

**STATE BOARD FOR COMMUNITY COLLEGES**

**MEETING NO. 355**

**STATE BOARD ROOM  
300 ARBORETUM PLACE  
RICHMOND, VA**

**10:00 A. M.**

The State Board for Community Colleges convened at 9:00 a.m. on January 18, 2018, at 300 Arboretum Place, Richmond, Virginia.

**Members Present:** Ms. Eleanor Saslaw, Chair  
Mr. Robin Sullenberger, Vice Chair  
Mr. Yohannes Abraham  
Mr. Ed Dalrymple  
Mr. Doug Garcia  
Dr. Susan Gooden  
Ms. Peggy Layne  
Senator Walter Stosch

**Members Absent:** Ms. Darren Conner  
Dr. Nathaniel Bishop  
Dr. Joseph Smiddy  
Mr. David Broder  
Mr. William Hall

**Staff Present:** Ms. Carey Boehnlein  
Mr. Tom Cantone  
Mr. David Cooper  
Dr. Ellen Davenport  
Mr. James Davis  
Dr. Glenn DuBois  
Mr. Randy Ellis  
Mr. Rick Farthing  
Dr. Jennifer Gentry  
Dr. Craig Herndon  
Mr. Bert Jones  
Dr. Chris Lee  
Dr. Dan Lewis  
Mr. Whit Madère  
Dr. Sharon Morrissey

Ms. Laura Osberger  
Ms. Intan McCartt  
Ms. Rose Marie Owen  
Ms. Greer Saunders  
Ms. Michelle Skaggs  
Mr. Randy Stamper  
Ms. Donna VanCleave  
Ms. Nancy Wilson  
Dr. Van Wilson

## **B. OPENING**

### 1. Call to Order

Ms. Eleanor Saslaw, Chair, called the meeting to order.

### 2. Roll Call

Dr. Glenn DuBois, Chancellor, called the roll and determined that a quorum was present.

### 3. Minutes – Meeting No. 354, November 16, 2017

**A motion was made by Senator Walter Stosch and seconded by Mr. Ed Dalrymple that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE NOVEMBER 16, 2017, MEETING, AS SUBMITTED.”**

**The motion carried.**

### 4. Public Comment

No public comment.

### 5. Education: Improving Student Success: Demonstration of EAB Navigate to Support Guided Pathways – Dr. Sharon Morrissey with Lindsey Klein, Managing Director at EAB, and Iain Atkinson, Senior Director at EAB

This item was postponed to a future meeting due to time constraints.

## **C. CHANCELLOR’S REPORT**

### 1. Legislative Agenda – Chancellor DuBois and Dr. Ellen Davenport

Chancellor DuBois announced that Ms. Molly Ward was appointed to the State Board for Community Colleges to fill the seat vacated by Mr. Tom Brewster. Ms. Ward currently serves as the Treasurer of Hampton, VA.

Dr. DuBois reported that the 2018 General Assembly began on January 10, and is scheduled to adjourn on March 10. He stated that the priority focus for the VCCS will be advocating for the major funding needs that were included in VCCS’s six-

year plan and addressing some of the items highlighted in the September 2017 JLARC report.

Dr. DuBois stated there are also expected to be a number of bills that address uniform transfer of dual enrollment credits and community college transfer. The VCCS's goal for this legislation is to work with the bill patrons to standardize the curriculum of general education dual enrollment courses and equivalent community college general education courses so that these courses are on a guaranteed parallel track to transfer automatically to Virginia's four-year public institutions of high education to satisfy the four-year institution's general education course requirements.

Dr. Ellen Davenport distributed a handout listing key legislators, dates and budget recommendations. She highlighted bills of particular interest and pointed out the budget timelines.

#### **D. CONSENT AGENDA**

1. ACTION ITEM: Program Approval – Associate of Applied Science in Physical Therapy Assistant at Virginia Western Community College (Academic, Student Affairs, and Workforce Development Committee) **(APPENDIX I)**
2. ACTION ITEM: John Tyler Community College – Chester Campus, Temporary Trailer (Facilities) **(APPENDIX II)**

**A motion was made by Dr. Susan Gooden and seconded by Mr. Doug Garcia that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CONSENT ITEMS, AS SUBMITTED.”**

**The motion carried.**

#### **E. ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT COMMITTEE – Dr. Susan Gooden, Chair**

1. Committee Minutes – November 15, 2017

The Chair reported that the Committee approved the minutes of its November 15, 2017, meeting.

2. ACTION ITEM: Definitions for Dual Enrollment in Policy (Academic, Student Affairs, and Workforce Development Committee) **(APPENDIX III)**

Dr. Sharon Morrissey explained that this is a new section of the Policy Manual.

**A motion was made by the Committee that:**

**“IT IS RECOMMENDED THAT THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CREATION OF A NEW SECTION IN THE POLICY MANUAL, 6.6 DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS, AND APPROVAL OF THE NEW POLICY DEFINING DUAL ENROLLMENT. ACADEMIC SERVICES AND RESEARCH ALSO RECOMMENDS THAT THE EXISTING DUAL ENROLLMENT ADMISSIONS POLICY, 6.0.1.1, BE MOVED TO THE NEW POLICY SECTION SO THAT ALL POLICIES PERTAINING TO DUAL ENROLLMENT ARE IN ONE SECTION OF THE POLICY MANUAL.”**

**The motion carried.**

3. ACTION ITEM: Proposed Revision to Policy 5.1.7 – Posthumous Degrees (Academic, Student Affairs, and Workforce Development Committee) **(APPENDIX IV )**

**A motion was made by the Committee that:**

**“IT IS RECOMMENDED THAT THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED POLICY CHANGE TO ALLOW AWARDING OF POSTHUMOUS CERTIFICATES.”**

**The motion carried.**

4. INFORMATION ITEM: Complete 2021 Milestones DevEd Report (Academic, Student Affairs, and Workforce Development Committee)

Dr. Morrissey gave a review of the Complete 2021 Milestones DevEd Report. She stated that the report shares five findings:

- . Fewer entering students are enrolling in development math and English courses
- . More students are successfully completing college level math and English courses.
- . More students are earning full-time college credit in their first two semesters.
- . Retention improved slightly.
- . More students are graduating on time.

