

LORD FAIRFAX COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 245
February 6, 2020

CALL TO ORDER

Board Chair William C. 'Bill' Daniel convened a regular meeting of the Lord Fairfax Community College (LFCC) Board at 12:00 p.m., Thursday, February 6, 2020 in the Carl & Emily Thompson Conference Center at the Middletown campus.

Members Present

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| Mary W. Barton | Fauquier County |
| Kimberly P. Blosser | Lord Fairfax Community College |
| William C. Daniel | Clarke County |
| Benjamin C. Freakley | Shenandoah County |
| Richard M. Galecki | Fauquier County |
| Brad A. Hodgson | City of Winchester |
| Andrew C. Keller | Shenandoah County |
| Michael A. Lake | Frederick County |
| Pamela M. McInnis | Warren County |
| Kathryn K. Rosa | City of Winchester |
| Bruce S. Short | Page County |
| Michael Wenger | Rappahannock County |

Members Absent

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| Jeffrey S. Boppe | Frederick County |
| Craig C. Lancto | Page 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
 Craig Short, vice president of financial and administrative services

**Approval of Minutes
No. 244**

On a motion made by Pam McInnis, seconded by Rich Galecki, Minutes No. 244 were unanimously approved.

NEW BUSINESS

**Introduction of new College
Board member representing
Warren County, Edwin
Daley**
 (Information Item)

The Warren County Board of Supervisors has appointed Edwin Daley to serve on the LFCC Board representing Warren County. Mr. Daley is filling the unexpired term vacated by Daryl Funk.

This was an information item and required no further action.

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| <p>Introduction of new vice president of financial and administrative services, Craig Short (Information Item)</p> | <p>LFCC president Kim Blosser introduced Craig Short, LFCC's new vice president of financial and administrative services, to board members. Craig's first day serving in this role was January 27. Craig previously served as the associate vice president of facilities and business services at Tennessee Tech University and the executive director of facilities and construction at James Madison University. He has also served as the director of construction projects and contract management at the Richmond Redevelopment and Housing Authority and director of construction for the Washington, D.C. Housing Authority.</p> <p>This was an information item and required no further action.</p> |
| <p>Recommendation to approve 2020 College Board Medallion of Recognition nominations (Action Item)</p> | <p>Board Chair Bill Daniel reviewed the criteria for medallion recipients and guided board members to review the attached nominations for recipients of the 2020 College Board Medallion of Recognition. Nominees include Susan Brooks, LFCC academic program partner; Andrea Ludwick, retired LFCC professor, 1974-2019; and Mark Merrill, LFCC academic program partner and education advocate.</p> <p>Medallion recipients will be recognized during a special ceremony held immediately prior to Commencement on May 16, 2020 at Skyline High School in Front Royal, Virginia.</p> <p>On a motion made by Brad Hodgson, seconded by Mary Barton, the 2020 College Board Medallion of Recognition nominations were unanimously approved.</p> <p>(Attachment No. 1; 6 pages)</p> |
| <p>Recommendation to approve 2020 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 2020 Commencement exercises. Nominees include Ernest 'Ernie' Grisdale, retired assistant professor of chemistry; and Frost McLaughlin, retired professor of English.</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 16, 2020 at Skyline High School in Front Royal, Virginia.</p> <p>On a motion made by Mary Barton, seconded by Mike Wenger, the 2020 Professor Emeritus nominations were unanimously approved.</p> |

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| | (Attachment No. 2; 4 pages) |
| Recommendation to approve 2019-20 Presidential Evaluation Procedures (Action Item) | <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 2019-20 College goals that were approved by the Chancellor in 2019. 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 2019-20 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 2020.</p> <p>On a motion made by Brad Hodgson, seconded by March Barton, the 2019-20 Presidential Evaluation Procedures were unanimously approved.</p> <p>(Attachment No. 3; 6 pages)</p> |
| Recommendation to approve Parking Fee Conversion (Action Item) | <p>Jeanian Clark recommended to board members the Parking Fee Conversion for 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. 4) shows a revenue neutral calculation of this conversion and also the impact to the individual student.</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.</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> |

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| | <p>On a motion made by Mike Wenger, seconded by Mary Barton, the Parking Fee Conversion was unanimously approved.</p> <p>(Attachment No. 4; 3 pages)</p> |
| <p>Recommendation to approve <i>College Board Resolution – Urging the Virginia General Assembly to Support the G3 Initiative</i> (Action Item)</p> | <p>Board Chair Bill Daniel recommended the College Board Resolution – Urging the Virginia General Assembly to Support the G3 Initiative for board approval. Board members reviewed the resolution (Attachment No. 5).</p> <p>On a motion made by Mary Barton, seconded by Pam McInnis, the College Board Resolution – Urging the Virginia General Assembly to Support the G3 Initiative was unanimously approved.</p> <p>(Attachment No. 5; 2 pages)</p> |
| <p>Recommendation to approve <i>Name Change of Medical Office Administration Career Studies Certificate to Medical Office Assistant Career Studies Certificate</i> (Action Item)</p> | <p>Karen Kellison recommended to board members the name change of medical office administration career studies certificate to medical office assistant career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 6).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the Name Change of Medical Office Administration Career Studies Certificate to Medical Office Assistant Career Studies Certificate was unanimously approved.</p> <p>(Attachment No. 6; 5 pages)</p> |
| <p>Recommendation to approve <i>Associate of Science Degree in Computer Science</i> (Action Item)</p> | <p>Karen Kellison recommended to board members the associate of science degree in computer science for approval. Board members reviewed the curricular change proposal (Attachment No. 7).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the Associate of Science Degree in Computer Science was unanimously approved.</p> <p>(Attachment No. 7; 5 pages)</p> |
| <p>Recommendation to approve <i>Specializations to Associate of Science Degree in Science:</i></p> <ul style="list-style-type: none"> a. Computational and Data Science Specialization b. Cybersecurity Engineering Specialization | <p>Karen Kellison recommended to board members the following specializations to associate of science degree in science for approval:</p> <ul style="list-style-type: none"> a. computational and data science specialization b. cybersecurity engineering specialization <p>Board members reviewed the curricular change proposals (Attachment No. 8 and 9).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the Specializations to Associate of Science Degree in Science were unanimously approved.</p> <p>(Attachment No. 8; 6 pages)</p> |

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| (Action) | (Attachment No. 9; 5 pages) |
| <p>Recommendation to approve G3 Program Changes and Additions – Technical Studies:</p> <ul style="list-style-type: none"> a. Career Studies Certificate in Basic Electronics Technician b. Associate of Applied Science Degree in Technical Studies – Process Control and Instrumentation Technician c. Discontinuance of Industrial Electricity and Controls Specialization of Associate of Applied Science Degree d. Discontinuance of Electrical Controls Technician Career Studies Certificate | <p>Karen Kellison recommended to board members the following G3 program changes and additions to the technical studies program area for approval:</p> <ul style="list-style-type: none"> a. career studies certificate in basic electronics technician b. associate of applied science degree in technical studies – process control and instrumentation technician c. discontinuance of industrial electricity and controls specialization of associate of applied science degree d. discontinuance of electrical controls technician career studies certificate <p>Board members reviewed the curricular change proposal (Attachment No. 10, 11, 12 and 13).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the G3 Program Changes and Additions were unanimously approved.</p> <p>(Attachment No. 10; 4 pages) (Attachment No. 11; 5 pages) (Attachment No. 12; 4 pages) (Attachment No. 13; 4 pages)</p> |
| (Action) | |
| <p>Recommendation to approve Discontinuance of Database Administration Specialist Career Studies Certificate</p> <p>(Action)</p> | <p>Karen Kellison recommended to board members the discontinuance of database administration specialist career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 14).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the Discontinuance of Database Administration Specialist Career Studies Certificate was unanimously approved.</p> <p>(Attachment No. 14; 4 pages)</p> |
| <p>Recommendation to approve Discontinuance of Web Design and Application Development Career Studies Certificate</p> <p>(Action)</p> | <p>Karen Kellison recommended to board members the discontinuance of web design and application development career studies certificate for approval. Board members reviewed the curricular change proposal (Attachment No. 15).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the Discontinuance of Web Design and Application Development Career Studies Certificate was unanimously approved.</p> |

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| | (Attachment No. 15; 4 pages) |
| Recommendation to approve <i>Associate of Applied Science Degree in Surgical Technology</i> (Action) | <p>Karen Kellison recommended to board members the associate of applied science degree in surgical technology for approval. Board members reviewed the curricular change proposal (Attachment No. 16).</p> <p>On a motion made by Kathy Rosa, seconded by Rich Galecki, the Associate of Applied Science Degree in Surgical Technology was unanimously approved.</p> <p>(Attachment No. 16; 4 pages)</p> |
| Review of College Board meeting dates (Information) | <p>The board will review the months in which it holds regular meetings in conjunction with review of the current board bylaws. The board will consider moving the fall meetings traditionally held in October and December to September and November.</p> <p>Brad Hodgson, Mary Barton and Mike Lake volunteered to serve on a workgroup including board chair Bill Daniel, board vice chair Pam McInnis, and board secretary Kim Blosser to review the current board bylaws and propose any revisions for the collective board approval at the April meeting.</p> <p>This was an information item and required no further action.</p> |
| REPORT OF THE COLLEGE BOARD CHAIRMAN | |
| <p>College Board Chair, Bill Daniel, reported on the following:</p> <p>Board officers will work to orient new College Board member Ed Daley representing Warren County prior to the April board meeting. Craig Lancto has notified the board of his resignation effective immediately. The president's office will send notification to Page County Board of Supervisors with a request for appointment of a new board member to fill the unexpired term vacated by Lancto.</p> | |
| REPORT OF THE EDUCATIONAL FOUNDATION BOARD REPRESENTATIVE | |
| <p>Michael Lake, LFCC Educational Foundation Board representative, reported on the following:</p> <ul style="list-style-type: none"> Larry Bernert of Wilbanks, Smith and Thomas Asset Management, LLC and members of the Fauquier Bank wealth management team provided an update on the 2019 investment performance. The LFCC Foundation's endowment earnings net of fees for calendar year 2019 were 17 percent. The LFCC Foundation Board approved a guaranteed maximum price on the 12,000 square foot Luray-Page County Center construction proposal from Kjellstrom + Lee in the amount of \$4.5 million. The rising cost of the construction industry is always a concern. Work will continue to finalize drawings and ground should be broken on the project in late March. Project completion is planned for end of 2020. Members of Blue Ridge Bank met with Foundation Board members to discuss and finalize details of the construction to permanent loan for the LPCC project. The board approved to accept BRB's letter of commitment terms for a loan amount of up to \$5 million. | |

- The Foundation Board welcomed new board member, Joel Barkman, representing the Fauquier area.

