

ALABAMA COMMISSION ON HIGHER EDUCATION

Commission Meeting

June 24, 2005
9:00 a.m.

Retirement Systems of Alabama Union Building
100 North Union Street, 9th Floor
Public Service Commission Hearing Room
Montgomery, Alabama

Alabama Commission on Higher Education

100 North Union Street
P.O. Box 30200
Montgomery, Alabama 36130-2000
Website: www.ache.state.al.us
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COMMISSIONERS' AGENDA

ALABAMA COMMISSION ON HIGHER EDUCATION
RSA Union Building, 9th Floor
Public Service Commission Hearing Room

June 24, 2005

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9:00 a.m.	Call to Order	
	Roll Call of Members and Determination of Quorum	
	Approval of Commissioners' Agenda	
	Consideration of Minutes of March 11, 2005	1
	Chairman's Report	
	Executive Director's Report	
9:15 a.m.	Institutional Accountability Reports on Progress Toward Goals Identified in the State Plan	
	A. Annual Board of Trustee Reports: Dr. William Meehan, Chairman, Council of College and University Presidents (2003-2005)	
	B. Dr. Rick Rogers, Shelton State Community College	
	C. Dr. Joanne Jordan, President, Southern Union State Community College	
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12:00 Noon Commission Adjourned

The next meeting of the Alabama Commission on Higher Education is scheduled:

September 23, 2005

MINUTES

ALABAMA COMMISSION ON HIGHER EDUCATION

March 11, 2005

I. Call to Order

The Alabama Commission on Higher Education met in regular session on Friday, March 11, 2005, in the PSC Hearing Room, RSA Union Building, Montgomery, Alabama. Chairman Patterson called the meeting to order at 9:00 a.m.

II. Roll Call of Members and Determination of Quorum

Members present: J. R. Brooks, Ralph Buffkin, Tom Davis, Gale Main, Johnnie J. McDougald, Danny Patterson, Steve Shaw, Roberta Watts and Ron Wise. Members absent: Bettye Fine Collins and Joseph Lowman. A quorum was declared present.

III. Approval of Agenda

RESOLVED: Mr. Shaw made a motion to amend the agenda to include Decision Item E which is a recommendation on the Implementation of SMART Budgeting Concept for Public Higher Education. Mr. Brooks seconded the motion, and the agenda was approved as amended.

IV. Consideration of Minutes

RESOLVED: Mrs. McDougald made a motion to approve the minutes of the December 10, 2004 Commission meeting. Mr. Davis seconded the motion, and the minutes were approved.

V. Chairman's Report

Mr. Patterson stated he is committed to higher education in the state of Alabama and that we need to embrace the accountability agenda in the coming year as it relates to the mission of the state plan. He feels that communication is a key and everyone has a role to play. Mr. Patterson requested of all the institutions to place the new ACHE website as a link on their website. He stated that on our website there is a link to all institutions as well.

He then recognized the attendance of Representative Mac Gipson, Representative Laura Hall, Dr. Joe Lee, President, Alabama State University, Dr. William Meehan, President, Jacksonville State University, and Dr. Perry Ward, President, Lawson State Community College.

VI. Executive Director's Report

Dr. Malone recognized Rachel Dickinson along with Carlton Smith from the Finance Directors Office. He also acknowledged the attendance of Ms. Holly Banning, an honor student who was with Dr. Angie Roling from Troy University, Capstone Leadership. He stated that this was a special day as we listen to the first of institutional presentations from the presidents on their Institutional Accountability Report on Progress Toward Goals Identified in the State Plan. This will be an ongoing process on the discussion to the goals of the state plan. Dr. Malone stated that quality and access are very important in the development of the state plan. He thanked the leadership of the Council of Presidents, with Dr. Meehan, and staff member Dr. Elizabeth French for their hard work. This will be the first

of many presentations along with the board of trustee's report which will also be a facet of the reporting link. Dr. Malone stated that the state plan links to the unified budget recommendation and the smart budgeting format. He also stated that there was unity in higher education for the first time with the unanimous vote of the unified budget recommendation by the Council of Presidents and the Commission. Dr. Malone then introduced Dr. Meehan who made the first accountability report.

VII. Institutional Accountability Reports on Progress Toward Goals Identified in the State Plan

A. Jacksonville State University

Dr. William A. Meehan, president, gave a PowerPoint presentation of Jacksonville State University's Progress Report. This report by JSU, "Addressing the State Goals, An Institutional Report to the Alabama Commission on Higher Education" will be attached to the minutes of this meeting.

B. Alabama State University

Dr. Joe Lee, president, gave a PowerPoint presentation of Alabama State University's Progress Report. This report by ASU, "Accountability Initiatives and Goals for the State's Plan for Alabama Higher Education 2003-04 to 2008-09" will be attached to the minutes of this meeting

Mr. Patterson thanked both presidents for their presentations and stated that history was made on March 11, 2005 with the start of these reports and he looked forward to the board of trustees reports at the next Commission meeting.

VIII. Decision Items

Mr. J. R. Brooks, reported that the Committee of the Whole had met on Thursday, March 10 with staff and institutional representatives to discuss the following decision items.

A. Facilities Master Plan and Capital Projects Requests for FY 2005-2006 – FY 2009-2010. Ala. Code §16-5-15 (1975)

Mr. Brooks stated Ms. Cagle was available for questions and recommended approval of the staff recommendation.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Mr. Buffkin seconded the motion, and it passed.

B. New and Existing Program Review. Ala. Code §16-5-8 (1975)

1. Jacksonville State University, Master of Science in Manufacturing Systems Technology, CIP 15.9999

Mrs. Carter stated that the staff recommendation regarding post-implementation condition two should read "That the annual average number of graduates for the Academic Years 2007-08 through 2009-10 will be at least 8 based on the proposal."

Mr. Brooks recommended approval of the staff recommendation with the change indicated.

RESOLVED: Mr. Shaw made a motion to approve the revised staff recommendation. Mr. Davis seconded the motion, and it passed.

2. Jefferson State Community College, Associate in Applied Science in Veterinary Technology, CIP 51.0808

Mr. Brooks stated Mrs. Carter was available for questions and recommended approval of the staff recommendation.

RESOLVED: Mr. Shaw made a motion to approve the revised staff recommendation. Dr. Watts seconded the motion, and it passed.

C. Administrative and Institutional Consolidation. Ala. Code §16-5-8 (1975)

1. T.A. Lawson State Community College and Bessemer State Technical College

Mr. Brooks stated Mrs. Carter was available for questions and recommended approval of the staff recommendation.

RESOLVED: Dr. Watts made a motion to approve the staff recommendation. Mrs. McDougald seconded the motion, and it passed.

Mr. Patterson recognized Dr. Perry Ward, President, Lawson State Community College who stated he appreciated the cooperation and work of the staff along with the support of postsecondary. He stated this will be good for the state especially in the area of workforce development and the dollars saved from duplication will be used in instructional student services.

D. Extensions/Alterations of Existing Programs and Units of Instruction. Ala. Code §16-5-8 (1975)

1. Trenholm State Technical College, Addition of an Option in Injection Molding to the Existing Associate in Applied Technology in Machine Tool Technology, CIP 48.0507

Mr. Brooks recommended approval of this recommendation.

RESOLVED: Dr. Watts made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

2. University of Alabama at Birmingham

- a. Addition of an Option in Physics Education to the Existing Bachelor of Science in Physics, CIP 40.0801

Mr. Brooks recommended approval of this recommendation.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

- b. Addition of a Concentration in Forensic Accounting and Information Technology to the Bachelor of Science in Accounting, CIP 52.0301 and the Bachelor of Science in Information Systems, CIP 52.1201

Mrs. Carter stated that on page 85 of the Commission packet that the B.S. in Accounting under Business Core should be 48 semester hours instead of 28.

Mr. Brooks recommended approval of the staff recommendation with the change indicated.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

3. University of Montevallo, Addition of a Concentration in New Media to the Existing Bachelor of Fine Arts in Art, CIP 50.0701

Mr. Brooks recommended approval of this recommendation.

RESOLVED: Dr. Watts made a motion to approve the staff recommendation. Mr. Buffkin seconded the motion, and it passed.

4. University of North Alabama, Addition of Options in Vocal/Choral Music and Instrumental Music to the Existing Bachelor of Arts/Bachelor of Science in General Music, CIP 50.0901

Mr. Brooks recommended approval of this recommendation.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Dr. Watts seconded the motion, and it passed.

E. Implementation of SMART Budgeting Concept for Public Higher Education

Mr. Brooks recommended approval of this recommendation.

RESOLVED: Mr. Shaw made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

IX. Information Items. Ala. Code §16-5-10 (12) (1975)

Chairman Patterson called attention to the following items of information:

- A. Alabama Commission on Higher Education Accountability Agenda for Implementation of the State Plan for Higher Education 2003-04 to 2008-09: Master Schedule of Institutional Presentations. Ala. Code §16-5-6 (1975)
- B. Changes to the Academic Program Inventory
- C. Implementation of New Certificate Programs (Less Than or Equal to 29 Semester Hours) in Selected Fields at Various Two-Year Colleges
- D. Implementation of Approved Programs
- E. Off-Campus. Ala. Code §16-5-8 (1975)
 1. New Exempt Off-Campus Sites
 - a. Wallace State Community College (Hanceville)
 - b. University of Alabama at Birmingham

F. Programs That Meet Post-Implementation Conditions

1. University of Alabama, Master of Science in Nursing with a Major in Nurse Case Management, CIP 51.1699
2. University of Montevallo, Bachelor of Science in History, CIP 54.0101
3. University of North Alabama, Master of Arts in English, CIP 23.0101
4. University of South Alabama, Bachelor of Science in Computer Engineering, CIP 14.0901
5. University of South Alabama, Bachelor of Science in Meteorology, CIP 40.0401
6. University of South Alabama, Master of Science in Marine Sciences, CIP 30.0101

G. Programs That Do Not Meet Post-Implementation Conditions

1. Enterprise-Ozark Community College, Associate in Applied Science in Legal Assistant, CIP 22.0103
2. University of North Alabama, Bachelor of Arts and Bachelor of Science in Geology, CIP 40.0601

H. Institutional Items of Information

1. The University of Alabama
 - a. Establishment of a Graduate Certificate in Rural Community Health
2. University of Alabama at Birmingham
 - a. Change in Name of the UAB Heart and Vascular Center to the UAB Heart and Vascular Research Center
 - b. Change in Name of the John J. Sparkman Center for International Public Health Education to the Sparkman Center for Global Health
 - c. Change in Name of the Department of Physiological Optics in the School of Optometry to the Department of Vision Sciences
 - d. Establishment of the Center for Computational and Structural Biology
 - e. Reorganization of the School of Dentistry and Establishment of the Institute of Oral Health Research in the School of Dentistry
 - f. Establishment of the Evelyn F. McKnight Brain Institute in the Department of Neurobiology

3. University of Alabama in Huntsville

- a. Change in Name of the Center for Microgravity and Materials Research to the Center for Materials Research
- b. Change in Name of the Office of International Education and Research to the Office of International Programs

Mr. Patterson encouraged the Commissioners to have several work sessions within their committees in the coming weeks. Mr. Davis stated that at the Academic Affairs Committee the Core Liberal Arts Implementation Guidelines were approved at the meeting and would be mailed to the institutions by April 11.

X. Adjournment

The meeting was adjourned at 10:30 a.m. The next meeting of the Commission is scheduled for June 24, 2005.

Danny K. Patterson, Chairman

Michael E. Malone, Executive Director

Sworn to and subscribed before
me this the ___ day of _____
2005.

Notary Public

STAFF REPORT A.1a: Athens State University, Bachelor of Science in General Science (CIP 30.1801)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Bachelor of Science in General Science with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2005. Based on Commission policy, the proposed program must be implemented by June 2007 or Commission approval will be null and void. The institution must notify the Commission in writing when the program is implemented or if there is a delay in implementation.

Post-Implementation Conditions:

1. That the annual average new admissions (headcount) to the program for 2005-06 to 2009-10 will be at least 12 based on the proposal.
2. That the annual average number of graduates for the Academic Years 2006-07 through 2009-10 will be at least 10 based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Athens State University (ASC) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2010.

Rationale: This recommendation for approval is based on the following key points:

1. In order to comply with No Child Left Behind (NCLB) Federal Act of 2001, degrees formerly granted in the College of Education will now be granted as a Bachelor of Science in the major field in the College of Arts and Sciences (COAS).

2. Demand for science educators remains strong, as all of the ASC graduates find employment immediately.
3. The proposed program will be housed in the Department of Natural Science in the College of Arts and Sciences.
4. ASC projects that a total of \$105,000 will be required to support the proposed program and a total of \$173,400 will be available through tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Athens State University proposal dated February 9, 2005. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

Attachment 1

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Athens State University

PROGRAM Bachelor of Science in General Science

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
FACULTY*				\$45,000	\$45,000	\$90,000
LIBRARY	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
FACILITIES						\$0
EQUIPMENT	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,000	\$3,000	\$3,000	\$48,000	\$48,000	\$105,000

* Additional faculty salaries should be shown in all five years

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$34,000	\$34,000	\$34,000	\$35,700	\$35,700	\$173,400
TOTAL	\$34,000	\$34,000	\$34,000	\$35,700	\$35,700	\$173,400

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	5-YEAR AVERAGE
NEW ENROLLMENT HEADCOUNT	12	12	12	12	12	12
PROJECTED ANNUAL DEGREE COMPLETIONS	0	5	9	12	12	10

Attachment 2

Summary of Background Information

Bachelor of Science in General Science
Athens State University

Role: The proposed program is within the instructional role currently recognized for Athens State University (ASC).

Objectives: The program objectives are designed to do the following:

1. Provide comprehensive scientific training meeting the guidelines of the Alabama State Department of Education and the NCLB Federal Act of 2001.
2. Offer concentrated studies in Biology, Chemistry, Physics, and Earth/Space Science leading to professional positions and teaching positions requiring multi-disciplinary scientific background.
3. Provide an internship in teaching, giving students practical experience. Teacher interns will be evaluated internally by ASC faculty and externally by cooperating teachers and administrators in the schools.
4. Provide prerequisite training for the many graduate programs that now exist, such as medical physics, biochemistry, biophysics, biotechnology, and materials science that require multi-disciplinary scientific training. The University of Alabama in Huntsville (UAH) offers Ph.D. degrees in Biotechnology Science and Engineering and in Materials Science (a joint program with the University of Alabama and the University of Alabama at Birmingham).
5. Provide a broad base of knowledge equally strong in all four areas of natural science with the necessary upper level mathematics prerequisites.

Program Review and Assessment:

- A. Student learning outcomes
 1. Examinations and laboratories.
 2. Eighty percent of candidates will pass the exit examination on the first trial.
 3. Education interns must earn at least a 90 percent grade level on the electronic portfolio at the time of final evaluation (licensure/certification minor only).
- B. Follow-up Graduates
 1. Seventy-five percent of candidates will indicate a "satisfied with program" on the ASC Senior Exit Survey.
 2. Eighty percent of the first-year teachers will score passing on the Professional Education Personnel Evaluation (PEPE) process.
 3. Eighty percent of the graduates who wish to be employed will either be employed in a related field or in graduate programs within one year after graduation.

Administration: The proposed program will be housed in the Department of Natural Science in the College of Arts and Sciences.

Accreditation: There is no accrediting agency for this program.

Curriculum: The proposed Bachelor of Science with the General Science major will include the following: 42 semester hours (sh) in general education; 27 sh in the major prerequisite courses (Pre-Professional); 61-62 sh in professional courses for a total of 130 -131 sh. Also, two to three sh are included as general electives.

The proposed Bachelor of Science with the General Science includes a licensure and certification track for teaching in secondary education. This major will include the following: 42 sh in general education; 24 sh in major prerequisite courses (Pre-Professional); 61- 62 sh in professional courses; 33 sh in minor courses for certification for a total of 160 -161 sh.

For the student obtaining high school certification who wishes a middle school (Grades 4-8) endorsement in general science, the following courses are required:

EL	413 Teaching Reading in the Intermediate Grades	3 semester hours
ED	420 Teaching Science	3 semester hours
PS	332 Child Psychology	3 semester hours

The program will fit into the existing programs in the Natural Sciences. The faculty and course work in biology, chemistry, physics, earth/space science, and mathematics are already in place. Athens officials have four full-time faculty who teach in the program. An additional faculty member in biology will be hired. This new position was a part of the departmental long range plan prior to the proposal for the General Science degree.

The new course will be GS 456 Material and Methods of Teaching General Science (three semester hours). This course will be added to the licensure /certification minor.

Admissions: The non-teaching degree will meet the same admissions criteria as all other Athens State programs. Students in the licensure/certification minor must meet the requirements for admission into the Teacher Education Program (TEP) and receive the approval of the faculty of the School of Education.

Need: In order to comply with NCLB Federal Act of 2001, degrees formerly granted in the College of Education will now be granted as a Bachelor of Science in the major field in the College of Arts and Sciences (COAS). Currently, there is no COAS counterpart of the former Bachelor of Science in Education (BSEd.) in General Science. The former BSEd was very popular with high school principals because the graduate of the program was certified in all areas of Natural Science. Small regional high schools could hire one teacher for all science courses instead of a teacher for each discipline. The former degree has also been a popular degree with students because they all found immediate employment. The former degree required a 24 semester hour concentration in one area of science. Preparation in other areas of science was weak, particularly in physics. This weakness must be addressed in order to turn out highly qualified teachers who can pass the Praxis II exit exam for completion of the program, and the PEPE, which is the evaluation instrument for probationary teachers. This proposed degree, BS in General Science, is equally strong in all areas including Biology, Chemistry, Physics, and Earth/Space Science.

Demand for science educators remains strong as all of the Athens State graduates find employment immediately. Although similar degrees exist at the University of Alabama in Huntsville and the University of North Alabama, the Athens State degree particularly addresses the deficiency in Physics preparation and is equally strong in all four areas. There is no BS in General Science degree (CIP 30.1801) in any of the other institutions in North Alabama.

Collaboration: While University officials are open to the possibility of collaboration, the unique mission of Athens State limits them in that prospect. Most of the student population are older and are employed at least part-time. Most of the content courses are offered in the evening format that is geared toward working students. Financial aid issues would have to be addressed as well with regards to students enrolling in courses at different institutions.

Distance Education: Distance education technology will not be used in delivery of the major courses. Science courses are laboratory based and require direct experience with specialized equipment. For students seeking licensure/certification, there are some professional education courses and some general education courses delivered by distance education.

Student Demand: There are 38 students who are enrolled in the former BSEd program and who presumably will transfer into the new program. Athens officials are making an assumption that they will get at least the same number of majors for the non-teaching major. The immediate projections are based on the documented number of students in the former BSEd General Science from data compiled by the Athens State University Office of Institutional Research.

Data from the 2005 American Association for Employment in Education, Inc., *Job Search Handbook for Educators* indicates that there are shortages in the fields of biology, chemistry, and physics education. These trends are found both in the Southeast as well as nationwide. The numbers for local job offerings are based on historical data stemming from the number of graduates annually, all of whom found jobs immediately.

Athens State projects a total of 132 job openings at the local level, 925 openings at the state level, 9,250 at the Southern Region Education Board level, and 46,250 at the national level. The job openings include both growth and replacement demands.

Resources:

Faculty/Staff: Currently, there are four full-time primary faculty who will teach in the program. One additional qualified faculty will be employed to teach in the program during the first five years.

University officials anticipate the need for an additional faculty member in physics as enrollment in the program increases over the next five years.

No new staff is expected to be hired.

Equipment/Facilities: Equipment and supplies covered in the annual budget are expected to meet the needs initially. Expected enrollment increases will require additional equipment and supplies.

Library: The current status of the library collections supporting the proposed program is Level III. College officials anticipate adding to the collection in the areas of biology, chemistry, and physics.

Program Budget: Athens State University projects that a total of \$105,000 will be required to support the proposed program and a total of \$173,400 will be available through tuition.

Attachment 3

Curriculum for Proposed Program

Attachment 3

Curriculum for Proposed Program

Appendix A

GENERAL SCIENCE (GS)

The General Science major may earn either the Bachelor of Science degree or the Bachelor of Science degree with teacher licensure in middle/secondary schools (6-12). The Bachelor of Science General Science degree is structured to prepare the student for (1) careers or graduate programs requiring multi-disciplinary scientific background and (2) middle/secondary school teaching in Biology, Chemistry, Physics, and Earth Science.

Bachelor of Science - General Science Major

MAJOR CODE: 30.1801

1. APPLICABLE GENERAL UNIVERSITY REQUIREMENTS:

To graduate, each student must:

- complete a minimum of 33 semester hours of the last 39 semester hours at ASU.
- complete 60 to 64 semester hours of upper level college/university credit (300-400 level courses).
- complete a minimum of 15 semester hours of upper (300/400) level coursework in his or her major at Athens State University, not including courses taken by consortium arrangement. School or departmental regulations may require more than 15 semester hours of coursework in the major at Athens State University.
- complete all course requirements for major(s).
- complete all course requirements for minor (if applicable).
- complete all of the general education requirements for the degree.
- attain an overall grade point average of 2.0, a 2.0 on all coursework attempted at Athens State University and at least a 2.0 in the major field. School or departmental regulations may require more than a 2.0 grade point average (see major requirements in each discipline).
- complete the total hour requirement as specified by the degree.
- complete the teacher certification requirements (if applicable).

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.

