

## NEW UNITS OF INSTRUCTION AT PUBLIC COMMUNITY COLLEGES

- Submitted for:** Action.
- Summary:** This item requests approval of four new associate degree programs to be offered at four community colleges.
- Action Requested:** That the Illinois Board of Higher Education approves the following programs at the colleges indicated:
- Joliet Junior College
- Associate of Applied Science in Paralegal Studies
- Kishwaukee College
- Associate in Applied Science in Technology and Manufacturing
- McHenry County College
- Associate of Applied Science in Entrepreneurial Agriculture
- Waubonsee Community College
- Associate of Applied Science in Paralegal Studies

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, staff 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.

**Executive Summary**

Joliet Junior College

- Associate of Applied Science in Paralegal Studies

Joliet Junior College is seeking approval for a 60-credit hour Associate of Applied Science in Paralegal Studies. This degree was designed to provide foundational knowledge in legal studies while developing research, investigative, and writing skills necessary for employment as a paralegal or legal assistant. The degree program requires 18 credit hours of general education coursework and 42 credit hours of required career and technical coursework. Graduates will be prepared for entry-level employment or advancement opportunities as paralegals or legal assistants. There are policies in place to ensure faculty members possess the training, credentials, and qualifications to provide instruction in the proposed program. The College has sufficient library, technology, staff, and financial resources in place to support the proposed program.

Approval request summary, including staff conclusion, follows in Attachment A.

Kishwaukee College

- Associate in Applied Science in Technology and Manufacturing

Kishwaukee College is seeking approval for a 60-credit hour Associate of Applied Science in Technology and Manufacturing. This degree was designed to prepare students for a career in industrial maintenance. The AAS degree requires 18 credit hours of general education and 42 credit hours of required career and technical coursework. Graduates will be prepared for entry-level employment or advancement opportunities in the technology and manufacturing industry. There are policies in place to ensure faculty members possess the training, credentials, and qualifications to provide instruction in the proposed program. The College has sufficient library, technology, staff, and financial resources in place to support the proposed program.

Approval request summary, including staff conclusion, follows in Attachment B.

### McHenry County College

- Associate of Applied Science in Entrepreneurial Agriculture

McHenry County College is seeking approval for a 60-credit hour Associate of Applied Science in Entrepreneurial Agriculture. This degree was designed to provide students with the knowledge and skills needed to be successful farmers/business owners in the changing economies of agriculture. The degree program requires 15 credit hours of general education and 45 credit hours of required career and technical education coursework. Graduates will be prepared for entry-level employment on farms of various sizes, types and production models, as well as prepare individuals interested in pursuing their own farming operations, or to assume ownership of a family farm. There are policies in place to ensure faculty members possess the training, credentials, and qualifications to provide instruction in the proposed program. The College has sufficient library, technology, staff, and financial resources in place to support the proposed program.

Approval request summary, including staff conclusion, follows in Attachment C.

### Waubonsee Community College

- Associate of Applied Science in Paralegal Studies

Waubonsee Community College is seeking approval for a 60-credit hour Associate of Applied Science in Paralegal Studies. This degree was designed to provide foundational knowledge and practical skills needed to succeed as a paralegal or legal assistant. The degree program requires 18 credit hours of general education coursework and 42 credit hours of required career and technical education coursework. Graduates will be prepared for entry-level employment or advancement opportunities as paralegals or legal assistants. There are policies in place to ensure faculty members possess the training, credentials, and qualifications to provide instruction in the proposed program. The College has sufficient library, technology, staff, and financial resources in place to support the proposed program.

Approval request summary, including staff conclusion, follows in Attachment D.

The staff recommends adoption of the following resolutions:

*The Illinois Board of Higher Education hereby grants authority to Joliet Junior College to offer the Associate of Applied Science in Paralegal Studies 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 Kishwaukee College to offer the Associate of Applied Science in Technology and Manufacturing 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 McHenry County College to offer the Associate of Applied Science in Entrepreneurial Agriculture 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 Waubonsee Community College to offer the Associate of Applied Science in Paralegal Studies 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.*

**Joliet Junior College**  
**1215 Houbolt Road**  
**Joliet, IL 60431**  
**President: Dr. Judy Mitchell**

**Proposed Program Title:** Associate of Applied Science in Paralegal Studies (60 credit hours)

### **Program Purpose**

The program will prepare individuals for entry-level employment as paralegals and legal assistants.

### **Catalog Description**

The Associate of Applied Science (AAS) in Paralegal Studies is designed to prepare students for a career in the legal field. This degree provides a foundational knowledge in legal studies while developing research, investigative, and writing skills necessary for employment as a paralegal or legal assistant.