REPORTS OF THE COLLEGE

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| <p>President</p> | <p>Kim Blosser reported on the following:</p> <p>Enrollment is up 3 percent in total headcount. The Fauquier campus continues to see enrollment increases thanks to the great outreach work being done in the community.</p> <p>The General Assembly is in session and next week is crossover. The Governor's proposed biennial budget, currently being deliberated by the state legislature, has the potential to have the biggest funding increase for community colleges since the VCCS was created. Funding for Hazel Hall remains in the 'caboose' budget bill for FY2020 and the VCCS does not anticipate any problems with this funding being fully approved.</p> <p>LFCC is entering into a very busy and celebratory time of the year when numerous student and employee recognition programs are held. Board members are encouraged to participate with as many engagements as their schedules permit.</p> <p>President Kim Blosser has been selected by the Aspen Institute to join the 2020-21 inaugural class of the Aspen New Presidents Fellowship, a new initiative designed to support community college presidents in the early years of their tenure to accelerate transformational change on behalf of students. Dr. Blosser is one of 25 Aspen Fellows selected from more than 100 applicants for this opportunity, which is fully funded by JPMorgan Chase & Co. and run by the Aspen Institute College Excellence Program. The leaders, all of whom are in their first five years as a college president, will engage in a seven-month fellowship beginning in June 2020.</p> |
| <p>Workforce Solutions and Continuing Education</p> | <p>Jeanian Clark, vice president of Workforce Solutions, reported on the following:</p> <p>LSC Communications announced they will be closing their facility in Strasburg permanently in March, leaving close to 400 people without a job. The facility and Shenandoah County are working with Virginia's Rapid Response team to give employees resources to try and find another job.</p> <p>LFCC WSCE is working with the group to provide retraining programs for employees. Other area employers are already calling to hire employees affected by the closure. The facility is holding a job fair on February 18. A majority of affected employees are excited about retooling lives with retraining funds.</p> |

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| | <p>LFCC is the first WSCE unit to raise enough funds to reinvest in expansion of program space including facility expansion to the Smith building at Middletown campus. In the coming week, LFCC representatives will meet with architects to begin design work on the 3,500 square foot expansion.</p> <p>WSCE has been focused on aggressively growing its corporate training capabilities in 2020. The unit invested in a product developer for curriculum design for corporate training. This investment will diversify WSCE's product offerings for students and add another revenue stream for LFCC.</p> |
| Academic and Student Affairs | <p>Karen Kellison, vice president of academic and student affairs, reported on the following:</p> <p>LFCC is hosting a series of Tech Bytes Talks and board members were provided a handout detailing the upcoming events.</p> <p>LFCC is excited to charter its first technology and computer science honor society, Epsilon Pi Tau (EPT). EPT is the leading international honor society for technology and recognizes academic excellence of students in fields devoted to the study of technology and the preparation of practitioners for the technology professions.</p> |
| Institutional Advancement | <p>Liv Heggoy, associate vice president of institutional advancement and executive director of the LFCC Educational Foundation reported on the following:</p> <p>LFCC acknowledged the recent passing of Barbara Pickeral Lee, former College Board member and chair representing Clarke County. Barbara was an enthusiastic education advocate and committed supporter of LFCC.</p> <p>The Foundation Board is also considering moving their fall meeting months to September and November.</p> <p>The LFCC office of institutional advancement has coordinated a community outreach event titled 'Explore 2020' that is scheduled for Saturday, April 4. The event is an open house structure with all college services being offered.</p> |
| Financial and Administrative Services | <p>Craig Short, vice president of financial and administrative services, reported on the following.</p> <p>Sewer line repair work at the Fauquier campus is nearing completion with contractors returning to complete work on the replacement flooring in May after the spring semester ends.</p> |

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| | <p>The roof replacement project at the Fauquier campus is also nearly complete.</p> <p>A window replacement project at the Middletown campus has been completed, and there is currently an invitation for bids out for a lab exhaust project in the science and health professions building.</p> |
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| IMPORTANT DATES | | | |
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| Date | Activity | Time | Location |
| Wednesday, March 11, 2020 | LFCC Employee Professional Development Day * | 8:30 a.m. – 3:30 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |
| Thursday, April 2, 2020 | College Board meeting | 12:00 p.m.; lunch served at 11:30 a.m. | The Barn, Fauquier campus |
| Saturday, April 11, 2020 | LFCC Wits for Wellness 5K – Celebrating LFCC's 50th Anniversary ; register at lfcc.edu/5K | 9:00 a.m. | Middletown campus |
| Friday, April 17, 2020 | LFCC Foundation Appreciation Luncheon ; <i>College Board members will receive print invitation from LFCC Foundation</i> | 12:00 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |
| Monday, April 20, 2020 | LFCC Dual Enrollment Awards Ceremony * | 7:00 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |
| Tuesday, April 28, 2020 | LFCC Foundation 50th Anniversary Celebration at Fauquier Campus * | 3:00 p.m. | Fauquier campus |
| Thursday, May 7, 2020 | LFCC TRiO Graduation Ceremony * | 6:00 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |
| Monday, May 11, 2020 | LFCC Nurse Pinning Ceremony (Middletown) * | 6:00 p.m. | Sherando High School, Stephens City, VA |
| Tuesday, May 12, 2020 | LFCC Student Awards and Recognition Ceremony (Middletown) * | 5:00 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |

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| Wednesday, May 13, 2020 | LFCC Employee Awards and Recognition Program/Luncheon * | 12:00 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |
| Wednesday, May 13, 2020 | LFCC Student Awards and Recognition Ceremony (Fauquier) * | 6:30 p.m. | The Barn, Fauquier campus |
| Saturday, May 16, 2020 | LFCC Commencement Ceremonies * | 1:00p.m.; <i>Medallion of Recognition Ceremony begins at 12:00 p.m.</i> | Skyline High School, Front Royal, VA |
| Thursday, June 4, 2020 | College Board meeting | 12:00 p.m.; lunch served at 11:30 a.m. | |
| Thursday, June 18, 2020 | LFCC Adult Basic Education Graduation * | 7:00 p.m. | Carl & Emily Thompson Conference Center, Corron Community Development Center, Middletown campus |

ADJOURNMENT

Board Chair Bill Daniel declared the meeting adjourned at 1:50 p.m.

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. 244 (December 12, 2019) 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 2020

Susan Brooks

LFCC academic program partner

Navy Federal Credit Union, senior vice president, Winchester operations

I nominate Ms. Susan Brooks, senior vice president, Winchester Operations, Navy Federal Credit Union as a 2020 Lord Fairfax Community College Board Medallion of Recognition recipient for her service and support of the college and its mission in the local service region.

Susan began her career at Navy Federal Credit Union in 1993 as the supervisor of risk control. Since then, Susan has held numerous positions including assistant manager of credit card approvals and collections; manager of credit card services; manager of public relations; assistant vice president of marketing; and assistant vice president of consumer lending.

Susan has been a staunch supporter of the LFCC-NFCU Educational Partnership since its inception in 2009, when Navy Federal launched the LFCC partnership program to provide business and leadership development opportunities to its then approximately 1,300 team members at the Winchester Call Center. The partnership between LFCC and Navy Federal is the first and only of its kind in the area, offering a curriculum specifically designed to complement Navy Federal's service, leadership culture, and career development needs.

Navy Federal encourages employee participation in the partnership program, which now consists of two career studies certificates in general business and supervision. Anywhere from 40 to 75 students participate in classes each semester, which are taught at the Navy Federal Winchester facility. Students will normally register for 2 courses per semester, allowing them to complete both certificates within 18 to 24 months. Most have decided to continue pursuing their associate degree at the college and work with faculty advisors to complete this next step.

Susan has also been integral in LFCC's SACS accreditation processes. She serves as the lead for SACS accreditation site visits at NFCU and is dedicated to ensuring that students are receiving the same services at the NFCU site as they would at LFCC's campus.

Susan is passionate about her community and serves on the Board of Directors of the United Way of the Shenandoah Valley, the Top of Virginia Regional Chamber Board of Directors, and on the Shenandoah University, Harry F. Byrd, Junior School of Business Board of Advisors.

Nomination submitted by:

Rachel Dodson

LFCC associate professor of business management and administration

January 2020



Lord Fairfax Community College Board Medallion of Recognition Nomination 2020

Mark Merrill

LFCC academic program partner and education advocate

Valley Health System, president and CEO

Lord Fairfax Community College is deeply appreciative for its partnerships with Valley Health, and for the leadership provided by Valley Health's president and CEO, Mark Merrill. Since 2009, Mark's leadership, support and partnership have resulted in many innovative partnerships that both introduce students to the variety of occupations within the health care field and help more students have access to specific programs.

Some of the many initiatives Mark has led includes:

- The creation of the Valley Health Partnership (VHP), which has brought together LFCC, Shenandoah University, and our regional K-12 systems to streamline academic pathways leading to health professions; the innovative formation and sustainability of the Valley Health Partnership is now a model in the Commonwealth, and the partnership received the Governor's Award for Excellence and Innovation in Education in October 2017. From 2012 through the 2018-19 academic year, 10,599 students have been enrolled in health sciences courses in the six counties and one city school division participating in the partnership. As a result of this outstanding partnership, the Claude Moore Charitable Foundation has awarded the region nearly \$1 million in grant funds to initiate new programs, buy equipment, and assist students with earning a certification while still in high school.
- Valley Health Sciences Academy launch in 2012 and is held annually in June for one week to bring awareness and exploration of all types of health professions careers at LFCC and Shenandoah University to approximately 40 – 50 local high school students.
- In Fall 2013, Valley Health Systems launched a financial proposal of \$300,000 seed money for the counties of Clarke, Frederick, Page, Shenandoah, and Warren and the City of Winchester to fully fund expanded health sciences education. Funds were used for teacher salaries of introductory courses and CNA program. Rappahannock County joined the partnership later and received funding and equipment assistance to begin a CNA program for high school students.
- In 2017, it was determined by the VHP that a barrier for students to gain access to health professions was the lack of teachers who were credentialed to teach anatomy and physiology as dual enrollment. Merrill instructed LFCC and Shenandoah University to work together to draft a proposal for a degree that would enable teachers to be able to earn the credentials. Shenandoah University put forward a MS in biology with 18 graduate hours in A&P. Valley Health Systems supported partial funding with the school divisions for seven teachers in 2019 and two teachers in 2020 to earn the credentials at no cost to the high school instructors.
- Merrill has supported individual locality K12 school systems to meet needs of beginning programs that would enable more students to pursue health professions, including assisting Shenandoah County with their biomedical program and Warren County with a goal of adding patient care technician to their program of studies.

Since 2011, Merrill has been active in several Virginia Hospital and Healthcare Association (VHHA) initiatives relating to quality and safety, delivery system and payment reform and workers' compensation. He was honored by VHHA in 2015 with an award of excellence for his advocacy efforts to preserve quality healthcare around the Commonwealth. Merrill currently serves as chairman of the VHHA Board of Directors and is a member its executive committee. Merrill has been involved in a variety of charitable and civic organizations, including the boards of the Northern Shenandoah Valley United Way and Our Health, and the Shenandoah University School of Business Advisory Board.

Nomination submitted by:

Brenda Byard

LFCC dean of business, technology, education and dual enrollment
January 2020



Lord Fairfax Community College Board Medallion of Recognition Nomination 2020

Andrea Ludwick

Lord Fairfax Community College retiree;

Associate professor of English and speech; 1974 – 2019

Andrea K. Ludwick dedicated her entire career in higher education to the students and staff of Lord Fairfax Community College. She joined LFCC in 1974, just four years after the College was established, as a faculty member for written and oral communication skills and the performing arts. For the next 45 years, Andrea taught and positively impacted nearly 7,000 individual students in the classroom.

Andrea is one of LFCC's most beloved faculty members – her unconditional acceptance and warmth, relentless encouragement, and aura of positivity and genuine compassion for all enabled her to connect deeply with so many of her students. She has a way of encouraging others to push aside their self-doubt in order to discover one's true level of ability. One student shared, "[She] not only made me a better speaker, but a better person." Another student colorfully stated, "LFCC hired an actual saint without realizing it and we all benefit from knowing her." In 1996, Andrea was recognized by her peers for her teaching excellence as she was the recipient of the LFCC Distinguished Faculty Award.

