The image features the Alabama State Seal on the left, which includes a map of the state and the text "STATE OF ALABAMA" and "1819". To the right is a photograph of the Alabama State Capitol building, a large white neoclassical structure with a prominent dome and columns. A large, vibrant red flower is positioned in the foreground, partially overlapping the base of the seal and the bottom of the building image.

**ALABAMA COMMISSION ON HIGHER EDUCATION**

100 North Union Street, Suite 782

Montgomery, Alabama 36104

[www.ache.state.al.us](http://www.ache.state.al.us)

334-242-1998

**COMMISSION MEETING**

June 16, 2006

9:00 a.m.

Retirement Systems of Alabama Union Building  
100 North Union Street, 9<sup>th</sup> Floor  
Public Service Commission Hearing Room  
Montgomery, Alabama 36104

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# AGENDA

## ALABAMA COMMISSION ON HIGHER EDUCATION

RSA Union Building, 9th Floor  
Public Service Commission Hearing Room

June 16, 2006  
9:00 a.m.

- I. Call to Order
- II. Roll Call of Members and Determination of Quorum
- III. Approval of Agenda
- IV. Consideration of Minutes of March 3, 2006 Meeting..... 1
- V. Chairman's Report
- VI. Executive Director's Report
- VII. Report of the Search Committee for the Executive Director
- VIII. Nominating Committee Report
- IX. Recognitions
  - A. Recognition of Danny K. Patterson
  - B. Resolution Commending Michael E. Malone, Ph.D.
  - C. Certificate of Appreciation- Dr. Guin Nance, Chancellor/Auburn University at Montgomery
  - D. Certificate of Appreciation- Dr. Robert McChesney, President/University of Montevallo
- X. Institutional Accountability Reports on Progress Toward Goals Identified in the State Plan
  - A. Dr. Ed Richardson, President/Auburn University
  - B. Dr. Guin Nance, Chancellor/Auburn University at Montgomery
- XI. Discussion Items
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ALABAMA COMMISSION ON HIGHER EDUCATION

**MINUTES OF MEETING**

March 3, 2006

**I. Call to Order**

The Alabama Commission on Higher Education met in regular session on Friday, March 3, 2006, in the Public Service Commission Hearing Room, RSA Union Building, Montgomery, Alabama. Commissioner Brooks called the meeting to order at 9:00 a.m. He announced that he was presiding officer due to the death of Commissioner Danny Patterson's wife, Ms. Paulette Patterson. He called for a moment of silence for the Patterson family.

Commissioner Brooks acknowledged Presidents in attendance and Dr. Robert Jennings, newly appointed president at Alabama A&M University. Mr. Mark Dixon, Governor's Education & Policy Analyst was also welcomed.

**II. Roll Call of Members and Determination of Quorum**

Members present: J. R. Brooks, Ralph Buffkin, Tom Davis, Gale Main, Johnnie J. McDougald, Steve Shaw, Joseph Lowman, and Roberta Watts. A quorum was determined by voice roll call of members present.

**III. Approval of Agenda**

RESOLVED: Commissioner Shaw moved for approval of the agenda. Davis seconded. The agenda was unanimously approved.

**IV. Consideration of Minutes**

RESOLVED: Commissioner McDougald moved for the approval of the December 16, 2005 minutes. Commissioner Buffkin seconded the motion. The minutes were approved.

**V. Executive Director's Report**

Dr. Malone stated that two reports will be given by institutional presidents. He welcomed Dr. Robert Jennings, President, Alabama A&M University to the State of Alabama.

He commented that the state is literally one step away from what will be a historic budget for Alabama and all of higher education. He stated that Commissioner Trip Pittman continually questioned why no one every used the Unified Budget Recommendation (UBR). He then cited a statement that accompanied the 2003-04 UBR, *"As we continue into the new millennium, the higher education community is as unified as it has ever been in meeting the many challenges the current environment presents. This unity has been enhanced through new leadership at the Alabama Commission on Higher Education and the Alabama Department of Postsecondary Education. New leadership has stressed the need for more stable funding, more accountability and continued collaboration with the entire education and corporate communities. The vehicle for stating higher education's funding needs is the statutorily required Unified Budget Recommendation (UBR). Submitted annually to the Executive and Legislative branches of government, the UBR is a data-rich source of information depicting the truest funding needs of each public institution of higher learning in the state."*

*Many hundreds of hours of work go into its preparation. Unfortunately, little if any attention is paid to the UBR once the appropriation process begins. This should change! To this end, the Alabama Commission on Higher Education with the submission of the 2003-04 UBR strongly urges the Governor and Legislature to use the Unified Budget Recommendation to properly fund higher education now and in the future”.*

Dr. Malone stated that the higher education budget that will be approved by the Senate will include new money estimated at \$262 million. He reported that in the last two months he has received calls from the Wall Street Journal, the New York Times, and the Chronicle of Higher Education inquiring as to the process being used in Alabama.

He congratulated the four-year and two-year institutions for making history not only with the UBR but by participation in the Higher Education Day festivities. He then challenged the Commission to continue active support.

## **VI. Institutional Accountability Reports on Progress Toward Goals Identified in the State Plan**

### **A. Alabama A&M University**

A power point presentation of institutional progress on meeting the goals of the *Alabama State Plan for Higher Education 2003-04 to 2008-09* for Alabama A&M University was given by Dr. Robert Jennings, President. A copy of the presentation is attached.

Commissioner Brooks thanked Dr. Jennings for his presentation.

### **B. Beville State Community College**

A power point presentation of institutional progress on meeting the goals of the *Alabama State Plan for Higher Education 2003-04 to 2008-09* for Beville State Community College was given by Dr. Harold Wade, President. A copy of the presentation is attached.

Commissioner Brooks thanked Dr. Wade for his presentation.

## **VII. Discussion Items**

### **A. Network of Alabama Academic Libraries (NAAL) Annual Report**

Dr. Medina reported that none of the NAAL Academic libraries were damaged by Hurricane Katrina. She commended everyone throughout the state for assistance to students and faculty.

