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**A C H E**

**ALABAMA COMMISSION ON  
HIGHER EDUCATION**

# **COMMISSION MEETING**

March 2, 2007  
9:00 a.m.

RSA Union Building, 9th Floor  
Public Service Commission Hearing Room  
100 North Union Street  
Montgomery, AL 36104

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# AGENDA

## ALABAMA COMMISSION ON HIGHER EDUCATION

RSA Union Building, 9<sup>th</sup> Floor  
Public Service Commission Hearing Room

March 2, 2007  
9:00 a.m.

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- V. Chairman's Report
- VI. Executive Director's Report
- VII. Institutional Accountability Reports on Progress Toward Goals Identified in the State Plan
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- VIII. Discussion Items
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ALABAMA COMMISSION ON HIGHER EDUCATION

**MINUTES OF MEETING**

December 8, 2006

**I. Call to Order**

The Alabama Commission on Higher Education met in regular session on Friday, December 8, 2006, in the Public Service Commission Hearing Room, RSA Union Building, Montgomery, Alabama. Commissioner Brooks called the meeting to order at 9:00 a.m.

Commissioner Brooks welcomed all guests and acknowledged the Presidents in attendance.

**II. Roll Call of Members and Determination of Quorum**

Members present: J. R. Brooks, Ralph Buffkin, Tom Davis, Johnnie J. McDougald, Steve Shaw, Ron Wise, and Jeff Coleman. A quorum was determined by voice roll call of members present.

**III. Approval of Agenda**

RESOLVED: Decision items IX-A; IX-D, IX-J, X-A, and X-D2 were deleted from the agenda. Commissioner Buffkin moved for the adoption of the agenda as amended. Commissioner Wise seconded. The agenda was approved as amended.

**IV. Consideration of Minutes**

RESOLVED: Commissioner McDougald moved for the approval of the September 22, 2006 minutes. Commissioner Shaw seconded. The minutes were approved.

**V. Chairman's Report**

Commissioner Brooks stated that he continues to be happy with changes made thus far with the Commission. He commended Dr. Fitch and the staff for implementing the idea of an online agenda with opportunity for comment on decision and information items presented to the full Commission.

He announced the passing of former Senator Ryan DeGraffenried.

He then wished everyone a Merry Christmas.

**VI. Executive Director's Report**

Dr. Fitch directed Commissioners to the organizational structure of ACHE that will be effective January, 2007 (a copy is attached). He stated that the new structure will 1) integrate staff divisions; 2) provide cross training for staff; 3) expand services in the financial area; and 4) improve research and data management. The new structure will also create a unit of providing better services to the institutions and the citizens of Alabama.

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

**A. Annual Board of Trustee Reports/Volume III-President V. Gordon Moulton**

President Moulton presented the report to the Commission (a copy is attached). He stated that the institutions have taken the opportunity to report detailed information about their institution that is useful and in-line with the goals established in the State Plan.

He thanked the Commissioners for their leadership in the process that is in place which provides a great deal of creativity for the institutions as opposed to a rigorous approach to accountability and planning.

President Moulton stated that higher education in Alabama has matured to building a better quality of life along with economic growth and increased funding.

Commissioner Brooks thanked President Moulton for his presentation.

**B. Athens State University-Dr. Jerry Bartlett, President**

A power point presentation of institutional progress on meeting the goals of the *Alabama State Plan for Higher Education 2003-04 to 2008-09* for Athens State University was given by Dr. Jerry Bartlett, President. A copy of the presentation is attached.

Commissioner Brooks thanked Dr. Bartlett for his presentation.

**C. University of Alabama in Huntsville-Dr. Frank Franz, President**

A power point presentation of institutional progress on meeting the goals of the *Alabama State Plan for Higher Education 2003-04 to 2008-09* for the University of Alabama in Huntsville was given by Dr. Frank Franz, President. A copy of the presentation is attached.

Commissioner Brooks thanked Dr. Franz for his presentation.

**VIII. Discussion Items**

**A. Annual Report: U.S. Department of Education No Child Left Behind (NCLB) Title II (P.L. 107-110); Announcement of Competitive Grant Awards FY 2006-07 – Dr. Elizabeth C. French**

Dr. French highlighted the accomplishments of the program for FY 2005-06 and presented the recommended NCLB Competitive Grant Awards for FY 2006-07 to Commission members. The Commission accepted the Grant Awards. A copy of the announcement of awards is attached.

**B. Status Report: Alabama Commission on Higher Education's Accountability Agenda for the Implementation of the State Plan for Higher Education 2003-04 to 2008-09 – Dr. Elizabeth C. French**

Dr French reviewed the Commission's Accountability Agenda for the Implementation of the *State Plan for Higher Education 2003-04 to 2008-09* (State Plan) and noted that all objectives to date had been met. She emphasized that the Agenda called for accountability not only by the higher education institutions, but by the state and Commission, and that without the leadership of both two-year and four-year institutions and representatives they appointed to the Advisory Council to the Commission for Statewide Planning and Accountability (Advisory Council), none of this would have been possible.

She also called attention to the fact that in the recent Report of the Commission Appointed by Secretary of Education Margaret Spellings, *A Test of Leadership: Charting the Future of U. S. Higher Education*, areas of access, affordability, quality, and accountability were targeted as the major areas of reform. These areas are being addressed in the State Plan.

**C. Measuring Up 2006: The Alabama Report Card for Higher Education – Dr. Elizabeth C. French**

Dr. French provided an overview of *Measuring Up 2006*, the fourth in a series of biennial report cards designed to profile how well American higher education is meeting external demands. By gauging performance of each state every two years, the report cards enable states to track the progress of their own improvement efforts in the areas of Preparation, Participation, Affordability, Completion, Benefits, and Learning. She reviewed in greater detail the grades Alabama received in each category and noted that this 2006 Edition of *Measuring Up* was the first to report on the Learning category, a category that measures the extent to which colleges and universities prepare students to contribute to the workforce. French noted Alabama's failing grade in the Affordability category, and pointed out that even in the best performing states higher education has become less rather than more affordable when the costs of attending college are considered relative to family income. In this particular category state scores were derived by comparing each state's current performance with the performance of the best states in the early 1990's.

**D. SREB-Alabama Doctoral Scholars Program – Dr. Paul Mohr**

Dr. Mohr distributed a newsletter of current ACM Profiles of Alabama Residents to Commissioners. A copy of the newsletter is attached. He then introduced Dr. Carl Williams, Director of Admissions, University of Alabama for comments.

Dr. Williams stated that the program has served thirty-nine (39) SREB scholars of which twenty-two (22) are currently enrolled and six (6) have been employed as faculty members. The University of Alabama was awarded the Extra Mile Award from the SREB Institute on Teaching and Mentoring. Dr. Williams stated that the university has an extensive database on UA doctoral scholars that includes number of courses, grade point averages, and funding status.

The State of Alabama is ranked number one in the region for SREB Doctoral Scholars.

**IX. Decision Items**

**A. Executive Budget Request for FY 2007-2008**

Veronica Harris presented the staff recommendation to Commissioners.

RESOLVED: Commissioner Shaw moved for approval based on the recommendation of the Finance, Planning, & Accountability Committee. Commissioner McDougald seconded. Motion passed.

**B. Report on the Facilities Master Plan & Capital Projects Requests for FY 2007-2008-  
FY 2011-2012**

RESOLVED: Commissioner Shaw moved for approval based on the recommendation of the Finance, Planning, & Accountability Committee. Commissioner McDougald seconded. Motion passed.

**C. Academic Programs (Policies and Procedures Manual, Tab 5B, Criteria for the  
Evaluation of Proposals for New Programs of Instruction)**

RESOLVED: Commissioner Main moved for approval of decision items C1 through G based on the recommendation of the Academic Affairs Committee. Commissioner Coleman seconded. Motion passed.

1. University of South Alabama, Master of Science in Civil Engineering in Civil Engineering (CIP 14.1801)
- D. Request to Amend Post-Implementation Conditions (Policies and Procedures Manual, Tab 6, Guidelines for Consideration of Post-Implementation Reports That Do Not Meet Approved Conditions)
  1. Troy University, Master of Science in Sport and Fitness Management (CIP 31.0502)
- E. Extensions/Alterations of Existing Programs and Units of Instruction (Policies and Procedure Manual, Tab 7, Guidelines for Review of Extensions & Alterations of Existing Programs)
  1. Lurleen B. Wallace Community College, Addition of an Option in Network Administration to the Existing Associate in Applied Science in Computer Science (CIP 11.0101)
- F. Transfer of the Associate in Applied Science and Certificate in Automotive Technology from Enterprise-Ozark Community College to Wallace State Community College (Dothan)
- G. Elimination of the Policy on Program Additions to the Academic Program Inventory
- H. The 2006 Accountability Report to the Governor and Legislature

RESOLVED: Commissioner Davis moved for the acceptance of the 2006 Accountability Report. Commissioner Wise seconded. Motion passed.

- I. Amendment to the Alabama Administrative Code, Chapter 300-2-1.02, Review and Approval or Disapproval of Proposed Postsecondary Course Offerings in Alabama By Non-Alabama Institutions

RESOLVED: Commissioner Shaw moved for approval based on the recommendation of the Finance, Planning, and Accountability Committee. Commissioner Buffkin seconded. Motion passed.

- J. Amendment to the Alabama Administrative Code, Chapter 300-4-2.06 , Alabama Student Assistance Program (ASAP) Regulations

RESOLVED: Commissioner Shaw moved for approval based on the recommendation of the Finance, Planning, and Accountability Committee. Commissioner Buffkin seconded. Motion passed.

- K. Approval of 2007 Meeting Schedule

There was discussion regarding a special called meeting in January to discuss the Unified Budget Recommendation.

RESOLVED: Commission members decided that if necessary, the Commission will meet in special session on January 25, 2007.

**X. Information Items**

RESOLVED: The following Information Items, A through H, were accepted by the Commission as presented.

- A. University of West Alabama, Merger of the Department of Foundations, Counseling, and Library Media with the Department of Leadership and Instruction to Form the Department of Teacher Education
- B. Programs Meeting Post-Implementation Conditions
  - 1. Auburn University, Master of Technical and Professional Communication (CIP 23.1101)
  - 2. Enterprise-Ozark Community College, Associate in Applied Science and Certificate in Powerplant Technology (CIP 47.0608)
  - 3. Jacksonville State University, Master of Science in Education in Reading Specialist (CIP 13.1315)
  - 4. Jefferson Davis Community College, Associate in Applied Science and Certificate in Drafting and Design Technology (CIP 15.1301)
  - 5. Troy University, Master of Public Administration in Public Administration (CIP 44.0401)
  - 6. University of Alabama at Birmingham, Bachelor of Science in Biomedical Engineering (BSBME) in Biomedical Engineering (CIP 14.0501)
  - 7. University of Alabama in Huntsville, Master of Science in Management Information Systems (CIP 52.1201)
  - 8. University of South Alabama, Master of Science in Instructional Design and Development (CIP 13.9999)
  - 9. Wallace State Community College (Hanceville), Associate in Applied Science and Certificate in Machine Tool Technology (CIP 48.0507)
- C. Programs Not Meeting Post-Implementation Conditions (Policies and Procedures Manual, Tab 6, Guidelines for Consideration of Post-Implementation Reports That Do Not Meet Approved Conditions)
  - 1. Beville State Community College, Certificate in Surgical Operating Room Technology (CIP 51.0909)
  - 2. Wallace State Community College (Hanceville), Associate in Applied Science in Fire Science (CIP 43.0202)
  - 3. Auburn University, Bachelor of Science in Molecular Biology (CIP 26.0402)
- D. Chattahoochee Valley Community College, New Exempt Off-Campus Site at Phenix City Community Activity Center
- E. University of Alabama at Birmingham
  - 1. Establishment of the Comprehensive Diabetes Center

2. Establishment of the Center for Pediatric-Onset Demyelinating Disease
3. Establishment of the Comprehensive Neuroscience Center
4. Establishment of the Division of Pain Treatment in the Department of Anesthesiology
5. Change in the Name of the Division of Gerontology and Geriatric Medicine to the Division of Gerontology, Geriatrics, and Palliative Care
6. Closure of the Division of Geographic Medicine
7. Closure of the Pain Center
8. Discontinuation of Certificate Level Emergency Medical Training Programs

F. Jacksonville State University

1. Addition of a Secondary Education Teaching Field Option in Technical Education (CIP 13.1205)
2. New Exempt Off-Campus Site at Jefferson State Community College at Pell City

G. Implementation of New Certificate Programs (Less Than or Equal to 29 Semester Hours) in Manufacturing Technology at Jefferson State Community College

**XI. Adjournment**

The meeting was adjourned at 10:45 a.m. The next meeting of the Commission is scheduled for March 2, 2007.

\_\_\_\_\_  
J.R. Brooks, Chairman

\_\_\_\_\_  
Gregory G. Fitch, Executive Director

Sworn to and subscribed before  
me this the \_\_\_\_ day of \_\_\_\_\_  
2007.