Andrea's connection with students was just as great outside of the classroom, as she has been the face of the performing arts program at LFCC for four decades. In addition to offering acting classes for LFCC students, Andrea was the creator and lead faculty advisor for the LFCC Forensics (competitive speech, drama and debate) team. For over 20 years, she mentored and coached countless students who were members of the academic team. This commitment required Andrea to devote several weekends a year transporting students to forensic tournaments hosted by mostly other four-year institutions up and down the east coast, as LFCC was often the lone two-year community college that competed in the Collegiate Forensic Association (CFA). The LFCC Forensic Team held their own amongst the other four-year institutions, often bringing home numerous awards and accolades over the years – much accredited to Andrea's guidance, spirited encouragement, and unconditional support for her students.

Andrea was the faculty advisor for the LFCC Fine and Performing Arts Student Club. She also established the LFCC Dinner Theatre and Fall Play series that provided both LFCC students and community members a platform for connecting with the performing arts.

In the realm of performing arts, one of the better-known traditions at LFCC and within the community is the 'Fairfax Follies' – a song, dance and skit variety performance that Andrea created and staged for 40 years of her 45-year tenure with the college. The first Fairfax Follies were performed by LFCC faculty and staff that Andrea pressed into the acts. The show grew over the years to incorporate students and many members of the community. In her retirement, Andrea is still devoted to the production of the Follies as she knows the camaraderie, the sense of family, and connection to LFCC that it creates among all those involved with the show. It was Andrea's dedication to providing performing arts opportunities that significantly influenced the rebuilding of The McCoy Theatre at the Middletown campus.

Andrea was also the creator and lead coordinator of a special annual recognition program hosted by LFCC to celebrate the legacy and impact of Dr. Martin Luther King, Jr. and to recognize members of the community who embody and demonstrate King's message of tolerance and inclusion for all. The LFCC Walking King's Talk Celebration and Award Ceremony was first held in 2003. In 2017, the College surprised Andrea by honoring her as the recipient of the 14th Annual Walking King's Talk Award.

Upon her retirement in 2019, the LFCC Educational Foundation established the Andrea Ludwick Performing Arts Fund to continue Andrea's legacy of supporting students' participation in, or exposure to, the performing arts. LFCC was fortunate to have a faculty member of Andrea's commitment and total devotion to the hallmarks of this institution. She is a true advocate of education and a catalyst to the impact of Lord Fairfax Community College in all its facets.

Nomination submitted by:

Ashley Hansen

LFCC executive assistant to the president

January 2020

Lord Fairfax Community College Professor Emeritus Selection Policy

I. Background:

The establishment of the status of Professor Emeritus is authorized in paragraph 3.4.1.2 of the VCCS Policy Manual. It is intended to be granted to a retired person of faculty rank (usually Associate Professor or Professor) who has a minimum of ten years VCCS service. The purpose of the award is to honor meritorious and significant contributions to the college.

II. Procedures:

- A. Faculty can recommend retired colleagues at any time to the Faculty Council. Nominees must have been full-time faculty members for at least ten years. At least one full semester must have lapsed since the potential nominee held a full-time teaching position at the institution. If the next Spring Commencement ceremonies are the desired recognition time, the written recommendation should be submitted no later than the Council's October meeting.
- B. The Faculty Council will announce in the minutes of the October meeting the names of the nominee(s) and invite faculty comment to be received by the November meeting.
- C. The nomination(s) will be discussed and voted on by the Faculty Council by November 30. The results will be forwarded to the College President by December 7.
- D. The President will review the recommendation(s) and, if favorable, forward them to the College Board for its action. The President can ask a nominator or a Faculty Council member to present the nomination(s) to the Board.
- E. The number of nominations per year will not exceed two persons or 2% of the faculty strength whichever is greater.
- F. If the College Board approves the nomination, public acknowledgement will be made at the next scheduled Commencement. If the Board disapproves, the nomination will be returned to the Faculty Council.

III. Benefits:

All persons granted Professor Emeritus shall be extended the following considerations:

- A. Listing in the College catalog and other appropriate publications as professors emeriti.
- B. March at the head of the faculty in academic processions.
- C. Be included in all social and professional activities of the active faculty.

Revision: 12/99

LFCC Professor Emeritus Nomination *(to be conferred 2020)*

Nominee: Frost McLaughlin

Retired, Professor of English, 1997-2019

B.A., M.A., Florida State University; D.A. George Mason University

LFCC faculty nominate Frost McLaughlin for Professor Emeritus. First and foremost, Frost always worked to connect scholarship and classroom teaching in ways that inspired other faculty.

A prodigious reader of professional journals, she took the time not only to read and improve her own teaching but also regularly shared articles with colleagues, with relevant sections highlighted for review or discussion. She also went back to graduate school to achieve her doctorate specifically in the area of composition so she could better help her composition students and other English faculty.

Frost is constantly (still – in retirement!) scanning JSTOR for relevant articles and essays, and she stays abreast of research within composition and literature studies. Frost continually refreshed her course content and curriculum in order to challenge herself and her students. She is a wonderful example of a lifelong learner. She presented at the national Conference on College Composition and Communication several times, as well as the VCCS English Peer Group meetings.

An active participant in the LFCC English department, Frost always worked to foster interaction with our high school and four-year university colleagues. Frost originated the idea and developed a symposium on college writing for four- and two-year college faculty as well as dual enrollment faculty. This symposium was held at LFCC for several years, with overwhelming attendance.

Frost also served on LFCC's Faculty Senate for several years, with two years of leadership as chair. She participated in many other committees over the years, specifically related to addressing important student and faculty issues. Frost was recognized for her teaching excellence by her peers in 2018 and was the recipient of the LFCC Distinguished Full-time Faculty Award.

She was an ardent and vocal faculty advocate, especially in areas that touch on instructional issues. During her many years at LFCC, Frost always went above and beyond – for her students, for her colleagues, and for LFCC. For these reasons, Frost McLaughlin is very much deserving of the recognition of Professor Emeritus.

Nomination submitted by:

Rachel Dodson

Associate Professor of Business Management and Administration

January 2020

LFCC Professor Emeritus Nomination *(to be conferred 2020)*

Nominee: Ernest 'Ernie' Grisdale

Retired, Assistant Professor of Chemistry, 1988-2019

B.S., Eastern Michigan University; M.S., Georgia Institute of Technology

LFCC faculty nominate Ernest 'Ernie' Grisdale for Professor Emeritus. Ernie served as LFCC's one-professor chemistry department for most of his 30-year career with the college. Every aspect of chemistry at LFCC bears his indelible imprint.

As a retired chemical officer in the military, Ernie brought a wealth of fascinating experiences related to chemical warfare into his classes. He had a reputation for being particularly good at easing reluctant chemistry students into the subject. He understood why students struggle with chemistry and had a gift for getting them through those barriers to a point of understanding and appreciation of chemistry.

Ernie became known around the Commonwealth for promoting excellence in chemistry as he made extensive contacts with four-year schools to strength partnerships to better serve students. During a time when many four-year schools were still making it challenging to transfer science courses, faculty from other schools often held LFCC apart saying they were happy to accept our courses as they were assured of the quality instruction LFCC students were receiving. Ernie's outreach led to many articulation agreements with transfer colleges and universities that preceded statewide articulation agreements. Ernie's dedication to quality, and commitment to telling LFCC's story, played a key role in overcoming objections that have made the extensive VCCS articulation agreements of today possible.

Due to the Grisdale family's deep support of the military, Ernie and his family started an endowed scholarship at LFCC to assist veteran students in their educational needs.

Ernie was devoted to the success of students. He was particularly concerned with minority students, single mothers and veterans – always thinking about novel ways of supporting and encouraging students to overcome the structural obstacles that held them back. He was always looking for opportunities our students to excel.

In conclusion, Ernie always had a special love for LFCC and its students. From the classroom and beyond, Ernie was clearly student focused. For all the stated reasons, Ernie Grisdale fully deserves the distinction of LFCC Professor Emeritus.

Nomination submitted by:

Rachel Dodson

Associate Professor of Business Management and Administration

January 2020

Q1 I certify that I am a member of the full-time teaching faculty of LFCC.

Answered: 52 Skipped: 0

| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----|
| Yes | 100.00% | 52 |
| No | 0.00% | 0 |
| TOTAL | | 52 |

Q2 Please mark the order of your choices for each nominations:

Answered: 52 Skipped: 0

| | 1ST CHOICE | 2ND | 3RD | TOTAL |
|------------------|--------------|--------------|--------------|-------|
| Margie Harrison | 13.46% 7 | 28.85% 15 | 57.69% 30 | 52 |
| Ernie Grisdale | 51.92% 27 | 30.77% 16 | 17.31% 9 | 52 |
| Frost McLaughlin | 34.62% 18 | 40.38% 21 | 25.00% 13 | 52 |

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 2020

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 2019-20 institutional priorities that were approved by the Chancellor to all board members by mid-March. The VCCS has moved to a biannual review of goals. At the April 2020 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 2019-20 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 May 2020. This proposal requires the College Board's approval.

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

Please take a moment to fill out this evaluation of Dr. Kim Blosser. Your contribution is very important. Please complete by April 21, 2019.

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: Jeanian Clark, Interim Vice President of Financial and Administrative Services

DATE: February 3, 2020

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.):

Last year, The LFCC College Board received this exact request to increase student parking fees. Although approved by our local board, and intended to move forward, the action was deferred to FY21 due to the statewide acceptance of the General Assembly Tuition Moderation Funding, by which VCCS colleges agreed to hold steady all tuition and fees for fiscal year 2020.

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

2018-19 Academic Year Analysis

| Semester | Headcount | Fees Due |
|---|-----------|------------|
| Summer | 2,273 | \$ 61,371 |
| Fall | 6,798 | \$ 183,546 |
| Spring | 6,281 | \$ 169,587 |
| Total | 15,352 | \$ 414,504 |
| \$418,608/118,675 (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 |

RESOLUTION

Urging the Virginia General Assembly to Support the G3 Initiative: “Get a Skill, Get a Job, Give Back”

WHEREAS, Virginia’s economic competitiveness, as well as the economic health of Lord Fairfax Community College’s service region, depends on filling 2.6 million jobs by the year 2026 which will require more than a high school diploma but less than a bachelor’s degree; and

WHEREAS, the availability of a well-trained and educated workforce is the top concern of businesses across the commonwealth and in our service region; and

WHEREAS, two out of five Virginia households are within the ALICE population, who work hard and earn more than the official federal poverty level but less than the basic cost of living; and

WHEREAS, within our service region, 52 percent of Winchester households are within either the ALICE or impoverished populations, with the same being true for 48 percent of households in Page County, 47 percent of households in Clarke County, 45 percent of households in Rappahannock County and 43 percent of households in both Shenandoah and Warren counties; and

WHEREAS, no fewer than twenty-three states, including Maryland, Tennessee, West Virginia, and Kentucky – and six of the nation’s ten states ranked highest for their economy and workforce – offer their residents opportunities to pursue community college programs at greatly reduced, and in some cases no, tuition costs; and

WHEREAS, the G3 (Get a skill, Get a job, Give back) initiative is a modest and fiscally-responsible plan to provide low- and middle-income Virginia students more affordable access to a select group of community college programs, including those of Lord Fairfax Community College, leading to good jobs in high-demand and high-value career fields; and

WHEREAS, the G3 plan seeks to include VCCS FastForward training programs and leverage that program’s success into new pathway models designed to accommodate students’ real-life needs; and

WHEREAS, the high-demand fields in the plan (technology, healthcare, skilled trades, early childhood education, and public safety) typically lead to wage gains of 60 percent for graduates and double what they contribute to Virginia’s General Fund; and

WHEREAS, the G3 proposal encourages effective college-employer partnerships by including resources for apprenticeship related instruction; and

WHEREAS, the G3 initiative promotes economic and social equity by making life-changing and family-supporting postsecondary credentials more accessible and affordable to every Virginian, including those living and working in the communities we serve;

NOW THEREFORE BE IT RESOLVED by the Lord Fairfax Community College Board that the G3 proposal, and the benefits it promises to Virginia students and businesses is worthy of our support and advocacy; and

BE IT FURTHER RESOLVED That the Board directs Lord Fairfax Community College to begin preparations to implement the G3 program as quickly and smoothly as possible, and that the President and

her administrative team give similar priority to supporting the college's success within an ambitious timeline; and

BE IT FURTHER RESOLVED That the President transmit copies of this resolution to Senators Mark D. Obenshain and Jill Holtzman Vogel, and Delegates Christopher E. Collins, C. Todd Gilbert, Gwendolyn W. Gooditis, David A. LaRock, and Michael J. Webert, apprising them of the unanimous and enthusiastic support of the Lord Fairfax Community College Board for this transformative initiative.

