

LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 240
February 7, 2019

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, February 7, 2019 in the Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus.		
Members Present	Mary W. Barton Kimberly P. Blosser Jeffrey S. Boppe William C. Daniel Benjamin C. Freakley Richard M. Galecki Brad A. Hodgson Michael A. Lake Craig C. Lancto Kathryn K. Rosa Bruce S. Short Michael Wenger	Fauquier County Lord Fairfax Community College Frederick County Clarke County Shenandoah County Fauquier County City of Winchester Frederick County Page County City of Winchester Page County Rappahannock County
Members Absent	Daryl L. Funk Andrew C. Keller Pamela M. McInnis	Warren County Shenandoah County Warren County
Others Present	Jeanian Clark, vice president of Workforce Solutions Ashley Hansen, executive assistant to the president Liv Heggoy, associate vice president of institutional advancement Karen Kellison, vice president of academic and student affairs Barry Orndorff, finance director and interim vice president of financial and administrative services	
Approval of Minutes No. 239	On a motion made by Michael Lake, seconded by Brad Hodgson, Minutes No. 239 were approved with correction of adding board member Michael Wenger as present.	

NEW BUSINESS	
Recommendation to approve 2019 College Board Medallion of Recognition nominations (Action Item)	Board Chair Bill Daniel reviewed the criteria for medallion recipients and guided board members to review the attached nominations for recipients of the 2019 College Board Medallion of Recognition. Nominees include Joel Barkman, LFCC community partner and philanthropist; Nancy A. Penney, retired LFCC professor, 1970-2018; Joanne Cherefko, LFCC community partner and education advocate; Heavy Construction Contractors Association (HCCA) and Kenneth

	<p>Garrison; and Fran L. Jeffries, former College Board member and chair, 2009-2018.</p> <p>Medallion recipients will be recognized during a special ceremony held immediately prior to Commencement on May 11, 2019 at Skyline High School in Front Royal, Virginia.</p> <p>On a motion by Craig Lancto, seconded by Rich Galecki, the 2019 College Board Medallion of Recognition nominations were approved.</p> <p>(Attachment No. 1; 6 pages)</p>
<p>Recommendation to approve 2019 LFCC Professor Emeritus nominations (Action Item)</p>	<p>Board Chair Bill Daniel guided board members to review the attached nominations for professor emeritus to be conferred during the 2019 Commencement exercises. Nominees include Michael Garrand, retired associate professor of mathematics, and Stephen Wisecarver, retired associate professor of psychology.</p> <p>Professor emeritus nominations are submitted by LFCC full-time faculty. Nominees must meet certain criteria including having taught for ten or more years, being retired for at least one year prior to being nominated, and exhibiting exemplary work during their tenure with the College. There is a maximum of two nominees allotted per year.</p> <p>Professor Emeritus honorees will be recognized during a special ceremony held immediately prior to Commencement on May 11, 2019 at Skyline High School in Front Royal, Virginia.</p> <p>On a motion by Michael Lake, seconded by Brad Hodgson, the 2019 professor emeritus nominations were approved.</p> <p>(Attachment No. 2; 2 pages)</p>
<p>Recommendation to approve 2018-19 Presidential Evaluation Procedures (Action Item)</p>	<p>Board Chair Bill Daniel recommended to board members that the proposed procedure for the President's evaluation be consistent with years prior. In mid-March, Dr. Kim Blosser will provide board members with a written progress report on the AY 2018-19 College goals that were approved by the Chancellor in 2018. At the April board meeting, Dr. Blosser will give a verbal progress report on these goals.</p> <p>After the April College Board meeting, board members will complete an anonymous electronic survey evaluating the President's performance over the 2018-19 academic year. A sample survey was included as an attachment for review. The College Board Chair will review the survey results and draft a letter of evaluation for board review. Upon board member approval, the letter will be sent to the Chancellor in May 2019.</p> <p>On a motion by Mary Barton, seconded by Kathy Rosa, the procedures for the president's evaluation were approved.</p>

	(Attachment No. 3; 6 pages)
Recommendation to approve <i>Six-Year Capital Outlay Plan</i> (Action Item)	<p>Barry Orndorff, interim vice president of financial and administrative services, recommended the 2019 Six-Year Capital Outlay Plan for board endorsement and approval.</p> <p>LFCC submits to the VCCS a capital project priorities list every two years. The VCCS then prioritizes the lists of each of the 23 colleges into one master list. Because of the Hazel building being approved for funding recently, we don't expect to have any projects make the VCCS list of top priorities for several years, but it is important that we continue to submit our priorities and to review our list. Recommended 2020-26 Capital Project Requests for LFCC:</p> <ol style="list-style-type: none"> 1. Construct Addition to Smith Building for technical labs – Middletown Campus 2. Construct Academic Building (STEM-H) – Middletown Campus 3. Construct Maintenance Facility – Fauquier Campus 4. Renovate Paul Wolk Resource Center-Infrastructure Improvements – Middletown Campus 5. Renovate Wolk Hall – Fauquier Campus <p>Smith addition – this \$3.2 million project would add approximately 5,000 square feet of trade labs to the back of the existing Smith building at the Middletown campus. In addition to providing much needed lab space, this project would improve aesthetically this area which becomes a center point of campus in the Middletown master plan.</p> <p>Construct new Academic Building Middletown – a \$23.4 million, 40,000 square foot building would primarily be a health professions building which would free up space in the very crowded existing Science and Health Professions building. This new academic building would house programs like nursing, EMT, Surg Tech, etc. and would be located behind the Student Union building.</p> <p>Fauquier Campus Maintenance Facility – this 4,000 square foot, \$1.8 million project would provide much needed space at Fauquier for our buildings and grounds operation, which currently operates out of the basement of the existing building (Wolk Hall) in addition to a number of outdoor sheds used for equipment storage.</p> <p>Renovated Library Annex at Middletown – the State considers the library annex attached to Fairfax Hall as a separate building, therefore this area did not receive any renovations during the major Fairfax Hall renovation. This is a \$10 million project, covering 27,430 square feet and would include many of the improvements made in Fairfax Hall (mechanical, life safety, but also floor and wall finishes).</p>

	<p>The one new project being added to the previously submitted list is the renovation of Wolk Hall at the Fauquier campus. Once the library annex at Middletown (project 4 on the list) is renovated, Wolk Hall would be the next oldest building to not have received a renovation. This project would be an estimated \$22 million project covering 57,376 square feet.</p> <p>It is important to remember that we have used an inflation calculator on these projects since it could be five to ten years before some or any of them get approved.</p> <p>On a motion by Mary Barton, seconded by Rich Galecki, endorsement of the Six-Year Capital Outlay Plan was approved.</p> <p>(Attachment No. 4; pages)</p>
<p>Recommendation to approve <i>Parking Fee Conversion</i> (Action Item)</p>	<p>Barry Orndorff, interim vice president of financial and administrative services, recommended the Parking Fee Conversion for board approval.</p> <p>LFCC is one of the last colleges to have a per semester fee for parking, instead of a per credit fee. The VCCS Office for Internal Audit recently issued guidance requiring all colleges to convert to a per credit fee.</p> <p>LFCC students currently pay a flat parking fee of \$27 per semester. Parking is required to be a self-sustaining auxiliary operation, no state funds can be used to build or maintain parking lots, sidewalks, or general grounds maintenance. All students pay the fee whether they park on campus or not.</p> <p>The flat fee has created some issues over the years in calculating total tuition and fees for certain populations. The attached spreadsheet (Attachment No. 5) shows a revenue neutral calculation of this conversion and also the impact to the individual student. The calculation converts the existing \$27 per semester fee to a \$3.50 per credit fee.</p> <p>Students taking fewer credits will save substantially by this conversion while fulltime students will pay more. Financial aid does cover these fees for students who qualify. If this change is approved, the total per credit local fees will be \$5.65. When comparing that number to the 22 other community colleges in Virginia, nine schools have a higher per credit fee total, including three whose per credit fees exceed \$20 per credit hour.</p> <p>The College Board makes a recommendation to the State Board on our fees, it is expected that the State Board will vote on the fees at all of the colleges at their May meeting.</p>

	<p>On a motion by Mike Wenger, seconded by Brad Hodgson, the Parking Fee Conversion was approved.</p> <p>(Attachment No. 5; 2pages)</p>
<p>Recommendation to approve <i>Name Change for Paralegal Studies Certificate to Legal Administration</i> (Action Item)</p>	<p>Karen Kellison recommended to board members the name change for paralegal studies certificate to legal administration for approval. Board members reviewed the curricular change proposal (Attachment No. 6).</p> <p>The name 'legal administration' was recommended by the curriculum advisory committee and captures the intent of the certificate. The term 'legal administration' is also used in the current VCCS master catalog. The legal administration certificate provides an individual with a sufficient level of knowledge, understanding and proficiency to perform tasks as an assistant in a legal setting. A paralegal would be expected to obtain the AAS degree.</p> <p>The recommended curricular revision also reduces the certificate to two semesters and adds information literacy learning standards.</p> <p>On a motion made by Jeff Boppe, seconded by Mary Barton, the name change for paralegal studies certificate to legal administration certificate was approved.</p> <p>(Attachment No. 6; 3 pages)</p>
<p>Recommendation to approve <i>Discontinuance of Information Processing Technician Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison recommended to board members the discontinuance of information processing technician career studies certificate (CSC) for approval. Board members reviewed the curricular change proposal (Attachment No. 7).</p> <p>The number of students enrolled in the information processing technician career studies certificate has declined significantly over the years. Currently, there are only two students enrolled in the CSC program. This CSC has become outdated as it has outlived its usefulness in the current employment environment. Student interest in the administrative assistant field has waned as employer expectations have changed with technology. The trend in curriculum planning is to consolidate programs where possible to reduce staffing costs and increase graduation rates as well as provide a wider variety of employment opportunities.</p> <p>With elimination of the program, students that are interested in the administrative assistant/office management field will be encouraged to pursue a degree in business management or a career studies certificate in general business or supervision. This path will provide students with the greatest degree of employment flexibility.</p>