\_\_\_\_\_  
Notary Public

DISCUSSION ITEM A: Annual Report: Alabama Experimental Program to Stimulate Competitive Research (EPSCoR)

Staff Presenter: Dr. Elizabeth C. French  
Director of Institutional Effectiveness and Planning

Staff Recommendation: For discussion only.

Research is a substantial industry in Alabama and the Alabama EPSCoR program is dedicated to the development of scientific and engineering capabilities through a collaborative effort among the State's research universities. The focus of activities is designed to attract and retain distinguished scientists and researchers for Alabama; to foster economic development through investment resulting in cutting-edge technologies; and to stimulate competitiveness in medicine, biotechnology, engineering, mathematics and other applied sciences.

Notable achievements in 2006 included: 1) the receipt of \$7.7 million in EPSCoR funding, a one percent (1%) increase from 2005; 2) establishing the Graduate Research Scholars Program (GRSP) by Senator Steve French and ACHE; 3) a successful reverse site review in Washington, D.C. where the former National Science Foundation (NSF) EPSCoR Director called Alabama EPSCoR a model program for other EPSCoR states to emulate; 4) the inclusion of one of Alabama's NSF Centers of Excellence in the operational plans of the \$130 million Hudson-Alpha Biotechnology Institute in Huntsville; 5) a visit to the state by President George W. Bush that included a tour of the Center for Advanced Materials (funded by the NSF EPSCoR RII program at Tuskegee University) and 6) President Bush's speech, in Birmingham at an alternative fuels location, highlighting the Alabama Department of Energy (DOE) EPSCoR Implementation Grant proposal submitted just three days earlier. Bush indicated that if the proposal was funded, it would be a major step toward decreasing the United States dependence on foreign oil.

#### **Alabama EPSCoR Research Awards**

- **Graduate Research Scholars Program**

The mission of the Alabama EPSCoR is to foster the growth of research capacity and capability in the State of Alabama in order to make the institutions of higher education more competitive for federal funding. A significant element in building both research capacity and capability is people and more specifically, graduate students.

In 2006, the Alabama Legislature increased the line item appropriation to EPSCoR through the Alabama Commission on Higher Education for the purpose of funding a Graduate Research Scholars Program (GRSP). Senator Steve French, a member of the

EPSCoR steering committee, was a major supporter of this effort. Each year twenty (20) exceptional graduate students will be funded at \$25,000 each for a total of \$500,000. The graduate students will be selected competitively by the Center Directors from the four (4) NSF EPSCoR Research Infrastructure Improvement (RII) Centers of Excellence.

Renewals will be granted each year subject to satisfactory progress in a given year and available funding. The goal of the Alabama EPSCoR GRSP is to invest in Alabama universities to expand research output and attract quality graduate students. The objective of the program is to provide a highly trained workforce to fuel the growth of high technology companies in Alabama.

### **EPSCoR Research Awards**

#### **• NSF EPSCoR**

The Alabama EPSCoR entered its second year (fiscal year: May 1, 2006 – April 30, 2007) of the NSF EPSCoR RII award. The overall award totaled \$6 million for a three-year period (2005-2008), with an additional \$3 million in state matching funds. These funds were used to establish four research centers of excellence.

- Alabama Center for Nanotechnology Materials – Tuskegee University (collaborating institutions: AAMU, AU, UAH, USA)
- Center for Environmental Cellular Signal Transduction – Auburn University (collaborating institutions: AAMU, TU, UAB)
- Center of Optical Sensors and Spectroscopies – University of Alabama at Birmingham (collaborating institutions: UA, UAH)
- Extended Alabama Structural Biology Consortium - University of Alabama in Huntsville (collaborating institutions: USA, UAB)

#### **• NSF EPSCoR Katrina Study**

NSF EPSCoR also awarded a \$200,000 grant to the Alabama EPSCoR program, in conjunction with Mississippi and Louisiana, to develop a recovery plan for educational research facilities damaged by Hurricane Katrina and establish priorities for reconstruction.

Alabama EPSCoR submitted the following reports:

- NSF EPSCoR Katrina Impact Assessment Study: Alabama Gulf Coast
- NSF EPSCoR Katrina Planning Grant: Final Report

#### **• NSF EPSCoR Co-Funding Awards**

These awards provide researchers and institutions another opportunity to obtain NSF support. Co-funding is not a program to which proposals can be submitted. Instead, it operates internally within NSF and does not involve any action on the part of the submitter. Co-funding provides joint support for certain meritorious

proposals submitted to the EPSCoR Foundation's ongoing research, educational, and special emphasis competitions by researchers from the EPSCoR states. These are "fund-if-possible" proposals, which lie at or near the merit review cutoff process for funding a proposal.

In the past few years, Alabama EPSCoR has been very successful with these awards. In 2006, \$3 million in Co-funding awards were received by six (6) of the seven (7) research institutions. Three (3) private research laboratories affiliated with Alabama's research institutions were also awarded a total of \$150K to develop collaborative research. With declining federal research dollars across the board, Alabama continues to demonstrate national confidence in its research capabilities.

• **United States Department of Agriculture (USDA) EPSCoR**

The USDA EPSCoR program operates under the auspices of the Cooperative State Research Education and Extension Service. The funding division is the National Research Initiative (NRI) Competitive Grants Program.

In 2006, Alabama USDA EPSCoR was awarded \$1.5 million in research funding, a substantial increase of twenty-four percent (24%) from 2005. However, when one looks at the majority of Alabama's USDA EPSCoR research, all have immediate and significant impact on the health and safety of world producing food markets. For example: 1) aquaculture; the cultivation of the natural produce of water (such as fish or shellfish, algae and other aquatic organisms); 2) avian influenza; 3) food processing and preservation; 4) salmonella in chickens; and 5) maintaining the economic viability of the small farm grower in the United States.

• **National Aeronautics and Space Administration (NASA) EPSCoR**

The goal of NASA EPSCoR is to develop academic research activities that are long-term, self-sustaining, and nationally competitive for non-EPSCoR dollars. The Alabama NASA EPSCoR program is a full research program, competitively selected in a field of interest to both NASA and the State of Alabama. In 2006, six (6) projects were funded in Alabama totaling \$232K. This also included funding two (2) students representing the Undergraduate Research Scholars Program (URSP).

• **Department of Energy (DOE) EPSCoR**

The current Fuel Cell energy research cluster is located at The University of Alabama and Alabama A&M University (HBCU). The program is in its final year of the six (6) year Implementation Award. DOE EPSCoR has awarded the Fuel Cells group a total of \$2.4 with

matching support from research institutions and the state. The grant will end June 30, 2007.

In September 2006, Alabama DOE EPSCoR submitted its state proposal for the next Implementation Grant cycle. If the proposal is funded, it is anticipated to begin July 2008. The proposal selected is titled, Elucidating the Fundamentals of Biofuel Systems: Feedstocks, Conversion, and Combustion.

- **DOE EPSCoR State Laboratory Partnership Program**

The DOE EPSCoR State Laboratory Partnership Program encourages collaborations between researchers at the seven (7) research institutions and Federal Laboratory personnel. There are currently four (4) active State Laboratory Partnership programs in the Alabama DOE EPSCoR program through 2008. The program cycle is three (3) years. For 2006, the four (4) Alabama researchers received ~ \$350K.

DOE EPSCoR announced the next funding round for the State Laboratory Partnership Program in December 2006. All research institutions and four-year colleges were notified by email broadcast.

- **Environmental Protection Agency (EPA) EPSCoR**

The federal EPA EPSCoR program was not funded in 2006.

Background:

The Alabama EPSCoR is a family of competitive, merit-based programs supported by the State of Alabama and sponsored by the NSF, NASA, DOE, USDA, and the EPA. Each program represents a federal-state-industrial partnership formed to enhance the science and engineering research, education and technology capabilities of Alabama.

The Steering Committee of the Alabama EPSCoR Program is responsible for fiscal and programmatic aspects of the operations. Members include representatives from the seven (7) research institutions (Alabama A&M University, Auburn University, Tuskegee University, The University of Alabama, University of Alabama at Birmingham, University of Alabama in Huntsville, University of South Alabama), the Alabama Development Office, the Economic Development Partnership of Alabama, the Alabama Legislature, and the Executive Director of the Alabama Commission on Higher Education.

The Chair of the Steering Committee is Dr. B. Keith Harrison, Associate Vice President of Academic Affairs and Interim Dean of the Graduate School at the University of South Alabama. Dr. Keith McDowell, Vice-President for Research and Vice Provost at The University of Alabama serves as the Executive Director

of the Alabama EPSCoR and is responsible for overall program supervision and coordination of all EPSCoR activities within the state. In addition to the Executive Director, the Steering Committee appoints Project Directors for each of the federal programs who are responsible for the administration of activities of their respective components in collaboration with the Executive Director.

The fiscal agent for the state EPSCoR appropriation is the Alabama Commission on Higher Education.

Supporting Documentation:

Annual Report to the Alabama Commission on Higher Education. To be distributed. Additional information on activities is available at <http://alepscor.ua.edu>

DISCUSSION ITEM B: Discussion of Draft Distance Education Policy

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

Staff Recommendation: For discussion only.

Background: In January, the staff generated two policy drafts for consideration by the Commission. The policy drafts were in response to comments submitted by institutional representatives and members of the Commission concerning the draft off-campus revisions (December 6<sup>th</sup> meeting packet). Many of these comments were discussed at the Committee of the Whole meeting on December 5.

In response, the staff extracted references to distance education from the off-campus revision and developed a separate policy draft for distance education. The distance education draft is scheduled for discussion at the committee sessions prior to the March 2 meeting. After consideration of institutional and public comments on the policy, we expect to present a draft of the distance education policy for Commission action later this year. The revised off-campus policy draft is on the agenda for Commission action at the March 2 meeting.

Public Review: The attached distance education draft was posted to the Commission's public website from January 12 through January 31. Notice of the public review was sent to the institutions and to members of the Commission at the time of the posting. In addition, the policy draft was on the agenda of the February 20 meeting agenda of the university chief academic officers. The staff is compiling comments received and will provide them to the Commission prior to the March meeting under separate cover.

Supporting Documentation:

1. "Draft Distance Education Policy," attached.
3. Comments on the draft from the public and the academic community will be provided to the Commission under separate cover.

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, March 2, 2007

***Alabama Commission on Higher Education***  
**Instruction, Planning, and Special Services**

**DRAFT DISTANCE EDUCATION POLICY**

**March 2, 2007**

*Alabama Commission on Higher Education*

Distance Education Policy

Distance Education is a formal educational process using technological delivery in which instruction occurs where students and instructors are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ audio, video, or computer technologies. Distance education, distance learning, and e-learning are recognized by the Commission as being synonymous terms. Academic courses or programs are considered to be distance education entities when over fifty percent of the content is delivered through distance education modes.\*\*

The Commission on Higher Education supports the use of distance education by public higher education institutions in the state as one means of providing higher education opportunities to Alabama citizens and to other students who are enrolled at Alabama public institutions. Institutions are to set tuition for distance education offerings. Institutions providing distance education courses or programs are expected to be in full compliance with the standards and/or requirements of any appropriate governing or accreditation authorities.

Units of instruction offered by Alabama public institutions and funded by state appropriations, including distance education offerings, are subject to Commission approval by statute. The Commission also has statutory responsibility for data collection related to funding recommendations, statewide planning, and various state and national reports. Therefore, the Commission's distance education policy addresses three fundamental areas, listed below.

1. Funding:

For the purpose of inclusion in state formula calculations, student data from distance education offerings must meet one of the following criteria:

- Students who are enrolled at Alabama public higher education institutions and whose legal permanent address is within the state of Alabama;
- Students who are enrolled at Alabama public higher education institutions and whose domicile is within the state of Alabama, except for federal military reservations;
- Students who are enrolled at Alabama public higher education institutions who are residents of counties in adjacent states within fifty miles of a campus of an institution, provided that the campus existed and operated as of January 1, 1996 (Fifty-Mile County).  
(Administrative Code, Chapter 300-2-3, Rule .03.)

2. Data Collection:

For purposes of clarification, all data reported to the Commission regarding students enrolled in distance education must be based on students who meet one of the following criteria:

- Students who are enrolled at Alabama public higher education institutions and whose legal permanent address is within the state of Alabama;

- Students who are enrolled at Alabama public higher education institutions and whose domicile is within the state of Alabama, except on federal military reservations;
- Students who are enrolled at Alabama public higher education institutions who are residents of counties in adjacent states within fifty miles of a campus of an institution, provided that the campus existed and operated as of January 1, 1996 (Fifty-Mile County). (Administrative Code, Chapter 300-2-3, Rule .03.)

3. Program approval:

- In order for student data from such programs to be included in state funding calculations and any Commission data collection, academic programs offered through distance education by Alabama public institutions must have been approved by the Commission on Higher Education and must be listed in the Commission's Academic Program Inventory with no restriction to a military base.
- Programs approved by the Commission on Higher Education do not require additional Commission approval to be configured and offered as distance education programs. However, institutions preparing to offer existing programs as distance education offerings must report this intent to the Commission prior to implementation.
- The Commission on Higher Education does not require approval of individual courses for distance education purposes.