X

William C. Daniel
Chair

X

Pamela M. McInnis
Vice Chair

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: January 16, 2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): To align with the G3 stackable credentials of Medical Office Administration to the Medical Billing and Coding Certificate to the HIM degree it is proposed that the name of the Medical Office Administration Career Studies Certificate be changed to Medical Office Assistant Career Studies Certificate.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #268



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: | Beth Shanholtzer |
| Email address and contact no. | bshanholtzer@lfcc.edu |
| Date: | 12/19/19 |
| Program(s) Affected: | Medical Office Administration Career Studies Certificate |
| Semester Change to Take Affect: | Fall 2020 |

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 align with the G3 stackable credentials of Medical Office Administration to the Medical Billing and Coding Certificate to the HIM degree, this proposal includes:

1. Name change from the current Career Studies Certificate of Medical Office Administration to a certificate in Medical Office Assistant.
2. Removal of AST 141 to be replaced with ITE 115;
3. Addition of HIM 298 Seminar and Project, allowing for direct transfer to the Medical Billing and Coding Certificate program; and
4. Replacement of AST 243/271 with HIM 141.

2. Rationale for proposed change: Stackable credentials in alignment with the G3 initiative.

3. Impact of the proposed change on the following:

- A. Transferability and/or employability: Will ensure transferability to the Medical Billing and Coding certificate program.
- B. Personnel / Instructional load – no effect on personnel/faculty.
- C. Scheduling of classes – No affect.
- D. Overall credit hours increase from 16 to 17 credits.
- E. Instructional resources - not affected
- F. Facilities- no affect
- G. National, state, or regional associations - none
- H. SACSCOC accreditation / substantive change - none
- I. Any students currently enrolled in the program (if applicable) – students currently enrolled in the Medical Office Administration program (first term) may choose to move to this CSC.

4. Input from curriculum advisory committee(s) (and other persons "in the field"): This was not discussed directly, but the content is the same or greater than in the current CSC.

5. Examples from other colleges (if appropriate):

Don Shores
Signature of Proposer

12-3-19
Date

6. Comments/Support by Dean/Provost:

Brenda Byard
Signature of Dean/Provost

12/4/19
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
[Signature]
Signature of C&I Chair

FA 20 Effective Date of Change
12/19/19
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved
[Signature]
Signature of Vice President

12/19/19
Date

Curriculum Action Routed to President for Review:

[Signature]
Signature of President

1/13/20
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 208

Date 12/9/19

Curriculum Code Affected/Assigned (if new): 221-285-93

Section 1 last two sentences were revised on 11/7/19. MBS

AWARD: CAREER STUDIES CERTIFICATE
AREA: MEDICAL OFFICE ADMINISTRATION (221-285-93)

This program prepares students for entry-level administrative (clerical) positions within healthcare facilities. Employers may require satisfactory completion of criminal background check and drug screen.

CERTIFICATION: Students enrolled in the program may apply for the National Health Career Association's Certified Medical Administrative Assistant (CMA) exam (at the student's expense).

PROGRAM REQUIREMENTS: This program requires students to enter with the following requisite skills:

- ☐ Demonstrated minimum keyboarding skill of 40 wpm. AST 80 and/or AST 81 may be taken as developmental keyboarding skills classes.

| CURRICULUM | | |
|------------------------|---|-----------|
| Course No. | Title | Credit(s) |
| First Semester | | |
| AST 141 | Word Processing I | 3 |
| HIM 111 | Medical Terminology I | 3 |
| SDV 101 | Orientation to HIM or Health Professions | 1 |
| Second Semester | | |
| HIM 112 | Medical Terminology II | 3 |
| AST 243/271 | Office Administration I <u>OR</u> Medical Office Procedures | 3 |
| HIM 130 | Healthcare Information Systems | 3 |
| | PROGRAM TOTAL | 16 |

AWARD: CAREER STUDIES CERTIFICATE
 AREA: MEDICAL OFFICE ~~ADMINISTRATION~~ (221-285-93)
 ASSISTANT

This program prepares students for entry-level administrative (clerical) positions within healthcare facilities. Employers may require satisfactory completion of criminal background check and drug screen.

CERTIFICATION: Students enrolled in the program may apply for the National Health Career Association's Certified Medical Administrative Assistant (CMA) exam (at the student's expense).

PROGRAM REQUIREMENTS: This program requires students to enter with the following requisite skills:
 ☐ Demonstrated minimum keyboarding skill of 40 wpm. AST 80 and/or AST 81 may be taken as developmental keyboarding skills classes.

CURRICULUM

| Course No. | Title | Credit(s) |
|--------------------------------|---|------------------|
| First Semester | | |
| ITE AST 141 | <i>Introduction to Computer Applications</i> | 3 |
| 115 HIM 111 | Word Processing I | 3 |
| SDV 101 | Medical Terminology I | 1 |
| | Orientation to HIM or Health Professions | |
| Second Semester | | |
| HIM 112 | Medical Terminology II | 3 |
| HIM 141 AST 243/271 | <i>Intro. to Health Info. Management</i> Office Administration I OR Medical Office Procedures | 3 |
| HIM 130 | Healthcare Information Systems | 3 |
| | PROGRAM TOTAL | 16 17 |
| <i>→ Add</i> HIM 298 | <i>Seminar and Project</i> | 1 |

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President
FROM: Karen Kellison, Vice President of Academic and Student Affairs
DATE: January 16, 2020
SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): Create A.S. in Computer Science degree to better serve students studying Computer Science and planning to transfer to 4-year institutions to obtain a B.S., B.A., or B.A.&S. in Computer Science or enter into the workforce at an entry level.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #272



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: | Melissa Stange |
| Email address and contact no. | mstange@lfcc.edu |
| Date: | December 1, 2019 |
| Program(s) Affected: | A.S. in Computer Science |
| Semester Change to Take Affect: | Summer 2020 (Pending Board(s) Approval) |

- 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 create a spin-off degree to better serve students studying Computer Science and planning to transfer to 4-year institutions to obtain a B.S., B.A., or B.A.&S. in Computer Science or enter into the workforce at an entry level.

- Rationale for proposed change:

The A.S. of Science: Computer Science Specialization has seen increased enrollment and number of graduates for the last three years. The VCCS Tech Talent grant targets A.S. in Computer Science degrees and LFCC is one of the colleges selected for Tech Talent. An A.S. in Computer Science always for course requirements beyond the allowed VCCS difference between a parent and specialization

Course change comments (Comparison between CS Specialization & CS Degree):

- **CSC 200:** does not transfer to JMU, ODU, VT but does transfer to GMU, CNU, and Radford
- **ENG 112:** Often does not transfer in as Core Gen. Ed., such as GMU. To better prepare technical students for workforce, ENG 115 has been substituted. GMU does not transfer ENG 115 as Core Gen. Ed., but only 1 written communication requirement is needed and that is ENG 111. However, ODU will transfer ENG 115 as ENGL 211C, the same as they do ENG 112. Should a student want to take ENG 112, they could elect to take that as one of the Approved Electives. ENG 115 will better serve CS Students entering into the work force instead of transferring. ENG 115 currently has limited offerings at LFCC, so an "OR" is used to allow to select which to take based on their personal goals.
- **PED/HLT Elective** changed to just a PED/HLT 1 Credit elective, to comply with the VCCS max degree credits of 63
- **Literature Elective** changed to a second Humanities/Fine Arts elective due to the Literature pre-requisite requirements. Students may opt to take literature as their one of their Humanities electives
- **Two Electives:** Are open to for students to individualize the degree to meet their transfer institution requirements or career goals, instead of being restrictive. If transferring to UVA BA in CS they may take foreign language or music to meet the UVA program needs. If going to the workforce Cybersecurity courses, could count. If transferring to a health program could add more health courses and if transferring to a Math based program could have math courses. Transferring into a

Software Engineering program, should take some Engineering courses as electives. Could also be 2nd Stats class or History class for DE students.

3. Impact of the proposed change on the following:

- A. Transferability and/or employability **Improves transferability for students, while still allowing students the flexibility of individualized learning and to maximize their individual needs at their selected transfer institution. Changes allow degree to serve students looking to transfer into BA, BA&S, BS Computer Science Program or enter the workforce at the entry level**
- B. Personnel / Instructional load. **Changes can be done with current FT & PT faculty, plus there are additional PT CS faculty who can teach courses as needed**
- C. Scheduling of classes **All courses computer science courses will still be offered as**
- D. **electives or required courses in the degree or career studies certificate**
- E. Overall credit hours in the program(s). **61-63, which now conforms to the VCCS 60-63 Credits**
- F. Instructional resources. **LFCC does have CS qualified adjuncts waiting to teach upon request**
- G. Facilities. **None**
- H. National, state, or regional associations. **This will have to be approved by VCCS**
- I. SACSCOC accreditation / substantive change. **This will have to be sent to SHEV**
- J. Any students currently enrolled in the program (if applicable). **None**

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

No formal CAC is required for Computer Science. Gary McGraw of Berryville Machine Learning and James Allan of the FBI, advises on CS curriculum changes. Bill Clements of TCC has also been consulted on discontinuing the specialization and moving to a spin-off degree as TCC just did the exact process. Brent Kendrick was also consulted on ENG112/ENG115 courses.

