

COLLEGE BOARD AGENDA

Meeting Date: **Monday, November 26, 2018**
Place: **Wyatt Board Room**

Time: **5:30 p.m.**

Members: **Sheila Baynes** **Barbara Brown** **Chris Eastwood**
Frank Grogan **Ricky Hutcherson** **Matt Leonard**
John Mead **Telly Tucker** **Carlyle Wimbish**

I. OPENING – Chris Eastwood, Chair

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Introduction of New Employees
- E. Update on Presidential Search
- F. Action Item:
 - 1. Minutes—Meeting 243—October 8, 2018 **Attachment 1**

II. PRESIDENT’S REPORT

- A. Information Items:
 - 1. Automation and Robotics Presentation by Mr. Butch Kendrick and Mr. Troy Simpson
- B. Action Item:
 - 1. Approval of Vision/Mission Statements and College Goals **Attachment 2**

III. FINANCIAL/ADMINISTRATIVE SERVICES– Charles Toothman

- A. Information Item:
 - 1. Facilities Update

IV. ACADEMIC/STUDENT SERVICES– Debra Holley

- A. Information Item:
 - 1. Enrollment Report
- B. Action Items:
 - 1. **Approval for Discontinuances** **Attachment 3**
 - a. First Year Studies Certificate (191)
 - b. Advanced Product Design and Development Career Studies Certificate (221-990-62)
 - c. Advanced Welding Career Studies Certificate (221-995-02)
 - d. American Sign Language Career Studies Certificate (221-640-01)
 - e. Emergency Medical Technician-Intermediate Career Studies Certificate (221-146-03)
 - f. Medical Terminology Career Studies Certificate (221-152-16)
 - g. Welding Career Studies Certificate (221-995-01)

- 2. **Approval of New Program** **Attachment 4**
 - a. Automation and Robotics Technical Studies Associate in Applied Science Degree
- 3. **Approval of Program Name Change**..... **Attachment 5**
 - a. Electrical/Electronics Equipment Servicing Diploma (949) to Electrical Utilities and Substation Technician Diploma (949)

V. DEVELOPMENT—Shannon Hair

- A. **Information Items:**
 - 1. 2018 Golf Tournament Update
 - 2. Campaign Update
 - 3. Holiday Gathering Announcement

VI. IMPORTANT DATES

- A. Annual Holiday Luncheon: December 19, 12:30 p.m., Oliver Hall
- B. College Closed December 21, 2018-January 1, 2019
- C. Spring Semester Classes Begin January 7, 2019
- D. Next Meeting: March 18, 2019

ATTACHMENT 1

Action Item:

Approval of Meeting Minutes

No. 243, October 8, 2018

DRAFT

DANVILLE COMMUNITY COLLEGE

MEETING OF THE BOARD

MONDAY, OCTOBER 8, 2018
5:30 P.M. – Wyatt Building Board Room

MINUTES NO. 243

The two-hundred and forty-third meeting of the Danville Community College Board was held on October 8, 2018, at 5:30 p.m. in the Wyatt Building Board Room. Originally, the meeting was scheduled for September 17, but because of inclement weather from Hurricane Florence, the meeting was rescheduled.

I. OPENING

A. CALL TO ORDER: Mr. Chris Eastwood, Chair, called the meeting to order and asked that the roll be called.

B. ROLL CALL

Board Members Present: Ms. Sheila Baynes
Ms. Barbara Brown
Mr. Chris Eastwood
Mr. John Mead
Mr. Carlyle Wimbish

Board Members Absent: Dr. Frank Grogan
Mr. Ricky Hutcherson
Mr. Matt Leonard
Mr. Telly Tucker

Also Present: Mr. Shannon Hair, Vice President of
Institutional Advancement and
Development
Dr. Debra Holley, Vice President of
Academic and Student Services

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Mr. Bobby Roach, Public Relations and Marketing
Dr. Bruce Scism, President/Secretary
Ms. Elizabeth Spainhour, DCC Educational Foundation Board Representative to the College Board
Mr. Jimmie Tickle, Assistant Vice President of Workforce Services and Technical Studies
Mr. Charles Toothman, Vice President of Financial and Administrative Services
Ms. Connie Wann, Executive Assistant to the President

- C. **PUBLIC COMMENT:** Mr. Wimbish thanked everyone for their cards, calls, and visits during his recent surgery and recuperation.
- D. **INTRODUCTION OF NEW BOARD MEMBER AND OTHERS:** Mr. Eastwood introduced Ms. Barbara Brown as the College's newest Board member. She is a retired educator last serving as principal of Tunstall High School. She fills the vacancy left by the resignation of Ms. Lisette Jordan. Also introduced were Mr. Bobby Roach, DCC's new Public Relations person, and Mr. Cory Potter, who has been employed as DCC's Director of Planning, Effectiveness and Research. This fills the vacancy left by the resignation of Mr. George Still.
- E. **PHONE CALL WITH CHANCELLOR GLENN DUBOIS AND DR. CHRIS LEE (*handout attached*):** Dr. DuBois discussed with the Board the Presidential Selection Process. He stated that a vision exercise would need to be conducted to establish priorities for the next four to five years engaging the Board and the entire College community. This information will be used to create a national advertisement, as well as identify applicants that have the necessary skills. The Chancellor will appoint the Search Committee at the System level which will be chaired and co-chaired by VCCS presidents. The committee will also include three members of the College's local board: Mr. Chris Eastwood, Chair; Mr. John Mead; Mr. Telly Tucker, and Mrs. Elizabeth Spainhour, who serves as liaison to the College Board from the DCC Educational Foundation Board. They will be expected to make two trips to Richmond. In

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addition to other things discussed (*see attachment*), Dr. DuBois estimated the timeline to complete this process to be six to eight months from now. He will appoint an interim president noting that this individual cannot be considered for the position. This will occur around November 1.

