

NEW UNITS OF INSTRUCTION AT PUBLIC COMMUNITY COLLEGES

Submitted for: Action.

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

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

Kankakee Community College

- Associate of Arts in Teaching in Secondary Mathematics

Lincoln Trail College

- Associate of Applied Science in Industrial Management

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

NEW UNITS OF INSTRUCTION AT PUBLIC COMMUNITY COLLEGES

By statute, the Illinois Board of Higher Education 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 (ICCB) review the proposal. Once agreement is reached on a proposal having met the approval criteria, a recommendation for approval is presented to each board.

Kankakee Community College
PO Box 888, River Road
Kankakee, IL 60901
President: Jerry Weber

- A.A.T. in Secondary Mathematics

Background and History. In September 2002, the Illinois Board of Higher Education (IBHE), the Illinois Community College Board (ICCB), and the Illinois State Board of Education (ISBE), in cooperation with the University of Illinois, formed a steering committee to develop Associate of Arts in teaching (A.A.T.) degree models. The steering committee identified three high need areas on which to focus its initial efforts—secondary math, secondary science, and special education. Three subcommittees were formed to address recommended curricula for these three discipline areas. A fourth committee addressed general education and the selection of appropriate lower-division professional education courses.

On June 26, 2003, workgroups comprised of approximately 100 community college and university faculty met at the University of Illinois in Springfield to link professional teaching standards to the mathematics and science teaching models, to identify appropriate artifacts demonstrating mastery of the standards, and to develop sample course syllabi for the selected education courses. Detailed matrices that identify standards, indicators and artifacts for general education and the professional education courses in the AAT degree models, as well as sample syllabi, were produced by the workgroups. The matrices and sample syllabi are available on the ICCB website at <http://www.icb.org/HTML/what/aat/html>. These materials, along with a draft report of the steering committee, were widely disseminated to faculty and administrators at all public community colleges and universities for review and comment.

On October 17, 2003, the Illinois Community College Board granted approval for a model Associate of Arts in Teaching (A.A.T.) degree in Secondary Mathematics. The Illinois Board of Higher Education endorsed the model on December 9, 2003.

This item recommends approval of the Associate of Arts in Teaching in Secondary Mathematics at Kankakee Community College.

Mission and Objectives

Criterion 1050.30(a)(1) states: A) the objectives of the unit of instruction, research or public service are consistent with the mission of the college or university, and B) the objectives of the unit of instruction, research or public service are consistent with what the unit title implies.

One of the missions of all community colleges is to provide education leading to employment for residents of the community college district. Central to this mission is the need for colleges to keep abreast of changes in professions for which it prepares students. The adoption of the Associate of Arts in Teaching models, and their incorporation into the offerings of the colleges, is an example of the responsiveness that the community college system and colleges display in providing up-to-date curricula to students.

Curriculum/Assessment

Criterion 1050.30(b)(1) [applicable only to units of instruction] states: A) The caliber and content of the curriculum assure that the objectives of the unit of instruction will be achieved; B) The breadth and depth of the curriculum are consistent with what the title of the unit of instruction implies; C) The admission and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction; D) Provision is made for guidance and counseling of students, evaluations of student performance, continuous monitoring of progress of students toward their degree objectives and appropriate academic record keeping.

Criterion 1050.30(a) (2) states: The design, conduct, and evaluation of the unit of instruction, research or public service are under the direct and continuous control of the sponsoring institution's established processes for academic planning and quality maintenance.

Curriculum

Community colleges wishing to offer A.A.T. degrees are required to apply for approval through both the ICCB and the IBHE. Application materials for this degree are comprehensive and detailed. They include an admissions statement and catalog description, college-specific curriculum information, and information on assessment of student learning—including matrices describing standards addressed, and related artifacts and assessments.

The 60 to 64 semester credit A.A.T. curricula consist of coursework in general education, professional education, and major area requirements. Elective hours building on courses that are part of the major are also available. For the A.A.T. degree in Secondary Mathematics, students must complete between 37 to 41 credits of general education courses in composition/speech, mathematics, physical/life sciences, humanities/fine arts, and social/behavioral science.

Professional education coursework consists of between three to nine hours and includes Introduction to Education as a required course. The A.A.T. in Secondary Mathematics permits one or two additional courses to be chosen from the following to complete this component: Educational Technology, Educational Psychology, Students with Disabilities in School, and Development.

