



# Alabama Commission on Higher Education

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## COMMISSION MEETING

September 11, 2009

9:30 a.m.

*(Initially Convening as a Committee of the Whole)*

RSA Union Building, 9<sup>th</sup> Floor  
Public Service Commission Hearing Room  
100 North Union Street  
Montgomery, Alabama 36104

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# **Alabama Commission on Higher Education 2008-2009 Committee Structure**

## **Executive Committee**

*Tom Davis, Chair  
Steve Shaw, Vice-Chair  
Ralph Buffkin  
Charles Ball*

## **Committee of the Whole**

*Steve Shaw, Chair  
Tom Davis  
Ralph Buffkin  
Charles Ball  
Missy M. Smith  
Jeff Coleman  
Drew Linn  
Larry Hughes  
William Powell  
Roberta Watts*

## **Instructional Affairs Committee**

*Charles Ball, Chair  
Missy M. Smith  
Jeff Coleman*

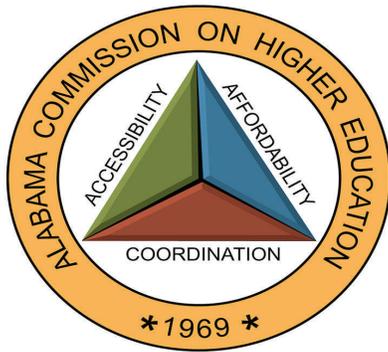
## **Finance & Accountability Committee**

*Ralph Buffkin, Chair  
Drew Linn  
Larry Hughes  
Steve Shaw*

## **Planning Committee**

*Drew Linn, Chair  
William Powell  
Roberta Watts*

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# ALABAMA COMMISSION ON HIGHER EDUCATION

RSA Union Building, 9th Floor  
Public Service Commission Hearing Room

September 11, 2009  
9:30 a.m.

*(Initially Convening as a Committee of the Whole)*

<b>I. Call to Order</b>	
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**X. Adjournment**

ALABAMA COMMISSION ON HIGHER EDUCATION

**MINUTES OF MEETING**

June 26, 2009

**I. Call to Order**

The Alabama Commission on Higher Education met in regular session on Friday, June 26, 2009 in the Public Service Commission Hearing Room, RSA Union Building, Montgomery, Alabama. Commissioner Davis called the meeting to order at 10:00 a.m.

Commissioner Davis welcomed guests, institutional representatives, and presidents in attendance.

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

Members present: Tom Davis, J. R. Brooks, Steve Shaw, William Powell, Larry Hughes, Missy Smith, Ron Wise, and Drew Linn. A quorum was determined by voice roll call of members present.

**III. Approval of Agenda**

RESOLVED: Commissioner Brooks moved for the approval of the agenda with the notation of the withdrawal of Decision Item B1 . Commissioner Wise seconded. The agenda was approved with notation.

**IV. Consideration of Minutes of March 13, 2009**

RESOLVED: Commissioner Hughes moved for the approval of the March 13, 2009 minutes. Commissioner Linn seconded. The minutes were approved.

**V. Chairman's Report**

Commissioner Davis reported that he received a letter from State Treasurer Kay Ivey expressing her appreciation to the Commission for allowing Dr. Fitch and Ms. Gunter to assist the PACT Board with its communications. Treasurer Ivey also indicated her willingness to assist ACHE if needed.

Commissioners Davis, Shaw, and Hughes attended the inauguration of Dr. Robert Glenn as President of Athens State University. Dr. Glenn and his staff were most appreciative of representation of members from the Alabama Commission on Higher Education.

Executive Committee. A special called meeting of the Executive Committee was held on May 28, 2009 to review the Alabama A&M University Research Institute Audit Review: EPSCoR FY 2007-08 Line Item Appropriation to the Alabama Commission on Higher Education Report to the Commission (copy attached). Dr. Elizabeth C. French, ACHE representative to the EPSCoR Steering Committee, also attended the meeting. A copy of the Report was subsequently mailed to the Commissioners which included the recommendations of the Executive Committee.

RESOLVED: Brooks moved that the Commission ratify the recommendations of the Executive Committee. Hughes seconded. Motion unanimously carried.

Commissioner Davis then presented Certifications of Service to Commissioners Ron Wise and J.R. Brooks.

Commissioner Wise made the following comments:

*"I have enjoyed serving on this Commission. It is the second statewide Commission that I have served on. The first one was when I received a call from Gov. Folsom informing me that he was appointing me to the Alabama Department of Environmental Management. And in line with Mr. Brooks, my response was, 'Governor, have I done something to offend you?' It has been pleasurable. I've enjoyed working with every Commissioner I've served with. I've enjoyed working with Dr. Fitch. There have been some rocky times and there have been some disagreements, but that's what we are here for. I want to especially thank the staff, who even though we didn't agree every time, have done an excellent job. Thank you. I've enjoyed it."*

Commissioner Brooks made the following comments:

*"It has been nine years. I appreciate Gov. Siegelman's confidence in me. He first asked me to serve on a board of an institution and I said, 'what have I done to offend you?'. He came back a couple of weeks later and asked me to do this and I agreed. I appreciate the Senate's approval. I've served with four executive directors including an acting executive director, Dr. Blow. They each had strengths but I would say that one of the things I'm proudest of is that we have put the leadership of the Commission in such fine hands.*

*And mentioning fine hands, I'm probably leaving somebody out, but I want to thank these people: Ellen Haulman and Margaret Pearson, who started with this job within the last two or three years. Susan Cagle, who has done a great job. I appreciate all that you do Deborah Nettles. Dr. French, we just had something where you had major participation. Margaret Gunter, who is not here. Tim Vick, who has been through all of those executive directors, a major force in doing so well. Dr. Arrington, you are an outstanding addition. Veronica Harris has done a very good job. And Walter, I appreciate all that you do. If I left somebody out I apologize. This is a really good staff and deserves recognition from the Commissioners as well. Also, I appreciate the institutions and the Commissioners.*

*I guess we can serve until our successors are appointed, but this will be my last meeting. I think nine years is gracious plenty and it's time to move on. I have really enjoyed serving and I hope that I have made a contribution. Thank you for this."*

A copy of each Certification shall be included in the official minutes of the Alabama Commission on Higher Education.

## **VI. Executive Director's Report**

Dr. Fitch explained that the December 7, 2007 Minutes have been amended to reflect the correct number of voting members under Decision Item XD-1.

**RESOLVED:** Powell moved to accept the December 7, 2007 Minutes as amended. Linn seconded. Motion unanimously carried.

Dr. Fitch reported that the State of Alabama is one of six states in the nation that have met all ten requirements dealing with student data information. He stated that a formal agreement has been signed by ACHE and the State Department of Education to share student record information (copy attached). The intent is to move toward the idea of a single encrypted number to follow a student from entry into K-12 through college.

A joint committee, K-12, Postsecondary, Independent Colleges, and the four-year institutions, has been formed to work on electronic transcripts.

Reports from the Alabama Statewide Student Database were provided to Commissioners.

## VII. Decision Items

**RESOLVED:** Based on the recommendation of the Committee of the Whole, Commissioner Shaw recommended that the Commission accept for approval Decision Items A1, C, and D.

Commissioner Brooks moved that the Commission accept the recommendation of the Committee of the Whole to approve Decision Items A1, C, and D. The Chair called for the vote. Motion unanimously carried.

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

1. Auburn University, Bachelor of Science in Interdisciplinary University Studies (CIP 30.9999)
2. Northeast Alabama Community College, Associate in Applied Science and Certificate in Criminal Justice (CIP 43.0107)

**RESOLVED:** Based on the recommendation of the Committee of the Whole, Commissioner Shaw recommended that the Commission accept Decision Item A2 for approval.

Commissioner Brooks moved that the Commission accept the recommendation of the Committee of the Whole to approve Decision Item A2. The vote was 7 yes and 1 abstention. Motion carried.

### B. **Proposed Institutional Merger** (*Policies and Procedures Manual, Tab 5E, Guidelines for the Review and Approval of the Consolidation or Merger of Two-year Postsecondary Institutions*)

1. Alabama Department of Postsecondary Education, Statement of Intent to Merge Alabama Southern Community College and Reid State Technical College

**RESOLVED:** This item was withdrawn from the agenda.

**C. Extensions/Alterations of Existing Programs and Units of Instruction (Policies and Procedures Manual, Tab 6, Guidelines for Review of Extensions & Alterations of Existing Programs)**

1. University of North Alabama, Addition of a Concentration in Sport Management to the Existing Bachelor of Science in Health, Physical Education, and Recreation (CIP 31.9999)
2. University of West Alabama, Addition of an Option in Economics and Finance to the Existing BBA in Business Administration (CIP 52.0201)
3. Auburn University in Montgomery, Addition of an Option in Instructional Technology to the Existing Master of Education (MEd) in Secondary Education (CIP 13.1205)

**D. New Off-Campus Sites (Policies and Procedures Manual, Tab 9, Guidelines for the Regulation of Off-Campus Instruction)**

1. University of Alabama at Birmingham, New Off-Campus Program (B.S. in Early Childhood Development) at Jefferson State Community College
2. University of Alabama at Birmingham, New Off-Campus Program (B.S. in Management) at Jefferson State Community College
3. Wallace State Community College (Hanceville), New Off-Campus Site in Arab, Alabama

**VIII. Information Items**

RESOLVED: Commission members accepted Information Items A through M.

- A. University of Alabama at Birmingham, Establishment of the UAB Center for Cardiovascular Biology
- B. University of Alabama at Birmingham, Establishment of the English Language and Culture Institute
- C. University of North Alabama, Change in the Name of the Entertainment Industry Center to the Department of Entertainment Industry
- D. University of North Alabama, Change in the Name of the Department of Music to the Department of Music and Theatre
- E. University of North Alabama, Change in Configuration of the Bachelor of Arts (B.A.) In Foreign Languages
- F. University of North Alabama, Change in the Name of the Department of Communications and Theatre to the Department of Communications

- G. New Exempt Off-Campus Sites (*Policies and Procedures Manual, Tab 9, Guidelines for the Regulation of Off-Campus Instruction*)
1. Calhoun State Community College, New Exempt Off-Campus Site at Huntsville Medical Services, Huntsville, Alabama
  2. Trenholm State Technical College, New Exempt Off-Campus Site at Montgomery Mall, Montgomery, Alabama
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  4. Trenholm State Technical College, New Exempt Off-Campus Site at Service Occupations Building, Montgomery, Alabama
- H. University of North Alabama, Implementation of an Online RN to MSN Curriculum
- I. University of West Alabama, Addition of Three Education Specialist (EdS) Degrees to the Academic Program Inventory: Elementary Education (CIP 13.1202), School Counseling (13.1101), and Library Media (CIP 13.0501)
- J. Summary of Post-Implementation Reports
- K. Implementation of an Approved Program
- L. Changes to the Academic Program Inventory
- M. Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours)

**IX. Adjournment**

The meeting was adjourned at 10:20 a.m. The next meeting of the Commission is scheduled for September 11, 2009.

\_\_\_\_\_  
Thomas P. Davis, Chairman

Sworn to and subscribed before  
me this the \_\_\_\_ day of \_\_\_\_\_  
2009.

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

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

**DISCUSSION ITEM D:** Annual Report: Articulation and General Studies Committee (AGSC & STARS)

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

**Staff Recommendation:** For discussion only.

**Activities for 2009:** The AGSC and the STARS staff will continue to work to improve and enhance the Alabama Articulation Program despite budget restrictions and cuts. A brief review of the 2008-2009 academic year activities as well as a discussion of 2009-2010 priorities for the AGSC will be presented by Dr. Keith Sessions, the Executive Director of the AGSC & STARS Program and Dr. Susan Price, AGSC Chair 2008-2009.

**Background:** The AGSC was established by Act 94-202 in March 1994. The primary goals of the legislation were: 1) To provide for a uniform articulation agreement among all institutions of higher education as well as a statewide general studies curriculum; 2) To provide for the computation of grade point averages of certain transferred students; 3) To specify that the Act would not impede the objectives of historically black institutions; 4) To provide for implementation conditioned on the participation of certain institutions; and 5) To specify certain reporting requirements. This legislation called for the Committee to:

- 1) Develop no later than September 1, 1998, a statewide freshman and sophomore-level general studies curriculum to be taken at all public colleges and universities;
- 2) Develop and adopt by September 1, 1999, a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education in Alabama;
- 3) Examine the need for a uniform course numbering system, course titles, and course descriptions; and
- 4) Resolve problems in the administration or interpretation of the articulation agreement of the general studies curriculum.

UPDATE: Legislative directives numbered 1-3 have been completed; item 4 is ongoing.

The membership of the AGSC is established by statute. Officers for 2009-2010 are: Dr. Dan Osborn, Director of Academic Programs and Policy at UAB/Chair and Dr. James Mitchell, President, Wallace State Community College (Selma)/Vice Chair. The Executive Director of the Commission serves as an ex-officio member of the Committee. The AGSC/STARS Executive Director is responsible for the management, administration, and implementation of the articulation program.

**Supporting Documentation:** AGSC/STARS Home Page: <http://stars.troy.edu>  
AGSC/STARS Annual Report/To Be Distributed  
AGSC/STARS Usage Reports –  
<http://stars.troy.edu/agsc/reports/reports.htm>

**DISCUSSION ITEM E:**                    Resolution for Course Approval for Non-Alabama Postsecondary Institutions

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

Staff Recommendation:            Discussion only. Revocation of the 1985 Commission Resolution entitled Course Approval for Non-Alabama Postsecondary Institutions and amendment of Chapter 300-2-1.02, Alabama Administrative Code.

Background:                        Two documents provide guidelines for the framework for the Commission's regulatory oversight of non-Alabama postsecondary institutions: A 1985 Commission Resolution and the Alabama Administrative Code.

**Resolution.** On December 5, 1986, the Commission adopted a resolution on Course Approval for Non-Alabama Postsecondary Institutions. The 1985 Resolution has never been updated.

**Alabama Administrative Code.** Attached to the 1985 Resolution were administrative procedures approved, certified, and recorded at Chapter 300-2-1.02, Alabama Administrative Code. These regulations have been amended three times in the past twenty-four years.

Statutory Authority:                No institution of postsecondary education located outside of Alabama may offer units or programs of instruction within Alabama without prior approval of the Commission. The Commission under its rulemaking authority shall establish criteria for the approval of such institutions and program. Ala. Code §16-5-10 (14) (1975)

Supporting Documentation:        1.        Draft copy of Resolution: Course Approval for Non-Alabama Postsecondary Institutions with proposed amendment to Chapter 300-2-1.02, Alabama Administrative Code attached.  
2.        Ala. Code §16-5-10 (14) is available upon request.  
3.        A copy of the current Memorandum of Agreement between the Alabama Department of Postsecondary Education and the Alabama Commission on Higher Education is available upon request.

ALABAMA COMMISSION ON HIGHER EDUCATION

RESOLUTION

COURSE APPROVAL FOR NON-ALABAMA POSTSECONDARY  
INSTITUTIONS

WHEREAS, it is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for reviewing and approving or disapproving all proposed postsecondary credit courses offered in the State of Alabama by any non-Alabama institution of education; and

WHEREAS, the goal of the program for reviewing and approving or disapproving proposed postsecondary units or programs of instruction (courses) offered by these non-Alabama institutions through a variety of instructional delivery systems, is to assure that such proposed courses meet acceptable academic standards before ~~they enroll~~ prospective student-consumers are enrolled; and

WHEREAS, these institutions must also be licensed or statutorily exempt from licensure to do business by the State of Alabama Department of Postsecondary Education; and

WHEREAS, an informal interagency Memorandum of Agreement designed for cooperation and articulation between the Commission and the State Alabama Department of Postsecondary Education exists: and

WHEREAS, the agreement provides for coordination as the Department of Postsecondary Education administers its program of licensure and the Commission administers its program of review and approval or disapproval of proposed units or programs of instruction; and

WHEREAS, the Commission appoints such staff as are necessary to insure efficient operation of the program of course approval and disapproval; and

WHEREAS, the Commission review is designed to test the academic quality of the proposed offerings and includes, but is not restricted to; the qualifications of the faculty and supporting staff, the quality of academic support resources, the academic validity of proposed courses, and in general, those standards used currently by the Commission in reviewing proposals for new off-campus offerings by in-state public institutions, and

NOW, THEREFORE, BE IT RESOLVED WHEREAS, that the Commission delegates to the Executive Director the authority to approve or disapprove proposed course offerings in Alabama by out-of-state non-Alabama institutions- and

WHEREAS, that in the event of an appeal of program disapproval by a petitioning institution from the decision of the Executive Director, the Chair of the Commission shall appoint three (3) Commissioners to hear such appeal. Their decision shall be final for the Commission.

NOW, THEREFORE, BE IT RESOLVED that those standards used in the review of proposals for new off-campus offerings by in-state public institutions be in compliance with the Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC) guidelines and criteria,

BE IT FURTHER RESOLVED, that in the event of an appeal of program disapproval, the petitioning institution must present evidence to demonstrate how its programs meet SACS/COC requirements and that

the decision of the Commissioners following the appeal must include findings of fact and conclusions of law in accord with Ala. Code §41-22-1 et seq. (1975).

**BE IT FURTHER RESOLVED,** that the 1985 Resolution be revoked.

**BE IT FURTHER RESOLVED,** that the Commission adopts the attached amended regulations for Review and Approval or Disapproval of Proposed Postsecondary Course Offerings in Alabama by ~~on Course Approval for~~ Non-Alabama ~~Postsecondary~~ Institutions.

**BE IT FINALLY RESOLVED,** that this resolution and the attachment shall become a part of the minutes of the December 5, 1985 September 11, 2009 meeting of the Commission.

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Bob Word

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Joseph T. Sutton

Thomas P. Davis

Gregory G. Fitch

ALABAMA COMMISSION ON HIGHER EDUCATION  
ADMINISTRATIVE CODE

INSTITUTIONAL EFFECTIVENESS AND PLANNING

CHAPTER 300-2-1  
PROGRAM REVIEW

300-2-1-.02 Review And Approval Or Disapproval Of Proposed Postsecondary Course Offerings In Alabama By Non-Alabama Institutions.

(1) **Purpose.** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for reviewing and approving or disapproving all proposed postsecondary credit courses offered in the State of Alabama by any non-Alabama institution of education. These institutions must also be licensed to do business in Alabama by the Alabama Department of Postsecondary Education.

(2) **Definitions.** For purposes of this rule, the following definitions apply:

(a) Units or Programs of Instruction (Courses): Any course or sequence of courses for which credit toward any postsecondary degree, certificate, or diploma is to be awarded.

(b) Department: The Alabama Department of Postsecondary Education.

(c) Exempt Institutions: Those postsecondary institutions that are granted a certificate of exemption from licensure by the Alabama Department of Postsecondary Education and for which the Department has waived formal licensure application and review.

(d) Faculty: A faculty member who has a contract for formal teaching responsibilities with the proposing institution.

(e) Main Campus: The physical boundaries of the location of an institution's principal administrative offices.

(f) Non-Alabama Institutions: Those postsecondary educational institutions, public or private, profit and nonprofit, whose main campus or headquarters is located outside the State of Alabama.

(g) **Unaccredited Institution:** An institution not accredited by an agency recognized by the United States Department of Education or Council on Higher Education Accreditation.

(3) **Procedures for Program Approval.** When the Department receives an application for licensure, it will, if it appears that the applying institution will qualify for such license, forward that information to the Commission for its review of proposed course offerings. The Commission will forward an Application for Review and Approval of Proposed Offering of Academic Degree Credit Courses in Alabama by Non-Alabama Institutions of Higher Education to the applying institution. When the completed forms are returned, the Commission will undertake its review.

As a prerequisite to program approval, an unaccredited institution requesting to offer degree programs in Alabama must undergo an external review of its programs of study by an outside consultant(s) chosen by the Commission. The unaccredited institution will underwrite all costs related to the external review.

(4) **Institutions exempt under the Alabama Private School License Law.** Those non-Alabama institutions that are granted a certificate of exemption for licensure by the Department and for which the Department has waived formal licensure application and review shall nonetheless apply for Commission review and approval of courses or units of instruction. Their application for course approval shall be accompanied by a certificate of exemption from formal licensure issued by the Alabama Department of Postsecondary Education.

(5) **Commission Review Criteria.** The Commission shall establish review criteria designed to evaluate the academic quality of the proposed offerings. The review includes, but is not restricted to: the qualifications of faculty and supporting staff, the quality of academic support resources (library, laboratories, etc.), the academic validity of the proposed courses. In general, program proposals must meet standards used by the Commission proposals for new off-

campus offerings by in-state public institutions and in doing so be in full compliance with the Southern Association of Colleges and Schools/Commission on Colleges (SACS/COS) guidelines. Since the use of state appropriated funds is not involved, the question of unnecessary duplication will not be an issue when proposals from these non-Alabama institutions are being reviewed.

