurturing, socially-supportive environment for neuro-diverse students; and a recent LFCC graduate, Jonathan Branson, who earned an associate of science degree in computer science in May 2017 and is now employed by IBM.</p> <p>Board chair Bill Daniel was thanked for hosting a successful and well-attended welcome reception in Clarke County for LFCC president Kim Blosser in early November.</p> <p>It is the Foundation's goal to achieve one hundred percent board member giving from both the Educational Foundation and local College boards. Board members were thanked for the many ways they have supported the Foundation and the College.</p> <p>President Kim Blosser's inauguration will be held on April 26, 2019. An inauguration is not only a formal recognition of the new college president, but also an opportunity to celebrate LFCC and the institution's impact in the community. An inauguration typically occurs 12 to 16 months into a presidency. It is a wonderful occasion to honor the College's past, highlight its success, and share a vision for the future.</p> <p>Delegates from colleges and universities across the Commonwealth will be attending, as will local community leaders and colleagues from the VCCS including Chancellor DuBois.</p>
President	<p>Kim Blosser reported on the following:</p> <p>With the announcement of Amazon's selection of the Northern Virginia area to locate one of its second headquarters, much discussion is being held on the impact to higher education. There is funding for community colleges and four year institutions to begin working on clear pathways and articulation agreements in the areas of cybersecurity and computer science. It will require a united effort to educate and skill the needed workforce. LFCC does have an advantage geographically to assist with the pipeline of skilled workers for the new</p>

	<p>headquarters, as well as for backfilling vacancies at other employers whose employees take positions at the new headquarters.</p> <p>Governor Ralph Northam announced a collaborative effort to transform workforce programs offered through the Virginia Community College System (VCCS). Governor Northam has allocated \$5 million of federal workforce discretionary funds to support the redesign of Virginia's community college system. This is a new initiative that rethinks the way community colleges in Virginia serve students, businesses, and the community. It is called the G3 (Get Skilled - Get a Job – Give Back). Each college will compete for funds used to rethink how they will do business and support students as well as current and future companies. Each college will receive a minimum of \$100,000 and a maximum of \$500,000. At the heart of this initiative is a plan to realign workforce credentialing and degrees toward the in-demand jobs of today.</p> <p>LFCC members will be attending the SACSCOC annual meeting next week, at which a vote will be held on the mixing of dual enrollment and AP students in one classroom. SACSCOC received an enormous amount of feedback in support of maintaining the current structure. It is anticipated that the recommendation regarding changing the existing standard will be rescinded.</p>
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IMPORTANT DATES

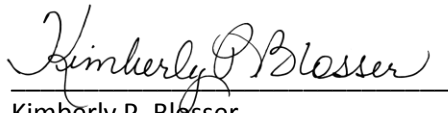
The following important dates were noted:

- LFCC Employee Holiday Brunch; **Friday, December 14, 2018**; 10:00 a.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- Next College Board meeting – **Thursday, February 7, 2019**; 12:00 p.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- April College Board meeting – **Thursday, April 4, 2019**; 12:00 p.m.; The Barn, Fauquier campus
- Inauguration of LFCC's Fifth President, Dr. Kimberly P. Blosser – **Friday, April 26, 2019**; 11:00 a.m.; Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
- 2019 LFCC Commencement Ceremonies – **Saturday, May 11, 2019**; 1:00 p.m.; Skyline High School, Front Royal, Virginia (*Medallion of Recognition & Professor Emeritus Ceremony begins at 11:30 a.m.*)

ADJOURNMENT

Board Chair Bill Daniel declared the meeting adjourned at 1:25 pm.

SUBMITTED BY:



Kimberly P. Blosser
President of the College and
Secretary to the Lord Fairfax
Community College Board

APPROVED BY:



William C. Daniel
Chair
Lord Fairfax Community College Board

Copy + Attachments to: All College Board Members and Cabinet members.

Copy of Approved MINUTES NO. 238 (October 4, 2018) filed with Glenn DuBois, Chancellor, Virginia Community College System.

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)

Revised

Discontinue

Proposed by:	Vincent McGregor Jr.
Email address and contact no.	vmcgregor@lfcc.edu
Date:	October 1, 2018
Program(s) Affected:	EMS
Semester Change to Take Affect:	Summer 2019

1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects):

This proposal seeks to establish a Career Studies Certificate (CSC) for Emergency Medical Technician.

Career Studies Certificate: Emergency Medical Technician

AREA: Emergency Medical Services

CSC: EMT

LENGTH: One semester

PURPOSE: The curriculum is designed to develop the knowledge base and skill required to prepare the student to function as an "entry-level" Emergency Medical Technician (EMT). Successful performance in this program qualifies the student to take the National Registry's EMT exam. Purchase of clinical scheduling and skills tracking and EMS testing account through designated vendor.

OCCUPATIONAL OBJECTIVES: To operate as an "entry-level" EMT

ADMISSION REQUIREMENTS:

1. Attend a mandatory EMS orientation session with instructor
2. Be a minimum of 16 years of age at the beginning date of the EMT course. *If you are less than 18 years of age, you must provide your instructor with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course.*
3. Have no physical or mental impairment that would render you unable to perform all practical skills required at the EMT level.
4. Not have been convicted of or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulation 12VAC5-31-910.
5. To complete the Clinical and Field Internship portions of the program, submit results of a physical exam completed within the last 12 months as proof of immunizations or resistance to measles, mumps, rubella, Tdap, polio, Hepatitis B Vaccination, and TB

- Skin test within the last 12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB
6. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-2 and eligible for ENG 111 to satisfy requirements without taking remediation.
 7. Residents from outside the Lord Fairfax Community Service Area are admitted only after all applicants who reside in the College service area have been considered.
 8. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.

ACCREDITATION: The EMS program at LFCC is fully accredited by the Virginia Office of EMS and the Commission on Accreditation of Allied Health Education Programs.

First semester (summer):

EMS 100 CPR for Healthcare Providers ^{1,2}	1
EMS 111 Emergency Medical Technician ^{1,3}	7
EMS 120 EMT-Basic Clinical ¹	1
SDV 101/100 Orientation to Health Professions	1
Total semester credits	10

1. Applicants with current EMT certification will be awarded credit for EMS 100, 111 and 120
2. HLT 105 is an approved substitute
3. Completion of EMS 112 & 113 may be substituted for EMS 111

2. Rationale for proposed change:


The EMS Program at LFCC recently added the EMT curriculum. This action was to establish an EMT Academy option for dual-enrollment students from the high schools in the LFCC service region. Adding the curriculum also expands financial aid options for students enrolled in the various EMS programs.