Dr. Morrissey reported that this is the first Milestones report, with the remaining four focusing on dual enrollment, transfer students, wages and employment and multiple measures for placements. More information is included in the meeting materials.

5. INFORMATION ITEM: FastForward Update (Academic, Student Affairs and Workforce Development Committee)

Members received a review of Workforce Credential Grant funded enrollments, program completions, credential attainments, and funds paid to colleges by fiscal year.

Dr. Susan Gooden suggested that a press release be sent out regarding these good outcomes.

**6. INFORMATION ITEM: Complete 2021 Credentials Attainment Report (Academic, Student Affairs and Workforce Development Committee)**

Members of the State Board received a quantitative summary of system and college progress towards the strategic goal of tripling the number of credentials earned by our students by the year 2021.

In reviewing the attached data, Dr. Craig Herndon identified system-wide and by-college information on the baseline credential values, credential attainment targets for the year 2021, as well as final numbers of credentials earned for the FY16 and preliminary numbers of credentials earned in FY17 and FY18. Members discussed the relative progress of the colleges and the system in making progress towards Complete 2021.

When asked how this information is communicated to college presidents, it was noted that college presidents will receive similar data at their regular meetings and these data will be used when the Chancellor meets with college presidents as part of their annual evaluations.

Dr. Herndon agreed to provide regular updates on college and system progress, using the same tool, at future meetings of the State Board for Community Colleges.

**7. INFORMATION ITEM: Timeline and Process for Approval of Nominees for Honorary Degrees (Academic, Student Affairs, and Workforce Development Committee)**

Dr. Susan Gooden reviewed the timeline and process for approval of nominees for honorary degrees. The State Board will approve nominations for individuals to receive honorary degrees at its March 22, 2018, meeting. Recommendations for honorary degrees must be submitted to the Chancellor by February 16, 2018. A copy of the VCCS policy and the rubric for evaluating nominees for honorary degrees was included in the meeting materials.

**8. INFORMATION ITEM: Program Discontinuances Approved by Chancellor at Patrick Henry Community College (Academic, Student Affairs, and Workforce Development Committee)**

Dr. Gooden reported that the Committee discussed two program discontinuances at Patrick Henry Community College:

- Certificate in Automotive Technology
- Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

The Local Board and the Chancellor approved these discontinuances.

9. **INFORMATION ITEM: Annual Risk Assessment Process Discussion (Academic, Student Affairs, and Workforce Development Committee)**

This item was discussed in the Audit Committee portion of the meeting.

10. **INFORMATION ITEM: Report on Colleges' Accreditation Status (Southern Association of Colleges and Schools Commission on Colleges) (Academic, Student Affairs, and Workforce Development Committee)**

Dr. Morrissey reported that each January, a report is provided to the State Board for Community Colleges to detail any reaffirmation-related issues at Virginia's Community Colleges. At its meeting on December 3, 2017, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees took action on the accreditation status of a number of institutions. No actions were taken for any of Virginia's Community Colleges. A chart was distributed in the meeting materials to provide State Board members with information on the timeline for accreditation review, latest recommendations and Quality Enhancement Project topics for VCCS colleges.

**F. AUDIT COMMITTEE – Sen. Walter Stosch on behalf of Mr. David Broder, Chair**

1. **Committee Minutes – November 15, 2017**

The Chair reported that the Committee approved the minutes of its November 15, 2017, meeting.

2. **Auditor of Public Accounts Audit Report on Workforce Innovation and Opportunity Act**

Senator Stosch explained that a Workforce Innovation and Opportunity Act audit was conducted by the Auditor of Public Accounts (APA.) The APA audit report concluded that the VCCS has used proper recording and reporting of all transactions, and there were no matters involving internal control and no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.

3. **INFORMATION ITEM: Status of Audits, Consulting Projects and Management Action Plans**

Senator Stosch reported that updates regarding the status of audits, consulting projects and the status of Management Action Plans were provided at the Committee meeting.

4. INFORMATION ITEM: Status of Investigations

Mr. Whit Madère explained to the Board that the number of investigation hotline calls have decreased, but there has been an increase in calls directly from the college presidents. This is seen as a positive trend.

5. INFORMATION ITEM: Risk Assessment Planning

Senator Stosch reported that Mr. Whit Madère has met with each Committee of the State Board to discuss the Annual Risk Assessment Process. Mr. Madère stated that there was a concerted effort to reach out to all State Board Committees, and he reiterated to the Board that the risk assessment discussions were intended to make three main points. Those are:

- . Board involvement is critical.
- . Risk assessment is an ongoing continuous process.
- . Identification of risk is the most important first step.

Board members who have concerns about any risks or potential risks were encouraged to contact Mr. Madère, the Chancellor, any Vice Chancellor, or any member of the Audit Committee.

Chancellor DuBois asked Mr. Madère to inform the Board of the three top risks from last year:

- . Campus safety
- . Cybercrime
- . Concerns related to the Shared Services Center

6. Litigation Report – Ms. Greer Saunders

Ms. Greer Saunders announced that there were no new litigation items to report.

**G. BUDGET AND FINANCE COMMITTEE – Senator Walter Stosch, Chair**

1. Committee Minutes – November 15, 2017

The Chair reported that the Committee approved the minutes of its November 15, 2017, meeting.

2. INFORMATION ITEM: Governor’s 2018-2020 Biennium Budget

Ms. Donna VanCleave reported that on December 18, 2017, Governor McAuliffe presented his recommendations for the 2018-20 biennium budget to a joint meeting of the General Assembly money committees. She said that while the introduced budget reflects improved revenue collections, it provides limited funding for new initiatives and capital projects with the highest priorities focused on re-benchmarking standards of quality for public education and sustainability of the existing Medicaid programs. There is no additional funding this year for Fast Forward, but there is an additional \$2 million in the next two years. Ms. VanCleave gave a brief summary of the proposed budget. More information is included in the meeting materials.