(6) **Site visits.** In some instances it may be necessary for the Commission to conduct a site visit to the proposed location for an evaluation of course offerings before concluding its review of a pending application. There is no charge for mileage or per diem payments to staff employees of the Commission for such visits. In the event that the Commission appoints other education or external specialists as on-site visit consultants, the appointees will be paid a consulting fee as well as expenses. ~~for each day actually spent as such site visit consultant, and will be paid the standard per diem and private car mileage authorized for employees of the State of Alabama. The Commission will pay these individuals but will bill the petitioning institution for reimbursement of these costs.~~

(7) **Timeline for Review.** In the absence of unavoidable delays, the Commission will report its approval or disapproval of proposed courses to the Department and to the applying institution within sixty (60) working days following receipt of the required data and information forms from the applying institution.

(8) **Fees.** No fee is charged for receiving and processing the application for course approval. The only charges is that are those described in paragraphs (3) of this rule concerning the external review requirements of unaccredited institutions and (6) of this rule concerning the occasional use of special educational consultants for site visits.

(9) **Appeals.** Any person or institution aggrieved by the action of the Commission in its administration of this rule may, by written petition filed with the Commission within thirty (30) days after notice of the aggrieving action, request a rehearing by the Commission. The Commission shall schedule the requested rehearing to be held no less than twenty (20) or more than thirty (30) days after receipt of the petition. The aggrieved party may present written and oral evidence supporting its petition and may be

represented by counsel, if desired. The decision of the Commission following the rehearing shall be final.

**Author:** Elizabeth French

**Statutory Authority:** Code of Ala. 1975, §§16-5-1, et seq.

**History:** Filed December 10, 1985. Rule 300-2-1-.02 was formerly referenced as Chapter 300-2-1; it has been repealed and reinserted as a rule within this chapter. The rule title remains unchanged from its previous chapter title. The contents are also unchanged except for slight format changes and the addition and deletion of certain definitions: Filed April 10, 1989. **Amended:** Filed August 21, 1996; effective September 25, 1996. **Amended:** Filed January 6, 2003; effective February 10, 2003.

DISCUSSION ITEM F: Status Report: Alabama Experimental Program to Stimulate Competitive Research (EPSCoR) Graduate Research Scholars Program (GRSP): Announcement of Competitive Grant Awards FY 2009-2010

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

Staff Recommendation: For discussion only.

A fifth round of competition was conducted in June and July for FY 2009-2010 awards. Ninety- one (91) applications were submitted; a total of \$837,500 has been encumbered for forty-one (41) awards. A certificate of award will be issued to each of the recipients. (See roster attached to this report).

A Request for Proposal was circulated in June 2009 by the EPSCoR office to the GRSP Campus Coordinators at each of the participating EPSCoR institutions. Campus Coordinators are responsible for coordinating the rigorous internal institutional review of applications for submission to the Peer Review team. This review included a rubric developed by Dr. Chris Lawson, Associate Director of the ALEPSCoR. Following the internal review, the Campus Coordinators meet as members of a state-level Peer Review team to present their findings and make recommendations for the final awards.

The GRSP Campus Coordinators met in Montgomery on August 7, 2009 to make the final determinations. The process included consideration of granting partial awards to students who had received previous awards and were graduating in December of 2009 and May/June 2010 as well as the inclusion of new students.

Campus Coordinators are: Dr. Frank Bartol/Auburn University; Dr. Mahesh Hosur/Tuskegee University; Dr. Chris Lawson/University of Alabama at Birmingham; Dr. Ed Meehan/University of Alabama in Huntsville; Dr. Anup Sharma/Alabama A&M University; Dr. John Steadman/University of South Alabama; and Dr. Jon Wiest/The University of Alabama.

Background: The Graduate Research Scholars Program (GRSP) is designed to strengthen and enhance the research capacity of member institutions of the Alabama EPSCoR. A significant goal of the GRSP is to position these institutions to be more competitive in attracting eminent senior faculty and as well as to prepare graduate students for careers in disciplines related to science and engineering.

The Alabama EPSCoR GRSP was established in 2006 with funding through the Alabama Legislature with a \$1 million increase in the Alabama EPSCoR line item appropriation to the Alabama Commission on Higher Education. Initially the funding was targeted to support graduate students contributing to the research of the four (4) Centers of Excellence funded by the National Science Foundation (NSF) Infrastructure Improvement Award (RII2). Due to the initial success of the program and with continued legislative funding in FY 2007-2008, the program was expanded to include qualified students at all Alabama EPSCoR universities whose proposed research or field of study and career interests were congruent with the funded science and technology programs of the NSF, Department of Energy (DOE), National Aeronautics Space Administration (NASA), U.S. Department of Agriculture (USDA), Energy Protection Agency (EPA), and Department of Defense (DOD).

In accord with the intent of the legislative appropriation, this expanded effort not only establishes a resource base to attract distinguished faculty and researchers, but also addresses the economic need for a highly trained workforce to ensure the growth of emerging technology companies.

While the GRSP is an investment in Alabama EPSCoR universities, students who receive support through the GRSP do not incur formal obligations to the State of Alabama. Alabama is best served, however, if graduates from the program pursue further studies or careers in this state within disciplines relevant to EPSCoR funded science and technology programs. Additional information on Alabama EPSCoR activities is available at <http://alepscor.ua.edu>.

Supporting Documentation:

Recipients of Round 5 GRSP Awards/August 2009  
(Attached)

## Graduate Research Scholars Program

### *Round 5 Awards FY 2009-10*

***Awards Total \$837,500***

#### *Alabama A&M University*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Abunaemeh	Malek	3.4/4.	\$25,000	May/June 2011	8/2009 - 8/2010	Renewal
Colon	Tomeka	4./4.	\$25,000	May/June 2011	8/2009 - 8/2010	New
Freeman	Stephanie	3.59/4.	\$25,000	Dec. 2011	8/2009 - 8/2010	Renewal
Roberts	Kathleen Ann	3.86/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Sadat	Sandra	3.77/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
<b>Subtotal</b>			<b>\$112,500</b>			

#### *Auburn University*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Ahluwalia	Sudhir	3.86/4.	\$6,250	Dec. 2009	8/2009 - 12/2009	Renewal
Balenger	Susan	4./4.	\$25,000	May/June 2012	8/2009 - 8/2010	Renewal
Cannon	Johanna	4./4.	\$25,000	May/June 2011	8/2009 - 8/2010	Renewal
Fan	Liwu	4./4.	\$25,000	Aug. 2011	8/2009 - 8/2010	New
Huang	Chengdong	3.81/4.	\$6,250	Dec. 2009	8/2009 - 12/2009	Renewal
Solvason	Charles	3.8/4.	\$25,000	Aug. 2010	8/2009 - 8/2010	New
<b>Subtotal</b>			<b>\$112,500</b>			

#### *Tuskegee University*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Allie	Aldinton	4./4.	\$25,000	May/June 2011	8/2009 - 8/2010	Renewal
Baah	David	3.739/4.	\$25,000	May/June 2011	8/2009 - 8/2010	Renewal
Brundidge-Young	Sandrea	3.706/4.	\$25,000	May/June 2011	8/2009 - 8/2010	New

## Graduate Research Scholars Program

### *Round 5 Awards FY 2009-10*

***Awards Total \$837,500***

Hassan	Tarig	3.438/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Rogers-Moore	Mary	3.52/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Shoeib	Shaik	3.75/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
			<b>Subtotal</b>	<b>\$131,250</b>		

### *The University of Alabama*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Fu	Blanzhu	4./4	\$25,000	May/June 2011	8/2009 - 8/2010	Renewal
Lu	Yuhao	4./4.	\$25,000	Aug. 2010	8/2009 - 8/2010	Renewal
Nair	Abilash	4./4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Togawa	Noboru	4./4.	\$25,000	Dec. 2010	8/2009 - 8/2010	Renewal
Yang	Xin	4./4.	\$25,000	Dec. 2011	8/2009 - 8/2010	New
Zhu	Huizhen	3.974/4.	\$6,250	Dec. 20009	8/2009 - 12/2009	Renewal
			<b>Subtotal</b>	<b>\$125,000</b>		

### *University of Alabama at Birmingham*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Freeman	Jason	4./4.	\$25,000	May/June 2011	8/2009 - 8/2010	New
Myoung	NoSoung	3.41/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Sheff	Justin	3.76/4.	\$25,000	Aug. 2010	8/2009 - 8/2010	Renewal
Smith	John	3.92/4.	\$25,000	Aug. 2012	8/2009 - 8/2010	Renewal
Williams	Jonathan	3.62/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
			<b>Subtotal</b>	<b>\$112,500</b>		

## Graduate Research Scholars Program

### *Round 5 Awards FY 2009-10*

*Awards Total \$837,500*

#### *University of Alabama in Huntsville*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Byrne	Miranda	4./4.	\$6,250	Dec. 2009	8/2009 - 12/2009	Renewal
Cassidy	Caitlin	3.735/4.	\$25,000	May/June 2012	8/2009 - 8/2010	Renewal
Hassenzadeh	Alireza	4./4.	\$25,000	Aug. 2010	8/2009 - 8/2010	Renewal
Hughes	Ronny	3.8/4.	\$25,000	Dec. 2010	8/2009 - 8/2010	Renewal
Sarvestani	Kamali Reza	4./4.	\$25,000	Aug./Sept. 2010	8/2009 - 8/2010	Renewal
Tantawi	Khalid	4./4.	\$25,000	May/June 2012	8/2009 - 8/2010	New
<b>Subtotal</b>			<b>\$131,250</b>			

#### *University of South Alabama*

<b>Last Name</b>	<b>Frist Name</b>	<b>GPA</b>	<b>FY2009-10 Award</b>	<b>Anticipated Graduation Date</b>	<b>Period of Award (Begin/End Date)</b>	<b>Program Status</b>
Andrews	Joel F.	3.91/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Hasoun	Luai Z.	4./4.	\$25,000	May/June 2012	8/2009 - 8/2010	Renewal
Sampayo	Ines E.	3.5/4.	\$18,750	May/June 2010	8/2009 - 6/2010	Renewal
Swedan	Samer F.	4./4.	\$25,000	Jan. 2011	8/2009 - 8/2010	Renewal
Farah	Basil I.	3.72/4.	\$25,000	May/June 2011	8/2009 - 8/2010	New
<b>Subtotal</b>			<b>\$112,500</b>			

**Total Awards 41**

DECISION ITEM A: Fiscal Year 2009-10 Operations Plan

**EXECUTIVE SUMMARY**

**Reason for Action:** The Executive Budget Office requires that each agency submit a spending plan for each fiscal year. This plan, which was due to the Executive Budget Office on August 7, 2009, was submitted in draft form pending approval of the Commission.

**Summary:** In Fiscal Year 2009-10, the Commission's total budget will be \$23,121,601. This is a (\$1,212,055) decrease from FY 2008-09's original un-prorated budget of \$24,333,656.

**DECISION ITEM A:** Fiscal Year 2009-10 Operations Plan

Staff Presenter: Mrs. Veronica M. Harris  
Director of Agency Fiscal Services & Accounting

Staff Recommendation: That the Commission on Higher Education approve the Fiscal Year 2008-09 Operating Plan.

Background: The purpose of the Operations Plan is to ensure that the objectives of the Legislature's FY 2010 appropriations are satisfied. Each agency is required to submit a plan for each budget unit showing expenditures for each quarter of the fiscal year. This plan, which was due to the Executive Budget Office on August 7, 2009, was submitted in draft form pending approval of the Commission.

In Fiscal Year 2009-10, the Commission's total budget will be \$23,121,601. This is a **(\$1,212,055)** decrease from FY 2008-09's original un-prorated budget of \$24,333,656. The programs listed below received the following decreases/increases in the FY 2009-10 budgets:

Alabama Student Assistance Program	\$( 392,823)
Alabama Student Assistance (Federal)	( 182,163)
Alabama Student Grant Program	( 311,508)
Alabama National Guard	( 24,663)
Chiropractic Scholarship Program	( 200)
Teacher Education Scholarship Program	( 255,800)
Policemen/Firefighters Tuition Act	35,238
Washington Internship Program	60,000
Experimental Program Stimulate Research	(172,926)
Alabama Agricultural Land Grant Alliance	( 84,530)
ACHE Planning and Coordination (O &M)	111,846
No Child Left Behind Title II	40,252
Network of Academic Libraries	20,080
Southern Regional Education Board	7,268
Articulation System	( 50,458)
SUPER	( 11,668)
<b>Total</b>	<b><u>\$ (1,212,055)</u></b>

As for sources of revenue, in the coming fiscal year, approximately 80.0% of the Commission's funds come from the state's Education Trust Fund, 9.0% from the federal government, 1.0% from local funds and 10.0% from Knight v Alabama Settlement (Diversity Scholarships). In FY 2009-10, approximately 84.0% of the Commission's budget will be directed toward Grants and Benefits. The operations portion of the budget represents approximately 16.0% of the total funds available.

**Supporting Documentation:**

1. EBO Form 8. Agency Summary. Attached.
2. FY 2009-10 Operations Plan. Entire Document. Available upon request.

ALABAMA COMMISSION ON HIGHER EDUCATION  
 Friday, September 11, 2009

OPERATIONS PLAN  
 FISCAL YEAR 2009-2010

AGENCY NO. 319

EBO FORM NO. 8

REVISION NO.:

DATE:

AGENCY NAME: ALABAMA COMMISSION ON HIGHER EDUCATION

APPROPRIATION UNIT NAME: AGENCY SUMMARY      APPROPRIATION UNIT NO.: 152, 153,  
 172, 176, 151  
 ACTIVITY NAME: ALL ACTIVITIES      ACTIVITY NO.: ALL

BUDGET ORG. NAME:      BUDGET ORG NO.:

OBJECTIVE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
NUMBER OF EMPLOYEES:	28	28	28	28	XXXXXXXXXXXX

CODE NO.	EXPENDITURES BY MAJOR OBJECT:	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
01	PERSONNEL COSTS	628,884	498,720	498,720	434,375	2,060,699
02	EMPLOYEE BENEFITS	195,016	168,681	168,681	160,830	693,208
03	TRAVEL-IN-STATE	7,600	4,625	5,475	8,300	26,000
04	TRAVEL-OUT-OF-STATE	10,200	1,600	2,800	1,900	16,500
05	REPAIRS AND MAINTENANCE	1,400	600	900	1,100	4,000
06	RENTALS & LEASES	99,700	104,700	104,700	106,700	415,800
07	UTILITIES & COMMUNICATIONS	4,950	5,900	5,900	5,950	22,700
08	PROFESSIONAL SERVICES	77,350	31,550	31,850	41,550	182,300
09	SUPPLIES & OPERATIONS	65,400	58,600	56,600	80,600	261,200
10	TRANSPORTATION EXPENSES	1,000	500	500	1,000	3,000
11	GRANTS, BENEFITS & CLAIMS	6,317,623	4,358,518	4,355,864	4,365,239	19,397,244
12	CAPITAL OUTLAY					
13	TRANSPORTATION PURCHASES					
14	OTHER EQUIPMENT PURCHASES	1,500	3,000	5,000	29,450	38,950
15	DEBT SERVICE					
16	NON-EXPENDITURE DISB.					
	TOTAL EXPENDITURES	7,410,623	5,236,994	5,236,990	5,236,994	23,121,601

SOURCE OF FUNDS

FUND NO.	FUND NAME	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
403	FUNDS BROUGHT FWD(FEDERAL)	402,173				402,173
754	FUNDS BROUGHT FWD (TSPAT)	40,525	40,525	40,525	40,525	162,100
200	ETF	4,653,973	4,580,680	4,580,676	4,580,680	18,396,009
403	FEDERAL AND LOCAL	1,698,164				1,698,164
458	AGSLP					
1160	FUNDS BROUGHT FWD(MONITOR)	18,750	18,750	18,750	18,750	75,000
778	SAILS					
200	COLA SALARY INCREASE					
1170	AL STUDENT ASSISTANCE KNIGHT	597,038	597,039	597,039	597,039	2,388,155
	TOTAL SOURCE OF FUNDS	7,410,623	5,236,994	5,236,990	5,236,994	23,121,601

EBO USE ONLY

DATE:      APPROVED: *[Signature]*  
 A:      DATE: 6 Aug 2009

DECISION ITEM B: Forging Strategic Alliances  
State Plan for Alabama Higher Education 2009-2014

**EXECUTIVE SUMMARY**

**Reason for Action:** According to statute, the Commission shall be responsible for statewide long-range planning for postsecondary education in Alabama. Such planning shall be the result of continuous study, analysis and evaluation. Plans will include the establishment of statewide objectives and priorities with methods and guidelines for achieving them. Ala. Code §16-5-6 (1975)

**Factors for Consideration:**

- After continuous study, analysis and evaluation, Commission staff in collaboration with a Statewide Planning Advisory Council (SPAC), completed a seventeen-month long-range planning process.
- Over the past seventeen months, commissioners received a quarterly report after the completion of each phase of the long-range planning process.
- The Council of Presidents reviewed the draft State Plan at their August 18, 2009 meeting.
- The State Plan includes five priority areas and ten goals.

DECISION ITEM B: Forging Strategic Alliances  
State Plan for Alabama Higher Education 2009-2014

Staff Presenter: Dr. Pamela G. Arrington  
Director, Instruction, Planning, and Special Services

Staff Recommendation: That the Commission approve the proposed State Plan for Alabama Higher Education 2009 -2014, *Forging Strategic Alliances*.

The Alabama Commission on Higher Education is statutorily charged with developing a long-range plan for all postsecondary education in Alabama.

After continuous study, analysis and evaluation, Commission staff in collaboration with a Statewide Planning Advisory Council (SPAC), completed a seventeen-month long-range planning process. Beginning in March 2008, the process included four steps: identify highest priorities, conduct SWOT analyses, strategic planning (set goals and strategic objectives), and develop performance measures. The Commissioners received a quarterly report after the completion of each phase of the long-range planning process (See Commission packets for June 27, 2008, Sept. 19, 2008, Dec. 12, 2008, and March 13, 2009). Also, some Commissioners participated in the quarterly statewide meetings of the SPAC. The Council of Presidents reviewed the draft State Plan at their April 30<sup>th</sup> and August 18<sup>th</sup> meetings.

The State Plan for Alabama Higher Education 2009-2014, *Forging Strategic Alliances* includes five priority areas and ten goals (See State Plan at a Glance, attached). The complete State Plan, its Executive Summary, and State Plan at a Glance are at [www.highered.alabama.gov/spac](http://www.highered.alabama.gov/spac).

Background: According to statute, the Commission shall be responsible for statewide long-range planning for postsecondary education in Alabama. Such planning shall be the result of continuous study, analysis and evaluation. Plans will include the establishment of statewide objectives and priorities with methods and guidelines for achieving them. Ala. Code §16-5-6 (1975)

Supporting Documentation: 1. State Plan at a Glance attached.

# Forging Strategic Alliances: State Plan for Alabama Higher Education 2009-2014



## VISION

Alabama's higher education system of colleges and universities, through their varying missions, will provide access and increased educational attainment to citizens of the state using a variety of delivery systems to prepare an educated citizenry and a competitive work force for the present and the future global economy.

## PURPOSE

The purpose of this plan, Forging Strategic Alliances, is to set the agenda for postsecondary education for the next five years in collaboration with all interested constituencies. Research about the issues and challenges facing colleges and universities in the state was the basis for the underlying assumptions and principles of the state plan.

## GUIDING PRINCIPLES

- ◆ Meeting the postsecondary educational attainment needs of the increasingly diverse citizenry of Alabama is critical to the continued social and economic development of the state. The changing demographics of the state are included as an overarching priority that affects each of the higher education priorities included in the plan in some fundamental way.
- ◆ An equally important overarching priority for the plan is the premise that strategic alliances across education sectors and business and industry are necessary to address longstanding postsecondary educational attainment issues in the state.

## Priorities/Goals

◆ **Increase students' preparedness for college and career**

Goal 1- Increase graduation rates among two-year and four-year colleges and universities.

Goal 2- Decrease the percentage of students requiring remediation statewide by 20% by 2014.

◆ **Establish a PK-20 Council**

Goal 3- Establish a PK-20 Council to coordinate and advocate toward a fully integrated educational system with funding, assigned administrative responsibilities, and a commitment from the membership to sustain the work.

◆ **Increase graduates in Science, Technology, Engineering, and Mathematics (STEM) fields**

Goal 4- Increase the number of students majoring in STEM fields.

Goal 5- Increase the number, preparation, and retention of K-12 teachers in STEM-related fields.

Goal 6- Advance programs that strengthen preparation of both students and teachers in STEM related fields.

◆ **Seek necessary financial resources for education in Alabama**

Goal 7- Manage higher education costs by identifying and sharing proven methods to improve efficiency.

Goal 8- Expand sources of higher education revenue including the expansion of state support for higher education.

◆ **Establish a Comprehensive Workforce Development Plan for Alabama**

Goal 9- Supplement the development of a flexible, unified workforce development system that addresses occupational skills in a range of industry sectors.

Goal 10- Address labor market demands and/or needs.