	<p>On a motion made by Mary Barton, seconded by Kathy Rosa, the discontinuance of information processing technician career studies certificate was approved.</p> <p>(Attachment No. 7; 5 pages)</p>
<p>Recommendation to approve <i>Discontinuance of Office Systems Assistant Certificate</i> (Action Item)</p>	<p>Karen Kellison recommended to board members the discontinuance of office systems assistant certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 8).</p> <p>The number of students who have selected this certificate has declined significantly over the years. Currently, there are a total of 11 students enrolled with only two of them indicating the certificate as their primary plan. The trend in curriculum planning is to consolidate programs where possible to reduce staffing costs and increase graduation rates, as well as provide a wider variety of employment opportunities.</p> <p>With elimination of the program, students that are interested in the administrative assistant/office management field will be encouraged to pursue a degree in business management or a career studies certificate in general business or supervision. This path will provide students with the greatest degree of employment flexibility.</p> <p>For students close to the completion of their program requirements, AST courses will be taught as part of the teach-out plan and/or courses will be substituted with appropriate business classes for those not offered. Members of the Curriculum and Advisory Committee were in agreement with the action to discontinue the certificate based on employer demands.</p> <p>On a motion made by Brad Hodgson, seconded by Mary Barton, the discontinuance of office systems assistant certificate was approved.</p> <p>(Attachment No. 8; 5 pages)</p>
<p>Recommendation to approve <i>Discontinuance of Associate of Applied Science Degree in Administrative Support Technology</i> (Action Item)</p>	<p>Karen Kellison recommended to board members the discontinuance of associate of applied science degree in administrative support technology for approval. Board members reviewed the curricular change proposal (Attachment No. 9).</p> <p>The same rationale cited for discontinuance of the information processing technician career studies certificate and the office systems assistant certificate applies to this recommendation.</p> <p>On a motion made by Brad Hodgson, seconded by Jeff Boppe, the discontinuance of associate of applied science degree in administrative support technology was approved.</p> <p>(Attachment No. 9; pages)</p>

<p>Recommendation to approve <i>Office Administrator Certificate</i> (Action Item)</p>	<p>Karen Kellison recommended to board members the office administrator certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 10).</p> <p>Creation of the office administrator certificate is to replace the discontinued administrative support technology AAS degree and related certificate and career studies certificate. The new certificate prepares students for full-time employment in a variety of office positions. Members of the curriculum and advisory committee are in support of this recommendation.</p> <p>On a motion made by Craig Lancto, seconded by Mary Barton, the office administrator certificate was approved.</p> <p>(Attachment No. 10; 5 pages)</p>
<p>Recommendation to approve <i>Aviation – Private Pilot Career Studies Certificate</i> (Action Item)</p>	<p>Karen Kellison recommended to board members the aviation – private pilot career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 11).</p> <p>Approval of this recommendation will form the beginning of a path for future pilots. Success of this CSC program will allow LFCC to develop a more robust aviation program. LFCC sits uniquely at the confluence of every requisite component of a successful, profitable professional aviation program. There is an unprecedented shortage in pilots for the next 20 years. There are no other regional programs and very few statewide programs addressing this shortage.</p> <p>The College will need to employ instructors to teach the course. Flight hours will be pursued at a partner flight school. Classes will initially be scheduled at the Fauquier campus with flight hours taken at a partner flight school. The CSC will need to be reviewed by SACSCOC as a substantive change, as it is a new area of programming for the College.</p> <p>On a motion made by Craig Lancto, seconded by Brad Hodgson, the aviation – private pilot career studies certificate was approved.</p> <p>(Attachment No. 11; 5 pages)</p>
<p>REPORT OF THE COLLEGE BOARD CHAIRMAN</p>	
<p>Board Chair Bill Daniel reported on the following:</p> <p>Board Chair Bill Daniel recently enrolled as an LFCC student and shared his experience with board members. He highlighted various positive aspects of his experience thus far including the new student application process, as well as comprehensive student communications from various functional areas of the College concerning student options/benefits, financial aid, campus engagement activities, veteran student support, honors programs, transfer road trips, library updates and resources, etc. Daniel also called attention to some areas of his experience thus far that presented room for improvement including a more streamline or efficient registration process.</p>	

Board members were reminded of several important upcoming events including the Inauguration of LFCC's Fifth President, Dr. Kim Blosser, on April 26, 2019 at the Middletown campus, as well as Commencement Exercises on May 11, 2019 at Skyline High School in Front Royal, VA.

REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE

Mary Barton, LFCC Educational Foundation Board representative, reported on the following:

The LFCC Educational Foundation Board is still in discussion with the Fauquier County Board of Supervisors concerning the agreement stipulations of a 50 acre land donation to the Foundation.

Regarding the Luray-Page County Center project, the Foundation Board approved steps for construction and a permanent loan.

The Foundation Board reviewed financials and approved many actions items at their February meeting.

REPORTS OF THE COLLEGE

Workforce Solutions and Continuing Education

Jeanian Clark reported on the following:

LFCC Workforce Solutions served 1,260 employers from July 2017 through June 2018.

In addition to the excellent trades programs Workforce Solutions offers, WSCE offers premier programming that is curtailed to meet training needs of local employers. The Winter/Spring open enrollment programs catalog was distributed to board members highlighting various programs for local employers including engaging and retaining talent; women in leadership professional development series; CompTia authorized academy; and medical scribe.

WSCE recently launched enrollment for its Summer 2019 Kids College Youth Camps. Catalogs were distributed to board members highlighting offered campus including drone adventure, career exploration for welding and healthcare, virtual reality, coding, and E-sports apprenticeships.

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.

Academic and Student Affairs

Karen Kellison reported on the following:

In January 2019, LFCC was awarded \$331,990 for the G3 Planning Grant. The grant allows community colleges to align workforce

	<p>credentials to credit bearing programs creating pathways for students that can begin as early as high school and end with an associate's degree. This initial funding is meant for the exploration and planning phase. The planning for this grant, which is scheduled through October 2019, requires collaboration with business and industry representatives. The structure of programming must create 'levels' (or stackable credentials) that a student can move through – with employment opportunity aligned with each level, and a certification or credential attained where possible. Programs must be for high-demand areas that lead to jobs including information technology (cybersecurity/computer science), emergency medicine (EMT and EMS); health information management (HIM); industrial trades (electrical and mechanical/robotic).</p> <p>The College is currently recruiting for various full-time faculty positions (mainly due to recent retirements) including English, science and engineering technology.</p>
Institutional Advancement	<p>Liv Heggoy reported on the following:</p> <p>The LFCC Foundation awards approximately \$300,000 annually to students through its scholarship management process. In addition, the Foundation is closely tied to supporting many functions of the College's daily good work – including financial support of student application fees for various organizational memberships or certification exams; financial support of the College library's resources purchases; and financial support (through endowed scholarship) for Workforce Solutions Kids Camps.</p> <p>The unaudited financial profile of the Foundation's Subway franchise located at the Middletown campus shows a profit of \$9,500 for 2018. This positive change is likely a reflection of new management and Interstate 81 signage.</p>
President	<p>Kim Blosser reported on the following:</p> <p>The Governor's, Senate and House budget proposals all include raises for state employees. While the College is overwhelmingly in favor of raises for its employees, it's important to keep in mind that 40 percent of employee raises must be funded by the local College budget, which generally involves offsetting from tuition increases. Tuition is set by the State Board of community colleges in May for the entire Virginia Community College System.</p> <p>The FastForward workforce credentials grants proposed to receive additional \$4 million in funding for a total of \$13.5 million in FY 2020.</p> <p>The Spring 2019 issue of The Current (LFCC's internal employee newsletter) was distributed to board members.</p>

	The College is in negotiation with property owners of the Vint Hill Site facility regarding lease extension terms. The proposed lease renewal rate is considerably more expensive than the amount the College has been paying for the past five years. The College hopes to agree on more favorable financial terms in order to maintain its programming presence at the current Vint Hill Site until the new academic building at the Fauquier campus is completed.
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EXECUTIVE SESSION

On a motion made by Bill Daniel, seconded by Mary Barton, members of the Lord Fairfax Community College Board moved into executive session.