### 3. INFORMATION ITEM: VCCS Annual Financial Report

Mr. Randy Ellis, VCCS Comptroller, reviewed highlights of the VCCS Annual Financial Report for the year ended June 30, 2017. The total net position increased by nearly \$43 million (4.8%) and is an indication of the prudent utilization of financial resources and the overall financial health of the VCCS in fiscal year 2017. The total operating revenues remained relatively constant with a total increase of \$6 million (1.2%). The VCCS debt burden ratio (which is required to be reported to the Board annually) is very low at 1.31% (compared to 7% industry standard.) More information is included in the meeting materials.

### 4. INFORMATION ITEM: VCCS SWaM Plan

Ms. Michelle Skaggs, Director of Strategic Sourcing, reported that the Governor's Executive Order #20 established priority for advancing equity for small, women, and minority owned business by all executive branch agencies and institutions. She reviewed the requirements which impact the VCCS:

- . Prepare and adopt an annual SWaM plan for the agency.
- . Exceed target goal of 42% expenditures committed to small businesses.
- . Expand the set-aside for competition to include purchases up to \$100,000 for goods and non-professional services.
- . Require prime contractors to include Small Business sub-Contracting Plan.

Ms. Skaggs reported that the VCCS achieved the SWaM goal of 37%, and the total discretionary spend was \$189.7 million. The total SWaM spend was \$69.2 million. She said that 19 colleges met or exceeded the goal set in their individual SWaM plan, and 11 colleges met or exceeded the state goal of 42%. Ms. Skaggs distributed a breakdown by college of SWaM data in the meeting materials.

5. INFORMATION ITEM: Annual Risk Assessment Process Discussion

This item was discussed in the Audit portion of the meeting.

H. **FACILITIES COMMITTEE** – Dr. Susan Gooden on behalf of Mr. Darren Conner

1. Committee Minutes – November 15, 2017

The Chair reported that the Committee approved the minutes of its November 15, 2017, meeting.

2. ACTION ITEM: John Tyler Community College – Chester Campus, Ground Lease to John Tyler CC Real Estate Foundation (**APPENDIX V**)

**A motion was made by the Committee that:**

**“IN ACCORDANCE WITH VCCS POLICY MANUAL §10.0.0.4.C, JOHN TYLER COMMUNITY COLLEGE REQUESTS THAT THE STATE BOARD DELEGATE TO THE CHANCELLOR THE AUTHORITY TO NEGOTIATE AND APPROVE THE COLLEGE ENTERING INTO A LEASE WITH THE MEDICAL SERVICES PROVIDER FOR PROPERTY ON THE CHESTER CAMPUS SUBSEQUENT TO REVIEW AND APPROVAL AS TO FORM AND LEGAL SUFFICIENCY BY THE OFFICE OF SYSTEM COUNSEL AND REVIEW AND APPROVAL BY THE VCCS OFFICE OF FACILITIES MANAGEMENT SERVICES AS TO POLICY AND PROCEDURE COMPLIANCE WITH SECTION 10 OF THE VCCS POLICY MANUAL AND THE VCCS LEASE PROCEDURES MANUAL.”**

**The motion carried.**

3. ACTION ITEM: Northern Virginia Community College – Annandale Campus, Renovation of CF Building (**APPENDIX VI**)

**A motion was made by the Committee that:**

**“IN ACCORDANCE WITH VCCS POLICY MANUAL §10.0.0.4.P, IT IS RECOMMENDED THAT THE STATE BOARD FOR COMMUNITY COLLEGES APPROVE THE PROPOSED RENOVATION OF THE CF BUILDING AS AN AGENCY AUTHORIZED CAPITAL PROJECT UNDER THE VCCS LEVEL II DELEGATED AUTHORITY FOR CAPITAL PROJECTS.”**

**The motion carried.**

4. INFORMATION ITEM: Germanna Community College, Briefing About Potential Real Estate Foundation opportunities

Mr. Bert Jones reported that the Germanna Community College Real Estate Foundation is preparing to enter into letter of nonbinding intent on a seven-acre

parcel of land, intending to construct a building for collaborative use by the College and the Foundation.

**5. INFORMATION ITEM: Tidewater Community College – Chesapeake Campus, Addition to the Regional Automotive Center (RAC) Building**

Mr. Jones reported that the TCC Real Estate Foundation Board of Directors was briefed on the college's need to acquire space for expansion of the Automotive Technology programs. As a result, the Board authorized Foundation staff to pursue an arrangement to acquire space or property for the Automotive Technology programs for further consideration by the directors. In early 2017, it was decided that the only viable option for expanding TCC's automotive/diesel/marine programs was to build an addition onto the current building. Mr. Jones reported that the cost of the proposed addition of approximately 13,000 square feet has been estimated to be approximately \$5.2 million for design and construction. The market testing that was performed indicated that approximately \$5.5 million could be raised.

The Local College Board has been briefed multiple times since 2015 on the need to expand the automotive programs at TCC. The additional project has been discussed during the Board's briefing on the Major Gifts Campaign. If the fund raising campaign is successful, then a request will come to the Board in the future for approval to have a local capital project established to allow the project to proceed.

**6. INFORMATION ITEM: Virginia Community College system Status Report on Capital Outlay Projects**

Mr. Jones stated that all details of the Capital Outlay Projects Report are included in Board Docs.

**7. INFORMATION ITEM: Virginia Community College system – College Construction and Completed Projects Report**

Mr. Jones gave a brief report on the construction occurring at various colleges. More information can be found in Board Docs.

**8. INFORMATION ITEM: Annual Risk Assessment Process Discussion**

This item was discussed in the Audit portion of the meeting.

**I. PERSONNEL REPORT – Mr. Doug Garcia, Chair**

1. Committee Minutes – November 15, 2017

The Chair reported that the Committee approved the minutes of its November 15, 2017, meeting.