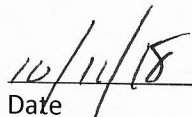
3. Impact of the proposed change on the following:

- A. Transferability and/or employability: The CSC is a non-transferable certificate
- B. Personnel / Instructional load: This revision does not affect instructional load
- C. Scheduling of classes: There are no scheduling changes
- D. Overall credit hours in the program(s): The credit load for the CSC is 10
- E. Instructional resources: Additional resources were obtained through Perkins grants and other resources to ensure appropriate equipment is on-hand
- F. Facilities: Proposal does not affect facilities
- G. National, state, or regional associations: This proposal does not affect these entities
- H. SACS accreditation / substantive change: This proposal will not affect SACS accreditation
- I. Any students currently enrolled in the program (if applicable): The first group of dual-enrolled students (EMT Academy) would be eligible for this CSC.

4. Input from curriculum advisory committee(s) (and other persons "in the field"): The EMS CAC was consulted regarding this proposal and recognizes the need for it.

5. Examples from other colleges (if appropriate): These changes are consistent with other VCCS programs (e.g. JSRCC, TWCC, SWCC)


Signature of Proposer


Date

6. Comments/Support by Dean:

P. Lawson

Signature of Dean

10/11/18
Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus (if appropriate):

Signature of Dean

Date

8. Comments/Support by Associate VP of Instruction:

Signature of AVP

Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

☒ Approved

☐ Disapproved

Summer 2019 Effective Date of Change

Dawn Dellinger

Signature of C&I Chair

11-7-18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Harvey Bellison

Signature of Vice President

11-6-18
Date

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 227 Date 9/27/18

Curriculum Code Affected/Assigned (if new): _____

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)

Revised

Discontinue

Proposed by:	Art Lee and Melissa Stange
Email address and contact no.	alee@lfcc.edu and mstange@lfcc.edu
Date:	October 8, 2018
Program(s) Affected:	1. Associate of Science: Computer Science Specialization 2. Associate of Applied Science in Cybersecurity 3. Associate of Applied Science in Information Systems Technology
Semester Change to Take Affect:	Summer 2019

1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects):

Add a Cyber Essentials Career Studies Certificate (CSC) for undecided technology students. . Simultaneous to this new program proposal is a proposal to discontinue the current Information Technology Foundations CSC (details in separate proposal).

2. Rationale for proposed change:

There is a growing number of technology students who are undecided as to which of LFCC's three technology programs they would like to pursue while in High School or upon graduation. The courses included in the proposed Cyber Essentials CSC are all existing courses being taught at LFCC. The courses were selected to allow a student to experience an exploration of each of the three technology pathways, while also completing some general education credits.

- **Computer Science, Cybersecurity, and IST degree programs have SDV101 and ENG111 as core degree requirements. ITN100 is a required core class of Cybersecurity and IST. ITN100 is an optional elective class for Computer Science.**
- **ITP 100 is part of the IST and Cybersecurity programs, while not part of the Computer Science Specialization the course would give a student a foundation to build upon in CSC 200.**
- **ITN 260 is part of the IST as an elective in the degree and required for the IST Cybersecurity CSC. In the Cybersecurity degree, ITN 260 is a required core class. ITN 260 is not part of the Computer Science Specialization, but the course will provide the students an exposure to the importance of cybersecurity when working in Computer Science in areas such as secure programming.**
- **CSC 110 is part of the Computer Science Specialization and may be approved as an elective in the IST degree, depending on the concentration track, such as Software Development or Web Design. CSC 110 will provide a programming foundation for ITP 270 course within the Cybersecurity program.**
- **ITE 120 is part of the IST curriculum; while not part of the Cybersecurity or Computer Science program, it will provide students in both programs an excellent overview of technology careers.**

- Several of the included courses are also available through dual enrollment, which would allow high school students to start exploring the differences between the three programs before high school graduation.

By the time a student completes these courses, they should be able to decide which of the three technology degree pathways they would like to pursue. In addition to completion of the Cyber Essentials CSC, having an insight into each of the three technology pathways, students will be able to continue to pursue an AAS in Cybersecurity or an AAS in Information Systems or an AS in Computer Science.

3. Impact of the proposed change on the following:

- A. Transferability and/or employability- **ENG 111 is a transfer course to all Virginia state schools and most out-of-state 4-year institutions. CSC110 transfers currently to James Madison, UVA, and Radford. ITN 100, ITN 260, ITP 100 transfers to GMU, GWU, and ODU. ITE 120 transfers to JMU.**
- B. Personnel / Instructional load
- C. Scheduling of classes – **courses already regularly scheduled as part of various programs**
- D. Overall credit hours in the program(s)- **19 credit hours**
- E. Instructional resources - **None**
- F. Facilities
- G. National, state, or regional associations
- H. SACS accreditation / substantive change- **None**
- I. Any students currently enrolled in the program (if applicable)- **There are currently students who are enrolled in three technology degree programs. Several have switched between the programs so this career studies certificate will allow them to earn the Cyber Essentials credential. To have a CSC in Cyber Essentials will assist students in technology to select the best degree program earlier in their education plan and reduce or eliminate the number of credits found to be not applicable to any program. The Cyber Essentials CSC would also provide students a basic level of technology knowledge, which may help them obtain employment working as a Help Desk or Tech Support person.**

4. Input from curriculum advisory committee(s) (and other persons "in the field"):

The benefit to having a Career Studies Certificate in Cyber Essentials has been discussed with Dean Byard, VP Kellison, and the President along with other LFCC technology faculty. The IST Curriculum Advisory Committee is in favor of this proposed new CSC. The Computer Science Specialization does not have a CAC, because it is a transfer program. This CSC creation is being proposed with feedback from LFCC students currently enrolled in multiple technology program. Jonathon Bullock (IST & Computer Science), Edwin Trujillo (Computer Science & Cybersecurity), Renato Scudere (Cybersecurity & Computer Science) and those who have switched programs and lost credits such as Michael Diaz (Cybersecurity to IST).