IMPORTANT DATES

Date	Activity	Time	Location
Thursday, April 4, 2019	April College Board meeting	12:00 p.m.	The Barn, Fauquier campus
Saturday, April 13, 2019	LFCC Wits for Wellness 5K	9:00 a.m.	Middletown campus
Friday, April 19, 2019	LFCC Foundation Appreciation Luncheon	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
Friday, April 26, 2019	Inauguration of LFCC's Fifth President, Dr. Kimberly P. Blosser	11:00 a.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
Thursday, May 9, 2019	LFCC Employee Awards & Recognition Luncheon	12:00 p.m.	Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus
Saturday, May 11, 2019	LFCC Commencement Ceremonies	1:00 p.m.; <i>Medallion of Recog. Ceremony begins at 11:30 a.m.</i>	Skyline High School, Front Royal, VA

ADJOURNMENT


Board Chair Bill Daniel declared the meeting adjourned at 12:45 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. 239 (November 29, 2018) filed with Glenn DuBois, Chancellor, Virginia Community College System.

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 of Recognition Nominations 2019

Joel Barkman

LFCC community partner and philanthropist

Golden Rule Builders, Inc., president, CEO and founder

Joel Barkman has been a strong advocate for Lord Fairfax Community College (LFCC) and our focus on providing quality workforce training and academic programs to the residents of Fauquier County and the surrounding region.

In May of 2017, Golden Rule Builders founder Joel Barkman and his wife Patricia announced a donation of \$250,000 to the LFCC Educational Foundation in support of the Hazel Hall building project at the Fauquier campus. In recognition of the family's generous gift, the new conference center in Hazel Hall will be named in honor of the Barkman family. Two of Barkman's children are recent graduates of LFCC.

Barkman is the president and CEO of Golden Rule Builders, Inc. based in Catlett, Virginia (Fauquier County). His company has been building custom homes and renovating homes since 1987. Barkman was named the 2009 Builder of the Year by the Northern Virginia Building Industry Association (NVBIA), and the Business Person of the Year in 2010 by the Fauquier County Chamber of Commerce.

Barkman spends much of his free time serving on building industry and community committees such as the Balanced Growth Alliance, Business Advisory Council, Transportation Committee, NVBIA Council, The Custom Builders Council, and Remodeler's Advantage. Joel and his wife Patty have five children and are active members of the Dayspring Mennonite Church. He also serves on the boards of non-profits New Horizons Ministries and Good Life Ministries.

Nomination endorsed by:

Liv Heggoy

LFCC associate vice president of institutional advancement,

LFCC Educational Foundation director

January 2019



Lord Fairfax Community College Board Medallion of Recognition Nomination 2019

Joanne Cherefko

LFCC community partner, education advocate and philanthropist

Warren County School Board member (2005-2015);

Mountain Vista Governor's School Board member and chair (2005-2015);

Mountain Vista Governor's School Foundation Board member and vice chair

Joanne Cherefko has supported public education in her community as a teacher, administrator, school board member, and philanthropist for four decades. She has given unselfishly of her time and assets to provide and expand educational opportunities to serve the youth of our area.

Cherefko served on the Warren County School Board from 2005 to 2015. As a member of the school board, she also served on the governing board for Mountain Vista Governor's School (MVGS) to the benefit of students in Warren County and the surrounding counties of Clarke, Culpeper, Fauquier, Frederick, and Rappahannock, and the City of Winchester.

Cherefko represented the educational needs of gifted children and showed a tenacious interest for the establishment and continuance of Mountain Vista Governor's School with the Virginia Department of Education, the Warren County School Board, and the greater community. Her leadership roles as a member of the MVGS board have included service as the board chairperson; governing board representative to the Planning Committee and Academic Advisory Board as the curriculum, policies and procedures evolved; MVGS Foundation Board member; and guest teacher at MVGS.

The MVGS governing board oversaw many important accomplishments during Cherefko's years of service, including the acquiring of a planning grant from the Commonwealth, the establishment of MVGS as the eighteenth regional academic year Governor's School, the growth of the school during the past ten years, the signing of a collaborative agreement with Lord Fairfax Community College, the establishment of the MVGS Foundation, and approval to add a tenth grade program in the fall of 2016.

Cherefko currently serves on the board of directors for the Warren County Educational Endowment. She was the recipient of the Front Royal-Warren County Chamber of Commerce Contributor to Education in 2011. She has been creating and presenting poetry and essay writing seminars at MVGS and local high schools in Warren County since 2007.

Nomination endorsed by:

Pam McInnis

LFCC Board vice chair

January 2019



Lord Fairfax Community College Board Medallion of Recognition Nomination 2019

Fran L. Jeffries

Lord Fairfax Community College Board retiree;

College Board member representing Frederick County, 1988 – 1992;

College Board chair representing Frederick County, 1991 – 1992;

College Board member representing City of Winchester, 2009 – 2018;

College Board chair representing City of Winchester, 2016 - 2018

Fran L. Jeffries has served on the Lord Fairfax Community College Board as an advocate for education throughout the LFCC service region for a total of 13 years. She served as the representative of Frederick County from 1988 to 1992 and then as the representative of the City of Winchester from 2009 to 2018. In addition to her term as board chair representing the City of Winchester from 2016 to 2018, she also served as board chair from 1991 to 1992 as the representative of Frederick County.

During her 13 years of service to the board, Jeffries provided guidance and leadership as an advisory voice and vote during a time of immense growth, expansion and successes for the College including the establishment of the Fauquier campus, and the opening of the Corron Community Development Center and the Student Union building at the Middletown campus. As chair of the local College Board, Jeffries demonstrated tireless leadership throughout the 2017-18 LFCC presidential search process at both the local and state level.

Jeffries was an extremely dedicated and active board member. She attended VCCS strategic planning engagements as well as numerous College and Foundation events including student and employee recognition programs. She took every opportunity to convey appreciation for the hard work that both students and College employees were putting into their respective success stories. She maintained a genuine interest in, and commitment to, assisting the continual betterment of the College and the services and opportunities LFCC provided to its students and the community.

Jeffries retired from the LFCC Board in June of 2018, yet she still heralds the good work of the College and all aspects of LFCC's services within the community. She has earned the honor of the College Board Medallion of Recognition through her mobilizing the mission of LFCC, her participation and sound leadership throughout pivotal periods of development and transition for the College, and her passionate advocacy of education and community service.

Jeffries retired from Frederick County Public Schools in 2008 after serving 35 years as a teacher, assistant principal, and director of curriculum and instruction.

Nomination endorsed by:

Pam McInnis

LFCC Board vice chair

January 2019



Lord Fairfax Community College Board Medallion of Recognition Nomination 2019

Heavy Construction Contractors Association (HCCA) and Kenneth Garrison, Jr., executive director, HCCA

It is truly an honor and a privilege to recommend for nomination the Heavy Construction Contractors Association (HCCA), and its executive director, Kenneth 'Ken' Garrison, Jr. HCCA is a nonprofit organization comprised of infrastructure contractors and related firms that work collectively to make a positive impact on the construction industry, the economy and the quality of life in Virginia. The association has approximately 170-member corporations whose Northern Virginia and Shenandoah Valley employment base is 29,000 employees with an estimated payroll of \$1.5 billion annually.

Lord Fairfax Community College (LFCC) began working closely with Garrison and the HCCA in February 2017 to build an innovative heavy equipment operations credentialed program utilizing simulation equipment in a classroom lab environment. The HCCA was instrumental in quickly mobilizing an employer-driven curriculum advisory committee and connecting LFCC with the proper simulation equipment vendors to identify cutting-edge technology to build a state-of-the-art experience to attract new students and new employees to the heavy construction industry.

HCCA and Garrison have been actively working with LFCC as it developed and implemented the Heavy Equipment Operator (HEO) program. Garrison worked closely on the instructional content, helped the college find industry-vetted and qualified instructors, and had HCCA member employers sign letters of commitment to interview all LFCC student candidates who graduate from the course prior to their completion of the course. With the help of HCCA and the Workforce Credential Capacity Grant, LFCC was able to launch this new program in just under 100 days. The first two cohorts of the HEO class started in December 2017, with 32 students graduating in the spring of 2018. HCCA members interviewed all the graduates. Most of the graduates who sought full-time employment in the industry were offered a position within 60 days and they are successfully working in the industry today.

When FastForward funding was put on pause, HCCA members were so adamant the LFCC HEO program continue, they immediately raised \$50,000 to serve as a supplemental source of scholarship funding to keep the program operating. During the winter of 2018, Garrison travelled to Richmond to be the voice of industry to members of the General Assembly when the new biannual budget was being developed. Garrison was a strong advocate of the positive impact of FastForward funding for industry, and met one-on-one with several prominent House and Senate representatives to vocalize the support of HCCA employers.

Nomination endorsed by:

Jeanian Clark

LFCC vice president of Workforce Solutions and Continuing Education
January 2019



Lord Fairfax Community College Board Medallion of Recognition Nomination 2019

Nancy A. Penney

Lord Fairfax Community College retiree;

Professor of English, 1970 – 2018

Professor Nancy Penney was a member of Lord Fairfax Community College (LFCC) as an instructor of English on the day the doors of the College first opened in the fall of 1970. She has served LFCC, her students, her colleagues and her community as a dedicated educator for nearly 50 years. Penney retired at the close of 2018 as LFCC's longest tenured professor of English.