The A.A.T. in Secondary Mathematics student must take nine to 15 credit hours of mathematics comprised of Calculus I, Calculus II, and Calculus III. Linear Algebra is offered if Calculus I is used to fulfill general education requirements.

Assessment

Kankakee Community College has aligned its degree program with the teacher education standards identified in the model. These standards are knowledge and performance-based and are tied to artifacts and assessments. At a minimum each college requires that students complete a faculty-evaluated portfolio to demonstrate that students have satisfactorily completed the A.A.T. degree in Secondary Mathematics learning experiences and attained the learning objectives intended. This portfolio transfers with the student to the senior institution where it is completed during the final two years of the baccalaureate degree. In addition, all students must complete the Illinois Enhanced Test of Basic Skills before they are awarded the degree.

Individual student conferences will be held each semester with the Education Major Coordinator to verify and collect data. Together, they will discuss course selections for the next semester. If any weaknesses are identified in the student's progress, either through the documentation of the electronic portfolio, class performance or on the enhanced Basic Skills Test, an individualized remediation plan will be developed to assist the student in correcting those deficiencies.

Facilities (space, equipment, instructional materials)

Criterion 1050.30(a)(4) states: A) Facilities, equipment and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computational equipment) necessary to support the high quality academic work in the unit of instruction, research or public service are available and maintained; B) Clinical sites necessary to meet the objectives of the unit of instruction, research or public service; C) Library holdings and acquisitions, owned or contracted for by the institution, that are necessary to support high quality instruction and scholarship in the unit of instruction, research and public service, are conveniently available and accessible, and can be maintained.

Since the proposed program is composed almost entirely of courses already offered by Kankakee Community College, there is no need for additional space, equipment or instructional materials.

Faculty and Staff

Criterion 1050.30(a)(3) states: A) The academic preparation and experience of faculty and staff ensure that the objectives of the unit of instruction, research or public service are met; B) The academic preparation and experience of faculty and staff, as evidenced by level of degrees held, professional experience in the field of study and demonstrated knowledge of the field, ensure that they are able to fulfill their academic responsibilities; C) The involvement of faculty in the unit of instruction, research or public service is sufficient to cover the various fields of knowledge encompassed by the unit, to sustain scholarship appropriate to the unit, and to assure curricular continuity and consistency in student evaluation; D) Support personnel, including but not limited to counselors, administrators, clinical supervisors, and technical staff, which are directly assigned to the unit of instruction, research or public service, have the educational background and experience necessary to carry out their assigned responsibilities.

Since the college already employs major education and professional education faculty, no additional faculty are needed at the present time

Fiscal/Personnel Resources

Criterion 1050.30(a)(5) states: The financial commitments to support the unit of instruction, research or public service are sufficient to ensure that the faculty and staff and support services necessary to offer the unit of instruction, research or public service can be acquired and maintained; B) Projections of revenues necessary to support the unit of instruction, research or public service are based on supportable estimates of state appropriations, local tax support, student tuition and fees, private gifts, and/or governmental grants and contracts.

Since no new facilities, equipment, or faculty are required for the proposed program, there are no additional costs associated with offering the program.

Accreditation and Licensure

Criterion 1050.30(b)(3) [applicable only to units of instruction] states: Appropriate steps have been taken to assure that professional accreditation needed for licensure or entry into a profession as specified in the objectives of the unit of instruction is maintained or will be granted in a reasonable period of time.

No accreditation is available or required for the proposed program. However, the Illinois State Board of Education (ISBE) requires all individuals pursuing teacher certification to have met appropriate standards by the completion of a four-year program. This degree will provide individuals preparing to transfer to a university teacher education program with a heightened beginning portfolio with related artifacts and assessments. In addition, as noted above, students must pass the Enhanced Basic Skills Test in order to complete the program.

Need

Criterion 1050.30(a)(6) states: A) The unit of instruction, research or public service is educationally and economically justified based on the educational priorities and needs of the citizens of Illinois; B) The unit of instruction, research or public service meets a need that is not currently met by existing institutions and units of instruction, research or public service.