2. GENERAL EDUCATION REQUIREMENTS:

Area I.	Written Composition	6 semester hours	___
Area II.	Humanities and Fine Arts (12 semester hours)		
	At least one fine arts course	3 semester hours	___
	At least one literature course	3 semester hours	___
	Other Humanities/Fine Arts Elective	6 semester hours	___
Area III.	Natural Sciences and Mathematics (12 semester hours)		
	Calculus I*	4 semester hours	___
	Biology I and II	8 semester hours	___
	*Prerequisites: Precalculus Algebra and Precalculus Trigonometry		
Area IV.	History/Behavioral and Social Sciences (12 semester hours)		
	At least one History course	3 semester hours	___
	Other History/Behavioral Science or Social Science Electives	9 semester hours	___

TOTAL GENERAL EDUCATION REQUIREMENTS: 42 SEMESTER HOURS

3.	MAJOR PREREQUISITE COURSES (PRE-PROFESSIONAL)	
	Calculus II	4 semester hours ___
	Calculus III	4 semester hours ___
	General Chemistry I	4 semester hours ___
	General Chemistry II	4 semester hours ___
	General Physics I (Calculus based)	4 semester hours ___
	General Physics II (Calculus based)	4 semester hours ___
	CIS 146 Microcomputer Applications	3 semester hours ___
	TOTAL MAJOR PREREQUISITE HOURS:	27 SEMESTER HOURS
	TOTAL GEN. ED. REQUIREMENTS AND MAJOR PREREQUISITE HOURS:	69 SEMESTER HOURS
4.	PROFESSIONAL COURSES:	
	MA 421 Differential Equations	3 semester hours ___
	CH 311/CH 311L Organic Chemistry I	5 semester hours ___
	CH 324 /CH 324L Analytical Chemistry	4 semester hours ___
	CH 409 Biochemistry or CH 420 Intermediate Inorganic Chemistry	3 semester hours ___
	CH 430/CH 430L Physical Chemistry I	5 semester hours ___
	BI 301/BI 301L Cell Structure and Function	4 semester hours ___
	BI 302/BI 302L Genetics	4 semester hours ___
	BI 303/BI303L General Ecology	4 semester hours ___
	Upper Level Biology Elective	4 semester hours ___
	PY 303/PY303L Calculus Physics III (Modern Physics)	4 semester hours ___
	PY 309 Mechanics I	3 semester hours ___
	PY 312 Electricity and Magnetism I	3 semester hours ___
	PY 310 Mechanics II or PY 412 Electricity and Magnetism I or PY 306 Thermal Physics or PY 344 Principles of Optics	3-4 semester hours ___
	GS 300/GS 300L Introduction to Astronomy	4 semester hours ___
	GS 301/GS 301L Atmospheric Science	4 semester hours ___
	GS 302/GS 302L Earth Science	4 semester hours ___
	TOTAL PROFESSIONAL HOURS:	61-62 SEMESTER HOURS
5.	General Electives	2-3 semester hours
	TOTAL HOURS FOR GRADUATION:	130-131 SEMESTER HOURS

Bachelor of Science - General Science Major
 (Licensure and Certification Track for Teaching in Secondary Education) (Grades 6-12)
 MAJOR CODE: 30.1801

(Due to the No Child Left Behind Federal Act of 2001, the program listed below may have changed. See your advisor.)

NOTE: To teach in secondary schools, the students MUST:

- 1) complete the below listed requirements to include the minor for certification and licensure;
- 2) contact the certification officer in the College of Education for approval of appropriate professional education courses and compliance with NCLB Federal Act of 2001 and State Department of Education licensure standards;
- 3) maintain a grade point average of at least a 2.75 on a 4.0 scale in each of the following: professional education, teaching field, and overall education. This is a requirement for student teaching and for graduation.
- 4) repeat courses in which D's and F's are made and realize that all attempts are calculated in the GPA. Education courses with the prefixes ED, EL, ER, SC, SE, CE, and HPE may be repeated one time only; and
- 5) understand that underlined courses in the minor require admission into the Teacher Education Program (TEP).

I. APPLICABLE GENERAL UNIVERSITY REQUIREMENTS:

To graduate, each student must:

- complete a minimum of 33 semester hours of the last 39 semester hours at ASU.
- complete 60 to 64 semester hours of upper level college/university credit (300-400 level courses).
- complete a minimum of 15 semester hours of upper (300/400) level coursework in his or her major at Athens State University, not including courses taken by consortium arrangement. School or departmental regulations may require more than 15 semester hours of coursework in the major at Athens State University.
- complete all course requirements for major(s).
- complete all course requirements for minor (if applicable).
- complete all of the general education requirements for the degree.
- complete the total hour requirement as specified by the degree.
- complete the teacher certification requirements (if applicable).

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED. PLEASE FOLLOW CAREFULLY.

2. GENERAL EDUCATION REQUIREMENTS:

Area I.	Written Composition	6 semester hours	___	___
Area II.	Humanities and Fine Arts (12 semester hours)			
	Fine Arts	3 semester hours	___	
	Speech (SPH 106 or SPH 107)	3 semester hours	___	
	Humanities Elective	3 semester hours	___	
	Literature*	3 semester hours	___	or 6 semester hours ___
Area III.	Natural Sciences and Mathematics (12 semester hours)			
	Calculus I**	4 semester hours	___	
	Biology I and II	8 semester hours	___	
Area IV.	History/Behavioral and Social Sciences (12 semester hours)			
	History*	3 semester hours	___	or 6 semester hours ___
	General Psychology	3 semester hours	___	
	Behavioral Science or Social Science Elective	3 semester hours	___	

*Students must complete a 6 semester hour sequence in either Area II Literature or Area IV History.

**Prerequisites: Precalculus Algebra and Precalculus Trigonometry

TOTAL GENERAL EDUCATION REQUIREMENTS: _____ 42 SEMESTER HOURS

3 MAJOR PREREQUISITE COURSES (PRE-PROFESSIONAL)

Calculus II	4 semester hours	___
Calculus III	4 semester hours	___
General Chemistry I	4 semester hours	___
General Chemistry II	4 semester hours	___
General Physics I (Calculus based)	4 semester hours	___
General Physics II (Calculus based)	4 semester hours	___

TOTAL MAJOR PREREQUISITE COURSES: 24 SEMESTER HOURS

TOTAL GEN. ED. REQUIREMENTS AND MAJOR PREREQUISITE HOURS: 66 SEMESTER HOURS

4 PROFESSIONAL COURSES:

MA 421 Differential Equations	3 semester hours	___
CH 311/CH 311L Organic Chemistry I	5 semester hours	___
CH 324/CH 324L Analytical Chemistry	4 semester hours	___
CH 409 Biochemistry or CH 420 Intermediate Inorganic Chemistry	3 semester hours	___
CH 430/CH 430L Physical Chemistry I	5 semester hours	___
BI 301/BI 301L Cell Structure and Function	4 semester hours	___
BI 302/BI 302L Genetics	4 semester hours	___
BI 303/BI 303L General Ecology	4 semester hours	___
Upper Level Biology Elective	4 semester hours	___
PY 303/PY 303L Calculus Physics III (Modern Physics)	4 semester hours	___
PY 309 Mechanics I	3 semester hours	___
PY 312 Electricity and Magnetism I	3 semester hours	___
PY 310 Mechanics II or PY 412 Electricity and Magnetism I or PY 306 Thermal Physics or PY 344 Principles of Optics	3-4 semester hours	___
GS 300/GS 300L Introduction to Astronomy	4 semester hours	___
GS 301/GS 301L Atmospheric Science	4 semester hours	___
GS 302/GS 302L Earth Science	4 semester hours	___

TOTAL PROFESSIONAL HOURS: 61-62 SEMESTER HOURS

5 MINOR COURSES FOR CERTIFICATION:

ED 301 Foundations of Education I	1 semester hour	___
ED 302 Foundations of Education II	2 semester hours	___
ED 305 Technology & Media in Education	3 semester hours	___
SC 331 Issues and Management for Secondary Education	3 semester hours	___
SC 333 <u>Teaching Writing and Reading in the Content Areas</u>	3 semester hours	___
PS 334 Adolescent Psychology	3 semester hours	___
SE 301 Introduction to Exceptional Learners	3 semester hours	___
SC 362 <u>Assessment and Evaluation for Secondary Majors</u>	3 semester hours	___
GS 456 <u>Materials and Methods of Teaching General Science in Middle School/High School</u>	3 semester hours	___
SC 486 <u>Internship in High School Education</u>	9 semester hours	___

TOTAL PROFESSIONAL EDUCATION HOURS: 33 SEMESTER HOURS

TOTAL HOURS FOR GRADUATION 160-161 SEMESTER HOURS

6 For the student obtaining high school certification who wishes a middle school (Grades 4-8) endorsement in general science, the following courses are required:

EL 413 Teaching Reading in the Intermediate Grades	3 semester hours	___
ED 420 Teaching Science	3 semester hours	___
PS 332 Child Psychology	3 semester hours	___

NOTE: IF THE FOURTEEN-WEEK INTERNSHIP WAS NOT COMPLETED IN GRADES 7-8, AN ADDITIONAL SEVEN-WEEK INTERNSHIP MUST BE COMPLETED IN MIDDLE SCHOOL GRADES.

STAFF REPORT A.1b: Athens State University, Bachelor of Science in Social Science (CIP 45.0101)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Bachelor of Science in Social Science with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2005. Based on Commission policy, the proposed program must be implemented by June 2007 or Commission approval will be null and void. The institution must notify the Commission in writing when the program is implemented or if there is a delay in implementation.

Post-Implementation Conditions:

1. That the annual average new admissions (headcount) to the program for 2005-06 to 2009-10 will be at least 22 based on the proposal.
2. That the annual average number of graduates for the Academic Years 2005-06 through 2009-10 will be at least 20 based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Athens State University (ASC) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2010.

Rationale: This recommendation for approval is based on the following key points:

1. The proposed program is a realignment of the Social Science major from the College of Education into the College of Arts and Sciences, as the result of the requirements of No Child Left Behind.
2. The Bachelor of Science in Social Science with the minor in Education leading to teacher certification

was formerly the B.S. in Education in Social Science. Responsibility for this teacher education degree, which has been offered for many years at ASC, has been transferred to the College of Arts and Sciences.

4. Since this is a realignment of the major from the College of Education into the College of Arts and Sciences, the library collections are at a sufficient level and breadth to support upper level undergraduate instruction.
5. ASC projects that a total of \$170,405 will be required to support the proposed program and a total of \$299,250 will be available.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Athens State University proposal dated February 9, 2005. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

Attachment 1

New Academic Degree Program Proposal Summary

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Athens State University

PROGRAM Bachelor of Science in Social Science (CIP 45.0101)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
FACULTY*	\$30,803	\$32,442	\$34,081	\$35,720	\$37,359	\$170,405
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES						\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$30,803	\$32,442	\$34,081	\$35,720	\$37,359	\$170,405

* Additional faculty salaries should be shown in all five years

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
INTERNAL REALLOCATIONS	N/A	N/A	N/A	N/A	N/A	N/A
EXTRAMURAL	N/A	N/A	N/A	N/A	N/A	N/A
TUITION	\$59,850	\$59,850	\$59,850	\$59,850	\$59,850	\$299,250
TOTAL	\$59,850	\$59,850	\$59,850	\$59,850	\$59,850	\$299,250

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	5-YEAR AVERAGE
PROJECTED HEADCOUNT ENROLLMENT	22	22	22	22	22	22
PROJECTED ANNUAL DEGREE COMPLETIONS	20	20	20	20	20	20

Attachment 2

Summary of Background Information

Bachelor of Science in Social Science
Athens State University

Role: The proposed program is within the instructional role currently recognized for Athens State University (ASC).

Objectives: Due to the No Child Left Behind Act, this is a realignment of the Social Science major from the College of Education into the College of Arts and Sciences. The program objectives are listed below:

1. Social science majors desire certification to teach history, government, economics, and geography in grades seven through twelve (7-12).
2. There are other possible career paths in government-related fields such as civil service, open to social science majors.

Social Science is an interdisciplinary program with a major concentration in history. Students also enroll for courses in political science, economics, geography, and the behavioral sciences. This interdisciplinary approach enhances a student's understanding of history as well as the dynamics of many social institutions.

Previously, this major was in the College of Education. In order to comply with the No Child Left Behind legislation, this major will now come under the auspices of the College of Arts and Sciences. Those desiring a career in government and related fields would complete a stand alone degree and those seeking certification in secondary education will undertake the minor in the licensure/certificate track.

Program Review and Assessment: The review and assessment of the Social Science program will be a continuation of the present assessment process. Mainly, that is the 80 percent of those who wish to be employed in social science as a secondary teacher. The realignment of this secondary education program into the College of Arts and Sciences as required by No Child Left Behind will continue the marketability of this particular program because of this diversified training in history, government, economics, and geography. Furthermore, because of the in-depth discipline training at the undergraduate level, the student seeking graduate level instruction should be more than adequately prepared.

There should be many openings in government-related occupations, civil service, and related fields for the social science graduate due to the high tech environment of Huntsville and North Alabama.

Administration: The proposed program will be administered by Interim Associate Dean in the Department of Government and Public Affairs in the College of Arts and Sciences.

Accreditation: NCATE is the accrediting agency for education certification.

Curriculum: The proposed program will require 124-128 sh in the stand alone program, including 65 sh in general education or core curriculum courses, 36 sh in the major, and 23-27 sh in required or free electives. The program will require 134 sh in the licensure/certificate track, including 62 sh in general education or core curriculum, 36 in the major, and 36 sh in the minor. Two new courses were added for the Social Science degree with the licensure/certificate minor. They are HY 456 Materials and Methods of Teaching History in Middle/High School (3 sh) and EC 456 Materials and Methods of Teaching Economics in Middle/High School (3 sh).

An internship, SC 486 Internship in High School Education (3 sh), is included in the licensure/certification minor.

Admissions: A student must maintain a 2.0 Grade Point Average (GPA) and the completion of 65 semester hours at the freshman and sophomore level. For the licensure/certification minor a student must maintain a 2.75 GPA, admittance into the Teacher Education Program, and the completion of 62 semester hours at the freshman and sophomore level.

Need: The Bachelor of Science in Social Science with the minor in Education leading to teacher certification was formerly the Bachelor of Science in Education in the Social Sciences. Responsibility for this teacher education degree, which has been offered for many years at Athens State, has been transferred to the College of Arts and Sciences.

The number of past and present majors in the degree program, B. S. in Education in the Social Sciences, strongly suggests that there is adequate demand at Athens State for the proposed degree program. There are presently 87 social science majors who will be transferred into this new degree program.

Social science majors who do not seek teacher certification have found careers in government and economics, while students who seek education certification will be certified to teach history, government, geography, and economics in grades seven through twelve. This program is primarily intended to meet employment needs.

Collaboration: Athens State officials note that they will be able to adequately deliver the entire program without any collaboration.

Distance Education: Distance education technology has been used in the delivery of the present program. Specifically, the courses PO 303 (Comparative and Local Government) and HY 314 (19th Century Europe) have been explored in this non-traditional format. After implementation of the new program, distance learning delivery may be explored even further to provide greater access to a wider geographic range of students.

The quality of the courses will be the same as traditional courses. The access to those courses will be equal to or better than traditional courses. Cost consideration will be minimal.

Student Demand: Since this degree is a realignment from the College of Education into the College of Arts and Science due to No Child Left Behind requirements, the number of graduates in this program from the previous five years was used for the future projections.

Resources:

Faculty/Staff: Currently, four employed full-time qualified faculty will teach in the program. Also, three support full-time quality faculty will be involved in the program.

One (1) additional part-time qualified faculty will be employed to teach in the program during the first five years. The new faculty has a master's degree in history from an accredited institution.

No new staff is expected to be hired.

Equipment/Facilities: No special equipment will be needed and no new facilities will be required.

Library: Since this is a realignment of the major from the College of Education into the College of Arts and Sciences, the library collections are at a sufficient level and breadth to support upper level undergraduate instruction. The Athens State University's library holdings in certain areas, such as American History, would support graduate research.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, June 24, 2005

Program Budget: Athens State University projects that a total of \$170,405 will be required to support the proposed program and a total of \$299,250 will be available.

Attachment 3

Curriculum for Proposed Program

Tentative Schedule for Social Science Stand-Alone Degree

Junior Year, Fall Semester

HY 300 *Historiography*
HY 302 *Alabama History*
HY 307 *American Constitutional Law*
Electives

Junior Year, Spring Semester

HY 308 *America and the World*
HY 304 *Revolutionary American History OR*
HY 305 *American Expansion in the 19th Century OR*
HY 306 *20th Century America OR*
HY 309 *American Civil War and Reconstruction*
Electives

Senior Year, Fall Semester

HY 313 *Revolutionary Europe OR*
HY 314 *19th Century Europe OR*
HY 315 *20th Century Europe OR*
HY 321 *England and Britain to 1688 OR*
HY 334 *Middle East OR*
HY 342 *Modern Russia*
PO 303 *Comparative State and Local Government OR*
PO 305 *Alabama Government*
Electives

Senior Year, Spring Semester

PO 351 *American Public Policy*
PO 453 *International Relations*
HY/GO 340 *South America, Africa and Asia*
Electives

*Tentative Schedule for Social Science
Licensure and Certification Degree*

Junior Year, Fall Semester

HY 300	Historiography
HY 302	Alabama History
HY 307	American Constitutional Law
ED 301	Foundations of Education I
PS 334	Adolescent Psychology
ED 305	Technology and Media in Education
SC 331	Issues and Management for Secondary Education
Total 18 semester hours	

Junior Year, Spring Semester

HY 308	America and the World
HY 304	Revolutionary American History OR
HY 305	American Expansion in the 19 th Century OR
HY 306	20 th Century America OR
HY 309	American Civil War and Reconstruction
SC 333	Teaching Writing and Reading in the Content Areas
SC 362	Assessment and Evaluation for Secondary Majors
ED 302	Foundations of Education II
Total 18 semester hours	

Senior Year, Fall Semester

HY 313	Revolutionary Europe OR
HY 314	19 th Century Europe OR
HY 315	20 th Century Europe OR
HY 321	England and Britain to 1688 OR
HY 334	Middle East OR
HY 342	Modern Russia
PO 303	Comparative State and Local Government OR
PO 305	Alabama Government
SE 301	Introduction to Exceptional Learners
HY 456	Materials & Methods of Teaching History in the Middle School/High School
EC 456	Materials & Methods of Teaching Economics in the Middle School/High School
Total 18 semester hours	

Senior Year, Spring Semester

PO 351	American Public Policy (after 3:00 p.m.)
PO 453	International Relations (after 3:00 p.m.)
HY/GO 340	South America, Africa and Asia (after 3:00 p.m.)
SC 486	Internship in High School Education
Total 18 semester hours	

STAFF REPORT A.2: Central Alabama Community College, Associate in Applied Science and Certificate in Manufacturing Technology (CIP 15.0613)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science and Certificate in Manufacturing Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2005. Based on Commission policy, the proposed program must be implemented by June 2007 or Commission approval is null and void. The institution must notify the Commission in writing when the program is implemented.

Post-Implementation Conditions:

1. That the annual average new enrollment (headcount) for the program for Academic Years 2005-06 to 2009-10 will be at least 28, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2006-07 through 2009-10 will be at least 12, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Central Alabama Community College (CEN) and the Alabama Department of Postsecondary Education must phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2010.

Rationale: This recommendation for approval is based on the following key points:

1. The proposed manufacturing technology program for CEN will help to satisfy the need for multi-skilled workers in Alabama in an effective and efficient manner.

2. The proposed program will address workforce needs of the emerging automobile manufacturing industry and tier suppliers in the CEN region.
3. CEN has adequate faculty, equipment and facilities, and library holdings to support the program.
4. CEN projects a total of \$1,950 in estimated new funds will be required to support the proposed program and a total of \$898,824 will be available through reallocations and tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Central Alabama Community College proposal dated April 22, 2005. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

Attachment 1

New Academic Degree Program Proposal Summary

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Central Alabama Community College

PROGRAM Associate in Applied Science and Certificate in Manufacturing Technology, (CIP 15.0613)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
FACULTY*	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$750	\$300	\$300	\$300	\$300	\$1,950
FACILITIES						\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$750	\$300	\$300	\$300	\$300	\$1,950

* Additional faculty salaries should be shown in all five years

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
INTERNAL REALLOCATIONS	\$111,456	\$117,029	\$122,880	\$129,024	\$135,475	\$615,864
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$30,240	\$51,840	\$62,640	\$69,120	\$69,120	\$282,960
TOTAL	\$141,696	\$168,869	\$185,520	\$198,144	\$204,595	\$898,824

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	5-YEAR AVERAGE
PROJECTED NEW ENROLLMENT HEADCOUNT	13	27	32	35	35	28
PROJECTED ANNUAL DEGREE COMPLETIONS	0	12	14	17	17	12

Attachment 2

Summary of Background Information

Associate in Applied Science and Certificate in Manufacturing Technology (CIP 15.0613)
Central Alabama Community College

Role: The proposed program is within the instructional role currently recognized for Central Alabama Community College (CEN).

Objectives: The program objectives/outcomes for the proposed manufacturing technology program include the following:

1. Graduates of the Manufacturing Technology program will possess entry-level skills and knowledge.
2. Graduates will demonstrate competency in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.
3. Graduates of the Manufacturing Technology program will be successfully employed in field or continuing their education.
4. Employers of the Manufacturing Technology graduates will be satisfied with the skills and knowledge possessed by program graduates.
5. The Manufacturing Technology program will remain a viable program as defined by the Alabama Commission on Higher Education.
6. Students of the Manufacturing Technology program will graduate within the time frame specified.

CEN has a comprehensive Institutional Effectiveness Plan and the manufacturing technology program will be evaluated in the same manner as other programs.

Program evaluation will be an ongoing process within the program on both a formal and informal basis. All aspects of the program of learning will be systematically evaluated. Areas of evaluation include faculty, students, curriculum, resources, and overall effectiveness. Faculty, students, administrators, graduates, and employers will contribute to the process of evaluation.

Intended program objectives/outcomes will focus on the following: 1) Work Keys scores; 2) cumulative Grade Point Average (GPA); 3) certification; 4) competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers; 5) employment rate; 6) graduate satisfaction; 7) employer satisfaction; 8) graduation rate; and 9) length of time to graduate. Many of these evaluative components are reflected in the CEN annual College Performance Report.

Administration: The proposed program will be administered by Lee Butler, program director.

Accreditation: Since the CIP code for manufacturing technology is new, the Industry Certification Steering Committee has not identified a certification body. However, the National Association of Industrial Technology and the National Center for Construction Education and Research were approved by the Industry Certification Steering Committee as career/technical education program industry certification bodies for industrial maintenance technology programs in December 2000.

Currently, funding is not available to seek certification. However, should funding become available CEN would plan to seek certification from a recognized body in order to strengthen the manufacturing program. Passage of a licensure examination is not required for employment.

Curriculum: The proposed program has a multi-craft emphasis. Consequently, it will incorporate knowledge and skills related to existing technical programs at CEN, including industrial electronics technology, machine shop/computerized numerical control, welding, heating and air conditioning, and industrial automation technologies.

The proposed AAS program will require 70 to 71 semester hours (sh) with two options available, industrial maintenance and automated process technology. The curriculum will require 21 sh in general education and 24 sh in the Manufacturing Technology core. The industrial maintenance option will require 25 sh, while the automated process technology option will require 26 sh.

The proposed Certificate will require 59 to 60 sh, also with the same two options available. All students pursuing the certificate will take a general education core of 12 sh and Manufacturing Technology core of 24 sh. The certificate will require 23 sh for the industrial maintenance option and 24 sh for the automated process option.

Graduates of the program will be eligible for third party skills certification by Alabama Industrial Development Training (AIDT).

Collaboration: CEN has an articulation agreement with Jacksonville State University where graduates of the industrial electronics technology program can pursue a four-year degree. CEN will investigate opportunities for articulation of graduates of the Manufacturing Technology program. Graduates of the Manufacturing Technology program also could pursue transfer of skills-emphasis credits at Athens State University.

Distance Education: Many general education courses at CEN are offered via distance education technology and students within the Manufacturing Technology program will have access to the courses.