2. ACTION ITEM: Proposed Associate Dean Position (**APPENDIX VII**)

**A motion was made by the Committee that:**

**“IT IS RECOMMENDED THAT THE STATE BOARD FOR COMMUNITY COLLEGES APPROVE THE ESTABLISHMENT OF THE PROPOSED NEW POSITION OF ASSOCIATE DEAN, AND CHARGE THE ASSOCIATE VICE CHANCELLOR FOR HUMAN RESOURCES WITH SUBMITTING RECOMMENDATIONS FOR UPDATING VCCS POLICIES WITH THE CHANGES NECESSARY TO INCORPORATE THIS NEW POSITION INTO THE APPROPRIATE SECTIONS OF THE POLICY MANUAL.”**

**The motion carried.**

3. INFORMATION ITEM: Reorganization, Realignment, and Reductions –in-Force in Recent Years

Dr. Lee summarized our workforce and changes in enrollment patterns. Over recent years, all of the colleges have gone through one round of reduction in force. Additionally, 17 colleges and the System Office have gone through the process more than once. He said that the VCCS has tried to take a strategic approach to the process.

4. INFORMATION ITEM: Conflict of Interest Training and Disclosures

Dr. Lee reported that the State Board members are required to complete and file a Conflict of Interest Financial disclosure every January. Additionally, the Attorney General’s office has developed a mandatory training session for all officers and employees required to complete disclosure forms. The training session is provided on-line, and can be viewed by going to the Virginia Conflict of Interest and Ethics Advisory Council website at <http://ethics.dis.virginia.gov/> and selecting the State Employee and Officer Training Module link under Training Modules Now Available. Dr. Lee reminded the State Board that the deadline to complete the disclosure form and video is by the end of the month.

**5. INFORMATION ITEM: Annual Risk Assessment Process Discussion**

This item was discussed in the Audit portion of the meeting.

At this time, Board Chair Ms. Eleanor Saslaw announced that the March 21-22, 2018, State Board meeting will be held at Germanna Community College, Fredericksburg, VA.

**J. ADJOURNMENT**

There being no further business to come before the State Board, the meeting adjourned at 11:59 p.m.



### Agenda Item Details

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	D. CONSENT AGENDA
Subject	1. ACTION ITEM: Program Approval - Associate of Applied Science in Physical Therapy Assistant at Virginia Western Community College (Academic, Student Affairs, and Workforce Development Committee)
Access	Public
Type	Action
Recommended Action	It is recommended that the State Board of Community Colleges approve that Virginia Western Community College be allowed to offer the Associate of Applied Science degree in Physical Therapy Assistant.

### Public Content

#### BACKGROUND:

Virginia Western Community College (VWCC) proposes the establishment of an Associate of Applied Science in Physical Therapy Assistant. This is a five-semester, 69-credit curriculum. The Associate of Applied Science degree in Physical Therapy Assistant is designed for persons who are interested in acquiring the skills needed to perform a variety of rehabilitative activities and exercises as outlined by individual treatment plans developed by physical therapists. The program's start date is Fall 2019.

#### ACTION RECOMMENDED:

It is recommended that the State Board of Community Colleges approve that Virginia Western Community College be allowed to offer the Associate of Applied Science degree in Physical Therapy Assistant.

#### PREVIOUSLY REVIEWED BY:

- VWCC Curriculum Committee and College Board
- VCCS Academic Services and Research staff

#### RATIONALE:

According to the U.S Department of Labor, employment of physical therapist assistants and aides is expected to grow by 41% from 2014 to 2024, much faster than the average for all occupations (Occupational Outlook Handbook, 2016-2017 edition). Researchers attribute shortages in the field of physical therapy to an increase in demand for the health care needs of an aging population as well as advances in technology that are enabling an increase in treatment for a variety of conditions.

#### RESOURCE PERSONS:

Dr. Sharon E. Morrissey, Vice Chancellor for Academic Services and Research, VCCS, [smorrissey@vccs.edu](mailto:smorrissey@vccs.edu), 804-819-4972

**TITLE: PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPY ASSISTANT** (Academic, Student Affairs, and Workforce Development Committee, Action Item)

**BACKGROUND:**

Virginia Western Community College (VWCC) proposes the establishment of an Associate of Applied Science in Physical Therapy Assistant. This is a five-semester, 69-credit curriculum. The Associate of Applied Science degree in Physical Therapy Assistant is designed for persons who are interested in acquiring the skills needed to perform a variety of rehabilitative activities and exercises as outlined by individual treatment plans developed by physical therapists. The program's start date is Fall 2019.

**ACTION RECOMMENDED:**

It is recommended that the State Board of Community Colleges approve that Virginia Western Community College be allowed to offer the Associate of Applied Science degree in Physical Therapy Assistant.

**PREVIOUSLY REVIEWED BY:**

- VWCC Curriculum Committee and College Board
- VCCS Academic Services and Research staff

**RATIONALE:**

According to the U.S Department of Labor, employment of physical therapist assistants and aides is expected to grow by 41% from 2014 to 2024, much faster than the average for all occupations (*Occupational Outlook Handbook*, 2016-2017 edition). Researchers attribute shortages in the field of physical therapy to an increase in demand for the health care needs of an aging population as well as advances in technology that are enabling an increase in treatment for a variety of conditions.

**RESOURCE PERSONS:**

Dr. Sharon E. Morrissey, Vice Chancellor for Academic Services and Research, VCCS, [smorrissey@vccs.edu](mailto:smorrissey@vccs.edu), 804-819-4972

Dr. Megan K. Healy, Assistant Vice Chancellor for Academics Services and Employer Partnerships, VCCS, [mhealy@vccs.edu](mailto:mhealy@vccs.edu), 804-819-4971

Dr. Daniel C. Lewis, Director of Educational Programs and Policy, VCCS, [dlewis@vccs.edu](mailto:dlewis@vccs.edu), 804-819-4936

## **Virginia Western Community College Program Proposal Associate of Applied Science in Physical Therapy Assistant**

Virginia Western Community College (VWCC) is seeking approval to offer the Associate of Applied Science degree in Physical Therapy Assistant, CIP code 51.0806. The Associate of Applied Science degree in Physical Therapy Assistant is designed for persons who are interested in acquiring the skills needed to perform a variety of rehabilitative activities and exercises as outlined by individual treatment plans developed by physical therapists.

### Number of Credit Hours

The proposed Physical Therapy Assistant (PTA) AAS degree is a career technical education degree program that requires a total of 69 credits for graduation. The curriculum exceeds the minimum general education credit hour requirements specified in Table 5-1; including courses in communication, humanities, natural science, and social sciences.