5. Examples from other colleges (if appropriate):

Melvin Stange
Signature of Proposer

12/4/19
Date

6. Comments/Support by Dean/Provost:

Brenda Beyard
Signature of Dean/Provost

12/5/19

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

SU 20

Effective Date of Change

[Signature]
Signature of C&I Chair

12/19/19
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

[Signature]
Signature of Vice President

12/19/19
Date

Curriculum Action Routed to President for Review:

[Signature]
Signature of President

1/13/20
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned:

272

Date

12/9/19

Curriculum Code Affected/Assigned (if new): _____

Award: Associate of Science Degree
Major: Computer Science - Transfer

| Semester 1 (Fall) | | Credits |
|---|--|----------------|
| CSC 201 Computer Science I | | 4 |
| ENG 111 College Composition I | | 3 |
| Social Science Elective ² | | 3 |
| SDV 101 Orientation for IT Professions | | 1 |
| Science with Laboratory Elective ² | | 4 |
| Semester Total | | 15 |
| Semester 2 (Spring) | | |
| Math Elective I ¹ | | 3-4 |
| ENG 115 Technical Writing or ENG 112 College Composition II | | 3 |
| CSC 202 Computer Science II | | 4 |
| Science with Laboratory Elective ² | | 4 |
| PED/HLTElective ² | | 1 |
| Semester Total | | 15-16 |
| Semester 3 (Fall) | | |
| HIS History Elective ² | | 3 |
| CSC 210 Programming with C++ | | 4 |
| CST Elective ² | | 3 |
| Humanities/Fine Arts Elective ² | | 3 |
| Math Elective II ¹ | | 3-4 |
| Semester Total | | 16-17 |
| Semester 4 (Spring) | | |
| CSC 205 Computer Organization | | 3 |
| Humanities/Fine Arts Elective ² | | 3 |
| Social Science Elective ² | | 3 |
| Approved Elective ³ | | 3 |
| Approved Elective ³ | | 3 |
| Semester Total | | 15 |
| Total Minimum Credits | | 61-63 |

¹Math Elective I must be MTH 161 or higher, Math Elective II must be MTH 162 or higher

²See list of approved electives in catalog

³Students may select any course any course not already in the degree and required by the transfer institution. Please see an advisor.

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President
FROM: Karen Kellison, Vice President of Academic and Student Affairs
DATE: 01/23/2020
SUBJECT: Item Recommendation 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): Proposal to create a new degree AS Science: Computational & Data Science Specialization. Employers are in need of data scientists to help make data-driven decisions, influencing strategy and processes, and solving their most pressing problems. Data Science is at the intersection of mathematics, statistical research, data processing and computer science and this hybrid, complex field is high-growth. This degree will provide graduates a strong mathematical foundation combined with introductory computer science courses to be successful upon transfer.

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) [Click or tap here to enter text.](#)

Attachments (List supporting documents): Approved C&I Proposal #293

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: | Melissa Stange |
| Email address and contact no. | mstange@lfcc.edu |
| Date: | January 9, 2020 |
| Program(s) Affected: | Associate of Science in Science Degree |
| Semester Change to Take Affect: | Fall 2020 |

- 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 create a new specialization under the existing Associate of Science (A.S.) degree in Science with a specialization in Computational & Data Science. The specialization is less than 25% different from the parent degree.

- Rationale for proposed change:

Employers are in need of data scientists to help make data-driven decisions, influencing strategy and processes, and solving their most pressing problems. The national average annual salary for a data scientist is \$110,000. Jobs in the field are growing by 19%, and 55% of STEM job postings are calling for data science skills. Data Science is at the intersection of mathematics, statistical research, data processing, and computer science, this hybrid, complex field is high-growth.

The specialization will provide graduates a strong mathematical foundation combined with introductory computer science courses to be successful upon transfer.

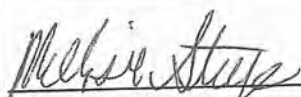
- Impact of the proposed change on the following:

- Transferability and/or employability – **Yes, an B.S. in Data Science/Data Analytics but specifically GMU's B.S. in Computational & Data Science**
- Personnel / Instructional load – **Adjuncts may be used if full-time staff are not able to meet course demands. Ultimately it would be best to hire a full-time faculty member with a Masters +18 in Data Science to lead the program. In the meantime, the responsibility could be shared between full-time Math and CS leads**
- Scheduling of classes - **All courses are currently listed within the LFCC catalog and existing full-time**
- Overall credit hours in the program(s) – **61-63**
- Instructional resources – **GMU has been working with a team from LFCC since October to develop the degree. Proposal for new Data Science courses may be required in the future. Math Courses are already paired with GMU courses and GMU is sharing their course content with LFCC team for other courses.**
- Facilities – **No additional facilities needed**

- F. National, state, or regional associations – American Statistical Association (ASA) and Data Science Association (DSA) are national associations in the field. Association of Computing Machinery (ACM) is currently writing curriculum guidelines for Data Science programs. Association to Advance Collegiate Schools of Business (AACSB) currently accredits Data Analytic programs. All have resources for use at LFCC.
- G. SACSCOC accreditation / substantive change - LFCC Board, VCCS, & SCHEV required
- H. Any students currently enrolled in the program (if applicable) - NA

3. Input from curriculum advisory committee(s) (and other persons "in the field"):
As a transfer program there is no advisory committee. However GMU Data Science faculty have been working with LFCC Math, Computer Science, and Cybersecurity faculty since October. CS Faculty Lead also serves on the ACM CCECC committee advising for curriculum guidelines and is also a member of the American Statistical Association.

5. Examples from other colleges (if appropriate):


Signature of Proposer

1/13/2020
Date

6. Comments/Support by Dean/Provost:

Signature of Dean/Provost

Date

4/13/19

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

FA 20

Effective Date of Change

Sam Dillend

Signature of C&I Chair

Date

1/23/20

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Karen Kellison

Signature of Vice President

Date

1/23/20

Curriculum Action Routed to President for Review:

Signature of President

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned:

293

Date

1/16/20

Curriculum Code Affected/Assigned (if new):

A.S. in Science: Computational & Data Science Specialization
Catalog Page

| <i>Course</i> | <i>Title</i> | <i>Credits</i> |
|----------------------------|---|----------------|
| First Semester | | |
| ENG 111 | College Composition I | 3 |
| CSC 200 | Introduction to Computer Science | 3 |
| SDV 100 | College Success Skills | 1 |
| Science with Laboratory I | Elective - Chemistry or Physics ¹ | 4 |
| MTH167 or MTH245 | Computational & Data Science math elective ² | <u>3-5</u> |
| | <i>Total</i> | <i>14-16</i> |
| Second Semester | | |
| ENG 112 | College Composition II | 3 |
| HIS | Elective ³ | 3 |
| MTH 263 | Calculus I | 4 |
| Science with Laboratory II | Elective – Chemistry or Physics ¹ | 4 |
| Social Science I | Elective ³ | <u>3</u> |
| | <i>Total</i> | <i>17</i> |
| Third Semester | | |
| ENG | Literature Elective | 3 |
| CSC 201 | Computer Science I | 4 |
| Social Science II | Elective ³ | 3 |
| MTH 264 | Calculus II | 4 |
| MTH 245 or MTH266 | Computational & Data Science math elective ² | <u>3</u> |
| | <i>Total</i> | <i>17</i> |
| Fourth Semester | | |
| CST | Elective ³ | 3 |
| Humanities/Fine Arts | Elective ³ | 3 |
| MTH 266 or MTH288 | Computational & Data Science math elective ² | 3 |
| CSC 202 | Computer Science II | <u>4</u> |
| | <i>Total</i> | <i>13</i> |
| | Program Total | 61-63 |

Footnotes:

¹A full-year sequence of science with lab is recommend. Chemistry (CHM 111/112) or physics are required. Student should consult with an advisor to ensure transferability.

²There are two tracks in this programs based on math placement:

| Placement | First | Second | Third | Fourth |
|------------|---------|---------|---------------|---------|
| If MTH 167 | MTH 167 | MTH 263 | MTH 264 & 245 | MTH 266 |
| If MTH 263 | MTH 263 | MTH 264 | MTH 266 & 245 | MTH 288 |

³Electives may be chosen from the approved list in catalog. Students should check with the institution to which they will be transferring to determine the most appropriate courses to take at LFCC.

Computational & Data Science Comparison With Parent A.S. in Science Degree

| <i>A.S. in Science Parent Degree Course</i> | <i>A.S. in Science Parent Degree Credits</i> | <i>Computational & Data Science Specialization Course</i> | <i>Computational & Data Science Specialization Credits</i> |
|---|--|---|--|
| First Semester | | First Semester | |
| ENG 111 | 3 | ENG 111 | 3 |
| IT/CS Elective | 3 | CSC 200 | 3 |
| SDV 100 | 1 | SDV 100 | 1 |
| Science with Laboratory I | 4 | Science with Laboratory I | 4 |
| Math Elective | <u>3</u> | MTH167 or MTH245 | <u>3-5</u> |
| | 14 | | 14-16 |
| Second Semester | | Second Semester | |
| ENG 112 | 3 | ENG 112 | 3 |
| HIS | 3 | HIS | 3 |
| Math Elective | 4 | MTH 263 | 4 |
| Science with Laboratory II | 4 | Science with Laboratory II | 4 |
| Approved STEM Elective | <u>3-4</u> | Social Science I | <u>3</u> |
| | 16-17 | | 17 |
| Third Semester | | Third Semester | |
| ENG | 3 | ENG | 3 |
| Science W/Lab | 4 | CSC 201 | 4 |
| Social Science Elective i | 3 | Social Science II | 3 |
| PED/HLT | 1 | MTH 264 | 4 |
| Approved STEM Elective | <u>3-4</u> | MTH 245 or MTH266 | <u>3</u> |
| | 14-15 | | 17 |
| Fourth Semester | | Fourth Semester | |
| CST | 3 | CST | 3 |
| Humanities/Fine Arts | 3 | Humanities/Fine Arts | 3 |
| Approved Transfer Elective | 3 | MTH 266 or MTH288 | 3 |
| Science w/Lab | <u>4</u> | CSC 202 | <u>4</u> |
| Social Science Elective II | 16 | | 13 |
| | | | |
| Program Total | 60-62 | Program Total | 61-63 |

The differences are:

- The specialization is within 25% difference.
- Instead of stating “approved STEM or Transfer elective”, specific Math courses are listed.
- Instead of 4 semesters of Science w/Lab, the specialization has 2 semesters with science with lab and 2 semesters of Computer Science courses (CSC201 & CSC202).
- Instead of IT/CS elective, a specific CSC course is stated (CSC200)
- The same number of Social Science Electives are required, just taken in different semesters

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: January 16, 2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): Based upon a request from GMU for a transfer path to its BS in Cyber Security Engineering degree, create a new degree AS Science: Cybersecurity Engineering Specialist creating opportunity for a student to be enrolled in various institutional degree programs via a single entry.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #284

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: | Henry J. Coffman |
| Email address and contact no. | hcoffman@lfcc.edu |
| Date: | December 4, 2019 |
| Program(s) Affected: | Associate of Science in Science Degree |
| Semester Change to Take Affect: | Fall 2020 |

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 create a new specialization under the existing Associate of Science (A.S.) degree in Science with a specialization in Cybersecurity Engineering consisting of the content as given in the attached catalog page. The specialization is less than 25% different from the parent degree and existing A.S. in Science: Engineering Specialization.

2. Rationale for proposed change:

Based on a request from GMU for a transfer path to its BS in Cyber Security Engineering degree, the new specialization, A.S. in Science: Cybersecurity Engineering, is developed in flexibility to this degree and potentially other cybersecurity related engineering degrees. Such flexibility creates opportunity for the student to be enrolled in various institutional degree programs vice a single entity. The specialization will provide graduates a strong mathematical foundation, introductory engineering and computer science courses, with foundational cybersecurity. Truly a multi-discipline specialization.