Alabama public institutions must submit an annual report of distance education offerings. The Alabama Department of Postsecondary Education may submit a comprehensive report for its entire system. (Refer to the attached forms.) **[Forms and reporting schedule to be developed].**

\*\* Based on Council on Occupational Education (COE) and Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC) definitions

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, March 2, 2007

DECISION ITEM A: Alabama State University, Master of Science in Occupational Therapy (CIP 51.2306)

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

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

Implementation Date: The proposed program will be implemented in June 2007. Based on Commission policy, the proposed program must be implemented by March 2009 or Commission approval will expire. 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 first five years, beginning 2007-08, will be at least 10, based on the proposal.
2. That the annual average number of graduates for the period 2008-09 through 2011-12 will be at least 8.75, 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 or job advancement.
4. That documentation be provided that the program has met the accrediting agency's requirement for passage rate on the national certification examination.
5. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Alabama State University (ASU) 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 July 2012.

Background: ASU's Bachelor of Science (BS) program in Occupational Therapy was developed in response to Judge Harold Murphy's order in the Remedial Decree

of August 1, 1995. ASU received final approval of the program on August 8, 1997. The first students began the program in August 1998. ASU submitted a post-implementation report in September 2002 and an update to the report in March 2005.

The original post-implementation report revealed that the program had met conditions related to enrollment and employment but not the graduation condition. The graduation requirement was an average of 11, but the program had an average of 7.33 graduates through 2002. Program officials cited three problems in retaining students through graduation: 1) many students lacked an understanding of what Occupational Therapy was, 2) students had underestimated the rigors of the professional program, and 3) students had great difficulty with the concepts presented in a specific course, Human Gross Anatomy. The report stated that changes had been made in the program to prepare students better for the professional phase of the program and alleviate these problems.

On February 8, 2006, ASU administrators and program officials met with members of the Commission staff to discuss the progress of the program. ASU officials reported that changes that had been made to the program were producing results. There had been eleven graduates in 2004-05, and fourteen graduates were anticipated in spring and summer of 2006. Also, officials reported that the applicant pool had increased in the last few years, partly because of improving job prospects for occupational therapists.

At this meeting ASU officials also informed the staff of plans to submit a proposal for the elevation of the baccalaureate program to a master's degree, citing requirements of the accrediting agency. They also stated that admissions to the baccalaureate program had been closed in 2004 to allow students time to complete the program before the transition to the master's level.

The post-implementation report and the intention of ASU to submit a proposal for the master's program were presented to the Commission by information item at the March 3, 2006, Commission meeting.

Title VI and Funding Implications:

Court-ordered funding for the current Bachelor of Science in Occupational Therapy will end in fiscal year 2007-08 (year beginning October 1, 2007). The staff recommended amount for FY 2007-08 of \$520,980 will be presented to the Commission for approval at the February 6, 2007, Commission meeting. The Legislature will consider the FY 2007-08 budget during the session beginning March 6, 2007. According to the Settlement Agreement, in FY 2008-09 the funds

will then be rolled into ASU's Operations and Maintenance line with no further obligation for the state.

Rationale:

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

1. The institution has had an accredited occupational therapy program at the baccalaureate level.
2. The accrediting agency has adopted standards that the professional degree for occupational therapists be the master's degree.
3. The accrediting agency is withdrawing accreditation of all baccalaureate programs, but has approved ASU to offer a master's program.
4. The institution has existing facilities and faculty to support the program.

Public Review:

The program was posted on the Commission website from January 2, 2007 until January 21, 2007 (twenty days) for public review and comment. No comments were received.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Alabama State University proposal dated September 29, 2006. 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.

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Alabama State University

PROGRAM Master of Science in Occupational Therapy

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2007-08	2008-09	2009-10	2010-11	2011-12	TOTAL
FACULTY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
LIBRARY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FACILITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
STAFF	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRADUATE ASSISTANTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$520,980</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$520,980</u>

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2007-08	2008-09	2009-10	2010-11	2011-12	TOTAL
INTERNAL REALLOCATIONS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXTRAMURAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TUITION	<u>84,480</u>	<u>144,000</u>	<u>159,360</u>	<u>159,360</u>	<u>159,360</u>	<u>\$706,560</u>
TOTAL	<u>84,480</u>	<u>144,000</u>	<u>159,360</u>	<u>159,360</u>	<u>159,360</u>	<u>\$706,560</u>

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2007-08	2008-09	2009-10	2010-11	2011-12	AVERAGE
FULL-TIME EQUIVALENT ENROLLMENT	<u>15</u>	<u>25</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>26</u>
NEW ENROLLMENT HEADCOUNT	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
DEGREE COMPLETION PROJECTIONS	<u>0</u>	<u>5</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>8.75</u>

## Attachment 2

### Summary of Background Information

Master of Science in Occupational Therapy  
Alabama State University

**Role:** The proposed program is within the instructional role recognized for Alabama State University (ASU).

**Objectives:** Graduates of the program will:

1. Evaluate a client's occupational performance by selecting, administering, and interpreting assessments that are pertinent to the individual's lifestyle.
2. Utilize occupational therapy practice framework as a guide for decision-making regarding patient care.
3. Identify and design occupational therapy intervention strategies that are client-centered, promote health, wellness, and prevention and that enhance the client's performance in home and community environments.
4. Assess the need for adaptation, compensation, restoration, or remediation based on the client's needs and preferences, current level of function, and evidence-based practice.
5. Examine the impact of social, physical, environmental, physical, cognitive, spiritual, temporal, and cultural contexts that impact occupational performance.
6. Develop goals and intervention plans in conjunction with the client, his support system, and other healthcare team members to provide a comprehensive, holistic, and client-centered approach to care.
7. Be competent as an entry-level therapist and have the ability to work in a diverse healthcare delivery system.

These educational goals are dynamic and interdependent of each other. Throughout the educational process, the occupational therapy program will strive to provide a firm support system, so that students are nourished as a whole person. The program will enable students to draw upon and strengthen their cultural and academic roots so that they easily adapt to varied applications of occupational therapy practice.

Evaluation of student mastery will include, but will not be limited to, the following:

1. Students' progression through the program
2. Course examinations
3. Fieldwork Performance Evaluation (FPE)
4. Student evaluation of fieldwork experience
5. National Board for the Certification of Occupational Therapy examination results

Feedback on the program's effectiveness will also be collected from alumni and employer surveys.

**Administration:** The program will be administered by the College of Health Sciences.

**Review of Proposal by Persons External to Institution:**

**External Consultant Review:** Gerry Nichols, a former commissioner for the Accreditation Council for Occupational Therapy Education (ACOTE), reviewed the resources and plans for the reclassification of the program to the master's level. Her findings are summarized below:

The occupational therapy program at Alabama State University currently holds accreditation by ACOTE under the same Standards that they will be required to be compliant with for the proposed Master of Science degree. By providing additional rigor for students at the master's level, as well as increasing course content in the areas of pharmacology, ethics, and research, this program meets or exceeds the minimum standards for occupational therapy education and is comparable to other entry-level master's programs. The program demonstrates sufficient faculty, staff, space, and resources to meet student needs and program objectives.

**Peer Review:** The Notification of Intent to Submit a Proposal (NISP) and the program proposal were circulated to the Alabama Council of Graduate Deans (ACGD) for review. The graduate deans provided comments on several points. Student demand and the projected number of annual graduates were questioned in terms of justifying another master's level program. ASU officials responded that there are approximately forty students currently completing baccalaureate programs at the university who are awaiting entry into the master's OT program. In addition, ASU typically receives ten to fifteen inquiries per week about the master's program; this number has increased substantially lately.

One comment from the deans' council questioned having a 2.7 undergraduate grade point average (GPA) as a floor for admitting students. ASU responded that the 2.7 GPA minimum standard has been used with success in the Doctor of Physical Therapy program. Although students with the minimum GPA are considered, not all will be accepted into the program. Admissions evaluators will consider grade trends of the applicants, rather than solely the GPA. Students with the minimum GPA whose grades have improved over the course of their academic preparation are more likely to be accepted into the program.

Another comment related to student outcomes not being well delineated and questioning the five listed evaluation methods. ASU responded that evaluation methods were based on the requirements of the accreditation agency.

A question regarding the pass rate goal for the proposed program also was raised. ASU responded that the expected pass rate on the national certification examination is a minimum of eighty percent. This goal is based on expectations of the accreditation agency.

One institution expressed concerns over the impact of the program in the recruiting of minority students to its own program.

An overall recommendation of the program was approved by a 10 to 0 vote of the graduate deans' council.

**Accreditation:** The accreditation criteria for all occupational therapy programs is established and determined by the Accreditation Council for Occupational Therapy Education (ACOTE). ASU's baccalaureate program has been fully accredited by ACOTE since 2000.

In conjunction with the American Occupational Therapy Association (AOTA), ACOTE has mandated that all occupational therapy programs initiate post baccalaureate degree programs by January 1, 2007 in order to remain accredited. Officials from ASU contacted ACOTE in November and have already received accreditation approval to offer the program at the Master's level.

**Curriculum:** The program will require a total of 83 semester hours. The UAB OT master's program requires 110 sh, while the program at the University of South Alabama requires 94 sh. Prompted by a question from the graduate deans' council, a staff inquiry to ACOTE revealed that 83 sh is the average number of credit hours required in OT master's programs.

The following new courses have been developed for the program:

OTH 510	Gross Anatomy	6 sh
OTH 512	Occupation through the Lifespan	3 sh
OTH 514	Fundamentals of OT Practice	3 sh
OTH 516	Psychosocial Dysfunction I	3 sh
OTH 518	Analysis of Occupation	3 sh
OTH 520	Psychosocial Dysfunction II	3 sh
OTH 522	Disease and Occupation	3 sh
OTH 524	Neuroanatomy	5 sh
OTH 526	Ethics and Professional Development	2 sh
OTH 528	Research I	3 sh
OTH 530	Fieldwork Level I (1 of 3)	1 sh
OTH 532	Therapeutic Measurement & Intervention	3 sh
OTH 534	Physical Dysfunction I	3 sh
OTH 610	Physical Dysfunction II	3 sh
OTH 612	Pharmacology	1 sh
OTH 614	Documentation and Professional Writing	3 sh
OTH 616	Research II	2 sh
OTH 618	Fieldwork Level I (2 of 3)	1 sh
OTH 620	Community Based Intervention	2 sh
OTH 624	Administration and Management	2 sh
OTH 626	Professional Seminar	1 sh
OTH 628	Fieldwork Level I (3 of 3)	1 sh
OTH 630	Fieldwork Level II A (Psychosocial)	12 sh
OTH 710	Fieldwork Level II B (Physical Dysfunction)	12 sh
OTH 712	Research III	1 sh

**Collaboration:** There are no plans for collaboration with other institutions. As the program is established, ASU officials will be willing to consider collaborative relationships with other institutions.

**Distance Education:** There are no plans to offer this program via distance education at this time. However, ASU currently has Blackboard and Illuminate software in place so that offering courses by distance education remains an option as the program grows.

**Admissions:** For admission consideration, potential students must:

- Be admitted to the ASU School of Graduate Studies
- Complete an occupational therapy admissions application
- Have a minimum of a Bachelor's degree from an accredited educational institution with a cumulative GPA of at least 2.7 on a 4.0 scale
- Complete all prerequisite courses with a grade of at least a "C"
- Submit score report for the Graduate Record Exam (GRE) or the Miller Analogy Test (MAT). International students will be required to submit a passing score on the Test of English as a Foreign Language (TOEFL), the Test of Written English (TWE), and the Test of Spoken English (TSE)
- Complete a minimum of 40 hours of observation or volunteer work with a minimum of 20 hours each in at least two different occupational therapy settings
- Submit three letters of reference, one of which must be from a non-relative occupational therapist.

**Need:** ASU provided information regarding need for the program. According to the *Occupational Outlook Handbook (OOH)* (published by the U.S. Bureau of Labor Statistics), the employment of occupational therapists is expected to increase 27 percent or more by the year 2014. This anticipated increase is much faster than the average for all occupations through 2014. The OOH further stated that Federal legislation imposing limits on reimbursement for therapy services may adversely affect the job market in the immediate future; however, over the long run, the demand for occupational therapists should continue to rise. One factor that will affect this increase is the aging of the baby-boom generation. In addition, growth in the population 75 years and older—an age group that suffers from high incidences of disabling conditions—also will increase demand for therapeutic services (this report is available online at <http://www.bls.gov/oco/ocos078.htm>). According to *State Occupational Projections*, Alabama's employment in Occupational Therapy is expected to go up 33 percent from 2002 to 2012, from 810 occupational therapists in 2002 to 1,080 in 2012 (<http://www.projectionscentral.com>).

There are two other public institutions in the state that have master's programs in Occupational Therapy: the University of Alabama at Birmingham and the University of South Alabama. Tuskegee University (TU), a private institution, also has a post-baccalaureate physical therapy program and is the closest in proximity to Montgomery. However, the tuition at TU is prohibitive for many students.