### Learning Outcomes

VWCC seeks to provide graduates with a strong background in general education through formal education experiences (courses). The required courses as well as specialized courses in the major field support the development of the following VWCC General Learning Outcomes:

- Communication,
- Critical Thinking,
- Cultural and Social Understanding,
- Information Literacy,
- Personal Development,
- Quantitative Reasoning,
- Scientific Reasoning

Graduates of the AAS in Physical Therapy Assistant will be able to:

- Accurately, safely, and concisely perform the duties of an entry-level Physical Therapist Assistant through application of knowledge, skills, and techniques learned in didactic, lab and clinical courses
- Implement appropriate therapeutic interventions safely and effectively within the parameters of an established plan of care developed by a physical therapist
- Communicate information relevant to the patient status and progress in the patient's record to the supervising physical therapist and to the patient's healthcare team
- Recognize the needs of the patient, family, and caregivers, and document and address those needs appropriately
- Demonstrate ethical, legal, and professional conduct appropriate in a healthcare setting

### *Program Assessment*

VWCC has a campus-wide process for assessing academic programs. Each academic program develops and assesses program-level student learning outcomes annually. General Education Outcomes are also assessed across the college annually through a portfolio approach. In addition, each program is reviewed through the program review process every three years. During this process, committees of faculty and staff review the program results, including retention, graduation and transfer rates, as well as future needs including full-time to part-time faculty ratios, equipment upgrades, and technology needs. The college will use the National Physical Therapy Exam (NPTE) results for programmatic assessment. The purpose of this examination is to assess student learning in all of the specialization areas in the field.

**Benchmarks for the Program**

The PTA program will be deemed successful if:

- At least 80% of employers indicate satisfaction with student performance at the entry-level.
- At least 80% of students indicate that they were prepared to perform as entry-level physical therapy assistants.
- The program meets SCHEV benchmarks for headcount, FTES, and graduates.

***Estimated Headcount and FTES***

Year 1		Year 2		Year 3		Target Year		
2018-2019		2019-2020		2020-2021		2021-2022		
HDCT	FTES	HDCT	FTES	HDCT	FTES	HDCT	FTES	GRADS
28	28	49	49	49	49	49	49	23

HDCT – fall headcount enrollment

FTES – annual full-time equivalent student enrollment

GRADS – annual number of graduates of the proposed program

**Student Demand**

Sixty-two percent of students who participated in a survey targeting STEM students indicated that they were either “interested” (31%) or “may be” interested (31%) in enrolling in the Physical Therapy Assistant program. Likewise, the college has collected emails from students who are interested in the PTA program.

**Employer Demand**

According to the U.S. Department of Labor, employment of physical therapist assistants and aides is expected to grow by 41% from 2014 to 2024, much faster than the average for all occupations. The college’s analysis of the local demand for physical therapy assistants revealed that this occupation is forecast to expand by 21% in the next few years.

**Accreditation**

When the program is approved VWCC will be applying for accreditation by the Commission on Accreditation in Physical Therapy.

**Program Duplication**

There are eight accredited PTA programs in Virginia including ECPI University (Newport News), Jefferson College of Health Sciences (Roanoke), Northern Virginia Community College, Riverside College of Health Careers (Newport News), South University (Richmond), South University (Virginia Beach), Tidewater Community College, and Wytheville Community College. VWCC does not anticipate that its proposed program would compete with Patrick Henry Community College’s PTA program, which was approved by the State Board in 2017 or Jefferson College of Health Sciences’ PTA program, which is not able to meet the current demand for physical therapy assistants in the Roanoke area.

**Program Resource Needs**

VWCC has secured the resources needed to launch the program. The college has budgeted the funds required to purchase laboratory equipment. In addition, VWCC will be hiring two new full-time faculty.

### Curriculum Detailing Credit Hours by Course

**Prerequisites**

SDV 100 College Success Skills	1
SDV 101 Orientation to Health Professions	1
BIO 141 Human Anatomy and Physiology I	4
<b>Total Credits: 6</b>	

**1st Semester**

ENG 111 College Composition I	3
HLT 141 Introduction to Medical Terminology	1
BIO 142 Human Anatomy & Physiology II	4
PTH 105 Intro to Physical Therapist Assisting	3
PTH 110 Medical Reporting	1
PSY 230 Developmental Psychology	3
<b>Total Credits: 15</b>	

**2nd Semester**

PTH 115 Kinesiology for the Physical Therapy Assistant	4
PTH 121 Therapeutic Procedures I	5
PTH 151 Musculoskeletal Structure and Function	4
PHI 220 Ethics	3
<b>Total Credits: 16</b>	

**3rd Semester**

PTH 131 Clinical Education	2
<b>Total Credits: 2</b>	

**4th Semester**

PTH 122 Therapeutic Procedures II	5
PTH 210 Psychological Aspects of Therapy	2
PTH 227 Pathological Conditions	3
PTH 245 Professional Issues	3
PTH 251 Clinical Practicum I	3
<b>Total Credits: 16</b>	

**5th Semester**

PTH 225 Rehabilitation Procedures	4
PTH 226 Therapeutic Exercise	4
PTH 252 Clinical Practicum II	4
PTH 255 Seminar in Physical Therapy	2
<b>Total Credits: 14</b>	

**Total credits for the AAS Degree in Physical Therapy Assistant = 69**



### Agenda Item Details

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	D. CONSENT AGENDA
Subject	2. ACTION ITEM: John Tyler Community College - Chester Campus, Temporary Trailer ( Facilities Committee)
Access	Public
Type	Action (Consent)
Recommended Action	In accordance with the VCCS Policy Manual § 10.0.0.4j, it is recommended that the State Board for Community Colleges approve the installation of a temporary trailer to support the renovation of Bird Hall and the Nicholas Student Center.

### Public Content

#### BACKGROUND:

In May 2018, a capital outlay project on the Chester Campus of JTCC to renovate Bird Hall and to renovate and expand the Nicholas Student Center will begin. This project is scheduled to be completed in summer 2019. During this time both Bird and Nicholas will be vacated to allow for renovations.