ODU, JMU, GMU, and GWU were contacted about the issue and the Cyber Essential supported such a CSC, because they are three distinct programs of study at their institutions and having students understand the differences prior to starting the transfer process will only help students enroll and be more successful in their institutions. GMU has a BS and BAS in Computer Science. Having the IST and Computer Science expose in the CSC may help the student decide which Computer Science degree to pursue sooner or it may direct them to GMU's BAS in Cybersecurity. It is critical that students know which pathway they want to pursue before transferring because there are not a lot of elective courses they could transfer extra credits into ODU Computer Science, IT, Cybersecurity. GWU has a five-year program that students may transfer to and earn a degree in Computer Science and Cybersecurity, such a Cyber Essential CSC would give them a head start for such a program

because they would have been exposed to both areas before transfer. All of the courses in the proposed CSC are currently being offered at LFCC.

5. Examples from other colleges (if appropriate):

Arthur Lee
Signature of Proposer

11/13/2018
Date

6. Comments/Support by Dean:

Brenda Byrde
Signature of Dean

11/19/18
Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus (if appropriate):

Signature of Dean

Date

8. Comments/Support by Associate VP of Instruction:

Signature of AVP

Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

 Approved

 Disapproved

 Effective Date of Change

Signature of C&I Chair

Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

 Disapproved

Karen Kellin
Signature of Vice President

11-15-18
Date

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 234 Date 11/5/18

Curriculum Code Affected/Assigned (if new): _____

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)

Revised

Discontinue

Proposed by:	Vincent McGregor Jr.
Email address and contact no.	vmcgregor@lfcc.edu
Date:	October 1, 2018
Program(s) Affected:	EMS
Semester Change to Take Affect:	Summer 2019

1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects):

This proposal seeks to establish a Paramedic Certificate within the EMS Program at LFCC.

Paramedic Certificate

AREA: Emergency Medical Services

Certificate: Paramedic

LENGTH: Five semesters

PURPOSE: The curriculum is designed to develop the knowledge base and skill required to prepare the student to function as an "entry-level" Paramedic. Successful performance in this program qualifies the student to take the National Registry's Paramedic exams Purchase of clinical scheduling and skills tracking and EMS testing account through.

OCCUPATIONAL OBJECTIVES: To operate as an "entry-level" Paramedic

ADMISSION REQUIREMENTS:

1. Attend a mandatory EMS orientation session with instructor
2. Be at least 18 at start of program
3. Meet the requirements listed in the Virginia Office of Emergency Medical Services document *Prerequisites for EMS training Programs, Criminal History and Standards of Conduct*
4. High school graduate or GED
5. Satisfy admission requirements for LFCC
6. Current Virginia or National Registry EMT-Intermediate certification (must remain current for duration of program) or completion of the EMT-Intermediate curriculum
7. Current Healthcare Provider CPR Certification or other CPR card accepted by the Commonwealth of VA Office of EMS (must remain current for duration of program)
8. No physical limitations rendering the student unfit to perform all required duties
9. To complete the Clinical and Field Internship portions of the program, submit results of a physical exam completed within the last 12 months as proof of immunizations or resistance to measles, mumps, rubella, Tdap, polio, Hepatitis B Vaccination, and TB Skin test within the last 12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.

10. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-3 and readiness for ENG 111 to satisfy requirements without taking remediation.

11. Residents from outside the Lord Fairfax Community Service Area are admitted only after all applicants who reside in the College service area have been considered.

12. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.

ACCREDITATION: The EMS program at LFCC is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Virginia Office of EMS.

First semester (summer)

EMS 100 CPR for Healthcare Providers ^{1,2}	1
EMS 111 Emergency Medical Technician Basic ^{1,3}	7
EMS 120 EMT-Basic Clinical ¹	1
BIO 145 Human Anatomy & Physiology ⁴	4
Total	13

Second semester (fall)

• EMS 121 ALS Foundations	2
• EMS 123 EMS Clinical Preparation	1
• EMS 125 Basic Pharmacology	1
• EMS 126 Basic Pharmacology Lab	1
• EMS 127 Airway Shock & Resuscitation	1
• EMS 128 Airway, Shock and Resuscitation Lab	1
• EMS 135 Emergency Medical Care	2
• EMS 136 Emergency Medical Care Lab	1
• EMS 137 Advanced Trauma Care	1
• EMS 138 Advanced Trauma Care Lab	1
Total	12

Third semester (spring)

• EMS 139 Advanced Care for Special Populations	1
• EMS 140 Advanced Care for Special Populations Lab	1
• EMS 141 Cardiovascular Care	2
• EMS 142 Cardiovascular Care Lab	1
• EMS 175 Paramedic Clinical Experience I	1
ENG 111 College Composition I	3
PSY 230 Developmental Psychology I ⁵	3
Total	13

Fourth semester (fall)

• EMS 202 Paramedic Pharmacology	2
• EMS 203 Advanced Patient Care	2
• EMS 204 Advanced Patient Care Lab	2
• EMS 206 Pathophysiology for Health Professions	3
• EMS 247 Paramedic Clinical Field Experience II	1
• EMS 248 Comprehensive Field Experience	1
Total	11

Fifth semester (spring)

• EMS 210 EMS Operations	1
• EMS 212 Leadership and Development	1
• EMS 165 Advanced Cardiac Life Support	1
• EMS 163 Prehospital Trauma Life Support	1

• EMS 167 Emergency Pediatric Care	1
• EMS 164 Advanced Medical Life Support	1
• EMS 216 Paramedic Review	1
• EMS 249 Paramedic Capstone Internship	1
Total	8
Program total	57

Footnotes:

1. Applicants with current EMT certification will be awarded credit for EMS 100, 111 and 120
2. HLT 105 is an approved substitute
3. Completion of EMS 112 & 113 may be substituted for EMS 111
4. Taking both BIO 141 and 142 are an approved substitute for BIO 145
5. PSY 200, 205, 235 and 236 are approved substitutes for PSY 230

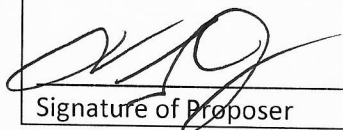
2. Rationale for proposed change: This Certificate replaces the Paramedic CSC which will no longer meet the expectations of the organization of Paramedic education by the relevant accrediting agency (Committee on Accreditation of EMS Programs/CoAEMSP). The VCCS EMS Peer Group formed a work group that developed a list of courses and sequencing that aligns with the guidelines set by CoAEMSP. The Virginia Office of EMS has also endorsed these change.