**Student Demand:** Enrollment projections for the proposed program are based partly on the number of students that were enrolled in the baccalaureate program. ASU representatives also reported that there are over forty students who are working on bachelor's degrees in other academic disciplines in preparation for application to the program. Finally, ASU receives typically at least ten to fifteen inquiries per week regarding the program.

#### **Resources:**

**Faculty/Staff:** According to the proposal, there currently are four full-time faculty members available to implement the master's program. A vita was provided for each faculty member.

ASU officials plan to hire one full-time faculty member and one full-time staff associate over the next five years. However, since these positions are replacing associates who left the staff, there will be no additional cost associated with the replacement.

**Equipment/Facilities:** According to the proposal, all of the equipment needed for the program is currently available.

The occupational therapy program, a division of the college of Health Sciences, is housed in the John L. Buskey Health Sciences Center, an 80,000 square-foot, multi-million dollar facility. Space designated specifically for occupational therapy students includes four classrooms/labs, a physical dysfunction/pediatric treatment lab, an adaptive apartment, a kiln room, and a media/multipurpose classroom/ lab with space allocated for woodworking, ceramics, and sewing. Additionally, there is a large media preparation/storage room. Additional classroom space is available as needed for program growth.

The Health Sciences Center also houses office space for occupational therapy faculty. Each faculty member has a private office and offices are also available for adjunct faculty or additional faculty as needed for program growth.

**Library:** The ASU Library houses a health sciences division and employs one staff member who is a credentialed health sciences librarian. Current library resources are adequate to support the proposed program.

#### **Program Budget:**

The proposed master's program is the elevation of an existing baccalaureate program and will not require new funds. Court-ordered funding for the current Bachelor of Science in

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, March 2, 2007

Occupational Therapy will end in fiscal year 2007-08 (year beginning October 1, 2007). The staff recommended amount for FY 2007-08 of \$520,980 will be presented to the Commission for approval at the February 6, 2007, Commission meeting. The Legislature will consider the FY 2007-08 budget during the session beginning March 6, 2007. According to the Settlement Agreement, in FY 2008-09 the funds will then be rolled into ASU's Operations and Maintenance line with no further obligation for the state.

Tuition projections are based on enrollment projections, based on the credit hours that students will take per semester (three semesters per year). The credit hours per semester will range from six to seventeen, depending on the semester. All students will be full-time students and will move through the program in a cohort. The cost per credit hour is \$192. ASU anticipates a total of \$706,560 in tuition revenue over the first five years.

**Attachment 3**

**Curriculum for Proposed Program  
 Proposed Master of Science in Occupational Therapy**

	<b>Semester Credit Hours</b>
<b>Spring 1, Year 1</b>	
OTH 510 Gross Anatomy	6
OTH 512 Occupation thru the Lifespan	3
OTH 514 Fundamentals of OT Practice	3
OTH 516 Psychosocial Dysfunction I	<u>3</u>
	<b>15</b>
<b>Summer 1, Year 1</b>	
OTH 518 Analysis of Occupation	3
OTH 520 Psychosocial Dysfunction II	3
OTH 522 Disease and Occupation	<u>3</u>
	<b>9</b>
<b>Fall 1, Year 1</b>	
OTH 524 Neuroanatomy	5
OTH 526 Ethics & Professional Dev.	2
OTH 528 Research I	3
OTH 530 Fieldwork Level I (1 of 3) (80 contact hours)	1
OTH 532 Therapeutic Measurement & Intervention	3
OTH 534 Physical Dysfunction I	<u>3</u>
	<b>17</b>
<b>Spring 2, Year 2</b>	
OTH 610 Physical Dysfunction II	4
OTH 612 Pharmacology	1
OTH 614 Documentation & Professional Writing	3
OTH 616 Research II	2
OTH 618 Fieldwork Level I (2 of 3) (80 contact hours)	<u>1</u>
	<b>11</b>
<b>Summer 2, Year 2</b>	
OTH 620 Community Based Intervention	2
OTH 624 Administration and Management	2
OTH 626 Professional Seminar	1
OTH 628 Fieldwork Level I (3 of 3) (80 contact hours)	<u>1</u>
	<b>6</b>
<b>Fall 2, Year 2</b>	
OTH 630 Level II Fieldwork (A) Psychosocial <i>(12 weeks full-time, 480 contact hours)</i>	<b>12</b>
<b>Spring 3</b>	
OTH 710 Level II Fieldwork (B) Physical Dysfunction <i>(12 weeks full-time, 480 contact hours)</i>	<b>12</b>
OTH 712 Research III	<u>3</u>
	<b>13</b>
<b>Total Semester Hours</b>	<b>83</b>
<b>Total Clinical Hours (contact hours)</b>	<b>1200</b>

DECISION ITEM B-1: Calhoun Community College, Addition of Options in Entrepreneurship and Real Estate to the Existing Associate in Applied Science in Business (CIP 52.0201)

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

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

Background: Calhoun Community College (CAL) currently has the Associate in Applied Science in Business at CIP 52.0201 in the Academic Program Inventory. CAL proposes the addition of options in Entrepreneurship and Real Estate to the program.

The proposed options will share a common core of 25-26 semester hours (sh) of General Education Core courses and 24 sh of Business courses within the major. The Entrepreneurship option will require 16 sh in required courses and electives for a total of 65-66 sh to complete the program. The Real Estate option will require 13 sh in required courses and electives for a total of 62-63 sh to complete the program.

The proposed option in Entrepreneurship is designed to target individuals who wish to become self-employed or own a business. Both Huntsville and Decatur have active business incubators, which help owners start new businesses. Courses for this option emphasize knowledge required for independent business operation.

The proposed option in Real Estate focuses on the skills and licensing necessary for becoming a real estate agent. It is estimated by local real estate professionals that 2008-2013 will be years of unprecedented growth in Huntsville and the surrounding area, due to business relocations.

The staff recommends that the proposed options be approved as reasonable extensions/alterations 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.

**DECISION ITEM B-2:** Calhoun Community College, Addition of Options in Industrial Maintenance and Electronic Instrumentation to the Existing Associate in Applied Science in Electrical Technology (CIP 46.0302)

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

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

Background: Calhoun Community College (CAL) currently has the Associate in Applied Science in Electrical Technology at CIP 46.0302 in the Academic Program Inventory. CAL proposes the addition of options in Industrial Maintenance and Electronic Instrumentation to the program.

The proposed options will each require a total of 76 semester hours (sh):

General Education Core	22 sh
Electrical Technology Core	24 sh
Option	30 sh

The purpose of the Industrial Maintenance option is to prepare multi-skilled craftsmen to work in industrial settings. According to the proposal, ninety percent of industry in CAL's service area has a need for skilled workers to provide preventative maintenance and to repair facilities and equipment.

The courses in the Electronic Instrumentation option are designed to meet the skills needed in the automation processes in electronics and include a robotics component. According to CAL officials, Electronic Instrumentation is a high demand specialty area in the process industries within the College's service area.

The staff recommends that the proposed options be approved as reasonable extensions/alterations 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.

**DECISION ITEM B-3:** Calhoun Community College, Addition of an Option in Programming to the Existing Associate in Applied Science in Computer Information Systems (CIP 11.0101)

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

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

Background: Calhoun Community College (CAL) currently has the Associate in Applied Science in Computer Information Systems at CIP 11.0101 in the Academic Program Inventory. CAL proposes the addition of an option in Programming to the program.

The proposed option will require a total of 73 semester hours (sh) to complete the program:

General Education Core	22 sh
Major Core/Electives	34 sh
Option	17 sh

The proposed option in Programming is designed to prepare students to gain positions as entry level programmers. Computer programmers are required to program equipment produced by companies in the Huntsville area such as Intergraph, SCI, and AdTran. These companies are contractors supporting the U.S. Army Munitions School located at Redstone Arsenal, NASA, and Marshall Space Flight Center.

The staff recommends that the proposed options be approved as reasonable extensions/alterations 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.

DECISION ITEM B-4: Calhoun Community College, Addition of Options in Calibration, Technical Management, and Military Technology to the Existing Associate in Applied Science in Military Technology (CIP 29.0101)

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

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

Background: Calhoun Community College (CAL) currently has the Associate in Applied Science in Military Technology at CIP 29.0101 in the Academic Program Inventory. CAL proposes the addition of options in Calibration, Technical Management, and Military Technology to the program.

The Military Technology degree is part of an agreement between CAL and the U.S. Army Ordinance Missile and Munitions Center and School. Graduates of the Missile and Munitions School are allowed to transfer credits to CAL in order to complete the AAS degree. This agreement has been in place since the 1970's.

The proposed options will each require a total of 64 semester hours (sh) to complete. The options each share a common core of 22 sh of General Education Core courses. The remaining 42 sh to complete the program are made up of military credits from the Missile and Munitions School. If the military credits are less than 42 sh, the deficiency must be made up with General Electives (100 level or above).

The options in Calibration and Technical Management require that the military member be trained either at Redstone Arsenal or in a Redstone Arsenal Detachment of instructors. The option in Military Technology will accommodate students who were trained in the field of munitions at locations other than Redstone Arsenal by allowing them to enter the Military Technology program.

The proposed option in Calibration is designed to target individuals who have been trained as calibration specialists. Calibrations specialists are distinctive in the depth of training and education they receive in the military. They are trained in two fields that require more extensive training than other specialties: Test, Measurement, and Diagnostic Equipment Support and Integrated Family of Test Equipment Operator/Maintainer. This option is restricted to those individuals who have been trained on one of the specialties.

The proposed option in Technical Management recognizes the management training and education of senior non-commissioned officers who are proficient in the military specialty but who have moved into

management of a unit or process. These are the military personnel who direct the maintenance of facilities, schedule work, supervise training and manage the technical sites involved in maintaining missile and munitions equipment. In recognition of the added training at Redstone Arsenal and years of experience, these service members are eligible for this option.

The proposed option in Military Technology allows eligible military members who were not trained at Redstone Arsenal to enter the program, once specific requirements have been met.

The staff recommends that the proposed options be approved as reasonable extensions/alterations 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.

**DECISION ITEM C-1:** Jefferson State Community College, Addition of Options in Microcomputer Applications, Computer Programming, Networking, and Web Technologies to the Existing Associate in Applied Science in Computer Science (CIP 11.0101)

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

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

Background: Jefferson State Community College (JSC) currently has the Associate in Applied Science in Computer Science at CIP 11.0101 in the Academic Program Inventory. JSC proposes the addition of options in Microcomputer Applications, Computer Programming, Networking, and Web Technologies to the program.

The proposed options will each require a total of 66 semester hours (sh):

General Education Core	27 sh
Computer Science Core	15 sh
Option	24 sh

The options are being proposed in response to a recent institutional effectiveness review at JSC. The purpose of the proposed options is to realign the Computer Science degree in order to maximize viability, promote student outcomes, and provide multi-skill variances to meet employer demands.

The staff recommends that the proposed options be approved as reasonable extensions/alterations 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.

**DECISION ITEM C-2:** Jefferson State Community College, Addition of Options in Landscape Horticulture, Plant Production, and Turfgrass to the Existing Associate in Applied Science in Agriculture (CIP 01.0101)

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

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

**Background:** Jefferson State Community College (JSC) currently has the Associate in Applied Science in Agriculture at CIP 01.0101 in the Academic Program Inventory. JSC proposes the addition of options in Landscape Horticulture, Plant Production, and Turfgrass to the program.

The proposed options will each require a total of 68 semester hours (sh):

General Education Core	22 sh
Landscape Core	26 sh
Option	20 sh

The options are being proposed in response to a recent institutional effectiveness review at JSC. The purpose of the options is to maximize viability, promote student outcomes, and provide multi-skill variances to meet employer demands.

The staff recommends that the proposed options be approved as reasonable extensions/alterations 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.

**DECISION ITEM D-1:** Auburn University, New Off-Campus Program: Doctor of Pharmacy in Pharmacy (CIP 51.2001) at the University of South Alabama

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

**Staff Recommendation:** That the Commission approve the following new off-campus program for Auburn University at the University of South Alabama.

**Background:** At the December 16, 2005 Commission meeting, the University of South Alabama (USA) presented a request for a new pharmacy program, which was not approved. At the urging of the Commission, USA and Auburn University (AU) have formed an agreement where the AU Harrison School of Pharmacy is proposing an off-campus Doctor of Pharmacy degree program at USA. The proposed program would begin admitting students in Fall 2007.

**Rationale:** **Location of the Program:** AU is proposing an off-campus site at USA for the Pharmacy program only. This is a unique program in that only AU and Samford University, a private university, offer the Doctor of Pharmacy degree in the state of Alabama.

**Relationship to the Commission's Academic Program Inventory:** AU currently has the Doctor of Pharmacy listed at CIP code 51.2001 in the Commission's Program Inventory.

**Strength of the Existing Program:** AU provided the following enrollment and graduation rates for the existing Pharmacy program:

Year	Fall Enrollment	Completions
2001-02	359	75
2002-03	367	66
2003-04	406	57
2004-05	468	98
2005-06	499	106
2006-07	513	N/A

The program is accredited by the American Council for Pharmaceutical Education (ACPE).