For additional information you can contact Dr. Pamela Arrington at 334-242-2207 or visit the SPAC website at [www.highered.alabama.gov/spac](http://www.highered.alabama.gov/spac)

## Strategic Objectives

- Prepare students for college, once enrolled provide necessary resources
- Focus on academic & social transitions between high school & college.
- Establish PK-20 Council via Executive Order, Legislation, or other means.
- Recruit students.
- Enhance the preparation of entering students in STEM fields.
- Increase financial incentives for teachers in STEM fields
- Enhance alternative pathways to certification in STEM fields.
- Strengthen professional development opportunities for K-12 teachers.
- Create greater collaboration & coordination among various leaders in existing STEM related fields.
- Launch a media campaign to underscore the importance of STEM fields.
- Strengthen collaborative programs in research.
- Maintain statewide data on numbers of STEM graduates, STEM teachers & on various education programs designed to increase their numbers.
- Identify opportunities for collaboration in areas such as information technology, purchasing, energy conservation & other strategies to lower operational costs.
- Organize an academic best practices initiative to encourage institutions to share their successes in retention & student affairs, recognizing that improved retention results in more tuition revenue & improved outcomes.
- Pursue entrepreneurial initiatives to support institutions & economic development.
- Develop a common advertising strategy, "Study in Alabama".
- Collaborate to increase state support for higher education through increased funding
- Expand existing & potential workers' opportunities to acquire and/or update their career skills through educational & training pathways that meet occupational demands.
- Expand information access to unserved & underserved populations.
- Expand use of Dual Enrollment programs to train more people for the workforce.
- Align higher education programs with labor market information.
- Actively engage business & industry with higher education regarding workforce development needs & issues.

DECISION ITEM C: Approval of 2010 Meeting Schedule

**EXECUTIVE SUMMARY**

**Reason for Action:** So that the deadlines may be established for the submission of items to the Commission for review.

**Proposed Meeting Schedule for 2010:**

March 12, 2010  
June 18, 2010  
September 10, 2010  
December 10, 2010

DECISION ITEM C: Approval of 2010 Meeting Schedule

Staff Presenter: Mr. Tim Vick  
Director of Operations and Fiscal Services

Staff Recommendation: That the Commission approve the proposed meeting schedule for 2010.

Proposed Meeting Schedule for 2010

March 12, 2010  
June 18, 2010  
September 10, 2010  
December 10, 2010

Background: The proposed schedule was developed with the following considerations:

1. The statute requires the Commission to meet at least once every three months.
2. A meeting is necessary in December to adopt the Unified Budget Recommendation.
3. The proposed schedule attempts to accommodate state and federal holidays.

Supporting Documentation: None.

DECISION ITEM D-1: Troy University, Master of Taxation in Taxation (CIP 52.1601)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** According to the proposal, the purpose of the proposed program is to prepare students for careers as tax professionals or for admission into doctoral programs in accounting with a tax emphasis. It will equip graduate students with an in-depth knowledge of the tax law, the skills at conducting tax research, and the abilities to communicate the results of tax research and represent taxpayers before taxing authorities.

**Role:** The proposed program is within the instructional role recognized for Troy University.

**Mode of Delivery:** The program will be initiated and taught face-to-face on the Montgomery campus of TROY, but it also will be delivered by video conference to the Dothan and Troy campuses. It also will be offered through TROY's eCampus. Online courses will be similar to traditional classes and will be taught by the same faculty members. All of the coursework for the program will be available through distance education modality.

**Similar Programs:** The Commission's Academic Program Inventory lists the Master in Tax Accounting (MTA) in Tax Accounting at CIP 52.1601 for the University of Alabama (UA). UA also has a related program, the Master of Laws (LLM) in Law (Tax) listed at CIP 22.0299.

**Collaboration:** TROY has agreed to share courses from the proposed program with Alabama State University (ASU). ASU students will be able to take specified graduate tax courses at TROY and transfer the credits into ASU's Master of Accountancy (MAcc) in Accountancy program.

**Resources:** The proposal projected that a total of \$15,000 in estimated new funds will be required to support the proposed program in the first five years. In addition to the master's program cost, adjunct instructors will be needed to teach as replacements in the baccalaureate accounting program at a cost of \$41,100 over the five year period. A total of \$330,000 will be available through tuition to support the master's program.

**Public Review:** The program was posted on the Commission website from June 29 until July 19 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. The proposed program will prepare students for careers as tax professionals or for admission into doctoral programs in accounting with a tax emphasis.
2. The program will be accessible to working students through face-to-face delivery at the Montgomery campus of Troy University, through electronic delivery to other Troy campuses and sites, and through Troy's eCampus.
3. The proposed program is supported by administrators at the Alabama Department of Revenue and at Alabama State University, as well as by members of several accounting firms.

DECISION ITEM D-1: Troy University, Master of Taxation in Taxation  
(CIP 52.1601)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

Staff Recommendation: That the Commission approve the proposed Master of Taxation (MTx) in Taxation with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented in January 2010. Based on Commission policy, the proposed program must be implemented by September 11, 2011, 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 2010-11, will be at least 10, based on the proposal.
2. That the annual average number of graduates for the period 2010-11 through 2014-15 (five-year average) will be at least 6, 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 or progressing in related employment, or in entering related doctoral degree academic programs.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Troy University (TROY) 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 February 1, 2015.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Troy University program proposal, dated May 15, 2009. Available upon request.

5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.03. Available upon request.

**Attachment 1**

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Troy University

PROGRAM Master of Taxation in Taxation

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$15,000</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>
OTHER (Marketing)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$15,000</u>

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2010-11	2011-12	2012-13	2013-14	2014-15	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>\$52,800</u>	<u>\$66,000</u>	<u>\$66,000</u>	<u>\$72,600</u>	<u>\$72,600</u>	<u>\$330,000</u>
TOTAL	<u>\$52,800</u>	<u>\$66,000</u>	<u>\$66,000</u>	<u>\$72,600</u>	<u>\$72,600</u>	<u>\$330,000</u>

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2010-11	2011-12	2012-13	2013-14	2014-15	5-YEAR AVERAGE
HEADCOUNT ENROLLMENT	<u>10</u>	<u>14</u>	<u>15</u>	<u>15</u>	<u>16</u>	<u>14</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>4</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>6</u>

## Attachment 2

### Summary of Background Information

Master of Taxation (MTx) in Taxation  
Troy University

**Role:** The proposed program is within the instructional role recognized for Troy University (TROY).

**Objectives:** According to the proposal, the purpose of the proposed program is to prepare students for careers as tax professionals or for admission into doctoral programs in accounting with a tax emphasis. It will equip graduate students with an in-depth knowledge of the tax law, the skills at conducting tax research, and the abilities to communicate the results of tax research and represent taxpayers before taxing authorities.

According to the proposal, the proposed program will seek to do the following:

1. Prepare students for successful careers as tax professionals with increasing professional responsibility in CPA firms, government, and industry or admission into doctoral programs in accounting with an emphasis in taxation
2. Advance the accounting profession by providing quality education about the tax law for graduate students
3. Encourage accounting faculty members who teach graduate tax courses to conduct research regarding tax issues and to publish such research in academic and professional journals

Upon completion of the Master of Taxation program, students should be able to do the following, as stated in the proposal:

1. Explain the principles and doctrines that serve as the foundation for the federal tax law
2. Describe the sources of statutory, administrative, and case law that make up the federal tax law
3. Identify tax issues in a business case, research the tax law to find answers to such issues, and prepare a tax research memorandum to communicate the results of that research
4. Explain the legal and ethical requirements that tax professionals must follow
5. Explain the various purposes for changes in tax law and the role that the tax law plays in society
6. Explain the basic principles of the federal income tax law as it applies to individuals, partnerships, corporations, and estates and trusts
7. Explain procedures used to comply with the tax law and to resolve controversies with the Internal Revenue Service
8. Write a protest letter to the IRS Appeals Office for a sample case
9. Calculate the income tax liability and estate tax liability for an estate
10. Describe basic estate tax planning techniques such as lifetime gifts, irrevocable life insurance trusts, and bypass trusts
11. Explain how state income tax law relates to the federal income tax law
12. Explain how the sales and use tax law works
13. Develop advanced tax planning strategies for individuals, partnerships, and corporations
14. Explain how tax issues affect financial statements and management decisions
15. Write a high-quality tax research paper that is suitable for submission to a professional tax journal

Evaluation of the objectives related to student performance will be by examination questions, case assignments, writing assignments, and submission of a tax research paper to a professional tax journal. After at least 20 students have graduated, questionnaires will be distributed to the students' employers to determine employer satisfaction with the program. Other means of evaluation will include a survey of articles by the program faculty published in professional and academic journals and an exit survey of students.

**Administration:** The program will be administered by TROY's College of Business, Dr. Don C. Hines, Dean, and the School of Accountancy, Dr. Kaye F. Sheridan, Chairperson.

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

**Peer Review:** The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Alabama Council of Graduate Deans (ACGD). Six deans commented on the proposal. Four deans supported the need for the program. Several noted the apparent strong local support for the program.

Also in the comments, deans asked for clarification of required entrance examination scores, additional information on new courses, and further discussion of assessment methods. One dean questioned the need for an additional specialized Master of Taxation program in the state, noting that the development of a program for the Montgomery market would appear to be a large investment for a small return. The same dean stated that a shortage of PhD-qualified tax faculty would make it difficult for TROY to attract qualified faculty. Another dean commented that the projected enrollment is very low (an average of ten) and questioned the allocation of resources: TROY would take full-time faculty out of teaching accounting principles to teach a small number of students in the proposed program and would hire adjunct instructors to teach undergraduates.

TROY provided a detailed response to the comments and questions from the ACGD. The response provided entrance examination information that demonstrated that the requirement for the TROY program would be in line with that of programs in other states. The response stated that information collected by TROY in development of the proposal indicated adequate student demand for the program. TROY stated that the use of qualified adjuncts to teach undergraduate accounting courses should not diminish the education experience of the students, since there are accountants with graduate accounting degrees in the Montgomery area who likely will be available to teach accounting courses. TROY also provided additional information on expected outcomes and assessment methods, as well as detailed course descriptions of new courses to be offered as part of the program.

After reviewing TROY's responses, members of the ACGD provided a final review of the program. According to comments that accompanied the final vote, two deans still doubted that sufficient need and demand existed for the program. Another stated that new full-time faculty are needed for the program, rather than shifting full-time faculty from the undergraduate program. Despite these reservations, all of the five graduate deans who voted recommended the program for approval.

**Accreditation:** TROY will seek accreditation for the program by the Association of Collegiate Business Schools and Programs (ACBSP).

**Curriculum:** The curriculum for the proposed program will consist of 30 semester hours: 21 hours in required courses and 9 hours in electives chosen in consultation with an advisor.

TROY has a baccalaureate program in Accounting listed at CIP 52.0301 in the Academic Program Inventory. The program is offered at the Troy and Montgomery campuses. The new program will have some impact on the existing baccalaureate, since full-time faculty will be drawn from the baccalaureate program to teach in the graduate program. Four adjuncts will be hired to teach basic accounting courses to undergraduates.

The following new courses will be developed for the program.

ACT 6701	Taxation of Individuals	3 semester hours (sh)
ACT 6702	Estate and Gift Taxation	3 sh
ACT 6703	Tax Practice and Procedure	3 sh
ACT 6704	Taxation of Corporations and Shareholders	3 sh
ACT 6705	Taxation of Partnerships and Partners	3 sh
ACT 6706	State and Local Taxation	3 sh

**Collaboration:** TROY has agreed to share courses from the proposed program with Alabama State University (ASU). ASU students will be able to take specified graduate tax courses at TROY and transfer the credits into ASU's Master of Accountancy (MAcc) in Accountancy program.

**Distance Education:** The program will be initiated and taught face-to-face on the Montgomery campus of TROY, but it also will be delivered by video conference to the Dothan and Troy campuses. It also will be offered through TROY's eCampus. Online courses will be similar to traditional classes and will be taught by the same faculty members. All of the coursework for the program will be available through distance education modality.

**Admissions:** The requirements for unconditional admission will be:

1. Students applying for admission must provide official transcripts from all universities attended.
2. Applicants who have completed a master's or higher degree from a regionally accredited university or who have passed the Uniform Certified Public Accountant (CPA) Examination or the Certified Financial Planners (CFP) Examination may be admitted unconditionally. (No graduate admission test scores are required.) Official transcripts from all universities attended must be submitted, to include an official transcript showing completion of a master's or higher degree. CPAs and CFPs must show proof of certification.
3. A bachelor's degree from a regionally accredited college or university is required. (Students with a baccalaureate degree from an unaccredited or otherwise accredited institution should see Unaccredited or Otherwise Accredited Student Admissions.)
4. Applicants must have achieved at least a 2.5 GPA in all undergraduate work or at least a 3.0 GPA in the last 30 semester hours.
5. For unconditional admission to the MTx, applicants must score 500 (Verbal and Quantitative) or better on the GMAT Exam (except for applicants with a previous master's or higher degree or CPA or CFP; see #2 above).
6. A letter of recommendation is required with all applications for the MTx program. The individual's potential for success in the MTx program, his/her professional, managerial or administrative experience, as well as his/her written and oral communication skills must be addressed.

**Need:** The Commission's Academic Program Inventory lists the Master in Tax Accounting (MTA) in Tax Accounting at CIP 52.1601 for the University of Alabama (UA). UA also has a related program: the Master of Laws (LLM) in Law (Tax) listed at CIP 22.0299. The proposal listed ten programs similar to the one proposed in states surrounding Alabama, including five programs in Florida, one in Georgia, two in Mississippi, and two in Tennessee.

According to TROY officials, the existing UA program is a full-time in-residence traditional program primarily for full-time students who take classes during the day. The proposed Troy program will fulfill the need for one designed to serve working professionals who are location bound. The program will be delivered during evening hours to serve these students.

The program would be initiated in Montgomery and would be available to potential students working in tax-related agencies and businesses, such as the Alabama Department of Revenue and various certified public accountant firms. Several letters of support for the program were submitted, including letters from partners in accounting firms and Dr. Karyn Scissum Gunn, Provost and Vice President for Academic Affairs at Alabama State University. Mr. Tim Russell, the state's Commissioner of Revenue, stated in a letter that such a program would provide opportunity for employees within the Department of Revenue to achieve the necessary qualifications for in-house advancement. He also stated that the program would equip department employees to better serve the state's taxpayers.

TROY based job projections on data collected by the American Institute of Certified Public Accountants (AICPA). TROY projected a total of 40 related job openings in the Montgomery area over the first five years of the program and a total of 630 jobs statewide over the same period.

The AICPA data were collected from surveys of public accounting firms and do not include government openings. The proposal stated that the Alabama Department of Revenue and the Internal Revenue Service are expected to recruit graduates of the program.

The proposal also cited information from the *Robert Half 2009 Salary Guide*, which lists Tax Accountant as having the most high in demand of accounting jobs.

**Student Demand:** TROY distributed interest surveys to current accounting students, employees of the Alabama Department of Revenue, a small percentage of TROY accounting program alumni, and a sampling of accounting professionals in the state of Alabama. Almost 600 individuals responded to the surveys. Approximately 21 percent (128) of the respondents were very interested in a face-to-face part-time program, while 31 percent (187) were very interested in an online program.

**Resources:**

**Faculty/Staff:**

Current Primary Faculty—

Full-time: 5  
Part-time: 0

Current Support Faculty--

Full-time: 11  
Part-time: 0

One additional qualified primary faculty member will be employed part-time to teach in the program during the first five years. The new faculty member will teach the graduate State and Local Taxation course. The position will require a PhD or a law degree with a master of taxation degree (LLM).

**Support Staff:** No additional support staff will be hired for the program.

**Equipment:** Existing equipment will be used for the program.

**Facilities:** Existing facilities will be used for the program. In addition to classroom space at the Montgomery campus, the following teleconferencing facilities are currently available: 12 rooms at the Troy campus, and 4 rooms at the Phenix City site; 2 at the Montgomery campus; and 4 at the Dothan campus.

**Library:** Current library holdings are sufficient for the program, according to the proposal. Students and faculty have internet access to the CCH Tax Research Network, which provides access to statutory, regulatory, and case law regarding federal and state tax issues. Similar information is available through the LexisNexis Network, which also is available through the internet. Numerous journals related to the field are available in print or electronic form.

**Program Budget:** The proposal projected that a total of \$15,000 in estimated new funds will be required to support the proposed program in the first five years. In addition to the master's program cost, adjunct instructors will be needed to teach four courses as replacements in the baccalaureate accounting program at a cost of \$41,100 over the five year period. A total of \$330,000 will be available through tuition to support the master's program.

**Attachment 3**

**Master of Taxation in Taxation  
Curriculum**

Required Courses (21 Semester Hours):

ACT 6694 Federal Tax Research	3
ACT 6701 Taxation of Individuals	3
ACT 6702 Estate and Gift Taxation	3
ACT 6703 Tax Practice and Procedure	3
ACT 6704 Taxation of Corporations and Shareholders	3
ACT 6705 Taxation of Partnerships and Partners	3
ACT 6706 State and Local Taxation	3

Electives (9 Semester Hours - Choose three courses):

ACT 6627 Specialized Study in the Area of Accounting (offered on demand)	3
ACT 6695 Accounting Research and Communication	3
ACT 6698 Advanced Auditing	3
LAW 6600 Business Law for Accountants	3

DECISION ITEM D-2: Athens State University, Bachelor of Science in Acquisition and Contract Management (CIP 52.0202)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** The goal of the proposed program is to support the mission of the institution and the Alabama Department of Postsecondary Education in providing academic instruction for workforce development at the baccalaureate level. The program will be taught exclusively on Redstone Arsenal.

It is designed to provide educational opportunities at the undergraduate level for undergraduate students preparing for careers in the acquisition workforce, and for acquisition and contracting practitioners seeking to expand and update knowledge in acquisition and contract management needed to meet the increasingly complex demands of the federal acquisition community.

**Role:** The proposed program is within the instructional role recognized for Athens State University.

**Mode of Delivery:** The program will be delivered in a traditional format at a facility on Redstone Arsenal and through distance education. All courses will be available through distance modalities. The program will use: Blackboard® for content management, video lectures provided by Tegrity®, and virtual, interactive classes using Wimba Classroom™. In addition, the use of hands-on lab activities, real-time chats, collaborative discussions, as well as proctored online testing will be incorporated.

**Similar Programs:** The University of Alabama in Huntsville (UAH) has a baccalaureate program in Contract Management & Procurement/Purchasing listed at CIP 52.0201 in the Commission's Academic Program Inventory. However, coursework in the UAH program has been offered as a part of another program in recent years. No formal option has been submitted by UAH or approved by the Commission, and the Contract Management program at UAH is still listed as active in the Commission's Inventory.

**Collaboration:** The program is designed to be supported solely by ATSU. Future collaboration with other institutions may be possible.

**Resources:** Athens officials projected that a total of \$154,000 in estimated new funds will be required to support the proposed program. A total of \$186,180 will be available through tuition.

**Public Review:** The program was posted on the Commission website from June 29 until July 19 (twenty days) for public review and comments. No comments were received.

**Rationale for Staff Recommendation:**

1. The program has been developed in response to the Base Realignment and Closure Commission (BRAC) decision to move three major US Army commands to Redstone Arsenal in Madison County. Athens State University (ATSU) has provided instruction on Redstone Arsenal for 32 years.
2. The program was developed to meet the needs of the federal government, business, and industry for instruction in this area as a result of the BRAC.
3. Approval of the program also will allow ATSU to offer the program as a distance education program.
4. The program has been designed for working students, many of whom work on Redstone Arsenal.

DECISION ITEM D-2: Athens State University, Bachelor of Science in Acquisition and Contract Management (CIP 52.0202)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Implementation Date: The proposed program will be implemented in January 2010. Based on Commission policy, the proposed program must be implemented by September 11, 2011, 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 2010-11, will be at least 15, based on the proposal.
2. That the annual average number of graduates for the period 2011-12 through 2014-15 (four-year average) will be at least 10, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment or in acceptance to graduate school.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Athens State University (ATSU) 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 February 1, 2015.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Athens State University program proposal, submitted June 26, 2009. Available upon request.

5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.03. Available upon request.

**Attachment 1**

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Athens State University

PROGRAM Bachelor of Science in Acquisition and Contract Management

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM						
	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	\$0	\$0	\$0	\$75,000	\$75,000	\$150,000
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$4,000	\$0	\$0	\$0	\$0	\$4,000
TOTAL	\$4,000	\$0	\$0	\$75,000	\$75,000	\$154,000

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT						
	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$13,920	\$27,840	\$36,540	\$48,720	\$59,160	\$186,180
TOTAL	\$13,920	\$27,840	\$36,540	\$48,720	\$59,160	\$186,180

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS						
	2010-11	2011-12	2012-13	2013-14	2014-15	5-YEAR AVERAGE
HEADCOUNT ENROLLMENT	6	17	29	38	48	28
NEW ENROLLMENT HEADCOUNT	6	11	14	19	23	15
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	2	9	13	16	10

## Attachment 2

### Summary of Background Information

Bachelor of Science in Acquisition and Contract Management  
Athens State University

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

**Objectives:** The goal of the proposed program is to support the mission of the institution and the Alabama Department of Postsecondary Education in providing academic instruction for workforce development at the baccalaureate level. The program will be taught in traditional format on Redstone Arsenal and as a distance education program. The program has been designed specifically to serve the federal acquisitions community.

