

APPROVED

MARCH 15, 2022

Item #E-1
March 15, 2022

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 one community college.

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

Carl Sandburg College

- Associate of Applied Science in Agribusiness
- Associate of Applied Science in Agricultural Mechanization
- Associate of Applied Science in Medical Assisting
- Associate of Applied Science in Welding



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

Carl Sandburg College

Carl Sandburg College is seeking approval for a 60-credit-hour Associate of Applied Science in Agribusiness. The degree program requires 17 credit hours of general education coursework and 43 credit hours of required career and technical education coursework. This degree program was designed to provide knowledge and skills needed for entry-level agribusiness positions and includes coursework to prepare graduates for advancement into supervisory or management positions in agriculture business areas. 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.

Carl Sandburg is seeking approval for a 63-credit-hour Associate of Applied Science in Agricultural Mechanization. The degree program requires 18 credit hours of general education coursework and 45 credit hours of required career and technical education coursework. This degree program was designed to train graduates for entry-level positions and includes coursework that supports career advancement in the agricultural mechanic profession. 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.

Carl Sandburg is seeking approval for a 60-credit-hour Associate of Applied Science in Medical Assistant. The degree program requires 19 credit hours of general education coursework, 37 credit hours of required career and technical education coursework, and four credit hours in work-based learning. This degree program was designed to provide knowledge and skills needed for graduates to perform administrative, clinical, and laboratory duties in a variety of healthcare settings under the supervision of a licensed physician. The program will prepare graduates for optional credentialing through the American Association of Medical Assistants (AAMA) as a Certified Medical Assistant (CMA) and/or a Registered Medical Assistant (RMA). The College currently offers an accredited Medical Assisting Certificate program. 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.

Carl Sandburg is seeking approval for a 60-credit-hour Associate of Applied Science in Welding. The degree program will require 15 credit hours in general education and 45 credit hours of required career and technical education coursework. This program will train graduates for entry-level positions and includes coursework that supports career advancement in the welding profession. The proposed program was developed according to guidelines for National Coalition of Certification Centers (NC3) and Lincoln Electric Education Partner Schools (LEEPS) accreditation and will prepare individuals for seven NC3 certifications. 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.

The staff recommends adoption of the following resolutions:

The Illinois Board of Higher Education hereby grants authority to the Carl Sandburg College to offer the Associate of Applied Science in Agribusiness, Associate of Applied Science in Agricultural Mechanization, Associate of Applied Science in Medical Assisting, and Associate of Applied Science in Welding 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.

Carl Sandburg College
2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
President: Dr. Seamus Reilly

Proposed Program Title: Associate of Applied Science in Agribusiness (60 credit hours)

Program Purpose

This program will prepare individuals for entry-level employment and advancement opportunities in agriculture business fields.

Catalog Description

The Associate of Applied Science (AAS) in Agribusiness will train students for entry-level agribusiness positions and includes coursework to prepare graduates for advancement into supervisory or management positions in agriculture business. This degree prepares students for work in such agriculture business areas as grain and dealership operations, agronomic services, and livestock management.

Curricular Information

The AAS in Agribusiness requires 17 credit hours of general education coursework and 43 credit hours of career and technical education coursework. The career and technical component of the curriculum includes instruction in introduction to the agriculture industry, introduction to agribusiness management, agricultural sales, introduction to agri-economics, soil fertility and fertilizers, agriculture machinery, precision agriculture, introduction to horticulture, agricultural power systems, introduction to animal science, crop science, pest management, customer service skills, business records management, supervision fundamentals, career skills for industry, and a required work-based learning experience in agribusiness. The proposed program provides a continued educational ladder opportunity for students completing the College's recently approved Basic Certificates in Agriculture and/or Agribusiness and Advanced Certificate in Agribusiness.

Assessment of student learning for this program will be achieved through evaluation of the student's performance during the required work-based learning experience by program faculty and the worksite supervisor.

Accrediting Information

The Carl Sandburg College (the College) is accredited by the Higher Learning Commission. No specialized accreditation is required.