Known by her students to be a rigorous but fair teacher, she made them think and laugh in ways that they often had not encountered before, and certainly not in the classroom. Students flocked to her classes to hear her challenge their ideas about the world and to be entertained by her lively sense of humor. Her love of American literature is as robust as her defense of its importance in a college curriculum, for she never wavered in her belief that reading is essential to understanding the world of people and ideas.

Penney was a stalwart member of the LFCC faculty, long serving as an active member of Faculty Council, the Teaching Excellence Committee, and was a fierce advocate for LFCC's faculty and students as the College's representative on the Chancellor's Faculty Advisory Committee (CFAC). As a full-time professor, she supported adjunct faculty by serving as a faithful English presence at their semester meetings, as well as by both designing and directing the many Adjunct Academies (adjunct faculty professional development seminars) held by LFCC over the years.

During her tenure at LFCC, Penney also served as an interim dean of humanities, math and social sciences, which provided her a unique perspective into day-to-day administration of the College. As an English faculty member, Penney has helped the College respond to many shifts in enrollments, student skills sets, and curriculum. She was recognized for her teaching and performance excellence by her peers and was the recipient of the LFCC Distinguished Faculty Award in 2001.

Penney cared deeply about people, regardless of their backgrounds, especially those who demonstrated the desire to work hard. A pioneer of her own path, earning a bachelors degree in 1968 and a master's degree in 1969, she is a true advocate of education and a catalyst to the impact of Lord Fairfax Community College in all of its facets.

Nomination endorsed by:

Bill Daniel

LFCC Board chair

January 2019

LFCC Professor Emeritus Nomination *(to be conferred 2019)*

Nominee: Michael Garrand

Retired, Associate Professor of Mathematics, 1979-2017
B.S., M.S., State University College at Plattsburgh, NY

Professor Michael 'Mike' Garrand taught at Lord Fairfax Community College for nearly 40 years as an associate professor of mathematics. He was an integral part of the College's math department and served as the math department's program lead for several years of his tenure. He retired as the Middletown campus mathematics department faculty program lead in 2017.

Professor Garrand worked diligently to provide leadership for the math department. He led departmental meetings each semester and created course and instructor schedules. He continuously worked to improve his courses through the design and implementation of materials. He designed a customized textbook to aid students through developmental coursework. Professor Garrand also dedicated time to meet with students outside of the classroom to answer curriculum questions and to provide advising.

Professor Garrand served as LFCC's developmental math implementation lead throughout the design and implementation phase of the statewide VCCS redesign of developmental mathematics. His participation and representation at statewide developmental education meetings facilitated his understanding of the redesign's expectations and allowed LFCC to remain current with instruction processes throughout the VCCS.

A prominent participator with numerous College-wide committees, Professor Garrand served on the calendar and faculty advisor committees as well as faculty and staff search committees. He supported student retention initiatives and dual enrollment application and transcript assessments. He was an active member of the VCCA, the Virginia Council of Teachers of Mathematics, the Virginia Mathematics Association of Two Year Colleges, and the Virginia Association of Developmental Education.

Professor Garrand was recognized for his teaching excellence by his peers in 2008 and was the recipient of the LFCC Distinguished Full-time Faculty Award. He was nominated three times to "Who's Who Among American Teachers". Professor Garrand is a vital piece of LFCC's student and organizational success and is deserving of the honor of LFCC Professor Emeritus.

Nomination submitted by:

Rachel Dodson

Associate Professor of Business Management and Administration
January 2019

LFCC Professor Emeritus Nomination *(to be conferred 2019)*

Nominee: Stephen E. Wisecarver

Retired, Associate Professor of Psychology, 1995-2017

B.S., M.Ed., Virginia Commonwealth University

Professor Stephen 'Steve' Wisecarver was the epitome of a student-focused professor for all of the 22 years that he served Lord Fairfax Community College. Prior to becoming a full-time faculty member in 1995, he taught as an adjunct instructor for nearly 10 years.

Professor Wisecarver was a master teacher and a passionate student advocate. Not only did he teach his course in an interesting manner, he connected with each of his students and got to know each of them as individuals. Students loved his warm sense of humor, his encouraging nature, and his ability to relate the course material to their everyday lives.

Because of his ability to connect both academically and personally with students, many of them have decided to continue their education to study psychology at four-year institutions. While in the classroom, his characterful neck ties and his vivacious personality eased the worries and tensions of his students, creating an interactive experience that fostered critical thinking and learning.

In addition to supporting students, Steve was an advocate of his LFCC colleagues as he served on Faculty Council for over 10 years. He dedicated much focus to ensuring that the College continued to grow in a positive direction. He tirelessly volunteered his time advising psychology students, and counseled other College faculty and staff who were advising psychology students to ensure students were receiving the guidance needed to continue their education properly.

Professor Wisecarver served as faculty advisor to LFCC's Phi Theta Kappa chapter, the honors program for two-year colleges. After retirement, he still volunteers to support this student organization's community service projects.

In 2017, Professor Wisecarver and his wife Karen Wisecarver endowed a scholarship to support LFCC transfer graduates as they continue their academic journey at a four-year institution. The scholarship also supports students with the career goal of teaching or learning resources (library) at a college or university, with preference given to those who wish to work at a community college.

Professor Wisecarver always provided expertise, guidance and good humor to his students and colleagues. He serves as an excellent example of what an outstanding faculty member can contribute to their students and to the college community and he is very deserving of this honor.

Nomination submitted by:

Rachel Dodson

Associate Professor of Business Management and Administration

January 2019

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: LFCC College Board

FROM: Office of the President

DATE: January 2019

SUBJECT: Recommended Item for College Board Agenda

The following item is recommended for the Agenda of the next College Board meeting:

Information Item: ☐ or Action Item: ☒

Item Title for Agenda (be specific): Procedures for President's Evaluation

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.):

The proposal is that the President's evaluation process will be conducted the same as years prior. The President, Dr. Kim Blosser, will email the 2018-19 goals that were approved by the Chancellor last year to all board members by mid-March. The VCCS has moved to a biannual review of goals. At the April 2019 College Board meeting, Dr. Blosser will give a verbal progress report on these goals. An electronic survey (sample survey is attached) will be made available to all board members to provide feedback on the President's performance for the 2018-19 academic year. Board Chair Bill Daniel will review survey results and will draft a letter of evaluation to the Chancellor for board members to review. The letter of evaluation will be sent to the Chancellor in early May 2019. This proposal requires the College Board's approval.

Attachments (List supporting documents.): Sample of President's Evaluation Electronic Survey

LFCC Board Presidential Evaluation 2017

Please take a moment to fill out this evaluation of Dr. Cheryl Thompson-Stacy. Your contribution is very important. Please complete by April 23, 2017.

1. GENERAL ADMINISTRATION

	Excellent	Very Good	Good	Fair	No opportunity to observe
Management techniques and style	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involvement in day-to-day operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. RELATIONSHIPS: Builds and maintains positive relationships with the College Board

	Excellent	Very Good	Good	Fair	No opportunity to observe
Builds and maintains positive relationships with the College	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters board teamwork and common purpose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates an open mind to suggestions for improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. RELATIONSHIPS: Encourages Positive Relationships with Others

	Excellent	Very Good	Good	Fair	No opportunity to observe
Exhibits concern for the welfare of students and employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works with business community in order to understand workforce development employment requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocates the needs of the College to appropriate local and state officials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works with educational groups (public schools, universities, etc) to understand their needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. PERSONAL ATTRIBUTES: The President exhibits

	Excellent	Very Good	Good	Fair	No opportunity to observe
Communication Skills (defines problems and provides possible solutions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enthusiasm for College, mission and position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity and maintains a high standard of honesty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal growth and development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sound and timely decision making skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A positive and professional image in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A good work ethic and stamina to meet demands of the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. PERSONNEL ADMINISTRATION

	Excellent	Very Good	Good	Fair	No opportunity to observe
Ensures the selection of high quality employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops leadership skills in employees and encourages leadership development among employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively evaluates employee performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. FISCAL AND FACILITIES ADMINISTRATION

	Excellent	Very Good	Good	Fair	No opportunity to observe
Develops sound budget and operates within it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides appropriate oversight on College assets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains the buildings and grounds at all three LFCC locations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides appropriate information to the College Board on fiscal and facility issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops new funding sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. INSTRUCTIONAL LEADERSHIP

	Excellent	Very Good	Good	Fair	No opportunity to observe
Ensures educational programs meet the needs of the community, students, businesses and industries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures that qualified individuals are in key academic leadership positions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides for the development and improvement of academic and student success programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. GOALS

	Excellent	Very Good	Good	Fair	No opportunity to observe
Enrollment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workforce	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Overall Evaluation: Areas of strengths:**10. Overall Evaluation: Recommendations for Improvement:**

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

TO: Kim Blosser, President
FROM: Chris Boies, Vice President of Financial and Administrative Services
DATE: January 23, 2019
SUBJECT: Recommended Item for College Board Agenda

The following item is recommended for the Agenda of the next College Board meeting:

Information Item: _____ or Action Item: X

Agenda Item Title: Endorsement of Six-Year Capital Outlay Plan

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.):

The Six-Year Capital Outlay Plan is the College's official request to the Commonwealth for capital funding. The plan gets updated every other year and is submitted to the VCCS who prioritize and combine the requests of all 23 community colleges into one plan that gets submitted to the State Board for approval. The General Assembly ultimately approves the funding for these projects. It is not expected that LFCC will have any projects funded in the upcoming biennium.