According to the proposal the program objectives for the proposed program are:

1. To provide educational opportunities at the undergraduate level for undergraduate students preparing for careers in the acquisition workforce, and acquisition and contracting practitioners seeking to expand and update knowledge in acquisition and contract management needed to meet the increasingly complex demands of the federal acquisition community.
2. To provide students a specialized curriculum in major Acquisition and Contract Management (ACM) content areas, including Project Management, Introduction to ACM, ACM Administration, ACM Pricing, ACM Negotiation, and ACM Law. A research course, Advanced ACM Research, will allow students to focus on a particular area of interest or a work-based issue and will serve as a capstone course to allow the student to integrate learning experiences with the research and current topics relative to this major.
3. To provide quality education in formats convenient for different types of students:

The curriculum designed will be specifically customized to allow students to effectively and efficiently meet the challenges of the changing federal workplace by improving abilities to apply problem-solving skills in support of the acquisition organization's strategic mission and goals. Students will improve both verbal and written skills to enable them to successfully communicate within the federal and acquisition community. Special emphasis will be placed on using ethical principles and sound judgments to solve contracting issues.

The instructional format will be designed to use traditional instruction and web-based instruction. Courses using the traditional format will be taught on Redstone Arsenal where Athens State University has been teaching for 32 years.

4. To provide students enrolled in this program with a forum for networking and sharing experiences and best practices in a positive learning environment.

Upon completion of the program, graduates will achieve the following learning outcomes:

1. Knowledge of accounting, economics, management, marketing, quantitative skills, legal issues, and production theory and concepts.
2. An understanding of technology, as it relates to business.
3. Knowledge of the global economy, including an understanding of diversity issues.
4. Knowledge of and ability to use effective managerial, leadership, and group interaction skills.
5. An ability to effectively use critical-thinking and decision-making techniques.
6. An ability to effectively communicate, both orally and in writing.

7. An understanding of ethical issues and the importance of maintaining ethical standards.
8. An understanding of and an ability to perform at a professional level.
9. Knowledge of contracting in the pre and post award stages to include price and costing and knowledge of the Federal Acquisition Requirement (FAR).
10. Knowledge of the concepts and techniques of contract negotiation.
11. An understanding of government contract law to include ethical responsibility.
12. An understanding of the relationship of acquisitions process to enterprise resource planning and the logistics and supply chain process.

Program outcomes will be assessed through pre/post exams in professional core courses and the ACM courses. Also, appropriate activities will be designed to measure each outcome in classes related to the outcome. A graduate exit survey will be administered to each graduate, which will include employment data and plans for graduate education. A follow-up survey will be conducted every three years.

**Administration:** The program will be administered by the Management of Technology Department (Dr. Lisa Rich, Chairperson) in the College of Business (Dr. Linda B. Shonesy, Dean).

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

**Peer Review:** The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Chief Academic Officers (CAO). Three of the CAO provided responses to the proposal. Two of the respondents stated that the program would not duplicate programs at their institutions. One of these institutions offers coursework related to the program and administrators would be interested in collaborating if any of the courses seem appropriate to both institutions. A third respondent stated that the responding institution has a similar program in the Academic Program Inventory, but program coursework is currently being offered in another academic program. The institution intends to expand the program back to its original format and change the program title in the future. The Chief Academic Officers do not conduct a formal vote on program proposals but do provide commentary on baccalaureate and other degree programs to the Commission staff.

**Accreditation:** The institution's College of Business is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ATSU will seek ACBSP accreditation for this program.

**Curriculum:** The program will build on an existing minor. The proposed program will require 124 semester hours. General education requirements and pre-professional courses will be completed at an accredited community college or institution of higher education. Students will transfer to ATSU for the last two years of the program. The junior and senior year requirements consist of 60-62 semester hours. Program completion requirements are shown below.

Credit hours required in the major	55 semester hours
Credit hours required in minor (if applicable)	N/A
Credit hours in institutional general education and pre-professional General education 41 semester hours Pre-professional 21 semester hours	62 semester hours
Credit hours in required or free electives	5-7 semester hours
Total credit hours required for completion	124 semester hours

A capstone experience will allow students to integrate learning experiences with the research and current topics related to the program. Capstone requirements are listed below.

Capstone experience (core)	MG 320 Organizational Communications (pre-test given)	3 semester hours
	MG 420: Business Policy (capstone for business core) (post-test given)	3 semester hours

courses)	MG 480: Senior Seminar (capstone for writing and presentation skills)	1 semester hour
ACM Capstone	ACM 394 Intro. to Acquisition & Contract Mgt. (pre-test given)	3 semester hours
	ACM 400 Adv. Acquisition & Contract Mgt. (capstone experience) (post-test given) Students will demonstrate proficient oral and written communication skills, decision-making abilities, problem-solving skills, leadership and team skills, and knowledge of current logistics and supply chain management issues.	3 semester hours
E-Portfolio	Electronic portfolio of work completed in each ACBSP Common Professional Component (CPC) course. Work is assessed according to College of Business rubrics.	0 semester hours (integrated into core curriculum)

The following new courses will be developed for the program.

Course No.	Course Title	Credit Hours
ACM 353	Project Management	3 semester hours
ACM 394	Introduction to Acquisition and Contract Management	3 semester hours
ACM 395	Acquisition and Contract Management Pricing	3 semester hours
ACM 396	Acquisition and Contract Management Administration	3 semester hours
ACM 397	Acquisition and Contract Management Negotiations	3 semester hours
ACM 398	Government Contract Law	3 semester hours
ACM 400	Advanced Acquisition and Contract Management	3 semester hours
Electives		
ACM 399	Issues in Acquisition and Contract Management	3 semester hours
ACM 461	Internship in Contract Management	1 semester hour
ACM 462	Internship in Contract Management	2 semester hours
ACM 463	Internship in Contract Management	3 semester hours

**Collaboration:** The program is designed to be supported solely by ATSU. Future collaboration with other institutions may be possible.

**Distance Education:** All courses in the program will be available through distance modalities. The proposal states the following:

The proposed program is designed to meet the needs of working students. Therefore, distance learning will be one mode of course delivery. It is anticipated that the program curriculum will be offered in a traditional format exclusively on Redstone Arsenal also. Athens State University currently uses both formats. The program will use: Blackboard® for content management, video lectures provided by Tegrity®, and virtual, interactive classes using Wimba Classroom™. In addition, the use of hands-on lab activities, real-time chats, collaborative discussions, as well as proctored online testing will be incorporated for a thorough, high quality learning experience. No new costs will be incurred as Athens State currently has the necessary technology. Current instructors are highly experienced in the use of technology to deliver the courses. Course content, faculty, and tuition costs are the same for both campus and distance students ensuring high quality, wide-spread access, and minimum cost to all types of students.

**Admissions:** The proposal gave the following criteria for admission:

A community/junior college transfer student may be admitted provided he or she has earned (1) a degree from a two-year institution accredited by SACS or other regional accrediting agency, or (2) sixty to sixty-four semester hours of college credit with a 2.0

grade point average on a 4.0 scale or (3) completed all general studies curriculum core requirements (Areas I-IV) and submitted early transfer forms.

A student who has completed a minimum of freshman and sophomore years at a regionally accredited four-year institution may be admitted with a 2.0 grade point average on a 4.0 scale.

A student from a regionally accredited technical college/institute may be admitted as a degree-seeking student provided he or she has completed a technical program and has received a degree, diploma, or certificate.

**Need:** The University of Alabama in Huntsville (UAH) has a baccalaureate program in Contract Management & Procurement/Purchasing listed at CIP 52.0201 in the Commission's Academic Program Inventory. However, coursework in the UAH program has been offered as a part of another program in recent years. No formal option has been submitted by UAH or approved by the Commission, and the Contract Management program at UAH is still listed as active in the Commission's Inventory.

The proposal stated that the decision of the 2005 Base Realignment and Closure Commission (BRAC) to move three major US Army commands to Redstone Arsenal in Madison County, including the bulk of missile defense work and helicopter work, caused need for the proposed program. According to information provided by the institution, the BRAC forecast is for 4,700 federal jobs to move to Huntsville, along with 10,000 positions to support them. The transfer of these jobs is expected between 2009 and 2011. The impact of BRAC is expected to impact not only north Alabama but also the entire state in gross product, earnings, employment, and tax collections. Workforce demand will increase suddenly and over the long term. High demand occupations, according to the Huntsville Chamber of Commerce, will include contracting; IT management; logistics management; management and program analysis; and administrative and program management. The latter two of these occupations is closely related to the proposed program.

Need also has been based on information provided by various administrators and military personnel at Redstone Arsenal. Letters of endorsement from community leaders were included with the proposal.

ATSU officials provided an assessment from the Huntsville-Madison County Chamber of Commerce that projected approximately 1,700 openings in the local area related to the program in the period 2006-12, including contractor openings. Projections from the Alabama Department of Industrial Relations estimated that related acquisitions positions will increase 20.78 percent for the north Alabama region during the period 2006-16.

**Student Demand:** To determine student demand for the program, ATSU conducted a student interest survey in classes on Redstone Arsenal. A total of 59 surveys were distributed in class and all were returned. Of these responses, 71 percent (41 responses) indicated an interest in the program. Other surveys were distributed to students in select classes at Wallace State Community College- Hanceville, Northeast Alabama Community College, and Calhoun Community College. A total of 338 surveys were distributed and 336 responded. A total of 116 responses (34 percent) indicated an interest in the proposed program. Enrollment projections were based on the data collected in these surveys and the growth of other ATSU programs.

**Resources:**

**Faculty/Staff:**

According to the proposal, the following figures are based on the assumption that "primary" faculty teach the ACM content courses and "support" faculty teach required business core courses.

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Current Primary Faculty (Will teach ACM content courses):

Full-time: 0  
Part-time: 8\*

Current Support Faculty (Will teach required business core courses):

Full-time: 9  
Part-time: \*

\* The proposal states that part-time faculty members are employed on an "as needed" basis each term, depending on enrollment. ATSU already has a group of qualified adjunct faculty for the program.

Additional faculty to be hired for the program:

Primary Faculty (Will teach ACM content courses):

Full-time: 2  
Part-time: \* [see note above]

Support Faculty (Will teach required business core courses):

Full-time: 0  
Part-time: \* [see note above]

**Support Staff:** An administrative assistant and a secretary currently in the College of Business will provide support for the program.

**Equipment:** Existing equipment will be used for the program. The institution has two computer labs available at the facility on Redstone Arsenal.

**Facilities:** There are currently 5-7 classrooms and an office facility available at the facility on Redstone Arsenal. No additional facilities will be needed.

**Library:** The proposal included an assessment of library resources. According to the proposal, Acquisition and Contract Management is a well-established but specialized area of study. Most research publications in this area are found in professional, academic, and government periodicals. The ATSU Library provides access to many of these through subscriptions to online databases, which should provide sufficient to support student research in the field. Monographic literature is available in the library to support the current minor in the area. The existing collection will be expanded as needed to support the program if approved by the Commission.

**Program Budget:** Athens officials projected that a total of \$154,000 in estimated new funds will be required to support the proposed program. A total of \$186,180 will be available through tuition.

**Attachment 3**

**Athens State University  
 Bachelor of Science in Acquisition and Contract Management  
 Sample Curriculum**

<b>Year 1 and Year 2:</b>		<b>62-64 SH</b>
<i>General education requirements and pre-professional courses are completed at an accredited community college or institution of higher education and students transfer to ASU to complete the junior and senior years of the baccalaureate degree.</i>		
<b>Athens State University:</b>		
<b>Year 3 - Fall Term</b>		<b>12 SH</b>
	MG 303 Management Decision Support Systems	3 SH
	MG 302 Management Information Systems	3 SH
	MG 320 Organizational Communication	3 SH
	MG 346 Principles of Management and Leadership	3 SH
<b>Year 3 - Spring Term</b>		<b>12 SH</b>
	MG 350 Financial Management	3 SH
	MK 331 Marketing Principles	3 SH
	ACM 394 Introduction to Acquisition and Contract Mgmt.	3 SH
	ACM 396 Acquisition and Contract Management Admin.	3 SH
<b>Year 3 - Summer Term</b>		<b>12 SH</b>
	MG 352 International Business	3 SH
	MG 390 Operations Management	3 SH
	ACM 353 Project Management	3 SH
	ACM 395 Acquisition and Contract Management Pricing	3 SH
<b>Year 4 - Fall Term</b>		<b>12 SH</b>
	MG 415 Technical Risk Management	3 SH
	MG 417 Management of Change	3 SH
	ACM 397 Acquisition and Contract Mgmt. Negotiations	3 SH
	ACM 398 Government Contract Law	3 SH
<b>Year 4 - Spring Term</b>		<b>12-14 SH</b>
	ACM 400 Advanced ACM Research/Project	3 SH
	MG 420 Business Policy	3 SH
	MG 480 Seminar in Business	1 SH
	Electives (may be taken in any term)	5-7 SH
<b>Total Hours at Athens State University</b>		<b>60-62 SH</b>
<b>Total Hours</b>		<b>124 SH</b>

DECISION ITEM D-3: Athens State University, Bachelor of Science in Enterprise Resource Planning Systems (CIP 52.1206)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** Enterprise Resource Planning Systems (ERP) is an interdisciplinary degree that is designed to equip information systems professionals and managers with knowledge to implement and use enterprise information systems in the dynamic, global business environment. The program will emphasize the understanding of business process integration and organizational change associated with the acquisition, implementation, and management of ERP systems. The proposed program has been designed to meet specific needs of the military and the federal government.

**Role:** The proposed program is within the instructional role recognized for Athens State University.

**Mode of Delivery:** The program will be delivered in a traditional format at a facility on Redstone Arsenal and through distance education. All courses will be available through distance modalities. The program will use: Blackboard® for content management, video lectures provided by Tegrity®, and virtual, interactive classes using Wimba Classroom™. In addition, the use of hands-on lab activities, real-time chats, collaborative discussions, as well as proctored online testing will be incorporated.

**Similar Programs:** There are no other programs by this title in the Commission's Academic Program Inventory.

**Collaboration:** Future collaboration with other institutions is a possibility but is not planned at this time.

**Resources:** The proposal projected that a total of \$153,000 in estimated new funds will be required to support the proposed program. A total of \$153,120 will be available through tuition.

**Public Review:** The program was posted on the Commission website from June 29 until July 19 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. The program has been developed in response to the Base Realignment and Closure Commission (BRAC) decision to move three major US Army commands to Redstone Arsenal in Madison County. Athens State University (ATSU) has provided instruction on Redstone Arsenal for 32 years.
2. The program was developed to meet the needs of the federal government, business, and industry for instruction in this area as a result of the BRAC.
3. Approval of the program also will allow ATSU to offer the program as a distance education program.
4. The program has been designed for working students, many of whom work on Redstone Arsenal.

DECISION ITEM D-3: Athens State University, Bachelor of Science in Enterprise Resource Planning Systems (CIP 52.1206)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Implementation Date: The proposed program will be implemented in January 2010. Based on Commission policy, the proposed program must be implemented by September 11, 2011, 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 2010-11, will be at least 13, based on the proposal.
2. That the annual average number of graduates for the period 2011-12 through 2014-15 (four-year average) will be at least 9, 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 in acceptance to graduate school.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Athens State University (ATSU) 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 February 1, 2015.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Athens State University program proposal, submitted May 26, 2009. Available upon request.

5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.03. Available upon request.

**Attachment 1**

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Athens State University

PROGRAM Bachelor of Science in Enterprise Resource Planning Systems

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM						
	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	\$0	\$0	\$0	\$75,000	\$75,000	\$150,000
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$3,000	\$0	\$0	\$0	\$0	\$3,000
TOTAL	\$3,000	\$0	\$0	\$75,000	\$75,000	\$153,000

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT						
	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$15,660	\$24,360	\$31,320	\$38,280	\$43,500	\$153,120
TOTAL	\$15,660	\$24,360	\$31,320	\$38,280	\$43,500	\$153,120

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS						
	2010-11	2011-12	2012-13	2013-14	2014-15	5-YEAR AVERAGE
HEADCOUNT ENROLLMENT	7	17	28	35	43	26
NEW ENROLLMENT HEADCOUNT	7	10	13	16	19	13
DEGREE COMPLETION PROJECTIONS	0	2	9	11	14	9
						4-YEAR AVERAGE

## Attachment 2

### Summary of Background Information

Bachelor of Science in Enterprise Resource Planning Systems  
Athens State University

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

**Objectives:** The goal of the proposed program is to support the mission of the institution and the Alabama Department of Postsecondary Education in providing academic instruction for workforce development at the baccalaureate level. The program will be taught in traditional format on Redstone Arsenal and as a distance education program.

Enterprise Resource Planning Systems (ERP) is an interdisciplinary degree that is designed to equip information systems professionals and managers with knowledge to implement and use enterprise information systems in the dynamic, global business environment. The program will emphasize the understanding of business process integration and organizational change associated with the acquisition, implementation, and management of ERP systems.

The following objectives have been established for the Enterprise Resource Planning Systems (ERP) program:

1. To provide a unique educational opportunity at the undergraduate level for two target groups: information systems practitioners and managers seeking to expand and update their knowledge of enterprise resource planning systems needed to meet the increasingly complex demands of the federal and commercial workforce, and undergraduate students preparing for careers in the ERP workforce.
2. To provide students with a specialized curriculum in key ERP content areas including: Data Management, Business Intelligence, Human Capital Management Systems, Financial Management Systems, Project Management, Methodology, Business Processes, and Organizational Change. An internship opportunity will allow students to focus on a particular ERP system of interest and integrate learning with real world experience.
3. To incorporate ERP theory and application into each course where students will integrate business processes with ERP functional skills through hands-on lab exercises in specific areas of interest or work-related projects. Project-based lab exercises will allow students to assimilate technical learning experiences with non-technical skills through the creation of written documentation, oral presentations, and team-oriented projects.
4. To reengineer the traditional information systems curriculum which focuses on teaching independent technologies into a program focused on using enterprise systems and technology for business process integration, an objective which is consistent with the demands of government and corporate employers alike.
5. To make high quality baccalaureate education available for different types of students, including those who are constrained by time and geographic location, by offering the curriculum on Redstone Arsenal and in internet-based instructional formats. Courses offered in traditional format will be offered on Redstone Arsenal where Athens State has taught for 32 years. Students will have opportunities for sharing experiences and best practices in a positive learning environment.

Upon completion of the program, graduates will achieve the following learning outcomes:

1. Knowledge of accounting, economics, management, marketing, quantitative skills, legal issues, and production theory and concepts.
2. An understanding of technology, as it relates to business.
3. Knowledge of the global economy, including an understanding of diversity issues.
4. Knowledge of and ability to use effective managerial, leadership, and group interaction skills.
5. An ability to effectively use critical-thinking and decision-making techniques.
6. An ability to effectively communicate, both orally and in writing.
7. An understanding of ethical issues and the importance of maintaining ethical standards.
8. An understanding of and an ability to perform at a professional level.
9. An understanding of the impact of ERP systems and business models on organizational functions.
10. Knowledge of the integrated nature of management, accounting, human resources, and information systems
11. An understanding of the basic components of an integrated ERP system including types of modules, functionality, and software solutions available in the marketplace
12. Ability to use one or more modules of an ERP system.

Program outcomes will be assessed through pre/post exams in professional core courses and the ACM courses. Also, appropriate activities will be designed to measure each outcome in classes related to the outcome. A graduate exit survey will be administered to each graduate, which will include employment data and plans for graduate education. A follow-up survey will be conducted every three years.

**Administration:** The program will be administered by the Management of Technology Department (Dr. Lisa Rich, Chairperson) in the College of Business (Dr. Linda B. Shonesy, Dean).

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

**Peer Review:** The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Chief Academic Officers (CAO). Two members provided responses to the proposal. Both stated that their institutions, which are located in the northern part of the state, provide coursework related to the program. One respondent stated that his institution would be interested in collaborating with ATSU if any courses seem appropriate to both curricula. The Chief Academic Officers do not conduct a formal vote on program proposals but do provide individual comments on baccalaureate and other degree proposals.

**Accreditation:** The College of Business at ATSU is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ATSU will seek ACBSP approval of this program.