Plans for the Manufacturing Technology courses do not include distance education technology. Should the need be deemed necessary for such a delivery modality, then consideration would be given to distance education within the manufacturing technology program.

CEN possesses the ability to broadcast courses from one campus to the other campus and currently offers courses via Internet and has courses scheduled in the distance learning classroom for the summer term. The quality of instruction for all courses is evaluated regularly and the quality of distance education is comparable to the traditional course presentation at CEN.

Admissions: An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first time college student or a native student. To be eligible for admission to a course creditable toward an associate degree, a first-time student or a native student must meet one of the following criteria:

1. The student holds the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. The student holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
3. The student holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score (780) on the SAT; or

4. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma. Or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent (780) on the SAT; or
5. The student holds a GED Certificate issued by the appropriate state education agency.

Need: The proposed manufacturing technology program for CEN will help to satisfy the need for multi-skilled workers in Alabama in an effective and efficient manner. The industrial maintenance option within the curriculum proposed by CEN is reflective of the pilot curriculum offered by Trenholm State Technical College during 2004-2005 academic year. Trenholm State and Alabama Industrial Development Training (AIDT) worked in a cooperative manner to develop and implement a curriculum that would meet the needs of the State and shared the curriculum and its implications with other community colleges in January 2005.

CEN has also been provided with an opportunity to present a proposal to Honda that would allow Honda associates the opportunity to obtain an associate degree on site. Honda provides tuition reimbursement for its associates, but the associates have been unable to take advantage of the benefit because the associates are on rotating shifts every two weeks. Honda currently employs over 4000 associates and desires to provide the education benefit for its associates in fall 2005. Honda desires that its associates have the opportunity to participate in a program that is designed to assist the associate with his/her current and/or future position at Honda. The automated process option was created within the proposed curriculum.

Honda, as well as other industries, requested that the program in industrial maintenance be renamed due to the stereotyping associated with industrial maintenance. CEN acknowledge industry input, and analysis of CIP codes resulted in the selection of the CIP code 15.0613 Manufacturing Technology for the proposed curriculum.

According to AIDT, there is a need for multi-craft industrial maintenance technicians. AIDT's research indicates 169 job openings in industrial maintenance within the CEN service area within the next year. AIDT supports the proposed curriculum for industrial maintenance technology within the Manufacturing Technology program and will provide third party certification for graduates of said program.

According to the U.S. Department of Labor *Occupational Outlook Handbook*, 2004-05 Edition, employment of industrial maintenance "is projected to grow more slowly than the average for all occupations through 2013. Nevertheless, applicants with broad skills in machine repair and maintenance should have favorable job prospects. Many mechanics are expected to retire in coming years, and employers have reported difficulty in recruiting young workers with necessary skills to be industry machinery mechanics."

Information from the Alabama Department of Industrial Relations states that the best indicator of occupational job demand are the total average annual job openings and the employment change. The majority of the CEN's service area is located within Workforce Investment Act (WIA) Region 5; therefore, the job demand statistics for WIA Region 5 were analyzed with regard to the need for industrial maintenance workers within that region. For installation, maintenance, and repair occupations within WIA Region 5, the annual average job openings are 255 and the employment change is 10.65 percent.

Regarding duplication, CEN indicates that there are other related technology programs in the state, but all are located at least fifty miles from either of CEN's campuses. According to AIDT, the demand for industrial maintenance workers exceeds the current supply of skilled workers in the state. CEN's service area is impacted tremendously by the large automotive industries, Honda and Hyundai, and tier suppliers. CEN officials state that this duplication is justified.

Student Demand: Twenty industries were surveyed using The Industry Survey for New Instructional Program to assist with the projection of job openings. The data obtained from the

Survey was coupled with data from the Alabama department of Industrial Relations. The U.S. Department of Labor *Occupational Outlook Handbook*, 2004-05, was also referenced for industrial maintenance job projections.

The industries reported employing from 1 to 150 personnel in the industrial maintenance field. Although all of the respondents did not indicate the number of replacements and/or additional full-time employees that the company will be employing in industrial maintenance within the next three years, those that did respond to the inquiry most often indicated that one such employee would be hired per year. Two respondents to the Survey indicated that they would hire seven employees in the field of industrial maintenance for the next three years and two respondents indicated the hiring of five employees in the field of industrial maintenance for the next three years. All of the industries surveyed indicated that they would employ individuals with industrial maintenance training if a position was available and all but two of the respondents indicated that they would send employees to take industrial maintenance courses. Eighteen of the twenty respondents indicated that they would send from 1 to 25 employees to take the industrial maintenance courses. All of the surveyed industries indicated that there was a need for the new Manufacturing Technology program including industrial maintenance at CEN. The surveyed industries reported the entry-level salary to be \$7.50 to \$20.00 per hour while the maximum salary was reported to be \$10.00 to \$24.00 per hour.

According to the Alabama Department of Industrial Relations, the annual average job openings in Alabama statewide total 255 job openings, while the annual average job openings in the college service area total 255. According to responses to the Industrial Survey for New Instructional Program, the annual average job openings in the college service area total 41.

Resources:

Faculty/Staff: There are currently three full-time primary faculty, two support faculty, and one part-time faculty who will teach in the program. No additional faculty will be employed to teach in the program.

Equipment/Facilities: CEN will not purchase additional equipment for the start up of the Manufacturing Technology program on campus, but will use the equipment that currently exists in the industrial electronics labs, the machine shop, welding shop, and the heating and air conditioning shop.

Facilities on campus are adequate to meet the needs of the Manufacturing Technology program without renovation or additions.

Library: Library holdings are adequate in the areas of industrial electronics, machine shop, welding and heating and air conditioning. Additional library holdings will be added to specifically address industrial maintenance, but will not be cost prohibitive.

Program Budget: CEN projects that a total of \$1,950 in estimated new funds will be required to support the proposed program and a total of \$898,824 will be available through tuition and internal reallocations.

Attachment 3

Curriculum for Proposed Program

**CENTRAL ALABAMA COMMUNITY COLLEGE
 MANUFACTURING TECHNOLOGY
 ASSOCIATE IN APPLIED SCIENCE**

<u>AREA I</u>		<u>Credit Hours</u>
ENG 101	English Composition I	3
<u>AREA II</u>		
SPH 106	Fundamentals of Oral Communication	
	OR	
SPH 107	Fundamentals of Public Speaking	3
PHL 206	Ethics and Society	
	OR	
IDS 102	Ethics	3
<u>AREA III</u>		
CIS 146	Microcomputer Applications	3
MTH 100	Intermediate College Algebra	3
MTH 116	Mathematical Applications	3
<u>AREA IV</u>		
PSY 200	Psychology	3
	Total Area I-IV	21 credit hours
<u>AREA V</u>		
<u>CORE</u>		
IAT 121, ILT 169, INT 118	Fundamentals of Industrial Pneumatics/Hydraulics	3
IAT 141, ILT 160, INT 221	DC Fundamentals	3
IAT 220, INT 126	Preventive Maintenance	3
IAT 245, ILT 161, INT 223	AC Fundamentals	3
ILT 117, INT 158	Industrial Wiring I	3
INT 117	Principles of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps/Piping Systems	3
INT 234	Industrial Maintenance Metal Welding/Cutting Techniques	3

ADDITIONAL REQUIRED COURSES

Industrial Maintenance Option

ASC 111	Principles of Refrigeration	3
ASC 209	Commercial Air Conditioning Systems	3
IAT 160, ILT 194, INT 251	Introduction to Programmable Logic Control	3
IAT 202, ILT 180, INT 180	Special Topics	2
IAT 242, ILT 108, INT 105	Introduction to Process Technology	3
IAT 244, INT 212	Industrial Motor Controls I	3
IAT 260, ILT 110, INT 284	Applied Principles of Programmable Controllers	3
INT 153	Precision Machining Fundamentals I	3
MSP 121	Basic Blueprint Reading for Machinists	2

OR

Automated Process Technology Option

CNC 111	Introduction to Computer Numerical Control*	2
IAT 160, ILT 194, INT 251	Introduction to Programmable Logic Control	3
IAT 161	Introduction to Robotic Technology	2
IAT 202, ILT 180, INT 180	Special Topics	2
IAT 240	Sensors Technology and Applications	2
IAT 242, ILT 108, INT 105	Introduction to Process Technology	3
IAT 243	Introduction to Servo Controls	3
IAT 244, INT 212	Industrial Motor Controls I	3
IAT 260, ILT 110, INT 284	Applied Principles of Programmable Controllers	3
IAT 263	Robot MIG Welding	2

Total Area V 49-50 credit hours

TOTAL HOURS 70-71 credit hours

*Prerequisites MSP 101 & 104

CENTRAL ALABAMA COMMUNITY COLLEGE MANUFACTURING TECHNOLOGY CERTIFICATE

AREA I

ENG 101 English Composition I 3

AREA II

SPH 106 Fundamentals of Oral Communication

OR

SPH 107 Fundamentals of Public Speaking 3

AREA III

CIS 146 Microcomputer Applications 3

MTH 116 Mathematical Applications 3

AREA IV

0

Total AREAS I-IV

12 credit hours

AREA V

CORE

IAT 121, ILT 169, INT 118	Fundamentals of Industrial Pneumatics/Hydraulics	3
IAT 141, ILT 160, INT 221	DC Fundamentals	3
IAT 220, INT 126	Preventive Maintenance	3
IAT 245, ILT 161, INT 223	AC Fundamentals	3
ILT 117, INT 158	Industrial Wiring I	3
INT 117	Principles of Industrial Mechanics	3
INT 127	Principles of Industrial Pumps/Piping Systems	3
INT 234	Industrial Maintenance Metal Welding/Cutting	3

ADDITIONAL REQUIRED COURSES

Industrial Maintenance Option

ASC 111	Principles of Refrigeration	3
ASC 209	Commercial Air Conditioning Systems	3
IAT 160, ILT 194, INT 251		
	Introduction to Programmable Logic Control	3
IAT 242, ILT 108, INT 105		
	Introduction to Process Technology	3
IAT 244, INT 212		
	Industrial Motor Controls I	3
IAT 260, ILT 110, INT 284		
	Applied Principles of Programmable Controllers	3
INT 153	Precision Machining Fundamentals I	3
MSP 121	Basic Blueprint Reading for Machinists	2

OR

Automated Process Technology Option

CNC 111	Introduction to Computer Numerical Control*	2
IAT 160, ILT 194, INT 251		
	Introduction to Programmable Logic Control	3
IAT 161	Introduction to Robotic Technology	2
IAT 240	Sensors Technology and Applications	2
IAT 242, ILT 108, INT 105		
	Introduction to Process Technology	3
IAT 243	Introduction to Servo Controls	3
IAT 244, INT 212		
	Industrial Motor Controls I	3
IAT 260, ILT 110, INT 284		
	Applied Principles of Programmable Controllers	3
IAT 263	Robot MIG Welding	2

Total Area V 47-48 credit hours

TOTAL HOURS 59-60 credit hours

*Prerequisites MSP 101 & 104

STAFF REPORT A.3: Southern Union State Community College, Associate in Applied Science and Certificate in Industrial Maintenance Technology (CIP 47.0303)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science and Certificate in Industrial Maintenance Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2005. Based on the Commission policy, the proposed program must be implemented by June 2007 or Commission approval will be null and void. The institution must notify the Commission in writing when the program is implemented or if there is a delay in implementation.

Post-Implementation Conditions:

1. That the annual average new admissions (headcount) to the program for Academic Years 2005-06 to 2009-10 will be at least 14, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2006-07 through 2009-10 will be at least 14 for the Associate in Applied Science and at least 11 for the Certificate in Industrial Maintenance Technology based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Southern Union Community College (SOU) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2010.

Rationale: This recommendation for approval is based on the following key points:

1. The need for workers trained in industrial maintenance technology is clearly documented in letters of support from local industries, employer

2. The Alabama College System's standardized modularized Industrial Maintenance Technology (INT) curriculum will be taught at Southern Union. Therefore, industries desiring to upgrade the skills of incumbent workers will be able to send employees for all or any part of the training.
3. Students will be recent high school graduates and adults who desire to change careers or enter the job field for the first time. Individuals employed by local industrial manufacturers are expected to become students as they seek to upgrade skills to enhance job opportunities and hourly wages.
4. SOU projects that a total of \$12,945 will be required to support the proposed program and a total of \$206,315 will be available through internal reallocations and tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Southern Union State Community College proposal dated April 22, 2005. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

Attachment 1

New Academic Degree Program Proposal Summary

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION	Southern Union State Community College
PROGRAM	Associate in Applied Science and Certificate in Industrial Maintenance Technology, (CIP 47.0303)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
FACULTY*	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$500	\$250	\$250	\$250	\$250	\$1,500
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$7,445	\$1,000	\$1,000	\$1,000	\$1,000	\$11,445
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$7,945	\$1,250	\$1,250	\$1,250	\$1,250	\$12,945

* Additional faculty salaries should be shown in all five years

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
INTERNAL REALLOCATIONS	\$16,245	\$9,450	\$9,450	\$9,450	\$9,450	\$54,045
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$25,380	\$28,080	\$30,240	\$32,930	\$35,640	\$152,270
TOTAL	\$41,625	\$37,530	\$39,690	\$42,380	\$45,090	\$206,315

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	5-YEAR AVERAGE
PROJECTED NEW ADMISSIONS	12	13	14	15	16	14
PROJECTED ANNUAL DEGREE COMPLETIONS- AAS	0	11	15	15	15	14
CERTIFICATE	0	9	12	12	12	11

Attachment 2

Summary of Background Information

Associate in Applied Science and Certificate in Industrial Maintenance Technology
Southern Union State Community College

Role: The proposed program is within the instructional role currently recognized for Southern Union State Community College.

Objectives: The objectives for the program include:

- a. To provide quality, affordable, and accessible education in the field of Industrial Maintenance Technology.
- b. To provide an occupational program that will allow for immediate entry into the employment setting.
- c. To contribute to the development of the student by providing a quality general education.
- d. To provide the industrial manufacturing community with highly skilled industrial maintenance technicians.

The implementation of this program is consistent with Southern Union's commitment to prepare students for immediate employment in an occupation field for which demonstrated needs exists.

Significant aspects of the program will be assessed through questionnaires, surveys, interviews, and other means with the involvement of the faculty, students, graduates, and employers of graduates.

Review of program goals, means of implementation, and level of effectiveness will not only involve faculty, students, graduates, and employers of the graduates, but also will involve individuals not part of the program (advisory or craft committee). The success of graduates in obtaining employment in the field will be included.

Southern Union State Community College is already approved to offer an Industrial Maintenance Technology Short Certificate. Students completing that certificate may continue with the Certificate and/or Associate in Applied Science degree without losing credit hours as each program level builds upon the previous one.

Administration: The proposed program will be administered by Douglas Jones on the Opelika campus.

Curriculum: The following new courses will be added to the curriculum specifically for the Associate in Applied Science degree:

INT 117	Principles of Industrial Mechanics	3 sh
INT 119	Principles of Mechanical Measurement and Technical Drawing	3 sh
INT 120	Concepts of Direct Current	3 sh
INT 122	Concepts of Alternating Current	3 sh
INT 127	Principles of Industrial Pumps and Piping Systems	3 sh
INT 128	Principles of Industrial Environmental Controls	3 sh
INT 129	Industrial Safety and Maintenance Techniques	3 sh
INT 153	Precision Machining Fundamentals I	3 sh
INT 215	Troubleshooting Techniques	3 sh

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, June 24, 2005

INT 234	Principles of Industrial Maintenance Metal Welding and Cutting Techniques	3 sh
INT 251	Introduction to Programmable Logic Controller	3 sh
	Total Credit Hours	51sh

The following courses will be added to the curriculum for the Certificate degree:

INT 117	Principles of Industrial Mechanics	3 sh
INT 118	Fundamentals of Industrial Pneumatics and Hydraulics	3 sh
INT 126	Preventative Maintenance	3 sh
INT 127	Principles of Industrial Pumps and Piping Systems	3 sh
INT 153	Precision Machining Fundamentals I	3 sh
INT 158	Industrial Wiring I	3 sh
INT 206	Industrial Motors I	3 sh
INT 212	Industrial Controls I	3 sh
INT 221*	DC Fundamentals	3 sh
INT 223*	AC Fundamentals	3 sh
INT 234	Principles of Industrial Maintenance Welding and Cutting Techniques	3 sh
INT 251	Introduction to Programmable Logic Controller	3 sh
	Total Credit Hours	36 sh

*These courses differ in the Certificate and AAS degree because the number of lab hours required for INT 221 and INT 223 are fewer. The Certificate will be offered in the evenings to accommodate working students; therefore, the number of available contact hours in which to schedule theory and lab hours is reduced. All courses will transfer into the AAS degree.

Admissions: Students admitted to this program will be required to meet the SOU minimum standards for admission to the AAS degree program as described in the college catalog. No other specific prerequisites are required.

An applicant must be a high school graduate or have a GED certificate. A completed application and all transcripts must be on file at the college. Satisfactory scores must be achieved on the COMPASS test.

The majority of students are expected to be from the service area of SOU. This area encompasses East Central Alabama from Randolph and Clay counties to Russell and Macon counties on the south and counties that are contiguous in West Central Georgia.

Need: Industry depends heavily upon well-trained industrial mechanics to keep production machinery and equipment operating efficiently and profitably. The industrial mechanic is a multicraft technician trained to diagnose and repair a variety of problems occurring with electric, hydraulic, pneumatic, mechanical power transmission, and heating and cooling systems.

Need for workers trained in industrial maintenance technology is clearly documented in letters of support from local industries, employers surveys, and data from the Bureau of Labor Statistics and the Alabama Department of Industrial Relations.

An Internet search of The Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2004-2005 Edition*, Industrial Machinery Installation, Repair, and Maintenance Workers, Except Mill Rights, on the internet revealed that the job outlook through 2012 would be best for industrial maintenance technicians with broad skills in machine repair and

maintenance. Many currently employed maintenance workers are expected to retire in coming years, and employers have reported difficulty in recruiting young workers with the necessary skills to be industrial machinery mechanics. According to the same source, employers prefer to hire those who have completed high school or technical school and have taken courses in mechanical drawing, mathematics, blueprint reading, computers, and electronics.

The two-year college is able to provide this training at the lowest cost and in the most flexible manner. The Alabama College System's standardized modularized INT curriculum will be taught at Southern Union. Therefore, industries desiring to upgrade the skills of incumbent workers will be able to send employees for all or any part of the training. Such flexibility will allow incumbent workers as well as traditional college students the opportunity to learn a high-demand job skill, earn a college degree or certificate, and immediately enter or advance in the workplace.

Gadsden State Community College, Northwest-Shoals Community College, and Trenholm State Technical College also offer the Industrial Maintenance Technology programs. The distance from Southern Union's service area to Gadsden State would not be attractive to the typical students that enroll at Southern Union. In addition, industry routinely demands on-site training or training that is in close proximity to the industry's location. The Northwest-Shoals Associate in Applied Science is also similar to Southern Union's proposed program. Also, the distance to the Northwest-Shoals campus would not be attractive to the Southern Union students or industries in the college's service area.

Even though the Trenholm campus is within driving distance of Southern Union's Opelika campus, few students can afford either the time or cost to commute that distance each day. Also, industries located in and around Opelika will find it neither convenient nor cost effective to seek training opportunities for their employees in Montgomery.

Collaboration: SOU officials believe that sharing instructors, equipment, or facilities among the three institutions would be cost prohibitive due to the distance between the campuses.

The two-year college system has approved new modularized Industrial Maintenance Technology courses that will be common to all Alabama two-year colleges offering the program. The core courses must be taught in all INT programs and the common courses may be used to customize the program to area industry and community needs. In this respect, Southern Union will collaborate with Gadsden State Community College, Northwest-Shoals Community College, and Trenholm State Technical College, all of which offer an INT program. These common courses will allow students to more easily transition from one college to the other if need dictates without losing credit. However, it must be noted that Trenholm awards the Associate in Applied Technology rather than the Associate in Applied Science.

Distance Learning: Distance education technology will not be used in the delivery of the program initially due to the number of contact lab hours required in the INT courses. However, if appropriate distance education technology is determined to exist and proves to be educationally sound, this method of delivery will be investigated.

Student Demand: Students will be recent high school graduates and adults who desire to change careers or enter the job field for the first time. Individuals employed by local industrial manufacturers are expected to become students as they seek to upgrade skills to enhance job opportunities and hourly wages. Referrals from Workforce Investment Act (WIA) and other agencies will also provide students. Additionally, Southern Union is already approved for a Short Certificate in Industrial Maintenance Technology. Students completing that certificate may continue with the Certificate and/or Associate in Applied Science degree without losing credit hours as each program level builds upon the previous one.

Five hundred seventy students enrolled at five area high schools and one hundred twenty students enrolled at the Southern Union State Community College responded to a student Interest Survey. When asked a question about interest in pursuing education in this area, 210 high school students responded "yes" and 168 responded, "not sure but would like further

information.” Seventy Southern Union students responded “yes” and nineteen responded “not sure but would like further information.”

According to the Alabama Department of Industrial Relations, the annual average job openings in Alabama statewide total 450 job openings in the college service area and 18,525 job openings in the state.

The Alabama Department of Industrial Relations projects for Alabama statewide a positive net change in employment for installation, maintenance, and repair occupations of 13,320, or 12.54 percent through 2010. The annual average job openings for these occupations for the same period of time are projected to be 3,705. For the Auburn-Opelika metropolitan area, employment is expected to grow by 1.96 percent or 430 job openings. The average annual job openings are projected to be 90.

Additionally, the Manufacturing Needs Assessment results indicated that businesses along I-85 Corridor (Shorter to Valley and Lanett) expect to hire a total of 94 Fixers and 131 Trouble-Shooters primarily in the production, logistics and maintenance departments. Over 100 surveys were distributed to business along the I-85 Corridor. Sixteen companies representing approximately 7,200 area jobs responded.

Resources:

Faculty/Staff: There are currently two full-time primary faculty, three support faculty and one part-time faculty who will teach in the program.

The primary full-time faculty members currently teach Industrial Electricity courses and will also teach INT courses. The primary part-time faculty member currently teaches courses for the INT short certificate that SOU offers.

The three full-time support faculty members currently teach courses in Machine Shop Technology, Welding, and Heating and Air Conditioning. They will continue to teach those courses and will also teach INT courses. A synopsis of the qualifications of each existing faculty member is available.

Available support staff includes a technical division student advisor, financial aid advisors, technical division recruiter, learning resource center personnel, and clerical support staff to include the secretary to the Dean of Technology. Support staff is adequate and no addition support staff will be provided for the program.

Equipment/Facilities: INT students will receive instruction in several existing, fully equipped and staffed technical departments, i.e. Machine Shop Technology, Welding, Electricity/Electronics, Heating and Air Conditioning. The College will not duplicate existing equipment. The following is a complete list of new special equipment necessary for the program.