The need for this program grows from the movement in teacher education to enhance the role that community colleges play in preparing prospective educators. The goal of the A.A.T. initiative is to develop degree models that will attract students into high need teaching disciplines, one of which is secondary mathematics, and better facilitate the transfer of students desiring to become teachers in those disciplines into upper-division teacher education programs. In addition, these programs respond to the need to help prepare “highly qualified” teachers as found in the No Child Left Behind federal legislation.

Program Information

Criterion 1050.30(b)(2) [applicable only to units of instruction] states: The information which the institution provides for students and the public accurately describes the unit of instruction, including its objectives, length, residency requirements if any, schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction, cancellation and refund policies, students rights and responsibilities, and such other materials facts concerning

the institution and the unit of instruction as are likely to affect the decision of the student to enroll. Such information shall be available to prospective student prior to enrollment.

Public information about the proposed program indicates that it is designed for transfer into teacher education programs.

Staff Conclusion. Kankakee Community College and its proposed program meet the criteria to implement the Illinois Board of Higher Education Act (110 ILCS 205/et.seq.) as set forth in 23 Illinois Administrative Code, Ch. II, Section 1050.30, meet the model degree requirements endorsed by the Illinois Board of Higher Education, and meet the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

Lincoln Trail College
11220 State Highway
Robinson, Illinois 62454
President: Bev Turkal, Interim President

▪ **A.A.S. in Industrial Management**

Background and History. Lincoln Trail College is one of four community colleges that make up Illinois Eastern Community Colleges District 529. The four colleges that make up the district were formed between 1960 and 1970. A referendum authorizing the construction of the first three sites was approved in late 1969. Since the founding of the district the enrollment has grown from just a few hundred to more than 25,000 per year. The district is supported by local and state revenues and residents of the district may enroll at any one of the four colleges at the in-district tuition rate. A Chief Executive officer serves as the administrator for the district, and each college is led by a President who serves as chief administrator for the institution.

Lincoln Trail College seeks approval to offer a 69 semester credit hour A.A.S. degree in Industrial Management.

Mission and Objectives

Criterion 1050.30(a)(1) states: A) The objectives of the unit of instruction, research, or public service are consistent with the mission of the college or university; B) The objectives of the unit of instruction, research, or public service are consistent with what the unit title implies.

Illinois Eastern Community College District 529 states that its mission “is to provide excellence in teaching, learning, public service, and economic development.” This mission is carried out through numerous services and programs that include, but are not limited to: educational programs, institutional program goals, resource sharing and partnerships that include local schools, focus on students and program learning, assessment and outcomes, remedial programs, student advisement, community education, professional enrichment, resources, staff and equipment to support programs and services of the college.

Curriculum / Assessment

Criterion 1050.30(b)(1) [applicable only to units of instruction] states: A) The caliber and content of the curriculum assure that the objectives of the unit of instruction will be achieved; B) The breadth and depth of the curriculum are consistent with what the title of the unit of

instruction implies; C) The admission and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction; D) Provision is made for guidance and counseling of students, evaluations of student performance, continuous monitoring of progress of students toward their degree objectives and appropriate academic record keeping.

Criterion 1050.30(a)(2) states: The design, conduct, and evaluation of the unit of instruction, research, or public service are under the direct and continuous control of the sponsoring institution's established processes for academic planning and quality maintenance.

Curriculum

The A.A.S. in Industrial Management program will prepare individuals for employment and advancement opportunities in industrial manufacturing and related settings. The curriculum consists of 17 semester credit hours of required general education coursework, 49 semester credit hours of required career and technical education coursework, and three semester credit hours of related technical electives. The career and technical component of the curriculum includes instruction in manufacturing processes, computer applications for industrial settings, industrial electricity, occupational safety, topics and issues in engineering technology, customer and quality improvement, process improvement, leadership management, facilitator training, and field experiences in manufacturing and supervision.

Assessment

Assessment of student learning objectives will be accomplished through the evaluation of a student portfolio containing artifacts of the student's educational career. In addition, the student's work-based learning experiences will be evaluated by their employer. Course examination results and feedback from the student's internship supervisor will also be used as part of the assessment process.

Facilities (space, equipment, instructional materials)

Criterion 1050.30(a)(4) states: A) Facilities, equipment, and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computational equipment) necessary to support the high-quality academic work in the unit of instruction, research, or public service are available and maintained; B) Clinical sites necessary to meet the objectives of the unit of instruction, research, or public service; C) Library holdings and acquisitions, owned or contracted for by the institution, that are necessary to support high-quality instruction and scholarship in the unit of instruction, research, and public service, are conveniently available and accessible, and can be maintained.