Supporting Labor Market Data (including employer partners)

Labor market information provided by the College supports the interest in and need for programs in this field of study. According to the Illinois Department of Employment Security (IDES), employment growth for occupations related to agriculture and agribusiness is expected to increase statewide by about one percent through the year 2028. The College indicates support from multiple local employers, including those with locations throughout the district.

Table 1: Employer Partners

Employer	Location
Martin Tractor	Galesburg, IL
West Central FS	Galesburg, IL
Belted Cow Orchard	Kirkwood, IL
Birkley's	Galesburg, IL
Carthage Systems	Carthage, IL
Climate Corporation	Alexis, IL
Cameron Grain	Cameron, IL
Pioneer-Corteva	Monmouth, IL
Compeer Financial	Monmouth, IL
Warren-Henderson Farm Bureau	Monmouth, IL
Knox County Farm Bureau	Galesburg, IL
University of Illinois Extension	Monmouth, IL

Table 2: Projected Enrollments

	First Year	Second Year	Third Year
Agribusiness AAS			
Full-Time Enrollments:	7	9	11
Part-Time Enrollments:	-	-	-
Completions:	0	7	9

Financial/Budgetary Information:

The program will require one new full-time, one new part-time, and four existing part-time faculty the first year. Qualified faculty will hold a bachelor's degree in Agriculture or Agribusiness and have at least one year of work experience in the field of agriculture; some teaching experience is preferred but not required. The program will utilize educational funds to cover costs and equipment purchases in the first year and will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$46,690	\$47,760	\$49,820
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	\$10,000	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$56,690	\$47,760	\$49,820

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	1	1	0	0	0	0
Existing Faculty	0	4	1	5	1	5

Proposed Program Title: Associate of Applied Science in Agricultural Mechanization (63 credit hours)

Program Purpose

This program will prepare individuals for entry-level employment and advancement opportunities in the agriculture and agricultural mechanization fields.

Catalog Description

The Associate of Applied Science (AAS) in Agricultural Mechanization is for students who desire entry-level positions and career advancement in the agricultural mechanic profession. This program will prepare students for positions as agricultural equipment mechanics, agricultural machinery sales and service representatives, and landscaping servicers.

Curricular Information

The AAS in Agricultural Mechanization requires 18 credit hours of general education and 45 credit hours of career and technical education coursework. The career and technical component includes instruction in agriculture industry, welding, electrical fundamentals, agriculture machinery and technology, agriculture power systems, industrial safety, customer service, introduction to agribusiness management, digital logic and circuits, precision agriculture, industrial electricity, process control and instrumentation, hydraulics and pneumatics, industrial blueprints, basic drafting, career skills for industry, and a required work-based learning experience in agribusiness. The proposed program provides a continued educational ladder opportunity for students completing the College's recently approved Basic Certificate in Agriculture and Advanced Certificate in Agriculture.

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

Accrediting Information

The Carl Sandburg College (the College) is accredited by the Higher Learning Commission. No specialized accreditation is required.

Justification for Credit Hours Required

This program exceeds 60 credit hours in total due to a required general education course in applied physics that supports the career and technical education component of the curriculum and mechanical maintenance and repair necessary to work in this field.

Supporting Labor Market Data (including employer partners)

Labor market information provided by the College supports the interest in and need for programs in this field of study. According to the Illinois Department of Employment Security (IDES), employment growth for occupations related to agriculture and agribusiness is expected to increase

statewide by about one percent through the year 2028. The College indicates support from multiple local employers, including those with locations throughout the district.