Power Drive Portable Threader	\$3,000
Ratchet Drop Head Threader	500
Pipe Cutter (2)	250
Plumbing Vise	175
Pipe Stand	100
Reamer (2)	300
Flaring Tool (4)	360
Plastic Tubing Cutter (2)	200
Tubing Bender (4)	120
Pipe Wrench (Four 14 inch)	160
(Four 24 inch)	280
Assortment of pipe and fitting	2,000
Total	\$7,445

Library: Students in this program, along with all SOU students, will have use of the Learning Resource Centers located on the Opelika, Valley, and Wadley campuses. The estimated cost to provide the added audiovisual equipment and materials is \$500 for the first year and \$250 per year for years two through five. These funds will come from appropriated library funds and the school's general fund. The Learning Resource Center on the Opelika campus, where the INT program will be based, has holdings of 15,522 volumes, and students have access to 88,840 volumes throughout SOU's three campuses.

Program Budget: SOU projects that a total of \$12,945 will be required to support the proposed program and a total of \$206,315 will be available through internal reallocations and tuition.

Attachment 3

Curriculum for Proposed Program

**Industrial Maintenance Technology (A.A.S.)
Curriculum by Semester**

First Semester

	Description	Th	Lb	Cr	
INT 120	Concepts of Direct Current	3	5	5	(Core)
INT 122	Concepts of Alternating Current	3	5	5	(Core)
INT 158	Industrial Wiring I	1	4	3	
MTH 100	Intermediate College Algebra or higher	3	0	3	
		10	14	16	

Second Semester

INT 206	Industrial Motors I	1	4	3	
INT 211	Industrial Motors II	1	4	3	
INT 212	Industrial Motor Controls I	1	4	3	
INT 251	Introduction to Programmable Logic Controller	2	3	3	
CIS 146	Commercial Software Application	3	0	3	
		9	15	15	

Third Semester

INT 215	Troubleshooting Techniques	1	4	3	
INT 118	Fundamentals of Industrial Hydraulics And Pneumatics	2	3	3	(CORE)
INT 119	Principles Mechanical Measurement and Technical Drawing	1	4	3	
INT 129	Industrial Safety and Maintenance Technique	1	4	3	
ENG 101	English Composition I	3	0	3	
		8	15	15	

Fourth Semester

INT 126	Preventive Maintenance	1	4	3	(CORE)
INT 128	Principles of Industrial Environmental Controls	1	4	3	
INT 153	Precision Machining Fundamentals I	1	4	3	
INT 234	Principles of Industrial Maintenance Welding And Cutting Techniques	1	4	3	(CORE)
PHS 112	Physics Science II	3	2	4	
		7	18	16	

Fifth Semester

INT 117	Principles Industrial Mechanics	1	4	3	(CORE)
INT 127	Principles of Industrial Pumps And Piping System	2	3	3	(CORE)
SPH 107	Fundamentals of Public Speaking	3	0	3	
	Social/Behavioral Science Elective	3	0	3	
	Humanities Elective	1	0	1	
		10	7	13	

Total Credits 75

**Industrial Maintenance Technology (CER)
 Certificate**

Curriculum by Semester

First Semester

	Description	Th	Lb	Cr	
INT 221	DC Fundamentals	1	4	3	(Core)
INT 223	AC Fundamentals	1	4	3	(Core)
INT 158	Industrial Wiring I	1	4	3	
MTH 100	Intermediate College Algebra or higher	<u>3</u>	<u>0</u>	<u>3</u>	
		6	12	12	

Second Semester

INT 206	Industrial Motors I	1	4	3	
INT 212	Industrial Motor Controls I	1	4	3	
INT 251	Introduction to Programmable Logic Controller	2	3	3	
CIS 146	Microcomputer Applications	<u>3</u>	<u>0</u>	<u>3</u>	
		7	11	12	

Third Semester

INT 117	Principles Industrial Mechanics	1	4	3	(Core)
INT 118	Fundamentals of Industrial Hydraulics And Pneumatics	2	3	3	(Core)
INT 153	Precision Machining Fundamentals I	1	4	3	
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>	
		7	11	12	

Fourth Semester

INT 126	Preventive Maintenance	1	4	3	(Core)
INT 127	Principles of Industrial Pumps And Piping System	2	3	3	(Core)
INT 234	Principles of Industrial Maintenance Welding And Cutting Techniques	1	4	3	(Core)
SPH 107	Fundamentals of Public Speaking Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>	
		8	11	13	

Total Credits 49

STAFF REPORT A.4: University of Alabama at Birmingham, Master of Science
in Physician Assistant Studies (CIP 51.0912)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Master of
Science in Physician Assistant Studies with the
implementation date and post-implementation conditions
listed below:

Implementation Date: The proposed program will be
implemented August 2005. Based on the
Commission policy, the proposed program must be
implemented by August 2007 or Commission
approval is null and void. The institution must notify
the Commission in writing when the program is
implemented or if there is any delay in
implementation.

Post-Implementation Conditions:

1. That the annual average new enrollment
headcount for the five years will be least 35
based on the proposal.
2. That the annual average number of graduates
for the Academic Years 2007-08 through
2009-10 will be at least 29 based on the
proposal.
3. That a follow-up survey be conducted after the
first five years that will show at least 75 percent
of the graduates were successful in acquiring
related employment.
4. That information be provided regarding the
passage rate for graduates taking the related
licensure test, the Physician Assistant National
Certification Exam (PANCE).
5. That information regarding an overall
assessment of the program be provided,
particularly as related to objectives and
assessment measures stated in the proposal.

The University of Alabama at Birmingham will be
required to phase out the program if any of the post-
implementation conditions are not met. The institution
must present documentation regarding the post-
implementation conditions, as well as a general
assessment of the program, in a report submitted to the
Commission no later than September 2010.

Rationale:

This recommendation for approval is based on the following key points:

1. The proposed Master of Science in Physician Assistant Studies (MSPAS) program will replace the current Bachelor of Science program. New courses will focus on developing advanced student skills and knowledge in the areas of research methods, evidence-based practice, and health care administration and management.
2. The program is accredited by the Accreditation Review Commission on Education for the Physician Assistant.
3. In addition to the UAB program, there is one Primary Care PA program at the University of South Alabama (USA) in Mobile, Alabama. USA awards an entry-level master's degree.
4. Costs associated with the MSPAS program are identical to those assigned to the entry-level baccalaureate physician assistant program. No additional funding is requested for the MSPAS program.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. The University of Alabama at Birmingham proposal dated February 24, 2005. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.

Attachment 1

New Academic Degree Program Proposal Summary

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION University of Alabama at Birmingham

PROGRAM Master of Science in Physician Assistant Studies, CIP 51.0912

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
FACULTY*						\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES						\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

* Additional faculty salaries should be shown in all five years

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL						\$0
TUITION	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2005 - 06	2006 - 07	2007-08	2008-09	2009-10	5-YEAR AVERAGE
PROJECTED NEW ADMISSIONS	30	30	36	36	42	35
						3-YEAR AVERAGE
PROJECTED ANNUAL DEGREE COMPLETIONS	0	0	28	28	33	30

Attachment 2

Summary of Background Information

Master of Science in Physician Assistant Studies
University of Alabama at Birmingham

Role: The proposed program is within the instructional role recognized for the University of Alabama at Birmingham (UAB).

Program Goals: The proposed MSPAS program will replace the current Bachelor of Science program. New courses will focus on developing advanced student skills and knowledge in the areas of research methods, evidence-based practice, and health care administration and management. In establishing this goal, the faculty is following guidelines set forth by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) and in a mandate from the House of Delegates of the American Academy of Physician Assistants (AAPA) for the conversion of all PA programs to a Masters degree credential within the near future.

The purpose of the proposed MSPAS program is to: a) produce physician assistant graduates who are academically and clinically prepared to deliver high quality health care in the managed care environment of the 21st century; b) improve program accreditation compliance; and c) maintain competitiveness among physician assistant programs for qualified applicants.

Program Objectives:

Satisfactory performance in the classes and experiences provided in the program prepares the student (graduate) to:

1. Integrate biological, social and behavioral sciences and technical skills in examining, evaluating, diagnosing, and treating medical disorders/diseases of the human body under the supervision of a licensed medical doctor.
2. Assist physicians in caring for patients in intra-operative, peri-operative, critical care, acute-care, extended care, and outpatient settings.
3. Render highly skilled assistance during surgical procedures including hemostasis, retraction, positioning, saphenous vein harvesting, drain placement, wound closure, and wound care.
4. Perform invasive procedures such as arterial line placement, central line placement, thoracentesis, paracentesis, and venipuncture.
5. Recognize when a problem is outside the scope of practice for a physician assistant and when referral to the supervising physician or other resource(s) is appropriate.
6. Demonstrate a personal value system that reflects appreciation of the worth of an individual, recognition of the rights of others, and acknowledgement of responsibility for individual actions.
7. Demonstrate professional competence that embodies professional ethics and accountability.
8. Critically evaluate medical literature and become proficient in the interpretation of medical research while determining, via evidence-based literature, if findings are applicable to primary and surgical care practice.

9. Communicate efficiently and effectively (spoken and written) with other health care practitioners, health care administrators, and service providers in ways that reflect an understanding of the complementary roles and maximizes potential contributions of other providers toward the common goal of optimal patients care and health promotion.
10. Continue self-development, personally and professionally, based on self-assessment of individual needs and a recognition of personal strengths and limitations.
11. Promote the development of the physician profession through community and professional service.

Administration: The proposed program will be administered by Dean Harold P. Jones in the School of Health Related Professions.

Review of Proposal by Persons External to Institution:

Peer Review: The Alabama Council of Graduate Deans requested responses to questions and concerns developed by the Executive Council with assistance from member institutions. The deans offered positive responses concerning the objectives of the program, employment opportunities, evidence of sufficient student demand, facilities, and the costs. Comments included the need for a survey for employment needs.

The deans voted 5 to 0 to recommend approval of the program.

Consultant Review: An external consultant was not utilized during the planning of the program. However, the final proposal was reviewed by four external consultants. The four national consultants are national leaders in physician assistant education, with experience in the accreditation of programs. The consultants stated that the curriculum presented by UAB is solid and comparable to other PA programs, and that the resources are appropriate to support a graduate program.

Accreditation: The program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). UAB is in compliance with ARC-PA to award the masters degree based in educational programming, credit hours and clinical internship requirements. Since the ARC-PA has recommended that all baccalaureate physician assistant programs transition to a graduate curriculum and that PA curricula are currently being taught at the graduate level, only written notification to the accreditation agency is required.

Licensure: Physician assistants take a national licensure test, the Physician Assistant National Certification Exam (PANCE). The exam is the same for both Bachelor of Science (BS) and MS graduates. The most recent passage rate for BS graduates of UAB was 97 percent.

Curriculum: The proposed program will require 114 semester hours, including 58 sh for required didactic courses, 54 sh for required clinical rotations and senior seminar series, and 2 sh in master's project. The proposed program will replace the entry level baccalaureate program. The proposed curriculum changes will enhance already existing courses and clinical clerkships. Added courses will strengthen the curriculum in areas of research and health administration. MSPAS curriculum objectives will be met in a variety of ways across the curriculum.

It is unlikely that conversion from baccalaureate to a MSPAS degree program will reduce enrollment in other programs at UAB. The MSPAS curriculum has been specifically designed for those with an undergraduate degree who desire a career as a physician assistant.

An emphasis on the surgical aspect of the field is found in only two entry-level PA programs in the country. That focus, which was part of the UAB undergraduate program, will be maintained in the MSPAS. It is expected that students from Alabama and other states will continue to apply to the PA program at UAB.

The following new courses will be added to the curriculum:

<u>New Courses</u>	<u>Credit Hours</u>
PA 615 Introduction to the Profession	1
PA 620 Literature Evaluation	2
AHS Health Administration & Management	3
PA 698 Master's Project	4

As a rule, students applying to PA programs tend to major in biology, physiology, chemistry, psychology, exercise science or athletic training. The proposed change should not negatively impact these students or their prior academic programs because only one class, statistics, will be added to the list of prerequisite courses.

Admissions: Admissions criteria include:

- a. Baccalaureate degree from an accredited college/university
- b. A minimum score of 1000 on the GRE
- c. A minimum cumulative undergraduate grade point average of at least 3.0 (A=4.0)
- d. A minimum cumulative grade point average of 3.0 in the program prerequisite courses, with a minimum grade of C in each.
- e. Proof of current American Heart Association CPT certification
- f. Technical ability to complete the program
- g. Interview with faculty
- h. Satisfactory screening on health data questionnaire by the UAB Medical Center Student Health Service

The only prerequisite course added to the bachelor's list of prerequisite courses will be the requirement of a 200-300 level statistics course, preferably with a lab. All applicants will have to demonstrate successful completion of the following courses:

- 6 semester hours of Biology (for science majors)
- 3-4 semester hours of Microbiology (lab preferred but not required)
- 3-4 semester hours of Human Anatomy
- 3-4 semester hours of Human Physiology
- 8-9 semester hours of General Chemistry
- 3-4 semester hours of Statistics (lab recommended but not required)
- 9 semester hours of psychology

This list of required courses is consistent with many other master's degree PA program prerequisites at other institutions.

Need: The current Surgical Physician Assistant program was begun in 1967 as a Surgeon's Assistant Program and was accredited by the American Medical Association. In 1994, the program was officially changed to the Surgical Physician Assistant Program and it has been accredited by the PA Accrediting Agency since that time. This proposal is a request to award a clinical master's degree rather than a baccalaureate degree. In addition to the UAB program, one Primary Care PA program at the University of South Alabama (USA) exists in Mobile, Alabama. USA awards an entry-level master's degree.

UAB graduates have consistently obtained employment within three to six months of completion of the program. Many students receive offers of employment by the same practitioners who provide clinical experiences for them. The current and future demand for clinical practitioners continues to support the existence of two programs.

Access to health care, especially in rural Alabama, is of major importance. In the past, physician assistants were not reimbursed for their services by Blue Cross/Blue Shield (BC/BS), one of the major health insurance carriers in the state. BC/BS has been taken to court over this issue and the lower courts have ruled that BC/BS is required to reimburse PAs for their services. BC/BS

appealed the decision to the Alabama Supreme Court. In July 2004, the Alabama Supreme Court verified the lower court ruling regarding reimbursement for PA services in Alabama. As a result of this decision, it is predicted that physicians in rural and urban Alabama will begin hiring PAs in large numbers to help provide health care to the underserved areas of the state.

Enrollment projections are based primarily on UAB admissions experience, a report from the Bureau of Labor Statistics (BLS), and data from the American Association of Physician Assistants. The BLS projects the number of PA jobs will increase by 53 percent between the years 2000 and 2010, compared to an average increase in jobs of 15 percent during the same time frame. Additional projected job openings in physician assistant studies from the proposal include 100 openings on the local level, 275 openings on the state level, 2,250 in the SREB region, and 15,000 openings in the nation. It is expected that the state numbers will increase significantly when BC/BS reimburses for physician assistant services rendered.

Collaboration: The University of South Alabama has a Primary Care PA program. The distance between campuses does not lend itself to easy collaboration. The programs are different, based on the UAB surgical emphasis and USA primary care emphasis. Areas of future collaboration between the two universities could occur in selected areas: scholarly activities including research; continuing education programs for clinicians; and consortium activities in clinical education programs.

Distance Education: No distance education technology is currently being utilized, although UAB and the School of Health Related Professions do have the technology needed to provide distance education programs. The nature of the PA program content and the need to teach sophisticated psychomotor skills to PA students necessitates on-site classroom and laboratory experience for a major portion of the curriculum. Some courses, however, utilize WebCT as an adjunct teaching method.

Student Demand: At the time of program implementation (fall 2005) there will be 30 students enrolled from the last baccalaureate program. In years 1 and 2, the MSPAS program will admit 30 students; in years 3 and 4, 36 students; and in year 5, 42 students. This increase in enrollment reflects an anticipated growth in primary care PA jobs in the state based on a favorable resolution of litigation against Blue Cross/Blue Shield Insurance Company, requiring it to reimburse physicians for PA services. Both the current baccalaureate program and the proposed MSPAS program train students to practice in primary care as well as surgical care upon graduation.

Resources:

Faculty/Staff: Currently there are four full-time primary faculty, and one part-time faculty who will teach in the program. No new faculty will be required.

All faculty have extensive clinical expertise and/or specialty certifications. Teaching content is specific to each faculty member's area of expertise, as is typical in all clinical master's in physician assistant studies.

One full-time staff assistant currently meets the needs of the program. No additional staff assistants will be needed for the operation of the MSPAS program.

Equipment/Facilities: No additional special equipment will be necessary for the program. Existing space, equipment, and laboratories utilized in the entry-level baccalaureate degree program are sufficient to meet all needs.

The Richard M. Scrusby building is new and houses the current program. It is adjacent to the Learning Resources Center where most of the PA classes and clinical labs are taught. Labs are taught in the Volker Building and Lyons Harrison Research Building. No additional classrooms or laboratory facilities will be required.

Library: The UAB Lister Hill Library collection supporting the proposed MSPAS curriculum is extensive and draws from the same sources that support the School of Medicine.

Assistantships/Fellowships: No new assistantships are being utilized currently by the baccalaureate PA program, nor will any be utilized in the proposed program. The national standard in entry-level physician programs does not include assistantship/fellowship stipends.

Program Budget: Costs associated with the MSPAS program are identical to those assigned to the entry-level baccalaureate PA program. No additional funding will requested for the MSPAS program.

Attachment 3

Curriculum for Proposed Program

Proposed MSPAS Curriculum

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Contact Hours</u>
Fall Semester			
PA 615	Introduction to the Profession	1	14
PA 602	Human Physiology	4	56
PA 610	Clinical Laboratory Medicine	3	52
PA 603	Pharmacology I	3	42
PA 605	Pathology	3	42
PA 613	Surgical Techniques	2	48
Spring Semester			
PA 601	Human Gross Anatomy	4	76
PA 606	Clinical Medicine I	4	56
PA 611	History & Physical Examination I	3	52
PA 604	Pharmacology II	3	42
PA 608	Surgical Diseases I	3	42
Summer Session			
PA 614	Operating Room Techniques	2	80
PA 616	Electrocardiography	1	14
PA 619	Fund Clinical Research	3	42
AHS 530	Health Adm. & Management	3	42
Fall Semester			
PA 617	Applied Behavioral Medicine	3	42
PA 607	Clinical Medicine II	5	70
PA 612	History & Physical Examination II	2	46
PA 618	Risk Management	2	28
PA 620	Literature Evaluation	2	28
PA 609	Surgical Diseases II	2	28

Form Date: 12/11/02

Clinical Year Required Rotations		Cr. Hrs.
PA 621	Cardiovascular Surgery	4
PA 622	Emergency Medicine	4
PA 623	General Surgery	4
PA 624	Inpatient Medicine	4
PA 625	Obstetrics/Gynecology	4
PA 626	Outpatient Medicine	4
PA 627	Orthopedics	4
PA 628	Pediatrics	4
PA 629	Psychiatry/Geriatrics	4
PA 698	Master's Project I	1
PA 638	Senior Seminar I	2
PA 639	Senior Seminar II	2
PA 640	Senior Seminar III	2
PA 698	Master's Project	2
Clinical Year Electives (must choose 3)		
PA 630	Neurosurgery	4
PA 631	Outpatient Surgery	4
PA 632	Plastic Surgery	4
PA 633	Renal Transplantation	4
PA 634	Surgical Oncology	4
PA 635	Thoracic Surgery	4
PA 636	Trauma Surgery	4
PA 637	Urology	4

STAFF REPORT A.5: University of North Alabama, Bachelor of Science and Bachelor of Arts in Social Science (CIP 45.0101)

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve the proposed Bachelor of Science and Bachelor of Arts in Social Science with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2005. Based on Commission policy, the proposed program must be implemented by June 2007 or Commission approval will be null and void. The institution must notify the Commission in writing when the program is implemented or if there is a delay in implementation.

Post-Implementation Conditions:

1. That the annual average new enrollment (headcount) for the program for 2005-06 to 2009-10 will be 27.
2. That the annual average number of graduates for the Academic Years 2005-06 through 2009-10 will be at least 10, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

The University of North Alabama (UNA) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2010.

Rationale: This recommendation for approval is based on the following key points:

1. Because of requirements of No Child Left Behind, this is a realignment of the social science major from the College of Education into the College of Arts and Sciences.
2. UNA has resources to support the program, in terms of faculty, library holdings, and equipment.

3. Many courses related to the program are available both in classroom based and distance learning formats.
4. UNA projects a total of \$283,064 will be required to support the proposed program and a total of \$283,064 will be available through reallocations and tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. University of North Alabama proposal dated April 28, 2005. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

Attachment 1

New Academic Degree Program Proposal Summary

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION University of North Alabama
 PROGRAM Bachelor of Science and Bachelor of Arts in Social Science (CIP 45.0101)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2005 - 06	2006 - 07	2007 - 08	2008 - 09	2009 - 10	TOTAL
FACULTY*	\$52,000	\$54,000	\$56,800	\$58,992	\$61,272	\$273,064
LIBRARY	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
GRADUATE ASSISTANTS	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$54,000	\$56,000	\$58,800	\$60,992	\$63,272	\$283,064

* Additional faculty salaries should be shown in all five years

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2005 - 06	2006 - 07	2007 - 08	2008 - 09	2009 - 10	TOTAL
INTERNAL REALLOCATIONS	\$26,000	\$27,000	\$28,400	\$29,496	\$30,636	\$141,532
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$26,000	\$27,000	\$28,400	\$29,496	\$30,636	\$141,532
TOTAL	\$52,000	\$54,000	\$56,800	\$58,992	\$61,272	\$283,064

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2005 - 06	2006 - 07	2007 - 08	2008 - 09	2009 - 10	5-YEAR AVERAGE
PROJECTED NEW ENROLLMENT (HEADCOUNT)	27	27	27	27	27	27
DEGREE COMPLETION PROJECTIONS	10	10	10	10	10	10

Attachment 2

Summary of Background Information

Bachelor of Science and Bachelor of Arts in Social Science
University of North Alabama

Role: The proposed program is within the instructional role currently recognized for the University of North Alabama (UNA).

Objectives: This proposal requests approval for a new baccalaureate degree program to comply with the State Board of Education mandate related to the No Child Left Behind Act (NCLB). Currently, UNA is approved to offer the BSEd degree with a major in secondary education. Students seeking teacher certification in the social sciences complete the BSEd degree in secondary education with a teaching field in social science. The new rules of the State Board of Education require that candidates for teacher certification after June 30, 2005, complete academic majors in that content area outside of the College of Education. UNA requests authorization to offer a multidisciplinary degree program in social science in the College of Arts and Sciences to provide graduates with the content knowledge and skills necessary for a highly qualified teacher of the social sciences.