There will be minimal cost to implement the program. Space and equipment are currently available for the new proposed industrial management program. There will be some resource expenses; \$1,650 per year for program software, WorkKeys assessments and electrical supplies.

Faculty and Staff

Criterion 1050.30(a)(3) states: A) The academic preparation and experience of faculty and staff ensure that the objectives of the unit of instruction, research, or public service are met; B) The academic preparation and experience of faculty and staff, as evidenced by level of degrees held, professional experience in the field of study and demonstrated knowledge of the field, ensure that they are able to fulfill their academic responsibilities; C) The involvement of faculty in the unit of

instruction, research, or public service is sufficient to cover the various fields of knowledge encompassed by the unit, to sustain scholarship appropriate to the unit, and to assure curricular continuity and consistency in student evaluation; D) Support personnel, including but not limited to counselors, administrators, clinical supervisors, and technical staff, which are directly assigned to the unit of instruction, research, or public service, have the educational background and experience necessary to carry out their assigned responsibilities.

Two existing part-time faculty will be utilized to implement the proposed program. To teach in the proposed program, instructors must possess an earned baccalaureate degree in manufacturing with a minimum of three years of related occupational experience. An instructor can also have a master's degree in business with a management or supervisory focus. The instructor with a master's degree will also need a minimum of three years of related occupational experience with one year of teaching experience.

Fiscal / Personnel Resources

Criterion 1050.30(a)(5) states: A) The financial commitments to support the unit of instruction, research, or public service are sufficient to ensure that the faculty and staff and support services necessary to offer the unit of instruction, research, or public service can be acquired and maintained; B) Projections of revenues necessary to support the unit of instruction, research, or public service are based on supportable estimates of state appropriations, local tax support, student tuition and fees, private gifts, and/or governmental grants and contracts.

Costs for implementing this program are estimated to be \$7,650 the first year, and \$8,250 per year during the second and third years.

Accreditation and Licensure

Criterion 1050.30(b)(3) [applicable only to units of instruction] states: Appropriate steps have been taken to assure that professional accreditation needed for licensure or entry into a profession as specified in the objectives of the unit of instruction is maintained or will be granted in a reasonable period of time.

Neither accreditation of the proposed A.A.S. in Industrial Management nor licensure of graduates is required.

Need

Criterion 1050.30(a)(6) states: A) The unit of instruction, research, or public service is educationally and economically justified based on the educational priorities and needs of the citizens of Illinois; B) The unit of instruction, research, or public service meets a need that is not currently met by existing institutions and units of instruction, research, or public service.

Labor market information provided by the college and employment projections available through the Illinois Department of Employment Security support the need for graduates of a two-year degree program in industrial management. The college has provided evidence that the demand for industrial management positions is increasing.

Program Information

Criterion 1050.30(b)(2) [applicable only to units of instruction] states: The information which the institution provides for students and the public accurately describes the unit of instruction, including its objectives, length, residency requirements (if any), schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction, cancellation and refund policies, student rights and responsibilities, and such other material facts concerning the institution and the unit of instruction as are likely to affect the decision of the student to enroll. Such information shall be available to prospective students prior to enrollment.

The information provided by the college and the catalog included with the application, indicates that the program will be publicized appropriately. The college catalog provides information about schedules, tuition, fees, and other charges. The catalog also provides clear refund policies and student's rights and responsibilities which could influence a student's decision to enroll.

Staff Conclusion. Lincoln Trail College and its proposed program meet the criteria to implement the Board of Higher Education Act (110 ILCS 205/et.seq.) as set forth in 23 Illinois Administrative Code, Ch. II, Section 1050.30, and the Illinois Board of Higher Education policies pertaining to assessment and accreditation for licensure.

The staff recommends that the Illinois Board of Higher Education adopt the following resolutions:

The Illinois Board of Higher Education hereby grants authority to Kankakee Community College to offer the Associate of Arts in Teaching in Secondary Mathematics.

The Illinois Board of Higher Education hereby grants authority to Lincoln Trail College to offer the Associate of Applied Science in Industrial Management.