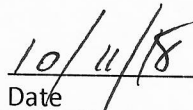
3. Impact of the proposed change on the following:

- A. Transferability and/or employability: Students who complete this CSC, and National certification, are employable by EMS agencies and private ambulance services.
- B. Personnel / Instructional load: This revision does not affect instructional load
- C. Scheduling of classes: There are no scheduling changes
- D. Overall credit hours in the program(s): The credit load for the Certificate is 57
- E. Instructional resources: No additional resources will be required
- F. Facilities: Proposal does not affect facilities
- G. National, state, or regional associations: This proposal has no affect on these entities
- H. SACS accreditation / substantive change: This proposal will not affect SACS accreditation
- I. Any students currently enrolled in the program (if applicable): A "Crosswalk" has been developed for students currently in the first fall/spring semesters to transition to this Certificate

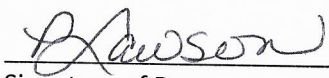
4. Input from curriculum advisory committee(s) (and other persons "in the field"): The EMS CAC was consulted regarding this proposal and recognizes the need for it.

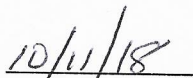
5. Examples from other colleges (if appropriate): These changes are consistent with other VCCS programs (e.g. JSRCC, TWCC, SWCC)


Signature of Proposer


Date

6. Comments/Support by Dean:


Signature of Dean


Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus (if appropriate):

Signature of Dean

Date

8. Comments/Support by Associate VP of Instruction:

Signature of AVP

Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

___ Approved

___ Disapproved

_____ Effective Date of Change

Signature of C&I Chair

Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

___ Disapproved

Karen Kelleher
Signature of Vice President

11-6-18
Date

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 229 Date 9/27/18

Curriculum Code Affected/Assigned (if new): _____

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)

Revised

Discontinue

Proposed by:	Vincent McGregor Jr.
Email address and contact no.	vmcgregor@lfcc.edu
Date:	10-11-2018
Program(s) Affected:	EMS
Semester Change to Take Affect:	Summer 2019

Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects): This proposal seeks to discontinue the Paramedic CSC program.

Career Studies Certificate: Paramedic

AREA: Emergency Medical Services

CSC: Paramedic

LENGTH: Two semesters

PURPOSE: The curriculum is designed to develop the knowledge base and skill required to prepare the student to function as an "entry-level" Paramedic. Successful performance in this program qualifies the student to take the National Registry's Paramedic exams Purchase of clinical scheduling and skills tracking and EMS testing account through.

OCCUPATIONAL OBJECTIVES: To operate as an "entry-level" Paramedic

ADMISSION REQUIREMENTS:

1. Attend a mandatory EMS orientation session with instructor
2. Be at least 18 at start of program
3. Meet the requirements listed in the Virginia Office of Emergency Medical Services document *Prerequisites for EMS training Programs, Criminal History and Standards of Conduct*
4. High school graduate or GED
5. Satisfy admission requirements for LFCC
6. Current Virginia or National Registry EMT-Intermediate certification (must remain current for duration of program) or completion of the EMT-Intermediate curriculum
7. Current Healthcare Provider CPR Certification or other CPR card accepted by the Commonwealth of VA Office of EMS (must remain current for duration of program)
8. No physical limitations rendering the student unfit to perform all required duties
9. To complete the Clinical and Field Internship portions of the program, submit results of a physical exam completed within the last 12 months as proof of immunizations or resistance to measles, mumps, rubella, Tdap, polio, Hepatitis B Vaccination, and TB Skin test within the last 12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.

10. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-6 and ENG 111 to satisfy requirements without taking remediation.

11. Residents from outside the Lord Fairfax Community Service Area are admitted only after all applicants who reside in the College service area have been considered.

12. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.

13. Student must complete BIO 145 or an equivalent (i.e. NAS 150, BIO 142) prior to enrolling in the 200 level EMS courses (i.e. Paramedic)

ACCREDITATION: The EMS program at LFCC is fully accredited by the Virginia Office of EMS.

First Semester (Fall)

• EMS 201 EMS Professional Development	3
• EMS 209 Advanced Pharmacology	4
• EMS 211 EMS Operations	2
• EMS 242 ALS Clinical Internship III	1
• EMS 243 ALS Field Internship III	1
Total	11

Second Semester (Spring)

• EMS 205 Advanced Pathophysiology	4
• EMS 207 Advanced Patient Assessment	3
• EMS 244 ALS Clinical Internship IV	1
• EMS 245 ALS Field Internship	1
Total	9
Program Total	20

1. Rationale for proposed change: The associated courses for this CSC are being discontinued. As part of the redesign of the EMS curriculum by the VCCS EMS Peer group, the decision was made to discontinue Paramedic CSC's and create a Paramedic Certificate program.

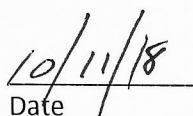
3. Impact of the proposed change on the following:

- A. Transferability and/or employability: The CSC Paramedic is a non-transferable certificate
- B. Personnel / Instructional load: This revision does not affect instructional load
- C. Scheduling of classes: There are no scheduling changes
- D. Overall credit hours in the program(s): The credit load for the CSC is 20
- E. Instructional resources: No additional resources will be required
- F. Facilities: Proposal does not affect facilities
- G. National, state, or regional associations: This proposal does not affect these entities
- H. SACS accreditation / substantive change: This proposal will not affect SACS accreditation
- I. Any students currently enrolled in the program (if applicable): Students currently placed in this CSC will complete the curriculum with the spring 2019 semester.

4. Input from curriculum advisory committee(s) (and other persons "in the field"): The EMS CAC was consulted regarding this proposal and recognizes the need for it.

5. Examples from other colleges (if appropriate): These changes are consistent with other VCCS programs (e.g. JSRCC, TWCC, SWCC)


Signature of Proposer


Date

6. Comments/Support by Dean:

P. Lawson
Signature of Dean

10/11/18
Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus (if appropriate):

Signature of Dean

Date

8. Comments/Support by Associate VP of Instruction:

Signature of AVP

Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

☒ Approved ☐ Disapproved

Summer 2019 Effective Date of Change

Don Dillender
Signature of C&I Chair

11-7-18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved

Baron Kellison
Signature of Vice President

11-6-18
Date

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: *230* Date *9/27/18*

Curriculum Code Affected/Assigned (if new): _____



Curricular Change Proposal

Preparer: Please complete the following curricular change proposal form, and be certain to respond to all areas that apply to your proposed changes, and be prepared to elaborate during your presentation to Curriculum and Instruction Committee (C&I).