To create additional instructional space during the project, one temporary trailer is proposed to be installed in F-lot on the south side of Moyer Hall (site layout attached). This trailer will create two additional general instruction classrooms that will seat approximately 32 students each. This location was selected to minimize installation costs and to allow for close proximity to utilities and student amenities. This temporary trailer will be removed at the completion of the Bird/Nicholas project. The installation of this trailer will be funded through the capital outlay project.

The Art and Architectural Review Board will review the project in January 2018 and its approval is anticipated.

#### RECOMMENDATION:

In accordance with the VCCS Policy Manual § 10.0.0.4j, it is recommended that the State Board for Community Colleges approve the installation of a temporary trailer to support the renovation of Bird Hall and the Nicholas Student Center.

#### LOCAL BOARD APPROVAL:

The College Local Advisory Board recommended approval of the installation in its November meeting.

#### RESOURCE PERSONS:

Mr. Robert B. Jones, RA, CBO, VCCO, Associate Vice Chancellor for Facilities Management Services, Virginia Community College System, (804) 819-4917, [bjones@vccs.edu](mailto:bjones@vccs.edu)

Dr. Edward "Ted" Raspiller, President, John Tyler Community College, (804) 594-1571, [traspiller@jtcc.edu](mailto:traspiller@jtcc.edu)

Richmond-Petersburg Turnpike  
Richmond-Petersburg Turnpike

95

John Tyler Community College - Chester Campus

crosswalk  
ramp  
2-classroom trailer  
barriers

Google

Map





### Agenda Item Details

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	E. ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT COMMITTEE
Subject	2. ACTION ITEM: Definitions for Dual Enrollment in Policy (Academic, Student Affairs, and Workforce Development Committee)
Access	Public
Type	Action

**Recommended Action** It is recommended that the State Board of Community Colleges approves the creation of a new section in the Policy Manual, 6.6 Dual Enrollment for High School Students, and approval of the new policy defining dual enrollment. Academic Services and Research also recommends that the existing Dual Enrollment Admissions policy, 6.0.1.1, be moved to the new policy section so that all policies pertaining to dual enrollment are in one section of the Policy Manual.

### Public Content

#### BACKGROUND:

Currently, the *Policy Manual* does not include definitions for dual enrollment. The Education Programs committee of ASAC developed definitions for two types of dual enrollment:

1. Dual enrollment partnerships (contractual agreements) that feature high-school based dual enrollment programs and courses as well as on-campus early college programs and academies.
2. Independent dual enrollment that allows individual students to enroll in courses at the community college.

At its November meeting, ASAC approved the definitions of dual enrollment (attached).

#### ACTION RECOMMENDED:

It is recommended that the State Board of Community Colleges approves the creation of a new section in the Policy Manual, **6.6 Dual Enrollment for High School Students**, and approval of the new policy defining dual enrollment. Academic Services and Research also recommends that the existing Dual Enrollment Admissions policy, 6.0.1.1, be moved to the new policy section so that all policies pertaining to dual enrollment are in one section of the Policy Manual.

#### RESOURCE PERSONS:

Dr. Sharon E. Morrissey, Vice Chancellor for Academic Services and Research, VCCS, [smorrissey@vccs.edu](mailto:smorrissey@vccs.edu), 804-819-4972

Dr. Megan K. Healy, Assistant Vice Chancellor for Academic Services and Employer Partnerships, VCCS, [mhealy@vccs.edu](mailto:mhealy@vccs.edu), 804-819-4971

Dr. Daniel C. Lewis, Director of Educational Programs and Policy, VCCS, [dlewis@vccs.edu](mailto:dlewis@vccs.edu), 804-819-4936

[SB \(Action Item - Definitions for Dual Enrollment in Policy \(January 2018\)\).pdf \(172 KB\)](#)

**TITLE:        DEFINITIONS FOR DUAL ENROLLMENT IN POLICY** (Academic, Student Affairs, and Workforce Development Committee, Action Item)

**BACKGROUND:**

Currently, different types of dual enrollment (e.g. dual enrollment offered in the high school) are not specifically defined in the *Policy Manual*. A workgroup of academic vice presidents working in tandem with system office staff have developed definitions for two categories of dual enrollment:

1. Dual enrollment partnerships (contractual agreements) that feature high-school based dual enrollment programs and courses in addition to early college, dual enrollment programs and academies.
2. Independent dual enrollment that allows individual students to enroll in courses at the community college.

At its November meeting, ASAC approved the definitions of dual enrollment (attached).

**ACTION RECOMMENDED:**

It is recommended that the State Board of Community Colleges approves the creation of a new section in the *Policy Manual*, **6.6 Dual Enrollment for High School Students**, and approval of the new policy defining dual enrollment. Academic Services and Research also recommends that the existing Dual Enrollment Admissions policy, 6.0.1.1, be moved to the new policy section so that all policies pertaining to dual enrollment are in one section of the *Policy Manual*.

**RESOURCE PERSONS:**

Dr. Sharon E. Morrissey, Vice Chancellor for Academic Services and Research, VCCS, [smorrissey@vccs.edu](mailto:smorrissey@vccs.edu), 804-819-4972

Dr. Megan K. Healy, Assistant Vice Chancellor for Academics Services and Employer Partnerships, VCCS, [mhealy@vccs.edu](mailto:mhealy@vccs.edu), 804-819-4971

Dr. Daniel C. Lewis, Director of Educational Programs and Policy, VCCS, [dlewis@vccs.edu](mailto:dlewis@vccs.edu), 804-819-4936

## Section 6

### Student Development Services

#### **6.6 Dual Enrollment for High School Students**

The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a qualified high school student may enroll at a community college (see 6.6.3 Dual Enrollment Admissions) subject to the following conditions:

##### 6.6.1 Dual Enrollment Partnerships.

Dual enrollment partnerships are governed by an annually renewable contractual agreement between the school or district and the community college to allow academically qualified high school juniors and seniors to enroll in college courses that are applicable to degree, diploma, certificate, or career studies certificate programs offered at the college. Students from school divisions with whom the college has a current dual enrollment contractual agreement may enroll in college classes at the community college for dual enrollment credit. Courses taken for dual enrollment credit shall be transcribed on both the student's college and high school transcripts.