**Adequate Student Demand:** AU and USA officials project that the annual average enrollment for the first five years of the program will be at least 67 and that the annual average number of graduates will be 62. It is expected that approximately 86 percent of these students will graduate on time.

**Need for Program:** Alabama, like most of the nation, is experiencing a significant shortage of pharmacists to meet the needs of its citizens. This program is designed to provide increased educational opportunities for

students who are interested in receiving this degree. This approach avoids unnecessary duplication of programs and is considered more efficient financially and in terms of start-up time.

**Effect on the Existing On-Campus Program:** The program represents an enrollment increase of the existing AU Doctor of Pharmacy and will not affect the resources or quality of the original program.

**Resources:** USA is providing approximately 14,000 gross square feet for the program in the health services building on the main campus of USA.

The Mobile program will be managed by an Assistant Dean/Associate Department Head for Pharmacy Practice. There are plans to add eight additional clinical faculty who will be assigned practice responsibilities in the Mobile area, primarily targeted in USA hospitals and clinics. In addition, one pharmaceutical scientist will be added to the Auburn campus in support of the program and contracted IT support will manage the connectivity between the campuses.

**Clinical Sites:** AU has provided documentation that clinical sites in Mobile are adequate to accommodate the projected enrollment in the program.

**Admission and Program Completion Requirements:** The proposed program will be a replication of the current program at AU. Admissions requirements, accreditation, academic requirements, curriculum, and tuition and fees will be the same.

**Public Review:** The program was posted on the Commission website from January 11, 2007 until January 31, 2007 (twenty days) for public review and comment. No comments were received.

Supporting Documentation:

1. Prospectus for an Auburn University off-campus Doctor of Pharmacy program at the University of South Alabama. Attached.

**Prospectus:**

Auburn University's Harrison School of Pharmacy (AUHSOP) proposes establishing a satellite program at the University of South Alabama in Mobile, Alabama. The program will begin in Fall 2007.

**Justification:** Alabama, not unlike other parts of the country, has a significant shortage of pharmacists to meet the needs of its citizens. In fact, nationally there is one pharmacist for every 1,050 citizens, a ratio that has been widely described as a "shortage." In some parts of the State, the ratio approaches 1 pharmacist to every 1200 - 1500 citizens. Auburn University (AU) and the University of South Alabama (USA) have joined forces to create a Doctor of Pharmacy degree program on the USA campus in Mobile. This approach avoids unnecessary duplication of pharmacy degree programs offered by Alabama's universities and is considered more efficient financially and in terms of startup time and resources. It also provides great flexibility for expansion and contraction of enrollment as future demands change. Location of a satellite program in Mobile may also address pharmacist shortages specific to that region.

**Auburn University – University of South Alabama Relationship** - AU and USA have executed a Memorandum of Understanding (MOU) regarding mutual participation with the satellite program. The MOU has already been forwarded to ACHE; however, the substantive elements of the agreement are included below.

- Graduates who have completed their education at the satellite campus will receive their degree from Auburn University. Their diplomas will reflect the location of their program as follows: Auburn University Harrison School of Pharmacy at the University of South Alabama.

AU will:

- Establish the program in facilities on the USA Campus.
- Staff and administer the program with AU faculty.
- Utilize the same admission requirements and academic criteria as the HSOP Auburn campus. A representative from USA will serve on HSOP's admission committee.
- Establish, bill and collect the tuition and fees.
- Be responsible for complying with all accreditation standards pertinent to the operation of the satellite program.
- Pay USA overhead, based on the amount of space occupied at a rate mutually agreed upon.

USA will:

- Provide facilities and furnishings equivalent to those on the AU campus to the extent possible.
- Provide student pharmacists with access to USA medical libraries and student health services.
- Collaborate to provide video conferencing and networking necessary to conduct a synchronous academic program with the AU campus. Provide clinical clerkships at USA medical facilities.

**Curriculum:** The curriculum delivered at the Mobile campus will mirror that of the Auburn campus. Extensive use of video conference technology will allow synchronous delivery of coursework from either campus. Dedicated network connections are being installed with a contracted service to monitor transmission. All equipment will be identical to that available at AUHSOP. All coursework will be recorded electronically via videostreaming and will be available to all students asynchronously via the internet. Additionally, as an additional backup, DVD's can be made for asynchronous delayed presentation. Faculty and staff present on the Mobile campus will facilitate the learning process in collaboration with their Auburn counterparts.

**Admissions:** All admissions will be handled identically. Applications will be completed through PharmCas and all students will be held to the same standards for admission. All interviews will be conducted in Auburn. Assignment to a specific campus will, as much as possible, be made on student preference (Auburn, Mobile, no-preference) based the recommendation of the Committee on Admissions and Academic Requirements.

**Tuition and Fees:** All students enrolled on either campus will pay the same amount based on AU tuition and fee structure.

**Academic and Student Affairs:** HSOP policies and procedures for student pharmacists will be imposed equally on each campus. Equal access the student organizations will be provided; however it is unclear at present how these groups will be organized. It is the clear sentiment of the AUHSOP student body that they want the Mobile student pharmacists incorporated into their activities as much as possible. Organization of Honor Board activities, supplemental instruction, career days, psychological counseling, and HSOP celebrations and events, are currently being addressed with faculty, staff and students.

**Drug Information Resources:** Mobile student pharmacists will have access to AU electronic and hardcopy resources. In addition, student pharmacists will have access to the USA general and medical libraries. AUHSOP will provide supplemental resources within the program facilities.

**Facilities:** USA is providing approximately 14,000 gsf for the program. It is located on the main USA campus in a health services building adjacent to the School of Medicine and the main library. Renovation of the facility is underway with anticipated occupancy in August. The facilities are designed to replicate the functions and the style of those at AUHSOP. Faculty and students will be housed in the renovated facilities. In the event the facilities are not ready, contingency plans have been developed to house the program in space that will accommodate video conference delivery.

**Personnel:** An Assistant Dean/Associate Department Head for Pharmacy Practice will manage the Mobile program. Eight additional clinical faculty will be added who will be assigned practice responsibilities in the Mobile area, primarily targeted in USA hospitals and clinics. This is in addition to the existing clinical faculty who are currently located in Mobile. Support staff will include the following: Assistant Director for Operations, Academic and Student Affairs staff, Secretary, IT staff, Experiential Learning staff and academic learning facilitators. In addition, one pharmaceutical scientist will be added to the Auburn campus in support of the program and contracted IT support will manage the connectivity between the campuses.

**Financial:** All tuition and fees collected by Auburn will be made available for the operation of the satellite program. Attached is the financial pro forma for the program. Startup costs during the first four years are being subsidized by the University. For the main campus the funding goal for FY 07 is \$23,050 per student per year (*calculated as of 10/2006*). Currently the funding from university general fund appropriation projection is \$23,751 per student for FY 07. This funding level supports all missions of the School. The combined budgets for the Auburn and Mobile campuses generate a funding level of \$22,474 per student per year. Since the satellite program is primarily focused on the instructional and outreach missions, these projections do not predict a detrimental impact on the existing program.

**Timing:** The program is scheduled to begin in Fall 2007. The American Council of Pharmacy Education has placed this on their January 2007 agenda. We are reporting to SACs and will get feedback from them in early Spring.

- DECISION ITEM D-2: Auburn University, Merger of the Bachelor of Science in Operations Management (CIP 52.0205) into the Bachelor of Science in Transportation and Physical Distribution (CIP 52.0203) and Name Change to the Bachelor of Science in Supply Chain Management
- Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst
- Staff Recommendation: That the Commission approve the proposed program merger and name change as a reasonable extension/alteration of existing programs.
- Background: Auburn University (AU) currently has the Bachelor of Science (BS) in Operations Management listed in the Commission's Academic Program Inventory at CIP code 52.0205 and the BS in Transportation and Physical Distribution listed at CIP 52.0203. AU proposes to merge the BS in Operations Management into the BS in Transportation and Physical Distribution and to change the name of the program to Supply Chain Management. With the approval of the merger, the BS entry at 52.0205 will be deleted from the Inventory.
- The total hours required for the degree will remain as 123 semester hours. The merger will involve moving four existing courses in operations management to the consolidated program. These courses will be renumbered along with the existing Transportation and Physical Distribution courses to reflect the supply chain program. Only two new courses will be developed.
- The convergence of logistics and operations management into a more holistic discipline of supply chain management will provide students in this major with a more consistent, rigorous, and integrative education. It also reflects industry terminology and practice.
- Supporting Documentation:
1. "Reasonable Extensions and Alterations of Existing Units and Programs 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.

DECISION ITEM E: Revision of Policy on Off-Campus Instruction

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

Staff Recommendation: That the Commission approve the revised policy (attached).

Rationale:

1. The proposed policy will revise the guidelines to reflect current circumstances.
2. The proposed policy will provide Commission-recognized definitions related to off-campus instruction.
3. The revision will provide the Commission criteria by which proposed full programs may be reviewed and acted upon for the purpose of off-campus instruction.
4. The revision will establish new service areas for senior institutions for the purpose of off-campus instruction. Service areas for the two-year colleges will be revised in accordance with the most recent service areas approved by the Alabama Board of Education and will reflect recent institutional consolidations or mergers.

Background: The "Guidelines for the Regulation of Off-Campus Instruction," currently used by the Commission staff in evaluating proposals and making recommendations to the Commission, were approved in August 2000. These guidelines provided minimal regulation of off-campus instruction related to the delivery of courses and made no provision for the specific approval of off-campus programs by the Commission.

Several factors emerging recently suggested a need to revise these guidelines. One factor was the growth of distance learning delivery of instruction and the need for a single manner by which institutions report this activity. Another factor was the lack of program approval guidelines and the interest of some institutions in delivering programs at off-campus sites. Another consideration was the need for service areas designated for senior institutions that included all counties in the state, rather than the home and contiguous counties areas currently in place.

In September 2006 a staff team consisting of members of the Academic Affairs staff and Tim Vick drafted preliminary changes to the off-campus policy. Members of the Commission's Executive Committee provided comment and a full draft was generated. The draft drew on definitions and policies collected from other state higher education organizations and agencies. Other members of the Commission staff provided comment on

the definitions from the perspective of Financial Affairs, Institutional Effectiveness and Planning, and Institutional Research. The draft was circulated for review by the Executive Committee and by the full Commission. On October 30, 2006, the revised draft was posted for public comment. The draft also was sent directly to the chief academic officers of the senior institutions, the council of graduate deans, and the academic affairs staff of the Alabama Department of Postsecondary Education for the purpose of review and comment.

Public Review:

The initial draft of the proposed revision was posted on the Commission website from October 30 until November 18 (twenty days) for public review and comment. Additional comments were received from several institutions after the public review period. Compiled comments, along with staff responses to the comments, were provided to the Commission in a separate document and discussed at the Committee of the Whole meeting on December 2, 2006. Because of the need for further consideration of the institutional comments, the staff recommendation was removed from the December Commission agenda. Most institutional concerns centered on the inclusion of distance education offerings in the definition of off-campus.

In January 2007, the Commission staff constructed a draft of a distance education policy. At the same time the original draft of the off-campus policy revision was altered to extract references to distance education. In addition, one change suggested by an institutional comment was included. Both policy drafts were posted on the public forum site for comment from January 12 through January 31. Notice of the public review was sent to the institutions and to members of the Commission at the time of the posting. Compiled public and institutional comments and staff responses will be distributed at the meeting.

Supporting Documentation:

1. "Draft Revision of Policy on Off-Campus Instruction," attached.
2. "Guidelines for the Regulation of Off-Campus Instruction," approved August 18, 2000, available online at the Commission's website or upon request. (<http://www.ache.state.al.us/Acadaffr/OffCampus/OffInstr.PDF>)
3. Comments on the draft from the public and the academic community will be provided to the Commission under separate cover.

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, March 2, 2007

***Alabama Commission on Higher Education***

**Instruction, Planning, and Special Services**

**DRAFT REVISION OF THE POLICY ON OFF-CAMPUS INSTRUCTION**

**March 2, 2007**

**Highlighted sections are changes from the December 8, 2006, Commission agenda draft.**

## CONTENTS

- I. DEFINITIONS FOR THE REGULATION OF OFF-CAMPUS INSTRUCTION [New Section]
- II. GUIDELINES FOR THE REGULATION OF OFF-CAMPUS INSTRUCTION COURSES [Revision]
- III. GUIDELINES FOR THE REGULATION OF OFF-CAMPUS PROGRAMS [New Section]
- IV. Attachment 1: STATE BOARD OF EDUCATION APPROVED SERVICE AREAS OF TWO-YEAR COLLEGES [Draft Revision]
- V. Attachment 2: ~~HOME & CONTIGUOUS COUNTIES~~ SERVICE AREAS OF UNIVERSITIES BY COUNTY [Revision]

*Alabama Commission on Higher Education*

**DEFINITIONS FOR THE REGULATION OF OFF-CAMPUS INSTRUCTION**

[New Section]

1. Off-Campus Instruction: A course or program taken by a student or students at a location other than a Commission-recognized main or branch campus of the sponsoring institution. The Commission's policy on off-campus instruction applies to traditional instructional settings, i.e. face-to-face classroom instruction that occurs at a location away from the Commission-recognized main or branch campus of the institution. \*
  
2. Service Areas: For the purposes of off-campus instruction, service areas for the two-year colleges are those determined by the State Board of Education. Service areas for senior institutions are determined by the Commission, using the following considerations: 1) proximity of the off-campus site to the sponsoring institution; 2) relationship of the off-campus site to the sponsoring institution based on student source reports that are produced using data from the Alabama Statewide Student Database; and 3) the mission of the institution.