**Curriculum:** Program completion requirements are shown below.

Credit hours required in major	62 semester hours
Management Core      28 semester hours	
Information Systems    12 semester hours	
ERP Systems            22 semester hours	
Credit hours in general education or core curriculum:	62 semester hours
General Education      41 semester hours	
Pre-Professional        21 semester hours	
Total Credit Hours required for completion	124 semester hours

The program will have the following special requirements:

Capstone experience (core courses)	MG 320 Organizational Communications (pre-test given)	3 semester hours
	MG 420: Business Policy (capstone for business)	3 semester hours

	core) (post-test given) MG 480: Senior Seminar (capstone for writing and presentation skills)	1 semester hour
ERP Capstone	ERP 300 Enterprise Data Management (pre-test given)	3 semester hours
	ERP 455 ERP Practicum (post-test given). Students will demonstrate proficient oral and written communication skills, decision-making abilities, problem-solving skills, leadership and team skills, and knowledge of current logistics and supply chain management issues.	3 semester hours
Practicum and Internship	ERP 450: ERP Internship	2 semester hours
	ERP 455 ERP Practicum	2 semester hours
E-Portfolio	Electronic portfolio of all work completed in each ACBSP Common Professional Component (CPC) course. Work is assessed according to College of Business rubrics.	0 semester hours (integrated into core curriculum)

The following new courses will be developed for the program.

Course Number	Course Title	Credit Hour Value
ERP 300	Enterprise Data Management	3 semester hours
ERP 320	Human Capital Management Systems	3 semester hours
ERP 330	Financial Management Systems	3 semester hours
ERP 340	Customer Relationship Management Systems	3 semester hours
ERP 400	Logistics and Supply Chain Management Systems	3 semester hours
ERP 410	Data Warehousing & Business Intelligence	3 semester hours
ERP 415	Enterprise Portal & Knowledge Management	3 semester hours
ERP 420	Enterprise Systems Development	3 semester hours
ERP 425	Enterprise Systems Configuration & Implementation	3 semester hours
ERP 450	ERP Internship	2 semester hours
ERP 455	ERP Practicum	2 semester hours

**Collaboration:** According to the proposal, the program will be unique in the state of Alabama. Future collaboration with other institutions is a possibility.

**Distance Education:** All courses in the program will be available through distance modalities. According to the proposal, the proposed program will be designed to meet the needs of working students. Therefore, distance learning will be one mode of course delivery. It is anticipated that the program curriculum will be offered in a traditional format exclusively on Redstone Arsenal also. Athens State University currently uses both formats. The program will use: Blackboard® for content management, video lectures provided by Tegrity®, and virtual, interactive classes using Wimba Classroom™. In addition, the use of hands-on lab activities, real-time chats, collaborative discussions, as well as proctored online testing will be incorporated.

**Admissions:** The proposal gave the following criteria for admission:

A community/junior college transfer student may be admitted provided he or she has earned (1) a degree from a two-year institution accredited by SACS or other regional accrediting agency, or (2) sixty to sixty-four semester hours of college credit with a 2.0 grade point average on a 4.0 scale or (3) completed all general studies curriculum core requirements (Areas I-IV) and submitted early transfer forms.

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A student who has completed a minimum of freshman and sophomore years at a regionally accredited four-year institution may be admitted with a 2.0 grade point average on a 4.0 scale.

A student from a regionally accredited technical college/institute may be admitted as a degree-seeking student provided he or she has completed a technical program and has received a degree, diploma, or certificate.

**Need:** There are no programs by this title in the Commission's Academic Program Inventory.

The proposal states that the decision of the 2005 Base Realignment and Closure Commission (BRAC) to move three major US Army commands to Redstone Arsenal in Madison County, including the bulk of missile defense work and helicopter work, caused need for the proposed program. According to information provided by the institution, the BRAC forecast is for 4,700 federal jobs to move to Huntsville, along with 10,000 positions to support them. The transfer of these jobs is expected between 2009 and 2011. The impact of BRAC is expected to impact not only north Alabama but also the entire state in gross product, earnings, employment, and tax collections. Workforce demand will increase suddenly and over the long term.

The proposal provided information from a report by the Gardner Group, a leading technology market research company. The report noted the growth of demand for skilled ERP workers. According to the report, the worldwide ERP market grew almost 17 percent in 2007. ERP comprises four major sub-segments: enterprise asset management, financial management, human capital management, and manufacturing/operations. Each of the sub-segments grew at least 15 percent.

Need also has been based on information provided by various administrators and military personnel at Redstone Arsenal. Letters of endorsement from community leaders were included with the proposal.

ATSU officials provided an assessment from the Huntsville-Madison County Chamber of Commerce that 2,229 job openings related to the program are projected for the local area in the period 2006-16. Projections from the Alabama Department of Industrial Relations estimated that related acquisitions positions will increase 25 percent for the state during the period 2006-16.

**Student Demand:** The proposal stated that a student interest survey was conducted in classes on Redstone Arsenal. A total of 59 surveys were distributed and all were returned. A total of 11 students (19 percent) indicated an interest in the proposed program. Surveys were also conducted in select classes at Wallace State Community College- Hanceville, Northeast Community College, and Calhoun Community College. Out of 338 surveys distributed to community college students, 336 were returned. A total of 88 students (26 percent) stated that they were interested in the program.

**Resources:**

**Faculty/Staff:**

Current Primary Faculty—

Full-time: 2  
Part-time: 5\*

Current Support Faculty—

Full-time: 9  
Part-time: \*

Additional Faculty to Be Hired:

Primary Faculty—

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Full-time: 1  
Part-time: 2\*

Support Faculty—  
Full-time: 0  
Part-time: \*

*\* Part-time faculty are employed on an “as needed” basis each term, depending on student enrollment. ATSU stated in the proposal that strong adjunct faculty members are available to teach in the program.*

**Support Staff:** Current staff members, an administrative assistant and a secretary within the College of Business, will support the program. A vendor will provide support for the ERP systems to faculty and students at no additional charge.

**Equipment:** The program will make use of current equipment, including thirty computers in each of two computer labs on Redstone Arsenal. The ERP software that is required is available through vendor academic alliance programs at a greatly reduced cost and is hosted by them. Only a computer with internet access will be necessary for access by faculty or students.

**Facilities:** No new facilities or renovations will be required for the program.

**Library:** According to Athens officials, enterprise resource planning is a relatively new academic area and has a limited body of scholarly literature. Most research materials in the area are found in professional and academic periodicals. The ATSU Library provides access to a broad collection of these periodicals through online databases, including ABI/Inform Complete, ProQuest Computing, and Business Source Premier. The proposal stated that there also is a moderately strong collection in relevant related areas such as Management Information Systems, Information Technology—Management, Industrial Management—Technological Innovations, Manufacturing Resource Planning, and Production Planning.

**Program Budget:** The proposal projected that a total of \$153,000 in estimated new funds will be required to support the proposed program. A total of \$153,120 will be available through tuition.

**Attachment 3**

**Athens State University  
 Bachelor of Science in Enterprise Resource Planning Systems  
 Sample Curriculum**

<b>Year 1 and Year 2:</b>		<b>62 SH</b>
<i>General education requirements and pre-professional courses are completed at an accredited community college or institution of higher education and students transfer to ATSU to complete the junior and senior years of the baccalaureate degree.</i>		
<b>Athens State University:</b>		
<b>Year 3 - Fall Term</b>		<b>12 SH</b>
	ERP 300 Enterprise Data Management	3 SH
	MG 302 Management Information Systems	3 SH
	MG 320 Organizational Communication	3 SH
	MG 346 Principles of Management and Leadership	3 SH
<b>Year 3 - Spring Term</b>		<b>12 SH</b>
	ERP 320 Human Capital Management Systems	3 SH
	ISM 401 Systems Design Management	3 SH
	MG 349 Human Resource Management	3 SH
	MG 350 Financial Management	3 SH
<b>Year 3 - Summer Term</b>		<b>12 SH</b>
	ERP 330 Financial Management Systems	3 SH
	ISM 403 Data Communications Management	3 SH
	MG 352 International Business	3 SH
	ISM 408 E-Commerce Systems Management	3 SH
<b>Year 4 - Fall Term</b>		<b>15 SH</b>
	ERP 340 Customer Relationship Management Systems OR ERP 420 Enterprise Systems Development	3 SH
	ERP 400 Supply Chain Management OR ERP 425 Enterprise Systems Configuration & Implementation	3 SH
	ISM 404 Managing Information Systems	3 SH
	MG 390 Operations Management	3 SH
	MK 331 Principles of Marketing	3 SH
<b>Year 4 - Spring Term</b>		<b>11 SH</b>
	ERP 410 Data Warehousing and Business Intelligence OR ERP 415 Enterprise Portal and Knowledge Management	3 SH
	ERP 450 ERP Internship	2 SH
	ERP 455 ERP Practicum	2 SH
	MG 420 Business Policy	3 SH
	MG 480 Senior Seminar	1 SH
<b>Total Hours</b>		<b>62 SH</b>
<b>TOTAL HOURS</b>		<b>124 SH</b>

DECISION ITEM D-4: Athens State University, Bachelor of Science in Logistics and Supply Chain Management (CIP 52.0203)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** The B.S. in Logistics and Supply Chain Management program will enable students who wish to enter the field to master the knowledge and skills necessary to be successful in the federal logistics workforce and will allow students who are employed in the federal logistics community and its contracting partners to improve knowledge and managerial practices. An emphasis will be placed upon an understanding of logistics and supply chain management processes.

**Role:** The proposed program is within the instructional role recognized for Athens State University.

**Mode of Delivery:** The program will be delivered in a traditional format at a facility on Redstone Arsenal and through distance education. All courses will be available through distance modalities. The program will use: Blackboard® for content management, video lectures provided by Tegrity®, and virtual, interactive classes using Wimba Classroom™. In addition, the use of hands-on lab activities, real-time chats, collaborative discussions, as well as proctored online testing will be incorporated.

**Similar Programs:** Auburn University (AU) has a BS program in Supply Chain Management, listed at CIP 52.0203 in the Commission's Academic Program Inventory. According to comments submitted by AU's Chief Academic Officer, the proposed program is not expected to have an impact on the AU program.

**Collaboration:** The program is designed to be fully supported by Athens State, but collaboration with other institutions in the future might be possible.

**Resources:** The proposal projected that a total of \$151,000 in estimated new funds will be required to support the proposed program. A total of \$151,380 will be available through tuition.

**Public Review:** The program was posted on the Commission website from June 29 until July 19 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. The program has been developed in response to the Base Realignment and Closure Commission (BRAC) decision to move three major US Army commands to Redstone Arsenal in Madison County. Athens State University (ATSU) has provided instruction on Redstone Arsenal for 32 years.
2. The program was developed to meet the needs of the federal government, business, and industry for instruction in this area as a result of the BRAC.
3. Approval of the program also will allow ATSU to offer the program as a distance education program.
4. The program has been designed for working students, many of whom work on Redstone Arsenal

**DECISION ITEM D-4:** Athens State University, Bachelor of Science in Logistics and Supply Chain Management (CIP 52.0203)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Implementation Date: The proposed program will be implemented in January 2010. Based on Commission policy, the proposed program must be implemented by September 11, 2011, 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 2010-11, will be at least 12, based on the proposal.
2. That the annual average number of graduates for the period 2011-12 through 2014-15 (four-year average) will be at least 10, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment or in acceptance to graduate school.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Athens State University (ASC) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than February 1, 2015.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Athens State University program proposal, dated June 26, 2009. Available upon request.

5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.03. Available upon request.

**Attachment 1**

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Athens State University

PROGRAM Bachelor of Science in Logistics and Supply Chain Management

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM						
	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	\$0	\$0	\$0	\$75,000	\$75,000	\$150,000
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$75,000	\$75,000	\$150,000

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT						
	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$12,180	\$20,880	\$31,320	\$38,280	\$48,720	\$151,380
TOTAL	\$12,180	\$20,880	\$31,320	\$38,280	\$48,720	\$151,380

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS						
	2010-11	2011-12	2012-13	2013-14	2014-15	5-YEAR AVERAGE
HEADCOUNT ENROLLMENT	5	13	22	29	35	21
NEW ENROLLMENT HEADCOUNT	5	8	12	15	19	12
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	3	8	13	16	10

## Attachment 2

### Summary of Background Information

Bachelor of Science (BS) in Logistics and Supply Chain Management  
Athens State University

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

**Objectives:** The goal of the proposed program is to support the mission of the institution and the Alabama Department of Postsecondary Education in providing academic instruction for workforce development at the baccalaureate level. The instructional format will be designed to use traditional instruction and web-based instruction. Courses using the traditional format will be taught on Redstone Arsenal where Athens State University has been teaching for 32 years.

According to the proposal, the B.S. in Logistics and Supply Chain Management program will enable students who wish to enter the field to master the knowledge and skills necessary to be successful in the federal logistics workforce and will allow students who are employed in the federal logistics community and its contracting partners to improve knowledge and managerial practices. An emphasis will be placed upon an understanding of logistics and supply chain management processes. This program will provide important tools to be successful in the global community as well.

The objectives for the proposed program will be:

1. To provide educational opportunities at the undergraduate level for undergraduate students preparing for careers in the logistics and supply chain management workforce; and logistics and supply chain practitioners seeking to expand and update knowledge needed to meet the increasingly complex demands of the federal community.
2. To provide students a specialized curriculum in Logistics and Supply Chain Management content areas, including Introduction to Logistics and Supply Chain Management; Logistics and Transportation; Logistics and Supply Chain Management in the Global Environment; Project Management; Logistics and Supply Chain Management Systems; Logistics and Supply Chain Models; Logistics and Supply Chain Strategy.
3. To provide quality education in formats convenient for different types of students.

The curriculum designed will be specifically customized to allow students to improve abilities to apply problem-solving skills in support of the logistics organization's strategic mission and goals; improve both verbal and written communication; and to use ethical principles and sound judgments to solve logistics issues. The program will use traditional instruction and web-based instruction.

4. To provide students enrolled with a forum for networking and sharing experiences and best practices in a positive learning environment.

According to the proposal, graduates will achieve the following learning outcomes:

1. Knowledge of accounting, economics, management, marketing, quantitative skills, legal issues, and production theory and concepts.
2. An understanding of technology, as it relates to business.
3. Knowledge of the global economy, including an understanding of diversity issues.
4. Knowledge of and ability to use effective managerial, leadership, and group interaction skills.
5. An ability to effectively use critical-thinking and decision-making techniques.
6. An ability to effectively communicate, both orally and in writing.

7. An understanding of ethical issues and the importance of maintaining ethical standards.
8. An understanding of and an ability to perform at a professional level.
9. Knowledge of the concepts and technologies associated with materials handling, transportation, and storing materials to include the information systems needed.
10. An understanding of the relationship of acquisitions management and enterprise resource planning to the logistics and supply chain process.

Program outcomes will be assessed by using pre and post exams for both the business core courses and the Logistics and Supply Chain Management courses. The exams will be used to measure each student's continuous improvement. A rubric will be designed to measure each outcome using an appropriate activity in classes related to the outcome. These will be placed in each student's digital portfolio and reports will be generated based on the student's graded activity. A graduate exit exam will be given to students at the time of graduation, including employment data and future plans for graduate education. A follow-up survey will be conducted every third year by the College of Business to determine further student accomplishment.

**Administration:** The program will be administered by the Management of Technology Department (Dr. Lisa Rich, Chairperson) in the College of Business (Dr. Linda B. Shonesy, Dean).

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

**Peer Review:** The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Chief Academic Officers (CAO).

The chief academic officers provide commentary on program proposals. Officers representing three institutions commented on the proposal. One institution has coursework as part of a Management program in this area, but no formal option has been submitted to the Commission. Another institution, Auburn University, has a baccalaureate program in Supply Chain Management. The response from Auburn stated that the proposed program is not expected to impact the program at Auburn, since Athens has targeted a niche market of working individuals. The response from the third institution stated that the institution has some coursework in this area and that there might be opportunities for collaboration with the proposed program.

**Accreditation:** The institution's College of Business is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ATSU will seek ACBSP accreditation for this program.

**Curriculum:** The proposed program curriculum consists of a minimum of 124 semester hours. Program completion requirements are shown below.

Credit hours required in the major	55 semester hours
Credit hours required in minor (if applicable)	N/A
Credit hours in institutional general education	62 semester hours
General education   41 semester hours	
Pre-Professional    21 semester hours	
Credit hours in required or free electives	5-7 semester hours
Total credit hours required for completion	124 semester hours

The program will have following additional requirements:

Capstone experience (core courses)	MG 320 Organizational Communications (pre-test given)	3 semester hours
	MG 420: Business Policy (capstone for business core) (post-test given)	3 semester hours
	MG 480: Senior Seminar (capstone for writing and presentation skills)	1 semester hour
LSM Capstone	LSM 301 Intro. To Logistics & Supply Chain Mgmt. (pre-test given)	3 semester hours
	LSM 410 Logistics and Supply Chain Strategy (post-test given). Students will demonstrate proficient oral and written communication skills, decision-making abilities, problem-solving skills, leadership and team skills, and knowledge of current logistics and supply chain management issues.	3 semester hours
E-Portfolio	Electronic portfolio of work completed in each ACBSP Common Professional Component (CPC) course. Work is assessed according to College of Business rubrics.	0 semester hours, (integrated into core curriculum)

The proposal stated that the following new courses will be developed for the program:

COURSE NO.	COURSE TITLE	CREDIT HOURS
LSM 301	Introduction to Logistics and Supply Chain Management	3 semester hours
LSM 320	Logistics and Transportation	3 semester hours
LSM 330	Logistics & Supply Chain Mgmt. in the Global Environment	3 semester hours
LSM 353	Project Management	3 semester hours
LSM 400	Logistics and Supply Chain Management Systems	3 semester hours
LSM 401	Logistics and Supply Chain Models	3 semester hours
LSM 410	Logistics and Supply Chain Strategy	3 semester hours
LSM 461	Internship in Logistics and Supply Chain Management	1 semester hour
LSM 462	Internship in Logistics and Supply Chain Management	2 semester hours
LSM 463	Internship in Logistics and Supply Chain Management	3 semester hours
ELECTIVES	May be taken from Acquisition and Contract Management courses, Information Systems courses, Marketing courses, or Enterprise Resource Planning courses.	

**Collaboration:** The program is designed to be fully supported by the Athens State, but collaboration with other institutions in the future might be possible. The only existing program in the Academic Program Inventory is at Auburn University, which is four hours away. According to the proposal, the Auburn program is geared more to the needs of business and industry than to the needs of government, which is the focus of the proposed program.

**Distance Education:** All courses in the program will be available through distance modalities. According to the proposal, the proposed program will be designed to meet the needs of working students. Therefore, distance learning will be one mode of course delivery. It is anticipated that the program curriculum will be offered in a traditional format exclusively on Redstone Arsenal also. Athens State University currently uses both formats. The program will use: Blackboard® for content management, video lectures provided by Tegrity®, and virtual, interactive classes using Wimba Classroom™. In addition, the use of hands-on lab activities, real-time chats, collaborative discussions, as well as proctored online testing will be incorporated.

**Admissions:** The proposal gave the following criteria for admission:

A community/junior college transfer student may be admitted provided he or she has earned (1) a degree from a two-year institution accredited by SACS or other regional accrediting agency, or (2) sixty to sixty-four semester hours of college credit with a 2.0 grade point average on a 4.0 scale or (3) completed all general studies curriculum core requirements (Areas I-IV) and submitted early transfer forms.

A student who has completed a minimum of freshman and sophomore years at a regionally accredited four-year institution may be admitted with a 2.0 grade point average on a 4.0 scale.

A student from a regionally accredited technical college/institute may be admitted as a degree-seeking student provided he or she has completed a technical program and has received a degree, diploma, or certificate.

**Need:** Auburn University (AU) is the only institution to have a program similar to the one proposed by ATSU. According to the proposal response from AU, the proposed program has a different focus, related to government acquisition and logistics, from AU's program. In the response, AU officials stated that enrollment in the AU program has averaged 98 over the period from fall 2007 to spring 2009.

The proposal states that the decision of the 2005 Base Realignment and Closure Commission (BRAC) to move three major US Army commands to Redstone Arsenal in Madison County, including the bulk of missile defense work and helicopter work, caused need for the proposed program. According to information provided by the institution, the BRAC forecast is for 4,700 federal jobs to move to Huntsville, along with 10,000 positions to support them. The transfer of these jobs is expected between 2009 and 2011. The impact of BRAC is expected to impact not only north Alabama but also the entire state in gross product, earnings, employment, and tax collections. Workforce demand will increase suddenly and over the long term. High demand occupations, according to the Huntsville Chamber of Commerce, will include contracting; IT management; logistics management; management and program analysis; and administrative and program management. The latter two of these occupations is closely related to the proposed program.

Need also has been based on information provided by various administrators and military personnel at Redstone Arsenal. Letters of endorsement from community leaders were included with the proposal.

ATSU officials provided an assessment from the Huntsville-Madison County Chamber of Commerce that projected an annual growth rate of 17 percent in the local area related to the program in the period 2006-12. As many as 1,100 related positions are expected in the local area by 2016. Projections from the Alabama Department of Industrial Relations estimated that related acquisitions positions will increase 33 percent for the north Alabama region during the period 2006-16.

**Student Demand:** The proposal stated that a student interest survey was conducted in classes on Redstone Arsenal. A total of 59 surveys were distributed and all were returned. A total of 32 students (55 percent) indicated an interest in the proposed program. Surveys were also conducted in select classes at Wallace State Community College- Hanceville, Northeast Community College, and Calhoun Community College. Out of 338 surveys distributed to community college students, 336 were returned. A total of 98 students (29 percent) stated that they were interested in the program.