##### 6.6.1.1 High-School Based Dual Enrollment Programs and Courses.

Colleges and school divisions may develop contractual agreements to offer dual enrollment program pathways, academies, and courses at the high school. Such offerings may be taught by approved high school teachers who meet Virginia Community College System faculty credential requirements and are qualified by the college to teach course(s) in the program of study.

College faculty and administrators are responsible for identifying high school dual enrollment program offerings; selecting and qualifying high school faculty to teach college courses; professional development of dual enrollment faculty; and oversight and evaluation of program standards, including assessment of student learning outcomes, program learning outcomes and instructional effectiveness.

#### 6.6.1.2 Early College, Dual Enrollment Programs and Academies.

Colleges and school divisions may develop contractual agreements to offer dual enrollment program pathways and academies on the college campus. Such courses are taught by full-time or adjunct community college faculty.

#### 6.6.2 Independent Dual Enrollment.

Independent dual enrollment allows individual high school students to enroll in courses at the community college. A qualified high school junior or senior may be admitted to any college-level credit-bearing course, with permission of the high school principal or designee and the parent. Participation in independent dual enrollment does not require a contractual agreement between the college and the school division. However, the high school student must meet dual enrollment admissions standards as found in 6.6.3. Courses taken as independent dual enrollment shall be transcribed on the student's college transcript.

#### 6.0.1.1 6.6.3 Dual Enrollment Student Admissions

Although high school and home school students are not normally qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school. Documentation of parental permission is required for all dual enrollment students.

Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen or sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

Students enrolling in a dual enrollment course must meet all course pre-requisites. Colleges shall not enroll public or private high school students or homeschooled students in developmental courses.

**Admission Criteria for Transfer Courses**

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/ Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	N/A	N/A	18	N/A
Writing/Reading	ENG 111	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

**Admission Criteria for CTE Courses**

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/ Writing	ENF 1	32	35	N/A	N/A	18	N/A
Reading	ENF 1	62	35	N/A	N/A	18	N/A
Writing/Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

**Agenda Item Details**

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	E. ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT COMMITTEE
Subject	3. ACTION ITEM: Proposed Revision to Policy 5.1.7 - Posthumous Degrees (Academic, Student Affairs, and Workforce Development Committee)
Access	Public
Type	Action

**Recommended Action** It is recommended that the State Board of Community Colleges approves the proposed policy change to allow awarding of posthumous certificates.

**Public Content****BACKGROUND:**

Current policy authorizes colleges to award posthumous degrees, but not certificates. A college requested a revision of the policy to include awarding of posthumous certificates. At its November meeting, ASAC approved the following policy changes:

**5.1.7 Posthumous Degrees Awards (SB)**

The State Board authorizes individual colleges to award confer posthumous degrees awards for students. Criteria for these degrees awards shall be determined by individual institutions.

**ACTION RECOMMENDED:**

It is recommended that the State Board of Community Colleges approves the proposed policy change to allow awarding of posthumous certificates.

**RESOURCE PERSONS:**

Dr. Sharon E. Morrissey, Vice Chancellor for Academic Services and Research, VCCS, [smorrissey@vccs.edu](mailto:smorrissey@vccs.edu), 804-819-4972

Dr. Van C. Wilson, Assistant Vice Chancellor for Student Services, VCCS, [vwilson@vccs.edu](mailto:vwilson@vccs.edu), 804-819-4697

**Administrative Content****Executive Content**

#### 5.1.7 Posthumous ~~Degrees~~ Awards (SB)

The State Board authorizes individual colleges to ~~award~~ confer posthumous ~~degrees~~ awards, including degrees, diplomas and certificates, for students. Criteria for these ~~degrees~~ awards shall be determined by individual institutions.



### Agenda Item Details

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	H. FACILITIES COMMITTEE
Subject	2. ACTION ITEM: John Tyler Community College - Chester Campus, Ground Lease to John Tyler CC Real Estate Foundation
Access	Public
Type	Action

**Recommended Action** In accordance with VCCS Policy Manual §10.0.0.4.c, John Tyler Community College requests that the State Board delegate to the Chancellor the authority to negotiate and approve the College entering into a lease with the medical services provider for property on the Chester campus subsequent to review and approval as to form and legal sufficiency by the Office of System Counsel and review and approval by the VCCS Office of Facilities Management Services as to policy and procedure compliance with Section 10 of the VCCS Policy Manual and the VCCS Lease Procedures Manual.

### Public Content

#### BACKGROUND:

John Tyler Community College requests authority to lease approximately 1.5 acres of land at the Chester Campus to the JTCC Real Estate Foundation (JTCCREF). This would allow the Foundation to enter into an agreement with a large medical services provider to operate a freestanding emergency care facility on the property. The land proposed for the facility is located near the front entrance to the campus directly on Route 1 (Jefferson Davis Highway). There are no other anticipated uses for that property and leasing the land would not impede future planned development by the College. Leasing the land to the Foundation will allow for more flexibility in structuring an agreement with the services provider while still protecting the College's interests.

There will be opportunities for cooperation between the medical services provider and the JTCC Health Sciences programs located at the Chester Campus including the Nursing Program and the EMS program.

The project would generate rental income for the College which will help reduce the need to increase student fees and offset drops in collections from other revenue sources.

#### RECOMMENDATION:

In accordance with VCCS Policy Manual §10.0.0.4.c, John Tyler Community College requests that the State Board delegate to Chancellor the authority to negotiate and approve the College entering into a lease with the medical services provider for property on the Chester campus subsequent to review and approval as to form and legal sufficiency by the Office of System Counsel a review and approval by the VCCS Office of Facilities Management Services as to policy and procedure compliance with Section of the VCCS Policy Manual and the VCCS Lease Procedures Manual.

#### RESOURCE PERSONS:

Mr. Robert B. Jones, RA, CBO, VCCO, Associate Vice Chancellor for Facilities Management Services, Virginia Community College System, (804) 819-4917, [bjones@vccs.edu](mailto:bjones@vccs.edu)

Dr. Ted Raspiller, President, John Tyler Community College, (804) 594-1571, [traspiller@itcc.edu](mailto:traspiller@itcc.edu)

**Administrative Content**

**Executive Content**



### Agenda Item Details

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	H. FACILITIES COMMITTEE
Subject	3. ACTION ITEM: Northern Virginia Community College - Annandale Campus, Renovation of CF Building
Access	Public
Type	Action
Recommended Action	In accordance with VCCS Policy Manual § 10.0.0.4.p, it is recommended that the State Board for Community Colleges approve the proposed renovation of the CF Building as an Agency Authorized Capital Project under the VCCS Level II delegated authority for Capital Projects..