### **Curricular Information**

The AAS in Paralegal Studies requires 18 credit hours of general education coursework and 42 credit hours of required career and technical education coursework. The career and technical component includes coursework in introduction to paralegal, introductory and intermediate legal research and writing, legal documents, civil litigation, torts, contracts, constitutional law, and technical electives in areas such as real property, corporations, wills and trusts, bankruptcy, family law, immigration, criminal law, labor/employment, and an internship in paralegal/legal assisting. Assessment of student learning will be achieved through evaluation of a portfolio containing artifacts of the student's educational achievements.

### **Accrediting Information**

Joliet Junior College is accredited by the Higher Learning Commission. Specialized accreditation is not required. However, the college has aligned the curriculum to American Bar Association (ABA) standards and will pursue program accreditation once the program has been approved by all necessary State Boards and one class of students has graduated.

### **Supporting Labor Market Data (including employer partners)**

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, overall growth in employment of paralegals is expected to increase by an average of 15.6 percent statewide through 2026. Currently, there are only 12 community colleges statewide offering a paralegal degree program.

Table 1: Employer Partners

<b>Employers</b>	<b>Location</b>
Will County States Attorney	Joliet, IL
Will County Public Defenders	Joliet, IL
Grundy County States Attorney	Morris, IL
Grundy County Public Defenders	Morris, IL

Table 2: Projected Enrollments

<b>Paralegal AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Full-Time Enrollments</b>	20	25	30
<b>Part-Time Enrollments</b>	15	20	25
<b>Completions</b>	0	30	40

### Financial / Budgetary Information

Three existing and one new full-time faculty and one existing part-time faculty will be necessary to implement the program. Qualified faculty will hold a Juris Doctorate in Law, and a bachelor's degree in Paralegal Studies, at least two years of related work experience, and one year teaching experience preferred. Facilities are in place to adequately support the program. Costs associated with applying for program accreditation have been budgeted over the first three years of implementation. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Faculty Costs</b>	\$110,000	\$118,000	\$126,000
<b>Administrator Costs</b>	0	0	0
<b>Other Personnel Costs</b>	0	0	0
<b>Equipment Costs</b>	0	0	0
<b>Library/LRC Costs</b>	\$13,000	\$6,000	\$5,000
<b>Facility Costs*</b>	0	0	0
<b>Other (media subscriptions/incidentals)</b>	\$3,000	\$1,500	\$1,000
<b>TOTAL NEW COSTS</b>	\$126,000	\$125,500	\$132,000

Table 4: Faculty Requirements

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
<b>New Faculty</b>	0	1	1	0	0	2
<b>Existing Faculty</b>	3	1	3	2	4	2

### Staff Conclusion

Joliet Junior 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.

**Kishwaukee College**  
**21193 Malta Road**  
**Malta, IL 60150**  
**President: Dr. Laurie Borowicz**

**Proposed Program Title:** Associate in Applied Science in Technology and Manufacturing (60 credit hours)

### **Program Purpose**

The program will prepare individuals for entry-level employment in industrial maintenance within industries and for employers that use automated engineering technology, computer-aided design technology, and general manufacturing technology.

### **Catalog Description**

The Associate in Applied Science (AAS) in Technology and Manufacturing degree is intended to prepare students for the diverse field of industrial maintenance. This degree develops key concepts necessary to successfully construct, install, repair, and maintain a host of electrical and mechanical industrial processes and applications.

### **Curricular Information**

The AAS in Technology and Manufacturing requires 17 credit hours of general education coursework, and 43 credit hours of required career and technical education coursework. The career and technical component includes instruction in technical graphics/computer-aided design (CAD), programmable logic controller (PLC) systems, metrology, manufacturing safety, manufacturing processes, fundamentals of welding, and fabrication. Students will have the option of specializing in the areas of automated engineering technology, computer-aided design, industrial electronics or welding. Practical and work-based learning experiences are available but not required as it is anticipated many students will already be employed in related fields. The College currently offers stand-alone programs in automated engineering technology, CAD technology, electronics, welding and industrial maintenance; however the proposed curriculum combines aspects of the existing content into a more marketable and relevant training program. Assessment of student learning will be achieved through evaluation of a student's educational portfolio, containing artifacts of educational achievement towards learning outcomes.

### **Accrediting Information**

Kishwaukee College is accredited by the Higher Learning Commission. Specialized accreditation is not required.

### **Supporting Labor Market Data (including employer partners)**

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, overall growth in employment of manufacturing-related occupations is expected to increase by an average of 2.7 percent statewide through 2026.