**Resources:**

**Faculty/Staff:**

Current Primary Faculty (who will teach the Logistics and Supply Chain Management courses)—

Full-time: 4  
Part-time: 4\*

Current Support Faculty (who will teach the required business courses)

Full-time: 9  
Part-time: \*

Additional Faculty to Be Hired:

Primary Faculty (who will teach the Logistics and Supply Chain Management courses) —

Full-time: 1  
Part-time: \*

Current Support Faculty (who will teach the required business courses) —

Full-time: 0  
Part-time: \*

*\* Part-time faculty will be employed on an "as needed" basis. The proposal stated that ATSU has a group of well qualified adjunct faculty who will be available for the program if enrollment requires additional faculty.*

**Support Staff:** A current administrative assistant and a secretary within the College of Business will support the program.

**Equipment:** Existing equipment will be used for the program. The facility on Redstone Arsenal has 2 computer labs, each of which has 30 computers and an overhead projection system that are kept up-to-date in terms of hardware and software.

**Facilities:** No additional facilities will be needed for the program.

**Library:** The proposal included an assessment of library resources. According to the proposal, Logistics and Supply Chain Management is a well-established but highly specialized area of study. Most research publications in this area are found in professional, academic, and government periodicals. The ATSU Library provides access to many of these through subscriptions to online databases, which should provide sufficient to support student research in the field. Monographic literature is available in the library to support the current minor in the area. The existing collection will be expanded as needed to support the program if approved by the Commission.

**Program Budget:** The proposal projected that a total of \$150,000 in estimated new funds will be required to support the proposed program. A total of \$151,380 will be available through tuition and internal reallocations.

**Attachment 3**

**Athens State University  
 Bachelor of Science in Logistics and Supply Chain Management  
 Sample Curriculum**

<b>Year 1 and Year 2:</b>		<b>62-64 SH</b>
<i>General education requirements and pre-professional courses are completed at an accredited community college or institution of higher education and students transfer to ASU to complete the junior and senior years of the baccalaureate degree.</i>		
<b>Athens State University:</b>		
<b>Year 3 - Fall Term</b>		<b>12 SH</b>
	LSM 301 Introduction to Logistics and Supply Chain Mgmt.	3 SH
	MG 302 Management Information Systems	3 SH
	MG 320 Organization Communication	3 SH
	MG 346 Principles of Management & Leadership	3 SH
<b>Year 3 - Spring Term</b>		<b>12 SH</b>
	LSM 320 Logistics and Transportation	3 SH
	MG 303 Mgmt. Decision Support Systems	3 SH
	MK 331 Marketing Principles	3 SH
	MG 350 Financial Management	3 SH
<b>Year 3 - Summer Term</b>		<b>12 SH</b>
	LSM 330 Logistics & Supply Chain Mgmt. in Global Environ.	3 SH
	LSM 353 Project Management	3 SH
	MG 352 International Business	3 SH
	MG 390 Production and Operations Management	3 SH
<b>Year 4 - Fall Term</b>		<b>12 SH</b>
	LSM 400 Logistics & Supply Chain Management Systems	3 SH
	LSM 401 Logistics & Supply Chain Models	3 SH
	MG 415 Technical Risk Management	3 SH
	MG 417 Management of Change	3 SH
<b>Year 4 - Spring Term</b>		<b>12-14 SH</b>
	LSM 410 Logistics and Supply Chain Strategy	3 SH
	MG 420 Business Policy (to be taken in the last term)	1 SH
	MG 480 Senior Seminar (to be taken in the last term)	3 SH
	Electives (may be taken in any term)	5-7 SH
<b>Total Hours</b>		<b>60-62 SH</b>
<b>Total Hours</b>		<b>124 SH</b>

DECISION ITEM D-5: Northwest Shoals Community College, Certificate in Automotive Service Technology (CIP 47.0604)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** The goal of the proposed Automotive Service Technology program is to prepare students through participation in classroom and lab activities as automotive service technicians who are employed in new vehicle dealerships, independent automotive repair businesses, fleet service centers, and car rental organizations.

**Role:** The proposed program is within the instructional role recognized for Northwest Shoals Community College (NWS)

**Mode of Delivery:** Due to the hands-on nature of the proposed program, distance education technology will not be used at this time.

**Similar Programs:** The following institutions have similar automotive service technology programs: Southern Union State Community College; Wallace State Community College Hanceville; Lawson State Community College; Jefferson Davis Community College; Lurleen B. Wallace Community College; Shelton State Community College; Drake State Technical College; Gadsden State Community College; Ingram State Technical College; Bevill State Community College; and Bishop State Community College. The nearest program is located at Bevill State Community College's Hamilton Campus, approximately 60 miles away from NWS.

**Collaboration:** According to the proposal, in 2006 the Alabama Community College System approved new modularized automotive service technology courses that are common to all Alabama two-year colleges offering the program. Common courses will allow students to more easily transfer from one college to another without losing credits.

**Resources:** A total of \$60,000 in new funds will be needed for the program in the first five years, and a total of \$969,975 will be available through tuition, extramural funds, and internal reallocation.

**Public Review:** The program was posted on the Commission website from June 29 until July 19 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. According to NWS, the projected need for highly trained, highly skilled auto technicians is growing faster in Alabama than the national average with an anticipated need for 1800 additional automotive service technicians and mechanics by 2016.
2. High fuel costs, along with the need for consumers to get the most out of their vehicles' efficiency and emissions, have created an urgent need for highly trained, highly skilled automotive technicians.
3. Demand for technicians will grow as the number of vehicles in operation increases, reflecting continued growth in the driving age population and in the number of multi-car families.

DECISION ITEM D-5: Northwest Shoals Community College, Certificate in Automotive Service Technology (CIP 47.0604)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed Certificate in Automotive Service Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented January 2010. Based on Commission policy, the proposed program must be implemented by September 11, 2011, 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 will be at least 8, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2011-12 through 2012-15 (four-year average) will be at least 9, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Northwest Shoals Community College (NWS) 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 February 2015.

**Supporting Documentation:**

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Northwest Shoals Community College proposal, dated June 26, 2009. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.

**Attachment 1**

INSTITUTION Northwest Shoals Community College

PROGRAM Certificate in Automotive Service Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$10,000	\$12,500	\$12,500	\$12,500	\$12,500	\$60,000
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$10,000	\$12,500	\$12,500	\$12,500	\$12,500	\$60,000

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
INTERNAL REALLOCATIONS	\$88,000	\$88,000	\$88,000	\$88,000	\$88,000	\$440,000
EXTRAMURAL	\$10,000	\$12,500	\$12,500	\$12,500	\$12,500	\$60,000
TUITION	\$86,112	\$90,418	\$94,938	\$97,787	\$100,720	\$469,975
TOTAL	\$184,112	\$190,918	\$195,438	\$198,287	\$201,220	\$969,975

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

HEADCOUNT ENROLLMENT	28*	29	30	32	34	31
NEW ENROLLMENT HEADCOUNT	7	7	8	8	9	8
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	5	10	10	10	9

\*Includes students currently enrolled in the short certificate program who are likely to continue in the Certificate program.

## Attachment 2

### Summary of Background Information

Certificate in Automotive Service Technology  
Northwest Shoals Community College

**Role:** The proposed program is within the instructional role recognized for Northwest Shoals Community College (NWS).

**Objectives:** According to the proposal, the mission of the proposed program is to prepare students through participation in classroom and lab activities as automotive service technicians who are employed in new vehicle dealerships, independent automotive repair businesses, fleet service centers, and car rental organizations. Additionally, the proposed program will:

- Offer a curriculum that reflects current industry standards.
- Provide students with the necessary experiences, including knowledge of all automotive systems, tools, and equipment, as well as proper troubleshooting and repair techniques, to become employable in the automotive repair industry.
- Offer short-term and career certificates that will provide the credentials that are collectively intended to meet identified workforce training needs of the various automotive businesses in the college's service area.
- Provide students with the necessary classroom and lab activities according to the National Automotive Technicians Education Foundation (NATEF) standards to prepare students to sit for the National Institute of Automotive Service Excellence (ASE) certification exam.
- Strive to instill in students a professional work ethic so that employers will have the personnel to meet their needs.
- Provide the local, state, and regional automotive industry with highly skilled automotive service technicians who are able to troubleshoot and repair complex automotive systems.

**Administration:** The program will be administered by Joe Hackworth, Program Director.

**Curriculum:** No new courses will be developed for the proposed program. All courses needed for the proposed program are already in the Alabama Community College System.

Program Completion Requirements:

<b>Career Certificate</b>	<b>Credit Hours</b>
<b>General Education Requirements</b>	<b>6</b>
<b>Technical Core AUM Requirements</b>	<b>48</b>
<b>Total Required Hours for Certificate</b>	<b>54</b>

**Licensure:** According to the proposal, licensure is not required for employment in the field of automotive service technology; however, students that possess the National Institute of Automotive Service Excellence (ASE) certification will likely be more employable.

**Collaboration:** Officials at NWS reveal that, in 2006, the Alabama Community College System approved new modularized automotive service technology courses that are common to all Alabama two-year colleges offering the program. These common courses will allow students to more easily transfer from one college to another without losing credits.

**Distance Education:** Due to the hands-on nature of the proposed program, distance education technology will not be used at this time.

**Admission:** Students must meet admission requirements as prescribed for all students.

**Student Demand:** According to NWS officials, a survey was conducted to determine student interest in the automotive service technician profession as well as the projected level of training students intended to obtain. According to NWS, of the students who were surveyed, over 90 percent expressed a long term interest in working as an automotive service technician. Currently, NWS only offers short-term certificates in basic and advanced automotive. When asked if they wanted to continue at NWS beyond the short-term certificate, 100 percent of the respondents indicated that they were "very likely" to continue training if it were made available. In addition, a survey was conducted at three area high school automotive service programs, Florence High School, Haleyville High School, and Lawrence County Tennessee High School. The survey was used to help determine the interest students would have in continuing on to advanced training at NWS. Of the 84 students surveyed, 39 percent indicated that they were "likely" or "very likely" to continue training at NWS.

**Need:** The number of jobs for automotive service technicians and mechanics is projected to grow faster than average for all occupations over the next decade. Employment of automotive service technicians and mechanics is expected to increase 14 percent between 2006 and 2016, compared to 10 percent for all occupations. Demand for technicians will grow as the number of vehicles in operation increases, reflecting continued growth in the driving age population and in the number of multi-car families.

According to the proposal, currently there are fifteen new car dealers in the NWS service area which provide limited automotive/technical service to their customers. There also are forty reputable automotive service repair businesses providing general service to customers but very minimal servicing to high tech vehicles. Within these businesses there is an urgent need for highly skilled auto service technicians. Most local manufacture dealerships have one (no more than two), with hybrid training, but this training is manufacturer specific. Few independent auto service businesses have technical skills in hybrid/advanced electronic technology. Therefore, there is an increasing demand for comprehensive training in automotive repair, including high tech systems that will equip the area's technicians to repair a variety of engines with various technologies. This need is not limited but will be an increasing need over time, according to the Bureau of Labor Statistics as well as the Alabama Department of Industrial Relations and the Labor Market Information Division.

Also, due to the slow down of new vehicle sales, many dealerships have stopped funding new training and training certifications. Some dealerships are being forced to close due to corporate demands based on the economic slowdown. Therefore, consumers are retaining their vehicles longer and thus increasing the demand for preventive maintenance and repair. This will continue to create an increased demand on the independent auto service industry until the economy rebounds and, when it does, an increased demand on dealerships for highly skilled, highly trained technicians, especially in the area of electronics.

**Resources:**

**Faculty/Staff:**

Number of currently employed faculty who teach in the program:

Primary Faculty / Full-time: 1    Part-time: 1  
Support Faculty / Full-time: 0    Part-time: 0

Number of additional faculty who will be employed to teach in the program during the first five years:

Primary Faculty / Full-time: 0    Part-time: 0  
Support Faculty / Full-time: 0    Part-time: 0

**Equipment/Facilities:** The institution will dedicate a large portion of Perkins Funding to this program.

The proposal stated that a new facility will be available for the proposed program. It will be housed in a new facility currently used for workforce training by the Alabama Industrial Development Training (AIDT). Until workforce training is completed, the program will be housed in a location that does not require any renovations.

**Library:** The library collection at NWS learning resource center includes more than 20,000 volumes of print and non-print materials to support, enhance, and supplement the proposed program. The learning resource center staff works to ensure that instructional faculty members have input on the collection development process as well as opportunities to suggest items which should be discontinued or added.

**Program Budget:** NWS projects that a total of \$60,000 in estimated new funds will be required for the first five years to support the proposed program, and a total of \$969,975 will be available through internal allocation, extramural funds, and tuition.

Attachment 3  
Certificate  
Automotive Service Technology

**Semester One**

<b>AUM 101</b>	<b>Fundamentals of Automotive Technology</b>	<b>3</b>
<b>AUM 110</b>	<b>Electrical and Electronic Systems I</b>	<b>3</b>
<b>AUM 121</b>	<b>Braking Systems</b>	<b>3</b>
<b>AUM 122</b>	<b>Steering, Suspension, and Alignment</b>	<b>3</b>
<b>MAH 101</b>	<b>Introductory Mathematics I</b>	<b><u>3</u></b>
		<b>15</b>

**Semester Two**

<b>AUM 124</b>	<b>Engine Repair I</b>	<b>3</b>
<b>AUM 130</b>	<b>Drive Train and Axles</b>	<b>3</b>
<b>AUM 133</b>	<b>Motor Vehicle Air Conditioning</b>	<b>3</b>
<b>AUM 210</b>	<b>Electrical and Electronic Systems II</b>	<b><u>3</u></b>
		<b>12</b>

**Semester Three**

<b>AUM 181</b>	<b>Special Topics</b>	<b>1</b>
<b>AUM 182</b>	<b>Special Topics</b>	<b>2</b>
<b>AUM 220</b>	<b>Engine Repair II</b>	<b>3</b>
<b>AUM 224</b>	<b>Manual Transmission and Transaxle</b>	<b>3</b>
<b>AUM 230</b>	<b>Auto Transmission and Transaxle</b>	<b>3</b>
<b>COM 100</b>	<b>Introductory Technical English I</b>	<b><u>3</u></b>
		<b>15</b>

**Semester Four**

<b>AUM 239</b>	<b>Engine Performance I</b>	<b>3</b>
<b>AUM 244</b>	<b>Engine Performance II</b>	<b>3</b>
<b>AUM 246</b>	<b>Automotive Emissions I</b>	<b>3</b>
<b>AUM 281</b>	<b>Special Topics</b>	<b><u>3</u></b>
		<b>12</b>

**Total Hours** **54**

DECISION ITEM E-1: Auburn University, Addition of an Option in Ecological Engineering to the Existing B.S. in Biosystems Engineering (CIP 14.0301)

**EXECUTIVE SUMMARY**

**Reason for Action:** Auburn University has requested an addition of an option in ecological engineering in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs".

**Factors for Consideration:**

- The proposed option with the program will require a total of 132 semester hours.
- Auburn's Biosystems Engineering program is the only accredited program of its kind in the state of Alabama.

**DECISION ITEM E-1:** Auburn University, Addition of an Option in Ecological Engineering to the Existing B.S. in Biosystems Engineering (CIP 14.0301)

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

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

**Background:** Auburn University (AU) currently has the Bachelor of Science (BS) in Biosystems Engineering at CIP 14.0301 in the Academic Program Inventory. AU proposes the addition of an option in Ecological Engineering to the existing program.

Courses in the option will include: Engineering Methods for Biosystems, Geospatial Technologies in Biosystems, Hydraulic Transport in Biosystems, and Instrumentation and Controls for Biosystems.

The program with the proposed option will require a total of 132 semester hours (sh):

General Education Core	42 sh
Common Core	47 sh
Proposed Option	37 sh
Elective	6 sh
Total	132 sh

According to AU officials, the proposed option will address a growing field of interest in undergraduate students, and will enhance the stature of its biosystems engineering program, the only accredited program of its kind in the state of Alabama.

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

**Supporting Documentation:**

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-2: The University of Alabama at Birmingham, Addition of a Concentration in Magnetic Resonance Imaging to the Existing B.S. in Nuclear Medicine Technology (CIP 51.0905)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a concentration in magnetic resonance imaging in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs".

**Factors for Consideration:**

- The proposed concentration with the program will require a total of 148 semester hours.
- The proposed concentration will maximize job opportunities for graduates as they will have the opportunity to be certified in two modalities (nuclear medicine technology and magnetic resonance imaging).

**DECISION ITEM E-2:** The University of Alabama at Birmingham, Addition of a Concentration in Magnetic Resonance Imaging to the Existing B.S. in Nuclear Medicine Technology (CIP 51.0905)

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

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

**Background:** The University of Alabama at Birmingham (UAB) currently has the Bachelor of Science (BS) in Nuclear Medicine Technology at CIP 51.0905 in the Academic Program Inventory. UAB proposes the addition of a concentration in Magnetic Resonance Imaging to the existing program.

The proposed concentration will include courses such as introduction to MRI clinic, MRI physics and instrumentation, MRI scanning and sequence optimization, and MRI clinical practice.

The program with the proposed concentration will require a total of 148 semester hours (sh):

General Education Core	55 sh
Common Core	71 sh
Proposed Concentration	22 sh
Total	148 sh

According to UAB officials, the proposed concentration will address the changing technologies in the area of nuclear medicine technology and will also provide students with the qualifications to obtain certification in magnetic resonance imaging through the American Registry of Radiologic Technologists.

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

**Supporting Documentation:**

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-3: The University of Alabama at Birmingham, Addition of a Non-Certification Track to the Existing Bachelor of Science in Education (BSEd) in Early Childhood Education (CIP 13.1210)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a non-certification track in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 120 semester hours.
- The proposed track will respond to the need for more baccalaureate educated teachers to meet the educational needs of preschool aged children.

**DECISION ITEM E-3:** The University of Alabama at Birmingham, Addition of a Non-Certification Track to the Existing Bachelor of Science in Education (BSEd) in Early Childhood Education (CIP 13.1210)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: The University of Alabama at Birmingham (UAB) currently has the BSEd in Early Childhood Education at CIP 13.1210 in the Academic Program Inventory. UAB proposes the addition of a non-certification track to the existing program.

The program with the proposed track will require a total of 120 semester hours (sh):

General Education Core	41 sh
Program Core	25 sh
Proposed Track	54 sh
Total	120 sh

The proposed track will include courses such as Language Experience for the Pre-Primary Child, Infant-Toddler Development, Teach Health, and Motor Development.

According to UAB officials, the proposed track will respond to the need for more baccalaureate educated teachers to meet the needs of preschool aged children. Additionally, funding is expected to be available through the American Recovery and Reinvestment Act of 2009 (ARRA) to provide funding for these teachers to earn an appropriate four-year degree.

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

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-4: The University of Alabama at Birmingham, Addition of a Track in Cytology to the Existing Master of Science (MS) in Clinical Laboratory Science (CIP 51.1005)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a track in cytology in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 51 semester hours.
- Students completing the proposed track will master the fundamentals of cytology, as well as gain competency in ancillary testing modalities, management, and biotechnology.

**DECISION ITEM E-4:** The University of Alabama at Birmingham, Addition of a Track in Cytology to the Existing Master of Science (MS) in Clinical Laboratory Science (CIP 51.1005)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: The University of Alabama at Birmingham (UAB) currently has the Master of Science (MS) in Clinical Laboratory Science at CIP 51.1005 in the Academic Program Inventory. UAB proposes the addition of a track in Cytology to the existing program.

The program with the proposed track will require a total of 51 semester hours (sh):

Program Core	17 sh
Proposed Track	34 sh
Total	51 sh

The proposed track will include courses such as Gynecologic Cytopathology, Professional Practice I, II and III, and Advanced Diagnostic Cytopathology.

According to UAB officials, students completing the proposed track will master the fundamentals of cytology, as well as gain competency in ancillary testing modalities, management, and biotechnology. Additionally, graduates of the program will be prepared for positions of leadership in industry, regulatory agencies, consulting, research and development, biotechnology agencies, laboratory management and higher education.

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

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-5: The University of Alabama at Birmingham, Addition of a Track in Business Administration to the Existing Bachelor of Science (BS) in Management (CIP 52.0201)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a track in business administration in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 120 semester hours.
- According to UAB, students completing the proposed track will have a broad interdisciplinary background that will include training in the areas of economics, finance, information systems, and marketing, along with advanced knowledge in management.

**DECISION ITEM E-5:** The University of Alabama at Birmingham, Addition of a Track in Business Administration to the Existing Bachelor of Science (BS) in Management (CIP 52.0201)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: The University of Alabama at Birmingham (UAB) currently has the Bachelor of Science (BS) in Management at CIP 52.0201 in the Academic Program Inventory. UAB proposes the addition of a track in Business Administration to the existing program.