F. ACTION ITEM

1. **Approval of June 18, 2018, Minutes (copy attached):** A motion was made by Mr. Mead, seconded by Ms. Baynes, that:

THE MINUTES OF THE JUNE 18, 2018, MEETING BE APPROVED AS PRESENTED.

Board approval was unanimous.

II. PRESIDENT'S REPORT

A. INFORMATION ITEMS

1. **Ribbon Cutting Ceremony for the Welding Building and Rededication of the Charles R. Hawkins Engineering and Industrial Technologies Building:** Board members were invited to this event to be held October 23 at 11:00 a.m. The ceremony will be brief and light refreshments will be served. Also tours of the buildings will be conducted. Dr. Scism advised that this is a \$13 million project funded through the legislature.
2. **Campus Climate Survey:** At the request of Ms. Baynes, the Campus Climate Survey was reviewed. Dr. Scism stated that the most serious problems are communication and morale. He advised that we have 35-40 positions less than five years ago namely through attrition. He noted that he met with faculty and staff in small groups last year and plans are to continue these types of meetings. This needs to be addressed as we move forward over the next few years. Dr. Scism noted that the dedication of the faculty and staff is unbound.
3. **New Positions:** Dr. Scism announced that FTES are down seven percent, and the largest decline is in dual enrollment.

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The on-campus enrollments are about flat, so revenues should be about in balance this year. Next fall plans are to have the Automation and Robotics Program ready to begin, as well as power substation training. A two-year program is being developed with a one-year option. New positions include:

- a. A new instructor for the Cosmetology Program. The final licensing approval has not been received from the State. As a result, the program is starting late, but plans are to have a full-time cohort and a part-time cohort in the evening.
- b. Two new full-time nursing instructors. One has recently been employed and is certified in nursing training. The second full-time nursing position will be employed next year and will create pathways for students from the CNA program to the Bachelor's program. This will also allow the College to expand the number of nurses enrolled to 60.
- c. Welding enrollments are so strong that one instructor could not handle the program, so another instructor has been hired. He is AWS certified. Next fall, plans are to open the enrollment from 32 to 64 students.
- d. A full-time activities coordinator has been employed. Dr. Scism noted that the College exceeds the national norms in terms of our on boarding. Our application yield has increased to 37 percent. This new employee will focus on student engagement with clubs and students on and off campus.
- e. An outreach coordinator has been employed who primary responsibility will be to follow up on applicants. A difference should be seen as early as next fall.

Dr. Scism noted that even with these new positions we still should be revenue neutral. He noted several short-term non-credit programs including truck driving which is a seven-week training program; welding classes for Amthor—85 percent of the students who took the class passed the certification; two small cohorts in CNA; electrical and plumbing trades—needs are big in the community now; option in IT—CompTia and Cisco certified center. The entry level needs to be compressed when the new president is employed. Dr. Scism discussed the transition program to robotics and IT that Mr. Butch Kendrick is doing which should increase enrollments at RCATT. MT1 is being offered for the lower task person who can be put on a line

p **y,**

g **y**

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4. **Bridge Closed:** The upper bridge is closed because of the danger of trees falling. Both bridges will be resurfaced in the spring.

IV. ACADEMIC AND STUDENT SERVICES

A. INFORMATION ITEM:

1. **Enrollment Report:** Dr. Holley reported that back in May members of the Enrollment Management Team(EMT) set a goal to enroll 2,023 students by the year 2023. Their first initiative is to match enrollment of Fall 2017, and they are 25 students from their goal which should be met with the enrollment of the Cosmetology students, targeted new students, and retention of last year's students. Faculty and staff make phone calls to students and reach out any way we can.

V. INSTITUTIONAL ADVANCEMENT/DEVELOPMENT

A. INFORMATION ITEMS:

1. **Scholarship Award Update:** Mr. Hair reported on the Annual Foundation Scholarship Reception held September 10 noting that over \$600,000 has been awarded in financial aid.
2. **Annual Foundation Golf Tournament:** Mr. Hair advised that weather may cause the cancellation of the tournament on October 11-12. If so, it will be held on October 18-19.
2. **Major Gifts Campaign Update:** Mr. Hair distributed booklets on the Pathways to Regional Success. He reported that the goal has been set for \$10 million, and \$12.5 million has already been raised. More options will be available over the next six to eight months. The public phase starts after January 2019, and the campaign will end next summer.

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VI. IMPORTANT DATES

- A. **Campus Enhancement Day: October 19:** Board members were invited to participate in this activity with faculty, staff, and students. It will begin at 8:30 a.m. and a cookout will conclude the event.
- B. **HOLIDAY CLOSING:** The College will close at 12:00 Noon on Wednesday, November 21, and remain closed November 22-23.
- C. **NEXT MEETING:** November 26, 2018

There being no further business, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

Bruce Scism
President

Attachments

ATTACHMENT 2

Action Item:

Approval of Vision/Mission
Statements and College Goals

Vision, Mission Statement and College Goals

Current Vision Statement

Danville Community College will be the College of choice in our region for exemplary educational programs and services.

Proposed**

Danville Community College will continue our tradition of providing quality educational and workforce training programs as we adapt to the changing demands of our service region's economy and employment needs.

Current Mission Statement

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

Proposed**

DCC provides learning experiences to empower student success and to connect students with career paths, thereby advancing the economic development of our community and our region.