Table 1: Employer Partners

<b>Employers</b>	<b>Location</b>
3M	DeKalb, IL
Auto Meter Products	Sycamore, IL
Barnes International	Rockford, IL
Blount International	Oregon, IL
Cain Millwork	Rochelle, IL
Crest Foods	Ashton, IL
Custom Welding & Repair	DeKalb, IL
Dawn Equipment Company	Sycamore, IL
FPE Automation	Elk Grove Village, IL
H R Phillips Refrigeration	Aurora, IL
Ideal Industries	DeKalb, IL
Ingersoll Cutting Tool	Rockford, IL
Omron Automation Americas	Hoffman Estates, IL
R&D Thiel	Belvidere, IL
Sauber Manufacturing	Virgil, IL
Simpson Technologies	Aurora, IL
SK Hand Tool, Inc.	Sycamore, IL
Swenson Spreaders	Lindenwood, IL
Tarryn T Design	DeKalb, IL
Walt LTD	DeKalb, IL
William E. Hanna Surveyors	DeKalb, IL

Table 2: Projected Enrollments

<b>Technology and Manufacturing AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Full-Time Enrollments</b>	12	18	24
<b>Part-Time Enrollments</b>	8	8	16
<b>Completions</b>	0	12	18

### Financial / Budgetary Information

Two existing full-time faculty and 11 existing part-time faculty will be necessary to implement the program. Qualified faculty will hold a bachelor's degree in Manufacturing Technology, Electronics Technology, Computer-Aided Design Technology or a closely-related field, at least three years of related work experience, and one year teaching experience preferred. Facilities and equipment are in place to adequately support the program. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Faculty Costs</b>	0	0	0
<b>Administrator Costs</b>	\$1,000	\$1,500	\$2,000
<b>Other Personnel Costs</b>	0	0	0
<b>Equipment Costs</b>	0	0	0
<b>Library/LRC Costs</b>	0	0	0
<b>Facility Costs*</b>	0	0	0
<b>Other (student competition)</b>	0	0	0
<b>TOTAL NEW COSTS</b>	\$1,000	\$1,500	\$2,000



*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
<b>New Faculty</b>	0	0	0	0	0	0
<b>Existing Faculty</b>	2	11	2	11	2	11

**Staff Conclusion**

Kishwaukee 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.

**McHenry County College**  
**8900 U.S. Highway 14**  
**Crystal Lake, IL 60012**  
**President: Dr. Clinton Gabbard**

**Proposed Program Title:** Associate of Applied Science in Entrepreneurial Agriculture (60 credit hours)

### **Program Purpose**

The program will prepare individuals for entry-level employment on farms of various sizes, types and production models, as well as prepare individuals interested in pursuing their own farming operations, or to assume ownership of a family farm.

### **Catalog Description**

The Associate of Applied Science (AAS) in Entrepreneurial Agriculture at McHenry County College provides students with the foundations necessary to be successful farmers/business owners in the changing economies of agriculture. Students learn foundational skills in agriculture (primarily vegetable and fruit production), alongside critical business skills, marketing, and entrepreneurial skills. Having a base in both technical farming skills and entrepreneurial skills will equip students to succeed in agriculture and local/regional food markets by taking advantage of agricultural trends and the growing opportunity in this area.

### **Curricular Information**

The AAS degree program requires 15 credit hours of general education coursework and 45 credit hours of required career and technical education coursework. Career and technical coursework includes instruction in introduction to agriculture, plant science, soil science, plant problem diagnosis, fruit and vegetable crops, regional agriculture marketing, horticulture mechanics, introduction to business, introduction to entrepreneurship, entrepreneurship planning, professional selling, and integrated office applications. An agriculture practicum and internship are also program requirements. Assessment of student learning will be achieved through evaluation of the student's performance during the practical learning and internship experiences.

### **Accrediting Information**

McHenry County College is accredited by the Higher Learning Commission. Specialized accreditation is not required.

### **Supporting Labor Market Data (including employer partners)**

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, overall growth in employment of agriculture-related occupations is expected to increase by an average of 5.8 percent statewide through 2026.

Table 1: Employer Partners

<b>Employers</b>	<b>Location</b>
Alden Hills Organic	Alden, IL
Van Laar's Fruit Farm	Capron, IL
Hazzard Free Farm	Grayslake, IL
Brook Popcorn Farm	Harvard, IL
Middlebury Farms	Harvard, IL
Midnight Sun Farms	Harvard, IL
Piscasaw Gardens	Harvard, IL
Twin Gardens	Harvard, IL
Royal Oak Farm	Harvard, IL
Wild Roots Farm	Harvard, IL
Sandbox Organics	Hebron, IL
Purewater Aquaponics	Lake Zurich, IL
Hasselmann Farm	Marengo, IL
Broadview Farm & Garden	Marengo, IL
Bartman Family Farm	Marengo, IL
AquaVerde Aquaponics	McHenry, IL
Nichols Farm & Orchard	Richmond, IL
Goebberts Farm & Garden	South Barrington, IL
Terre Vitae Farms	Woodstock, IL
Hidden Hive Flowers	Woodstock, IL

Table 2: Projected Enrollments

<b>Entrepreneurial Agriculture AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Full-Time Enrollments</b>	5	8	10
<b>Part-Time Enrollments</b>	5	7	10
<b>Completions</b>	0	8	15