Dr. Medina gave a brief review of the NAAL Annual Report. She stressed that all of the activities that are in the Fiscal Year 2006 Annual Plan focus on the academic success of students and the continued quality, graduate level research and services that the institutions offer. She stated that NAAL only succeeds because of the commitment of the institutions to share resources.

She indicated that state funding is needed for the Alabama Education & Research Initiative which includes the Society of Automotive Engineering Digital library, which provides technical standards and specifications in support of the growing automotive industry; extension of access to Science Direct, which is one of the most highly acclaimed research level data bases; and a nursing data base, which would provide the core data base with full text to significant nursing resources to all the state's two-year and four-year institutions that have nursing programs.

She then thanked the Commission and the Governor and Legislature for continued support of the Alabama Virtual Library.

**B. Sutton Resolution**

RESOLVED: Buffkin moved for the acceptance of a Resolution honoring the many contributions of Dr. Joseph T. Sutton, former executive director of the Commission. Shaw seconded. The Resolution was unanimously accepted by the Commission.

**VIII. DECISION ITEMS**

A. Academic Programs (Policies and Procedures Manual, Tab 5B, Criteria for the Evaluation of Proposals for New Programs of Instruction)

1. Northeast Alabama Community College, Certificate in Cosmetology (CIP 12.0401)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

2. Troy University, Bachelor of Arts in Foreign Languages (CIP 16.0101)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

3. University of Alabama, Bachelor of Science in Construction Engineering (CIP 14.3301)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

4. Wallace State Community College (Dothan), Associate in Applied Science and Certificate in Industrial Maintenance Technology (CIP 47.0303)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

B. Extensions/Alterations of Existing Programs and Units of Instruction (Policies and Procedures Manual, Tab 7, Guidelines for Review of Extensions & Alterations of Existing Programs)

1. Athens State University, Addition of an Option in Computer Networking to the Existing Bachelor of Science in Computer Science (CIP 11.0101)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

2. Auburn University, Addition of Options in Muscle Foods and Equine Science to the Existing Bachelor of Science in Animal and Dairy Science (CIP 01.0901)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

3. Chattahoochee Valley Community College, Alteration of the Curriculum for the Associate in Applied Science in Visual Communications (CIP 50.0401)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

4. Alabama State University, Establishment of the College of Visual and Performing Arts, to include the Existing Departments of Visual Arts, Theatre Arts, and Music

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

- C. Request to Amend Post-Implementation Conditions (Policies and Procedures Manual, Tab 6, Guidelines for Consideration of Post-Implementation Reports That Do Not Meet Approved Conditions)

1. University of Alabama at Birmingham, Doctor of Philosophy in Nursing (CIP 51.1608)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

2. Southern Union State Community College, Associate in Applied Science and Certificate in Industrial Maintenance Technology (CIP 47.0303)

RESOLVED: Commissioner Brooks moved for approval based on the recommendation of the Committee of the Whole. Commission members unanimously approved.

- D. Recommendation on Remaining Non-Viable Core Liberal Arts Programs

RESOLVED: Brooks moved for approval based on the recommendation of the Committee of the Whole for Staff Recommendation 1 of 2. Commission members unanimously approved.

RESOLVED: Brooks stated that the Committee of the Whole did not accept Staff Recommendation 2 that the waiver requests be approved. The Committee of the Whole recommends that there be continued monitoring of each of these programs by the staff and the Commission for three years. At the end of which, the programs will be phased out unless they are viable or a waiver request is granted by the Commission. Programs will be considered by the Commission after June 30, 2009.

Brooks moved not to approve Staff Recommendation 2. Commission members unanimously agreed.

#### **IX. Information Items Ala. Code 16-5-10 (12) (1975)**

RESOLVED: Davis moved for the acceptance of the following Information Items as presented to the Commission. McDougald seconded. Information Items were accepted as presented.

- A. Programs Meeting Post-Implementation Conditions (Policies and Procedures Manual, Tab 6, Guidelines for Consideration of Post-Implementation Reports That Do Not Meet Approved Conditions)

1. The University of Alabama, Doctor of Philosophy in Computer Science (CIP 11.0101)—Second Report

- B. Jefferson State Community College, New Exempt Off-Campus Site

- C. Central Alabama Community College, New Exempt Off-Campus Site

- D. Wallace State Community College—Hanceville, New Exempt Off-Campus Site
- E. University of Alabama and University of Alabama at Birmingham, Change in the Name of the Department of Civil and Environmental Engineering to the Department of Civil, Construction, and Environmental Engineering
- F. Auburn University, Change in the Name of the Department of Animal and Dairy Science to the Department of Animal Sciences
- G. Programs That Do Not Meet Post-Implementation Conditions (Policies and Procedures Manual, Tab 6, Guidelines for Consideration of Post-Implementation Reports That Do Not Meet Approved Conditions)
  - 1. Alabama State University, Bachelor of Science in Occupational Therapy (CIP 51.2306)
- H. Changes to the Academic Program Inventory
- I. Implementation of new Certificate Programs (Less Than or Equal to 29 Semester Hours) in Selected Fields at Various Two-Year Colleges
- J. Implementation of Approved Programs
- K. Alabama Commission on Higher Education Accountability Agenda for implementation of the State Plan For Higher Education 2003-04 to 2008-09  
Master Schedule of Institutional Presentations Ala. Code §16-5-6 (1975)

**Other Issues**

A. Executive Director Search Committee

Davis reported on the status of the Search Committee for the Executive Director. A copy of the report is attached.

He stated that the next step will be to choose a number of individuals to be interviewed by the Search Committee.

Brooks thanked Davis and the other Commissioners for all the work that has be done on the search for a Executive Director.

**X. Adjournment**

The meeting was adjourned at 11:30 a.m. The next meeting of the Commission is scheduled for March 3, 2006.

\_\_\_\_\_  
Danny K. Patterson, Chairman

\_\_\_\_\_  
Michael E. Malone, Executive Director

Sworn to and subscribed before  
me this the \_\_\_ day of \_\_\_\_\_  
2006.