New (courses/programs/prerequisites)

Revised

Discontinue

Proposed by:	Laurie Alphonse
Email address and contact no.	lalphonse@lfcc.edu
Date:	September 10, 2018
Program(s) Affected:	Administration of Justice (ADJ) CSC
Semester Change to Take Affect:	Summer 2019

<p>1. Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects): Eliminate the Career Studies Certificate for Administration of Justice</p>	
<p>2. Rationale for proposed change: While the degree specialization is healthy and growing, virtually no students enroll in the CSC.</p> <ul style="list-style-type: none"> • 2014 – 2015: 0 • 2015 – 2016: 0 • 2016 – 2017: 2 • 2017 – 2018: 1 <p>There is no benefit to keeping the CSC because it is not a “stackable” credential in a practical sense. The classes are not steps along the way to the degree that could help the student and the College gain a credential as part of their progress towards the AA&S degree.</p>	
<p>3. Impact of the proposed change on the following:</p> <ul style="list-style-type: none"> A. Transferability and/or employability N/A B. Personnel / Instructional load N/A C. Scheduling of classes N/A D. Overall credit hours in the program(s) N/A E. Instructional resources N/A F. Facilities N/A G. National, state, or regional associations N/A H. SACSCOC accreditation / substantive change Will be informed of discontinuance I. Any students currently enrolled in the program (if applicable) N/A because all classes are part of the degree specialization and will continue to be regularly offered. 	
<p>4. Input from curriculum advisory committee(s) (and other persons "in the field"):</p>	
<p>5. Examples from other colleges (if appropriate):</p>	
<p><u>Laurie Alphonse</u> Signature of Proposer</p>	<p><u>Sept. 11, 2018</u> Date</p>

Comments/Support by Dean/Provost:

Gay Ellispie
Signature of Dean/Provost

9/10/18
Date

7. Comments/Support by other Academic Deans/Provost where there will be an impact on another division and/or campus (if appropriate):

Signature of Dean/Provost

Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

☒ Approved ☐ Disapproved

Sam Diller

Signature of C&I Chair

Summer 2019 Effective Date of Change

11/12/18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved

Karen Kellum

Signature of Vice President

11-12-2018
Date

Curriculum Action Routed to President for Review:

Kimberly P. Brasse

Signature of President

11/12/18
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 222

Date 9/11/18

Curriculum Code Affected/Assigned (if new): 221-400-01

Trends in Annual Headcount Enrollment by Program to 2017-18

7/25/18

Type	Plan	Number	2014-15	2015-16	2016-17	2017-18	1 Yr Diff	1 Yr % Diff
	Surgical Technology	159	5	7	12	23	11	92%
	Total		953	882	644	419	-225	-35%
CSC	Administration of Justice	221-400-01	0	0	2	1	-1	-50%
	Advanced EMT (AEMT)	221-146-02	1	0	8	11	3	38%
	American Sign Language	221-640-65	14	17	21	17	-4	-19%
	Basic Electrical Technician	221-941-02	19	12	15	24	9	60%
	Computer Science	221-246-01	0	0	0	4	4	na
	Cybersecurity	221-732-09	11	23	25	18	-7	-28%
	Database Admin Specialist	221-299-11	7	3	4	1	-3	-75%
	Drafting	221-729-09	4	5	2	1	-1	-50%
	EMT-Intermediate	221-146-03	1	0	6	5	-1	-17%
	Early Childhood Development	221-636-06	26	27	23	20	-3	-13%
	Electrical Control Tech Inter	221-941-04	4	3	4	1	-3	-75%
	Entrepreneurship	221-212-10	2	1	5	1	-4	-80%
	General Business	221-208-14	16	21	26	22	-4	-15%
	Heating, Ventilation & Air Con	221-903-10	25	12	15	6	-9	-60%
	Hospital Facility Coding	221-152-02	0	0	0	1	1	na
	Hospitality	221-775-01	0	3	3	1	-2	-67%
	Industrial Design	221-883-19	0	0	1	1	0	0%
	Industrial Maint Tech Basic	221-990-00	2	2	3	2	-1	-33%
	Industrial Maint Tech Intermed	221-990-10	0	1	0	1	1	na
	Information Process Technician	221-299-16	1	1	0	1	1	na
	Information Tech Foundations	221-299-08	4	5	2	2	0	0%
	Medical Office Administration	221-285-93	0	0	1	5	4	400%
	Nature and Outdoor Photography	221-502-84	12	4	7	4	-3	-43%
	Networking Specialist	221-732-04	3	6	2	3	1	50%
	Paramedic	221-146-05	0	1	0	0	0	na
	Patient Care Technician	221-157-07	1	1	0	1	1	na
	Personal Trng & Grp Exer Ldshp	221-460-05	10	12	12	8	-4	-33%
	Phlebotomy	221-151-02	6	5	6	7	1	17%
	Pre-Allied Health	221-190-01	0	4	17	56	39	229%
	Recreation/Outdoor Leadership	221-459-01	0	0	2	2	0	0%
	Small Business Management	221-212-24	13	9	13	11	-2	-15%
	Software Development	221-299-01	7	6	9	3	-6	-67%
	Supervision	221-212-25	3	4	6	9	3	50%
	Web Design and Application Dev	221-352-02	4	7	3	2	-1	-33%
	Total		196	195	243	252	9	4%
Other	Other	NA	733	319	11	3	-8	-73%
	Career Exploration	23	316	393	405	427	22	5%
	Develop Job Skills	22	85	66	56	75	19	34%
	HS Stdnt - HS & College Credit	41	2,364	2,499	2,527	2,609	82	3%
	HS or Home Schooled-No HS Crd	42	76	103	75	82	7	9%
	HS: Both HS Crd & No HS Crd	43	6	9	11	8	-3	-27%
	Non Degree Transfer	26	114	184	164	175	11	7%
	Personal Satisfaction	24	74	71	62	69	7	11%
	Transient Student	25	394	229	268	217	-51	-19%
	Upgrading Emp Skills	21	128	77	92	65	-27	-29%
	Total		4,290	3,950	3,671	3,730	59	2%
Total			9,427	9,236	9,129	9,112	-17	0%

PIE:JM

File: Trends in Annual Headcount Enrollment by Program to 2017-18

Source: VCCS UDT File.