### Financial / Budgetary Information

Two existing and one new full-time faculty, plus two new and two existing part-time faculty will be necessary to implement the program. Qualified faculty will hold a bachelor's degree in Agriculture or closely related field, at least four years of work experience, and one year teaching experience preferred. Facilities are in place to adequately support the program. Sizable equipment purchases will also be required to implement the program. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Faculty Costs</b>	\$95,000	\$105,000	\$105,000
<b>Administrator Costs</b>	0	0	0
<b>Other Personnel Costs</b>	0	0	0
<b>Equipment Costs</b>	\$85,000	\$15,000	\$15,000
<b>Library/LRC Costs</b>	\$2,000	\$500	\$500
<b>Facility Costs*</b>	0	0	0
<b>Other (student competition)</b>	0	0	0
<b>TOTAL NEW COSTS</b>	\$182,000	\$120,500	\$120,500

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
<b>New Faculty</b>	1	2	0	1	0	0
<b>Existing Faculty</b>	2	2	3	4	3	5

**Staff Conclusion**

McHenry County 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.

**Waubonsee Community College**  
**Route 47 at Waubonsee Drive**  
**Sugar Grove, IL 60554**  
**President: Dr. Christine Sobek**

**Proposed Program Title:** Associate of Applied Science in Paralegal Studies (60 credit hours)

### **Program Purpose**

The program will prepare individuals for entry-level employment as paralegals and legal assistants.

### **Catalog Description**

The Associate of Applied Science (AAS) in Paralegal Studies is designed to provide an educational experience focusing on the practical skills needed to succeed as a paralegal. This program includes legal fundamentals and core paralegal skills as well as substantive topics of law, including torts, contracts, business organization and corporate law.

### **Curricular Information**

The AAS in Paralegal Studies requires 18 credit hours of general education coursework and 42 credit hours of required career and technical education coursework. The career and technical component includes instruction in introduction to paralegal, introductory and intermediate legal research and writing, legal technology, criminal law, professional responsibility and legal ethics, a required work-based learning experience, and technical electives in the areas of environmental law, immigration law, real estate law, family law, and tort/injury and insurance law. Assessment of student learning will be achieved through evaluation of a portfolio containing artifacts of the student's educational achievements.

### **Accrediting Information**

Waubonsee Community College is accredited by the Higher Learning Commission. Specialized accreditation is not required. However, the college has aligned the curriculum to American Bar Association (ABA) standards and will pursue program accreditation once the program has been approved by all necessary State Boards and one class of students has graduated.

### **Supporting Labor Market Data (including employer partners)**

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, overall growth in employment of paralegals is expected to increase by an average of 15.6 percent statewide through 2026. Currently, there are only 12 community colleges statewide offering a paralegal degree program.

Table 1: Employer Partners

<b>Employers</b>	<b>Location</b>
<b>Circuit Clerk of Kendall County</b>	Yorkville, IL
<b>Kane County Circuit Court</b>	St. Charles, IL
<b>Immigration Law Office of Jeremy Lime</b>	Aurora, IL
<b>Van A. Larson, P.C.</b>	Batavia, IL
<b>Administrative Office of the IL Courts</b>	Chicago, IL
<b>Immigration Law Office of Moises Barraza</b>	Aurora, IL
<b>Gil Law Group, P.C.</b>	Aurora, IL
<b>American Bar Association</b>	Chicago, IL
<b>The County of DuPage</b>	Wheaton, IL

Table 2: Projected Enrollments

<b>Paralegal AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Full-Time Enrollments</b>	6	6	6
<b>Part-Time Enrollments</b>	12	12	12
<b>Completions</b>	0	10	10

### Financial / Budgetary Information

The program will require one new and one existing part-time faculty in the first year. Qualified faculty will hold a Juris Doctorate in Law, and at least an associate degree in Paralegal Studies, at least two years of related work experience, and two years teaching experience preferred. Facilities are in place to adequately support the program. Costs associated with applying for program accreditation have been budgeted over the first three years of implementation. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Faculty Costs</b>	\$24,750	\$25,500	\$26,250
<b>Administrator Costs</b>	0	0	0
<b>Other Personnel costs</b>	0	0	0
<b>Equipment Costs</b>	0	0	0
<b>Library/LRC Costs</b>	0	0	0
<b>Facility Costs*</b>	0	0	0
<b>Other (specify)</b>	0	0	0
<b>TOTAL NEW COSTS</b>	<b>\$24,750</b>	<b>\$25,500</b>	<b>\$26,250</b>

Table 4: Faculty Requirements

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
<b>New Faculty</b>	0	1	0	1	0	1
<b>Existing Faculty</b>	0	1	0	2	0	3

### Staff Conclusion

Waubensee 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.