Attached is the proposed plan recommended by the President's Advisory Team, the only change from the previous plan is the addition of Wolk Hall at the Fauquier campus as a renovation project. This plan only includes projects expected to be built on state property with state funds, the Luray project for example is a Foundation project and is not included. More detailed information about each project will be provided at the College Board meeting. This agenda item is a request for the College Board to endorse the proposed 2020-26 plan.

Attachments (List supporting documents.): Six Year Capital Outlay Plan

Recommended 2020-26 Capital Project Requests for LFCC

1. Construct Addition to Smith Building for technical labs-Middletown Campus
2. Construct Academic Building (STEM-H) Middletown Campus
3. Construct Maintenance Facility at Fauquier Campus
4. Renovate Paul Wolk Resource Center-Infrastructure Improvements-Middletown Campus
5. Renovate Wolk Hall-Fauquier Campus

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

TO: Kim Blosser, President
FROM: Chris Boies, Vice President of Financial and Administrative Services
DATE: January 17, 2019
SUBJECT: Recommended Item for College Board Agenda

The following item is recommended for the Agenda of the next College Board meeting:

Information Item: _____ or Action Item: **X**

Agenda Item Title: Parking Fee Conversion

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.):

LFCC students currently pay a flat parking fee of \$27 per semester. Parking is required to be a self-sustaining auxiliary operation, no state funds can be used to build or maintain parking lots, sidewalks, or general grounds maintenance. All students pay the fee whether they park on campus or not.

The flat fee has created some issues over the years in calculating total tuition and fees for certain populations. In addition, the VCCS has encouraged all colleges to move to a per credit charge for parking (we are one of the last still using a flat fee). The attached spreadsheet shows a revenue neutral calculation of this conversion and also the impact to the individual student. Not surprisingly, students taking fewer credits will save substantially by this conversion while full time students will pay more. Financial aid does cover these fees for students who qualify. If this change is approved, our total per credit local fees will be \$5.65. When comparing that number to the 22 other community colleges in Virginia, 9 schools have a higher per credit fee total, including 3 whose per credit fees exceed \$20 per credit hour.

The College Board makes a recommendation to the State Board on our fees, it is expected that the State Board will vote on the fees at all of the colleges at their May meeting.

Attachments (List supporting documents.): Revenue Neutral Calculation

Revenue Neutral Calculation

Current Fee \$27.00/semester

2017-18 Academic Year Analysis

Semester	Headcount	Fees Due
Summer	2,308	\$ 62,316
Fall	6,891	\$ 186,057
Spring	6,305	\$ 170,235
Total	15,504	\$ 418,608
\$418,608/119,666 (total credit hours for year)= \$3.50		

Parking Fee Conversion Chart

(Impact on the Individual Student)

Credit Hours	Currently Paying	New Fee	Difference
1	\$ 27.00	\$ 3.50	\$ (23.50)
2	\$ 27.00	\$ 7.00	\$ (20.00)
3	\$ 27.00	\$ 10.50	\$ (16.50)
4	\$ 27.00	\$ 14.00	\$ (13.00)
5	\$ 27.00	\$ 17.50	\$ (9.50)
6	\$ 27.00	\$ 21.00	\$ (6.00)
7	\$ 27.00	\$ 24.50	\$ (2.50)
8	\$ 27.00	\$ 28.00	\$ 1.00
9	\$ 27.00	\$ 31.50	\$ 4.50
10	\$ 27.00	\$ 35.00	\$ 8.00
11	\$ 27.00	\$ 38.50	\$ 11.50
12	\$ 27.00	\$ 42.00	\$ 15.00
13	\$ 27.00	\$ 45.50	\$ 18.50
14	\$ 27.00	\$ 49.00	\$ 22.00
15	\$ 27.00	\$ 52.50	\$ 25.50

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:	Carrie C. Hodges
Email address and contact no.	chodges@lfcc.edu ; (540)-335-6077
Date:	10/22/2018
Program(s) Affected:	Paralegal Studies Certificate
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):
Modify current Office Legal Administrator/Paralegal Studies Certificate:
 - Reduce to 2 semesters;
 - Remove LGL 117 (Family Law), LGL 115 (Real Estate), AST 206 (Professional Development), LGL 215 (Torts);
 - Add one elective per semester;
 - Add Information Literacy;
 - Change name of Certificate to Legal Administration.
- Rationale for proposed change:
 - Reducing the Certificate completion time to two semesters will allow students to complete requirements in one year;
 - Removing area-specific LGL courses and AST 206 allows for electives which will allow students to be able to choose two courses that may be of a career area interest to them.
 - See (2) above.
 - Opportunities for entry level employment will require computer skills.
- Impact of the proposed change on the following:
 - Transferability and/or employability – Courses are not intended for transfer to a 4-year institution. Students completing the program may qualify for employment in private law practices and public agencies.
 - Personnel / Instructional load – N/A
 - Scheduling of classes – Courses will be taught face to face and online/hybrid.
 - Overall credit hours in the program(s) – 32 hours.
 - Instructional resources – None
 - Facilities – Courses will be taught face to face and online/hybrid.
 - National, state, or regional associations - None
 - SACSCOC accreditation / substantive change – None known
 - Any students currently enrolled in the program (if applicable) - Unknown

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

Bryan Layton, Assistant Commonwealth's Attorney for Warren County and Adjunct Faculty, Carrie Hodges, Brenda Byard, Dean and Carrie Hodges, Magistrate and Adjunct Faculty reviewed the current certificate proposal. Frederick Vondy, practicing attorney and adjunct faculty also gave input. Suggestions included the items and explanations outlined in numbers 1 and 2 above. Sandy Ross, Legal Assistant, reviewed the certificate program and affirmed that and ITE course offering basic computer concepts would be appropriate for legal administrative assistants. The proposal has also been submitted to Dale Durrer, Circuit Court Judge and Adjunct Faculty, and Nancie Williams, attorney for review.

5. Examples from other colleges (if appropriate):

Carrie Hodges / CM

Signature of Proposer

11/20/18

Date

6. Comments/Support by Dean/Provost:

Brenda K. Byard

Signature of Dean/Provost

11/20/18

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

Summer 2019 Effective Date of Change

Sam Dillender

Signature of C&I Chair

12/6/18

Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved

Karen Bellison

Signature of Vice President

1-2-19

Date

Curriculum Action Routed to President for Review:

Kim B. Bloss

Signature of President

1/2/19

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 237 Date 11/20/18
Curriculum Code Affected/Assigned (if new): 261

AWARD: Certificate
MAJOR: Legal Administration

PURPOSE: Designed to provide an individual with a sufficient level of knowledge, understanding and proficiency to perform tasks as an assistant in a legal setting. The occupational objectives include entry-level employment in public and private organizations as a legal administrative assistant or deputy court clerk.

Course No.	Title	Credit(s)
First Semester (Fall):		
ENG 111	College Composition I	3
SDV 100	College Success Skills	1
ITE	Information Literacy Elective ¹	3
LGL 125	Legal Research	3
LGL 110	Introduction to Law and the Paralegal	3
LGL	Elective	3
	Total	16
Second Semester (Spring):		
LGL 126	Legal Writing	3
LGL 130	Law Office Administration and Management	3
LGL 217	Trial Practice and the Law of Evidence	3
LGL 230	Legal Transactions	3
LGL 200	Ethics for the Legal Assistant	1
LGL	Elective	3
	Total	16
	Program Total	32

¹Students may choose ITE 115 or ITE 119.

AWARD: CERTIFICATE
 MAJOR: OFFICE LEGAL ASSISTANT/PARALEGAL STUDIES (261)

This certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or paralegal certification. Upon completion of this certificate program occupational objectives include legal assistant or paralegal.

CURRICULUM

Course No.	Title	Credit(s)
First Semester (Summer)		
ENG 111	College Composition I	3
LGL 125	Legal Research	3
	Total	6
Second Semester (Fall)		
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 217	Trial Practice & the Law of Evidence	3
LGL	Legal Elective (200-level) ¹	3
SDV 100	College Success Skills	1
	Total	13
Third Semester (Spring)		
AST 206	Professional Development ²	3
LGL 126	Legal Writing	3
LGL 200	Ethics for the Paralegal	1
LGL 215	Torts	3
LGL 230	Legal Transactions	3
	Total	13
	PROGRAM TOTAL	32

¹ Recommend LGL 215 or higher or PHI 220 – Ethics

² Capstone course. Internship project required. (Note: Internship opportunities and a national certification exam may be available to certificate students/graduates.)

