

**APPROVED
DECEMBER 2,
2014**

Item #III-7
December 2, 2014

NEW UNITS OF INSTRUCTION AT PUBLIC COMMUNITY COLLEGES

Submitted for: Action.

Summary: This item requests approval of six new associate degree programs to be offered at five community colleges.

Action Requested: That the Illinois Board of Higher Education approves the following programs at the colleges indicated:

John Wood Community College

- Associate in Applied Science in Logistics and Operations Management
- Associate in Applied Science in Manufacturing Technology

Kaskaskia College

- Associate in Applied Science in Dental Assisting

Lincoln Trail College

- Associate in Applied Science in Petroleum Drilling Technology

Prairie State College

- Associate in Applied Science in Accounting and Business Management

Rend Lake College

- Associate in Applied Science in Certified Medical Assistant

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

NEW UNITS OF INSTRUCTION AT PUBLIC COMMUNITY COLLEGES

By statute, the Illinois Board of Higher Education (IBHE) is responsible for approving new associate degree programs proposed by public community colleges. The Board's approval criteria, defined in administrative rules, address relevance to college mission, academic control, faculty and staff, support services, financial resources, student demand, employer demand, curriculum, and congruence with IBHE policies and priorities. Before a recommendation for approval of an associate degree program is submitted to the IBHE for approval, staffs of the IBHE and the Illinois Community College Board review the proposal. Once agreement is reached on a proposal having met the approval criteria, a recommendation for approval is presented to each board.

John Wood Community College
1301 South 48th Street
Quincy, IL 62301
President: Mr. Michael Elbe

Proposed Program Title: Associate in Applied Science in Manufacturing Technology

Projected Enrollments: John Wood Community College anticipates enrollment of three full-time and three part-time students in the first year, increasing to six full-time and six part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

John Wood Community College is seeking approval to offer a 64 credit hour Associate in Applied Science (AAS) in Manufacturing Technology. This program will prepare individuals for employment as manufacturing and related technicians with knowledge and skills in team-oriented production, quality, and maintenance systems in a modern manufacturing environment. Students will also earn credentials through the National Manufacturing Skill Standards Council (MSSC) as Certified Production Technicians (CPT) and through the National Institute of Metalworking Skills (NIMS) at Level I Certification. The curriculum was developed to replace an existing degree program that had become outdated. The program was developed through the Illinois Network for Advanced Manufacturing (INAM) consortia of colleges; a coordinated effort between those colleges awarded a Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant. The INAM consortium recommended the development of this degree program to help address local employer needs in this field and provide educational ladder opportunities for students in related programs at other INAM institutions.

The curriculum consists of 16 credit hours of required general education, 12 credit hours of required career and technical core coursework, and between 30 and 37 credit hours of career

and technical coursework in two of four specialty areas. Coursework includes instruction in introductory manufacturing processes and production, manufacturing safety, manufacturing maintenance, continuous quality improvement, precision machining, and specialized coursework in welding, precision machining, industrial maintenance, or CAD Solidworks. Assessment of student learning will be achieved through evaluation of a final project by program faculty.

Labor Market Information

Labor market information provided by the College supports the interest in and the need for a program in this field of study. According to the Illinois Department of Employment Security (IDES), employment in related occupations is expected to increase as follows statewide through 2022: manufacturing production workers, 11.1 percent; machinists, 12.5 percent; CNC machine operators, 20.4 percent; and welding machine operators, 26 percent.

Resources: Faculty, Staff, etc.

All facilities and equipment are currently in place to adequately support the proposed program. Three existing full-time and seven existing part-time faculty will be utilized the first year. Qualified faculty possess a bachelor's degree in Industrial or Manufacturing Technology, hold current MSSC, NIMS, and American Welding Society (AWS) credentials, have three years related occupational experience, and one year teaching experience. No new costs are anticipated to implement the program.