The program with the proposed track will require a total of 120 semester hours (sh):

General Education	41 sh
Program Core	53 sh
Proposed Track	12 sh
Electives	14 sh
Total	120 sh

The proposed track will require courses such as System Analysis, Introduction to Project Management, Equity Portfolio Management, Advanced Finance Management, and Retail Marketing.

According to UAB, students completing the proposed track will have a broad interdisciplinary background that will include training in the areas of economics, finance, information systems, and marketing, along with advanced knowledge in management.

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

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-6: The University of Alabama at Birmingham, Addition of a Track in Health Information Management to the Existing Master of Science in Health Informatics (MSHI) in Health Informatics (CIP 51.0799)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a track in health information management in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 44 semester hours.
- Students participating in this program are expected to be credentialed health information administrators and technologists who are seeking advanced knowledge and skills in the electronic health information environment.

**DECISION ITEM E-6:** The University of Alabama at Birmingham, Addition of a Track in Health Information Management to the Existing Master of Science in Health Informatics (MSHI) in Health Informatics (CIP 51.0799)

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

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

**Background:** The University of Alabama at Birmingham (UAB) currently has the Master of Science in Health Informatics (MSHI) in Health Informatics at CIP 51.0799 in the Academic Program Inventory. UAB proposes the addition of a track in Health Information Management to the existing program.

The program with the proposed track will require a total of 44 semester hours (sh):

Program Core	20 sh
Proposed Track	24 sh
Total	44 sh

The proposed track will include courses such as Development of Computerized EHR (electronic health record), Legal & Regulatory Environment for EHR, and Health Data Analytics for Performance Improvement.

According to UAB officials, students participating in this program are expected to be credentialed health information administrators and technologists who are seeking advanced knowledge and skills in the electronic health information environment. Additionally, the proposed track will prepare students for careers that may include: Corporate Health Information Management Director, Administrative Director of Health Information Management, Academic Faculty, Research Associate, and Public Health Information Management Officer.

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

**Supporting Documentation:**

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-7: The University of Alabama at Birmingham, Addition of a Track in International Healthcare Management to the Existing Master of Science in Health Administration (MSHA) in Health Administration (CIP 51.0701)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a track in international health management in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 40 semester hours.
- The proposed track was designed for delivery through partnerships with universities in non-U.S. health systems where there is a need for developing effective leaders.

**DECISION ITEM E-7:** The University of Alabama at Birmingham, Addition of a Track in International Healthcare Management to the Existing Master of Science in Health Administration (MSHA) in Health Administration (CIP 51.0701)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: The University of Alabama at Birmingham (UAB) currently has the Master of Science (MSHA) in Health Administration in the Academic Program Inventory. UAB proposes the addition of a track in International Healthcare Management to the existing program.

The program with the proposed track will require a total of 40 semester hours (sh):

Program Core	27 sh
Proposed Track	13 sh
Total	40 sh

The proposed track will include courses in Process Improvement, Healthcare Financial Management, Shaping Policy in International Healthcare Systems, and Synthesis/Applied Concepts in Healthcare Management.

According to UAB officials, the proposed track was designed for delivery through partnerships with universities in non-U.S. health systems where there is a need for developing effective leaders. By developing the proposed track, the institution contends that they will be on the cutting edge of meeting a global demand for education that goes well beyond what a non-degree executive training program can offer.

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

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-8: The University of Alabama at Birmingham, Addition of a Track in Real Estate to the Existing Bachelor of Science (BS) in Finance (CIP 52.0801)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a track in real estate in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 120 semester hours.
- According to information submitted by UAB, implementation of the proposed track will respond to local business leaders from banking and real estate industries who have expressed a need for employees knowledgeable in real estate and finance.

**DECISION ITEM E-8:** The University of Alabama at Birmingham, Addition of a Track in Real Estate to the Existing Bachelor of Science (BS) in Finance (CIP 52.0801)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: The University of Alabama at Birmingham (UAB) currently has the Bachelor of Science (BS) in Finance at CIP 52.0801 in the Academic Program Inventory. UAB proposes the addition of a track in Real Estate to the existing program.

The program with the proposed track will require a total of 120 semester hours (sh):

General Education	41 sh
Program Core	59 sh
Proposed Track	9 sh
Electives	11 sh
Total	120 sh

The proposed track will require courses in Real Estate Principles, Real Estate Finance, and Real Estate Investments.

According to information submitted by UAB, implementation of the proposed track will respond to local business leaders from banking and real estate industries who have expressed a need for employees knowledgeable in real estate and finance.

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

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-9: The University of Alabama at Birmingham, Addition of a Concentration in Computed Tomography (CT) to the Existing Bachelor of Science (BS) in Nuclear Medicine Technology (CIP 51.0905)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has requested the addition of a concentration in computed tomography in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs".

**Factors for Consideration:**

- The proposed concentration with the program will require a total of 143 semester hours.
- The proposed concentration will provide current nuclear medicine technology (NMT) students, and who have obtained a primary imaging certification, with the required qualifications to seek a post-primary secondary certification in computed tomography imaging through the American Registry of Radiologic Technologists.



DECISION ITEM E-10: The University of Alabama at Birmingham, Reorganization of the School of Dentistry with the Creation of a New Department

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama at Birmingham has submitted the reorganization of the School of Dentistry with the creation of the Department of General Dental Sciences.

**Factors for Consideration:**

- To create the new Department of General Dental Services, the Departments of Diagnostic Sciences and Comprehensive Dentistry will be eliminated, with faculty and staff moving to the new department.
- According to the Commission's operational definitions, administrative changes creating units more prominent than a department, such as a division or a school, require Commission approval. In the medical and dental areas at UAB, departments are more prominent units than divisions and are equivalent to divisions at other institutions. Therefore, the addition of the Department of General Dental Sciences requires Commission approval.

DECISION ITEM E-10: The University of Alabama at Birmingham,  
Reorganization of the School of Dentistry with the  
Creation of a New Department

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the creation of the  
Department of General Dental Sciences as part of the  
reorganization of the School of Dentistry.

Background: The University of Alabama at Birmingham (UAB) plans  
to reorganize the School of Dentistry from eight to seven  
academic departments. As a result of this  
reorganization, all predoctoral efforts will be focused in  
one department. To create the new Department of  
General Dental Services, the Departments of Diagnostic  
Sciences and Comprehensive Dentistry will be  
eliminated, with faculty and staff moving to the new  
department.

According to UAB, the new Department of General  
Dental Sciences will consist of three divisions: (1) the  
Division of Behavioral and Population Sciences, (2) the  
Division of Predoctoral General Dentistry, and (3) the  
Division of Postdoctoral General Dentistry and Oral  
Medicine.

After the reorganization, the School of Dentistry will be  
made up of the following seven departments:

- General Dental Sciences
- Endodontics
- Oral and Maxillofacial Surgery
- Orthodontics
- Pediatric Dentistry
- Periodontology
- Prosthodontics

According to the Commission's operational definitions,  
administrative changes creating units more prominent  
than a department, such as divisions or schools, require  
Commission approval. In the medical and dental areas  
at UAB, departments are more prominent units than  
divisions and are equivalent to divisions at other  
institutions. Therefore, the addition of the Department of  
General Dental Sciences requires Commission approval.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing  
Units and Programs of Instruction," Ala. Admin.  
Code (Commission on Higher Education),  
r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the  
institution. Available upon request.

DECISION ITEM E-11: Faulkner State Community College, Addition of Four Options to the Existing Associate in Applied Science (AAS) and Certificate in Landscape Operations and Management (CIP 01.0605)

**EXECUTIVE SUMMARY**

**Reason for Action:** Faulkner State Community College has requested the addition of the following four options: Landscape Operations, Landscape Design, Golf Course and Turf Management, and Horticulture. This request was made in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed options will require a total of 68-74 semester hours.
- The proposed options have been developed for purposes of maximizing viability, promoting student outcomes, and providing multi-skill variances to meet employer demands.

**DECISION ITEM E-11:** Faulkner State Community College, Addition of Four Options to the Existing Associate in Applied Science (AAS) and Certificate in Landscape Operations and Management (CIP 01.0605)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: Faulkner State Community College (FSC) currently has the Associate in Applied Science (AAS) and Certificate in Landscape Operations and Management at CIP 01.0605 in the Academic Program Inventory. FSC proposes the addition of options in Landscape Operations, Landscape Design, Golf Course and Turf Management and Horticulture to the program.

The program with the proposed options will require a total of 68-74 semester hours (sh):

General Education	22 sh
Program Core	31 sh
Proposed Options	15-21 sh
Total	68-74 sh

Students entering the program will have the following common core courses: Introduction to Horticulture, Soils and Fertilizer, Turf Management, Landscape Design I, Landscape Plant Materials, Landscape Operations & Equip Mgt, Irrigations Concepts, Landscape Construction I & II, Pest and Weed Control, and Work Place Skills Preparation.

The proposed option in Landscape Operations will include the following courses: Residential Landscape Design, Commercial Landscape Design, Landscape Maintenance, Landscape Project Planning, and Internship – Landscape Operations.

The proposed option in Landscape Design will include the following courses: Two Dimensional Composition, Residential Landscape Design, Commercial Landscape Design, Landscape Design II, and Internship – Landscape Operations.

The proposed option in Golf Courses and Turf Management will include the following courses: Sports Turf Management, Golf Course Maintenance Systems, Golf Course Management/Current Topics, Pesticides, Golf Course Maintenance, and Internship – Golf Course Management.

The proposed option in Horticulture will include the following courses: Plant Propagation, Ornamental Plant

Identification, Nursery Production, and Internship –  
Landscape Operation.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-12: Jacksonville State University, Addition of a Concentration in Organismal Biology to the Existing Bachelor of Science (BS) in Biology (CIP 26.0101)

**EXECUTIVE SUMMARY**

**Reason for Action:** Jacksonville State University has requested the addition of a concentration in Organismal Biology in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 128 semester hours.
- The concentration is based on two existing concentrations, Animal Biology and Plant Biology. These two concentrations, which will be discontinued as separate entities, will be combined to form the Organismal Biology concentration.

**DECISION ITEM E-12:** Jacksonville State University, Addition of a Concentration in Organismal Biology to the Existing Bachelor of Science (BS) in Biology (CIP 26.0101)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Background: Jacksonville State University (JSU) currently has the Bachelor of Science (BS) in Biology at CIP 26.0201 in the Academic Program Inventory. JSU proposes the addition of a concentration in Organismal Biology to the existing program.

The program with the proposed concentration will require a total of 128 semester hours (sh):

General Education	64 sh
Program Core	23 sh
Proposed Concentration	16 sh
Minor	25 sh
Total	128 sh

The proposed concentration will allow students to select approved courses from two groups:

1. Approved courses in cellular, physiological, or developmental biology, such as Immunology, Plant Reproduction, Animal Systems Physiology, and Ecotoxicology;
2. Approved courses in organismal biology, such as Comparative Vertebrate Anatomy, Ornithology, Mammalogy, Biology of Cryptogams, and Invertebrate Zoology.

The concentration is based on two existing concentrations, Animal Biology and Plant Biology. These two concentrations, which will be discontinued as separate entities, will be combined to form the Organismal Biology concentration. The new concentration is expected to streamline the program and to prepare stronger biologists.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-13: Bishop State Community College, Addition of Three Tracks to the Associate in Applied Science (AAS) in Process and Maintenance Technology (CIP 15.0404)

**EXECUTIVE SUMMARY**

**Reason for Action:** Bishop State Community College has requested the addition of the following three tracks: Instrumentation and Electrical Maintenance; Chemical Process; and Steel Process. This request was made in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 68 semester hours.
- The proposed tracks have been developed in response to the evolving needs of business and industry in the institution's service area.

DECISION ITEM E-13: Bishop State Community College, Addition of Three Tracks to the Associate in Applied Science (AAS) in Process and Maintenance Technology (CIP 15.0404)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Background: Bishop State Community College (BIS) currently has the Associate in Applied Science (AAS) in Process and Maintenance Technology at CIP 15.0404 in the Academic Program Inventory. BIS proposes the addition of tracks in Electrical Maintenance, Chemical Process, and Steel Process to the existing program.

The program with the proposed tracks will require a total of 68 semester hours (sh):

General Education	22 sh
Technical Core	18 sh
All Proposed Tracks	28 sh
Total	68 sh

All students, regardless of track, will take the technical core, comprised of courses in Microcomputer Applications; Principles of Electricity [AC and DC]; Industrial Safety and Maintenance Techniques; Fundamentals of Industrial Hydraulics and Pneumatics; and Introduction to Process Control Technology. In addition to other general studies courses, students will take Technical Mathematics and Introduction to Physics.

The proposed track in Instrumentation and Electrical Maintenance will include the following courses: Motor Controls I & II; Programmable Controllers I & II; Industrial Process Equipment; Industrial Measurements; and Principles of Automatic Control.

The proposed track in Chemical Process will include these courses: Introduction to Organic Chemistry; Motor Controls I & II; Industrial Process Equipment; Industrial Measurements; Principles of Automatic Control; and Unit and Plant Operations.

The proposed track in Steel Process will include these courses: Motor Controls I & II; Principles of Industrial Mechanics; Industrial Process Equipment; Industrial Measurements; Principles of Automatic Control; and Unit and Plant Operations.

The addition of these tracks is in response to evolving industry and business needs in the BIS service area.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-14: University of South Alabama, Addition of Six Concentrations to the Existing Master of Science in Nursing (MSN) in Nursing (CIP 51.1601)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of South Alabama has requested the addition of six concentrations to the MSN in Nursing in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- According to information submitted by university officials, the proposed concentrations are necessary for nurses seeking employment in the specialty areas of Adult-Gerontology Clinical Nurse Specialist; Advanced Adult-Gerontology Nursing Specialty; Advanced Adult-Gerontology Acute Nursing Specialty; Advanced Family Psychiatric Nursing Specialty; Pediatric Clinical Nurse Specialist; and Women's Clinical Nurse Specialist.

DECISION ITEM E-14: University of South Alabama, Addition of Six Concentrations to the Existing Master of Science in Nursing (MSN) in Nursing (CIP 51.1601)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Background: The University of South Alabama (USA) currently has the Master of Nursing (MSN) in Nursing at CIP 51.1601 in the Academic Program Inventory. USA proposes the addition of concentrations in Adult-Gerontology Clinical Nurse Specialist; Advanced Adult-Gerontology Nursing Specialty; Advanced Adult-Gerontology Acute Nursing Specialty; Advanced Family Psychiatric Nursing Specialty; Pediatric Clinical Nurse Specialist, and Women's Clinical Nurse Specialist.

The concentrations have been developed to provide curriculum plans for nurses seeking employment in these specialty areas and will be available through distance education.

The program core of 18 semester hours for all of the proposed concentrations includes the following courses: Theoretical Foundations of Advanced Nursing; Physiopathological Basis of Advanced Nursing; Advanced Nursing Leadership, Roles, and Concepts; Pharmacology for Advanced Practice Nurses; Advanced Nursing Research; and Advanced Nursing Assessment. Each concentration also will have clinical hour requirements associated with some of the coursework.

Adult-Gerontology Clinical Nurse Specialist:

The program with the proposed concentration will require 36 semester hours (sh), as listed below:

Program Core	18
Proposed Concentration	18
Total:	36 sh

The concentration will include the following courses: Health Care Policy and Economics; Advanced Nursing Assessment Practicum; Clinical Concepts and Cultural Competency in Advanced Nursing Practice; Clinical Practicum in Advanced Adult Health Nursing; Clinical Concepts in Clinical Nurse Specialist (CNS) Role I; and Adult Gerontology CNS Practicum II.

Advanced Adult-Gerontology Clinical Nurse Specialist:

The program with the proposed concentration will require 46 semester hours (sh), as listed below:

Program Core	18
Proposed Concentration	28
Total:	46 sh

The concentration will include the following courses: Health Care Policy and Economics; Advanced Adult Health Nursing I, II, III, and IV; Advanced Adult-Gerontology Practicum I, II, and III; Health Promotion/Disease Prevention and Issues for Geropsychiatric Nurses; and Advance Adult-Gerontology Internship.

Advanced Adult-Gerontology Acute Nursing Specialty:

The program with the proposed concentration will require 46 semester hours (sh), as listed below:

Program Core	18
Proposed Concentration	28
Total:	46 sh

The concentration will include the following courses: Health Care Policy and Economics; Advanced Adult-Gerontology Nursing I, II, III, and IV; Advanced Adult-Gerontology Practicum I, II, and III; Health Promotion/Disease Prevention and Issues for Adult-Gerontology Acute Nursing; and Advance Adult-Gerontology Acute Nursing Internship.

Advanced Family Psychiatric Nursing Specialty:

The program with the proposed concentration will require 47 semester hours (sh), as listed below:

Program Core	18
Proposed Concentration	29
Total:	47 sh

The concentration will include the following courses: Health Care Policy and Economics; Advanced Family Psychiatric Nursing I, II, III, and IV; Advanced Family Psychiatric Nursing Practicum I, II, and III; Health Promotion/Disease Prevention and Issues for Family Psychiatric Nursing; and Advanced Family Psychiatric Nursing Internship.

Pediatric Clinical Nurse Specialist:

The program with the proposed concentration will require 36 semester hours (sh), as listed below:

Program Core	18
Proposed Concentration	18
Total:	36 sh

The concentration will include the following courses: Health Care Policy and Economics; Clinical Concepts & Cultural Competency in Advanced Nursing Practice; Advanced Nursing Assessment Practicum; Clinical Practicum in Advanced Pediatric Health Nursing; Clinical Concepts & Clinical Nurse Specialist (CNS) Role I; and Pediatric Health CNS Practicum II.

Women's Clinical Nurse Specialist:

The program with the proposed concentration will require 36 semester hours (sh), as listed below:

Program Core	18
Proposed Concentration	18
Total:	36 sh

The concentration will include the following courses: Health Care Policy and Economics; Clinical Concepts & Cultural Competency in Advanced Nursing Practice; Advanced Nursing Assessment Practicum; Clinical Concepts & Clinical Nurse Specialist (CNS) Role I and II; and Women's Health CNS Practicum I and II.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-15: The University of North Alabama, Alteration of the Curriculum of the Bachelor of Arts (BA) / Bachelor of Science (BS) in Geography (CIP 45.0701)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of North Alabama has requested an alteration of the curriculum for the existing baccalaureate program in Geography (CIP 45.0701).

**Factors for Consideration:**

- The alteration includes the revision of the program's core requirements, the change in the name of one option, and the revision of two other options.
- The program curriculum is being altered partly in response to feedback from alumni and employers.
- The curriculum changes will allow students more flexibility in choosing coursework.

DECISION ITEM E-15: The University of North Alabama, Alteration of the Curriculum of the Bachelor of Arts (BA) / Bachelor of Science (BS) in Geography (CIP 45.0701)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Background: The University of Northern Alabama (UNA) requests a curriculum alteration of the existing BA/BS program in Geography, which is listed at CIP 45.0701 in the Commission's Academic Program Inventory. The alteration includes the revision of the program's core requirements, the change in name of one option, and the revision of two other options.

Program Core Revision:

The program core will be changed from a requirement of 23 semester hours (sh) to 26 sh. Courses in Economic Geography and Use and Interpretation of Aerial Photography are being deleted. New courses added to the program core are Human Geography, Cartography, and one regional geography course selected by the student. Courses that will be continued in the core include two semesters of Physical Geography, World Regional Geography, Maps and Map Interpretation, and the History and Philosophy of Geography.

Option Name Change to General Geography:

The name of the Essential Geography option will be changed to General Geography. The title is more descriptive of the option and is more in line with the titles of similar options in other academic programs at UNA.

Business Geography Option Revision:

The option in Business Geography is being revised partly in response to the suggestion of alumni and employers. Students will be given more flexibility in selection of coursework. The program will require the 26 sh program core and 30 sh in the option. A total of 18 sh in prescribed supporting courses in the existing option will be eliminated from the requirements. Required courses in the revised option will include: Business Geography, Urban Geography, Economic Geography, Geographic Information Systems (GIS), a GIS application course as recommended by the advisor, and 15 sh from the College of Business as recommended by the advisor.

General Education	41 sh
Program Core	26 sh
Proposed Track	30 sh
Electives	31 sh
Total	128 sh

Geographic Information Science Option Revision:

The option in Geographic Information Science will be revised partly in response to feedback from alumni and employers about needed changes. Students will be given more flexibility in coursework selection to develop a focus within the option. In addition to the 26 sh program core, the option will require 30 sh, including the following courses: Field Methods, Use and Interpretation of Aerial Photography, Remote Sensing, Geographic Information Systems, and Advanced Digital Technology. Students will be able to select 9 hours of this course work in consultation with their advisor.

General Education	41 sh
Program Core	26 sh
Proposed Track	30 sh
Electives	31 sh
Total	128 sh

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-16: University of South Alabama, Addition of a Concentration in Health Administration and Policy to the Existing Master of Public Administration (MPA) in Public Administration (CIP 44.0401)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of South Alabama has requested the addition of a concentration in Health Administration and Policy in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 36 semester hours.
- Courses to be included in the concentration currently are available to be taken as electives in the MPA program.
- The proposed concentration will provide students with another credential to facilitate advancement in their careers.