\_\_\_\_\_  
Notary Public

**DISCUSSION ITEM B:** Alabama Statewide Student Database – Other Projects

**Staff Presenter:** Diane Sherman  
Director of Institutional Research

**Staff Recommendation:** For discussion only.

**Background:** In addition to producing the mandated reports from the Alabama Statewide Student Database, staff has begun using this data in some other major projects.

Last year, staff produced the first Institutional Student Profiles using Fall 2004 data. Staff is now releasing the Institutional Student Profiles for Fall 2005. This report is intended to provide a variety of summary information from the Student Database for quick review of each Alabama public institution. All of the data used to produce the profiles has previously been published and released by the Commission in other formats.

The Institutional Student Profiles for Fall 2005 has one new section with information on the Top Five Alabama Public Feeder High Schools for each institution. This information was extracted from one of the new Fall 2005 High School Reports which had been released and published on the Commission web site. These profiles are being mailed to each of the ACHE Commissioners, Presidents/Chancellors, Student Database contacts and members of the Alabama Legislature. The profiles will also be published on the Commission website at [www.ache.state.al.us/profiles](http://www.ache.state.al.us/profiles).

In addition to the profiles, staff has also recently used data from the Alabama Statewide Student Database to provide feedback to the Alabama Department of Postsecondary Education (ADPE) on the transfer component of their College Accountability Performance Profile (CAPP) project. Data reports produced in this CAPP project should prove helpful to both the 2-year and 4-year public institutions. ADPE has requested that staff begin providing this type of transfer feedback data to them for the CAPP project each year.

ACHE staff is also beginning to utilize data from the Alabama Statewide Student Database in a joint project with the Alabama Department of Industrial Relations (DIR). Discussions are being held regarding a workforce development project that will combine student enrollment data, student completion data and DIR workforce data to examine current and future workforce demands in the state of Alabama. More details will be provided to you on that project as it progresses.

**Supporting Documents:** Available upon Request.

DECISION ITEM A-1: Calhoun State Community College, Associate in Applied Science in Clinical Laboratory Technology (CIP 51.1004)

Staff Presenter: Mrs. Brenda T. Carter  
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science in Clinical Laboratory Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented in January 2007. Based on Commission policy, the proposed program must be implemented by June 2008 or Commission approval will expire. The institution must notify the Commission when the program is implemented or if there is a delay in implementation.

Post-Implementation Conditions:

1. That the annual average new enrollment headcount for the first five years will be at least 20, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2008-09 through 2011-12 will be at least 10, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That documentation be provided to show that the program has been accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
5. That documentation be provided to show that at least 80 percent of graduates passed the National Registry Examination.
6. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Calhoun State Community College (CAL) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than February 2012.

Rationale:

This recommendation for approval is based on the following key points:

1. The proposed program has been developed in direct response to rigorously documented market demand, in keeping with the spirit of the Commission's moratorium on new programs which expired in September 2005.
2. The format for the proposed program is unique to Alabama. CAL officials were asked to develop this program by the laboratory managers of the Health Group of Alabama in response to shortages in this specialty area. CAL has partnered with two institutions: Central Alabama Community College and Southern Union Community College. These institutions will share resources to meet the demands for CLT's in underserved areas of the state.
3. CAL received grant funding through the US Department of Labor to be used to expand healthcare offerings in its service area and in the areas served by the partner institutions. Grant funding will allow for distance education and laboratory equipment purchases and faculty support.
4. CAL officials plan to seek accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), which is the recognized accrediting agency for CLT programs.
5. Resources are available to support the program through internal reallocations, extramural funds, and tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Calhoun State Community College proposal dated February 21, 2006. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION Calhoun State Community College  
 PROGRAM Associate in Applied Science in Clinical Laboratory Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	<u>\$50,000</u>	<u>\$65,000</u>	<u>\$68,000</u>	<u>\$71,000</u>	<u>\$72,000</u>	<u>\$326,000</u>
LIBRARY	<u>\$2,500</u>	<u>\$1,000</u>	<u>\$500</u>	<u>\$300</u>	<u>\$200</u>	<u>\$4,500</u>
FACILITIES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EQUIPMENT	<u>\$254,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$254,000</u>
STAFF	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
OTHER**	<u>\$74,000</u>	<u>\$50,500</u>	<u>\$50,500</u>	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$195,000</u>
TOTAL	<u>\$380,500</u>	<u>\$116,500</u>	<u>\$119,000</u>	<u>\$81,300</u>	<u>\$82,200</u>	<u>\$779,500</u>

\* Additional faculty salaries should be shown in all five years

\*\* Supplies

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	<u>\$20,000</u>	<u>\$35,000</u>	<u>\$68,000</u>	<u>\$71,000</u>	<u>\$72,000</u>	<u>\$266,000</u>
EXTRAMURAL (Grant)	<u>\$328,000</u>	<u>\$80,740</u>	<u>\$80,740</u>	<u>\$0</u>	<u>\$0</u>	<u>\$489,480</u>
TUITION	<u>\$60,800</u>	<u>\$104,500</u>	<u>\$104,500</u>	<u>\$104,500</u>	<u>\$104,500</u>	<u>\$478,800</u>
TOTAL	<u>\$408,800</u>	<u>\$220,240</u>	<u>\$253,240</u>	<u>\$175,500</u>	<u>\$176,500</u>	<u>1,234,280</u>

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2007-08	2008-09	2009-10	2010-11	2011-12	5-YEAR AVERAGE
NEW ENROLLMENT HEADCOUNT	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
						4-YEAR AVERAGE
PROJECTED ANNUAL DEGREE COMPLETIONS	<u>0</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

## Attachment 2

### Summary of Background Information

Associate in Applied Science in Clinical Laboratory Technology  
Calhoun State Community College

**Role:** The proposed program is within the instructional role currently recognized for Calhoun State Community College.

**Objectives:** The main objectives for the program are:

1. To increase the healthcare program offerings to students via distance technology in cooperation with two other Alabama community colleges: Central Alabama Community College (CEN) and Southern Union Community College (SOU). CAL plans to submit off-campus site proposals for these colleges, which will share resources to increase healthcare program offering to students in North Alabama and rural areas of the State.
2. That the CLT program will become accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) by the 2008-09 academic year.
3. That at least 90 percent of graduates will be employed in the field within six months following graduation.
4. That at least 80 percent of graduates will successfully pass the National Registry Examination.
5. That at least 90 percent of employer evaluations of graduates of the program will be favorable.