Staff Conclusion. John Wood Community College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205) as set forth in 23 Ill. Adm. Code 1050.30 and the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

Proposed Program Title: Associate in Applied Science in Logistics and Operations Management

Projected Enrollments: John Wood Community College anticipates enrollment of eight full-time and four part-time students in the first year, increasing to 26 full-time and 11 part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

John Wood Community College is seeking approval to offer a 64 credit hour Associate in Applied Science (AAS) in Logistics and Operations Management. The degree program will prepare individuals for supervisory and management roles in logistics within a variety of transportation, distribution, warehousing and logistics environments, as well as provide an educational ladder opportunity for graduates of the College's related Logistics Certificate. The curriculum includes 16 credit hours of required general education and 48 credit hours of required career and technical content in introductory logistics, logistics management, transportation, supply chain management, word processing and spreadsheet applications, supervisory management, human relations in the workplace, business accounting, organizational management, business law, project management, and applied supply chain management. Assessment of student learning will be achieved through evaluation of a student portfolio containing artifacts of the student's successful completion of various courses and comprehensive projects.

Labor Market Information

Labor market information provided by the College supports the interest in and the need for training programs in this field of study. According to the Illinois Department of Employment Security (IDES), “transportation, storage, and distribution managers” are expected to see a 7.3 percent increase in employment statewide through 2022. The College is a part of the Mississippi River Transportation, Distribution, and Logistics (MRTDL) consortium, a nine member group of community colleges located along the river collaborating to produce a steady supply of skilled workers in the local transportation, distribution, warehousing, and logistics (TDWL) industry. In addition to local workforce need, the College has been working towards program articulation with Western Illinois University’s Bachelor of Science in Supply Chain Management, providing further educational ladder opportunities for students.

Resources: Faculty, Staff, etc.

The program will require two new part-time faculty, two existing full-time faculty, and five existing part-time faculty. Qualified faculty will hold a bachelor’s degree in Supply Chain Management or a related logistics field, at least three years of related occupational experience, and one year of teaching experience. Costs to implement the program are estimated at \$39,700 year one, \$41,365 year two, and \$42,814 year three. The college has received some grant funds for program development through the MRTDL consortium but otherwise the program will be fiscally supported through student tuition and fees.

Staff Conclusion. John Wood Community College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205) as set forth in 23 Ill. Adm. Code 1050.30 and the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

Kaskaskia College
27210 College Road
Centralia, IL 62801
President: Dr. Jim Underwood

Proposed Program Title: Associate in Applied Science in Dental Assisting

Projected Enrollments: Kaskaskia College anticipates an enrollment of ten full-time students each year for the first three years.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Kaskaskia College is seeking approval to offer a 64 credit hour Associate in Applied Science (AAS) in Dental Assisting. This program will prepare individuals for entry-level employment and advancement opportunities as dental assistants. The curriculum was developed according to American Dental Association’s (ADA) Commission of Dental Accreditation guidelines for dental assisting curricula, and will provide an educational ladder opportunity for existing students and recent graduates of the College’s Dental Assisting Certificate. The College currently holds ADA program accreditation for the dental assisting certificate curriculum, which is included in its entirety within the degree. Additional requirements for the degree have been incorporated to reflect ADA guidelines. Graduates of the degree will be prepared for preferred, yet optional, credentialing through the Dental Assisting National Board as a Certified Dental Assistant (CDA).

The curriculum consists of 21 credit hours of required general education coursework and 43 credit hours of required career and technical education coursework. The career and technical component includes instruction in introductory and intermediate levels of dental science, head and neck anatomy, introductory and intermediate levels of dental materials, dental ethics and jurisprudence, introductory and intermediate levels of dental assisting procedures, therapeutics and emergencies, introductory and intermediate levels of dental radiology, infection control, dental prevention, expanded functions, dental nutrition, dental office management, dental board review, and a clinical internship. Assessment of student learning will be achieved through an evaluation of the student's performance during their clinical work-based learning experience by program faculty and the onsite physician.

Labor Market Information

Labor market information provided by the College supports the interest in and the need for a two year degree program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of "dental assistants" is expected to increase by 2 percent statewide through 2022. Furthermore, based on significant interest from existing students, recent graduates, and Advisory Committee members to develop a degree, the College developed this proposed program not only to serve as an educational ladder opportunity, but also as a path for working towards entrance into and completion of a dental hygiene associate's or baccalaureate degree. The College has been working with Southern Illinois University Carbondale for articulation towards their Bachelors of Science in Dental Hygiene. Once approved, this program will be the first dental assisting AAS in Illinois.

Resources: Faculty, Staff, etc.