Additional courses to enhance employment opportunities may include (if 12 credits are needed each semester):

- BUS 241/242 Business Law I/II
- LGL 130 Law Office Administration and Management
- LGL 216 Trial Preparation and Discovery Practice
- LGL 218 Criminal Law
- LGL 235 Legal Aspects of Business Organizations
- LGL 225 Estate Planning
- LGL 236 Elder Law
- SPA 101/102 Spanish I/II

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:	Lisa Lambert-Adjunct AST Faculty, Rachel Dodson-Business Faculty, Brenda Byard-Dean
Email address and contact no.	rdodson@lfcc.edu ; (540-868-7111)
Date:	November 8, 2018
Program(s) Affected:	Career Studies Certificate, Information Processing Technician (221-299-16)
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):

To discontinue the Career Studies Certificate, Information Processing Technician (221-299-16). This will include notification of appropriate divisions to stop enrollment in the program.

2. Rationale for proposed change:

The number of students who select the Career Studies Certificate, Information Processing Technician (221-299-16) has declined significantly over the years.

Currently, there are 2 students total enrolled in the Information Processing Technician Career Studies Certificate, of which zero of those students have the certificate as their primary plan.

For the most recent five graduating classes, (1 student in 2017-2018, 0 students in 2016-2017, 1 student in 2015-2016, 1 student in 2014-2015, 3 students in 2013-2014) a total of 6 students have graduated with the career studies certificate (per the PIE office at LFCC).

The Information Processing Technician CSC has essentially become outdated as it has outlived its usefulness in the current employment environment. Student interest in the administrative assistant field has waned as employer expectations have changed with technology. This consistent low enrollment has resulted in the cancelling of scheduled AST classes due to low enrollment and substituting of classes for required classes in order to facilitate a student's certificate completion. This practice is discouraging to students, academically unsound, and diminishes the stated purpose of the specialization

The trend in curriculum planning is to consolidate programs where possible to reduce staffing costs and increase graduation rates as well as provide a wider variety of employment opportunities.

3. Impact of the proposed change on the following:

A. Transferability and/or employability

This is not a transfer program. The Information Processing Technician CSC does not guarantee employment after graduation. Current students are substituting many of the courses in the certificate already. Most students are working adults and going to school part-time. Students seeking a transfer degree will be encouraged to enroll in the Business Administration Program.

B. Personnel / Instructional load

The discontinuance of the Information Processing Technician CSC will not significantly impact personnel and instructional load as a majority of these courses specific to the certificate are no longer offered due to low enrollment. There is no impact to full time faculty. Adjunct faculty will still be needed to teach AST classes required for other programs such as Health Information Management (152), Medical Administrative Assistant/Transcription/Scribe (286), and Medical Office Administration (221-285-93), and may qualify to instruct business courses as well.

C. Scheduling of classes

Classes will be scheduled to meet the required 2-year teach out program for currently enrolled students as well as those courses needed for the programs listed above.

D. Overall credit hours in the program(s)

Not applicable.

E. Instructional resources

No impact will be realized as courses will continue to be offered to meet program needs.

F. Facilities

Discontinuation of this degree does not impact availability or scheduling. Most courses were canceled in the past and subbed with appropriate business courses.

G. National, state, or regional associations

There is a trend to consolidate, increase efficiency, and increase retention and graduation rates. Some benefits would include room scheduling, faculty productivity, and student graduation rates when programs are consolidated.

H. SACSCOC accreditation / substantive change

There should be no impact.

I. Any students currently enrolled in the program (if applicable)

Eliminate the Information Processing Technician CSC and encourage students who are interested in the administrative assistant/executive assistant/office management field to

pursue a degree in Business Management or Career Studies Certificates in General Business or Supervision. This will provide the student with the greatest degree of employment flexibility in the event administrative support technology is not a career objective. For students close to the completion of their degree requirements, AST courses will be taught as part of the teach-out plan and/or courses will be substituted with appropriate business classes for those not offered.

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

Members of the Curriculum and Advisory Committee were in agreement with the action to discontinue the degree based upon employer demands.

5. Examples from other colleges (if appropriate):

Signature of Proposer

Date

6. Comments/Support by Dean/Provost:

Brenda K. Byard
Signature of Dean/Provost

11/20/18
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

Summer 2019 Effective Date of Change

Dan Dillender
Signature of C&I Chair

12/6/18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved

Karen Kellern
Signature of Vice President

12/16/18
Date

Curriculum Action Routed to President for Review:

Kimberly Blasse
Signature of President

12/20/18
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 241 Date 11/20/18

Curriculum Code Affected/Assigned (if new): 221-299-16

AWARD: CAREER STUDIES CERTIFICATE
AREA: INFORMATION PROCESSING TECHNICIAN (221-299-16)

The purpose of this career studies certificate is to assist students in developing the basic software skills involved in information processing in the office environment and their applications for a range of office functions. Occupational objectives upon completion of this certificate include office assistant, office support technician, customer service care center, information technology assistant.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS

- Most courses in his program require placement into ENF 2 or higher or successful completion of ENF 1.
- Students without computer or keyboarding skills (below 30 words per minute) must complete the prerequisite course AST 80 and or AST 81 Basic Keyboarding prior to enrolling I AST 102 or AST 141.

INFORMATION PROCESSING TECHNICIAN

Course No.	Title	Credit(s)
Fall Semester		
AST 107	Editing and Proofreading Skills ¹	3
AST 102/141	Keyboarding II ¹ or Word Processing I ¹	3
SDV 100	College Success Skills	1
	Total	7
Spring Semester		
AST 142	Word Processing II ²	3
AST 206	Professional Development ³	3
AST 243	Office Administration I ⁴	3
	Total	9
	PROGRAM TOTAL	16

¹ Students must have keyboarding skills. AST 80 and/or AST 81 may be required to meet 30wpm minimum.

² Prerequisite: AST 102 or AST 141 or instructor approval.

³ Capstone course: Internship project required.

⁴ Prerequisite: AST 102 or AST 141 or AST 142.

Career-seeking students are also encouraged to enroll in the office systems assistant one-year certificate and/or the administrative support technology degree program.

Additional Courses to Enhance Employment Opportunities May Include:

- AST 205 Business Communications
- AST 234 Records and Database Management
- ENG 111 College Composition I
- ITE 115 Introduction to Computer Applications and Concepts
- SPA 101/102 Spanish I and II

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:	Lisa Lambert-Adjunct AST Faculty, Rachel Dodson-Business Faculty, Brenda Byard-Dean
Email address and contact no.	rdodson@lfcc.edu ; (540-868-7111)
Date:	November 8, 2018
Program(s) Affected:	Certificate, Office Systems Assistant (264)
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):

To discontinue the Certificate in Office Systems Assistant (264). This will include notification of appropriate divisions to stop enrollment in the program.

2. Rationale for proposed change:

The number of students who select the Certificate, Office Systems Assistant (264) has declined significantly over the years. Currently, there are 11 students total enrolled in the Office Systems Assistant Certificate, of which only 2 of those students have the certificate as their primary plan.

For the most recent five graduating classes, (0 students in 2017-2018, 2 students in 2016-2017, 13 students in 2015-2016, 11 students in 2014-2015, 11 students in 2013-2014) a total of 37 students have graduated with the certificate (per the PIE office at LFCC).

The Office Systems Assistant certificate has essentially become outdated as it has outlived its usefulness in the current employment environment. Student interest in the administrative assistant field has waned as employer expectations have changed with technology. This consistent low enrollment has resulted in the cancelling of scheduled AST classes due to low enrollment and substituting of classes for required classes in order to facilitate a student's certificate completion. This practice is discouraging to students, academically unsound, and diminishes the stated purpose of the specialization

The trend in curriculum planning is to consolidate programs where possible to reduce staffing costs and increase graduation rates as well as provide a wider variety of employment opportunities.

3. Impact of the proposed change on the following:

A. Transferability and/or employability

This is not a transfer program. The Office Systems Assistant certificate does not guarantee employment after graduation. Current students are substituting many of the courses in the certificate already. Most students are working adults and going to school part-time. Students seeking a transfer degree will be encouraged to enroll in the Business Administration Program.

B. Personnel / Instructional load

The discontinuance of the Office Systems Assistant certificate will not significantly impact personnel and instructional load as a majority of these courses specific to the certificate are no longer offered due to low enrollment. There is no impact to full time faculty. Adjunct faculty will still be needed to teach AST classes required for other programs such as Health Information Management (152), Medical Administrative Assistant/Transcription/Scribe (286), and Medical Office Administration (221-285-93), and may qualify to instruct business courses as well.

C. Scheduling of classes

Classes will be scheduled to meet the required 2-year teach out program for currently enrolled students as well as those courses needed for the programs listed above.

D. Overall credit hours in the program(s)

Not applicable.

E. Instructional resources

No impact will be realized as courses will continue to be offered to meet program needs.

F. Facilities

Discontinuation of this degree does not impact availability or scheduling. Most courses were canceled in the past and subbed with appropriate business courses.

G. National, state, or regional associations

There is a trend to consolidate, increase efficiency, and increase retention and graduation rates. Some benefits would include room scheduling, faculty productivity, and student graduation rates when programs are consolidated.

H. SACSCOC accreditation / substantive change

There should be no impact.