**Administration:** The proposed program will be administered by Brenda Beasley, program director.

**Accreditation:** The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is the recognized accrediting agency for CLT programs. Following program approval by the Commission, CAL will immediately begin the accreditation process with NAACLS, which includes the submission of a Comprehensive Self Study Report and a site visit by NAACLS survey team. Full five-year accreditation will be sought in advance of the graduation of the first admitting class.

Students must successfully complete the registry examination in order to be certified as a Registered Technician, which is a requirement for employment. The national certification exams are administered by either the American Society of Clinical Pathologists (ASCP) or the National Credentialing Agency of Laboratory Personnel (NCA). The distinction between a CLT (Clinical Laboratory Technician) and a MLT (Medical Laboratory Technician) is marked by choice of credentialing examination. Successful completion of the NCA exam results in the issuance of a CLT certification whereas successfully passing the ASCP exam results in a MLT certification. Graduates may choose to take one or both of the certification exams.

**Curriculum:** The following new courses will be added to the curriculum specifically for this program:

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
CLT 100	Phlebotomy	1
CLT 106	Clinical Calculations and Statistic	2
CLT 111	Urinalysis and Body Fluids	3

ALABAMA COMMISSION ON HIGHER EDUCATION  
 Friday, June 16, 2006

CLT 121	CLT Hematology	5
CLT 131	Laboratory Techniques	3
CLT 141	Microbiology I	5
CLT 142	Microbiology II	5
CLT 151	Clinical Chemistry	5
CLT 161	Integrated Laboratory Simulation	2
CLT 181	Immunology	2
CLT 191	Immunohematology	5
CLT 293	Clinical Seminar	2
CLT 294	Clinical Laboratory Practicum I	3
CLT 295	Clinical Laboratory Practicum II	3
CLT 296	Clinical Laboratory Practicum III	3
CLT 297	Clinical Laboratory Practicum IV	3
	TOTAL	52

Program Completion Requirements:

Credit hours required in major (skills emphasis)	52
Credit hours in institutional general education or core curriculum	20
Credit hours in required or free electives	3
Total credit hours for completions	75

**Admissions:** In order to be accepted into the CLT program, students must:

- Have unconditional admission to the college.
- Submit a completed CLT Application of Admission.
- Hold a cumulative GPA of 2.50 or higher on college course work attempted within the last two years or a minimum of 2.50 high school GPA for student's without prior college work (a GED is acceptable in lieu of a high school transcript).
- Be eligible to take English 101 and Math 100 as determined by college policy.
- Meet the essential functions or technical standards required for CLT.
- Have a minimum score of 76 on the COMPASS Reading Examination (or related ACT Reading Score of at least 17).

**Need:** The plan for the proposed program is unique to Alabama. CAL officials were asked to develop this program by the laboratory managers of the Health Group of Alabama in response to shortages in this specialty area. CAL sought grant funding through the US Department of Labor to be used to expand healthcare offerings in its service area and sought partner institutions in underserved areas of the state. The partner institutions, Central Alabama Community College (CEN) and Southern Union Community College (SOU), will share resources to meet the demands for CLT's in the areas served by the partner colleges. Grant Funding will allow for distance education and laboratory equipment purchases and faculty support.

Currently, there are three similar programs in the state: an AAS in CLT at Gadsden State Community College and AAS degrees in MLT at Jefferson State Community College and Wallace Community College (Hanceville). However, there are many rural areas of the state where the existing programs are not an option for students, due to travel time. There are no programs in CLT in North Alabama or in the areas served by CEN and SOU.

According to CAL officials, health industries are a major employer in Alabama, with one in ten workers employed in the industry. Projected needs for many healthcare positions in Alabama exceed the national projections. For the past three years, the Alabama Hospital Association (AlaHA) has conducted a comprehensive healthcare staffing survey. The 2004 Staffing Report indicated a nine percent statewide vacancy rate for CLT's, an increase from seven percent in 2003. The report also indicated an immediate need for 16 positions in the northern region of the state. AlaHA employment projections for 2006 indicate a 22 percent increase statewide, which exceeds national forecasts.

According to the Alabama Department of Industrial Relations, it is expected that there will be 134 job openings per year through 2012 in Alabama. This is an annual average growth of 1.9 percent, faster than the 1.3 percent growth rate for all occupations.

**Distance Education:** The proposed program will use distance education to share resources among the partnering institutions. Tandberg or a similar videoconferencing system will be purchased with funds from the DOL grant and will be used to deliver live, interactive classroom instruction conducted at CAL to the two partnering institutions. According to CAL officials, most community college students work at least part-time and often have family responsibilities; therefore, flexible scheduling is critical to student success. This program offers improved learning techniques through multiple delivery options such as traditional classroom and lab delivery as well as on-line or web-based instruction with virtual labs. These delivery options facilitate the flexible scheduling needs at each partner institution and are particularly advantageous to incumbent workers in the healthcare industry who often have odd shift schedules.

**Student Demand:** A total of 299 potential students were identified through the following sources:

- Survey of High School students administered by Allied Health instructors
- Health Group of Alabama Laboratory Consortium
- One-Stop Career Center
- Decatur Youth Services
- Department of Labor Grant Website and Grant Director
- Current enrollment in CAL's Phlebotomy program

CAL officials estimate that 20 students will be enrolled in the program during the first year of the program, including enrollment at the two off-campus sites at CEN and SOU.

**Resources:**

**Faculty/Staff:** Currently there are no faculty employed in the program. CAL officials plan to hire one full-time primary faculty to teach in the program in the first five years. Faculty will be required to meet qualifications as identified by the Department of Postsecondary Education and by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The proposed program will be supported by existing clerical staff. A part-time certified CLT manager will be hired to assist with the clinical laboratory component. Credentials for support faculty are concurrent with qualifications stipulated by the Department of Postsecondary Education.