\* Adapted from a Georgia Board of Regents definition

*Alabama Commission on Higher Education*

**GUIDELINES FOR THE REGULATION OF OFF-CAMPUS INSTRUCTION  
COURSES** [Revision]

1. The following sites are exempt from Commission approval:

a. Statutory exemptions.

- 1) Sites at which the Fall 1978 registrations exceeded 500 class enrollments
- 2) University sites that were operated prior to 1960
- 3) Sites located on military reservations
- 4) Business and industry sites where only their employees are enrolled in the off-campus courses

b. ~~Other~~ Additional exemptions approved by the Commission.

- ~~1) Sites where courses are delivered via off-campus/ distance learning technologies education~~
- 2) (1) Off-campus prison sites where courses are taught exclusively for inmates and prison employees
- 3) (2) Courses offered on an individual study basis
- (3) Study abroad
- (4) High school sites where courses are taught exclusively to high school students enrolled in early admission, accelerated or dual enrollment/dual credit programs
- (5) Two-year college sites located within their respective State Board approved service areas (refer to Attachment 1)
- (6) University sites located within their respective ~~home counties and contiguous counties~~ service areas (refer to Attachment 2)

The following stipulations apply to exemptions b. (4), (5) and (6) above:

- Information items will be provided to the Commission for any **new** sites, i.e. sites that have not previously been recognized by the Commission either by formal approval or by information item.
- Since there are instances in which two-year colleges and universities are located within overlapping areas, care must be taken to avoid the unnecessary duplication of lower division courses. For this reason, a university shall not offer lower division courses in the home county of a two-year institution main campus that offers similar courses without the written consent of the two-year institution, while a two-year institution shall not offer courses in the home county of a university main campus which offers similar courses without the written consent of the university. This stipulation does not apply to situations in which a university and a two-year college are located in the same county. In these situations, each institution may offer courses within the shared area, but they should work together to avoid the unnecessary duplication of course offerings.
- A university shall not offer courses in the ~~home county~~ service area of another university that offers similar courses without the written consent of the resident university.

- All universities that are located in the same county or which share ~~contiguous counties~~ service areas may offer courses within the shared area, but they should work together and in conjunction with the Commission to avoid the unnecessary duplication of course offerings.
  - It is desirable in most instances to have the closest qualified institution respond to off-campus credit course needs. \*
2. All sites that are not covered by one or more of the exemption categories above are subject to regular review and approval by the Commission. For these sites, the following regulations apply:
    - a) New off-campus site proposals (refer to Attachment 3) must be received by the Commission at least ~~four weeks~~ eight weeks in advance of the Commission meeting in which they will be considered.
    - b) A list of courses from which each term's schedule will be developed will be submitted with each new site proposal.
    - c) No off-campus site may be located nearer than 25 miles to a main campus of another institution that offers similar instruction without the written consent of that institution's ~~president~~.
    - d) Once an off-campus site is approved it does not require approval in subsequent years, but annual reports are required (refer to Attachment 4). [The annual report form (attachment 4) is not included in the draft document and will be revised if the revision is adopted.]
  3. All sites, exempt and non-exempt, must be in full compliance with the Southern Association of Colleges and Schools/Commission on Colleges, (SACS/COC) guidelines and criteria pertaining to curriculum, faculty, administration, equipment, learning resources and student services. Council on Occupational Education (COE) guidelines will apply to institutions accredited by that agency.
  4. Regardless of exemption status, institutions will submit an annual follow-up report for each off-campus site by July 1 each year (refer to Attachment 4). [Attachment 4 is not included in this draft revision.] The Alabama Department of Postsecondary Education may submit a comprehensive follow-up report for its entire system. The Commission must be notified if a site is discontinued so that annual reports will not be expected.
  5. Extensive course lists of upper division and graduate level courses that may constitute a program in any discipline will not be accepted. Should an institution desire to offer an extensive course list in a discipline, a proposal for an off-campus program should be submitted for Commission review and approval.
  6. All proposals for off-campus courses will be subject to a twenty-day public comment period prior to action or acceptance by the Commission. Proposals must be submitted electronically by the institutions and will be posted to the Commission website for public review and comment. At the end of the twenty-day period, the Commission staff will compile the comments and send them to the applicant institution for response.
  5. 7. The Commission retains the authority to monitor compliance with the guidelines. If infractions are found, they will be referred to the appropriate governing board for corrective action.

\* Based on a Georgia Board of Regents policy

8. Whenever possible, off-campus instruction should be self-supporting; i.e. costs should be covered by tuition, fees, and extramural support. The Commission will not include credit hours and enrollment generated by off-campus instruction in its formula calculations in developing institutional budget recommendations.

*Alabama Commission on Higher Education*

**GUIDELINES FOR THE REGULATION OF OFF-CAMPUS PROGRAMS**  
[New Section]

In addition to all criteria stated for the approval of off-campus courses, the following additional criteria shall apply to the approval of off-campus instructional programs:

1. Location of Programs: Complete degree programs may only be offered at Commission approved sites. Distance from the offering institution to the proposed off-campus sites will be a primary consideration in the delivery of off-campus programs, unless it can be demonstrated that the proposed program is the only one of its kind.
2. Relationship to the Commission's Academic Program Inventory: All programs to be offered off-campus must be listed in the Commission's Academic Program Inventory for the proposing institution.
3. Strength of the Existing On-Campus Program: Only programs which are academically strong and productive on the main campus should be offered off-campus. Information related to the main campus program must be provided. This includes: (a) headcount enrollment data for the preceding five academic years, (b) completion rates for the preceding five academic years as reported to the National Center for Educational Statistics through the Integrated Postsecondary Education Data System (IPEDS), and (c) current accreditation status, if programmatic accreditation is available. If graduates of the program are required to pass a certification or licensure examination, the institution must provide documentation related to the performance of its graduates on such an examination. The institution must also include data related to the placement rates of graduates of the program. Exceptions to this rule may be considered, based on 4, 5, and 6 following.
4. Adequate Student Demand: The institution must provide documentation of strong student demand, along with graduation projections for the first five years of operation at the proposed site. Post-implementation conditions on enrollment, graduation rates and job placement similar to those placed on the approval of new academic programs will be placed on the approval of off-campus programs. If a program is to be offered on a limited one-time basis, this must be stated. In such cases, student demand, enrollment projections, and graduation projections will be applied accordingly.
5. Need for the Program: The institution must provide documentation that there is significant unmet need (employer demand) which cannot be met by the campus-based program or by other similar programs in the State.
6. Effect on the Existing On-Campus Program: In supporting documentation, the institution should explain potential effects of the proposed off-campus program on the resources available to and the quality of the program on the main campus. The institution must also provide documentation that the Southern Association of Colleges and Schools and any professional accreditation agencies, if applicable, have been notified of the institution's intent to offer the proposed program off-campus. Documentation must be provided that required clearances have been received from the appropriate accreditation agencies.
7. Clinical Sites: If the proposed program requires a clinical component (example: allied health programs), signed clinical agreements with appropriate agencies sufficient

in number to accommodate the projected enrollment in the program must be provided. These agreements must indicate the total number of clinical slots that will be available at each clinical site.

8. Admission and Program Completion Requirements: Admission and program completion requirements for a proposed off-campus program must be the same as the requirements on the main campus.

9. All proposals for off-campus programs will be subject to a twenty-day public comment period prior to action or acceptance by the Commission. Proposals must be submitted electronically by the institutions and will be posted to the Commission website for public review and comment. At the end of the twenty-day period, the Commission staff will compile the comments and send them to the applicant institution for response.

10. If an institution is found to be offering an off-campus program without the approval of the Commission, the Commission staff will notify the institution in writing regarding the violation and will conduct an on-site visit to confirm the non-compliance with Commission policy. Following this review, the Commission will take appropriate action concerning the violation.

Attachment 1

**STATE BOARD OF EDUCATION APPROVED SERVICE AREAS  
 OF TWO-YEAR COLLEGES**

(Boldface Counties Indicate Home Counties)

**NOTE: Attachment 1 is included for informational purposes only. Service areas for Alabama public two-year colleges are determined by the Alabama Board of Education and are not subject to Commission approval. The Commission staff will alter this table as changes are received from the Alabama Department of Postsecondary Education.**

College	State Board Approved Service Areas
Alabama Southern Community College	<ul style="list-style-type: none"> <li>• Choctaw</li> <li>• Marengo</li> <li>• <b>Clarke</b></li> <li>• <b>Monroe</b> (all but northeastern corner)</li> <li>• Wilcox (shared with Reid, <del>Jeff Davis</del>)</li> </ul>
<del>Ayers State Technical College</del>	<ul style="list-style-type: none"> <li>• <del><b>Calhoun</b> (shared in Anniston with Gadsden)</del></li> <li>• <del>Gleburne</del></li> <li>• <del>Cherokee (southern third)</del></li> </ul>
<del>Bessemer State Technical College</del> [merged with Lawson State Community College]	<ul style="list-style-type: none"> <li>• <del><b>Jefferson</b> (shared with Jeff State, Lawson, Beville, and Wallace/Hanceville)</del></li> <li>• <del>Shelby (site in Hoover)</del></li> </ul>
Bevill State Community College	<ul style="list-style-type: none"> <li>• <b>Marion</b></li> <li>• Lamar</li> <li>• <b>Fayette</b></li> <li>• Jefferson (shared with Lawson, Jeff State, Bessemer, and Wallace/ Hanceville)</li> <li>• Pickens (shared with Shelton)</li> <li>• <b>Walker</b></li> <li>• Winston (<u>southwestern</u> one-fourth)</li> </ul>
Bishop State Community College	<ul style="list-style-type: none"> <li>• <b>Mobile</b> (<u>shared with Enterprise-Ozark</u>)</li> <li>• Washington</li> </ul>
Calhoun State Community College	<ul style="list-style-type: none"> <li>• Madison (shared with Drake <del>in Huntsville</del>)</li> <li>• Morgan (northern two-thirds shared with Drake)</li> <li>• <b>Limestone</b></li> <li>• Lawrence (eastern one-third shared with NW-Shoals)</li> </ul>
Central Alabama Community College	<ul style="list-style-type: none"> <li>• Clay (western one-half)</li> <li>• <b>Talladega</b></li> <li>• Coosa</li> <li>• <del>Tallapoosa</del> (<u>northern one-half southeast corner shared with Southern Union</u>)</li> <li>• <del>Macon (western middle one-third)</del></li> <li>• <u>Elmore (site in Tallasse)</u></li> <li>• Shelby (eastern one-half)</li> </ul>

Chattahoochee Valley Community College	<ul style="list-style-type: none"> <li>• Macon (eastern one-third)</li> <li>• Lee (Southeastern corner shared with Southern Union. <del>Neither college will offer off-campus instruction in this shared service area.</del>)</li> <li>• <b>Russell</b> (<del>shared with Sparks</del> <u>southeastern one-third shared with Wallace - Dothan</u>)</li> </ul>
Drake State Technical College	<ul style="list-style-type: none"> <li>• <b>Madison</b> (shared with Calhoun in Huntsville)</li> <li>• Morgan (northern two-thirds shared with Calhoun)</li> <li>• <del>Jackson (shared with Northeast)</del></li> </ul>
<del>Enterprise-Ozark State Junior Community College</del>	<ul style="list-style-type: none"> <li>• Pike</li> <li>• <b>Coffee</b> (shared with MacArthur <u>LBW</u>)</li> <li>• Geneva (western two-thirds <u>shared with LBW</u>)</li> <li>• Dale (western half)</li> <li>• <u>Mobile (shared with Bishop)</u></li> </ul>
Faulkner State Community College	<ul style="list-style-type: none"> <li>• <b>Baldwin</b></li> </ul>
Gadsden State Community College	<ul style="list-style-type: none"> <li>• St. Clair (<u>northeastern third</u>)</li> <li>• <b>Etowah</b></li> <li>• Cherokee (<del>central two-thirds</del> <u>all but northern one-sixth</u>)</li> <li>• Calhoun (<del>shared with Ayers in Anniston</del>)</li> <li>• <u>Cleburne</u></li> </ul>
Ingram State Technical College	<ul style="list-style-type: none"> <li>• <b>Elmore</b> (statewide responsibility)</li> </ul>
Jefferson Davis Community College	<ul style="list-style-type: none"> <li>• <b>Escambia</b> (shared with Reid)</li> <li>• Conecuh (shared with Reid)</li> <li>• Monroe (northeastern corner which is shared with Reid)</li> <li>• <del>Wilcox (shared with Reid)</del></li> </ul>
Jefferson State Community College	<ul style="list-style-type: none"> <li>• <b>Jefferson</b> (shared with Lawson, Bessemer, Beville, and Wallace-Hanceville.)</li> <li>• Shelby (<u>western one-half shared with Lawson</u>)</li> <li>• <u>St. Clair (southwestern two-thirds)</u></li> </ul>
Lawson State Community College	<ul style="list-style-type: none"> <li>• <b>Jefferson</b> (shared with Jefferson State, Bessemer, Beville, and Wallace- Hanceville)</li> <li>• <u>Shelby (site in Hoover) [formerly Bessemer]</u></li> </ul>
L. B. Wallace State Junior College	<ul style="list-style-type: none"> <li>• Butler (<u>shared with Reid</u>)</li> <li>• <u>Coffee (shared with Enterprise-Ozark)</u></li> <li>• Crenshaw (<del>shared with MacArthur</del>)</li> <li>• <b>Covington</b> (<del>shared with MacArthur</del>)</li> <li>• <u>Geneva (western two-thirds which is shared with Enterprise-Ozark)</u></li> </ul>
<del>MacArthur State Technical College</del>	<ul style="list-style-type: none"> <li>• <del>Coffee (shared with Enterprise)</del></li> <li>• <del>Crenshaw (shared with LBW)</del></li> <li>• <b>Covington</b> (<del>shared with LBW</del>)</li> <li>• <del>Geneva (shared with Enterprise)</del></li> </ul>