**DECISION ITEM E-16:** University of South Alabama, Addition of a Concentration in Health Administration and Policy to the Existing Master of Public Administration (MPA) in Public Administration (CIP 44.0401)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Background: The University of South Alabama (USA) currently has the Master of Public Administration (MPA) in Public Administration at CIP 44.0401 in the Academic Program Inventory. USA proposes the addition of a concentration in Health Administration and Public Policy to the existing program.

The program with the proposed concentration will require a total of 36 semester hours (sh):

Program Core	24 sh
Proposed Concentration	12 sh
Total	36 sh

The program core will include courses in Public Administration, Organization Theory, and Concepts of Public Management; Research Methods and Design; and Public Policy Analysis and Evaluation, among others. The proposed concentration will require the following courses: Health Policy; Health Administration; Health Care Budgeting; and Seminar on Current Issues in Health Administration and Policy.

Courses to be included in the concentration are currently available to be taken as electives in the MPA program. According to USA officials, packaging these courses as a concentration will provide students with another credential to facilitate advancement in their careers.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM E-17: The University of North Alabama, Addition of an Option in Film and Digital Media Production to the Existing Bachelor of Arts (BA) / Bachelor of Science (BS) in Communication Arts (CIP 23.1001)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of North Alabama has requested the addition of an option in Digital Media Production in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed track will require a total of 128 semester hours.
- According to information submitted by UNA, the proposed option is an expansion of current curricula that will provide students the opportunity to enter a growing field.

**DECISION ITEM E-17:** The University of North Alabama, Addition of an Option in Film and Digital Media Production to the Existing Bachelor of Arts (BA) / Bachelor of Science (BS) in Communication Arts (CIP 23.1001)

**Staff Presenter:** Mrs. Ellen Haulman  
Assistant Director for Instruction

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

**Background:** The University of North Alabama (UNA) currently has the Bachelor of Arts/Bachelor of Science (BA/BS) in Communication Arts at CIP 23.1001 in the Academic Program Inventory. UNA proposes the addition of an option in Film and Digital Media Production to the existing program.

The program with the proposed option will require a total of 128 semester hours (sh):

General Education	54 sh
Program Core	23 sh
Proposed Track	27 sh
Electives	24 sh
Total	128 sh

The program core includes courses in Orientation to Communications and Theatre, Voice and Diction, Fundamentals of Speech, Portfolio Preparation, Interpersonal Communication, Foundations and Ethics, and Mass Communication Theory. The proposed option will require courses in Multimedia Communication, Film and Digital Media Production Projects, the History of Film, Fundamentals of Aural-Visual Production, Short Screenplay Writing, Advanced Production Techniques, and Feature Screenwriting Artistry.

According to information submitted by UNA, the proposed option is an expansion of current curricula that will provide students the opportunity to enter a growing field.

**Supporting Documentation:**

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

<u>DECISION ITEM F:</u>	<u>Public Drawing to Determine the Order of Payment of Alabama Student Grant Program (ASGP) Funds for the 2009-2010 Academic Year</u>
<u>Staff Presenter:</u>	Mrs. Cheryl Newton Grants Coordinator
<u>Staff Recommendation:</u>	That the Commission conduct a public drawing to determine the order of payment to institutions.
<u>Background:</u>	<p>Chapter 300-4-.04 of the Alabama Student Grant Program Regulations states the order in which institutions will be issued Fall term checks shall be determined by a random and public drawing of institutions. Pursuant to the regulations, sealed envelopes with the names of the institutions which have declared their intentions to apply for participation in the ASGP for the 2009-2010 academic year have been provided to the Commission Chairman, Mr. Davis, in order for the drawing to be held.</p> <p>The results of the drawing at this meeting will determine the order in which grant funds will be released to institutions for the Fall term. After all Fall term payments are issued, the order will be reversed – so the institution ranked first for Fall term drops to last place for second term payment.</p>
<u>Supporting Documentation:</u>	Chapter 300-4-.04 of the Alabama Student Grant Program Regulations (available upon request).

INFORMATION ITEM A: Distribution of 2009-2010 Alabama Student Assistance Program (ASAP) Funds

Staff Presenter: Mrs. Cheryl Newton  
Grants Coordinator

Staff Recommendation: For information only.

Background: The Alabama Student Assistance Program is funded through a combination of Federal Leveraging Educational Assistance Partnership (LEAP) Program and state appropriations. All LEAP funds that states receive must be used for assistance to students. This program was awarded additional state funds as a result of the Knight v. Alabama settlement.

ASAP provides need-based grants to Alabama students to meet their educational costs of attending Alabama postsecondary institutions. Awards range from \$300 to \$5,000 for an academic year.

The ASAP distribution schedule used for the ASAP complies with the procedure outlined in the Alabama Student Assistance Program Regulations and Commission policy approved on August 21, 1987. Following these guidelines, ACHE staff has compiled the 2009-2010 ASAP Distribution Schedule.

Because most institutions in Alabama have converted from the quarter to the semester system, there were insufficient funds in January to process second term payments at that time – the normal time for making second term payments. For this reason, second term payments cannot be made until July, 2010 – well after the completion of the second semester.

Supporting Documentation:

1. ASAP distribution policy approved by the Commission on August 21, 1987 (available upon request).
2. 2009-2010 Alabama Student Assistance Program Institutional Distribution of State and Federal Leveraging Educational Assistance Partnership (LEAP) Program Funds. Available upon request.

INFORMATION ITEM B: Jacksonville State University, Addition of a Class A Sport Management Certificate to the Existing Master of Science in Education in Physical Education

Staff Presenter: Mrs. Ellen E. Haulman  
Assistant Director for Instruction

Staff Recommendation: For information only.

Background: Jacksonville State University (JSU) currently has the Master of Science in Education (MSEd) in Physical Education in the Commission's Academic Program Inventory. JSU has been notified that the State Board of Education has approved a Class A Sport Management teaching certificate. The certification will be offered under the existing MSEd in Physical Education at CIP 13.1314.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.06. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

INFORMATION ITEM C: Process for Action on Troy University's Request to Expand Specified Academic Programs to the Dothan Campus

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

Staff Recommendation: For information only.

Background: Troy University has requested that the Commission approve the extension of certain academic programs and student support activities to the university's Dothan campus. These programs and activities include the following:

1. CIP 44.9999, Human Services (Troy), BA/BS  
-extension of full program
2. CIP 51.2399, Rehabilitation (Troy), BA/BS  
-extension of full program
3. CIP 44.0701, Social Work (Troy), BA/BS  
-extension of full program
4. CIP 51.1601, Nursing (Troy), BSN  
-extension of support services for online RN to BSN students

Troy University's (TROY) program listings in the Commission's Academic Program Inventory are site specific, as stipulated in the Commission's approval of the consolidation of Troy State University, Troy State University Montgomery, and Troy State University Dothan (see Attachment 1). The Commission approval further stipulated that "no program not currently offered at a campus may be offered at another campus without the approval of ACHE." The document regarding the consolidation does not specify whether the Commission's review and approval should be accomplished through the review of a new program proposal or of an extension/alteration of an existing program.

It is the staff's opinion that such extensions for TROY to add an additional campus or campuses can be accomplished through the Commission's review and approval of extensions/alterations of existing programs. The criteria for review of these items will include the following:

1. Evidence of the strength of the current program.
2. 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.
3. Adequate Student Demand: The institution must provide documentation of strong student demand.

4. Evidence of adequate resources at the new site: faculty, facilities, library.
5. Signed clinical agreements, if required for the program.

In addition, each proposal will be posted on the Commission's Public Forum website for twenty days for public comment.

The staff anticipates that recommendations regarding these items will be placed on the December 4, 2009, Commission agenda.

Supporting Documentation:

1. Attachment 1: "Administrative and Institutional Consolidation of Troy State University, Troy State University Montgomery, and Troy State University Dothan," approved June 24, 2005.
2. Letter from Dr. Jack Hawkins, Chancellor of Troy University, dated July 1, 2009. Available upon request.

**Attachment 1**

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, June 24, 2005

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

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

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

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

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

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

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

Troy officials have asked to summarize the approach that is being taken to determine program distribution. The merged Troy University will have one set of programs that may be offered at any of the three campuses, but will not necessarily be offered at all three. All five colleges within the university will have one dean who will be based in Troy, Alabama. All will report to a single Provost, also based in Troy. Decisions regarding which programs are offered where (Troy, Dothan, Montgomery, or at any of the sites worldwide) will be determined by the student market in/near each city, the availability of faculty and learning resources, the adequacy of fiscal support, and an assessment of community development requirements. Programs, wherever offered, will contain the same curricula, measure the same outcomes, have the same expectations for faculty qualifications, and be wholly transferable throughout Troy University locations.

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

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

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

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

The College of Arts and Sciences  
The Sorrell College of Business  
The College of Communication and Fine Arts  
The College of Education  
The College of Health and Human Services

Background:

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

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

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

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

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

The SACS Commission on Colleges (COC) has been notified of the process. Information provided in the proposal indicates that the COC will schedule visits by a Substantive Change Committee following action by the Commission and the Board of Trustees. COC approval will occur after the report of this committee. In a general sense, only those mergers or consolidations that are educationally and economically beneficial should be approved.

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

Supporting Documentation:

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



INFORMATION ITEM E: The University of Alabama at Birmingham,  
Establishment of the Division of Advanced Medical  
Imaging Research in the Department of Radiology in the  
School of Medicine

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: The University of Alabama at Birmingham (UAB) reports the establishment of the Division of Advanced Medical Imaging Research in the Department of Radiology in the School of Medicine.

Discussion: According to information submitted by UAB, the Division of Advanced Medical Imaging Research is being established within the Department of Radiology to serve as the center of advanced imaging research for animal and human investigations.

According to the Commission's operational definitions, administrative changes at the department level do not require Commission approval. In the medical and dental areas at UAB, divisions are less prominent units than departments and are equivalent to departments at other institutions. Therefore, the establishment of the Division of Advanced Medical Imaging Research does not require Commission approval.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

INFORMATION ITEM F: The University of Alabama at Birmingham,  
Establishment of the UAB Stem Cell Institute

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: The University of Alabama at Birmingham (UAB) reports the establishment of the UAB Stem Cell Institute.

Discussion: According to information submitted by UAB, the major activity of the Stem Cell Institute will be to conduct and promote basic and clinical research to advance the treatment of sickle cell anemia and other inherited and acquired diseases prevalent in Alabama.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

**INFORMATION ITEM G:** The University of Alabama in Huntsville, Establishment of a Master of Business Administration (MBA) Program at Hohai University in Nanjing, China (CIP 52.0102)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: The University of Alabama at Huntsville (UAH) reports the establishment of the Master of Business Administration (MBA) Program at Hohai University in Nanjing, China.

Discussion: According to information submitted by UAH, the MBA program will be offered at the International Education Center in the School of Business at Hohai University in Nanjing, Jiangsu Province, China.

The MBA program at UAH is accredited by the Association for the Advancement of Collegiate Schools of Business-International (AACSB). The UAH College of Business Administration has been consistently ranked in the top 10 percent of business schools in the U.S. by US News and World Report since 2001. The UAH College of Business Administration has 32 full-time faculty members. Six of these faculty members, plus one half-time appointment are fluent in Chinese, have Ph.D's, and are research active.

Supporting Documentation: 1. Written unpublished documentation provided by the institution. Available upon request.

**INFORMATION ITEM H:** Implementation of Distance Education Programs

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** Commission policy states that academic programs approved by the Commission do not require additional 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.

In compliance with the Commission's policy on distance education, the following institution has reported plans to implement the distance education programs listed.

**Auburn University:**

Career and Technical Education, MEd/MS,  
CIP 13.1319, Adult Education option, Agriscience  
Education option  
*Program title formerly Vocational Education—see  
"Changes to the Academic Program Inventory" in this  
packet*

General Education, EdS, CIP 13.0101, Adult  
Education option, Agriscience Education option

Building Construction, MBC, CIP 14.0401

**Supporting Documentation:**

1. "Policy on Distance Education," Ala. Admin Code (Commission on Higher Education), r. 300-2-3-.04. Available upon request.
2. Written unpublished documentation provided by the institutions. Available upon request.

**INFORMATION ITEM I:** Implementation of a Non-Degree Program at a Senior Institution

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** Commission guidelines state that non-degree programs of senior institutions, including pre-baccalaureate, post-baccalaureate, and post-master's certificates do not require Commission approval, but that they must be reported to the Commission prior to implementation. The guidelines further state that these certificates are not listed in the Commission's Academic Program Inventory.

In accordance with these guidelines, the following institution has sent notification regarding the non-degree program indicated:

Troy University

Post-Baccalaureate Certificate in Taxation

The curriculum for the certificate consists of 15 semester hours. According to the proposal, the purpose of the certificate is to provide students with the specialized knowledge in taxation needed to advance their careers as tax professionals. Additionally, students earning a certificate in taxation will acquire the knowledge and skills needed to provide tax advice and management services to individuals and business entities.

**Supporting Documentation:** "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.

**INFORMATION ITEM J-1:**

Calhoun State Community College, New Exempt Off-Campus Site

Staff Presenter:

Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation:

For information only.

Proposal:

Calhoun State Community College (CAL) plans to offer courses at the following new off-campus site beginning in fall 2011:

Robinson Building/Arts Center, Decatur, AL

Discussion:

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

The new off-campus site proposed by CAL is exempt from Commission approval by policy because the proposed site is located within CAL's service area.

Courses offered at this site will not lead to a degree, but maybe transferred to a senior institution.

The proposal was posted on the Commission website from June 15 until August 4, 2008 (twenty days) for public review and comment. No comments were received.

Supporting Documentation:

1. Proposal for New Off-Campus Site at the Robinson Building/Arts Center, Decatur, AL, attached.
2. "Review of Off-Campus Instruction offered by Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.

ATTACHMENT 1

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

**Institution:** *Calhoun State Community College*  
**Administrator Responsible for Site**  
**Name & Title:** Mary M. Yarbrough, Vice President for Instruction & Student Services  
**Telephone:** 256-306-2621  
**Fax:** 256-306-2507  
**E-Mail:** mmy@calhoun.edu

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

**Location of Proposed Site**  
**Facility:** Renovated Robinson Building/Arts Center, Downtown Decatur  
**Street Address:** 133 2nd Ave NE  
**City:** Decatur, AL **County:** Morgan

**When will you begin offering instruction at this site?**  
 Fall 2011

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

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

**Certification**

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

*Mary M. Yarbrough*

Signature of President/Chancellor:

Date: 7/2/2009

### COURSE LIST

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

<b>Courses (Include Number &amp; Title)</b>
ART 100 - Art Appreciation
ART 101 - Art Workshop I
ART 102 - Art Workshop II
ART 109 - Art Museum Survey
ART 113 - Drawing I
ART 114 - Drawing II
ART 121 - Two Dimensional Composition I
ART 122 - Two Dimensional Composition II
ART 126 - Color
ART 127 - Three Dimensional Composition
ART 133 - Ceramics I
ART 134 - Ceramics II
ART 173/PFC 173 - Photography I
ART 174/PFC 174 - Photography II
ART 176/PFC 176 - Filmmaking
ART 177/PFC 177 - Color Photography
ART 178/PFC 178 - Audio-Visual Techniques
ART 187/PFC 187 - Photography, Film, and Media I
ART 188/PFC 188 - Photography, Film, and Media II
ART 190 - Art: Legal and Financial Management
ART 203 - Art History
ART 204 - Art History II
ART 216 - Printmaking I
ART 217 - Printmaking II
ART 221 - Computer Graphics
ART 231 - Watercolor Painting I
ART 232 - Watercolor II
ART 233 - Painting I
ART 234 - Painting II
ART 243 - Sculpture I
ART 244 - Sculpture II
ART 253 - Graphic Design I
ART 254 - Graphic Design II
ART 258/PFC 258 - Photographic and Media Problems
ART 263 - Museum Practice I
ART 264 - Museum Practice II
ART 273/PFC 273 - Studio Photography I
ART 274/PFC 274 - Studio Photography II
ART 283 - Graphic Animation
ART 284 - Graphic Animation II
ART 291 - Supervised Study in Studio Art I
ART 292 - Supervised Study in Studio Art II
ART 293 - Directed Readings in Art I
ART 294 - Directed Readings in Art II
ART 299 - Art Portfolio

<b>Courses (Include Number &amp; Title)</b>

**The following Continuing Education Courses, which specifically support an Arts program, will be offered at the site.**

CEI 714 - Adobe Photoshop for Digital Photographers
CEI 700 - Ballroom Dance
CEI 723 - Beginning Sign Language
CEI 742 - Caricature
CEI 715 - Calligraphy
CEI 702 - Digital Photography
CEI 740 - Digital Scrapbooking
CEI 744 - Point and Shoot Digital Photography

**Additionally, Continuing Education Courses in any of the following areas or areas which may be developed may be offered.**

Car Car
Drawing
Home Owners
Sign language
Computers
eBay
Manners
Upholstery
Dancing
Education2Go
Photography

INFORMATION ITEM J-2: Reid State Technical College, Relocation of an Off-Campus Practical Nursing Program

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: Reid State Technical College (REI) plans to relocate an off-campus program for the Diploma in Practical Nursing in fall 2009. The new site will be at the campus of Jefferson Davis (JD) Community College in Atmore, within the service area shared by REI and JD.

REI has the Diploma in Practical Nursing listed at CIP 51.1613 in the Commission's Academic Program Inventory. The off-campus program, which has existed since 1976, currently is offered at a different site in Atmore. The program is being relocated in response to an increase in the rental fee of the facility that currently houses the program, from \$1600 to \$3500 a month. REI approached JD officials, who agreed to allow REI to use space on the JD campus in Atmore for delivery of the program. Resources for the off-campus program will remain the same.

In accordance with Commission guidelines, an official with REI has signed the institutional certification stating that the new site is in accordance with the Commission's Guidelines for the Regulation of Off-Campus Instruction and the required annual site follow-up report will be sent.

The change in off-campus site was posted on the Commission website from June 15 until August 4, 2009 (twenty days) for public review and comment. No comments were received.

Supporting Documentation:

1. Proposal for New Off-Campus Site at Jefferson Davis Community College, Atmore, AL, attached.
2. "Review of Off-Campus Instruction offered by Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

<b>SITE INFORMATION</b>
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**Institution:** Reid State Technical College  
**Administrator Responsible for Site**  
**Name & Title:** William Robbins  
**Telephone:** 251-578-1313, x 144  
**Fax:**  
**E-Mail:** wcrobbin@rstc.edu

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

**Location of Proposed Site**  
**Facility:** Jefferson Davis Community College  
**Street Address:** 6574 Hwy 21 North  
**City:** Atmore **County:**  
**When will you begin offering instruction at this site?**  
 Fall 2009

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

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

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

Signature of President/Chancellor: *Doug Little (tj)*  
 Date: *7.9.09*



INFORMATION ITEM K: Changes to the Academic Program Inventory

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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 the Commission's Website: [www.ache.alabama.gov](http://www.ache.alabama.gov)
2. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.06. 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.

<u>Auburn University</u>	16.0901	French, MA/MFrSt <i>Inactive program deleted by AU</i>
<u>University of Alabama at Birmingham</u>	05.0201	African American Studies, BA <i>Deleted as the result of implementation of the shared program with UA</i>
	51.0907	Radiologic Sciences, BS

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.

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

<u>Auburn University</u>	03.0601	<del>Wildlife Science</del> <u>Ecology and Management</u> , BS
	13.1319	<del>Vocational Education</del> <u>Career and Technical Education</u> BS, MEd./MS, EdD
<u>Jacksonville State University</u>	13.0401	<del>Educational Administration</del> <u>Instructional Leadership</u> , EdS
<u>University of Montevallo</u>	45.1001	<del>Political Science and Government</del> , BA/BS

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

C. Program Placed on Inactive Status

In accordance with Commission policy, the following program inventory entry is placed on inactive status as of September 11, 2009. The institution may reinstate this program to active status within five years of September 11, 2009, without submitting a program proposal for approval. However, the institution will inform the Commission of program reinstatement by information item that provides evidence of adequate resources and student demand to reactivate the program. If the program has not been reinstated within five years after being placed on inactive status, it will be removed from the Commission's Academic Program Inventory. If an institution wishes to offer a program that has been deleted from the inventory based on its inactive status, a new program proposal must be submitted for Commission review and action.

None.

**INFORMATION ITEM L:** Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: For information only.

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

**Jefferson Davis Community College**

<u>Field of Study</u>	<u>CIP Code</u>
Welding	48.0508

**Reid State Technical College**

<u>Field of Study</u>	<u>CIP Code</u>
Industrial Electricity/Electronics	47.0105

**Snead State Technical College**

<u>Field of Study</u>	<u>CIP Code</u>
Avionics Technology	47.0609
Drafting and Design Technology	15.1301
Welding	48.0508

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," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.
2. Written unpublished documentation provided by the Alabama Department of Postsecondary Education. Available upon request.