College Goals – No changes proposed

1. **Educational Programs:** The College will provide quality credit and non-credit educational programs and instruction.
2. **Faculty and Staff:** The College will have an excellent and diverse faculty and staff.
3. **Academic and Student Services:** The College will provide quality services to assist students in achieving their academic and personal goals.
4. **Educational Environment:** The College will have facilities, equipment and technology that enhance an effective learning environment.
5. **Outreach Programs:** The College will have a comprehensive outreach program.
6. **Community Relations:** The College will foster effective partnerships.
7. **Resources:** The College will obtain and use resources to achieve its mission and goals.

** Approved with proposed changes by the DCC Curriculum Committee on October 16, 2018.

ATTACHMENT 3

Action Item:

Approval for Discontinuances:

- a. First Year Studies Certificate (191)
- b. Advanced Product Design and Development Career Studies Certificate (221-990-62)
- c. Advanced Welding Career Studies Certificate (221-995-02)
- d. American Sign Language Career Studies Certificate (221-640-01)
- e. Emergency Medical Technician-Intermediate Career Studies Certificate (221-146-03)
- f. Medical Terminology Career Studies Certificate (221-152-16)
- g. Welding Career Studies Certificate (221-995-01)

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
INTENT TO DISCONTINUE AN ACADEMIC PROGRAM
COVER SHEET**

1. Institution Danville Community College	2. Type of Program (Check one): Degree program _____ Certificate program <u> X </u> Degree/Certificate Designation _____						
3. Program name/title First Year Studies							
4. Degree/certificate designation Certificate	5. CIP code 51.0999						
6. Degree program approval date by Council							
7. Certificate program acknowledgement date by SCHEV 2002							
8. Date (semester/year) beyond which no new enrollments will be accepted Spring 2017	9. Desired termination date for reporting degrees (semester and year) Spring 2020						
10. For community colleges: local board discontinuance date	11. Board of Visitors or State Board for Community Colleges discontinuance date						
12. For Critical Shortage Area Only. Check all that apply. Explain in attached narrative. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Lack of student demand </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Lack of market demand </td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> State-wide public program duplication </td> <td style="border: none;"> <input type="checkbox"/> Lack of institutional resources </td> </tr> <tr> <td colspan="2" style="border: none;"> <input type="checkbox"/> Other </td> </tr> </table>		<input type="checkbox"/> Lack of student demand	<input type="checkbox"/> Lack of market demand	<input type="checkbox"/> State-wide public program duplication	<input type="checkbox"/> Lack of institutional resources	<input type="checkbox"/> Other	
<input type="checkbox"/> Lack of student demand	<input type="checkbox"/> Lack of market demand						
<input type="checkbox"/> State-wide public program duplication	<input type="checkbox"/> Lack of institutional resources						
<input type="checkbox"/> Other							
13. List of constituents impacted by action.							
14. If collaborative or joint program, identify collaborating institution(s). Note: Each collaborating institution must submit a separate "Intent to Discontinue" form.							
15. Name, title, telephone number(s), and email address of person(s) other than the institution's chief academic officer who may be contacted by or may be expected to contact Council staff regarding the discontinuance. Dr. Paul Fox, Dean of Arts, Sciences and Business. 434-797-8403, pfox@dcc.vccs.edu							



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies)

DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

- A. Name of College Danville Community College
- B. Program Title First Year Studies
- C. VCCS Program Code 191
- D. Program Start Date 2001
- E. Catalog Description The First Year Studies Certificate program is designed for students who desire or need to complete one year of academic studies in preparation for admission to medical, dental or other fields requiring a firm foundation in college-level academic courses. Students who wish to pursue associate degrees, advanced certificates or bachelor's degrees in nursing, dental hygiene, medical laboratory technology, radiography and related fields may enroll in this certificate program to complete academic coursework typically required by programs in these areas. Course selection in consultation with an academic advisor is required to ensure that students complete courses required in their projected program of study.
- F. Date of Approval of Request for Discontinuance by Local College Board _____
- G. Date of Graduation of Last Student in Program Spring 2019
- H. List the names of the program(s) students will be referred to due to this discontinuance. Science
- _____
- _____

I.

III. REASON(S) for DISCONTINUANCE .

The Department of Education informed the college that financial aid would no longer be awarded to students in this certificate program so the decision was made to place pre-health science majors into the Science degree

Submitted by

Dr. Paul Fox, Dean of Arts, Sciences and Business, August 27, 2018



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies) DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

A. Name of College DANVILLE COMMUNITY COLLEGE

B. Program Title Advanced Product Design and Development (CSC)

C. VCCS Program Code 221-990-62

D. Program Start Date 01/2012

E. Catalog Description The Advanced Product Design and Development CSC is designed to provide potential entrepreneurs with the skills to develop ideas from concept to production. Students will learn the basics of hand tool usage and maintenance, functional design, aesthetic design, computer aided drafting, problem solving, material management, and product design and production.

F. Date of Approval of Request for Discontinuance by Local College Board _____

G. Date of Graduation of Last Student in Program Summer 2017

H. List the names of the program(s) students will be referred to due to this discontinuance. NA

III. REASON(S) for DISCONTINUANCE

No enrollment in the program for several years.

Submitted by

Jimmie L. Tickle, AVP Workforce Services, October 26, 2018

**Advanced Product Design & Development
Award: Career Studies Certificate**

COURSE		Lecture	Lab	Credits
IND 161	Product Design and Dev. I	1	12	5
IND 162	Product Design and Dev. II	1	12	5
CAD 200	Survey of Computer Aided Drafting	2	2	3
CAD 233	Computer Aided Drafting III	2	3	3
IND 137	Team Concepts and Problem Solving	3	0	3
	TOTAL	9	29	19

Total Minimum Credits 19



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies) DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

- A. Name of College DANVILLE COMMUNITY COLLEGE
- B. Program Title Advanced Welding (CSC)
- C. VCCS Program Code 221-995-02
- D. Program Start Date 08/2016
- E. Catalog Description The Advanced Welding Career Studies Certificate offers those who either already possess a welding certificate or have prior welding experience to advance their skills and expand career options.
- F. Date of Approval of Request for Discontinuance by Local College Board _____
- G. Date of Graduation of Last Student in Program Summer 2018
- H. List the names of the program(s) students will be referred to due to this discontinuance. Basic Welding (CSC), Welding Technology (Certificate), Welding (Diploma)

III. REASON(S) for DISCONTINUANCE

Enrolment consolidation into three levels of instruction CSC, Certificate and Diploma.