The program will require one new part-time faculty, one existing full-time faculty, and two existing part-time faculty the first year. Qualified full-time faculty must hold at least a bachelors degree, while part-time faculty must hold at least an associate degree in Dental Hygiene. All existing and new faculty must hold a current CDA, have at least five years related work experience as a dental assistant or hygienist, and two years teaching experience. All facilities are in place to adequately support the proposed program; however, some equipment purchases will be necessary during the first year for implementation. Estimated costs of the program are \$13,000 during year one and \$6,000 during years two and three. The program will be fiscally supported through student tuition and fees.

Staff Conclusion

Kaskaskia College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205) as set forth in 23 Ill. Adm. Code 1050.30 and the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454
President: Ms. Kathy Harris

Proposed Program Title in Region of Authorization: Associate in Applied Science in Petroleum Drilling Technology

Projected Enrollments: Lincoln Trail College anticipates an enrollment of 10 full-time and five part-time students the first year, increasing to 20 full-time and nine part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Lincoln Trail College, one of the Illinois Eastern Community Colleges, is seeking approval to offer a 63 credit hour Associate in Applied Science (AAS) in Petroleum Drilling Technology. This program will prepare individuals for employment in the planning, development and operation of oil and natural gas extraction and processing facilities. The College currently offers a related Processing Technology AAS and Certificate. These programs focus on the “downstream” side of production, including the refining, processes, and distribution of petroleum and its products. The proposed program will focus on the “upstream” side of production, which include the drilling, exploration, and field technology skills used in the extraction process.

The curriculum consists of 19 credit hours of required general education and 44 credit hours of required career and technical education coursework. The career and technical component of the curriculum includes essential computer skills, fluid power, petroleum drilling technology, modern petroleum technology, petroleum completion methods, corrosion basics, industrial electricity, introductory process technology, petroleum technology equipment, safety and environment, quality control, dimensional metrology and blueprint reading, and process technology instrumentation. Assessment of student learning will be achieved through evaluation of a final capstone project related to planning, developing, and operating an extraction facility as well as a portfolio review by program faculty.

Labor Market Information

Labor market information provided by the College supports the interest in, and the need for, additional training in this field of study. The College has partnered with Marathon Oil Company’s Illinois Refining Division to develop programs that address the need for skilled workers in the local area. According to the Illinois Department of Employment Security (IDES), growth in occupations related to the extraction of petroleum and natural gas are expected to increase approximately 23.2 percent for oil and gas roustabouts, 23.6 percent for oil and gas rotary drill operators, and 24.1 percent for oil and gas derrick operators statewide through 2022.

Resources: Faculty, Staff, etc.

All facilities and equipment are currently in place to adequately support the proposed program; however, some additional resource material purchases are anticipated over the first three years of operation. The program will require one new full-time, one new part-time, one existing full-time, and four existing part-time faculty the first year. Qualified faculty will hold a bachelors degree in Petroleum Technology or related field and have two years related occupational experience and two years teaching experience. Costs to implement the program are estimated at \$49,500 year one and \$93,800 years two and three. Higher second and third year costs reflect the addition of faculty and a full-time program coordinator. The program will be fiscally supported through student tuition and fees.

Staff Conclusion. Lincoln Trail College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205) as set forth in 23 Ill. Adm. Code 1050.30 and the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

Prairie State College
202 South Halsted Street
Chicago Heights, IL 60411
President: Dr. Terri Winfree

Proposed Program Title in Region of Authorization: Associate in Applied Science in Accounting and Business Management

Projected Enrollments: Prairie State College anticipates enrollment of 10 full- and part-time each year for the first three years of the program.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Prairie State College is seeking approval to offer a 62 credit hour Associate in Applied Science (AAS) in Accounting and Business Management. This program will prepare individuals for accounting or auditing clerks and bookkeepers in a variety of business and financial settings. The curriculum includes 18 credit hours of required general education coursework and 44 credit hours of required career and technical education coursework. The career and technical component includes: Introductory Business, Business Math, Bookkeeping and Procedural Accounting, Financial Accounting, Managerial Accounting, Accounting Software Applications, Human Relations, Professionalism in the Workplace, Business Law, Business Ethics, Principles of Management, Human Resource Management, and Business Communications.