AWARD: CAREER STUDIES CERTIFICATE
MAJOR: ADMINISTRATION OF JUSTICE (221-400-01)

The Administration of Justice career studies certificate program opens multiple career paths in the criminal justice system field. The program also offers further in-service training for sworn officers or others currently working in the criminal justice system who wish to enhance their job performance or seek promotion in their current jobs. Students completing this career studies certificate will be better prepared to obtain entry-level employment in a variety of criminal justice jobs including policing, security, corrections, prevention and aftercare and courts.

ADMINISTRATION OF JUSTICE

Course No.	Title	Credit(s)
First Semester		
ADJ 100	Survey of Criminal Justice	3
ADJ 105	Juvenile Justice System	3
ADJ	ADJ Elective ¹	3
Second Semester		
ADJ 107	Survey of Criminology	3
ADJ 140	Introduction to Corrections	3
ADJ	ADJ Elective ¹	3
PROGRAM TOTAL		18

¹ It is recommended that students choose from the following electives: ADJ 164, ADJ 171, ADJ 172, ADJ 228, ADJ 232, SOC 268, PSY 215, PSY 255 or PSY 270.

Curricular Change Proposal

Preparer: Please consider the following categories that typically raise questions at the Curriculum and Instruction Committee review. Comment briefly, in writing, on any that apply to your proposed changes, and be prepared to elaborate at your presentation. For new programs and or specializations, also complete the Instructional Program Proposal Criteria form.

New (courses/programs/prerequisites)

Revised

Discontinue

Proposed by:	Vincent McGregor Jr.
Email address and contact no.	vmcgregor@lfcc.edu
Date:	October 1, 2018
Program(s) Affected:	EMT-Intermediate CSC
Semester Change to Take Affect:	Summer 2019

- Summary of proposed curricular change (please include a copy of the current and revised catalog to show curricular changes for all programs this proposal affects): The associated courses for this CSC, and the opportunity for the Certification level, will not be available after December 31, 2019.

Current catalog entry:

First semester (summer)

EMS 111 ¹ Emergency Medical Technician	7
EMS 120 ¹ EMT-Basic Clinical	1
Total	8

Second semester (fall)

EMS 151 Introduction to Advanced Life	4
EMS 152 Advanced Medical Care	2
EMS 153 Basic ECG Recognition	2
EMS 170 ALS Internship	1
Total	9

Third semester (spring)

EMS 154 ALS Cardiac Care	2
EMS 157 ALS Trauma Care	3
EMS 159 ALS Special Populations	3
EMS 172 ALS Clinical Internship II	1
EMS 173 ALS Field Internship II	1
Total	10

Program total 27

- EMS 111 and EMS 120 are not currently offered at LFCC. Contact the Lord Fairfax EMS Council for information regarding courses in the region 540-665-0014.

- Rationale for proposed change: The National Registry of EMT's will no longer offer certification testing for the EMT-Intermediate certification level after December 31, 2019. As a result, the Virginia Office of EMS will no longer sanction EMT-I certification courses. The VCCS EMS Peer Group has revised the EMS Curriculum and the associated courses for this certification will no longer be

available.

3. Impact of the proposed change on the following:

- A. Transferability and/or employability; Students who complete this CSC, and certification, are employable by Virginia EMS agencies and private ambulance services.
- B. Personnel / Instructional load; This proposal does not affect personnel
- C. Scheduling of classes; This proposal does not affect class scheduling
- D. Overall credit hours in the program(s); There will be no credit load as a result of this proposal
- E. Instructional resources; This proposal does not require any resources
- F. Facilities; This proposal does not affect facilities
- G. National, state, or regional associations; This proposal does not impact these entities
- H. SACS accreditation / substantive change; This proposal does not affect SACS accreditation
- I. Any students currently enrolled in the program;

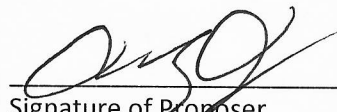
Students currently enrolled in this CSC will complete their courses at the end of the Spring 2019 semester. Based on previous graduate performance, there will be sufficient time for them to complete the certification testing process before the December 31, 2019 deadline.

A crosswalk has been developed for graduates of this CSC, and current EMT-Intermediate providers, to enter the new EMS curriculum (i.e. Paramedic CSC & AAS degree).

All students in this program will have graduated in spring 2018. New students would begin in fall 2018.

4. Input from curriculum advisory committee(s) (and other persons "in the field"): The Curriculum Advisory Committee was consulted and supports these changes.

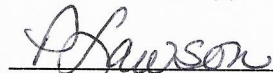
5. Examples from other colleges (if appropriate): NA



Signature of Proposer

10/16/18
Date

6. Comments/Support by Dean:



Signature of Dean

10/11/18
Date

7. Comments/Support by other Academic Deans where there will be an impact on another division and/or campus (if appropriate):

Signature of Dean

Date

8. Comments/Support by Associate VP of Instruction:

Signature of AVP

Date

This proposal, as stated and in terms of potential impact on other academic programs, has been reviewed by the Curriculum and Instruction Committee and the following action recommended:

☒ Approved ☐ Disapproved

Summer 2019 Effective Date of Change

Dan Pillemer
Signature of C&I Chair

11-7-18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved

Karen Kellin
Signature of Vice President

11-6-18
Date

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 228 Date 9/27/18

Curriculum Code Affected/Assigned (if new): 221-146-03

LORD FAIRFAX COMMUNITY COLLEGE
CRITERIA FOR THE COLLEGE BOARD
MEDALLION OF RECOGNITION

1. National, State, or local leaders of business, education, or government. Elected officials currently holding office are not eligible for nomination.
2. Persons from the College's service area who have made significant contributions to the College.
3. Retiring LFCC employees in good standing employed by the College for at least 10 years who made significant contributions during their employment.
4. Others as may be determined by the College Board.