**Equipment/Facilities:** The following equipment will be purchased for the CLT skills lab:

- Two double-headed microscopes
- One urinalysis analyzer
- One chemistry analyzer
- One hematology analyzer
- One coagulation analyzer
- Twenty specialty student microscopes
- One incubator with bioflow hood
- One CO2 incubator

Total costs for laboratory instrumentation is projected to be \$254,000. This amount does not include supplies for the laboratory, which are critical for its operation. CLT laboratory supplies include:

- Reagent supplies
- Manual diff counters
- Microhematocrit centrifuge
- Refrigerator for storage

- Blood band slide view boxes
- Blood bank centrifuge
- Automated MLS pipettes, three per student
- Serology kits, ten per student
- Twenty-five Hemocytometers
- Expendables, such as alcohol swabs

The estimated cost of these supplies is \$195,000 over the first five years of the program.

The CLT program will be housed on the Decatur campus of CAL in the Health Sciences building currently under construction. The Health Sciences building is a 64,000 square foot state-of-the-art building with occupancy scheduled for summer of 2006. The partner institutions have committed distance education classrooms to accommodate CLT students.

**Library:** CAL's library collections are adequate to support the proposed program through journals and electronic database which support the existing allied health programs. In consultation with CLT faculty, the college librarian will purchase materials to support the program. CAL officials estimate that \$4,500 will be spent during the first five years of the program.

**Program Budget:** CAL predicts that a total of \$779,500 in new funds will be required to support the proposed program over the first five years and that \$1,234,280 will be available through internal reallocations, extramural funds, and tuition.

**CURRICULUM FOR PROPOSED AAS**

<b><u>Spring Pre-CLT</u></b>		<b><u>Credits</u></b>
ENG 101	English Composition	3
MTH 100	Math	3
CIS 111	Word Processing Software Applications	3
	Elective	3
<b><u>Summer CLT</u></b>		<b><u>Credits</u></b>
CLT 100	Phlebotomy	2
CLT 106	Clinical Calculations and Statistics	2
CHM 104	Introduction to Chemistry	4
CIS 113	Spreadsheet Software Applications	3
<b><u>Fall CLT</u></b>		<b><u>Credits</u></b>
SPH 106 or 107		3
CLT 111	Urinalysis and Body Fluids	3
CLT 131	Laboratory Techniques	3
PSY 200	General Psychology	3
<b><u>Spring CLT</u></b>		<b><u>Credits</u></b>
CLT 121	Hematology	5
CLT 141	Microbiology I	5
CLT 151	Clinical Chemistry	5
<b><u>Summer CLT</u></b>		<b><u>Credits</u></b>
CLT 142	Microbiology II	5
CLT 181	Immunology	2
CLT 161	Integrated Laboratory Simulation	2
CLT 191	Immunoematology	5
<b><u>Fall CLT</u></b>		<b><u>Credits</u></b>
CLT 293	Clinical Seminar	2
CLT 294	Clinical Laboratory Practicum I	3
CLT 295	Clinical Laboratory Practicum II	3
CLT 296	Clinical Laboratory Practicum III	3
CLT 297	Clinical Laboratory Practicum IV	3

DECISION ITEM A-2: Jefferson State Community College, Associate in Applied Science and Certificate in Emergency Medical Services - Paramedic (CIP 51.0904)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science and Certificate in Emergency Medical Services - Paramedic with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2006. Based on Commission policy, the proposed program must be implemented by June 2008 or Commission approval is null and void. The institution must notify the Commission in writing when the program is implemented or if there is any delay in implementation.

Post-Implementation Conditions:

1. That the annual average headcount enrollment for the first five years will be at least 35 based on the proposal.
2. That the annual average number of graduates for the Academic Years 2007-08 through 2010-11 will be at least 20 based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That documentation be provided to show that the program has been accredited by the Commission on Accreditation of Emergency Medical Services Programs (CoAEMSP), as required by the State of Alabama Department of Public Health.
5. That documentation be provided to show that at least 80 percent of graduates passed the National Registry of Emergency Medical Technicians examination, which is a requirement for licensure.
6. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Jefferson State Community College (JSC) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the

post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2011.

Rationale:

This recommendation for approval is based on the following key points:

1. The proposed program has been developed in direct response to rigorously documented market demand, in keeping with the spirit of the Commission's moratorium which expired in September 2005.

The proposed program will meet the needs of the community by producing trained and qualified EMS-Paramedics to fill a well-documented need in the immediate college service area and in the State of Alabama at large. The program also will provide a degree completion alternative to students currently enrolled in JSC's EMT-Basic program.

2. The State of Alabama Department of Public Health requires that Paramedic programs be accredited by the Commission on Accreditation of Emergency Medical Services Programs (CoAEMSP). JSC will pursue this accreditation, which culminates in a site visit after the second group of enrolled students completes the program.
3. Clinical sites are an integral part of EMS programs. JSC has signed an agreement with Shelby Baptist Medical Center to be a clinical site and additional sites are being negotiated and will be contracted as the program demands increase.
4. Resources are available to support the program through tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Jefferson State Community College proposal dated January 20, 2006. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION Jefferson State Community College  
 PROGRAM Certificate and Associate in Applied Science in Emergency Medical Services/  
 Paramedic

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	\$6,405	\$30,744	\$30,744	\$30,744	\$30,744	\$129,381
LIBRARY	\$750	\$750	\$750	\$750	\$750	\$3,750
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$17,155	\$36,494	\$36,494	\$36,494	\$36,494	\$163,131

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$94,860	\$147,188	\$154,530	\$171,666	\$179,010	\$747,254
TOTAL	\$94,860	\$147,188	\$154,530	\$171,666	\$179,010	\$747,254

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2006-07	2007-08	2008-09	2009-10	2010-11	5-YEAR AVERAGE
NEW ENROLLMENT HEADCOUNT	30	30	35	40	40	35
PROJECTED ANNUAL DEGREE COMPLETIONS	0	16	18	21	24	4-YEAR AVERAGE 20

## Attachment 2

### Summary of Background Information

Associate in Applied Science and Certificate in Emergency Medical Services - Paramedic  
Jefferson State Community College

**Role:** The proposed program is within the instructional role currently recognized for JSC.

**Objectives:** Specific objectives of the program are to:

1. Provide an effective course of study leading to the completion of a state-approved AAS degree.
2. Provide students with the necessary classroom and practical experiences to develop a sufficient base of knowledge as a professional EMT-Paramedic.
3. Adequately prepare students for the National Registry of EMTs examination, resulting in a pass rate of 80 percent (or the pass rate required by the Alabama Department of Postsecondary Education and the Alabama Department of Public Health).
4. Support community and workforce needs by increasing the number of trained, licensed EMT-Paramedics.