I. Any students currently enrolled in the program (if applicable)

Eliminate the Office Systems Assistant certificate and encourage students who are interested in the administrative assistant/executive assistant/office management field to pursue a degree in Business Management or Career Studies Certificates in General Business or Supervision. This will provide the student with the greatest degree of employment flexibility in the event administrative support technology is not a career objective. For students close to the completion of their degree requirements, AST courses will be taught

as part of the teach-out plan and/or courses will be substituted with appropriate business classes for those not offered.

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

Members of the Curriculum and Advisory Committee were in agreement with the action to discontinue the degree based upon employer demands.

5. Examples from other colleges (if appropriate):

Rachel Dodson / CM

Signature of Proposer

11/21/18

Date

6. Comments/Support by Dean/Provost:

Signature of Dean/Provost

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

Summer 2019 Effective Date of Change

Dan Dillards

Signature of C&I Chair

12/6/18

Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Karen Kellen

Signature of Vice President

12/6/18

Date

Curriculum Action Routed to President for Review:

Kimberly P. Moss

Signature of President

12/20/18

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 242 Date 11/20/18

Curriculum Code Affected/Assigned (if new): 264

AWARD: CERTIFICATE
 AREA: OFFICE SYSTEMS ASSISTANT (221-212-10)

Designed to prepare graduates for full-time employment in a variety of office positions. Upon completion of this certificate occupational objectives include front desk coordinator, information processing specialist, office assistant, office support technician, proofreader/editor, receptionist or records clerk.

CURRICULUM

Course No.	Title	Credit(s)
Fall Semester		
AST 102/141	Keyboarding II ¹ or Word Processing I ¹	3
AST 107	Editing and Proofreading Skills ¹	3
AST 234	Records and Database Management ¹	3
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
SDV 101	Orientation to Virtual Assistant	1
	Total	16
Spring Semester		
AST 141/142	Word Processing I ² <u>OR</u> Word Processing II ³	3
AST 206	Professional Development ⁴	3
MTH 130	Fundamentals of Reasoning	3
	Approved Social Science Elective ⁵	3
	Approved Elective ⁶	3
	Total	15
	PROGRAM TOTAL	31

¹ Keyboarding skill is required. Prerequisite AST 80 and/or AST 81 or instructor approval.

² Prerequisite: Placement into ENF 2 or higher or AST 102.

³ Prerequisite: Placement into ENF 2 or higher or successful completion of ENF 1 and AST 102 or AST 141.

⁴ Capstone course. Internship project required.

⁵ Students may select social science electives from approved electives list.

⁶ Approved electives AST 205, AST 230, AST 243, AST 253, AST 257, AST 260

*Recommendation: Career-seeking students are also encouraged to enroll in the administrative support technology associate degree program.



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:	Lisa Lambert-Adjunct AST Faculty, Rachel Dodson-Faculty, Brenda Byard-Dean
Email address and contact no.	rdodson@lfcc.edu ; (540-868-7111)
Date:	October 23, 2018
Program(s) Affected:	Associate of Applied Science Degree, Administrative Support Technology (298)
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):

To discontinue the Associate of Applied Science Degree in Administrative Support Technology (298). This will include notification of appropriate divisions to stop enrollment in the program.

2. Rationale for proposed change:

The number of students who select the Administrative Support Technology Associate of Applied Science Degree has declined significantly over the years.

Currently, there are 19 students total enrolled in the AST Degree who have the degree program as their primary plan.

For the most recent five graduating classes, (3 students in 2017-2018, 1 student in 2016-2017, 4 students in 2015-2016, 7 students in 2014-2015, 5 students in 2013-2014) a total of 20 students have graduated with the AST degree (per the PIE office at LFCC).

The AST degree has essentially become outdated as it has outlived its usefulness in the current employment environment. Student interest in the administrative assistant field has waned as employer expectations have changed with technology. This consistent low enrollment has resulted in the cancelling of scheduled AST classes due to low enrollment and substituting of classes for required classes in order to facilitate a student's degree completion. This practice is discouraging to students, academically unsound, and diminishes the stated purpose of the specialization

The trend in curriculum planning is to consolidate programs where possible to reduce staffing costs and increase graduation rates as well as provide a wider variety of employment opportunities within one associate degree.

3. Impact of the proposed change on the following:

A. Transferability and/or employability

This is not a transfer program. The Administrative Support Technology degree does not promise employment after graduation. Current students are substituting many of the courses in the program for management courses. Most students are working adults and going to school part-time. Students seeking a transfer degree will be encouraged to enroll in the Business Administration Program.

B. Personnel / Instructional load

The discontinuance of the AST associate degree will not significantly impact personnel and instructional load as a majority of these courses specific to the degree are no longer offered due to low enrollment. There is no impact to full time faculty. Adjunct faculty will still be needed to teach AST classes required for other programs such as Health Information Management (152), Medical Administrative Assistant/Transcription/Scribe and (286), Medical Office Administration (221-285-93), and may qualify to instruct business courses as well.

C. Scheduling of classes

Classes will be scheduled to meet the required 2-year teach out program for currently enrolled students as well as those courses needed for the programs listed above.

D. Overall credit hours in the program(s)

Not applicable.

E. Instructional resources

No impact will be realized as courses will continue to be offered to meet program needs.

F. Facilities

Discontinuation of this degree does not impact availability or scheduling. Most courses were canceled in the past and subbed with appropriate business courses.

G. National, state, or regional associations

There is a trend to consolidate, increase efficiency, and increase retention and graduation rates. Some benefits would include room scheduling, faculty productivity, and student graduation rates when programs are consolidated.

H. SACSCOC accreditation / substantive change

There should be no impact.

I. Any students currently enrolled in the program (if applicable)

Eliminate the AST degree offering and encourage students who are interested in the administrative assistant/executive assistant/office management field to pursue a degree in

Business Management. This will provide the student with the greatest degree of employment flexibility in the event administrative support technology is not a career objective. For students close to the completion of their degree requirements, AST courses will be taught as part of the teach-out plan and/or courses will be substituted with appropriate business classes for those not offered.

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

Members of the Curriculum and Advisory Committee were in agreement with the action to discontinue the degree based upon employer demands.

5. Examples from other colleges (if appropriate):

Rachel Dodson / CM

Signature of Proposer

11/21/18

Date

6. Comments/Support by Dean/Provost:

Brenda K. Byard
Signature of Dean/Provost

11/20/2018
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

Summer 2019 Effective Date of Change

Sam Dillen
Signature of C&I Chair

12/6/18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Karen Hillier
Signature of Vice President

12/6/18
Date

Curriculum Action Routed to President for Review:

Timothy P. Black
Signature of President

12/20/18
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 239 Date: 11/20/18

Curriculum Code Affected/Assigned (if new): 298

AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: ADMINISTRATIVE SUPPORT TECHNOLOGY (298)

Designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial for individuals who are seeking first-time employment, career advancement, promotion or MOS and CAP certifications. Upon completion of this program occupational objectives include administrative support specialist, customer service representative, executive assistant, marketing assistant or office manager.

CURRICULUM

Course No.	Title	Credit(s)
Fall Semester		
AST 102/141	Keyboarding II ¹ or Word Processing I ¹	3
AST 107	Editing and Proofreading Skills ¹	3
ENG 111	College Composition I	3
ITE 115	Introduction to Computer Applications and Concepts	3
MTH 130	Fundamentals of Reasoning	3
SDV 100	College Success Skills	1
	Total	16
Spring Semester		
AST 142	Word Processing II ¹	3
CST 100/110	Principles of Public Speaking	3
ENG 112	College Composition II	3
PED/HLT	Physical Education or Health	1
PHI 100	Introduction to Philosophy	3
SOC 200	Principles of Sociology	3
	Total	16
Fall Semester		
ACC 117	Essentials of Accounting I	3
ENG 115	Technical Writing	3
AST 234	Records and Database Management ²	3
BUS 100	Introduction to Business	3
BUS 241/242	Business Law I or Business Law II	3
	Total	15
Spring Semester		
AST 206	Professional Development ⁴	3
AST 230	Introduction to Office Technology ³	3
AST 243	Office Administration I ³	3
BUS 200	Principles of Management	3
ITD 110	Web Page Design I	3
	Total	15
	PROGRAM TOTAL	62

¹ Students must have keyboarding skills. AST 80 and/or AST 81 may be required to meet 30wpm minimum.

² Pre-requisite: AST 102 or AST 141 or Instructor approval.

³ Pre-requisite: AST 102 or AST 141 or AST 142.

⁴ Capstone Course: Internship project required.

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:	Lisa Lambert, Adjunct AST Faculty, Rachel Dodson-BUS Faculty, Brenda Byard-Dean
Email address and contact no.	rdodson@lfcc.edu; (540-868-7111)
Date:	November 16, 2018
Program(s) Affected:	Certificate, Office Administrator
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):

Creation of new Office Administrator Certificate to replace the discontinued AST degree, certificate and career studies certificate.

2. Rationale for proposed change:

The newly created Office Administrator Certificate prepares students for full-time employment in a variety of office positions. Upon completion of this certificate occupational objectives include front desk coordinator, information processing specialist, office assistant, office support technician, proofreader/editor, receptionist or records clerk.