Northeast Alabama Community College	<ul style="list-style-type: none"> <li>• Jackson (<del>shared with Drake</del>)</li> <li>• <b>DeKalb</b> (northern half)</li> <li>• Cherokee (northern one-sixth)</li> </ul>
Northwest-Shoals Community College	<ul style="list-style-type: none"> <li>• Lauderdale</li> <li>• Lawrence (eastern one-third shared with Calhoun)</li> <li>• <b>Colbert</b></li> <li>• Lawrence-(typo)</li> <li>• <b>Franklin</b></li> <li>• Winston (<u>northwestern</u> one-fourth)</li> </ul>
Patterson State Technical College	<ul style="list-style-type: none"> <li>• Elmore (<del>shared with Ingram and Trenholm</del>)</li> <li>• <b>Montgomery</b> (<del>shared with Trenholm</del>)</li> <li>• Lowndes (<del>shared with Trenholm and Wallace/Selma</del>)</li> <li>• Bullock (<del>western half shared with Trenholm</del>)</li> <li>• Macon (<del>western one-third shared with Trenholm</del>)</li> </ul>
Reid State Technical College	<ul style="list-style-type: none"> <li>• Escambia (shared with Jeff Davis)</li> <li>• <b>Conecuh</b> (shared with Jeff Davis)</li> <li>• Wilcox (shared with Jeff Davis <u>Alabama Southern</u>)</li> <li>• Monroe (northeastern corner <u>which is</u> shared with Jeff Davis)</li> <li>• Butler (shared with LBW)</li> </ul>
Shelton State Community College	<ul style="list-style-type: none"> <li>• Bibb</li> <li>• Hale</li> <li>• Greene</li> <li>• <b>Tuscaloosa</b></li> <li>• Sumter</li> <li>• Pickens (shared with Bevill)</li> </ul>
Snead State Community College	<ul style="list-style-type: none"> <li>• <b>Marshall</b></li> <li>• DeKalb (southern half)</li> <li>• Blount (eastern half)</li> </ul>
Southern Union State Community College	<ul style="list-style-type: none"> <li>• Chambers</li> <li>• Clay (eastern half)</li> <li>• <b>Lee</b> (Southeastern corner shared with Chattahoochee Valley. <del>Neither college will offer off-campus instruction in this shared service area</del>)</li> <li>• <b>Randolph</b></li> <li>• Tallapoosa (<del>southern one-half</del> <u>southeastern corner which is shared with Central</u>)</li> <li>• <u>Macon</u> (middle one-third)</li> </ul>

Trenholm State Technical College	<ul style="list-style-type: none"> <li>• Elmore (shared with Ingram and <del>Patterson Central</del>)</li> <li>• <b>Montgomery</b> (<del>shared with Patterson</del>)</li> <li>• Lowndes (<del>shared with Patterson but has primary responsibility</del>)</li> <li>• Bullock (western half <del>shared with Patterson</del>)</li> <li>• Macon (western one-third <del>shared with Patterson</del>)</li> </ul>
Wallace State Community College (Dothan)	<ul style="list-style-type: none"> <li>• Henry (<del>southern one-third</del>)</li> <li>• Dale (eastern half)</li> <li>• <b>Houston</b></li> <li>• Geneva (eastern one-third)</li> <li>• Barbour</li> <li>• Bullock (eastern one-half)</li> <li>• Russell (<u>southern one-third which</u> is shared with Chattahoochee Valley)</li> </ul>
Wallace State Community College (Hanceville)	<ul style="list-style-type: none"> <li>• <b>Cullman</b></li> <li>• Blount (western half)</li> <li>• Winston (eastern half)</li> <li>• Morgan (southern one-third)</li> <li>• Jefferson (northwest corner)</li> </ul>
Wallace State Community College (Selma)	<ul style="list-style-type: none"> <li>• Chilton</li> <li>• Autauga</li> <li>• Perry</li> <li>• <b>Dallas</b></li> <li>• Lowndes (<del>shared with Patterson and Trenholm</del>)</li> </ul>

Attachment 2

**HOME & CONTIGUOUS COUNTIES SERVICE AREAS OF UNIVERSITIES  
 BY COUNTY**

(Boldface Counties Indicate Home Counties)

University	<b>Home &amp; Contiguous Counties Service Area</b>
Alabama A&M University (AAM)	<ul style="list-style-type: none"> <li>• <b>Madison</b> (shared with UAH)</li> <li>• <u>Cullman</u> (shared with UAH and ATSU)</li> <li>• Jackson (shared with UAH)</li> <li>• Marshall (shared with UAH)</li> <li>• Morgan (shared with UAH and ATSU)</li> </ul>
Alabama State University (ASU)	<ul style="list-style-type: none"> <li>• <b>Montgomery</b> (shared with AUM and TROY)</li> <li>• Autauga (shared with AUM and TROY)</li> <li>• Bullock (shared with AUM and TROY)</li> <li>• Crenshaw (shared with AUM and TROY)</li> <li>• <u>Dallas</u> (shared with AUM and TROY)</li> <li>• Elmore (shared with AUM and TROY)</li> <li>• Lowndes (shared with AUM and TROY)</li> <li>• Macon (shared with AU, AUM and TROY)</li> </ul>
Athens State University (ATSU)	<ul style="list-style-type: none"> <li>• <b>Limestone</b></li> <li>• <u>Cullman</u> (shared with AAM and UAH)</li> <li>• Lawrence (shared with UNA)</li> <li>• Morgan (shared with AAM and UAH)</li> </ul>
Auburn University (AU)  <u>(This institution has a constitutional statewide mission.)</u>	<ul style="list-style-type: none"> <li>• <b>Lee</b></li> <li>• Chambers</li> <li>• Macon (shared with ASU, AUM and TROY)</li> <li>• Russell</li> <li>• Tallapoosa</li> </ul>
Auburn University at Montgomery (AUM)	<ul style="list-style-type: none"> <li>• <b>Montgomery</b> (shared with ASU and TROY)</li> <li>• Autauga (shared with ASU and TROY)</li> <li>• Bullock (shared with ASU and TROY)</li> <li>• Crenshaw (shared with ASU and TROY)</li> <li>• <u>Dallas</u> (shared with ASU and TROY)</li> <li>• Elmore (shared with ASU and TROY)</li> <li>• Lowndes (shared with ASU and TROY)</li> <li>• Macon (shared with ASU, AU and TROY)</li> </ul>
Jacksonville State University (JSU)	<ul style="list-style-type: none"> <li>• <b>Calhoun</b></li> <li>• Cherokee</li> <li>• <u>Clay</u></li> <li>• Cleburne</li> <li>• <u>DeKalb</u></li> <li>• Etowah</li> <li>• <u>Randolph</u></li> <li>• St. Clair (shared with UAB and UM)</li> <li>• Talladega (shared with UM)</li> </ul>

<p>Troy University (TROY)</p>	<ul style="list-style-type: none"> <li>• <b>Pike, Houston, Montgomery (shared with ASU and AUM)</b></li> <li>• Autauga (shared with ASU and AUM)</li> <li>• Barbour</li> <li>• Bullock (shared with ASU and AUM)</li> <li>• <u>Butler</u></li> <li>• Coffee</li> <li>• <u>Conecuh</u></li> <li>• <u>Covington</u></li> <li>• Crenshaw (shared with ASU and AUM)</li> <li>• Dale</li> <li>• <u>Dallas (shared with ASU and AUM)</u></li> <li>• Elmore (shared with ASU and AUM)</li> <li>• Geneva</li> <li>• Henry</li> <li>• Lowndes (shared with ASU and AUM)</li> <li>• Macon (shared with ASU, AU and AUM)</li> </ul>
<p>University of Alabama (UA)   <u>(This institution has a constitutional statewide mission.)</u></p>	<ul style="list-style-type: none"> <li>• <b>Tuscaloosa</b></li> <li>• Bibb (shared with UAB and UM)</li> <li>• Fayette</li> <li>• Greene (shared with UWA)</li> <li>• Hale</li> <li>• <u>Lamar</u></li> <li>• Pickens (shared with UWA)</li> <li>• Walker (shared with UAB)</li> </ul>
<p>University of Alabama at Birmingham (UAB)</p>	<ul style="list-style-type: none"> <li>• <b>Jefferson</b></li> <li>• Bibb (shared with UA and UM)</li> <li>• Blount</li> <li>• St. Clair (shared with JSU and UM)</li> <li>• Walker (shared with UA)</li> </ul>
<p>University of Alabama in Huntsville (UAH)</p>	<ul style="list-style-type: none"> <li>• <b>Madison</b> (shared with AAM)</li> <li>• <u>Cullman (shared with AAM and ATSU)</u></li> <li>• Jackson (shared with AAM)</li> <li>• Marshall (shared with AAM)</li> <li>• Morgan (shared with AAM and ATSU)</li> </ul>
<p>University of Montevallo (UM)</p>	<ul style="list-style-type: none"> <li>• <b>Shelby</b></li> <li>• Bibb (shared with UA and UAB)</li> <li>• Chilton</li> <li>• Coosa</li> <li>• Talladega (shared with JSU)</li> <li>• St. Clair (shared with JSU and UAB)</li> </ul>
<p>University of North Alabama (UNA)</p>	<ul style="list-style-type: none"> <li>• <b>Lauderdale</b></li> <li>• Colbert</li> <li>• <u>Franklin</u></li> <li>• Lawrence (shared with ATSU)</li> <li>• <u>Marion</u></li> <li>• <u>Winston</u></li> </ul>

University of South Alabama (USA)	<ul style="list-style-type: none"><li>• <b>Mobile</b></li><li>• Baldwin</li><li>• <u>Clarke</u></li><li>• <u>Escambia</u></li><li>• <u>Monroe</u></li><li>• Washington</li></ul>
University of West Alabama (UWA)	<ul style="list-style-type: none"><li>• <b>Sumter</b></li><li>• Choctaw</li><li>• Greene (shared with UA)</li><li>• Marengo</li><li>• <u>Perry</u></li><li>• Pickens (shared with UA)</li><li>• <u>Wilcox</u></li></ul>

**DECISION ITEM F:** Report of the Eighth Quadrennial Evaluation Committee

**Staff Presenter:** Tim Vick  
Director of Operations and Fiscal Services

**Staff Recommendation:** That the Commission receive the Report of the Eighth Quadrennial Evaluation Committee.

**Background:** This item was originally on the Commission agenda for December 8, 2006, but was withdrawn when the Committee chair could not attend the meeting.

The Code of Alabama. Section 16-5-12 states:

.... "during the last year of each gubernatorial term, the Commission shall appoint a committee of at least three consultants who are not associated with higher education in this state to evaluate the effectiveness of the work of the Commission and to recommend changes as needed. A report prepared by the committee shall be submitted to the Governor, the Legislature, the presidents and governing boards of the public institutions of higher education of this state and the public."

The following individuals were identified to conduct the review.

***Dr. Aims McGuinness*** – Chairman

Dr. McGuinness is a senior associate with the National Center for Higher Education Management Systems (NCHEMS), a private nonprofit policy center in Boulder, CO. At NCHEMS, he specializes in state governance and coordination of postsecondary education; strategic planning and restructuring higher education systems; roles and responsibilities of public institutional and multi-campus system governing boards; and international comparison of education reform.

***Dr. James D. Johannes*** -

Dr. Johannes is President of On-Line Applications Research and Envisage Inc. He served as a faculty member at the University of Alabama in Huntsville beginning in 1974, becoming Dean of the School of Graduate Studies at UAH in June 1994 continuing until August 1998.