3. Impact of the proposed change on the following:

- A. Transferability and/or employability – **Transferable; employability high**
- A. Personnel / Instructional load – **N/A**
- B. Scheduling of classes – **N/A**
- C. Overall credit hours in the program(s) – **67**
- D. Instructional resources – **N/A**
- E. Facilities – **None**
- F. National, state, or regional associations – **VCCS code assignment after LFCC approval**
- G. SACSCOC accreditation / substantive change - **LFCC Board**
- H. Any students currently enrolled in the program (if applicable) - **None**

3. Input from curriculum advisory committee(s) (and other persons "in the field"):
Transfer program CAC not required; Email endorsement from GMU is forthcoming

5. Examples from other colleges (if appropriate):

6. Comments/Support by Dean/Provost:

Brenda Byard
Signature of Dean/Provost

12/5/19
Date

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

[Signature]
Signature of Dean/Provost

12/5/19
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

SU 20 Effective Date of Change

[Signature]
Signature of C&I Chair

12/19/19
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

[Signature]
Signature of Vice President

12/19/19
Date

Curriculum Action Routed to President for Review:

[Signature]
Signature of President

1/13/20
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 284

Date 12/9/19

Curriculum Code Affected/Assigned (if new): _____

A.S. in Science: Cybersecurity Engineering Specialization
Catalog Page

Designed for persons who plan to transfer to a four-year college or university to complete a bachelor of science or higher in program in the discipline of Cybersecurity or Cybersecurity Engineering. The program is designed with a starting point of Readiness for ENG 111 and MTH 263.

| Semester 1 | Credits |
|--|----------------|
| CST 110 Introduction to Speech Communications | 3 |
| ENG 111 College Composition I | 3 |
| MTH 263 Calculus I | 4 |
| EGR 120 Introduction to Engineering | 2 |
| SDV 101 Orientation to IT Professions | 1 |
| Approved Humanities /Fine Arts Elective ¹ | 3 |
| Semester Total | 16 |
| Semester 2 | |
| ECO 202 Principles of Microeconomics | 3 |
| MTH 288 Discrete Mathematics | 3 |
| Approved Cybersecurity Engineering Elective ² | 3 |
| MTH 264 Calculus II | 4 |
| PHY 241 University Physics I | 4 |
| Semester Total | 17 |
| Semester 3 | |
| CSC 201 Computer Science I | 4 |
| MTH 265 Calculus III | 4 |
| PHY 242 University Physics II | 4 |
| Approved Humanities/Fine Arts Elective ¹ | 3 |
| Approved Cybersecurity Engineering Elective ² | 3 |
| Semester Total | 18 |
| Semester 4 | |
| CSC 202 Computer Science II | 4 |
| MTH 266 Linear Algebra | 3 |
| MTH 267 Differential Equations | 3 |
| Approved Cybersecurity Engineering Elective ² | 3 |
| Approved Social Science Elective ³ | 3 |
| Semester Total | 16 |
| Total Minimum Credits | 67 |

¹Students may select humanities elective from the approved list in the catalog. Students pursuing the Bachelor of Cyber Security Engineering at GMU are encouraged to take REL 100 and ART 101 as the selected courses.

²Students may only select courses approved by the Cybersecurity faculty.

³Students may select social science elective from the approved list in the catalog. Students pursuing the Bachelor of Science in Cyber Security Engineering degree at George Mason University are encouraged to take HIS 112 as their LFCC social science elective.

Cybersecurity Engineering Comparison With Engineering Transfer

| <i>A.S. in Science Engineering Specialization Course</i> | <i>A.S. in Science Engineering Specialization Credits</i> | <i>A.S. in Science Cybersecurity Specialization Course</i> | <i>A.S. in Science Cybersecurity Engineering Specialization Credits</i> |
|---|--|---|--|
| First Semester | | First Semester | |
| ENG 111 | 3 | CST 110 | 3 |
| IT/CS Elective | 3 | ENG 111 | 3 |
| MTH 263 | 1 | MTH 263 | 4 |
| EGR 120 | 4 | EGR 120 | 2 |
| SDV 100 | 3 | SDV 101 | 1 |
| Science w/Lab | 4 | Humanities /Fine Arts Elective ¹ | 3 |
| Semester Total | 17 | Semester Total | 16 |
| Second Semester | | Second Semester | |
| ENG 112 | 3 | ECO 202 | 3 |
| MTH 264 | 4 | MTH 288 | 3 |
| MTH 266 | 3 | Cybersecurity Engineering Elective ² | 3 |
| EGR 123 | 2 | MTH 264 | 4 |
| CST | 3 | PHY 241 | 4 |
| Semester Total | 15 | Semester Total | 17 |
| Third Semester | | Third Semester | |
| Social Science Elective I | 3 | CSC 201 | 4 |
| Approved STEM Elective | 3-4 | MTH 265 | 4 |
| PED/HLT | 1 | PHY 242 | 4 |
| Engineering Elective | 3 | Humanities/Fine Arts Elective ¹ | 3 |
| Engineering Elective | 3 | Cybersecurity Engineering Elective ² | 3 |
| Science w/Lab | 4 | | |
| Semester Total | 17-18 | Semester Total | 18 |
| Fourth Semester | | Fourth Semester | |
| Social Science Elective II | 3 | CSC 202 | 3 |
| Humanities/Fine Arts | 3 | MTH 266 | 3 |
| Science w/Lab | 4 | MTH 267 | 3 |
| Literature Elective | 3 | Cybersecurity Engineering Elective ² | 3 |
| Engineering or Math Elective | 3 | Social Science Elective ³ | 3 |
| Approved STEM Elective | 3 | | |
| Semester Total | 19 | Semester Total | 16 |
| Program Total | 68-69 | Program Total | 67 |

The differences are:

- The specialization is within 25% difference from parent and within program total for Engineering Programs.
- Instead of stating "approved STEM or Math elective", specific Computer Science or Math courses listed.
- Instead of stating "Engineering Electives" term "Cybersecurity Engineering Electives" used.
- Instead of IT/CS Elective, Specific Computer Science course stated (CSC201)
- Instead of 3 semesters of Science w/Lab, the Cybersecurity Engineering specialization has 2 semesters with science with lab and 1 semesters of Computer Science course (CSC202). Science w/labs are same as footnoted 3rd & 4th semesters of Engineering Specialization
- The same number of Social Science Electives are required, taken in different semesters and stated as 1 elective and ECO 202 specifically.
- PED/HLT is not part of Cybersecurity Engineering Specialization
- Cybersecurity Engineering specialization requires Math Courses listed as recommendations in Engineering Specialization
- SDV 101 stated instead of SDV 100

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: January 16, 2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): New Basic Electronics Technician CSC included with the G3 grant. Will provide opportunities for employment and support service region industrial employment needs. The occupational objective of this CSC is to prepare students for entry-level positions in the electronic field.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #288



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: | Bill Lewis |
| Email address and contact no. | blewis@lfcc.edu |
| Date: | 11/18/2019 |
| Program(s) Affected: | New program; Basic Electronics Technician CSC |
| Semester Change to Take Affect: | Anticipated 2020-21 |

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):
New program: Basic Electronics Technician CSC

2. Rationale for proposed change:
Provide opportunities for employment and support service region industrial employment needs

3. Impact of the proposed change on the following:

- A. Transferability and/or employability **Not intended for transfer but highly employable**
- B. Personnel / Instructional load **Initially at least 1 full time faculty member needed**
- C. Scheduling of classes **Primarily in afternoon and evening**
- D. Overall credit hours in the program(s) **18**
- E. Instructional resources **Lab equipment to be provided by G3 grant**
- F. Facilities **Can work in existing**
- G. National, state, or regional associations **None**
- H. SACSCOC accreditation / substantive change **New program**
- I. Any students currently enrolled in the program (if applicable) **NA**

4. Input from curriculum advisory committee(s) (and other persons "in the field"): **Consultant hired, numerous visits to local industry and visits to two VCCS colleges. No advisory committee formed until G3 grant finalized**

5. Examples from other colleges (if appropriate):


 Signature of Proposer

11/18/2019
 Date

6. Comments/Support by Dean/Provost:

Signature of Dean/Provost

Date

1/13/2020

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

FA 20 Effective Date of Change

Signature of C&I Chair

Date

12/19/19

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Signature of Vice President

Date

12/19/19

Curriculum Action Routed to President for Review:

Signature of President

Date

1/14/20

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 288 Date 12/12/19

Curriculum Code Affected/Assigned (if new):

Award: Career Studies Certificate

Area: Basic Electronics Technician

Exposes students to theory and applications of basic electronics. The occupational objective of this certificate is to prepare students for entry level positions in the electronics field.

This certificate can be completed in two semesters if the following conditions are met:

- Students are willing to enroll in day and evening classes
- Students must take courses in the semesters they are listed

Curriculum:

| Course Number | Title | Credits |
|-----------------|--|---------|
| Fall Semester | | |
| ETR 113 | DC and AC Fundamentals I | 3 |
| ETR 143 | Devices and Applications I | 3 |
| Total | | 6 |
| Second Semester | | |
| ETR 114 | DC and AC Fundamentals II | 3 |
| ELE 152 | Electrical-Electronics Calculations I | 3 |
| ETR 144 | Devices and Applications II | 3 |
| ELE 233 | Programmable Logic Controllers Systems I | 3 |
| Total | | 12 |
| Program Total | | 18 |

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: January 16, 2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): New Technical Studies: Process Control and Instrumentation Technician AAS degree. This will provide opportunities for employment and support service region industrial employment needs as well as provide a stackable credential for the G3 initiative.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #287

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: | Bill Lewis | |
| Email address and contact no. | blewis@lfcc.edu | |
| Date: | 11/18/2019 | |
| Program(s) Affected: | New program: AAS Degree Process Control and Instrumentation Technician | |
| Semester Change to Take Affect: | Anticipated 2020-21 if funding supports | |

- 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):
New program: AAS degree Process Control and Instrumentation Technician FYI: There are two existing CSCs one of which will be revised (Basic Electrical Technician) and the other which will be discontinued (Electrical Controls Technician) along with an existing AAS Specialization which will also be discontinued (Industrial Electricity and Controls) if the G3 grant is approved. The revision and discontinuation of those degrees are contingent with this proposed change.
- Rationale for proposed change:
Provide opportunities for employment and support service region industrial employment needs. Provide a stackable credential for the G3 initiative.
- Impact of the proposed change on the following:
 - Transferability and/or employability **Not intended for transfer but highly employable**
 - Personnel / Instructional load **Initially at least 1 full time faculty member needed**
 - Scheduling of classes **Primarily in afternoon and evening**
 - Overall credit hours in the program(s) **68**
 - Instructional resources **Lab equipment to be provided by G3 grant**
 - Facilities **Can work in existing**
 - National, state, or regional associations **None**
 - SACSCOC accreditation / substantive change **New program**
 - Any students currently enrolled in the program (if applicable) **n/a**
- Input from curriculum advisory committee(s) (and other persons "in the field"): **Consultant hired, numerous visits to local industry and visits to two VCCS colleges. No advisory committee formed until G3 grant finalized**
- Examples from other colleges (if appropriate):

[Signature] 11/18/2019
Signature of Proposer Date

6. Comments/Support by Dean/Provost:
[Signature] 1/13/20
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 FA 20 Effective Date of Change
[Signature] 12/19/19
Signature of C&I Chair Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved
[Signature] 12/19/19
Signature of Vice President Date

Curriculum Action Routed to President for Review:

[Signature] 1/14/20
Signature of President Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 287 Date 12/12/19
Curriculum Code Affected/Assigned (if new): _____

NEW

Award: Associate in Applied Science Degree

Major: Technical Studies

Specialization: Process Control and Instrumentation Technology

Provides educational opportunities leading to employment in process control and instrumentation support functions in manufacturing and industry. Upon completion of this program occupational objectives include Industrial Electrician, Process Control Technician, and Instrumentation Technician, among others.

