

APPROVED
APRIL 1, 2014

Item #III-7
April 1, 2014

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:

Kankakee Community College

- Associate in Applied Science in Agri-Hort Technology

Lincoln Trail College

- Associate in Applied Science in Certified Medical Assistant

South Suburban College

- Associate in Applied Science in Business Administration

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.

Kankakee Community College
100 College Drive
Kankakee, Illinois 60901
President: Dr. John Avendano

Proposed Program Title in Region of Authorization: Associate in Applied Science in Agri-Hort Technology

Projected Enrollments: Kankakee Community College anticipates an enrollment of four full-time and three part-time students the first year, increasing to eight full-time and seven part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Kankakee Community College (the College) is seeking approval to offer a 64-credit hour Associate in Applied Science in Agri-Hort Technology. This program will prepare individuals for entry-level employment or advancement opportunities in the field of Agri-Hort Technology, specializing in the areas of manufacturing, business, production, or horticulture. Agri-Hort Technology is an emerging industry sector that combines the fields of agriculture production and horticulture with equipment manufacturing, maintenance/repair technology, and sales/marketing services. The College has partnered with local businesses over the last two years to develop a curriculum that includes a collection of educational programming ranging from short-term certificates to the proposed degree program that will prepare individuals in areas of study that will serve them in the local employment market and beyond.

The degree curriculum will consist of 15 credit hours of required general education coursework, 36 credit hours of required career and technical education coursework, and 13 credit hours of related technical electives. The career and technical component of the curriculum will include 31 to 34 credit hours of required coursework focused in four specializations: manufacturing, business, production, and horticulture, as well as a required work-based learning experience in the chosen field of specialization. Technical elective choices will support each of

the specializations. Assessment of student learning will be achieved through an evaluation of the student's performance during the work-based learning component by program faculty and the worksite supervisor.

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. The College has developed and was recently approved to offer multiple related certificate programs, all of which are designed to articulate towards the completion of the proposed degree. The proposed degree and related certificate programs will replace several existing programs currently offered. According to the Illinois Department of Employment Security, compound growth rates in areas related to Agri-Hort Technology are expected to increase by 13 percent statewide through 2020.

Resources: Faculty, Staff, etc.

The majority of resources, such as facilities, equipment, and faculty, are already in place for existing programs and will adequately support the proposed degree. The program will require 14 existing full-time faculty, two existing part-time faculty, and one new part-time faculty to implement. Qualified faculty will possess at least a Bachelor's degree in Agriculture/Horticulture, one year of related occupational experience, and one year teaching experience. Costs of implementing the program will be approximately \$2,400 the first year and \$2,200 per year the second and third years. The program will be financially supported through student tuition and fees.

Staff Conclusion. Kankakee 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.

Lincoln Trail College

11220 Illinois 1

Robinson, Illinois 62454

Interim President: Ms. Kathy Harris

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

Projected Enrollments: Lincoln Trail College anticipates an enrollment of five full-time and five part-time students the first year, increasing to 12 full-time and 12 part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

Lincoln Trail College (the College), one of the Illinois Eastern Community Colleges, is seeking approval to offer a 71-credit hour Certified Medical Assistant Associate in Applied Science. This program will prepare graduates for entry-level employment as medical assistants, as well as provide advancement opportunities for existing employees looking for certification credentials and/or clinical experience in the field. The program was built in collaboration with Crawford Memorial Hospital and other local health service providers in the College's district. The curriculum was developed according to standards of the American Association of Medical

Assistants and will prepare graduates for their Certified Clinical Medical Assistant and Certified Medical Administrative Assistant credentials. Certification is preferred, but not required for entry-level employment.

The curriculum will consist of 20 credit hours of required general education coursework and 51 credit hours of required career and technical education coursework. The career and technical component will include instruction in medical terminology, medical front office procedures, medical assisting clinical procedures, medical assisting pharmacology, medical assisting anatomy and human pathophysiology, ICD 10-CM coding/medical office/health agencies, HIPAA compliance, applied legal concepts for medical assisting, medical funding applications, medical data management, medical ethics, and a required work-based learning experience in medical assisting. Assessment of student learning will be achieved through an evaluation of the student's performance during the work-based learning experience by program faculty and the worksite supervisor.

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 medical assistants is expected to increase by 15.3 percent statewide through the year 2020, nearly twice the average increase for all occupations. Currently the College offers a related Medical Assisting Certificate program which will articulate in full toward the completion of the proposed degree. The proposed degree will provide an educational ladder opportunity for existing Certificate students and graduates.

Resources: Faculty, Staff, etc.

Because the College offers a related program, in addition to several other allied health programs, no new facilities or equipment will be required during the first year. At a minimum, and consistent with the Commission on Accreditation of Allied Health Programs (CAAHEP) Medical Assisting Education Review Board's program accreditation standards, qualified faculty who will deliver this program must possess the appropriate credential(s) in Medical Assisting or Nursing, have five years of medical assisting work experience, and one year teaching experience. One existing full-time faculty member and one new part-time faculty member will be required to implement the program. Costs of implementing the program are estimated at approximately \$6,000 per year over the first three years of operation. The program will be supported financially 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.

South Suburban College
15800 State Street
South Holland, Illinois 60473
President: Mr. Don Manning

Proposed Program Title in Region of Authorization: Associate in Applied Science in Business Administration

Projected Enrollments: The College anticipates an enrollment of ten full-time and 15 part-time students the first year, increasing to 25 full-time and 35 part-time students by the third year.

Introduction, Curriculum, and Assessment of Student Learning Outcomes

South Suburban College (the College) is seeking approval to offer a 67-credit hour Associate in Applied Science in Business Administration. This program will prepare individuals for entry-level employment and advancement opportunities in the field of business administration. The program was developed based on interest from students who are enrolled in or who have recently completed the College's existing business-related certificate programs. Currently the College offers certificates in Accounting, Bookkeeping, Clerical Studies, Business Management, and Green Business that would provide ladders toward completion of the proposed degree.

The curriculum will consist of 15 credit hours of required general education coursework and 52 credit hours of required career and technical education coursework. The career and technical component of the curriculum will include instruction in introductory business, building a business plan, international business practices, principles of management, marketing, finance, operations management, macro and micro economics, financial accounting, managerial accounting, computer applications, introductory and intermediate business law, legal environments of business, and a required work-based learning experience in business administration. Assessment of student learning will be achieved through evaluation of a student's performance during the work-based learning experience by program faculty and worksite supervisors.

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, growth of business management-related occupations will see an increase in employment as follows: marketing managers, 9.4 percent; administrative service managers, 8.2 percent; financial managers, 5.1 percent; and sales managers, 6.1 percent.

Resources: Faculty, Staff, etc.

Because the College offers related programs, no new facilities or equipment will be required during the first year. Two existing full-time faculty will be required during the first year. Current qualified faculty hold a minimum of a Master's degree in Business or a related field, possess 15 years of related occupational experience, and ten years of teaching experience. No new costs are anticipated to implement this program, which will be financially supported through student tuition and fees.

Staff Conclusion. South Suburban 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 Kankakee Community College to offer the Associate in Applied Science in Agri-Hort 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 Lincoln Trail 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.

The Illinois Board of Higher Education hereby grants authority to South Suburban College to offer the Associate in Applied Science in Business Administration 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.