JSC currently has an EMT-Basic program and predicts that the addition of the C and AAS degrees will boost enrollment in the existing program, as well as provide students with a degree completion option.

**Accreditation:** The Alabama Department of Public Health requires that Paramedic programs be accredited by the Commission on Accreditation of Emergency Medical Services Programs (CoAEMSP). JSC will pursue this accreditation, which culminates in a site visit after the second group of enrolled students completes the program (estimated to be after the Fall 2007 semester).

Students that successfully complete the EMS-Paramedic program will qualify to sit for the licensure examination by the National Registry of Emergency Medical Technicians (NREMT). The Alabama Department of Public Health EMS Division uses successful passage of the NREMT examination as their primary criterion for awarding a State of Alabama license as an EMT-Paramedic.

**Curriculum:** The program will require the completion of 75 semester hours (sh), which will include 22 sh in general education or core curriculum courses and 53 sh in major courses. Fourteen new courses will be developed for this program. These courses are listed below:

EMP 191 Paramedic Preparatory	2 sh
EMP 192 Paramedic Operations	3 sh
EMP 193 Patient Assessment and Management	3 sh
EMP 194 Paramedic General Pharmacology	2 sh
EMP 196 Advanced Trauma Management B	3 sh
EMP 197 Paramedic Clinical Competencies I	3 sh
EMP 198 Medical Patient Management I	3 sh
EMP 199 Cardiovascular Electrophysiology	3 sh
EMP 201 Medical Patient Management IIB	3 sh
EMP 202 Paramedic Clinical Competencies II	3 sh
EMP 203 Cardiovascular Patient Management	3 sh
EMP 205 Paramedic Terminal Competencies	2 sh
EMP 206 Paramedic Field Preceptorship	6 sh
EMP 207 Paramedic Team Leadership Preceptorship	1 sh

Imbedded within the curriculum are several hundred actual hours of field internship and clinical site experiences that are introduced incrementally throughout the curriculum to achieve specific educational goals and to meet accreditation requirements.

**Admissions:** Students will be screened for admission to the EMS program based upon the following criteria:

- Standard policies related to college admission.
- Previous completion of the core academic courses required in the degree plan.
- The ability to meet the essential functions of an EMS-Paramedic as determined by the Alabama Department of Public Health.
- Possession of an Alabama EMT-Basic license prior to beginning Paramedic clinical work.
- Experience in Emergency Medical Services, including either work or volunteer experience.
- Specific criteria established by clinical site agencies, including but not limited to: proof of vaccination/immunization against communicable diseases, and the absence of a criminal background or controlled substance use.

**Need:** This program will meet the needs in the community by producing trained and qualified EMT-Paramedics to fill a well-documented need in the immediate college service area and in the State of Alabama at large. The program will also provide a degree completion alternative to students currently enrolled in the EMT-Basic program.

There are twelve other colleges in Alabama that offer EMS; however, JSC officials have documented that the addition of this program is justified based on the high demand for paramedics in the college's service area. JSC serves the healthcare center for the State of Alabama and the population demands of their service area result in a higher number of agencies employing paramedics than other areas of the state. Currently, there is no paramedic program located between Shelby county and Montgomery, which represents a distance of approximately ninety miles.

A 2004 study by the Birmingham Regional Emergency Medical Services System (BREMSS) was used by JSC to project the number of job openings in the area. This study was derived from a survey of employers in the Birmingham area and is consistent with data from the Alabama Department of Industrial Relations. Both sources project that there will be 30 new job openings annually for paramedics in the Birmingham area. In the State of Alabama, it is anticipated that there will be 131 job openings per year. Almost 75 percent of job openings are due to growth (new positions) instead of due to replacement, further illustrating the need for a new educational program to provide trained paramedics.

**Student Demand:** Enrollment projections were estimated based on several factors. In the last year, 123 students were enrolled in JSC's EMT-Basic program. Many of these students have expressed their intent to enroll in a Paramedic program and are delaying furthering their education in anticipation of this program beginning. JSC currently has a list of 55 students who have inquired about the program and who are on a list to receive information about the program, pending approval. Another source of potential students are those who applied to other health related programs but were not admitted due to limited space. For example, more than 1,200 students applied for admission to the Registered Nursing program during 2005-2006, and only 290 were admitted. These students often seek admission to other allied health programs, such as EMS.

**Resources:**

**Faculty/Staff:** JSC currently employs one full-time faculty member who will teach in this program. It is expected that four part-time faculty will be hired in the first five years of the program.

Future faculty will be hired based on credentials established by the Department of Postsecondary Education.

Available support staff includes those already assigned as office managers and administrative support in JSC's Professional, Career, and Technical Education division of the college. It is not anticipated that additional support staff will be required for the program.

**Equipment/Facilities:** Specialized training equipment related to practical skills instruction is required for this program, however, much of it is already available to the Nursing and EMT-Basic programs on campus. The initial cost of the remaining equipment is estimated to be less than \$10,000. An additional \$5,000 per year will be needed for maintenance and replacement costs for equipment.

Current facilities of the college are sufficient to support the program in its beginning stages. JSC plans the addition of a new classroom building in 2007, with space dedicated for a Paramedic classroom and laboratory.

Clinical sites are an integral part of the EMS program. JSC currently has signed an agreement with Shelby Baptist Medical Center to be a clinical site and additional sites are being negotiated and will be contracted as the program demands increase.

**Library:** The existing library at JSC contains adequate materials in disciplines that are directly applicable to the EMS program, such as nursing and health sciences. JSC officials expect that only minimal additions will be required and estimate the cost to be \$750 per year.