The specific objectives include:

- A. To provide an academic major in social science to comply with the State Board of Education's mandate related to No Child Left Behind (NCLB) legislation for those students who also plan to become teachers of social science in secondary schools.
- B. To prepare prospective social science teachers and others with knowledge of key concepts, generalizations, and methods of inquiry appropriate to the study of social science, as well as the ability to interrelate social science concepts and teach the social sciences from an interdisciplinary perspective.
- C. To make students appreciate the roles of different social science disciplines, critically analyze social science issues within the larger historical and global context, apply theory and research in the social sciences in order to define and solve complex issues of social concern, and employ information technology to access social science information.
- D. To prepare prospective social science teachers to successfully complete the Praxis Examination as a condition for designation as highly qualified teachers.
- E. To offer a multidisciplinary academic major that provides breadth of knowledge in the social sciences through coursework in such areas as history, political science, geography, sociology, and economics for students who do not plan to become secondary school teachers.
- F. To prepare students for entry into professional schools such as law, library science, journalism, seminary training, and for careers in business, education institutions, government, and other areas which require both breadth and depth in undergraduate education.

Program Review and Assessment:

Student learning outcomes will be measured by the results of the Major Field Achievement Test (MFAT) and the Praxis II. A follow-up survey of graduates will determine employment or enrollment in graduate school.

Administration: The proposed program will be administered by the dean, Dr. Vagn K. Hansen, in the College of Arts and Sciences in the Department of History and Political Science.

Accreditation: There is no accreditation available for social science programs.

Curriculum: The new program will be supported by courses already offered to students pursuing majors in History, Political Science, Geography, Sociology, and Economics. The program will require a total of 128 semester hours (sh). Forty-one sh will be required in general studies and 71 sh in major. Twenty of the hours in the major may be taken in the general studies component. The curriculum allows for 16 sh in required or free electives. Students seeking teaching certification also will take courses in education.

Admissions: Students will be subject to the regular admissions criteria for the university. There is no specific requirement for this program.

Need: The need for the program is mandated by the No Child Left Behind legislation and the Alabama Department of Education, which require a stand-alone academic major for education majors who plan to instruct social science. Currently UNA is approved to offer the BSEd in secondary education with a teaching field in social science.

The Bureau of Labor Statistics has projected that job openings for teachers through 2012 will range from good to excellent. Based on projections from federal and state sources, UNA officials predict that there will be 59 job openings for social science teachers in the next five years in the local area (within a fifty-mile radius of UNA), and 118 new job openings over the next ten years. At the state level, 355 job openings are projected over the next five years.

Collaboration: UNA has sufficient courses and resources to carry out the proposed program without the importation of outside sources. According to the proposal, UNA would welcome collaboration with other institutions.

Distance Education: Distance education will play an important role in the delivery of courses for the program. Distance learning courses (internet and DVD video) are of the same quality as those delivered by traditional means. Currently the following courses related to the proposed program are available via distance learning as well as in the classroom setting.

GE 102	World Region Geography
GE 111	Principles of Physical Geography
GE 260	Human Geography
HI 101	Survey of World Civilization to 1500
HI 102	Survey of World Civilization since 1500
HI 201	United States History to 1877
HI 202	United States History since 1877
PS 241	United States Government and Politics
PS 243	State and Local Government
SO 221	Introductory Sociology
SO 307	Medical Sociology

Other distance learning courses are being developed.

Student Demand: Projected completion rates were based upon the number of graduates from the social science education program. Between the years 2001 and 2004, there was an average of fourteen graduates in social science education each year. Because of the more rigorous standards imposed by No Child Left Behind that are reflected in the proposed curriculum, UNA officials projected that slightly fewer students would choose the program. The projection for completions does not include students who will seek the non-teaching academic social science degree.

Resources:

Faculty/Staff: UNA has a total of 25 full-time and 4 part-time faculty currently employed in the areas of Economics, Geography, History, Political Science, and Sociology which support the program. The proposal projects the hiring of one additional full-time faculty member in the area of Social Science. The candidate for the position will possess a doctorate in History, Political Science, Geography, Sociology, or interdisciplinary Social Sciences, with at least eighteen graduate hours in History. Recent secondary education experience will be strongly preferred for the candidate.

Academic staff in the areas of Economics, Geography, History and Political Science, and Sociology will be provided for the program. No additional staff will be required.

Equipment/Facilities: All departments have adequate audio-visual equipment and "smart classrooms" with computers, DVDs, and projection equipment. Only the department of Geography has specialized equipment for its courses, a technology laboratory with software for cartography, remote sensing, and Geographic Information Systems. Replacement and augmentation of technological equipment will be necessary as technology changes. Equipment expenditures are covered already in the present budget.

Current facilities used to support the majors in the individual social science disciplines will be adequate to support the proposed program.

Library: The institution provided a listing of library holdings related to the proposed program. According to the proposal, the Collier Library at UNA holds adequate library collections that support academic majors in History, Political Science, Geography, and Economics. UNA has budgeted \$2000 per year for additional acquisitions to support the program.

Program Budget: UNA projects that a total of \$283,064 over five years will be required to support the proposed program and a total of \$283,064 over the same period will be available through internal reallocations and tuition.

Attachment 3

Curriculum for Proposed Program

REQUIREMENTS FOR A BACHELOR OF ARTS OR BACHELOR OF
 SCIENCE DEGREE WITH A MAJOR IN SOCIAL SCIENCE

Credits

A. General Studies Component.....41
 For general studies requirements and additional requirements
 for UNA students, refer to *Academic Procedures and Requirements*.

Social Science majors must complete:

Area III: *GE 111-Principles of Physical Geography I	4
*GE 112-Principles of Physical Geography II	4
Area IV: *HI 101-Survey of World Civilization to 1500	3
*HI 102-Survey of World Civilization Since 1500	3
*GE 102-World Regional Geography	3
*SO 221-Introductory Sociology	3
Area V: Additional Requirements.....	15
EC 251-Principles of Macroeconomics	3
HI 201-United States History to 1877	3
HI 202-United States History Since 1877	3
PS 241-United States Government and Politics	3
PS 243-State and Local Government and Politics	3

A. Major Core Requirements

<i>History</i>	27
*HI 101-Survey of World Civilization to 1500	3
*HI 102-Survey of World Civilization Since 1500	3
*HI 201-United States History to 1877	3
*HI 202-United States History Since 1877	3
HI 301-History and Historical Research	3
HI 361-History of Alabama	3
6 hours of 300-400 level electives in non-U.S. history	6
3 hours of 300-400 level history electives	3

Complete the requirements in each discipline below.....	44
<i>Economics (6 credit hours)</i>	
*EC 251-Principles of Macroeconomics	3
EC 473-United States Economic History	3
<i>Geography (17 credit hours)</i>	
*GE 111-Principles of Physical Geography I	4
*GE 112-Principles of Physical Geography II	4
*GE 102-World Regional Geography	3
6 hours of 300-400 level geography electives	6
<i>Political Science (9 credit hours)</i>	
*PS 241-United States Government and Politics	3
*PS 243-State and Local Government	3
PS 477-Constitutional History of the U.S.	3
<i>Sociology (6 credit hours)</i>	
*SO 221-Introductory Sociology	3
SO 350-Cultural Anthropology <u>or</u>	
SO 423-History of Social Thought	3
<i>Social Science Electives:</i> (6 credit hours) 300-400 level social science electives selected from among the fields of economics, geography, history, political science, or sociology	6
Prescribed Supporting Course:	
ED 481-Educational Technology, CIS 125-Business Applications of Microcomputer Software, CS 110- Introduction to Computers, or higher numbered Computer Information Systems or Computer Science course.....	3

B. A minor or second major is required for this major.

C. General Elective hours, if required, to bring total to 128.

* Required if not taken in Areas III, IV, and V.

STAFF REPORT B: Administrative and Institutional Consolidation of Troy State University, Troy State University Montgomery, and Troy State University Dothan

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve on June 24, 2005, the Administrative and Institutional Consolidation of Troy State University, Troy State University Montgomery, and Troy State University Dothan. The consolidated institutions will be known as Troy University (TU).

This recommendation is based on the "Guidelines for the Review and Approval of Consolidation or Merger of Universities," adopted September 24, 2004 in tandem with the TU Board of Trustees resolution on guidelines for administrative and institutional consolidations.

The recommendation for the administrative and institutional consolidation is based on the need for the Commission and the Board of Trustees approval prior to the June visit by the Substantive Change Committee of the Southern Association of Colleges and Schools (SACS) Commission on Colleges. The Committee will review the proposed consolidation during the visit.

According to Commission on Higher Education guidelines, the following specific requirements must be addressed in merger or consolidation proposals:

1. Proposed program exchanges, duplications, or relocations among the merged or consolidated institutions must be clearly identified in the proposals.
2. Additional programs, i.e. programs not existing on one or more of the campuses at the time of the merger or consolidation, must undergo the regular Commission review and approval process.
3. Documentation of specific educational benefits to be derived from the merger or consolidation must be presented with the Statement of Intent to Consolidate or Merge.
4. The consolidation must be cost beneficial. Specifically, evidence must be presented that a reduction of administrative and other costs will result from the merger or consolidation. Both immediate and long-term savings must be presented.

Troy officials have asked to summarize the approach that is being taken to determine program distribution. The merged Troy University will have one set of programs that may be offered at any of the three campuses, but will not necessarily be offered at all three. All five colleges within the university will have one dean

who will be based in Troy, Alabama. All will report to a single Provost, also based in Troy. Decisions regarding which programs are offered where (Troy, Dothan, Montgomery, or at any of the sites worldwide) will be determined by the student market in/near each city, the availability of faculty and learning resources, the adequacy of fiscal support, and an assessment of community development requirements. Programs, wherever offered, will contain the same curricula, measure the same outcomes, have the same expectations for faculty qualifications, and be wholly transferable throughout Troy University locations.

Troy University also will follow Alabama Commission on Higher Education (ACHE) policies on programmatic issues relating to merging universities. No program not currently offered at a campus may be offered at another campus without the approval of ACHE.

Troy University is in the process of unifying all of its distance learning offerings under one administrative unit. This initiative will be accomplished by August 1, 2005, and the new structure will be available for review by the Visiting Team. The distance learning (DL) options presently available at each of the three institutions differs, and therefore methods of providing structured access to faculty for DL students also differs somewhat between the three institutions (Troy, Dothan, and Montgomery).

The chief academic authority at Troy University is vested in the Executive Vice Chancellor/Provost, who is headquartered at the Troy campus. Two Associate Provosts at the Troy campus, one primarily responsible for graduate programs and the other for undergraduate programs, assist him. A search will soon be conducted for the Associate Provost at Dothan, and the present Vice President for Academic Affairs at the Montgomery campus will assume the role and the title of Associate Provost effective August 1, 2005. These officials will also report to the Executive Vice Chancellor/Provost.

Each of the five colleges within the new Troy University will be led by a dean who will have authority over and responsibility for the academic programs of that College wherever and however offered within the University, worldwide. Troy University will operate from five academic colleges, all of which are approved within their role and scope as submitted to accrediting bodies and to the Alabama Commission on Higher Education which coordinates college and university programs within the state. These Colleges are:

The College of Arts and Sciences
The Sorrell College of Business
The College of Communication and Fine Arts

The College of Education

The College of Health and Human Services

Background:

The Board(s) of Trustees presented a Statement of Intent to consolidate or merge two or more institutions to the Alabama Commission on Higher Education. The second step in the process was the “institutional notification of pending change to the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS).

In a letter dated January 18, 2005, Dr. Jack Hawkins, Jr., Chancellor of the Troy system wrote that the purpose of his letter was to notify Dr. James J. Rogers, Executive Director, concerning action at the December 2004 meeting of the Commission on Colleges (COC). Dr. Rogers wrote “The Commission [COC] approved the consolidation/merger of Troy State University Troy with Troy State University Dothan and Troy State University Montgomery, pending final approval by the Board in August 2005. The Commission [COC] authorized a substantive change committee to visit the newly-merged institution in fall 2005. In accordance with the Commission [COC] policy, the new institution, Troy University, will be reaffirmed in 2009, five years after approval of the consolidation/merger.”

The composition and authority of the Board of Trustees has been reviewed during self-studies and by peer review teams for the regional accreditation and reaffirmations for Troy University as recently as 2003 (and for the Dothan and Montgomery campuses during their most recent reaffirmations, 2000 and 1999 respectively) and have found to be in compliance with expectations of the Commission on Colleges of the Southern Association of Colleges and Schools.

The new Troy University will not result in any financial requirements/challenges in the merger of the Troy State University, Troy State University Dothan, and Troy State University Montgomery.

As it relates to expenses, it is anticipated that the synergy of operating one university as opposed to three can moderately reduce expenditures. There could be some slight increase in expenses in the internal transactions as the University retains old systems and positions while transitioning to new ones. However, after the initial transition, Troy University anticipates savings in excess of \$1,000,000 per year on administrative consolidation, coordinated purchasing, technology coordination, consolidated regional and specialized accreditation, a centralized banking system, and other centralized and coordinated services.

The SACS Commission on Colleges (COC) has been notified of the process. Information provided in the proposal indicates that the COC will schedule visits by a Substantive Change Committee following action by the

Commission and the Board of Trustees. COC approval will occur after the report of this committee. In a general sense, only those mergers or consolidations that are educationally and economically beneficial should be approved.

Procedures concerning Final Notifications and Data Reporting are outlined in the "Guidelines for Review and Approval of the Consolidation or Merger of Universities," referenced below.

Supporting Documentation:

1. "Guidelines for Review and Approval of the Consolidation or Merger of Universities," adopted September 24, 2004. Available upon request.
2. Letter from Dr. Jack Hawkins, Jr., Chancellor of the Troy University System dated January 18, 2005. Available upon request.

STAFF REPORT C.1: Enterprise-Ozark Community College, Addition of Concentrations in Legal Assistant/Paralegal and Health Information Technology to the Existing Associate in Applied Science in Office Administration (CIP 52.0401)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed concentrations as reasonable extensions/alterations of an existing program.

Background: Enterprise-Ozark Community College (ENT) currently has the Associate in Applied Science in Office Administration (CIP 52.0401) in the Commission's Academic Program Inventory. ENT is proposing the addition of concentrations in Legal Assistant/Paralegal and Health Information Technology. Businesses in the community will benefit as the current and future workforce become more skilled in communication areas and in the use of technology.

The existing program requires a total of 67 semester hours (sh) for the Legal Assistant/Paralegal concentration and 66 sh for the Health Information Technology concentration:

Legal Assistant/Paralegal Concentration:

General Education	21 sh
Office Administration Core	24 sh
Legal Assistant/Paralegal	22 sh
Total semester hours	67 sh

Health Information Technology Concentration:

General Education	23 sh
Office Administration Core	21 sh
Health Information Technology	22 sh
Total semester hours	66 sh

The staff recommends that the proposed concentrations be approved as reasonable extensions/alterations of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Rule 300-2-1-.06. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT C.2: Gadsden State Community College, Addition of Option in Transcription and Coding to the Existing Associate in Applied Science in Office Administration (CIP 52.0401)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Gadsden State Community College (GSC) currently has the Associate in Applied Science (AAS) in Office Administration (CIP 52.0401) in the Commission's Academic Program Inventory. GSC is proposing the addition of an option in Transcription and Coding. Many students want to structure their courses to obtain the most suitable training for work in a hospital, health clinic, physician's office, convalescent or rehabilitation center, or other medical setting.

The program will require a total of 67 semester hours (sh) with the Transcription and Coding option. This total includes 43 sh in the common core (25 sh in General Education and 18 sh in Program Core Courses) and 24 sh in the option.

General Education	25 sh
Program Core Courses	18 sh
Transcription and Coding Option	24 sh
Total semester hours	67 sh

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Rule 300-2-1-.06. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT C.3a: Jefferson State Community College, Addition of Option in Biomedical Equipment Technology to the Existing Associate in Applied Science in Manufacturing and Technology (CIP 15.0000)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Jefferson State Community College (JSC) currently has the Associate in Applied Science in Manufacturing and Technology (CIP 15.0000) in the Commission's Academic Program Inventory. JSC is proposing the addition of an option in Biomedical Equipment Technology. Manufacturing and Technology is a field of study designed to prepare technically oriented individuals for employment in industries such as industrial and automotive manufacturing, equipment technology and maintenance, and tool and die maintenance.

The program will require a total of 72 semester hours (sh) with the Biomedical Equipment Technology option. This total includes 36 sh in the common core (19 sh in General Education and 17 sh in Program Core Courses) and 36 sh in the option.

General Education	19 sh
Program Core	17 sh
Biomedical Equipment Technology Option	36 sh
Total semester hours	72 sh

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Rule 300-2-1-.06. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT C.3b: Jefferson State Community College, Addition of an Option in Baking/Pastry to the Existing Associate in Applied Science in Hospitality Services Management (CIP 52.0901)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Jefferson State Community College (JSC) currently has the Associate in Applied Science in Hospitality Services Management in the Commission's Academic Program Inventory. JSC is proposing the addition of an option in Bakery/Pastry. JSC officials believe that this option will increase because of the large number of restaurants, hotels/motels, and other food service establishments in the JSC service area.

Review of data from the Alabama Department of Industrial Relations reveals that there were 138,750 people in food preparation and related fields in Alabama in 2002, and projects that 162,760 will be needed by 2012. This same source states that there were 32,870 people employed in this field in the Birmingham Metropolitan Area in 2002, and that 39,901 will be needed in 2012.

The program requires a total of 63 semester hours (sh):

General Education Core	25 sh
Program Core Courses	12 sh
Baking/Pastry Option	26 sh
Total	63 sh

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT C.3c: Jefferson State Community College, Addition of an Option in Computerized Accounting to the Existing Associate in Applied Science in Accounting Technology (CIP 52.0302)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Jefferson State Community College (JSC) currently has the Associate in Applied Science (CIP 23.0101) in the Commission's Academic Program Inventory. JSC is proposing the addition of an option in Computerized Accounting. JSC has offered a General Accounting option that is designated for the student with an interest in combining accounting knowledge with managerial skills. There is ongoing demand for this option, since traditional accounting techniques are still utilized in smaller businesses. The changing job market in today's business world requires the availability of an additional option with a different focus. The Computerized Accounting option, which will integrate accounting skills with the technical side of E-Commerce, is designed to prepare students in the accounting software and computer skills most often sought in the business environment.

The Accounting Advisory Committee supports the implementation of the new program option. In addition, the option meets the requirements of the Association of Collegiate Business Schools and Programs, the accrediting body for the Accounting program, and upon graduation of the first student under this option, will be covered under this accreditation.

The existing program requires a total of 66 semester hours (sh):

General Education Core	24 sh
Program Core	21 sh
General Accounting (Existing option 1)	21 sh
Computerized Accounting (New option 2)	21 sh
Total	66 sh

JSC also has a Short-term Certificate which will serve both options.

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT C.3d: Jefferson State Community College, Addition of an Option in Tool and Die to the Existing Associate in Applied Science in Manufacturing and Technology (CIP 15.0000)

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Jefferson State Community College (JSC) currently has the Associate in Applied Science in Manufacturing and Technology (CIP 15.0000) in the Commission's Academic Program Inventory. JSC is proposing the addition of an option in Tool and Die. Currently, there are over 40 companies in the Birmingham area that have Standard Industry Classification codes related to the plastics and castings industry.

Since the tool and die technology profession is an integral part of the manufacturing process in these industries, many local companies are likely to recruit graduating students. By assisting industry and placing students, college enrollment should increase within the Manufacturing and Technology program.

The existing program requires a total of 72 semester hours (sh). This total includes 39 sh hours in the common core (19 sh in General Education and 20 sh in Program Core Courses).

General Education Core	19 sh
Program Core	20 sh
Tool and Die Option	33 sh
Total	72 sh

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT D: University of Alabama, Merger of the Doctor of Philosophy in Library and Information Studies (CIP 25.0101) into the Doctor of Philosophy in Mass Communication (CIP 09.0102)

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve the proposed program merger.

Background: The University of Alabama (UA) currently has the Doctor of Philosophy (PhD) in Library and Information Studies listed in the Commission's Academic Program Inventory at CIP 25.0101 and the PhD in Mass Communications listed at CIP 09.0102. UA proposes to merge the PhD in Library and Information Studies into the PhD in Mass Communications. With the approval of the merger, the PhD entry at CIP 25.0101 will be deleted from the Inventory.

In 1998 UA merged the School of Library and Information Studies into the College of Communication and Information Studies. The proposed program merger is in line with the administrative merger and reflects a recent trend in the discipline.

The merged academic program will require 48 to 60 semester hours (sh) in coursework, as determined by the student's program committee. Twelve hours of the requirement may be transferred from the student's master's program. The program also will require 24 sh of dissertation research.

Students in the program will be able to choose from specializations in mass communication, information studies, and rhetorical studies. Each student will be required to take a 12 sh core of courses in communication and information sciences, theory, and research methods.

According to the Commission's guidelines regarding reasonable extensions and alterations of existing research-based graduate programs, the merged and existing programs must share a recognized academic relationship and must have the same minimum requirements for credit hours in terms of didactic and thesis/dissertation work.

The staff recommends that the proposed merger be approved as a reasonable extension/alteration of existing programs.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.

2. Written unpublished documentation provided by the institution. Available upon request.

STAFF REPORT E: Wallace Community College - Dothan, New Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the following new off-campus site for Wallace Community College – Dothan.

Proposal: Wallace Community College - Dothan (WSD) plans to offer courses at the following new exempt off-campus site beginning in Fall 2005:

Southeast Alabama Medical Center, Dothan

Discussion: An official with the College has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

Supporting Documentation:

1. Proposal for New Off-Campus site at Southeast Alabama Medical Center, Dothan, Attached

Attachment 1

**Proposal for New Off-Campus Site at
 Southeast Alabama Medical Center, Dothan**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Wallace Community College - Dothan
Administrator Responsible for Site
Name & Title: John R. Fergus
Telephone: 334-556-2455
Fax: 334-983-3521
E-Mail: jfergus@wallace.edu

Contact Person at Site if Other Than Administrator Above
Name & Title:
Telephone:
Fax:
E-Mail:

Location of Proposed Site
Facility: Southeast Alabama Medical Center
Street Address: 1108 Ross Clark Circle
City: Dothan AL **County:** Houston

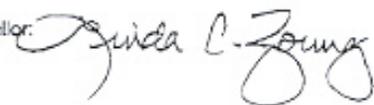
When will you begin offering instruction at this site?
Fall Semester 2005

Type of Site	Check One:
Non-Exempt	XXXXXXXXXX
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: 
 Date: 5/5/05

STAFF REPORT F: Request to Defer Action on Emergency Medical Technology Programs

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission defer action on post-implementation reports for Emergency Medical Technology (EMT) programs pending a study of changes in the field and the state's future needs. The design and timeline for the study will be presented to the Commission at a later date.