Table 1: Employer Partners

Employer	Location
Martin Tractor	Galesburg, IL
West Central FS	Galesburg, IL
Belted Cow Orchard	Kirkwood, IL
Birkley's	Galesburg, IL
Carthage Systems	Carthage, IL
Climate Corporation	Alexis, IL
Cameron Grain	Cameron, IL
Pioneer-Corteva	Monmouth, IL
Compeer Financial	Monmouth, IL
Warren-Henderson Farm Bureau	Monmouth, IL
Knox County Farm Bureau	Galesburg, IL
University of Illinois Extension	Monmouth, IL

Table 2: Projected Enrollments

Ag Mechanization AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	7	9	11
Part-Time Enrollments:	-	-	-
Completions:	0	7	9

Financial / Budgetary Information

The program will require one new full-time, one new part-time, and four existing part-time faculty the first year. Qualified faculty will hold at least a bachelor's degree in agriculture or agribusiness and have at least one year of work experience in the field of agriculture; some teaching experience is preferred but not required. All facilities are in place to support the program. Some equipment purchases are planned during the first year of the program. The program will be otherwise supported fiscally through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$46,690	\$47,760	\$49,820
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	\$10,000	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$56,690	\$47,760	\$49,820

Table 4: Faculty Requirements

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

Proposed Program Title: Associate of Applied Science in Medical Assistant (60 credit hours)

Program Purpose

This program will prepare students for entry-level employment and advancement opportunities as medical assistants in a variety of healthcare settings.

Catalog Description

The Associate of Applied Science (AAS) in Medical Assistant prepares students to perform administrative, clinical, and laboratory duties in a variety of healthcare settings under the supervision of a licensed physician and are commonly employed in medical offices and clinics. A Medical Assistant's administrative responsibilities may include front office reception, billing, bookkeeping, basic correspondence, and scheduling of appointments. Clinical duties include taking medical histories, recording vital signs, collecting laboratory specimens, performing basic laboratory tests, taking electrocardiograms, and assisting the physician during the examination.

Curricular Information

The AAS in Medical Assistant requires 19 credit hours of general education, 37 credit hours of career and technical education coursework, and four credit hours in work-based learning. Career and technical coursework includes instruction in professionalism in healthcare, health professionals success strategies, human body in health and illness, medical terminology, introductory and advanced levels of administrative procedures, anatomy and physiology fundamentals, biomedical ethics, principles of electrocardiography, pharmacology and medication, introductory and advanced levels of clinical procedures, clinical laboratory procedures, career development for health professionals, and a required work-based learning component in medical assisting.

Assessment of student learning for the program will be achieved through evaluation of the student's performance during the required work-based learning experience by program faculty and the worksite supervisor. The program will prepare graduates for optional credentialing through the American Association of Medical Assistants (AAMA) as a Certified Medical Assistant (CMA) and/or a Registered Medical Assistant (RMA). This program was granted temporary approval in 2018 and has been in operation for three years.

Accrediting Information

The Carl Sandburg College (the College) is accredited by the Higher Learning Commission. Additionally, the College achieved programmatic accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in January 2021, which allows previous and future graduates to sit for the AAMA credentialing examinations. The College currently offers an accredited Medical Assisting Certificate program.

Supporting Labor Market Data (including employer partners)

Labor market information provided by the College supports the interest in a degree program in this field of study. According to the Illinois Department of Employment Security (IDES), overall growth in employment of "medical assistants" is expected to increase by 6.1 percent statewide through 2028.

Table 1: Employer Partners

Employers	Location
Beu Health Clinic/WIU	Macomb, IL
CGH Medical Center	Sterling, IL
Eagle View Community Health	Oquawka, IL
Ft. Madison Community Hospital,	Ft. Madison, IA
Galesburg Cottage Hospital	Galesburg, IL
Knox Clinic Corporation	Galesburg, IL
Great River Health Systems	West Burlington, IA

Table 2: Projected Enrollments

Medical Assistant A.A.S.	First Year	Second Year	Third Year
Full-Time Enrollments:	32	29	17
Part-Time Enrollments:	0	0	0
Completions:	0	25	27

Financial / Budgetary Information

The program will require one existing full-time faculty member in the first through third years; one new part-time faculty member in the second year; and five new part-time faculty members in the third year. Qualified faculty will hold at least an associate's degree in Medical Assisting, possess a current CMA or RMA credential, and have at least three years of work experience as a medical assistant; one year of teaching experience is preferred but not required. All facilities are in place to support the program. Equipment and other resources are shared with the College's existing accredited Medical Assisting Certificate program. The program will be otherwise supported fiscally through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	0	0	0
Administrator Costs	0	0	0
Other Personnel Costs	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other	0	0	0
TOTAL NEW COSTS	\$0	\$0	\$0

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	0	0	0	0	0	0
Existing Faculty	1	0	1	1	1	6

Proposed Program Title: Associate of Applied Science in Welding (60 credit hours)

Program Purpose

This program will prepare individuals for entry-level employment and advancement opportunities in welding.