**Program Budget:** JSC officials project that a total of \$163,131 in new funds will be required to support the proposed program, and that a total of \$747,254 will be available through tuition.

Attachment 3

**Jefferson State Community College Certificate and Associate  
in Applied Science in Emergency Medical  
Technician/Paramedic**

**First Semester**

EMS 140 EMT Prep and Prehospital EMS Operations	2
EMS 141 EMT Assessment and Trauma-Related Injuries	3
EMS 142 EMT Medical Emergencies and Pediatric Care	3
EMS 143 EMT Basic Clinical Competencies	1
MTH116 Mathematical Applications (or higher)	3
ENG 101 English Composition I	3

**Second Semester**

EMP 189 Applied Anatomy and Physiology for the Paramedic	4
EMP 191 Paramedic Preparatory	2
EMP 192 Paramedic Operations	3
EMP 193 Patient Assessment and Management	3
Humanities/Fine Arts Elective	3

**Third Semester**

EMP 194 Paramedic General Pharmacology	2
EMP 196 Advanced Trauma Management B	3
EMP 198 Medical Patient Management I	3
EMP 199 Cardiovascular Electrophysiology	3
CIS 146 Microcomputer Applications	3

**Fourth Semester**

EMP 197 Paramedic Clinical Competencies I	3
EMP 201 Medical Patient Management IIB	3
EMP 202 Paramedic Clinical Competencies II	3
EMP 203 Cardiovascular Patient Management	3
SPH 106 Fundamentals of Oral Communications	3

**Fifth Semester**

EMP 205 Paramedic Terminal Competencies	2
EMP 206 Paramedic Field Prceptorship	6
EMP 207 Paramedic Team Leadership Preceptorship	1
PSY 200 General Psychology	3
BIO 103 Principles of Biology (or higher)	4

**Total Hours** \_\_\_\_\_ **75**

**Certificate in Emergency Medical Services (EMT-Paramedic)  
Curriculum by Semester**

**First Semester**

EMP 189 Applied Anatomy and Physiology for the Paramedic	4
EMP 191 Paramedic Preparatory	2
EMP 192 Paramedic Operations	3
EMP 193 Patient Assessment and Management	3
MTH116 Mathematical Applications (or higher)	3

**Second Semester**

EMP 194 Paramedic General Pharmacology	2
EMP 196 Advanced Trauma Management B	3
EMP 198 Medical Patient Management 1	3
EMP 199 Cardiovascular Electrophysiology	3
ENG101 English Composition I	3

**Third Semester**

EMP 197 Paramedic Clinical Competencies I	3
EMP 201 Medical Patient Management KB	3
EMP 202 Paramedic Clinical Competencies II	3
EMP 203 Cardiovascular Patient Management	3
SPH 106 Fundamentals of Oral Communications	3

**Fourth Semester**

EMP 205 Paramedic Terminal Competencies	2
EMP 206 Paramedic Field Preceptorship	6
EMP 207 Paramedic Team Leadership Preceptorship	1
CJS 146 Microcomputer Applications	3

**Total Hours** \_\_\_\_\_ **56**

DECISION ITEM A-3a: Snead State Community College, Associate in Applied Science and Certificate in Cosmetology (CIP12.0403)

Staff Presenter: Mrs. Brenda T. Carter  
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science and Certificate in Cosmetology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2006. Based on Commission policy, the proposed program must be implemented by June 2008 or Commission approval is null and void. The institution must notify the Commission in writing when the program is implemented or if there is any delay in implementation.

Post-Implementation Conditions:

1. That the annual average new enrollment headcount for the first five years will be at least 24, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2007-08 through 2010-11 will be at least 18, based on the proposal.
3. That documentation be provided showing that at least 75 percent of the graduates have attained Alabama Board of Cosmetology licensure on the first attempt.
4. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
5. That information regarding an overall assessment of the program will be provided, particularly as related to objectives and assessment measures stated in the proposal.

Snead State Community College (SND) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2011.

Rationale: This recommendation for approval is based on the following key points:

1. SND has deleted unproductive programs and is in the process of replacing those with new programs that

reflect local interest and support. According to SND officials, Cosmetology is expected to be a viable and self-supporting program.

2. SND will use technology it already has to record classes for student review. This component will make the proposed program different from other cosmetology programs in the state. SND officials anticipate exceptional student success rates and licensure passage rates because of this use of distance education technology in a non-distance education program.
3. SND has made agreements with secondary schools in the area concerning the use of facilities and the opportunity for high school students to receive dual credit and/or articulate into the proposed program.
4. The U.S. Department of Labor predicts an increase in the number of cosmetologists, hairdressers, and hairstylists as the number of traditional barbers decreases. Continued growth in the number of nail salons and full-service day spas will generate additional job openings.
5. SND projects a total of \$381,651 in estimated new funds will be required to support the proposed program and a total of \$1,039,865 will be available through tuition and internal reallocations.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
6. Summary of Background Information, Attached.
7. Curriculum for Proposed Program, Attached.
8. Snead State Community College proposal, dated January 9, 2006. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION Snead State Community College

PROGRAM Certificate and Associate in Applied Science in Cosmetology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	\$35,431	\$72,979	\$75,623	\$77,997	\$80,371	\$342,401
LIBRARY	\$100	\$100	\$100	\$100	\$100	\$500
FACILITIES	\$10,000	\$0	\$0	\$0	\$0	\$10,000
EQUIPMENT	\$28,750	\$0	\$0	\$0	\$0	\$28,750
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$74,281	\$73,079	\$75,723	\$78,097	\$80,471	\$381,651

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	\$27,845	\$0	\$0	\$0	\$0	\$27,845
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$46,436	\$143,358	\$250,142	\$286,042	\$286,042	\$1,012,020
TOTAL	\$74,281	\$143,358	\$250,142	\$286,042	\$286,042	\$1,039,865

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2006-07	2007-08	2008-09	2009-10	2010-11	5-YEAR AVERAGE
NEW ENROLLMENT HEADCOUNT	18	24	26	26	26	24
PROJECTED ANNUAL DEGREE COMPLETIONS	0	14	18	20	20	18

## Attachment 2

### Summary of Background Information

Associate in Applied Science and Certificate in Cosmetology  
Snead State Community College

**Role:** The proposed program is within the instructional role currently recognized for Snead State Community College.

**Objectives:** The objective of the Certificate and Associate in Applied Science degree programs in Cosmetology/Cosmetologist is to provide experiences that enable graduates to obtain competencies needed for certification and employment, including self-employment as a cosmetologist.