Rationale:

1. The Commission staff has received a letter from State Health Officer Donald E. Williamson, requesting that no Emergency Medical Service training program be eliminated.
2. According to the U.S. Department of Labor, Emergency Medical Service (EMS) workforce demands will increase an additional ten percent by the year 2010.
3. The field is undergoing changes in requirements at the national level which will have an impact on educational programs in the state.
4. Well-trained EMT professionals are necessary for response to medical emergencies for Alabama citizens, and are especially important for the welfare of citizens in rural areas of the state.

Background: Currently there are two post-implementation reports that have been submitted for EMT programs at two-year institutions. Neither of the programs has met post-implementation conditions for the academic award that was approved by the Commission. Reports on three other programs will be submitted by February 1, 2007.

The staff has conferred with the staff of the Alabama Department of Postsecondary Education and has attended a briefing of state EMT program directors by officials of the national licensure agency. In these discussions, likely changes in the occupational field have been highlighted which also will have an impact on instructional programs. Dr. Donald Williamson's letter to the staff supported the continuation of EMT programs in light of a shortage of entry level employees for EMS providers.

Because of the need of the state for a continuing pool of EMT professionals and the likely changes to instructional programs, the staff recommends that action on all post-implementation reports for EMT programs be postponed until a study is completed. The study will assess the need for changes to instructional programs as the result of national trends, the effectiveness of current geographical location of the programs, and the state's future requirement for such programs. The timeline for the study will be presented to the Commission at a later date.

Supporting Documentation:

1. Letter from Donald E. Williamson, M.D., State Health Officer, dated March 3, 2005, Attached.



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer
March 3, 2005

Ellen E. Haulman
Staff Associate for Academic Affairs
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, AL 36130-2000

Dear Ms. Haulman:

Recently, the Alabama Department of Public Health's Emergency Medical Services Division was made aware that some of the EMS programs with low enrollment and graduation rates may lose EMS education privileges. In light of this information, we are expressing our support for the continued existence of all of the educational institutions in Alabama that provide EMT and Paramedic education.

While the overall number of licensed EMTs and Paramedics in this State has remained relatively stable or even increased in some areas over the years, there continues to be a higher demand for entry level employees from Alabama's EMS provider services than available. Statistical evidence from the U.S. Department of Labor suggests that the EMS workforce demands will increase an additional ten percent by the year 2010.

The problems associated with the EMS workforce are not unique to our State. The National Highway and Traffic Safety Administration is currently working with a major research university to gather data and develop a plan of action to address the EMT workforce issues. We feel that eliminating any Alabama EMS training program would lead to further shortages in the EMS workforce.

Please consider these comments during your decision process.

Respectfully,

A handwritten signature in black ink, appearing to read 'D. Williamson', written over a horizontal line.

Donald E. Williamson, M.D.
State Health Officer

DEW:RC

cc: Dr. Roy Johnson, Chancellor
Alabama Department of Public Education

STAFF REPORT G.1a: Request to Amend Post-Implementation Conditions:
Alabama State University, Master of Accountancy in
Accountancy (CIP 52.0301)

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve an amendment to post-implementation conditions one and two and grant an additional review period as follows:

1. That the annual average enrollment for the first five years be at least ~~48~~ 11 students.
2. That the annual average number of graduates ~~beginning in year four of the program~~ will be at least ~~40~~ 8.
3. That an additional review period be granted for the period 2002-03 through 2006-07. A report, giving completions for the period, will be submitted to the Commission no later than October 1, 2007.

Rationale:

1. Though the program did not meet the requirement for headcount enrollment or graduates, the program's record in both areas has been relatively strong.
2. The program's implementation was hindered by difficulty in hiring qualified faculty.
3. The Master of Accountancy program was accredited by the Association of Collegiate Business Schools and Programs (ACBSP) as part of the reaffirmation of accreditation for the ASU Business program in 2003.
4. According to the report, the original projections for enrollment and graduates did not take into account the fact that other nearby institutions had options in accounting in master's level programs. Consequently, the original projections were high.

Background: The program was developed in response to Judge Murphy's order in the Remedial Decree of August 1, 1995. Alabama State University (ASU) received final approval for the program on August 8, 1997. There was a delay in implementation of the program until fall 1998, caused by difficulty in hiring PhD's to teach in the program. College officials submitted a post-implementation report for the program on August 28, 2002. An update to the report was submitted on March 22, 2005.

The program has not met the conditions for enrollment or graduates. The initial report submitted by the institution stated that the program had been hindered first by difficulty in hiring faculty and second by the

competition of accounting concentrations in Master of Business Administration programs at other area institutions.

Program officials report that a majority of the students enrolled in the program work full-time. All graduates are working as accountants, and all have received promotions.

Supporting Documentation:

1. "Summary of Report on Post-Implementation Conditions," Attached.
2. Unpublished Post-Implementation Report for Alabama State University. Available upon request.
3. "Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions." Available upon request.

Summary of Report on Post-Implementation Conditions

Alabama State University

Program: Accountancy, Master of Accountancy (M.Acc.), CIP 52.0301

Approved by Commission: August 8, 1997

Proposed Implementation Date: Fall 1996 (in the original proposal)

Actual Implementation Date: Fall Semester 1998

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 18 students.
- 2) That the annual average number of graduates beginning in year four of the program will be at least 10.
- 3) That a follow-up survey will be conducted after five years which will show that at least 75 percent of the graduates who seek employment are employed in the field of accounting.

Accountancy, M.Acc., CIP 52.0301	Enrollment (Headcount)	Average Number of Graduates (Beginning Year 4)	Percentage of Graduates Employed in Field
Required	18	10	75%
Reported 1998-99 through 2003-04	11	6.5	100%

- Note on condition 2: A minimum of six students is expected to graduate in academic year 2004-05.

STAFF REPORT G.1b: Request to Amend Post-Implementation Conditions:
Alabama State University, Bachelor of Science in Health
Information Management (CIP 51.0706)

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission retain the graduation post-implementation requirement of an average of 8 over five years and grant an additional post-implementation period for 2002-03 through 2006-07.

Rationale:

1. Though the program did not meet the requirement for graduates in the initial review period, the average for the most recent five years is near the requirement.
2. The program's implementation was delayed.
3. At first the majority of students enrolled in the program were pursuing the degree on a part-time basis. More full-time students are now enrolled in the program.
4. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) granted full accreditation to the program on July 14, 2000, based on the recommendation of the Council on Accreditation of the American Health Information Management Association.

Background: The program was developed in response to Judge Murphy's order in the Remedial Decree of August 1, 1995. Alabama State University (ASU) received final approval for the program on June 7, 1996. The program was implemented in Fall 1998. A post-implementation report was submitted by ASU in September 2002 and updated in March 2005.

The program has not met the condition for graduates. The report submitted by the institution stated that initially the program attracted students who were working full-time who had difficulty completing the program because of work commitments. The report stated that over the last few years the program has attracted more students who are able to pursue the degree full-time, leading to an increase in graduates. For the last three years, ASU reported an average of nine graduates.

Supporting Documentation:

1. "Summary of Report on Post-Implementation Conditions," Attached.
2. Unpublished Post-Implementation Report for Alabama State University. Available upon request.
3. "Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions." Available upon request.

Summary of Report on Post-Implementation Conditions

Alabama State University

Program: Health Information Management, BS, CIP 51.0706

Approved by Commission: June 7, 1996

Proposed Implementation Date: Fall 1996 (in proposal)

Actual Implementation Date: Fall Semester 1998 (delay in implementation)

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 16 FTE students.
- 2) That beginning in 1997-98, the annual average number of graduates of the program will be at least 8.
- 3) That ASU provide documentation that the program has been accredited by the American Health Information Management Association (AHIMA) Council on Accreditation.

Health Information Management, BS, CIP 51.0706	Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	16 FTE	8	75%
Reported 2002	15	(Beginning 1998-99) 5	71%
Incorporating updated information	Enrollment last five years: 17.80 FTE	Graduates last five years (2000-04): 6.60	78%

- Note on condition 1: The program was fully accredited in July 2000. Since then, there has been at least a fifty percent increase in enrollment.
- Condition 2: There were no graduates until 2000, because the students who first enrolled in the program were part-time students.
- Note on condition 3: Program officials report that 92 percent of the graduates for 2004 are employed in the health information management field.
- Condition 4: has been fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) since July 2000, based on the recommendation of AHIMA's Council on Accreditation.

INFORMATION ITEM A: Changes to the Academic Program Inventory

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: According to the Commission's definitions relating to program review (Alabama Administrative Code, Chapter 300-2-1, Review of Programs & Other Units of Instruction), additions and certain extensions or alterations of units and programs of instruction must be submitted as information items not requiring Commission approval. Examples of information items, according to the operational definitions, include: 1) changes in program titles or CIP codes or degree nomenclatures at the same level (except doctoral) provided no changes in program requirements, content, or objectives are made, and provided the new nomenclature replaces the current designation; 2) programs placed on inactive status or deleted from the Academic Program Inventory; 3) change in award for completion from Diploma to Associate in Applied Technology in technical colleges provided certain conditions are met; 4) change in award for completion from Associate in Applied Technology to Associate in Applied Science in technical colleges provided certain conditions are met; and 5) change in award for completion from Diploma and/or Certificate to Associate in Applied Science in community colleges.

Supporting Documentation:

1. Academic Program Inventory. Available on Commission's Website: www.ache.state.al.us.
2. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction in Review of Programs & Other Units of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
3. Written unpublished documentation provided by the institutions. Available upon request.

A. Changes in CIP Codes, Program Titles, or Degree Nomenclature

The following changes in CIP codes, program titles, or degree nomenclature represent no changes in program requirements, content, and objectives and are recommended as information items.

Note: "Strike Outs" indicate original CIP code, program title, or degree nomenclature and "Underlines" indicate changes.

<u>Athens State University:</u>	52.0201 Management, BBA <u>BS</u>
	52.0301 Accounting, BBA <u>BS</u>
	52.1001 Human Resource Management, BBA <u>BS</u>
	52.9999 Management and Technology, BBA <u>BS</u>
<u>Auburn University:</u>	49.0504 <u>30.1901</u> Nutrition and Food Science, BS
<u>Gadsden State Community College:</u>	52.0405 Court <u>Realtime</u> Reporting, AAS
<u>University of Alabama at Birmingham:</u>	51.0799 Health Informatics, MS <u>MSHI</u>

B. Program Inventory Deletions

Institutions may voluntarily elect to delete program entries/awards from the Commission's Academic Program Inventory. However, institutions understand that these programs/awards cannot be reinstated to the Academic Program Inventory in the future without undergoing the regular process for new program review and approval.

<u>Athens State University:</u>	13.1205 Secondary Education, BSED
<u>Bishop State Community College:</u>	48.9999 Manufacturing Technology, AAS, C
<u>Jacksonville State University:</u>	40.0801 Physics, BA, BS
<u>Jefferson State Community College:</u>	15.0401 Biomedical Equipment Technology, AAS
<u>Southern Union State Community College:</u>	47.0105 Industrial Electricity/Electronics, C
<u>Trenholm State Technical College:</u>	51.0603 Dental Laboratory Technology, AAT, C

INFORMATION ITEM B: Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours) in Selected Fields at Various Two-Year Colleges

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The Alabama Department of Postsecondary Education reports the approval of short certificate programs (less than or equal to 29 semester hours) at the following two-year colleges in the fields of study listed below.

Bishop State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Machine Tool Technology	48.0507

Central Alabama Community College

<u>Field of Study</u>	<u>CIP Code</u>
Manufacturing Technology	15.0613
Computer Numerical Control	48.0599

Drake State Technical College

<u>Field of Study</u>	<u>CIP Code</u>
Computer Information Systems Technology	11.0101
Accounting Technology	52.0302
Office Administration	52.0401
Drafting & Design Tech.	48.0101
Industrial Electronics Tech.	47.0105
Electrical Technology	46.0302
Machine Tool Technology	48.0507

Jefferson State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Fire Science	43.0202
Manufacturing and Technology	48.9999

Snead State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Accounting Technology	52.0302

Trenholm State Technical College

<u>Field of Study</u>	<u>CIP Code</u>
Therapeutic Massage	51.3501

Wallace State Community College – Hanceville

<u>Field of Study</u>	<u>CIP Code</u>
Medical Transcription	51.0708

Commission policy requires that new short certificates be presented to the Commission by information item. Such certificates are not listed in the Commission's Academic Program Inventory since they do not require Commission review and approval.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
2. Written unpublished documentation provided by the Alabama Department of Postsecondary Education. Available upon request.

INFORMATION ITEM C: Expiration of the Moratorium on the Approval of New Academic Programs

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: For information only.

Background: On May 16, 2003, the Commission adopted the "Alabama Commission on Higher Education Declaration to Curtail New Academic Program Expansion." This declaration was formulated in response to a state budget crisis. It placed a moratorium on the approval of new programs, except for a few covered by caveats outlined in the document. The moratorium began November 1, 2003. It will expire on September 1, 2005.

Though the moratorium is expiring, the Commission intends to review carefully any new proposals in terms of need for the proposed program or other proposed unit of instruction. This review will be done in accordance with established review procedures. The intent of the review will be to maintain wise stewardship of state resources and to eliminate unnecessary duplication of program offerings.

Supporting Documentation:

1. "Alabama Commission on Higher Education Declaration to Curtail New Academic Program Expansion." Available upon request.

INFORMATION ITEM D: Proposed Revision to the Commission's "Guidelines on Implementation of a New Program"

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: For discussion only. The proposed revision is scheduled to be on the September 23, 2005, agenda as a decision item.

Background: Currently the Commission has guidelines related to the implementation of new programs. These guidelines provide a framework for the implementation of new programs that assures that programs are implemented in a timely fashion. The guidelines also set the groundwork for the post-implementation review of the new program. The post-implementation review date for the program is set at five years from the implementation of the program.

With the proposed change to the "Guidelines on Implementation," an institution proposing a new program may request up to an additional two years as a start-up period for the program. During this start-up period, the institution may implement the program, but the post-implementation conditions will not go into effect until the end of the start-up period. Counting for the purpose of evaluating the program will begin at the end of the start-up period. Five years after the end of the start-up period, the post-implementation report will be submitted.

The proposed change in implementation guidelines will be helpful in cases where a new program requires extensive hiring of new faculty and recruitment of students. The institution will be required to ask for this start-up period at the time that the program is proposed. It is the institution's responsibility to ask for the start-up period.

Supporting Documentation:

1. "Guidelines on Implementation of a New Program, [Proposed Revision]." Attached.

GUIDELINES ON IMPLEMENTATION OF A NEW PROGRAM [Proposed Revision]

If approval is given by the Commission, a new program should be implemented in accordance with the timeline presented in the proposal. The institution must notify the Commission in writing when the program is implemented (that is, when the institution has admitted the first student(s) into the program). The institution also must notify the Commission in writing if the stated date or academic term of implementation changes. If the program is not implemented within 24 months of the date of approval, regardless of whether the Commission has been notified of the delay, the approval will be null and void and the program will be removed from the Commission's academic program inventory. Once an approval is declared null and void, an institution will have to submit and receive Commission approval of a new program proposal to offer the program.

At the time of proposing a new academic program, the institution may request additional time as a program start-up period before the post-implementation period begins. Generally, this period will be granted for programs that require extensive hiring of faculty and recruitment of students. The institution may request up to two years additional time before counting related to the post-implementation conditions begins. The staff will evaluate the institution's request for a start-up period and, if warranted, will make the request a part of the recommendation to the Commission concerning the program proposal. If there is a reported delay in implementation of an approved program as outlined in paragraph one, the start-up period will be adjusted by the staff accordingly. Responsibility for requesting the start-up period rests with the institution proposing the program.

After a new program is approved by the Commission, it will be entered in the Commission's academic program inventory with an approval date under the status column to denote that the program has been approved, but has not been implemented. Upon receipt of the written notice from the institution that the program has been implemented, the approval date will be removed from the status column. When programs are implemented, the status column will be blank.

~~This policy will apply to all programs approved on October 12, 2001 or later. Programs approved prior to the October 12, 2001 Commission meeting also must be implemented within two years of October 12, 2001 or the Commission approval will be null and void.~~

[The underlined paragraph is a proposed addition to the guidelines. The paragraph with the strike-out is a proposed deletion.]

Adopted on 10/12/01
[Proposed revision scheduled be a decision item on September 23, 2005]

INFORMATION ITEM E: Standardization of Nursing Curriculum at Two-Year Colleges

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: For information only.

The Department of Postsecondary Education in conjunction with faculty and nursing practice representatives has completed the process of upgrading and standardizing the nursing education program courses.

Beginning Fall Semester 2005, all of the two year colleges will implement course upgrades for both the Associate Degree Nurse and the Practical Nurse curricula. The course directory for these programs will be comprised of the upgraded competency-based courses. The old courses will be deleted at that time. These changes will require new courses numbers, titles, and revised descriptions; however, the focus of the programs will remain the same.

Supporting Documentation:

1. Written unpublished documentation provided by the Alabama Department of Postsecondary Education. Available upon request.

INFORMATION ITEM F: Institutional Plans for Remaining Non-viable Core Liberal Arts Programs

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: For information only.

Background: Institutions with non-viable core liberal arts programs which remained at the end of the last monitoring period have notified the staff of plans for these programs. In a few cases, the institutions already have taken action on the programs. The plans or measures already taken are listed in the attached table.

Institutions are to submit any waiver requests by June 30, 2005. The staff will prepare a summary of the waiver requests for the September meeting packet.

Institutional Plans for Non-viable Core Liberal Arts Programs

Institution	Program	3-Yr Average	Plans for Program
Alabama A&M University	English, BA	2.33	Waiver
Alabama A&M University	Chemistry, BS	3.33	Waiver
Alabama A&M University	Physics, BS	5.00	Waiver
Alabama A&M University	Economics, BS	2.00	Waiver
Alabama A&M University	General Art, BS	3.00	Waiver
Alabama State University	English, BA	2.33	Waiver
Alabama State University	Chemistry, BS	3.67	Waiver
Alabama State University	History, BA	2.33	Waiver
Alabama State University	Sociology, BA	3.33	Waiver
Alabama State University	Theatre Arts, BA	6.33	Waiver
Alabama State University	Art, BA	2.33	Waiver
Alabama State University	Music, BA	1.00	Waiver
Athens State University	Chemistry, BS	4.00	Waiver
Athens State University	Physics, BS	1.67	Waiver
Athens State University	Art, General, BA	7.33	Waiver
Jacksonville State University	Physics, BA, BS	0.00	Delete from Inventory
Troy Montgomery	English, BA, BS	7.00	Waiver
Troy Montgomery	Mathematics, BA, BS	6.33	Waiver
Troy Montgomery	History, BA, BS	7.00	Waiver
Troy Montgomery	Political Science, BA, BS	5.67	Waiver
University of Alabama	Russian Language and Literatures, BA	3.33	Delete from Inventory ¹
University of Alabama	Classics, BA	6.00	Waiver
University of Alabama	Physics, BS	3.67	Waiver

¹ Subject to UA System Board approval; deletion delayed until September 2005.

² Averages corrected because completions from merged programs had not been counted

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Institution	Program	3-Yr Average	Plans for Program
University of Alabama at Birmingham	French, BA	2.33	Program was deleted 6/25/04 and consolidated into Foreign Languages, BA
University of Alabama at Birmingham	Physics, BS	1.67	Waiver
University of Alabama in Huntsville	Chemistry BS	6.33	Waiver
University of Alabama in Huntsville	Physics, BS	5.67	Waiver
University of Alabama in Huntsville	Music, BA	7.33 ²	Waiver
University of Montevallo	Mathematics BA, BS	5.00	Waiver
University of Montevallo	Chemistry BS	4.67	Waiver
University of North Alabama	Mathematics BA, BS	4.67	Waiver
University of North Alabama	Physics, BA, BS	1.00	Waiver
University of North Alabama	Fine Arts, BFA	2.00	Merge with BA/BS in Art
University of South Alabama	Philosophy, BA	3.00	Waiver
University of South Alabama	Physics, BS	3.00	Waiver
University of South Alabama	Dramatic Arts, BA, BFA	4.00	Waiver
University of South Alabama	Music, BA	5.67 ²	Waiver
University of West Alabama	Chemistry, BA/BS	5.33	Waiver

¹ Subject to UA System Board approval; deletion delayed until September 2005.

² Averages corrected because completions from merged programs had not been counted

INFORMATION ITEM G.a: Athens State University, New Exempt Off-Campus Sites

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Athens State University (ASC) plans to offer courses at the following new exempt off-campus sites beginning in Summer 2005:

Northwest-Shoals Community College, Phil Campbell

Northwest-Shoals Community College, Muscle Shoals

Wallace State Community College (Selma), Selma

Discussion: An official with the College has signed the institutional certification for the proposed sites pledging that a) the new sites are in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus sites proposed by ASC are exempt from Commission approval by policy because they are two-year college sites located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at Northwest-Shoals Community College, Phil Campbell, Attached.
2. Proposal for New Off-Campus site at Northwest-Shoals Community College, Muscle Shoals, Attached.
3. Proposal for New Off-Campus site at Wallace State Community College (Selma), Selma, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 Northwest-Shoals Community College, Phil Campbell**

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Athens State University
Administrator Responsible for Site
Name & Title: Dr. Charles Chapman, Vice-President for Academic Affairs
Telephone: 256-233-8214
Fax: 256-216-3318
E-Mail:
Contact Person at Site If Other Than Administrator Above
Name & Title: Dr. Denver Betts, Assistant to VP for Academic Affairs & Director University Centers
Telephone: 256-233-8125
Fax: 256-216-3318
E-Mail:
Location of Proposed Site
Facility: Northwest State Community College
Street Address: Athens State University Center
City: Phil Campbell **County:** Franklin
When will you begin offering instruction at this site?
Summer 2005
Type of Site

Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site – courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	XXXXXXXXXXXX
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date:

Course list – Business

EC 321	Money & Banking
EC 348	Labor Economics
MG 302	Management Information Systems
MG 303	Management Decision Support System
MG 320	Organizational Communication and Leadership
MG 346	Principles of Management
MG 349	Human Resources Management
MG 350	Financial Management
MG 353	Project Management
MG 352	International Business
MG 375	Organizational Behavior and Teambuilding
MG 390	Production and Operations Management
MG 415	Technical Risk Management
MG 416	Entrepreneurship
MG 417	Management of Change
MG 418	Management of Technology
MG 420	Business Policy
MK 331	Marketing Principles
MK 432	Retailing

COURSE LIST EDUCATION

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)

ED 301	Foundations of Education I
ED 302	Foundations of Education II
ED 305	Media and Technology in Education
EL 320	Children's Literature
EL 321	Teaching Language Arts
EL 323	Teaching Reading in Primary Grades
EL 324	Teaching Mathematics in Primary Grades
EL 351	Assessment Strategies for Elementary
EL 413	Teaching Reading in the Intermediate Grades
EL 420	Teaching Science
EL 423	Teaching Social Studies
EL 424	Teaching Mathematics in Intermediate Grades
EL 472	Planning and Curriculum
HPE 431	Motor Development and Physical Education Activities
EL 352	Management Strategies for the Elementary Classroom
EL 482	Internship in Elementary Education
EL 484	Curriculum Seminar in Elementary Education
SE 301	Introduction to Exceptional Learners
ER 302	Theories and Stages in Language Development
ER 310	Principles of Early Childhood Education
ER 303	Professional Education Communication
ER 315	Principles of Teaching Young Children
ER 470	Early Childhood Curriculum
ER 460	Practicum in Early Childhood
ER 461	Practicum in Early Childhood
ER 462	Practicum in Early Childhood
ER 480	Internship in Early Childhood
ER 318	Literature in Early Childhood Education
ER 350	Administration & Management of the Early Childhood Program
ED 300	Foundations of Education

Course list—Arts & Sciences

PH 300	Moral Values in Today's Society
PO 303	Comparative State and Local Government
PO 304	Problems of American Government
PO 342	Methods of Behavioral Science Research
PSA 349	Human Resources Management
PSA 350	Introduction to the American Legal System
PSA 375	Organizational Behavior
PSA 377	Public Administration
PSA 446	Public Safety Concepts and Systems
PSA 455	Public Administration Ethics
RE 301	Religions That Shaped the World
RE 312	History of Judaism
RE 314	History of Islam
RE 327	Sociology of Religion
RE 351	Introduction of Christian Thought
RE 403	Religion in Life
RE 409	Christian Thought in Early Centuries
RE 412	The Hebrew Prophets
RE 413	Wisdom and Devotion Literature
RE 416	Interpreting the Text

Attachment 2

**Proposal for New Off-Campus Site at
 Northwest-Shoals Community College, Muscle Shoals**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Athens State University

Administrator Responsible for Site

Name & Title: Dr. Charles Chapman, Vice-President for Academic Affairs

Telephone: 256-233-8214

Fax: 256-216-3318

E-Mail:

Contact Person at Site If Other Than Administrator Above

Name & Title: Dr. Denver Betts, Assistant to VP for Academic Affairs & Director University Centers

Telephone: 256-233-8129

Fax: 256-216-3318

E-Mail:

Location of Proposed Site

Facility: Northwest State Community College

Street Address: 800 George Wallace Blvd., Beville Center Room 150A

City: Muscle Shoals

County: Lauderdale

When will you begin offering instruction at this site?