Lord Fairfax Community College Board Medallion Recipients by Year

<u>Year</u>	<u>Name of Recipient</u>
1972	Mrs. Virginia C. Bailes Mr. William M. Battaile Mr. Edward T. Bromfield, Jr. Mr. George Davis, Jr. Mr. Tyree Dillard, Jr. Mr. Ryland Disher Mr. Q. D. Gasque Dr. T. Marshall Hahn Mr. Wilkie W. Hunt Mr. John W. Lainhart Mr. Alvin A. Lutz Col. E. V. Macatee Mr. John J. Pickeral, Sr. Mr. Charles D. Price Dr. Nathan F. Schilling Mr. R. W. Smalley Mr. Virgil R. Strader Dr. Melton F. Wright
	(Posthumous)
	(Posthumous)
1973	The Hon. Harry F. Byrd, Jr. The Hon. Duncan C. Gibb Dr. Dana B. Hamel Mr. Reynolds T. Harnsberger Mr. John J. Hawse Dr. Leslie F. Malpass The Hon. E. Blackburn Moore Mr. Dennis M. Morris Dr. B. F. D. Runk Mr. Walter L. Saunders, Jr.
1974	The Rev. John A. Baden Mrs. Kenneth N. Gilpin, Jr. Mr. Edward B. Lee Mr. William P. Mahler The Hon. John O. Marsh, Jr. Mr. Charles McDowell Dr. Woodrow W. Robinson Dr. Eugene W. Surber Dr. Joseph M. Taylor
	(Posthumous)
1975	Mr. William H. Coffman Mr. Jack F. Davis Miss Elaine F. Magee Dr. Beulah H. McGovern Mr. O. A. Norton Mr. Fitzhugh L. Palmer The Hon. J. Kenneth Robinson Mr. Perry W. Sarver Dr. Melton F. Wright Mr. Frederick E. Baukhages, IV

1976	(Posthumous)	Dr. Muriel W. Brown Mr. Henry C. Green Mr. Albert W. Loring Mr. Richard J. Martin Mr. Wilmer E. Moomaw Mr. Fred W. Painter Dr. Garland R. Quarles Mr. C. Robert Solenberger Mr. Allen Y. Stokes Mr. Barry ZeVan
1977		Miss Laura Virginia Hale Mr. Bill K. Huffman Mr. John Jackson Mr. David Schoumacher Mr. James D. Shockey, Jr. Dr. James R. Walpole
1978	(Posthumous)	Mr. James G. Brumfield Mr. John W. Chumley Mr. Arthur A. Fierro, Jr. Mrs. Elizabeth Benchhoff Page Dr. Elmer L. Smith Mr. I. Fred Stine
1979	(Posthumous)	Mr. Robert E. Aylor, Sr. Dr. Gerald O. Cannon Dr. John C. Capehart Mrs. Elizabeth S. Glass Mr. Alfred Le Sesne Jenkins Mr. Jacob L. Johnson Mr. Harry E. Ruhsam
1980		Mr. Thomas T. Byrd Mr. James M. Campbell Prof. Benjamin P. Connor Mr. Frank Howell Mrs. Mabel E. Huffman Mr. G. Kenneth Levi Prof. David G. Simpson Mr. George B. Thomas Mrs. Gloria L. Zuckerman
1981	(Posthumous)	Mr. Stewart Bell, Jr. Mr. James J. Crawford Dr. W. Robert Gaines Mr. John R. Hudson, Jr. Mr. S. Roger Koontz Mr. John H. Mallinson Mr. Roger A. Sites Mr. John D. Waybright
1982		Mr. Michael Broome Mr. James A. Hepner Dr. Forrest S. Racey

1982		Mr. Edward R. Saunders
1983	(Posthumous)	Mr. Douglas C. Arthur Ms. Dorothy M. Brewer Mr. Edward T. Bromfield, Jr. Mr. Albert M. Dryer Mr. Wade D. Ferguson Mr. Reginald L. Male Dr. J. Thomas Mills, Jr. Dr. Robert P. Parker Prof. Walter M. Quitter Mr. Manual G. Sempeles Mr. Reggie Smith
1984		Ms. Constance Louise Billmyer Dr. Millard K. Bushong Mr. Thomas J. Christoffel Mrs. Pavey L. Hoke Mrs. Mabel K. Huffman Mrs. Marguerite M. Royston Mr. Robert W. Smalley Dr. E. Jean Walker Dr. Samuel N. Whitacre
1985		Mrs. Grace M. Alford Prof. Edsel A. Armentrout Dr. James C. Armstrong Mr. Thomas C. Baker Prof. Walter L. Carson Mr. John T. Casteen, III Mr. H. Robert Edwards Mr. Don W. Galbreath Mr. Charles T. Hoovler Mr. Carl S. Napps Mr. Saul J. Robinson Delegate Alson H. Smith, Jr. Mr. Alan G. Toxopeus
1986		Mr. George L. Craig, Jr. Mr. Philip C. G. Farley The Hon. Mills E. Godwin, Jr. Mrs. Elizabeth G. Helm Mr. Albert D. Indelicato Mr. William C. Moyers Dr. Dale Parnell Dr. Barbara H. Pass Mr. George L. Romine Mr. Wendell L. Seldon
1987	(Posthumous)	Mrs. Jane S. Fitzwater Dr. Charles E. Haley Mr. Richard B. Kleese Dr. William H. McCoy Mrs. Kathryn B. Sherwood The Hon. D. French Slaughter, Jr.

1988	<p>Ms. Annemarie Z. Brown Mr. Charles L. Burwell Mr. Robert S. Estabrook Mr. Thomas J. Grady Ms. Starr R. Johnson Ms. Gwen E. Mandel Mr. Tobia G. Mercuro Mr. Charles M. Zuckerman Mr. Douglas K. Baumgardner Mr. Wade G. Johnson Ms. Marian J. Rhodes Mr. Bob G. Sowder Delegate Alson H. Smith</p>
	(Posthumous)
1990	<p>Mr. F. Allen Barley Mr. Richard G. Dick Prof. Maurice J. Duffey The Hon. I. Clinton Miller Dr. David R. Pierce Dr. William A. Truban</p>
1991	<p>Mr. James M. Campbell Dr. John C. Capehart Mr. C. Courtney Carbaugh Mr. P. Wendell Dick Mr. William D. Dolan, III Dr. Raymond L. Fish Mr. Elmer B. Kaelin Dr. Woodrow W. Robinson Ms. Patricia Saltonstall Mr. Daniel A. Shenk Mr. Jeffrey M. Webber</p>
1992	<p>Dr. James L. Cook Mr. Richard E. Dovell Mr. James W. Dyke, Jr. Mrs. Frances L. Jeffries Mrs. Arlene L. Keifer Mr. Thomas H. Kirk Mrs. Rita F. Lancaster Mr. William I. Overbey, Jr. Mrs. Shirley B. Stedman</p>
1993	<p>Senator Charles S. Robb Lt. Gov. Donald S. Beyer, Jr. Dr. Charles L. Burns, Jr. Mr. John D. Hardesty, Jr. Mr. Alan G. Toxopeus Mr. Riley T. Dellinger</p>
1994	<p>Mrs. Lorraine K. Dovell The Hon. John O. Marsh, Jr. Mr. William B. Remington Mr. David L. Schroeder</p>