Submitted by

Jimmie L. Tickle, AVP Workforce Services, October 26, 2018

	A	B	C	D	E	F	G
1	ADVANCED WELDING 221-995-02						
2	CAREER STUDIES CERTIFICATE 2017						
3	Grade/Semester Completed	Course	Description	Lecture	Lab	Contact	Credits
4	/	WEL 138	Pipe and Tube Welding	1	3	4	2
5	/	WEL 233	Gas Metal ARC Welding (GTAW)-Aluminum	1	3	4	2
6	/	WEL 238	Gas Tungsten ARC Welding (GMAW)-Aluminum	1	3	4	2
7	/	WEL 199	Supervised Study	2	4	6	4
8	/	WEL 244	Weld Testing and Codes	1	6	7	3
9	/	WEL 235	Adv. Gas Metal Arc Welding	1	6	7	3
10				7	25	32	16
11				Total Minimum Credits			16
12							
13							
14							



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies)

DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

A. Name of College Danville Community College

B. Program Title American Sign Language

C. VCCS Program Code 221-640-01

D. Program Start Date 2002

E. Catalog Description The American Sign Language (ASL) Career Studies Certificate program is designed to train members of the community to communicate proficiently in ASL, as well as enable them to develop an understanding of Deaf Culture.

F. Date of Approval of Request for Discontinuance by Local College Board _____

G. Date of Graduation of Last Student in Program Spring 2019

H. List the names of the program(s) students will be referred to due to this discontinuance. Liberal Arts- Humanities specialization

III. REASON(S) for DISCONTINUANCE

Lack of demand for ASL courses beyond ASL 101 and 102 that were needed to complete the CSC.

Submitted by **Dr. Paul Fox, Dean of Arts, Sciences and Business, August 27, 2019**

American Sign Language
Catalog Year 2018-2019

Grade/Semester Completed	Course #	Course Title	Cr
/	SDV 100	General Education College Success Skills	1
ASL Core			
/	ASL 101	American Sign Language I	3
/	ASL 102	American Sign Language II	3
/	ASL 115	Finger Spelling Expressive & Receptive	2
/	ASL 125	History & Culture of the Deaf Community	3
/	ASL 201	American Sign Language III	3
/	ASL 202	American Sign Language IV	3
Total Completed			18



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies) DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

A. Name of College DANVILLE COMMUNITY COLLEGE

B. Program Title Emergency Medical Technician – Intermediate (CSC)

C. VCCS Program Code 221-146-03

D. Program Start Date 01/2009

E. Catalog Description The Emergency Medical Technician – Intermediate CSC is designed to produce competent entry-level EMT Intermediates who can service the community with advanced life support care via the EMS infrastructure. Upon completion of the program, students will be eligible for National Registry testing and certification in Virginia.

F. Date of Approval of Request for Discontinuance by Local College Board _____

G. Date of Graduation of Last Student in Program Summer 2017

H. List the names of the program(s) students will be referred to due to this discontinuance. NA

III. REASON(S) for DISCONTINUANCE

Discontinuance of the industry certification at the state level.

Submitted by

Jimmie L. Tickle, AVP Workforce Services, October 26, 2018



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies) DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

A. Name of College DANVILLE COMMUNITY COLLEGE

B. Program Title Medical Terminology (CSC)

C. VCCS Program Code 221-152-16

D. Program Start Date 05/2008

E. Catalog Description The Medical Terminology Career Studies Certificate is an employment option for clerk-typist and stenographers planning to seek employment as a medical records specialist in a medical facility, such as a hospital, medical clinic or physicians office. Those entering the program should be proficient in typing and general secretarial skills or in the process of acquiring those skills.

F. Date of Approval of Request for Discontinuance by Local College Board _____

G. Date of Graduation of Last Student in Program Summer 2017

H. List the names of the program(s) students will be referred to due to this discontinuance. NA

III. REASON(S) for DISCONTINUANCE

No enrollment in the program for several years.

Submitted by

Jimmie L. Tickle, AVP Workforce Services, October 26, 2018



REQUEST PROGRAM DISCONTINUANCE

I. PROGRAM LEVEL (Check the program level below that applies) DEGREE PROGRAM

CERTIFICATE DIPLOMA CSC SPECIALIZATION

II. PROGRAM CHARACTERISTICS

- A. Name of College DANVILLE COMMUNITY COLLEGE
- B. Program Title Welding (CSC)
- C. VCCS Program Code 221-995-01
- D. Program Start Date 05/2001
- E. Catalog Description The Welding Career Studies Certificate is a response to the short term training needs of many adults in our service region. It is designed to provide students with the knowledge and skills needed to obtain employment in the welding field. Individuals in this program must be able to meet welding performance demands of industry, consequently, a minimum amount of time is spent on book and classroom study with most of the time used on supervised welding practice.
- F. Date of Approval of Request for Discontinuance by Local College Board _____
- G. Date of Graduation of Last Student in Program Summer 2018
- H. List the names of the program(s) students will be referred to due to this discontinuance. Basic Welding (CSC), Welding Technology (Certificate), Welding (Diploma)

III. REASON(S) for DISCONTINUANCE

Enrolment consolidation into three levels of instruction CSC, Certificate and Diploma.