Summer 2005

Type of Site

Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site – courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	XXXXXXXXXXXX
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date:

Course list – Business

EC 321	Money & Banking
EC 348	Labor Economics
MG 302	Management Information Systems
MG 303	Management Decision Support System
MG 320	Organizational Communication and Leadership
MG 346	Principles of Management
MG 349	Human Resources Management
MG 350	Financial Management
MG 353	Project Management
MG 352	International Business
MG 375	Organizational Behavior and Teambuilding
MG 390	Production and Operations Management
MG 415	Technical Risk Management
MG 416	Entrepreneurship
MG 417	Management of Change
MG 418	Management of Technology
MG 420	Business Policy
MK 331	Marketing Principles
MK 432	Retailing

COURSE LIST EDUCATION

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)

ED 301	Foundations of Education I
ED 302	Foundations of Education II
ED 305	Media and Technology in Education
EL 320	Children's Literature
EL 321	Teaching Language Arts
EL 323	Teaching Reading in Primary Grades
EL 324	Teaching Mathematics in Primary Grades
EL 351	Assessment Strategies for Elementary
EL 413	Teaching Reading in the Intermediate Grades
EL 420	Teaching Science
EL 423	Teaching Social Studies
EL 424	Teaching Mathematics in Intermediate Grades
EL 472	Planning and Curriculum
HPE 431	Motor Development and Physical Education Activities
EL 352	Management Strategies for the Elementary Classroom
EL 482	Internship in Elementary Education
EL 484	Curriculum Seminar in Elementary Education
SE 301	Introduction to Exceptional Learners
ER 302	Theories and Stages in Language Development
ER 310	Principles of Early Childhood Education
ER 303	Professional Education Communication
ER 315	Principles of Teaching Young Children
ER 470	Early Childhood Curriculum
ER 460	Practicum in Early Childhood
ER 461	Practicum in Early Childhood
ER 462	Practicum in Early Childhood
ER 480	Internship in Early Childhood
ER 318	Literature in Early Childhood Education
ER 350	Administration & Management of the Early Childhood Program
ED 300	Foundations of Education

Course list—Arts & Sciences

PH 300	Moral Values in Today's Society
PO 303	Comparative State and Local Government
PO 304	Problems of American Government
PO 342	Methods of Behavioral Science Research
PSA 349	Human Resources Management
PSA 350	Introduction to the American Legal System
PSA 375	Organizational Behavior
PSA 377	Public Administration
PSA 446	Public Safety Concepts and Systems
PSA 455	Public Administration Ethics
RE 301	Religions That Shaped the World
RE 312	History of Judaism
RE 314	History of Islam
RE 327	Sociology of Religion
RE 351	Introduction of Christian Thought
RE 403	Religion in Life
RE 409	Christian Thought in Early Centuries
RE 412	The Hebrew Prophets
RE 413	Wisdom and Devotion Literature
RE 416	Interpreting the Text

Attachment 3

**Proposal for New Off-Campus Site at
 Wallace State Community College (Selma), Selma**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Athens State University

Administrator Responsible for Site

Name & Title: Dr. Charles Chapman, Vice-President for Academic Affairs

Telephone: 256-233-8214

Fax: 256-216-3318

E-Mail:

Contact Person at Site If Other Than Administrator Above

Name & Title: Dr. Denver Betts, Assistant to VP for Academic Affairs & Director University Centers

Telephone: 256-233-8129

Fax: 256-216-3318

E-Mail:

Location of Proposed Site

Facility: Wallace State Community College

Street Address: P.O. Box 2530, Athens State University Center

City: Selma **County:** Dallas

When will you begin offering instruction at this site?

Summer 2005

Type of Site

Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site – courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	XXXXXXXXXXXX
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date:

Course list – Business

EC 321	Money & Banking
EC 348	Labor Economics
MG 302	Management Information Systems
MG 303	Management Decision Support System
MG 320	Organizational Communication and Leadership
MG 346	Principles of Management
MG 349	Human Resources Management
MG 350	Financial Management
MG 353	Project Management
MG 352	International Business
MG 375	Organizational Behavior and Teambuilding
MG 390	Production and Operations Management
MG 415	Technical Risk Management
MG 416	Entrepreneurship
MG 417	Management of Change
MG 418	Management of Technology
MG 420	Business Policy
MK 331	Marketing Principles
MK 432	Retailing

COURSE LIST EDUCATION

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)

ED 301	Foundations of Education I
ED 302	Foundations of Education II
ED 305	Media and Technology in Education
EL 320	Children's Literature
EL 321	Teaching Language Arts
EL 323	Teaching Reading in Primary Grades
EL 324	Teaching Mathematics in Primary Grades
EL 351	Assessment Strategies for Elementary
EL 413	Teaching Reading in the Intermediate Grades
EL 420	Teaching Science
EL 423	Teaching Social Studies
EL 424	Teaching Mathematics in Intermediate Grades
EL 472	Planning and Curriculum
HPE 431	Motor Development and Physical Education Activities
EL 352	Management Strategies for the Elementary Classroom
EL 482	Internship in Elementary Education
EL 484	Curriculum Seminar in Elementary Education
SE 301	Introduction to Exceptional Learners
ER 302	Theories and Stages in Language Development
ER 310	Principles of Early Childhood Education
ER 303	Professional Education Communication
ER 315	Principles of Teaching Young Children
ER 470	Early Childhood Curriculum
ER 460	Practicum in Early Childhood
ER 461	Practicum in Early Childhood
ER 462	Practicum in Early Childhood
ER 480	Internship in Early Childhood
ER 318	Literature in Early Childhood Education
ER 350	Administration & Management of the Early Childhood Program
ED 300	Foundations of Education

Course list—Arts & Sciences

PH 300	Moral Values in Today's Society
PO 303	Comparative State and Local Government
PO 304	Problems of American Government
PO 342	Methods of Behavioral Science Research
PSA 349	Human Resources Management
PSA 350	Introduction to the American Legal System
PSA 375	Organizational Behavior
PSA 377	Public Administration
PSA 446	Public Safety Concepts and Systems
PSA 455	Public Administration Ethics
RE 301	Religions That Shaped the World
RE 312	History of Judaism
RE 314	History of Islam
RE 327	Sociology of Religion
RE 351	Introduction of Christian Thought
RE 403	Religion in Life
RE 409	Christian Thought in Early Centuries
RE 412	The Hebrew Prophets
RE 413	Wisdom and Devotion Literature
RE 416	Interpreting the Text

INFORMATION ITEM G.b: Central Alabama Community College, New Exempt Off-Campus Sites

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For Information Only.

Proposal: Central Alabama Community College (CEN) plans to offer courses at the following new exempt off-campus sites beginning in Summer 2005:

AIDT Facility, Lincoln

Alabama Power's E.C. Gaston Generating Plant,
Wilsonville

Discussion: An official with the College has signed the institutional certification for the proposed sites pledging that a) the new sites are in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus sites proposed by CEN are exempt from Commission approval by policy because they are two-year college sites located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at AIDT Facility, Lincoln, Attached.
2. Proposal for New Off-Campus site at Alabama Power's E.C. Gaston Generating Plant, Wilsonville, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 AIDT Facility, Lincoln**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Central Alabama Community College

Administrator Responsible for Site

Name & Title: Jason Hurst, Director of Workforce Development

Telephone: 256 378-5576

Fax: 256 378-3049

E-Mail: jhurst@cacc.edu

Contact Person at Site If Other Than Administrator Above

Name & Title:

Telephone:

Fax:

E-Mail:

Location of Proposed Site

Facility: AIDT Facility in Lincoln, AL

Street Address: 46480 Hwy 78

City: Lincoln, AL 35096

County: Talladega

When will you begin offering instruction at this site?

Fall 2005

Type of Site

Type of Site	Check One:
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input checked="" type="checkbox"/>
Exempt from Review by Commission Policy	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:

Susan Elliott Salatto

Date: 5/6/05

COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)
English 101 English Composition I
English 102 English Composition II
CIS 148 Microcomputer Applications
BUS 150 Business Math
SPH 105 Fundamentals of Oral Communication
BUS 241 Principles of Accounting I
BUS 242 Principles of Accounting II
PSY 200 General Psychology
MTH 100 Intermediate College Algebra
ECO 231 Principles of Macroeconomics
ECO 232 Principles of Microeconomics
BUS 215 Business Communication
BUS 263 Legal & Social Environment of Business
OAD 100 Basic Keyboarding
OAD 101 Beginning Keyboarding
OAD 131 Business English
HIS 121 World History I
CIS 130 Intro to Information Systems
CIS 110 Intro to Computer Logic and Programming
CIS 191 Intro to Computer Science I
CIS 192 Intro to Computer Science II
MTH 112 Precalculus Algebra
PHS 111 Physical Science I
CIS 199 Network Communications
CIS 281 COBOL Programming
CIS 255 JAVA Programming I
CIS 262 Advanced COBOL Programming
CIS 293 JAVA Programming II
CIS 239 Networking Software
CIS 240 Networking Hardware
CIS 207 Intro to Web Development
CIS 205 Control language
CIS 281 Systems Analysis and Design
ILT 100 Applied Electronics Computations
ILT 160 DC Fundamentals
ILT 161 AC fundamentals
ILT 162 Solid State Fundamentals
ILT 163 Digital Fundamentals
ILT 169 or INT 113 Fundamentals of Industrial Pneumatics/Hydraulics
ILT 166 Motors and Transformers I
ILT 194 Intro to Programmable Logic Control
ILT 209 Motor Controls I
ILT 108 Intro to Instruments and Process Control
ILT 148 Automatic Control Systems
ILT 149 Automatic Control Systems Lab
ILT 164 Circuit Fabrication
ILT Electives (12 hours)

Attachment 2

**Proposal for New Off-Campus Site at
 Alabama Power's E. C. Gaston Generating Plant**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Central Alabama Community College
Administrator Responsible for Site
Name & Title: Dr. Amelia Pearson, Provost/Dean of Instruction
Telephone: 256 215-4261
Fax: 256 234-0384
E-Mail: apearson@cacc.edu
Contact Person at Site If Other Than Administrator Above
Name & Title: Wanda Sherbert, Employee Development Coordinator
Telephone: 205-669-8040
Fax:
E-Mail:
Location of Proposed Site
Facility: Alabama Power's E. C. Gatson Generating Plant
Street Address: Highway 25
City: Wilsonville **County:** Shelby
When will you begin offering instruction at this site? Summer 05

Type of Site	Check One:
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & Industry site where employees only are enrolled.	<input checked="" type="checkbox"/>
Exempt from Review by Commission Policy	<input type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:

Susan Elliott Salatto

Date:

5/16/05

INFORMATION ITEM G.c: Drake State Technical College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For Information Only.

Proposal: Drake State Technical College (DRK) plans to offer courses at the following new exempt off-campus site beginning in Summer 2005:

Ernest Pruett Center for Technology, Hollywood

Discussion: An official with the College has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up report will be sent.

The new exempt off-campus site proposed by DRK is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at Ernest Pruett Center for Technology, Hollywood, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 Ernest Pruet Center for Technology, Hollywood**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: J. F. Drake State Technical College
Administrator Responsible for Site
Name & Title: Dana Moore, Director
Telephone: (256) 574-6079
Fax: (256) 259-1644
E-Mail: moored@jackson.k12.al.us
Contact Person at Site If Other Than Administrator Above

Name & Title:
Telephone:
Fax:
E-Mail:

Location of Proposed Site
Facility: Ernest Pruet Center for Technology
Street Address: 29490 U.S. Highway 72
City: Hollywood

County: Jackson

When will you begin offering instruction at this site?

July 2005 *August '05*

Type of Site	Check One:
Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:

Date: *5/5/05*


ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, June 24, 2005

INFORMATION ITEM G.d: Lawson State Community College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Lawson State Community College (LAW) plans to offer courses at the following new exempt off-campus site beginning in Fall 2005:

 Hueytown High School, Hueytown

Discussion: An official with the College has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

 The new exempt off-campus site proposed by LAW is exempt from Commission approval by policy because it is a two-year college sites located within the institution's State Board approved service area.

Supporting Documentation: 1. Proposal for New Off-Campus site at Hueytown High School, Hueytown, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 Hueytown High School, Hueytown**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Lawson State Community College
Administrator Responsible for Site
Name & Title: Dr. Bruce Crawford
Telephone: 205-929-6312
Fax: 205-929-6409
E-Mail: bcrawford@lawsonstate.edu
Contact Person at Site If Other Than Administrator Above
Name & Title: Mr. Chuck Vickers, Zone Coordinator
Telephone: 205-379-5870
Fax: 205-379-5872
E-Mail: cvickers@jofcoed.com
Location of Proposed Site
Facility: Hueytown High School
Street Address: 131 Dabbs Avenue
City: Hueytown, AL 35023
When will you begin offering instruction at this site?

County: Jefferson

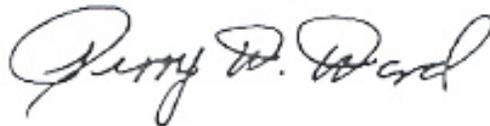
Type of Site	Check One:
Non-Exempt	
Exempt from Review by Statute	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date:

INFORMATION ITEM G.e: Northeast Alabama Community College, New Exempt Off-Campus Sites

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Northeast Alabama Community College (NE) plans to offer courses at the following new exempt off-campus sites beginning in Fall 2005:

North Jackson High School, Stevenson

Woodville High School, Woodville

Discussion: An official with the College has signed the institutional certification for the proposed sites pledging that a) the new sites are in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus sites proposed by NE are exempt from Commission approval by policy because they are two-year college sites located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at North Jackson High School, Stevenson, Attached.
2. Proposal for New Off-Campus site at Woodville High School, Woodville, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 North Jackson High School, Stevenson**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: NORTHEAST ALABAMA COMMUNITY COLLEGE
Administrator Responsible for Site
 Name & Title: MARILYN REECE, DEAN OF EXTENDED DAY
 Telephone: (256) 228-6001, ext. 342
 Fax: (256) 228-6558
 E-Mail: reecen@nacc.edu
Contact Person at Site If Other Than Administrator Above
 Name & Title: SAME AS ABOVE UNTIL NAMED
 Telephone:
 Fax:
 E-Mail:
Location of Proposed Site
 Facility: NORTH JACKSON HIGH SCHOOL
 Street Address: 45549 Alabama HWY 277
 City: STEVENSON County: JACKSON
When will you begin offering instruction at this site? FALL SEMESTER 2005

Type of Site	Check One:
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
Exempt from Review by Commission Policy	<input type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: 

Date: 3-21-05

COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)

BIO 103 PRINCIPLES OF BIOLOGY I
BIO 104 PRINCIPLES OF BIOLOGY II
BIO 201 HUMAN ANATOMY & PHYSIOLOGY I
BIO 202 HUMAN ANATOMY & PHYSIOLOGY II
CIS 130 INTRODUCTION TO INFORMATION SYSTEMS
CIS 146 MICROCOMPUTER APPLICATIONS
ECO 231 PRINCIPLES OF MACROECONOMICS
ECO 232 PRINCIPLES OF MICROECONOMICS
ENG 092 BASIC ENGLISH I
ENG 093 BASIC ENGLISH II
ENG 101 ENGLISH COMPOSITION I
ENG 102 ENGLISH COMPOSITION II
ENG 251 AMERICAN LITERATURE I
ENG 252 AMERICAN LITERATURE II
ENG 261 ENGLISH LITERATURE I
ENG 262 ENGLISH LITERATURE II
ENG 271 WORLD LITERATURE I
ENG 272 WORLD LITERATURE II
HIS 101 WESTERN CIVILIZATION I
HIS 102 WESTERN CIVILIZATION II
HIS 201 UNITED STATES HISTORY I
HIS 202 UNITED STATES HISTORY II
MTH 091 DEVELOPMENTAL ALGEBRA I
MTH 098 ELEMENTARY ALGEBRA
MTH 100 INTERMEDIATE COLLEGE ALGEBRA
MTH 110 FINITE MATHEMATICS
MTH 112 PRECALCULUS ALGEBRA
MTH 113 PRECALCULUS TRIGONOMETRY
MTH 116 MATHEMATICAL APPLICATIONS
MUS 101 MUSIC APPRECIATION
PHS 111 PHYSICAL SCIENCE I
PHS 112 PHYSICAL SCIENCE II
PSY 200 GENERAL PSYCHOLOGY
PSY 210 HUMAN GROWTH & DEVELOPMENT
SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING
SOC 200 INTRODUCTION TO SOCIOLOGY

Attachment 2

**Proposal for New Off-Campus Site at
 Woodville High School, Woodville**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: NORTHEAST ALABAMA COMMUNITY COLLEGE
Administrator Responsible for Site
Name & Title: MARILYN REECE, DEAN OF EXTENDED DAY
Telephone: (256) 228-6001, ext. 342
Fax: (256) 228-6558
E-Mail: reecen@naacc.edu

Contact Person at Site If Other Than Administrator Above
Name & Title: SAME AS ABOVE UNTIL NAMED
Telephone:
Fax:
E-Mail:

Location of Proposed Site
Facility: WOODVILLE HIGH SCHOOL
Street Address: 290 COUNTY ROAD 63
City: WOODVILLE **County:** JACKSON
When will you begin offering instruction at this site? FALL SEMESTER 2005

Type of Site	Check One:
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
Exempt from Review by Commission Policy	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor 
 Date: 3-21-05

COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)

BIO 103 PRINCIPLES OF BIOLOGY I
BIO 104 PRINCIPLES OF BIOLOGY II
BIO 201 HUMAN ANATOMY & PHYSIOLOGY I
BIO 202 HUMAN ANATOMY & PHYSIOLOGY II
CIS 130 INTRODUCTION TO INFORMATION SYSTEMS
CIS 146 MICROCOMPUTER APPLICATIONS
ECO 231 PRINCIPLES OF MACROECONOMICS
ECO 232 PRINCIPLES OF MICROECONOMICS
ENG 092 BASIC ENGLISH I
ENG 093 BASIC ENGLISH II
ENG 101 ENGLISH COMPOSITION I
ENG 102 ENGLISH COMPOSITION II
ENG 251 AMERICAN LITERATURE I
ENG 252 AMERICAN LITERATURE II
ENG 261 ENGLISH LITERATURE I
ENG 262 ENGLISH LITERATURE II
ENG 271 WORLD LITERATURE I
ENG 272 WORLD LITERATURE II
HIS 101 WESTERN CIVILIZATION I
HIS 102 WESTERN CIVILIZATION II
HIS 201 UNITED STATES HISTORY I
HIS 202 UNITED STATES HISTORY II
MTH 091 DEVELOPMENTAL ALGEBRA I
MTH 098 ELEMENTARY ALGEBRA
MTH 100 INTERMEDIATE COLLEGE ALGEBRA
MTH 110 FINITE MATHEMATICS
MTH 112 PRECALCULUS ALGEBRA
MTH 113 PRECALCULUS TRIGONOMETRY
MTH 116 MATHEMATICAL APPLICATIONS
MUS 101 MUSIC APPRECIATION
PHS 111 PHYSICAL SCIENCE I
PHS 112 PHYSICAL SCIENCE II
PSY 200 GENERAL PSYCHOLOGY
PSY 210 HUMAN GROWTH & DEVELOPMENT
SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING
SOC 200 INTRODUCTION TO SOCIOLOGY

INFORMATION ITEM G.f: Snead State Community College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Snead State Community College (SND) plans to offer courses at the following new exempt off-campus site beginning in Summer 2005:

Arab Instructional Site, Arab

Discussion: An official with the College has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus site proposed by SND is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at Arab Instructional Site, Arab, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 Arab Instructional Site, Arab**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Snead State Community College
Administrator Responsible for Site
Name & Title: Dr. Greg Chapman
Telephone: 256-840-4111
Fax: 256-593-7180
E-Mail: gchapman@snead.edu
Contact Person at Site If Other Than Administrator Above
Name & Title: Mr. John Ingram
Telephone: not yet determined
Fax: not yet determined
E-Mail: jingram@snead.edu

Location of Proposed Site
Facility: Arab Instructional Site
Street Address: 261 South Main Street
City: Arab **County:** Marshall

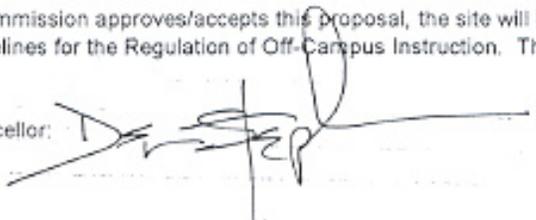
When will you begin offering instruction at this site?
Summer 2005

Type of Site	Check One:
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
Exempt from Review by Commission Policy	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: 

Date: March 24, 2005

COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)
ENG 093
ENG 101
ENG 102
ART 100
MUS 101
ENG 251
ENG 252
REL 151
REL 152
PHL 206
SPA 101
SPA 102
MTH 091
MTH 098
MTH 100
MTH 110
MTH 112
MTH 113
MTH 120
CIS 146
SPH 106
SPH 107
POL 200
POL 211
HIS 201
HIS 202
PSY 200
PSY 210
BUS 241
BUS 242
BUS 263
BUS 271
BUS 272
ECO 231
ECO 232
CRJ COURSES, OAD COURSES
OTHER AREA V COURSES AS NEEDED

Add additional rows if needed.