***Dr. Larry McCoy***-

Dr. McCoy served as President of Northwest-Shoals Community College in Muscle Shoals from August, 1987 through September 2000. From 1977 until 1987, he was Dean of Student Development at Athens State University.

***Mr. Victor Vernon*** –

Mr. Vernon is the Director of Legislative Policy for the Business Council of Alabama (BCA). At BCA, he represents the interests of the business community before the Legislature and other governmental bodies on

tax, public education and workforce training issues. He served for 18 years as a Senate Fiscal Officer for the Legislative Fiscal Office.

***Mrs. Mary S. Zoghby –***

Mrs. Zoghby is the Executive Director of the Boys and Girls Clubs of South Alabama. She served in the Alabama House of Representatives from 1978 until 1994 where she chaired the House Banking Committee from 1983 to 1994.

The Committee met in early October 2006 in order to establish its methodology and to set a timeline for the completion of the project. The Committee decided on four basic questions around which the review would be conducted. They were:

1. What are the two or three most significant issues facing the State of Alabama that are being addressed or should be addressed by postsecondary/higher education?
2. What actions has the Alabama Commission on Higher Education taken in the past five years to ensure that postsecondary/higher education addresses the issues identified in 1?
3. What could the Commission do that it has not done to ensure that postsecondary/higher education addresses the issues identified in 1?
4. What are the most important impediments to the ability of the Commission to provide leadership in efforts of postsecondary/higher education to address the issues identified in 1?

The Committee then developed a survey to be sent to a representative group of stakeholders, which included these questions along with an assessment of Commission effectiveness in each of twelve statutory responsibilities. The respondents also were asked to rank these twelve responsibilities in order of importance.

The Committee then decided to conduct regional forums in order to gather information related to its charge. These meetings were held at the University of South Alabama (Mobile), Jefferson State Community College's Shelby County Campus (Hoover) and at the headquarters of the Alabama Industrial Development Training Institute (Montgomery). During these regional meetings, discussions quickly turned toward issues such as teacher preparedness, workforce development, remedial education and the K-20 concept.

The charge of the current evaluation was to evaluate the Commission, as required by the Commission's statute, not Alabama's higher education system. However, it became readily apparent to the Committee that it would be difficult to assess ACE's effectiveness without placing the Commission in a broader context and that ultimately they should evaluate the Commission in terms

of its impact on the State of Alabama and on the capacity of the state's higher/postsecondary education system to meet the state's needs for educational opportunity and services. The Committee therefore turned its attention to seeking answers to key questions through an examination of data on Alabama's education performance from a comparative perspective utilizing data from the Alabama Statewide Student Database and existing publicly available national sources such as: the U.S. Census Bureau, the National Center for Education Statistics, the Bureau of Labor Statistics, the Southern Regional Education Board (SREB), the National Center for Public Policy and Higher Education, the National Center for Higher Education Management Systems (NCHEMS; [www.higheredinfo.org](http://www.higheredinfo.org)), the National Science Foundation, and the State Higher Education Executive Officers.

The Committee also received an extensive briefing by the ACHE staff on the Commission's mission, functions, projects and activities since 1999. The staff was also given the opportunity to respond to some of the comments made during the regional meetings. Finally, prior to drafting the report, the Committee chair made calls to selected state leaders who were unable to attend the forums.

The report will be distributed to Commissioners under separate cover.

Supporting Documentation:

1. Report of Eighth Quadrennial Evaluation Committee. To be distributed under separate cover.

INFORMATION ITEM A-1:                    Auburn University, Change in the Name of the Department of Aviation Management and Logistics to the Department of Aviation and Supply Chain Management

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

Staff Recommendation:                 For information only.

Background:                             Auburn University reports the change in the name of the Department of Aviation Management and Logistics to the Department of Aviation and Supply Chain Management.

The convergence of logistics and operations management into a more holistic discipline of supply chain management will provide students in this major with a more consistent, rigorous, and integrative education. The proposed name change reflects a more unified and streamlined direction for teaching and research.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs 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 A-2: Auburn University, Change in the Name of the Department of Health and Human Performance to the Department of Kinesiology

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

Staff Recommendation: For information only.

Background: Auburn University reports the change in the name of the Department of Health and Human Performance to the Department of Kinesiology.

The term kinesiology is broad in scope and represents all areas of instruction within the Department of Health and Human Performance. The proposed name change will more accurately reflect the broad focus of the department. In addition, there is a national trend among peer institutions to adopt similar departmental titles.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs 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.



<u>INFORMATION ITEM C:</u>	<u>The University of North Alabama, Notification of Intent to Offer the Bachelor of Arts and the Bachelor of Science in Sociology through Online Instruction, CIP 45.1101</u>
<u>Staff Presenter:</u>	Mrs. Amy Herrin Brown Academic Program Review Analyst
<u>Staff Recommendation:</u>	For information only.
<u>Background:</u>	<p>The University of North Alabama (UNA) reports that it plans to offer the Bachelor of Arts and the Bachelor of Science in Sociology through online instruction, beginning in August 2007. UNA will continue to offer the program through on-campus instruction as well.</p> <p>Online delivery of the program has been approved by UNA's Curriculum Committee and by President William G. Cale, Jr.</p>
<u>Supporting Documentation:</u>	<ol style="list-style-type: none"><li>1. Written unpublished documentation provided by the institution. Available upon request.</li></ol>

**INFORMATION ITEM D-1:** Program Not Meeting Post-Implementation Conditions:  
Calhoun Community College, Associate in Applied  
Science in Aerospace Technology, CIP 15.0801

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

Staff Recommendation: For information only.

Disposition of the Program: The staff of the Alabama Department of Postsecondary Education (ADPE) has provided information that Calhoun Community College (CAL) plans to consolidate this program with other existing programs. The proposed consolidation will be submitted for the Commission's consideration at a future meeting.

Background: The program was approved on February 11, 2000, and implemented in fall 2000. The post-implementation report was received in April 2005.

The program did not meet post-implementation conditions in the areas of enrollment or graduates. The report stated that the program had been hindered by a slow down in hiring in the aerospace industry and by the program curriculum. Changes to the curriculum were implemented in fall 2003. Recent surveys of graduates and local industry indicate full satisfaction with the skills attained in the program since the curriculum revision. Changes also were made to recruitment efforts for the program. The report stated that many students are attending part-time, affecting the program's graduation rate.

On January 16, 2007, the staff met with officials from CAL and ADPE to discuss the post-implementation report. CAL representatives discussed preliminary work that they had done regarding a proposed consolidation of this program with several others. The anticipated consolidated program is expected to better serve the needs of students, as well as that of industry in the CAL service area. CAL officials stated that they would work with officials at ADPE to develop a proposal for an extension-alteration to be submitted for Commission approval. It is anticipated that this item will be on the June 22 Commission meeting agenda.

Supporting Documentation:

1. Unpublished post-implementation report and update submitted by the Calhoun 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**

**Calhoun Community College**

Program: Aerospace Technology, AAS, CIP 15.0801

Approved by Commission: April 28, 2000

Proposed Implementation Date: Fall 2000

Implementation Date: Fall 2000

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 51 FTE students.
- 2) That beginning in 2001-02, the annual average number of graduates for the first five years will be at least 34.
- 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 the end of academic year 2004-05, CCC [CAL] will provide the Commission with a report summarizing the results of any: (a) student/alumni feedback surveys concerning course content and learning effectiveness, and (b) employer feedback surveys assessing the performance of graduates. The results of the surveys should indicate that a majority of the respondents have a favorable impression of the program. The institution should also be able to provide documentation detailing how any program weaknesses identified by the respondents have been addressed. The report will also summarize the results of the evaluation measures developed by the institution to assess the academic performance of the students in the proposed program. The report must indicate that the passage rates of students are within institutional norms established for all vocational/occupational programs.

Aerospace Technology, AAS, CIP 15.0801	Average Enrollment for the First Five Years	Average Number of Graduates, Beginning 2001-02	Percentage of Graduates Employed in Field
Required	51 FTE	34	75%
Reported	28.78 FTE 50.43 Headcount	5	90.91%

- Condition 1: Many more students are attending part-time than were originally anticipated.
- Condition 2: The report stated that a total of fifteen students had graduated by the time of the report in 2005.
- Condition 4: The report provided an account of assessment measures and how responses to them were used to improve the curriculum. The report also addressed issues related to recruiting and how these had brought changes to marketing strategies.

**INFORMATION ITEM E:** Progress Report on the Study Related to Doctor of Nursing Practice Programs

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

Staff Recommendation: For information only.

Background: On September 22, 2006, the Commission approved a Doctor of Nursing Practice (DNP) for the University of South Alabama (USA). The DNP is an emerging degree model that has been promoted by the American Association of Colleges of Nursing (AACN) as a terminal degree in nursing practice. The AACN is the key national organization representing baccalaureate and higher degree nursing programs, with 592 member schools of nursing. The new degree also has been supported by the National Academy of Science.

The Commission expressed desire for a study regarding the advisability of additional DNP programs prior to consideration of other program proposals. In December the staff began collecting information for such a study. The steps taken so far are listed below.

- Collection of relevant articles from nursing journals
- Survey of state higher education executive organization (SHEEO) agencies regarding state plans for DNP programs
- Survey of program directors of existing DNP programs regarding capacity, distance education delivery, and other questions

The collection of articles from nursing journals and other publications will continue over the next few weeks. The surveys responses are expected by early February. In addition, there are plans to contact additional nursing organizations for comment.

It is anticipated that a draft of the report will be presented at the June meeting of the Commission.

**INFORMATION ITEM F:** Implementation of Approved Programs

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

Staff Recommendation: For information only.

Background: Commission guidelines state that a new program should be implemented in accordance with the timeline presented in the proposal. They further state that any institution having an approved program must notify the Commission in writing when the program is implemented (that is, when the institution has admitted the first student or students 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 expire, and the program will be removed from the Commission's Academic Program Inventory. Once an approval has expired, an institution must submit a new program proposal and receive Commission approval of the new proposal in order to offer the program.

Programs Implemented: In accordance with these guidelines, the following institutions have sent notification that the programs listed have been implemented.

University of South Alabama

Program: Nursing, Doctor of Nursing Practice (DNP),  
CIP 51.1601  
Approval date: September 22, 2006  
Implementation date: January 2007 (on schedule)  
Post-implementation report deadline: February 1, 2012

Programs Not Implemented: Commission approval has expired for the following program that was not implemented by the implementation deadline.

Lawson State Community College

Program: Aviation Maintenance Technology, AAT,  
CIP 47.0607  
Approval date: February 23, 2001  
Implementation date: Never implemented  
(Program was approved for Bessemer State Technical  
College prior to its merger with Lawson State  
Community College; industry partner pulled out of  
agreement)

Supporting Documentation: "Guidelines on Implementation of a New Program,"  
adopted by the Commission on October 12, 2001,  
revision approved on September 23, 2005. Available  
upon request.

**INFORMATION ITEM G:** 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 the short certificate programs (less than or equal to 29 semester hours) at the following two-year colleges in the fields of study listed below.

Enterprise-Ozark Community College

<u>Field of Study</u>	<u>CIP Code</u>
Airframe Mechanics and Airframe Maintenance Technology/Technician	47.0607

Lawson State Community College

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

Lurleen B. Wallace Community College

<u>Field of Study</u>	<u>CIP Code</u>
Office Administration (with emphases in Medical Records and Health Information Tech.)	52.0401

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 H: 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](http://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. 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.

Auburn University: 13.1314 Health and Physical Education, EdD

45.0601 Economics, BA

Gadsden State Community College: 19.0505 Commercial Food Service, C

Snead State Community College: 30.9999 Occupational Technology, AOT

Southern Union State Community College: 48.0303 Upholstery, C

B. 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.

Auburn University: 13.1314 ~~Health and Physical Education~~ Kinesiology, PhD

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, March 2, 2007

INFORMATION ITEM I:            Alabama Commission on Higher Education Accountability  
Agenda for Implementation of the *State Plan for Alabama Higher  
Education 2003-04 to 2008-09: 2007 Master Schedule of  
Institutional Presentations.* Ala.Code §16-5-6 (1975)

Staff Presenter:                Nancy B. Lacey  
Staff Associate, Office of Institutional Effectiveness and Planning

Staff Recommendation:        For information only

Background:                    The Alabama Commission on Higher Education's Accountability  
Agenda for implementation of the *State Plan for Alabama Higher  
Education 2003-04 to 2008-09* (State Plan) provides for both  
trustee reports and institutional reports of progress toward goals  
identified in the State Plan over a five (5) year period.

The schedule of oral presentations for 2007 is as follows:

March 2, 2007:

Dr. Thomas Corts, Interim Chancellor, Alabama College  
System

June 22, 2007:

*No Presentations Scheduled*

September 21, 2007:

Dr. Richard Holland, President, University of West  
Alabama  
Dr. John G. Veres, III, Chancellor, Auburn University of  
Montgomery  
Dr. William Cale, President, University of North Alabama

December 7, 2007:

Dr. Robert E. Witt, President, The University of Alabama  
Dr. Phillip Williams, President, University of Montevallo

Supporting Documentation:      None