Submitted by

Jimmie L. Tickle, AVP Workforce Services, October 26, 2018

	A	B	C	D	E	F	G
1	WELDING 221-995-01						
2	CAREER STUDIES CERTIFICATE 2017						
3	Grade/Semester Completed	Course	Description	Lecture	Lab	Contact	Credits
4							
5	/	MAC 181	Machine Shop Practices I	2	3	5	3
6	/	WEL 145	Welding Metallurgy	3	0	3	3
7	/	WEL 120	Fundamentals of Welding	1	3	4	2
8	/	WEL 121	Arc Welding I	1	3	4	2
9	/	WEL 122	Arc Welding II	1	3	4	2
10	/	WEL 135	Inert Gas Welding I	1	3	4	2
11	/	WEL 136	Inert Gas Welding II	1	3	4	2
12	/	WEL 150	Drawing & Interpretation	3	0	3	3
13				13	18	31	19
14			Total Minimum Credits				19
15							
16							

ATTACHMENT 4

Action Item:

Approval of New Program:

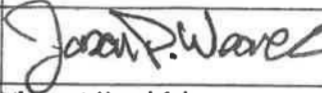
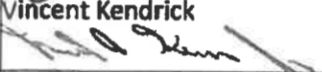
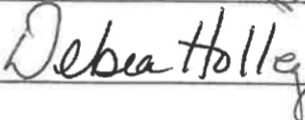
Automation and Robotics Technical Studies

Associate in Applied Science Degree

DANVILLE COMMUNITY COLLEGE
PROCEDURES FOR INITIATING NEW PROGRAMS
(including certificates, diplomas, and degrees)

Proposed Program/Curriculum Title:

Automation / Robotics Technical Studies AAS

	Submission Date	Approval Date	Approval Signature
Lay Advisory Committee	10/25/2018	10/25/2018	
Lead Faculty Member	10/25/2018	10/25/2018	Vincent Kendrick 
College Curriculum Committee	10/30/2018	10/30/2018	
College Board	11/26/18		
Virginia Community College System (VCCS)			
State Council of Higher Education for Virginia (SCHEV)			
Southern Association of Colleges and Schools Submission (SACS)			
Other Required Accrediting Bodies <i>(when applicable)</i>			
Comments			

NOTES:

1. All new instructional programs must comply with the policies and procedures of the VCCS, SCHEV, and when applicable, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). See also Section 1070 of the *DCC Policy Manual*, and the *College Board Policy Manual*. All program submissions must reflect the following:
 - a. Minutes of the appropriate committee (*i.e., Lay Advisory Committee, Curriculum Committee, and others as applicable*) to confirm recommendations and approval.
 - b. Completion of the appropriate procedures and forms in accordance with the College, VCCS, and SCHEV. If the program constitutes a Substantive Change (*based on prior notification to SACS*), a prospectus will be required.
2. Upon approval by the College Board and submission to the VCCS, notification must be submitted to the Commission on Colleges of the Southern Association of Colleges and Schools within forty-five (45) days of College Board approval.

REQUEST FOR NEW CURRICULUM (VCCS-102)

College: Danville Community College College Code: DC279 FICE Code: _____

1. Title of Curriculum: Automation / Robotics - Technical Studies AAS
2. Proposed Initiation Date: Fall Spring Year 2019
3. Program Level Transfer: Occupational/Technical:

<input type="checkbox"/> AA	<input type="checkbox"/> AS	<input type="checkbox"/> AA&S	<input type="checkbox"/> Certificate
<input checked="" type="checkbox"/> AAS	<input type="checkbox"/> AAA	<input type="checkbox"/> Diploma	
4. Additional funding required:

<input type="checkbox"/> No new funds required	New funds required:	Facilities \$ <u>75,000</u>	Equipment \$ <u>250,000</u>
		Operations \$ <u>185,000</u>	Other <u>Grant Funded</u>
5. Faculty required:

<input type="checkbox"/> No new faculty required	Additional Faculty Required	First year: <u>1</u> FT	<u> </u> Adjunct
		Second Year: <u> </u> FT	<u> </u> Adjunct
6. Costs to be funded by: *(Check all that apply)*

<input type="checkbox"/>	increased enrollments in existing courses taught at the college
<input type="checkbox"/>	savings through program restructuring./discontinuances
<input type="checkbox"/>	savings through attrition from other programs
<input checked="" type="checkbox"/>	enrollments in new courses
<input type="checkbox"/>	other _____
7. FTES Enrollment Projections: 1st year 15 2nd year 20 3rd year 30
If after 3 years the program does not sustain an enrollment of 20 FTES, the program will be analyzed to determine whether or not it should be continued.
8. Will courses in the program be offered through distance education? Yes No
 Will the students be able to complete the entire program through distance education? Yes No
9. Estimated Annual Job Openings

Local <u>7+</u>	State <u>494</u>	Source and Date of Data
		Zip Recruiter <u>11/01/2018</u>
		Zip Recruiter <u>11/1/2018</u>

COLLEGE APPROVAL:	
VICE PRES./PROVOST (s/)	Date: <u>10/30/18</u>
COLLEGE PRESIDENT (s/)	Date: <u>11/1/18</u>
LOCAL BOARD (s/)	Date: _____

VCCS OFFICE USE ONLY	
VCCS Program Title _____	VCCS Curriculum Code _____ NCES/CIP Code _____ VCCS Cluster Code _____
Program Levels: (Circle)	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/>
STATE ACTION:	_____ (Approved/Disapproved) By _____ System Office Date _____
Chancellor Approval Date: _____	SBCC Approval Date: _____
SCHEV Approval Date: _____	SCHEV S.O.R. Date: _____

Automation/Robotics-Technical Studies

Award: ASSOCIATE OF APPLIED SCIENCE

Length: A full-time student may complete this program in four semesters.