### Public Content

#### BACKGROUND:

Many of NVCC campuses lack dedicated space for student activities where students may engage in campus-life functions. Studies show that these activities lead to improved student success and retention.

The Annandale Campus is NVCC largest campus and has the most immediate need for student activity space. New construction on the Annandale Campus is not an option; therefore, a renovation to the centrally located CF (Campus Food) Building was identified as the best option for creating a Student Center on campus. Converting CF Building to the Annandale Student Center will not change the intended use of the facility as the building currently provides many student activity, student life, and food service functions that are found in most student centers.

The CF Building was built in 1968 and houses the campus food service facilities, student life department, student activity areas, and the food bank. Improvements required to the CF Building include mechanical and system upgrades, renovating the front and back sections of the food service areas (allowing for modern food concepts and offerings), ADA upgrades to the building, rehabilitation of the 2<sup>nd</sup> floor student activity areas, and physical modifications to the building's exterior to create a more welcoming and open environment. An additional café on the second floor is planned to be included to serve those entering from the upper plaza and a multipurpose lounge will be created to include study, table game, and video game spaces. The 2<sup>nd</sup> floor will be designed to accommodate many functions and events that will enhance the student life experience on campus, as well as serve as a hub for students to gather and socialize.

The total estimated cost for the project including design fees, construction, inspection, moveable furnishings & equipment, and miscellaneous related costs is approximately \$10 million. At this amount, it would be a Major Capital Project. Funding for the project would be from nongeneral fund sources including 1) \$6 million in reserves accumulated from the portion of the student activities fee designated for enhancement of student activities space, 2) revenue from food services operations, and 3) reserves of funds from localities designated for supplementing capital projects.

Under the VCCS's Restructuring Level II authority for Capital Projects, the State Board has the authority to approve and establish projects funded with nongeneral sources. If the Board approves this project, notifications will be sent to the Senate Finance Committee and the House Appropriations Committee before the project may be formally initiated. As a Major Capital Project, this project. The project would be managed by staff from Facilities Management Services at the System Office.

#### LOCAL BOARD APPROVAL:

The NVCC Local Board is supportive of this request.

**RECOMMENDATION:**

In accordance with VCCS Policy Manual § 10.0.0.4.p, it is recommended that the State Board for Community Colleges approve the proposed renovation of the CF Building as an Agency Authorized Capital Project under the VCCS Level II delegated authority for Capital Projects.

**RESOURCE PERSONS:**

Mr. Robert B. Jones, RA, CBO, VCCO, Associate Vice Chancellor for Facilities Management Services, Virginia Community College System, (804) 819-4917, [bjones@vccs.edu](mailto:bjones@vccs.edu)

Dr. Scott Ralls, President, Northern Virginia Community College, (703) 323-3101, [sralls@nvcc.edu](mailto:sralls@nvcc.edu)

[A1-01 - First Floor New Work Plan.pdf \(439 KB\)](#)

[A1-02 - Second Floor New Work Plan.pdf \(240 KB\)](#)

[161212\\_view\\_CF cafe upper level south.jpg \(12,972 KB\)](#)

**Administrative Content****Executive Content**







### Agenda Item Details

Meeting	Jan 18, 2018 - Regular Meeting No. 355
Category	I. PERSONNEL COMMITTEE
Subject	2. ACTION ITEM: Proposed Associate Dean Position
Access	Public
Type	Action

**Recommended Action** It is recommended that the State Board for Community Colleges approve the establishment of the proposed new position of Associate Dean, and charge the Associate Vice Chancellor for Human Resources with submitting recommendations for updating VCCS policies with the changes necessary to incorporate this new position into the appropriate sections of the policy manual.

### Public Content

#### BACKGROUND:

A new position classification of Associate Dean is proposed. While the proposal is new, there are many faculty currently serving in a host of ad hoc and on-going collateral duty assignments that perform the responsibilities that would be encapsulated within this new position. It would be a professional faculty position reporting to an academic dean that performs a variety of administrative duties in support of the academic mission of our colleges.

Many deans supervise and manage dozens of full-time faculty and scores of adjunct faculty in addition to their regular administrative duties. Codifying an associate dean into policy would provide regular staffing instead of relying on temporal assignments from rotating faculty who might be given limited tasks or be given released time to perform such duties. This change would cause many full-time faculty to return to teaching a full load of classes instead of being released to do the administrative work that is routinely needed.

In the absence of a formal classification, colleges large and small have created a variety of work arrangements to accommodate the ongoing academic management and administrative needs of colleges. The proposed classification is as follows:

Associate Dean (academic) - academic officer who assists in the administration and management of major instructional or academic areas of responsibility such as curricula, scheduling, assessment, instructional support, and personnel.

The policy manual will have to be updated to reflect this new classification and its establishment will be incorporated into appropriate policies. Separately, an associate dean of student services position is being drafted and will be proposed in the months ahead. As these two tasks are completed, appropriate policy changes will be presented to the State Board.

#### RATIONALE:

Some colleges, especially larger ones, need additional administrative support to assist deans with their broad range of responsibilities. A new support position would give deans more time to spend working with business, industry, and transfer institutions, and allow them to focus on management, leadership, and strategic opportunities instead on routine matters such as scheduling and classroom assignments.

#### RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the establishment of the proposed new position of Associate Dean, and charge the Associate Vice Chancellor for Human Resources with submitting recommendations for updating VCCS policies with the changes necessary to incorporate this new position into the appropriate sections of the policy manual.

**RESOURCE PERSON:**

Dr. Christopher D. Lee, Associate Vice Chancellor, Human Resource Services; System Office, 804-819-4685;  
[clee@vccs.edu](mailto:clee@vccs.edu)

**Administrative Content**

**Executive Content**