1995		<p>Mr. James T. Holland Mr. Cloyd G. Aarseth Mr. Douglas M. Barrick Mr. James T. Markley Mr. William I. Overbey, Jr. Mr. Stanley W. Parsons Dr. Russell H. Riley Mr. Eugene B. Smith</p>
1996		<p>The Honorable I. Clinton Miller Mr. Henry C. Buettner, Jr. Dr. Carlyle C. Crank Dr. David M. Gangel Mrs. Sharon L. Kline Mrs. Rose Loeb Mr. John E. Poux Mrs. Elizabeth K. Quigley Mr. George B. Whitacre Mr. Joseph P. Wright Mrs. Helen L. Davenport</p>
1997		<p>Dr. Byron A. Brill Mrs. Felicia L. Cogan Mr. Robert A. Danley, Jr. Mr. John D. (Jack) Hardesty Mrs. Arlene L. Keifer Mrs. Marion Park Lewis Dr. David E. Moreman Mr. Saul J. Robinson</p>
1998	(posthumously)	<p>Mr. James G. Brumfield Mr. Chauncey V. Kelley Mr. Alfred Kummli Mr. R. Thomas Malcolm Dr. Matthew M. Neely, II</p>
1999		<p>Mr. Harry J. Bagnell, Jr. Mr. Barry Lee Bowser The Honorable Raymond R. "Andy" Guest, Jr. Mr. G. Robert Lee Mr. J. Willard Lineweaver Mr. William C. Moyers Mr. Donald H. Shirley Carl W. Thompson Mrs. Dottie S. Whitt</p>
2000		<p>Ms. L. Diane Bruce Mrs. Shirley T. Corron Dr. Carla J. Dove Mr. Frederick E. Hart (Posthumous) Mr. James L. Longerbeam Mr. David C. Mangum Mrs. Kathleen B. Nerangis Mr. Gary W. Pence</p>

	Mrs. Annetta C. Richardson Mr. Steven W. Rodgers
2001	Mr. R. William Bayliss, III Mr. Richard L. Brown Dr. Glenn R. Burdick Mrs. Nora Belle Comer Mr. Joseph W. Holllis Dr. Ronald L. Ludwick Ms. Kimberly A. Shick Mr. Harry S. Smith Mr. Larry L. Weeks
2002	Dr. Cliff R. Hupp Mrs. Lindy L. Hart Dr. Harold G. McMullen Mr. C. L. "Boots" Ritchie Mr. Wade G. Johnson, Sr. Mr. C. Todd Smith
December 2002 December 2002	
2003	Mr. Rodger H. Baker Mr. Gary L. Edwards Mr. Earl W. Foreman Ms. Phoebe Kilby Mrs. Sherand M. Smith Congressman Frank R. Wolf
2004	Mr. Joseph Callahan Mr. William Harrison Mrs. Aline B. Johnson Mrs. Mary Louise Jackson
2005	Mr. Thomas H. Kirk Mr. C. R. Suddith, Jr. Mr. John H. Morrison, III Ms. Paula Dean Ms. Anne Legge Mr. Chauncey Kelley Mr. David Powell Ms. Susan Sclafani
2006	Mrs. Dale Andrews Mrs. Linda F. Bursey Dr. William C. Dean Mr. Allen L. Louderback Mr. Ronald M. Masters Mr. Daniel W. Presgraves Mrs. Wilhelmina F. Santiful

	Mr. Ron Tignor Mr. Fitzhugh L. Wickham, Jr.
2007	Mr. Brian M. Madden Ms. Sally F. Murray Dr. H. D. Northern, Jr. Senator H. R. "Russ" Potts, Jr. Ms. Beverley B. Shoemaker
2008	Mr. Edwin C. Daley Mrs. Ellen R. Davenport Dr. James A. Davis Mr. Ralph H. Dean Mr. Lewis M. Ewing Mrs. Anne C. Hall Mr. Robert D. Kellam Dr. Brent L. Kendrick Mr. Mason C. Lockridge Dr. J. David Martin Dr. Morgan S. Phenix Mrs. Barbara W. Ratcliff Ms. Eleanor F. Smalley Mr. Charlie C. Spiro Mr. Gary L. Tusing
2009	Ms. Denise P. Broy Dr. John S. Capps Mr. William A. Hazel Mr. William B. Holtzman Mr. George L. Sekel
2010	Ms. Carolyn L. Haines Ms. Diane Lewin Mr. John Owens, Jr. Ms. Alice L. Seabright
2011	Mr. Walter K. Malinowski, Jr. Mr. Roger L. Milburn Mr. Mark E. Pangle
2012	Mr. Clifford "Clay" L. Athey, Jr. Ms. Janet F. Heishman Ms. Barbara Pickeral Lee Ms. Helen M. Williams
2013	Mr. Larry L. Helsley Ms. Miriam P. Moore Ms. Sarah J. Yakel

2014	Ms. Margaret J. Barnett Mr. John Graves Mr. Garland Newell Snapp
2015	Hon. Kimberly M. Athey Dr. Jennifer Sager Gentry Hon. Joe T. May Pamela M. McInnis Mr. Thomas A. Tredon
2016	Hon. Beverly J. Sherwood Mr. Terrence L. Nyhous
2017	Dr. Marilyn C. Beck Darcus Cook Breneman Eileen L. Rexrode Judy Neff Rinker
2018	Susan P. Cooley Michael L. Garrand John W. McCarthy, III Dr. Cheryl Thompson-Stacy John E. Vance