Admission Requirements: Students must meet the general admission requirements of the college. All Students who are not proficient in communication and computation skills will be required to correct deficiencies through developmental courses.

Program Description: The program includes four educational components: general education, technical foundations, content skills and knowledge, and work-based learning. The content skills and knowledge and work-based learning components are specific to the field of Automation/Robotics. This includes the installation, configuration, programming, and troubleshooting of Automation/Robotic systems.

Program Requirements: To receive the Associate of Applied Science Degree in Automation/Robotics-Technical Studies, you must complete a minimum of 66 credits with a grade point average of 2.0 or better.

Program Outcomes: Graduates of the Automation/Robotics-Technical Studies Program will:

1. Demonstrate the knowledge gained in how modern manufacturers use Automation/Robotics in manufacturing.
2. Demonstrate the ability to communicate Automation/Robotics concepts effectively.
3. Demonstrate analytical ability to effectively perform manufacturing systems troubleshooting.
4. Demonstrate the proper use of tools and test equipment used with Automation/Robotics.
5. Demonstrate the proper safety procedures when working with or near Automation/Robotic systems.

Virginia Community College System
TECHNICAL STUDIES PLAN
CREDIT DISTRIBUTION STRUCTURE FORM
Associate in Applied Science Degree

Plan Title: Automation / Robotics

Purpose of Plan: _____

VCCS Requirements	Credits	Institution Specific Courses	Credits
General Education			
English Composition	3	ENG 131	3
Humanities	3	HUM 165	3
Social/Behavioral Sciences	6	ECO 120	3
		PSY 126	3
Mathematics/Natural Science	3	MTH 111	3
Wellness	2	HLT 116	2
Student Development	1	SDV 100	1
	18	Credits	18
Technical Foundations			
Principles of Technology	3	IND 243	3
Microcomputers/programming/software	6-9	ITE 115	3
Team concepts/problem solving	3-6	IND 137	3
		SAF 130	1
	18-24	Credits	10
Content Skills & Knowledge			
Option 1: Courses selected from a single existing certificate or diploma. + electives to define content area			
Option 2: Two or more content areas of 6-12 credits each (courses selected to meet student goals and employer needs) plus related courses and electives.		ELE 115	3
		ELE 147	3
		ETR 150	3
		IND 160	3
		ETR 177	3
		ETR 180	3
		IND 243	3
		INS 230	3
		INS 232	3
		ETR 246	3
		ELE 239	3
		ELE 237	2
		ELE 240	3
	15-27	Credits	38
TOTAL CREDITS REQUIRED	65-69	Total Credits	66

Course

Course	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (16 Credits)				
SDV 100	College Success Skills	1	0	1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
MTH 111	Basic Technical Mathematics	3	0	3
ENG 131	Technical Report Writing I	3	0	3
ELE 115	Basic Electricity	2	2	3
HUM 165	Controversial Issues in Contemporary American Culture	3	0	3
Second Semester (18 Credits)				
PSY 126	Psychology for Business and Industry	3	0	3
ELE 147	Electrical Power and Control Systems	2	2	3
ETR 150	Machine Control Using Relay and Programmable Logic	2	2	3
ETR 140	Introduction to Mechatronics	2	2	3
IND 160	Introduction to Robotics	2	2	3
ETR 177	Industrial Robotics and Robotics Programming	2	2	3

Course	Course Title	Lecture Hours	Lab Hours	Course Credits
Third Semester (15 Credits)				
HLT 116	Introduction to Personal Wellness Concepts	2	0	2
IND 137	Team Concepts & Problem Solving	3	0	3
ECO 120	Survey of Economics	3	0	3
SAF 130	Industrial Safety – OSHA 10	1	0	1
ETR 180	Industrial Ethernet Networking	2	2	3
IND 243	Principles and Applications of Mechatronics	2	2	3
Four Semester (17 Credits)				
INS 230	Instrumentation I	2	2	3
INS 232	System Troubleshooting	2	3	3
ETR 246	Electronic Motor Drives Systems	2	2	3
ELE 239	Programmable Controllers	2	2	3
ELE 237	Human Machine Interface Systems	1	2	2
ELE 240	Advanced Programmable Logic Controllers	2	2	3
Total		55	29	66

Automation and Robotic Curriculum AAS

- 1. Community College Year One and Secondary School Junior and/or Senior Years (34 Credits)**
 - a. SDV 100 - College Success Skills**
 - i. Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.
 - ii. Lecture 1-3 hours per week.
 - iii. 1-3 credits
 - b. ITE 115 - Introduction to Computer Applications and Concepts**
 - i. Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills.
 - ii. Lecture 3-4 hours per week.
 - iii. 3-4 credits
 - c. MTH 111 - Basic Technical Mathematics**
 - i. Provides a foundation in mathematics with emphasis in arithmetic, unit conversion, basic algebra, geometry and trigonometry. This course is intended for CTE programs.
 - ii. Lecture 3 hours. Total 3 hours per week.
 - iii. Prerequisites: MTE 1-3 Prerequisite OR Corequisite: MCR 1.
 - iv. 3 credits
 - d. ENG 131 - Technical Report Writing I**
 - i. Offers a review of organizational skills including paragraph writing and basic forms of technical communications, various forms of business correspondence, and basic procedures for research writing. Includes instruction and practice in oral communication skills.
 - ii. Lecture 3 hours per week.
 - iii. 3 credits
 - e. PSY 126 – Psychology for Business and Industry**
 - i. Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, and interpersonal communications. May include techniques for selection and supervision of personnel.
 - ii. Lecture 3 hours per week.
 - iii. 3 credits