Proposed Curriculum:

CURRICULUM

Course No.	Title	Credit(s)
Fall Semester		
ACC 211	Principles of Accounting I	3
AST 102	Keyboarding II	3
BUS 111	Principles of Supervision	3
BUS 236	Communication in Management	3
ENG 111	College Composition I	3
SDV 100	College Success Skills	1
Spring Semester		
ACC 215	Computerized Accounting	3
AST 142	Word Processing II	3

BUS 205	Human Resources Management	3
BUS 215	Purchasing and Materials Management	3
BUS 226	Computer Business Applications	3
MTH 154	Quantitative Reasoning	3
	Total Credits	34

3. Impact of the proposed change on the following:

A. Transferability and/or employability

This is not a transfer program. The Office Administrator Certificate does not promise employment after graduation. Students seeking a transfer degree will be encouraged to enroll in the Business Administration Program.

B. Personnel / Instructional load

The addition of the Office Administrator Certificate will not significantly impact personnel and instructional load as AST faculty will be available to teach AST/BUS courses because of the discontinued associate degree, certificate and career studies certificate. There is no impact to full time faculty as the program has been without a program lead for over 2 years now. The BUS program lead, along with the dean will be responsible for overseeing the development and delivery of the certificate. AST 102/142, ACC 211, ACC 215, BUS 111, BUS 236, and BUS 205 are already being taught and this will offer additional enrollment opportunities in these courses. New course development will be required for BUS 215 and BUS 226. Numerous adjuncts and full time faculty are available to teach the additional courses.

C. Scheduling of classes

Classes will be scheduled according to the proposed curriculum above. BUS 215 and BUS 226 are the only two courses that are not already being scheduled.

D. Overall credit hours in the program(s)

The Office Administrator Certificate includes 27 credit hours total.

E. Instructional resources

All courses except for the BUS 215 and BUS 226 are currently being offered and will continue to be offered. Full time faculty will develop the new courses. Full time or adjunct faculty will instruct the new courses.

F. Facilities

Addition of this certificate does not impact availability or scheduling. Most courses are already being offered and the two new courses will have limited impact on facilities.

G. National, state, or regional associations

The main benefits to this addition are faculty productivity and student graduation rates as the certificate is more applicable to what office administrators are doing in the workplace.

H. SACSCOC accreditation / substantive change

BUS program lead will be responsible for completion of student learning outcomes matrix on a yearly basis and program review.

I. Any students currently enrolled in the program (if applicable)

No, students are not currently enrolled in the program as this is a proposed addition.

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

Members of the Curriculum and Advisory Committee were in agreement with the action to add the Office Administrator Certificate to replace the discontinued (low-enrolled and no longer viable) and out of date AST programs.

5. Examples from other colleges (if appropriate):

Rachael Dodson / CM

Signature of Proposer

11/26/18

Date

6. Comments/Support by Dean/Provost:

Brenda K Byrd

Signature of Dean/Provost

_____ 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

Summer 2019 Effective Date of Change

Dan Dillender

Signature of C&I Chair

12/6/18
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved _____ Disapproved

Karen Kellern

Signature of Vice President

12/6/18
Date

Curriculum Action Routed to President for Review:

Kimberly D. Blase

Signature of President

12/20/18
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 240 Date 11/20/18

Curriculum Code Affected/Assigned (if new): _____

AWARD: CERTIFICATE**AREA: Office Administrator**

Designed to prepare graduates for full-time employment in a variety of office positions. Upon completion of this certificate occupational objectives include front desk coordinator, information processing specialist, office assistant, office support technician, proofreader/editor, receptionist or records clerk.

CURRICULUM

Course No.	Title	Credit(s)
Fall Semester		
ACC 211	Principles of Accounting I	3
AST 102	Keyboarding II	3
BUS 111	Principles of Supervision	3
BUS 236	Communication in Management	3
ENG 111	College Composition I	3
SDV 100	College Success Skills	1
Spring Semester		
ACC 215	Computerized Accounting	3
AST 142	Word Processing II	3
BUS 226	Computer Business Applications	3
BUS 205	Human Resources Management	3
BUS 215	Purchasing and Materials Management	3
MTH 154	Quantitative Reasoning	3
	Total Credits	34

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:	Christopher Coutts / Eileen Isola
Email address and contact no.	ccoutts@lfcc.edu / (540) 351-1513
Date:	12.20.2018
Program(s) Affected:	New CSC Aviation: Commercial Pilot
Semester Change to Take Affect:	Fall 2019

Summer

<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): Create a career studies certificate in Aviation - Private Pilot. This will form the beginning of a path for future pilots, and its success will allow LFCC to develop a more robust aviation program.</p>
<p>2. Rationale for proposed change: LFCC sits uniquely at the confluence of every requisite component of a successful, profitable Professional Aviation program. There is an unprecedented shortage in pilots for the next 20 years. There are no other regional programs and very few statewide programs addressing this shortage.</p>
<p>3. Impact of the proposed change on the following:</p> <ul style="list-style-type: none"> A. Transferability and/or employability. There is a shortage of pilots. Total worldwide demand is for 790,000 pilots, which is double the current workforce (source: FAA Airmen Stats and Boeing Annual 2018 Pilot and Technician Outlook). The typical cost for an individual to pursue a pilot certification is \$85 – 100K. This provides a huge barrier to entry. B. Personnel / Instructional load – LFCC will need to employ instructors to teach the course. Flight hours will be pursued at a partner flight school. C. Scheduling of classes – initially classes will be scheduled at the Fauquier Campus. Flight hours will be taken at a partner flight school (for example, Manassas and Warrenton) D. Overall credit hours in the program(s) E. Instructional resources F. Facilities G. National, state, or regional associations H. SACSCOC accreditation / substantive change – CSC will need to be reviewed by SACSCOC as a substantive change, as it is a new area of programming for the college. I. Any students currently enrolled in the program (if applicable). None
<p>4. Input from curriculum advisory committee(s) (and other persons "in the field"):</p>

Long time professional pilot and American Aviation presented compelling evidence of global, national, and regional pilot shortage. Location critical because of access to restricted and unrestricted airspace.	
5. Examples from other colleges (if appropriate): There are no other colleges statewide offering this program.	
	<u>1/2/2019</u>
Signature of Proposer	Date

6. Comments/Support by Dean/Provost:

Signature of Dean/Provost

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

Summer 2019 Effective Date of Change

Dan Dillards

Signature of C&I Chair

1/10/19

Date

Action by Vice President of Academic and Student Affairs:

☐ Approved

☐ Disapproved

Signature of Vice President

Date

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned:

253

Date

1/2/19

Curriculum Code Affected/Assigned (if new): _____

Career Studies Certificate – Aviation: Commercial Pilot

01022019

✓	Course	Title	Cr	Offered	Pre-Req	Mode	Other Options	Notes
First Semester								
	ARO 95	Topics in: Intro to Aviation	2	F		F		ARO 95
	ARO 121	Private Pilot Ground School	3	F		F		ARO 121
	ARO 235	Private Pilot Airplane Flight Training	2	F		F		ARO 235
Second Semester								
	NAS 120	Introductory Meteorology	3	SP		F		NAS 120
	ARO 122	Instrument Pilot Ground School	3	SP	FAA private pilot certificate or ARO 235	F		ARO 122
	ARO 236	Instrument Pilot Airplane Flight Training	2	SP	FAA private pilot certificate or ARO 235	F		ARO 236
Summer								
	ARO 130	Preventative Maintenance for Pilots	3	SU	FAA private pilot certificate or ARO 236	F		ARO 130
Fourth Semester								
	ARO 123	Commercial Pilot Ground School	3	F	FAA private pilot certificate	F		ARO 123
	ARO 237	Commercial Pilot Airplane Flight Training	2	F	FAA private pilot certificate	F		ARO 237
	ARO 255	Multi-engine Class Rating	3	F	FAA private pilot	F		ARO 255
	Program Total		26					

*Readiness to enroll in ENG 111

Term Offered: F-Fall, SP-Spring, SU-Summer

Mode: F-Face-to-Face, O-Online, H-Hybrid, D-Distanced to another location

Catalogue Page

Career Studies Certificate – Aviation: Commercial Pilot

Commercial Pilot Career Studies Certificate: provides all academic, ground and flight training required to be licensed as a commercial pilot. Total credit hours: 26

First Semester: 8 credits

- ARO 95 — Topics In: Intro to Aviation & Flight (2)
- Aviation history & lexicon; basics of airport operations, air traffic control, airspace, principles of flight & aerodynamics, safety, role of the FAA, Federal Aviation Regulations, aircraft documents, pilot certifications, books & manuals used throughout the program
- ARO 121 — Private Pilot Ground School (3)
- ARO 235 — Private Pilot Airplane Flight Training (2)

Second Semester: 8 credits

- NAS 120 — Introductory Meteorology (3)
- ARO 122 — Instrument Pilot Ground School (3)
- ARO 236 — Instrument Pilot Airplane Flight Training (2)

Summer Term: 3 credits

- ARO 130 — Preventative Maintenance for Pilots (3)

Third Semester: 5-8 credits

- ARO 123 — Commercial Pilot Ground School (3)
- ARO 237 — Commercial Pilot Airplane Flight Training (2)
- ARO 255 — Multi-engine Class Rating (3)