

NEW UNITS OF INSTRUCTION AT PUBLIC COMMUNITY COLLEGES

Submitted for: Action.

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

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

Frontier Community College

- Associate in Applied Science in Executive Office Professional

Kaskaskia College

- Associate in Applied Science in Construction Project Management

Wabash Valley College

- Associate in Applied Science in Executive Office Professional

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.

Frontier Community College
2 Frontier Drive
Fairfield, Illinois 62837
President: Dr. Timothy L. Taylor

Proposed Program Title in Region of Authorization: Associate in Applied Science in Executive Office Professional

Projected Enrollments: Frontier Community College anticipates an enrollment of 12 full-time and six part-time students the first year, increasing to 18 full-time and 10 part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Frontier Community College is seeking approval to offer a 67 credit hour Associate in Applied Science degree program in Executive Office Professional. The program will prepare individuals for employment as administrative assistants and office managers in executive settings. The program consists of 15 credit hours of required general education coursework and 52 credit hours of required career and technical education coursework. An advisory group including executive administrative assistants from local businesses and the colleges developed the curriculum. The career and technical component of the curriculum includes instruction in professional office procedures, word processing, technical writing, database management, automated office procedures, editing and proofreading, records management, business correspondence, applied accounting, speedwriting, machine transcription, document production, business communication, spreadsheets, human resource management, and a required internship in an executive office setting. Assessment of student learning will be achieved through evaluation of the student's performance during the internship experience by the work-site supervisor and program faculty.

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. Currently, the College offer related shorter-term programs in this area. The proposed degree will provide an educational ladder opportunity for those certificate completers as well as other recent graduates and existing professionals looking to enhance their educational credentials in the field. According to the Illinois Department of Employment Security, employment of executive secretaries and administrative assistants is expected to increase by 6.3 percent through 2020.

Resources: Faculty, Staff, etc.

All facilities are currently in place to adequately support the program. The College will require one new part-time faculty and two existing part-time faculty to implement the program. Qualified faculty will possess a Bachelor's degree in Business, with two years related occupational experience and at least two years of teaching experience. Costs to implement the program are estimated at \$37,986 the first year, \$56,988 the second and third years. Higher second and third year costs include the addition of faculty to meet the needs of increased enrollment. Costs also include the purchase of new computers and software related to new courses in document production and machine transcription. The program will be supported fiscally through student tuition and fees.

Staff Conclusion. Frontier 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 accreditation for licensure.

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

Proposed Program Title in Region of Authorization: Associate in Applied Science in Construction Project Management

Projected Enrollments: Danville Area Community College projects an enrollment of eight full-time and three part-time students the first year, increasing to 20 full-time and five part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Kaskaskia College is seeking approval to offer a 69 credit hour Associate in Applied Science degree program in Construction Project Management. This program will prepare individuals for employment as project managers in the construction industry. The curriculum consists of 15 credit hours of required general education, 45 credit hours of required career and technical education and nine credit hours of related technical electives. The career and technical component includes instruction in fundamentals of construction practices, construction safety, blueprints and specifications, introductory and advanced materials and methods, estimating and cost accounting, commercial construction, planning, scheduling, management, administration, and labor relations. Assessment of student learning will be achieved through a cumulative project.

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, employment of construction managers is expected to increase by 8.2 percent through 2020 statewide.

Resources: Faculty, Staff, etc.

Four existing full-time faculty will be required to implement the program. Qualified faculty possess a Bachelor's degree in Construction Education, a minimum of five year related occupational experiences, and one year of teaching experience. As a result of related programs the College currently offers, all facilities are adequately in place to support the proposed new program. Costs to implement the program will be approximately \$1,000 per year for the first three years. The program will be supported fiscally 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 accreditation for licensure.

Wabash Valley College
2200 College Drive
Mt. Carmel, Illinois 62863
President: Matt Fowler, Ph.D.

Proposed Program Title in Region of Authorization: Associate in Applied Science in Executive Office Professional

Projected Enrollments: Wabash Valley College anticipates an enrollment of 12 full-time and six part-time students the first year, increasing to 18 full-time and ten part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Wabash Valley College is seeking approval to offer a 67 credit hour Associate in Applied Science degree program in Executive Office Professional. The program will prepare individuals for employment as administrative assistants and office managers in executive settings. The program consists of 15 credit hours of required general education coursework and 52 credit hours of required career and technical education coursework. An advisory group including executive administrative assistants from local businesses and the colleges developed the curriculum. The career and technical component of the curriculum includes instruction in professional office procedures, word processing, technical writing, database management, automated office procedures, editing and proofreading, records management, business correspondence, applied accounting, speedwriting, machine transcription, document production, business communication, spreadsheets, human resource management, and a required internship in an executive office setting. Assessment of student learning will be achieved through evaluation of the student's performance during the internship experience by the work-site supervisor and program faculty.

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. Currently, the College offers related shorter-term programs in this area. The proposed degree will provide an educational ladder opportunity for those certificate completers as well as other recent graduates and existing professionals looking to enhance their educational credentials in the field. According to the Illinois Department of Employment Security, employment of executive secretaries and administrative assistants is expected to increase by 6.3 percent through 2020.

Resources: Faculty, Staff, etc.

All facilities are currently in place to adequately support the program. The College will require one new part-time faculty and two existing part-time faculty to implement the program. Qualified faculty will possess a Bachelor's degree in Business, with two years related occupational experience and at least two years of teaching experience. Costs to implement the program are estimated at \$37,986 the first year, \$56,988 the second and third years. Higher second and third year costs include the addition of faculty to meet the needs of increased enrollment. Costs also include the purchase of new computers and software related to new courses in document production and machine transcription. The program will be supported fiscally through student tuition and fees.

Staff Conclusion. Wabash Valley 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 accreditation for licensure.

The staff recommends adoption of the following resolutions:

The Illinois Board of Higher Education hereby grants authority to Frontier Community College to offer the Associate in Applied Science in Executive Office Professional 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 Kaskaskia College to offer the Associate in Applied Science in Construction Project 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 Wabash Valley College to offer the Associate in Applied Science in Executive Office Professional 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.