INFORMATION ITEM G.g: Southern Union State Community College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Southern Union State Community College (SOU) plans to offer courses at the following new exempt off-campus site beginning in Fall 2005:

Auburn Center for Developing Industries, Auburn

Discussion: An official with the College has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus site proposed by SOU is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

Supporting Documentation: 1. Proposal for New Off-Campus site at Auburn Center for Developing Industries, Auburn, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 Auburn Center for Developing Industries, Auburn**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Southern Union State Community College
Administrator Responsible for Site
Name & Title: Dr. Mary Jean White, Dean of Technology
Telephone: (334) 745-6437, ext. 5487
Fax: (334) 741-9795
E-Mail: mjwhite@suscc.edu
Contact Person at Site if Other Than Administrator Above
Name & Title: Cary Cox, Director of Workforce Development, City of Auburn
Telephone: (334) 821-2595
Fax: (334) 826-1659
E-Mail: ccox@auburnalabama.org
Location of Proposed Site
Facility: Auburn Center for Developing Industries
Street Address: 1500 Pumphrey Avenue
City: Auburn, Alabama **County:** Lee
When will you begin offering instruction at this site?
 Fall Semester, 2005

<u>Type of Site</u>	<u>Check One:</u>
Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: 
 Date: May 2, 2005

INFORMATION ITEM G.h: Trenholm State Technical College, New Exempt Off-Campus Sites

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Trenholm State Technical College (TRE) plans to offer courses at the following new exempt off-campus sites beginning in Fall 2005:

Bullock County Career Technical Center, Union Springs

Montgomery Fire Department, Montgomery

Trenholm Tech. Lowndes County Center, Hayneville

Discussion: An official with the College has signed the institutional certification for the proposed sites pledging that a) the new sites are in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus sites proposed by TRE are exempt from Commission approval by policy because they are two-year college sites located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at Bullock County Career Technical Center, Union Springs, Attached.
2. Proposal for New Off-Campus site at Montgomery Fire Department, Montgomery, Attached.
3. Proposal for New Off-Campus site at Trenholm Tech. Lowndes County Center, Hayneville, Attached.

Attachment 1

**Proposal for New Off-Campus Site at
 Bullock County Career Technical Center**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: H. Council Trenholm State Technical College

Administrator Responsible for Site

Name & Title: Dr. Anthony L. Molina, President

Telephone: 334/420-4214

Fax: 334/420-4201

E-Mail: amolina@trenholmtech.cc.al.us

Contact Person at Site If Other Than Administrator Above

Name & Title: Dr. William J. Hierstein, Dean of College, TSTC

Telephone: 334/420-4479

Fax: 334/420-4201

E-Mail: whierstein@trenholmtech.cc.al.us

Location of Proposed Site

Facility: Bullock County Career Technical Center

Street Address: 304 Blackmon Street

City: Union Springs

County: Bullock

When will you begin offering instruction at this site?

Fall, 2005

Type of Site

<u>Type of Site</u>	<u>Check One:</u>
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
Exempt from Review by Commission Policy	<input type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date:

3/29/05

Attachment 2

**Proposal for New Off-Campus Site at
 Montgomery Fire Department, Montgomery**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: H. Councill Trenholm State Technical College

Administrator Responsible for Site

Name & Title: Dr. Anthony L. Molina, President

Telephone: 334/420-4214

Fax: 334/420-4201

E-Mail: amolina@trenholmtech.cc.al.us

Contact Person at Site If Other Than Administrator Above

Name & Title: Ms. Becky Morris, Program Coordinator, EMS Program

Telephone: 334/420-4432

Fax: 334/420-4437

E-Mail: bmorris@trenholmtech.cc.al.us

Location of Proposed Site

Facility: Montgomery Fire Department

Street: 101 Court Street

City: Montgomery

County: Montgomery

When will you begin offering instruction at this site?

Summer, 2005

Type of Site

<u>Type of Site</u>	<u>Check One:</u>
Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date: 3/28/05

Attachment 3

**Proposal for New Off-Campus Site at
 Trenholm Tech. Lowndes County Center, Hayneville**

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: H. Council Trenholm State Technical College

Administrator Responsible for Site

Name & Title: Dr. Anthony L. Molina, President

Telephone: 334/420-4214

Fax: 334/420-4201

E-Mail: amolina@trenholmtech.cc.al.us

Contact Person at Site If Other Than Administrator Above

Name & Title: Mr. Quinton Ross, Director of Adult Education

Telephone: 334/420-4391

Fax: 334/420-4395

E-Mail: qross@trenholmtech.cc.al.us

Location of Proposed Site

Facility: Trenholm Tech. Lowndes County Center

Street Address: 109 W. Lavayette Street

City: Haynesville

County: Lowndes

When will you begin offering instruction at this site?

Fall, 2005

Type of Site

<u>Type of Site</u>	Check One:
Non-Exempt	
Exempt from Review by Statute	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
Exempt from Review by Commission Policy	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

Note: Follow-up report is not required for individual study courses.

Certification

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date: 3/24/05

INFORMATION ITEM H.a: Program Meeting Post-Implementation Conditions:
Faulkner State Community College, Associate in Applied
Science and Certificate in Surgical Operating Room
Technology, CIP 51.0909

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission receive this report documenting
that the program meets the post-implementation
conditions adopted at the time of the Commission
approval of the program.

Background: The post-implementation report for this program has
been reviewed by the staff and has been found to meet
the conditions adopted at the time of the Commission
approval of the program.

Supporting Documentation: 1. Unpublished post-implementation report and update
submitted by Faulkner State Community College.

2. "Guidelines for Consideration of
Post-Implementation Reports that Do Not Meet
Approved Conditions." Available upon request.

Summary of Report on Post-Implementation Conditions

Faulkner State Community College

Program: Surgical Operating Room Technology, AAS and Certificate, CIP 51.0909

Approved by Commission: February 11, 2000

Proposed Implementation Date: Spring 2000

Implementation Date: Fall 2000

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 23 FTE students.
- 2) That beginning in 2000-01, the annual average number of graduates for the first five years of the program will be at least 18.
- 3) That a follow-up survey will be conducted after five years which will show that at least 75 percent of the graduates who actively sought employment have found employment in the field.
- 4) That documentation will be provided to the Commission staff that accreditation has been achieved through the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), a sponsor committee of CAAHEP.
- 5) That documentation be provided that at least seventy-five percent of the graduates who take the Liaison Council on Certification for the Surgical Technologist (LCC-ST) certifying examination pass it on the first attempt.

Surgical Operating Room Technology, AAS and Certificate, CIP 51.0909	Average Enrollment for the First Five Years	Average Number of Graduates, Beginning 1994-95	Percentage of Graduates Employed in Field
Required	23 FTE	18	75%
Reported	34 FTE	22.3	90%

- Condition 4: The program meets the condition. The program has been accredited by the Commission on Accreditation of Allied Health Education Programs since 2002. The accreditation was affirmed in January 2005.
- Condition 5: The program meets the condition. However, only two graduates have taken the certification test with both passing. Both of these graduates are employed at Atlanta, Georgia, facilities that require certification. At the time the program was approved, FSC projected that certification would either be required for employment or that a pay differential would be awarded for national certification. This projection was based upon a 1989 national resolution of the Commission on Accreditation of Allied Health Education Programs. At present, no health care facility in Baldwin County requires national certification, nor does any agency give a pay differential for certification. The cost of the test ranges from \$235 to \$290. According to FSC officials, program faculty members encourage graduates to sit for national certification. However, the cost of the test and the lack of financial reward deter graduates from taking the test.

INFORMATION ITEM H.b: Program Meeting Post-Implementation Conditions:
Southern Union State Community College, Associate in
Applied Science and Certificate in Child Development,
CIP 20.0201

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission receive this report documenting that the program meets the post-implementation conditions adopted at the time of the Commission approval of the program.

Background: The post-implementation report for this program has been reviewed by the staff and has been found to meet the conditions adopted at the time of the Commission approval of the program.

Supporting Documentation:

1. Unpublished post-implementation report and update submitted by Southern Union State Community College.
2. "Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions." Available upon request.

Summary of Report on Post-Implementation Conditions

Southern Union State Community College

Program: Child Development, AAS and Certificate, CIP 20.0201

Approved by Commission: August 18, 2000

Proposed Implementation Date: Fall 2000 (had an existing short certificate)

Implementation Date: Fall 2000

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 21 FTE students.
- 2) That beginning in 2000-01, the annual average number of graduates for the first five years of the program will be at least 10.
- 3) That a follow-up survey will be conducted after five years which will show that at least 75 percent of the graduates who actively sought employment have found employment in the field.
- 4) At least 90 percent of the child development students will pass a detailed, comprehensive program outcomes test (to be developed by the institution) with 80 percent accuracy prior to completion of the associate degree. This test must assess the professional competencies outlined in Section 648A (1) (A) of the Head Start Act.

Child Development AAS and Certificate, CIP 20.0201	Average Enrollment for the First Five Years	Average Number of Graduates, Beginning 2000-01	Percentage of Graduates Employed in Field
Required	21 FTE	10	75%
Reported	28.95 FTE	12	87%

- Note on condition 2: Completions are the average for both the Certificate and the AAS awards. There were additional completions for the short certificate.
- Condition 4: The condition has been met. According to program officials, implementation of condition 4 is documented by Southern Union Child Development course competencies, student course completion rates, and number of students receiving the CDA credential as reported by the Opelika Child Care Resource Center, as noted in the section from the post-implementation report below.

Section 648A (1) (A) of the Head Start Act requires that each Head Start classroom in a center-based program is assigned one teacher who has demonstrated competency to perform functions that include: (A) planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeric awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their

problem-solving abilities. The Head Start Act does not require a program outcomes test. However, these competencies are interspersed throughout the Child Development classes at Southern Union. Students who successfully complete the Child Development classes that are required in the AAS and Certificate program have mastered the competencies. Therefore, 100% of graduates have demonstrated mastery of the competencies listed in Section 648A (1) (A) of the Head Start Act.

Additionally, child care workers who earn the Child Development Associate certification (CDA) must demonstrate competency in eight different areas to include those listed in Section 648A (1) (A) of the Head Start Act. Only individuals who already have 480 hours of work experience within the field of Child Development may earn the certification. While the CDA is not required for employment, since the year 2000 at least seventeen Southern Union Child Development students have earned the CDA credential.

-- From the post-implementation report dated February 18, 2005

INFORMATION ITEM I.a: Program that Does Not Meet Post-Implementation Conditions: Bishop State Community College, Associate in Applied Science and Certificate in Manufacturing Technology, CIP 48.9999

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Staff Recommendation: For information only.

Disposition of Program: The Department of Postsecondary Education has notified the Commission staff that Bishop State Community College will phase out the program. The program is being deleted from the Academic Program Inventory (see the item "Changes to the Academic Program Inventory" in this packet). Students currently enrolled in the program will be allowed to complete their courses of study.

Background: The program was approved on October 8, 1999 for Bishop State Community College (BSC). College officials submitted a post-implementation report for the program on October 20, 2003. An update to the report was submitted on April 18, 2005.

The program has not met the conditions for enrollment or graduates. The initial report submitted by the institution stated that the program had been developed in consultation with a local company that had requested the program. However, after the program was implemented, the company did not follow through with its support of the program. In addition, the program was hampered by the decline in the economy beginning in late 2000 and continuing into 2001 and 2002. The institution requested an adjustment to the conditions (reduction of enrollment average to 15 FTE and graduates to an average of 10).

Because the program was not implemented until 2000, the post-implementation report only covered three years of data. The staff suggested to institutional officials that presentation of the report be postponed until 2005, when an update would be submitted.

In the 2005 update, BSC officials stated that the program met the employment requirement, but still did not meet conditions for enrollment or graduates. BSC reported some improvement in the Mobile economy and a growing need for machinists. The headcount enrollment for the program has increased significantly this year, but many of the students are working full-time and not taking full loads.

Supporting Documentation:

1. "Summary of Report on Post-Implementation Conditions," Attached.
2. Unpublished Post-Implementation Report from Bishop State Community College. Available upon request.

Summary of Report on Post-Implementation Conditions

Bishop State Community College

Program: Manufacturing Technology, AAS and Certificate, CIP 48.9999

Approved by Commission: October 8, 1999

Proposed Implementation Date: August 1999

Actual Implementation Date: Fall 2000

Post-Implementation Conditions:

- 1) That the annual average enrollment in the program for the first five years of the program be at least 21 FTE [full-time equivalent] students.
- 2) That beginning in 2000-01, the annual average number of graduates for the first five years will be at least 16.
- 3) That a follow-up survey will be conducted after five years which will show that at least 75 percent of the graduates who actively sought employment have found employment in the field.

Dental Laboratory Technology, Cert., CIP 51.0603	Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	21 FTE average	16	75%
Reported 2000-01 through 2004-05	15.69 FTE	3.2	80.2%

- Condition 1: does not meet condition. The average does not include FTE enrollment for spring semester 2005, which was not available when the update was submitted.
- Note on Condition 2: does not meet condition.
- Condition 3: meets condition.

INFORMATION ITEM I.b: Program Not Meeting Post-Implementation Conditions: Jefferson State Community College, Associate in Applied Science in Biomedical Equipment Technology, CIP 15.0401

Staff Presenter: Mrs. Ellen E. Haulman
Staff Associate for Academic Affairs

Disposition of Program: Officials at the Alabama Department of Postsecondary Education have notified the Commission staff that the program will be phased out. The program is being deleted from the Academic Program Inventory (see the item "Changes to the Academic Program Inventory" in this packet).

Jefferson State Community College has reconfigured part of the curriculum and proposed an option addition to the existing program in Manufacturing and Technology, CIP 15.0000. This packet includes a decision item concerning the proposed option.

Background: This program was originally approved on August 19, 1994, after the discontinuation of the health program linkage at the University of Alabama at Birmingham. According to the post-implementation report submitted in 2000 and an October 2005 update, the program has failed to meet the graduation requirement throughout the life of the program. The graduation average over the nine-year period is 3.67. The program is the only such program in the state.

Jefferson State Community College will retain a short certificate (≤ 29 semester hours) in this field. The implementation of the short certificate was reported to the Commission on August 10, 2001.

Supporting Documentation:

1. "Summary of Report on Post-Implementation Conditions," Attached.
2. Unpublished Post-Implementation Report and update from Jefferson State Community College. Available upon request.

Summary of Report on Post-Implementation Conditions

Jefferson State Community College

Program: Biomedical Equipment Technology, Associate in Applied Science (AAS),
 CIP 15.0401

Approved by Commission: August 19, 1994

Proposed Implementation Date: 1994-95 Academic Year

Actual Implementation Date: Fall 1995

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 14 FTE students. This number represents the average FTE enrollment for the first five years projected by Jefferson State Community College (JSCC), reduced by 25 percent.
- 2) That beginning in 1995, the annual average number of graduates of the program will be at least 11. This number represents the average number of degree completions projected by JSCC, reduced by 25 percent.
- 3) That a follow-up survey be conducted after five years which show that at least 75 percent of the graduates who actively sought employment in the field of biomedical equipment technology are employed in the field.

Biomedical Equipment Technology, CIP 15.0401	Average Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	14 FTE	11	75%
Reported 1995-96 to 1998-99	14 FTE	4.25	76.1%
Reported 1999-2000 to 2003-04	No additional information	3.2	No additional information

<u>INFORMATION ITEM I.c:</u>	<u>Program Not Meeting Post-Implementation Conditions: Trenholm State Technical College, Certificate in Dental Laboratory Technology, CIP 51.0603</u>
<u>Staff Presenter:</u>	Mrs. Ellen E. Haulman Staff Associate for Academic Affairs
<u>Staff Recommendation:</u>	For information only.
<u>Disposition of Program:</u>	The Department of Postsecondary Education has notified the Commission staff that the program will be phased out. The program is being deleted from the Academic Program Inventory, along with the AAT in Dental Laboratory Technology. Students currently enrolled in the program will be allowed to complete their courses of study.
<u>Background:</u>	<p>The certificate program was approved on December 3, 1999. At the time of the approval of the certificate program, Trenholm State already had an AAT in Dental Laboratory Technology listed in the Academic Program Inventory.</p> <p>College officials submitted a post-implementation report for the program in February 2004. According to the report, the program had not met the post-implementation condition for graduates. In an April 2005 letter to the Chancellor of the Department of Postsecondary Education, the president of the institution, Dr. Anthony Molina, requested that both the AAT and the Certificate be deleted from the Academic Program Inventory. In his letter, Dr. Molina stated that, "after careful analysis, it was clear that the program costs far outweighed the benefit to the few students who enrolled and completed it."</p>
<u>Supporting Documentation:</u>	<ol style="list-style-type: none">1. "Summary of Report on Post-Implementation Conditions," Attached.2. Unpublished Post-Implementation Report from Trenholm State Technical College. Available upon request.3. Letter from Dr. Anthony L. Molina to Dr. Roy Johnson, April 14, 2005. Available upon request.

Summary of Report on Post-Implementation Conditions

Trenholm State Technical College

Program: Dental Laboratory Technology, Certificate, CIP 51.0603

Approved by Commission: December 3, 1999

Proposed Implementation Date: AAT already implemented

Actual Implementation Date: AAT already implemented

Post-Implementation Conditions:

- 1) That the annual average enrollment in the program for the first five years of the program be at least 10 FTE [full-time equivalent] students.
- 2) That beginning in 1999-2000, the annual average number of graduates in the first five years of the program be at least 9.
- 3) That a follow-up survey will be conducted after five years which will show that at least 75 percent of the graduates who actively sought employment have found employment in the field.

Dental Laboratory Technology, Cert., CIP 51.0603	Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	10 FTE average	9	75%
Reported	22 FTE	7.75	84%

- Condition 1: meets condition.
- Note on Condition 2: Does not meet condition. The report did not differentiate between completions at the Certificate level and the AAT level. However, the average number of graduates reported did not meet the condition for the Certificate.
- Condition 3: meets condition.

INFORMATION ITEM J.1a: The University of Alabama, Establishment of the Betsy Plank Center for Public Relations Studies

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: For information only.

Background: Betsy Plank of Chicago, Illinois, a native of Tuscaloosa and a 1944 graduate of The University of Alabama, has attained national and international stature in the field of Public Relations. She was the first woman to head a division of Illinois Bell (now Ameritech) and the first woman to preside over the Public Relations Society of America (PRSA), where she also was a founding member of PRSA's College of Fellows, an honorary group of national leaders in public relations.

Ms. Plank also was the first person to receive the Public Relations Society of America's top two awards: (1) the Gold Anvil, as the nation's outstanding professional; and (2) the Lund Award for civic and community service; and in 2000, she received the Distinguished Lifetime Achievement Award from the Arthur W. Page Society, an association of the nation's top corporate public relations executives.

Ms. Plank has championed the Public Relations program at her alma mater by associating her reputation with its mission and through generous gifts for the benefit of its faculty. The Public Relations program in The University of Alabama's College of Communication and Information Sciences has attained national distinction by becoming the seventh program in the United States to be certified by the Public Relations Society of America.

The Board of Trustees of The University of Alabama approves the Betsy Plank Center for Public Relations Studies at The University of Alabama, with its members being known as Fellows of the Plank Center, and appointing Dr. Bruce Berger as Director. The Plank Center is established to provide national leadership in research, service, and teaching that contributes to effective and ethical representation of the nation's economic, social, and political interests.

Supporting Documentation: 1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administration Code, Rule 300-2-1-.06. Available upon request.

2. Written unpublished documentation provided by the institution. Available upon request.

INFORMATION ITEM J.2a: University of Alabama at Birmingham, Establishment of the Skin Diseases Research Center

Staff Presenter: Mrs. Brenda T. Carter
Director of Academic Affairs

Staff Recommendation: For information only.

Background: The University of Alabama System has reported the establishment of the Skin Diseases Research Center at the University of Alabama at Birmingham (UAB). The proposed Skin Diseases Research Center will establish and facilitate a highly collaborative interdisciplinary center of excellence in cutaneous biology, and will generate new knowledge that can be used for prevention, diagnosis, and treatment of patients who suffer from skin disease. Through a grant from the National Institutes of Health, this center has been fully funded. Craig A. Elmetts, M.D., professor and chair of dermatology, will serve as the first director of the Center, and David Chaplin, M.D., professor of the department of microbiology, will serve as co-director.

UAB is one of only six universities in the United States to receive such an award this past year. The other Centers are Harvard University, Yale University, Vanderbilt University, Case Western Reserve University, and the University of Texas Southwestern Medical School in Dallas.

Supporting Documentation: 1. "Reasonable Extensions and Alterations of Existing Units and Program of Instruction," Alabama Administrative Code, Chapter 300-2-1, Review of Programs and Other Units of Instruction, Section .06. Available upon request.

2. Written unpublished documentation provided by the institution. Available upon request.

INFORMATION ITEM J.2b: University of Alabama at Birmingham, Establishment of a Graduate Certificate in Health Care Financial Management

Staff Presenter: Mrs. Amy Herrin Brown
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The University of Alabama System reports the implementation of a Graduate Certificate in Health Care Financial Management by the University of Alabama at Birmingham (UAB).

The purpose of this certificate is to meet the increasing demand for health care management professionals to expand their financial background, knowledge, and skills.

The graduate certificate program requires the completion of 18 semester hours and is based on courses already in place at UAB. While the program will be open to other enrolled graduate students, it is anticipated that most students completing this certificate will be enrolled in the M.S.H.A. (Health Administration) or M.B.A. programs.

According to Commission guidelines for the Review of Reasonable Extensions and Alterations of Existing Units and Programs of Instruction, non-degree programs at senior institutions, including pre-baccalaureate, post-baccalaureate, and post-master's certificates are considered non-substantive extensions or alterations. As such, they do not require Commission approval, but must be presented to the Commission as information items prior to implementation. These certificates are not listed in the Commission's Academic Program Inventory.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
2. Written unpublished documentation provided by the institutions. Available upon request.