Curriculum:

| Course Number | Title | Credits |
|-----------------|---------------------------------------|----------|
| First Semester | | |
| ELE 133 | Practical Electricity I | 3 |
| ETR 113 | DC and AC Fundamentals I | 3 |
| ELE 149 | Wiring Methods in Industry | 3 |
| MTH 131 | Technical Math | 3 |
| ETR 143 | Devices and Applications I | 3 |
| SAF 130 | Industrial Safety-OSHA 10 | 1 |
| SDV 100 | College Success Skills | <u>1</u> |
| | Total | 17 |
| Second Semester | | |
| ETR 114 | DC and AC Fundamentals II | 3 |
| ELE 152 | Electrical-Electronics Calculations I | 3 |
| ELE 131 | National Electric Code | 3 |
| ELE 233 | Programmable Logic Controllers Sys. I | 3 |
| ETR 144 | Devices and Applications II | 3 |
| ELE 134 | Practical Electricity II | <u>3</u> |
| | Total | 18 |

NEW

Third Semester

| | | |
|---------|---|----|
| INS 230 | Instrumentation I | 3 |
| ELE 234 | Programmable Logic Controllers Sys. II | 3 |
| ETR 150 | Machine Control using Relay and Programmable Logic | 3 |
| SOC | Social Science Elective ¹ | 3 |
| ENG 111 | College Composition I | 3 |
| | Total | 15 |

Fourth Semester

| | | |
|---------|----------------------------------|----------|
| INS 231 | Instrumentation II | 3 |
| ELE 246 | Ind. Robotics Programming | 3 |
| INS 232 | System Troubleshooting | 3 |
| ENG 115 | Technical Writing | 3 |
| INS 233 | Process Control Integration | 3 |
| HUM | Humanities Elective ¹ | <u>3</u> |
| | Total | 18 |

| | |
|----------------------|-----------|
| Program Total | 68 |
|----------------------|-----------|

¹ Students may select Social Science/Humanities electives from the list of approved electives in the catalog.

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: January 16, 2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): Discontinue AAS Industrial Electricity and Controls Specialization degree and replace with the G3 pathway. G3 grant will provide better opportunities than the current program.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #285

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: | Bill Lewis |
| Email address and contact no. | blewis@lfcc.edu |
| Date: | 11/18/2019 |
| Program(s) Affected: | Discontinued program: AAS Degree Industrial Electricity and Controls Specialization |
| Semester Change to Take Affect: | Anticipated 2020-21 |

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

This program will discontinue and be replaced by the G3 pathway.

2. Rationale for proposed change:

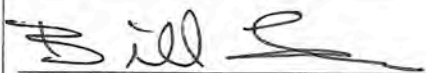
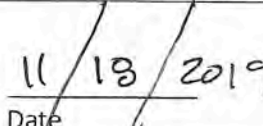
Planning work on the G3 initiative has indicated a need to shift focus.

3. Impact of the proposed change on the following:

- A. Transferability and/or employability **None**
- B. Personnel / Instructional load **None**
- C. Scheduling of classes **None**
- D. Overall credit hours in the program(s) **67**
- E. Instructional resources **Will go to G3 pathways**
- F. Facilities **None**
- G. National, state, or regional associations **None**
- H. SACSCOC accreditation / substantive change
- I. Any students currently enrolled in the program (if applicable) **Will be accommodated by substitutions as the program is phased out and replaced by G3**

4. Input from curriculum advisory committee(s) (and other persons "in the field"): **Consultant hired, numerous visits to local industry and visits to two VCCS colleges. G3 grant will provide better opportunities than current program**

5. Examples from other colleges (if appropriate):

| | |
|---|--|
|  |  |
| Signature of Proposer | Date |

6. Comments/Support by Dean/Provost:

Signature of Dean/Provost

Date

1/13/20

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

FA 20

Effective Date of Change

Signature of C&I Chair

Date

12/19/19

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Signature of Vice President

Date

12/19/19

Curriculum Action Routed to President for Review:

Signature of President

Date

1/14/20

FOR INTERNAL USE ONLY:

Proposal Number Assigned:

295

Date

12/12/19

Curriculum Code Affected/Assigned (if new):

968-06

EXISTING

AWARD: ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: GENERAL ENGINEERING TECHNOLOGY
SPECIALIZATION: INDUSTRIAL ELECTRICITY AND CONTROLS TECHNOLOGY (968-06)

Provides educational opportunities for those seeking employment in the many manufacturing industries and businesses, which need individuals trained in basic electrical applications, including the control of machinery and processes. It is also appropriate for those attempting to upgrade their knowledge or acquire practical skills. Upon completion of this program occupational objectives include electrical apprentice, electrician, electrician's helper, industrial electrician, journeyman or other related positions.

CURRICULUM

| Course No. | Title | Credit(s) |
|------------------------|---|-----------|
| First Semester | | |
| EGR 110 | Engineering Graphics | 3 |
| ELE 133 | Practical Electricity I | 3 |
| ENG 111 | College Composition I | 3 |
| MEC 111 | Materials for Industry | 3 |
| MTH | Approved Math Elective ¹ | 3 |
| SDV 100 | College Success Skills | 1 |
| | Total | 16 |
| Second Semester | | |
| CAD 241 | Parametric Solid Modeling I | 3 |
| EGR 216 | Computer Methods in Engineering and Technology | 3 |
| ELE 134 | Practical Electricity II | 3 |
| ENG 112/115 | College Composition II <u>OR</u> Technical Writing | 3 |
| MEC 112 | Processes of Industry | 3 |
| MTH | Approved Math Elective ¹ | 3 |
| | Total | 18 |
| Third Semester | | |
| EGR 206 | Engineering Economics | 3 |
| ELE 159 | Practical Motors | 3 |
| PED/HLT | Physical Education or Healthy | 1 |
| | Humanities Elective ² | 3 |
| | Social Science Elective ² | 3 |
| | Technical Elective ³ | 3 |
| | Total | 16 |
| Fourth Semester | | |
| ELE 135/137 | National Electrical Code-Residential <u>OR</u> National Electrical Code-Industrial | 3 |
| ELE 156 | Electrical Control Systems | 3 |
| IND 145 | Introduction to Metrology | 3 |
| | Social Science Elective ² | 3 |
| | Technical Elective ³ | 3 |
| | Total | 15 |
| | PROGRAM TOTAL | 65 |

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: January 16, 2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): Discontinue Electrical Controls Technician CSC. This program will be replaced by the new G3 program: Electronics Technician CSC.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Proposal #286



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: | Bill Lewis |
| Email address and contact no. | blewis@lfcc.edu |
| Date: | 11/18/2019 |
| Program(s) Affected: | Discontinued program: CSC Electrical Controls Technician |
| Semester Change to Take Effect: | Anticipated during 2020-21 |

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

This program will be replaced by the G3 pathways upon G3 funding approval and equipment purchase.

2. Rationale for proposed change:

G3 program will replace with new CSC: Electronics Technician

3. Impact of the proposed change on the following:

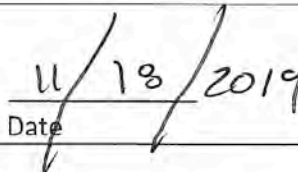
- A. Transferability and/or employability **None**
- B. Personnel / Instructional load **None**
- C. Scheduling of classes **None**
- D. Overall credit hours in the program(s)
- E. Instructional resources **None- will be diverted to G3 pathways**
- F. Facilities **None**
- G. National, state, or regional associations **None**
- H. SACSCOC accreditation / substantive change
- I. Any students currently enrolled in the program (if applicable) **Will be accommodated as the program is phased out.**

4. Input from curriculum advisory committee(s) (and other persons "in the field"): **Consultant hired, numerous visits to local industry and visits to two VCCS colleges. G3 grant CSCs will provide better opportunities than current program**

5. Examples from other colleges (if appropriate):



Signature of Proposer



Date

6. Comments/Support by Dean/Provost:

Signature of Dean/Provost

Date

1/13/20

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

FA 20

Effective Date of Change

Signature of C&I Chair

Date

[Signature]

12/19/19

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Signature of Vice President

Date

[Signature]

12/19/19

Curriculum Action Routed to President for Review:

Signature of President

Date

[Signature]

1/14/20

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 286

Date

12/12/19

Curriculum Code Affected/Assigned (if new): 221-941-04

EXISTING

AWARD: CAREER STUDIES CERTIFICATE
AREA: ELECTRICAL CONTROL TECHNICIAN - INTERMEDIATE (221-941-04)

Allows students to obtain a second career studies certificate, complementing the first CSC Electrical Technician Basic, thus enabling students to become more employable. Upon completion of this certificate the occupational objectives include equipment designer, product development, engineering technician, product engineer, assembler and other positions.

| CURRICULUM | | |
|------------------------|--|-----------|
| Course No. | Title | Credit(s) |
| Fall Semester | | |
| *ELE 159 | Electrical Motors | 3 |
| ELE 134 | Practical Electricity II* <u>OR</u> Elective | 3 |
| ELE 239 | Programmable Controllers | 3 |
| | Total | 9 |
| Spring Semester | | |
| ELE 156 | Electrical Control Systems | 3 |
| ELE 240 | Advanced Programmable Logic Controllers | 3 |
| ELE 290 | Coordinated Internship <u>OR</u> Approved Elective (AIR, ELE or ITE 115) | 1 |
| | Total | 7 |
| | PROGRAM TOTAL | 16 |

✦ It is recommended that students complete the Basic Electrical Technician Certificate prior to starting the Electrical Control Technician Intermediate Certificate. Students who have not completed the Basic Electrical Technician Certificate will have to take ELE 134.

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President
FROM: Karen Kellison, Vice President of Academic and Student Affairs
DATE: 01/23/2020
SUBJECT: Item Recommendation 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): Proposal to discontinue the Database Administration Specialist CSC due to continued enrollment decline. New CSC's (such as the "G3" initiative creating new CSC's meeting the G3 requirements and being stackable to the IST degree) are coming on board, there is a need to replace programs with more relevant opportunities for students that are more in line with current technology and employment demands.

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) [Click or tap here to enter text.](#)

Attachments (List supporting documents): Approved C&I Proposal #291



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: | Art Lee, IST Program Lead |
| Email address and contact no. | alee@lfcc.edu; 540-868-7207 |
| Date: | 1/13/2020 |
| Program(s) Affected: | Database Administration Specialist Career Studies Certificate |
| Semester Change to Take Affect: | Summer 2020 |

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):

Discontinue the Database Administration Specialist Career Studies Certificate (CSC). The current CSC program consists of:

First Semester:

ITD 130 Database Fundamentals 3
 ITD 132 Structured Query Language 3
 ITP 100 Software Design 3
 SDV 101 Orientation to IT Professions 1

Second Semester:

ITD 134 PL/SQL Programming 3
 ITD 250 Database Architecture and Administration 3

Total 16 Credits

2. Rationale for proposed change:

The enrollment for this CSC has been in decline. Recent new CSC's (such the "G3" initiative creating new CSC's meeting the G3 requirements and being stackable to the IST degree). Also, as part of the G3 plan, but also independent of G3, the recent Cloud Computing CSC (which is scheduled to be launched this fall) -- coming on board, there is a need to replace programs with more relevant opportunities for students that are more in line with current technology and employment demands. In addition, with the new CSC's recently added, we now have nine (9) CSC's as part of the IST program. From an overall program management/assessment point of view, this is too many to effectively maintain.