Catalog Description

The Associate of Applied Science in Welding trains students for entry-level positions and includes coursework that supports career advancement in the welding profession. The welding AAS is designed to provide the graduate with skills needed to enter employment in local industry as an entry-level welding supervisor or floor foreman for construction firms, agricultural enterprises, and heavy machine or food manufacturing fabrication. This program is designed to provide students with a hands-on welding degree that emphasizes training and the mastery of welding techniques through lab projects and experiential activities in industry. The program includes essential components required for success in the industry today, such as mathematics, communication, attendance, productivity, and basic business skills.

Curricular Information

The AAS in Welding requires 15 credit hours of required general education and 45 credit hours of career and technical education coursework. The career and technical education component of the curriculum includes instruction in metal preparation, gas metal arc welding (GMAW), GMAW applications and flux core arc welding (FCAW), welding blueprints, industrial safety, shielded metal arc welding (SMAW) basics, advanced welding, gas tungsten arc welding (GTAW), welding applications, welding test evaluation, machine tool fundamentals, metallurgy fundamentals, automated welding applications, manufacturing processes, total quality management, career skills for industry, and two fabrication courses that provide real-world learning opportunities. The proposed program provides a continued educational ladder opportunity for students completing the College's recently approved Basic Certificate in Welding and Advanced Welding Certificate.

The AAS in Welding was developed according to guidelines for National Coalition of Certification Centers (NC3) and Lincoln Electric Education Partner Schools (LEEPS) accreditation in welding. The program will prepare students for the following NC3 certifications: Introductory GMAW, Advanced GMAW, Introductory FCAW, Advanced FCAW, Introductory GTAW, Introductory SMAW, Advanced SMAW, and Welding Safety.

Assessment of student learning will be achieved through evaluation of the student's performance during the required fabrication labs by program faculty.

Accrediting Information

The Carl Sandburg College (the College) is accredited by the Higher Learning Commission. The College has achieved National Coalition of Certification Centers and Lincoln Electric Education Partner Schools programmatic accreditation. This accreditation will allow welding students to sit for the related credentialing exams.

Supporting Labor Market Data (including employer partners)

Labor market information provided by the College supports the interest in and need for welding programs. According to the Illinois Department of Employment Security (IDES), employment growth for occupations related to welding is expected to increase statewide by about 2.5 percent through the year 2028.

Table 1: Employer Partners

Employer	Location
Fusion Tech	Roseville, IL
Heat & Control	Galesburg, IL
CNH Industrial	Burlington, IA
Deere & Company	Moline, IL
Lincoln Electric	Bettendorf, IA
Kress Corporation	Brimfield, IL
Alexis Fire Equipment	Alexis, IL
SJ Smith Company	Davenport, IA
BDi Screens	Galesburg, IL
Martin Tractor	Galesburg, IL
Carthage Systems	Carthage, IL
Yetter Farm Equipment	Colchester, IL
Midstate Manufacturing	Galesburg, IL
Pegasus Manufacturing	Galesburg, IL

Table 2: Projected Enrollments

Welding AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	16	20	24
Part-Time Enrollments:	-	-	-
Completions:	8	8	10

Financial / Budgetary Information

The AAS in Welding will require one new full-time and one new part-time faculty the first year. Qualified faculty will hold the required welding certification (competency specific) and have at least one year of work experience in welding; some teaching experience is preferred but not required. All necessary facilities, equipment, and consumables are in place to support the program. The program will be otherwise supported fiscally with student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$39,840	\$40,370	\$41,290
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$39,840	\$40,370	\$41,290

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	1	1	0	0	0	0
Existing Faculty	1	1	2	2	2	2