Automation and Robotic Curriculum AAS

- f. ELE 115 - Basic Electricity**
 - i. Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices.
 - ii. Lecture 2-3 hours per week.
 - iii. 2-3 credits
- g. HUM 165 – Controversial Issues In Contemporary American Culture**
 - i. Introduces students to selected issues in contemporary American culture. Includes topic areas ranging from welfare reform, economic development, privacy, environmental protection and conservation, evolution vs. creation, to family values, and special interest lobbying in our state and national governments. Focuses on the development of the student's critical thinking skills by analyzing, evaluating, and reflecting on opposing sides of the same issue as expressed by public leaders, special interest groups and academicians.
 - ii. Lecture 3 hours per week. (3 credits)
- h. ELE 147 - Electrical Power and Control Systems**
 - i. Reviews basic DC and AC circuits. Covers single-phase and three-phase AC power distribution systems, and protection devices, including types of AC motors. Presents analyzing and troubleshooting electrical control systems and motor protection devices.
 - ii. Prerequisite ELE 134 or equivalent.
 - iii. Lecture 2-3 hours. Laboratory 0-2 hours. Total 2-4 hours per week.
 - iv. 2-3 credits
- i. ETR 150 - Machine Control Using Relay & Programmable Logic**
 - i. Provides an introduction to hardwired relay logic and the programmable logic controller (PLC) as utilized in a variety of different control tasks. Covers different types of inputs and outputs in control system. Teaches practical troubleshooting strategies.
 - ii. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.
 - iii. 3 credits
- j. IND 160 - Introduction to Robotics**
 - i. Studies evolution and history of robotics with an emphasis on automated and flexible manufacturing. Presents advantages and limitations of present robot systems.
 - ii. Lecture 2-3 hours. Laboratory 0-2 hours. Total 2-4 hours per week.
 - iii. 2-3 credits
- k. ETR 177 - Industrial Robotics and Robotics Programming**
 - i. Prepares the student to safely operate and maintain a robot and develop and maintain basic robot programs.
 - ii. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.
 - iii. 2-3 credits

Automation and Robotic Curriculum AAS

2. Community College Year Two (32 Credits)

a. HLT 116 - Introduction to Personal Wellness Concepts

- i. Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components.
- ii. Lecture 2-3 hours per week.
- iii. 2-3 credits

b. IND 137 - Team Concepts & Problem Solving

- i. Studies team concepts and problem-solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes.
- ii. Lecture 3 hours per week.
- iii. 3 credits

c. ECO 120 – Survey of Economics

- i. Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts.
- ii. Lecture 2-3 hours
- iii. 3 credits

d. SAF 130 - Industrial Safety - OSHA 10

- i. Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10).
- ii. Lecture 1 hour per week.
- iii. 1 credit

e. ETR 180 - Industrial Ethernet Networking

- i. Examines the theory and implementation of digital and communications systems. Features OSI model and plant floor networks. May include optical, wireless, satellite and other communications systems.
- ii. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.
- iii. 2-3 credits

Automation and Robotic Curriculum AAS

- f. IND 243 - Principles and Applications of Mechatronics**
 - i. Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes.
 - ii. Prerequisite: Divisional Approval.
 - iii. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.
 - iv. 3 credits
- g. INS 230 - Instrumentation I**
 - i. Presents the fundamental scientific principles of process control including temperature, pressure, level, and flow measurements. Topics include transducers, thermometers, and gauges are introduced along with calibration.
 - ii. Lecture 2-3 hours. Laboratory 3-4 hours. Total 5-7 hours per week.
 - iii. ETR 113 and ETR 144
 - iv. 3-4 credits
- h. INS 232 - System Troubleshooting**
 - i. Presents system troubleshooting theory and real troubleshooting applications. Uses a hands-on approach to provide troubleshooting experience in multiple areas such as programmable logic controllers (PLC), control automation systems and process control systems.
 - ii. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.
 - iii. 2-3 Credits.
- i. ETR 246 - Electronic Motor Drives Systems**
 - i. Introduces advanced operations, setup, programming and troubleshooting of electronic motor drives that are used for the control of industrial AC motors.
 - ii. Lecture 1 - 2 hours. Laboratory 2 hours. Total 3- 4 hours per week.
 - iii. 2-3 credits
- j. ELE 239 - Programmable Controllers**
 - i. Examines installation, programming, interfacing, and concepts of troubleshooting programmable controllers.
 - ii. Lecture 1 - 2 hours. Laboratory 2 hours. Total 3 - 4 hours per week.
 - iii. 2-3 credits

Automation and Robotic Curriculum AAS

k. ELE 237 - Human Machine Interface Systems

- i. Introduces operation of human machine interface devices (HMI), hardware configuration, software programming and programmable logic controller network configuration of HMI devices. Offers troubleshooting practices concerning HMI devices used in industrial machine applications.
- ii. Credits - 2. Lecture - 1 hour. Lab - 2 hours. Total Contact Hours - 3 hours per week.
- iii. Prerequisite - ELE 233 or equivalent
- iv. 2 credits

l. ELE 240 - Advanced Programmable Logic Controllers

- i. Advances further study of Programmable Logic Controllers that was initiated in ELE 239. Students will learn to use more advanced program instructions, including data manipulation, sequences and program control, and advanced PLC features, including timers, counters. Covers connectivity and use of a variety of real world I/O devices.
- ii. Prerequisite: ELE 239.
- iii. Lecture 2-3 hours. Laboratory 1-3 hours. Total 3-6 hours per week.
- iv. 3-4 credits

**Danville Community College
Electrical Electronic Engineering Technology
Electrical Utilities and Substation Technician
Automation / Robotics**

Lay Advisory Committee Minutes

October 25, 2018 6:30PM

- I. The Electrical Electronics Advisory Committee was called to order at 6:30 pm on October 25th 2018 at the Regional Center for Advanced Technology & Training (RCATT) by Teresa Hawker – Professor of Electrical Electronics programs.
- II. The minutes of the November 16th 2017 advisory meeting were reviewed. A motion was made by Mr. Nixon to approve the minute as presented and seconded by Mr. Wood. The motion carried and the minutes were approved as presented.