Assessment of student learning will be achieved through evaluation of a final project by program faculty. Currently the College offers two related certificate programs in Bookkeeping and Accounting. Coursework from both existing certificates articulate in their entirety towards completion of the proposed degree, which will serve as an educational ladder opportunity for existing certificate students and recent graduates.

Labor Market Information

Labor market information provided by the college supports the interest in, and the need for, a two year degree program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of bookkeeping/accounting/auditing clerks is expected to increase by 9.3 percent statewide through 2022.

Resources: Faculty, Staff, etc.

All facilities and equipment are currently in place to adequately support the proposed program. The program will require four existing full-time and eight existing part-time faculty in the first year. Qualified faculty possess a bachelor's or master's degree in Accounting or Business Administration, hold a current Certified Public Accountant (CPA) license, have three years related occupational experience, and one year teaching experience. No new costs are anticipated to implement the program.

Staff Conclusion. Prairie State College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205) as set forth in 23 Ill. Adm. Code 1050.30 and the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

Rend Lake College
468 North Ken Gray Parkway
Ina, IL 62846
President: Mr. Terry Wilkerson

Proposed Program Title in Region of Authorization: Associate in Applied Science in Certified Medical Assistant

Projected Enrollments: Rend Lake College anticipates enrollment of 12 full-time and part-time students the first year, increasing to 18 full-time and part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Rend Lake College is seeking approval to offer a 66 credit hour Associate in Applied Science (AAS) in Certified Medical Assistant. The program will prepare individuals for entry-level employment as credentialed medical assistants with both administrative and pre-clinical skills utilized in a variety of health settings. The degree program requires 27 credit hours of general education and 39 credit hours of career and technical education coursework. Assessment of student learning will be achieved through evaluation of the student's performance during the practical learning experience as well as through completion of a comprehensive checklist of competencies conducted by program faculty. The curriculum was developed according to standards of the American Association of Medical Assistants (AAMA) and will prepare graduates for the Certified Medical Administrative Assistant (CMAA) credential. Certification is preferred, but not required, for entry-level employment. The College plans to seek optional accreditation, which is available through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), once they have received all necessary state approvals.

Labor Market Information

Labor market information provided by the college supports the interest in, and the need for, a program in this field of study. According to the Illinois Department of Employment (IDES), employment of medical assistants is expected to increase by 19.4 percent statewide through 2022. Locally, employment in this occupation is expected to increase by approximately 16.5 percent.

Resources: Faculty, Staff, etc.

All facilities and equipment are currently in place to adequately support the proposed program. One new full-time faculty will be required the first year. Qualified faculty will hold a minimum of an Associates in Medical Assisting, hold a current Certified Medical Assisting credential, have three years related occupational experience and two years teaching experience, which is consistent with the CAAHEP Medical Assisting Education Review Board's program accreditation standards for faculty. Costs to implement the program are estimated at \$55,500 year one, \$49,500 year two, and \$51,000 year three. The program will be fiscally supported through student tuition and fees.

Staff Conclusion. Rend Lake College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205) as set forth in 23 Ill. Adm. Code 1050.30 and

the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

The staff recommends adoption of the following resolutions:

The Illinois Board of Higher Education hereby grants authority to John Wood Community College to offer the Associate in Applied Science in Logistics and Operations Management and the Associate in Applied Science in Manufacturing Technology subject to the institution's implementation and maintenance of the conditions that were presented in its applications and that form the basis upon which these authorizations are granted.

The Illinois Board of Higher Education hereby grants authority to Kaskaskia College to offer the Associate in Applied Science in Dental Assisting subject to the institution's implementation and maintenance of the conditions that were presented in its application and that form the basis upon which this authorization is granted.

The Illinois Board of Higher Education hereby grants authority to Lincoln Trail College to offer the Associate in Applied Science in Petroleum Drilling Technology subject to the institution's implementation and maintenance of the conditions that were presented in its application and that form the basis upon which this authorization is granted.

The Illinois Board of Higher Education hereby grants authority to Prairie State College to offer the Associate in Applied Science in Accounting and Business Management subject to the institution's implementation and maintenance of the conditions that were presented in its application and that form the basis upon which this authorization is granted.

The Illinois Board of Higher Education hereby grants authority to Rend Lake College to offer the Associate in Applied Science in Certified Medical Assistant subject to the institution's implementation and maintenance of the conditions that were presented in its application and that form the basis upon which this authorization is granted.