Enrollment data as provided by RADS:

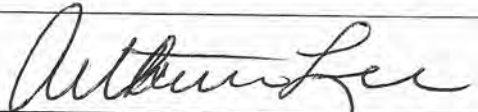
| Acad Plan | Degree | Description | Last Term Enrolled | Primary Plan | Secondary Plan | Total |
|------------|--------|---------------------------|----------------------|--------------|----------------|-------|
| 221-299-11 | CSC | Database Admin Specialist | Applied not Enrolled | 2 | 0 | 2 |
| | | | 2015 Spring | 1 | 1 | 2 |
| | | | 2018 Fall | 1 | 2 | 3 |
| | | | 2019 Spring | 2 | 4 | 6 |
| | | | 2019 Summer | 1 | 2 | 3 |

3. Impact of the proposed change on the following:

- A. Transferability and/or employability **N/A**
- B. Personnel / Instructional load **Some faculty currently teaching the affected courses are adjuncts; other full-time faculty are shifting duties to new programs recently developed**
- C. Scheduling of classes **Will create more flexibility for newer courses by eliminating low-demand courses**
- D. Overall credit hours in the program(s) **16 credit hours**
- E. Instructional resources **Allows resources to be allocated more effectively for newer courses**
- F. Facilities **N/A**
- G. National, state, or regional associations **N/A**
- H. SACSCOC accreditation / substantive change **N/A**
- I. Any students currently enrolled in the program (if applicable) **A two-year teach-out plan will be implemented to enable currently enrolled students to complete the CSC.**

4. Input from curriculum advisory committee(s) (and other persons "in the field"):
This proposal has been endorsed by the IST Curriculum Advisory Committee (via email communication).

5. Examples from other colleges (if appropriate):


Signature of Proposer

1/13/2020
Date

6. Comments/Support by Dean/Provost:

Brenda Byard
Signature of Dean/Provost

01/14/2020
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

SU 20 Effective Date of Change

Sam Dillender
Signature of C&I Chair

1/23/20
Date

Action by Vice President of Academic and Student Affairs:

☒ Approved ☐ Disapproved

Karen Kellison
Signature of Vice President

1/23/20
Date

Curriculum Action Routed to President for Review:

Kimberly Blasse
Signature of President

1/24/20
Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 291 Date 1/15/20

Curriculum Code Affected/Assigned (if new): 221-299-11

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

RECOMMENDATION FOR COLLEGE BOARD

TO: Kimberly P. Blosser, President
FROM: Karen Kellison, Vice President of Academic and Student Affairs
DATE: 01/23/2020
SUBJECT: Item Recommendation 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): Proposal to discontinue the Web Design and Application Development CSC due to continued enrollment decline. New CSC's (such as the "G3" initiative creating new CSC's meeting the G3 requirements and being stackable to the IST degree) are in the works as well as the recently approved Cloud Computing CSC which contain more relevant opportunities for students what are more in line with current technology and employment demands.

Initiating Administrator's Recommendation (If funding is involved, please indicate appropriate budget line item number and title.) [Click or tap here to enter text.](#)

Attachments (List supporting documents): Approved C&I Proposal #290



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: | Art Lee, IST Program Lead |
| Email address and contact no. | alee@lfcc.edu; 540-868-7207 |
| Date: | 1/13/2020 |
| Program(s) Affected: | Web Design and Application Development Career Studies Certificate |
| Semester Change to Take Affect: | Summer 2020 |

- 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):

Discontinue the Web Design and Application Development Career Studies Certificate (CSC). The current CSC program consists of:

First Semester

| | |
|-----------------------------------|---|
| ITD 110 Web Page Design I | 3 |
| ITD 130 Database Fundamentals | 3 |
| ITD 132 Structured Query Language | 3 |
| ITP 100 Software Development | 3 |

Second Semester

| | |
|-------------------------------------|---|
| ITD 112 Designing Web Page Graphics | 3 |
| ITD 210 Web Page Design II | 3 |
| ITP 225 Web Scripting Languages | 3 |

Total 21 Credits

- Rationale for proposed change:

The enrollment for this CSC has been in decline. Recent new CSC's (such the "G3" initiative creating new CSC's meeting the G3 requirements and being stackable to the IST degree). Also, as part of the G3 plan, but also independent of G3, the recent Cloud Computing CSC (which is scheduled to be launched this fall) -- coming on board, there is a need to replace programs with more relevant opportunities for students that are more in line with current technology and employment demands. In addition, with the new CSC's recently added, we now have nine (9) CSC's as part of the IST program. From an overall program management/assessment point of view, this is too many to effectively maintain.

Enrollment data as provided by RADS:

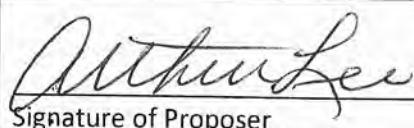
| Acad Plan | Degree | Description | Last Term Enrolled | Primary Plan | Secondary Plan | Total |
|------------|--------|--------------------------------|----------------------|--------------|----------------|-------|
| 221-352-02 | CSC | Web Design and Application Dev | Applied not Enrolled | 2 | 0 | 2 |
| | | | 2005 Summer | 1 | 0 | 1 |
| | | | 2007 Spring | 1 | 0 | 1 |
| | | | 2013 Spring | 2 | 0 | 2 |
| | | | 2015 Fall | 1 | 0 | 1 |
| | | | 2018 Summer | 1 | 4 | 5 |
| | | | 2019 Spring | 3 | 4 | 7 |
| | | | 2019 Summer | 1 | 0 | 1 |
| Total | | | | 19 | 17 | 36 |

3. Impact of the proposed change on the following:

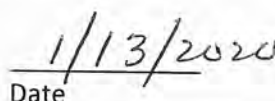
- A. Transferability and/or employability **N/A**
- B. Personnel / Instructional load **Some faculty currently teaching the affected courses are adjuncts; other full-time faculty are shifting duties to new programs recently developed**
- C. Scheduling of classes **Will create more flexibility for newer courses by eliminating low-demand courses**
- D. Overall credit hours in the program(s) **16 credit hours**
- E. Instructional resources **Allows resources to be allocated more effectively for newer courses**
- F. Facilities **N/A**
- G. National, state, or regional associations **N/A**
- H. SACSCOC accreditation / substantive change **N/A**
- I. Any students currently enrolled in the program (if applicable) **A two-year teach-out plan will be implemented to enable currently enrolled students to complete the CSC.**

4. Input from curriculum advisory committee(s) (and other persons "in the field"):
This proposal has been endorsed by the IST Curriculum Advisory Committee (via email communication).

5. Examples from other colleges (if appropriate):



Signature of Proposer



Date

6. Comments/Support by Dean/Provost:

Brenda Byard
Signature of Dean/Provost

01/14/2020
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

SU 20

Effective Date of Change

Sam Dillender

Signature of C&I Chair

1/23/20

Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Karen Kellom

Signature of Vice President

1/23/20

Date

Curriculum Action Routed to President for Review:

Kimberly Mass

Signature of President

1/24/20

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned:

240

Date

1/15/20

Curriculum Code Affected/Assigned (if new): 221-352-02

LORD FAIRFAX COMMUNITY COLLEGE
173 Skirmisher Lane
Middletown, VA 22645

COLLEGE BOARD AGENDA ITEM RECOMMENDATION

TO: Dr. Kimberly P. Blosser, President

FROM: Karen Kellison, Vice President of Academic and Student Affairs

DATE: 01/29/2020

SUBJECT: Agenda Item for next College Board Meeting

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

Information Item: ☐ or Action Item: ☒

Agenda Item (be specific): The surgical technology certificate program will transition to an AAS degree and requires a change in the program of studies and course offerings. This transition is due to the surgical technology program accreditation (CAAHEP) requiring accredited programs to move to an associate degree program by 2021/ The surgical technology program advisory committee and surgical technology peer group within the VCCS have reviewed the current course offerings and determined a need to revise the program of studies.

Initiating Administrator's recommendation (if funding is involved, please indicate appropriate budget line item number and title): [Click or tap here to enter text.](#)

Attachments (list supporting documents): Approved C&I Curricular Change Proposal #254



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: | Tina Putman |
| Email address and contact no. | tputman@lfcc.edu |
| Date: | 01/04/19 |
| Program(s) Affected: | Surgical Technology Certificate Program |
| Semester Change to Take Effect: | Fall 2020 |

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): *Please see attached new course proposals and AAS program proposal. Please also see the revision request for SUR 210.*

The surgical technology certificate program will transition to an AAS degree and requires a change in the program of studies and course offerings.

2. Rationale for proposed change:

CAAHEP surgical technology program accreditation requires that accredited programs move to an associate degree program by 2021. With this in mind, the surgical technology program advisory committee and surgical technology peer group within the VCCS have reviewed the current course offerings and has determined a need to revise the program of studies. The proposed program of studies satisfies the requirements for the associate of applied science degree

3. Impact of the proposed change on the following:

- A. Transferability and/or employability
Most general education courses are transferable. Surgical technology specific courses may be transferable to other Virginia Community College system surgical technology programs based on their requirements.
- B. Personnel / Instructional load
Additional surgical technology adjunct faculty
- C. Scheduling of classes
The course changes allow for better scheduling to accommodate labs and clinical rotations for students
- D. Overall credit hours in the program(s)

Credit hours will increase as part of the AAS degree program proposal

E. Instructional resources

Additional surgical technology adjunct faculty

F. Facilities

The student's clinical rotations will continue to take place at the affiliated health care organizations. All of the didactic courses will be on campus or via a hybrid model. On campus laboratory space will continue on the Middletown campus and Vint Hill Campus.

G. National, state, or regional associations

Curricular changes will be submitted to ARC/STSA and CAAHEP surgical technology accrediting agency.

H. SACSCOC accreditation/substantive change

Changes will be submitted per SACSCOC guidelines

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

These courses will not affect currently enrolled students in the certificate program. They will complete their program of studies prior to start of the AAS degree.

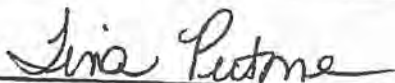
3. Input from curriculum advisory committee(s) (and other persons "in the field"):

ARC/STSA (Accreditation Review Council on Education in Surgical Technology and Surgical Assisting) and CAAHEP (Commission on Accreditation of Allied Health Programs) is requiring all accredited surgical technology programs to provide an associate degree program in surgical technology and to discontinue certificate programs. (Please see attached newsletter regarding accreditation Standard 1.A)

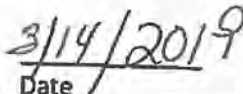
In November 2017, the surgical technology program advisory committee met and discussed the proposed curriculum. At that meeting, all members agreed with the proposed changes and believe there will be a positive impact on enrollment and the education for certified surgical technologists.

The only other VCCS surgical technology program is located at Piedmont Virginia Community College. The dean and program lead have also reviewed the proposed curriculum and have agreed with the changes, please see the attached letter from Jean Chappell, Dean HLS PVCC.

5. Examples from other colleges (if appropriate):



Signature of Proposer



Date

6. Comments/Support by Dean/Provost:

Ray Sillipio
Signature of Dean/Provost

3/14/2019
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

FA 20

Effective Date of Change

Sam Dillender

Signature of C&I Chair

3/14/19

Date

Action by Vice President of Academic and Student Affairs:

☒ Approved

☐ Disapproved

Mark Kellum

Signature of Vice President

March 14, 2019

Date

Curriculum Action Routed to President for Review:

Kimberly P. Blosser

Signature of President

3/14/19

Date

FOR INTERNAL USE ONLY:

Proposal Number Assigned: 254

Date

3/11/19

Curriculum Code Affected/Assigned (if new): _____