Ms. Hawker recognized Mr. George Turnbull on his retirement and indicated that he was unable to attend the meeting.

- III. Members of the advisory committee introduced themselves and who they represented on the committee. (32 members and guest were in attendance). Following the introductions, the committee had a working dinner sponsored by Gary Daniels – AMTEK Company. Mr. Daniels was recognized and thanked for his support of DCC and the Electrical Electronics programs.
- IV. Mr. Will Soyars was introduced as the new Electrical Electronics faculty member replacing retired Mr. Turnbull. Mr. Soyars will be the lead faculty for the electrical utilities and substation technician program.
- V. Ms. Teresa Hawker provided an overview of the current Electrical Electronics enrollment and student job placement.

Enrollment: 2017-18	14 Graduated	13 Employeed
Enrollment: 2018-19	24 2 nd Year	29 1 st Year
- VI. Mr. Butch Kendrick reviewed the proposed Automation / Robotics Technical Studies AAS degree program. The program description, course sequence and course descriptions were presented to the committee for review and approval. Following the presentation, the floor was opened for discussion regarding the proposed program. The program is part of a large initiative involving IALR, DCC, and Danville City and Pittsylvania County public schools. A motion was made by Ms. Rigney to approve the proposed program of study as presented and seconded by Mr. Wood. There being no further discussion, the

committee voted unanimously to accept the Automation / Robotics Technical Studies AAS program as presented. (Documents Attached)

Motion – Second - Vote

Approval of Automation / Robotics Technical Studies AAS

Approval of Program of Study (Schedule and Course Description)

- VII. Ms. Hawker, Mr. Soyars and Mr. Wood presented information on the Electrical Utilities and Substation Technician Program. The change of the program name from Electrical / Electronics Equipment Servicing to Electrical Utilities and Substation Technician was also discussed. Justification for the program was presented by George Wood. Will Soyars discussed lab and work ethics and Teresa Hawker presented the program description, course sequence and course descriptions. Following discussions regarding courses and course descriptions a motion was made by Mr. Overby to approve the Electrical Utilities and Substation Technician name change, program description, course sequence and course descriptions. Mr. Hunt seconded the motion there being no further discussion it passed by a unanimous vote. (Documents Attached)

Motion – Second - Vote

Approval of Electrical Utilities and Substation Technician Diploma

Name Change

Program of Study (Schedule and Course Descriptions)

- VIII. Ms. Hawker presented changes to the Electrical/ Electronic Engineering Technology Diploma Program based on industry need and feedback. Following the presentation and open discussion Mr. Wood made a motion to approve the recommended changes as presented. Mr. Thompson seconded the motion and there being no further discussion the motion passed by unanimous vote. (Documents Attached)

Motion – Second - Vote

Approval of changes to Electrical / Electronics Diploma Program

- IX. Preview equipment needs for the electrical training will be discussed at a later committee meeting due to time constraints.
- X. Discussion on setting up a meeting with Industry personnel and Electricians to discuss Core Competencies and equipment needed for the Electrical Classes and Labs was reviewed. A meeting of a select group will be made by Ms. Hawker to establish the needs as soon as possible. Administrative and Faculty representatives will plan a follow-up trip to Dominion Power in Richmond to identify program needs for potential grant proposals.

- XI. Ms. Hawker indicated that the committee needed to nominate a chairperson for the Electrical Electronics Lay Advisory Committee. The floor was opened for nominations and Mr. Jason Weaver was nominated from the floor. There being no further nominations a motion to approve Mr. Weaver by acclamation was made by Mr. Nixon and seconded by Mr. Thornton. There being no further discussion the motion to approve Mr. Weaver as the chairperson for the electrical – electronics lay advisory council passed by unanimous vote.
- XII. A sign-up sheet was distributed to make sure all contact information was up-to-date and correct.
- XIII. The move of the plaque and wall display in the DCC Hill building was discussed. It was determined that the plaque and wall display should be moved to the RCATT building where the primary electrical – electronics program is housed. The Morgan family will be made aware of the change of location.
- XIV. Mr. Daniels – AMTEK Company presented a brief powerpoint presentation on equipment and training modules that could be used to support the electrical – electronics programs
- XV. Shannon Hair – VP of Institutional Advancement and Development and Charles Toothman – VP of Finance were introduced to the group as they will be assisting with grants and equipment procurement as well as solicitation of industry support for the Electrical Utilities and Substation Technician program.
- XVI. Advisory committee members were taken on a tour of the RCATT facility following the meeting. Prior to the meeting Mr. Wood, Mr. Weaver and Mr. Thompson toured the EIT building on the main campus where the proposed new Electrical Utilities and Substation Technician program will be established.
- XVII. A motion was made and seconded to adjourn the meeting at 9:30 pm.
- Follow-up committee meetings will be established and communicated to members.

Respectfully Submitted

Teresa Hawker

James "Will" Soyars

ATTACHMENT 5

Action Item:

Approval of Program Name Change:

Electrical/Electronics Equipment Servicing
Diploma (949)

to

Electrical Utilities and Substation
Technician Diploma (949)