**Administration:** The program will be administered by Lavell Thrasher, Interim President at Snead State Community College.

**Curriculum:** Both the Certificate and the AAS in Cosmetology are technical programs and will not transfer to senior institutions. The AAS will require 61 semester hours (sh) and the Certificate will require 49 sh.

#### Program Completion Requirements:

General Education	13 sh
Major	48 sh
Total -- AAS	61 sh

General Education	13 sh
Major	36 sh
Total -- Certificate	49 sh

The following new courses will be added to the curriculum for this program:

COURSE NUMBER	COURSE TITLE	CREDIT HOUR VALUE
COS 111	Cosmetology Science and Art	3
COS 112	Cosmetology and Art Lab	3
COS 113	Chemical Methodology	3
COS 114	Chemical Methodology Lab	3
COS 121	Colorimetry	3
COS 122	Colorimetry Applications	3
COS 123	Cosmetology Salon Practices	3
COS 124	Salon Management	3
COS 125	Career and Personal Development	3
COS 131	Aesthetics	3
COS 132	Aesthetics Applications	3
COS 133	Salon Management Technology	3
COS 134	Advanced Aesthetics	3
COS 135	Advanced Aesthetics Applications	3
COS 140	Hair Cutting	3
COS 141	Applied Chemistry for Cosmetology	3
COS 142	Applied Chemistry for Cosmetology Lab	3
COS 143	Hair Designs	3
COS 144	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
COS 146	Hair Additions	3
COS 147	Hair Additions	3
COS 149	Salon Management Lab	3

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COS 151	Nail Care	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
COS 156	Career and Personal Development	3
COS 158	Employability Skills	3
COS 160	Image Projection	3
COS 161	Special Topics in Cosmetology	3
COS 162	Special Topics in Cosmetology	3
COS 163	Facial Treatments	3
COS 164	Facial Machine	3
COS 165	Related Subjects Aestheticians	3
COS 166	Color Psychology Coordination	3
COS 167	State Board Review	1-3
COS 168	Bacteriology and Sanitation	3
COS 169	Skin Functions	3
COS 182	Special Topics	3
COS 190	Internship in Cosmetology	1-3
COS 191	Co-op	1-3
COS 291	Co-op	1-3

**Accreditation:** The National Accrediting Commission of Cosmetology Arts and Sciences provides national accreditation for cosmetology programs. It is anticipated that SND will apply for program accreditation after teaching its first class.

The Alabama Board of Cosmetology will license graduates to practice in the field. SND will maintain at least an 80 percent passage rate for licensure.

**Collaboration:** SND will collaborate with area secondary schools in the use of facilities and in providing opportunities for dual credit enrollment and/or articulation into the program.

**Distance Education:** As the program begins, no distance education courses will be offered; however, distance education technology (Tegrity video streaming and WebCT online courses preparation software) will be used to record lecture and demonstration components of the curriculum so that students who miss class or want to review material covered on campus can go online to do so. This technology will be especially beneficial to students who need to review coursework in preparation of state board exams.

SND will use technology already in place to record classes for student review. This material will be housed on college servers and will be available to all students enrolled in the cosmetology program. It is this component that will make SND's cosmetology program different from others in the state. SND officials anticipate exceptional student success rates and licensure passage rates because of this use of distance education technology in a non-distance education program.

**Admission:** Students must meet admission requirements as prescribed for all students.

**Student Demand:** SND has pursued Chancellor Roy Johnson's directive to cancel low demand programs, those that are marginal in enrollment, or non-viable. Over the past three years, the college has deleted several technical programs and is in the process of replacing those with new programs that reflect local interest and support. Cosmetology will help SND expand its technical curriculum and promises to be a viable and self-supporting program.

The proposal stated that SND had received many requests from area high school counselors and students for a cosmetology program. Because of this interest, a consultant, Ms. Judy Mitchem, was hired to conduct a feasibility study regarding such a program. Ms. Mitchem contacted two service-area technical secondary schools that have cosmetology programs, all high school counselors in the college's recruiting area, and local cosmetologists. She developed and distributed 115 employer support and 200 student interest surveys.

Of the 200 student surveys, 138 responses were returned. One hundred percent of students who returned surveys indicated that they had considered a career in cosmetology. When asked the major factors that kept them from pursuing a cosmetology course of study, twenty-six percent indicated that institutions having the program were too far away to make scheduling courses possible. Forty-seven percent stated that they would be interested in pursuing a cosmetology career if the program were available in Blount or Marshall County.

**Need:** SND officials provided information concerning need for the program. The U.S. Department of Labor predicts that the number of traditional barbers will decrease in the coming years. However, this decrease is expected to result in an increase in the number of cosmetologists, hairdressers, and hairstylists. Continued growth in the number of nail salons and full-service day spas will generate additional job openings. With many hotels now offering a full range of day spa services, individuals holding appropriate qualifications and licensure will benefit from the growth.

Gadsden State Community College, Wallace State Community College (Hanceville), and Drake State Technical College are neighboring institutions in north Alabama that offer certificate programs in cosmetology. However, travel time from some parts of SND's service area to these colleges is well over an hour drive. According to the proposal, the distance makes getting the training for cosmetology certification difficult for Marshall, Blount, and Dekalb County students. The cosmetology curriculum demands substantial time in the lab under the supervision of trained cosmetologists.

Preliminary results of a survey of potential employers show that forty-six cosmetologists feel that there is a need for a cosmetology program in the SND's service area. In addition, the program will meet educational needs in several communities. It will meet a need for the Boaz High School technical program, which depends on SND to be its sole source of technical education. The program also will allow for articulated and/or dual enrollment credit for both Marshall County Technical School and Blount County Technology Center. According to the proposal, local school counselors and cosmetology instructors at these two secondary technical schools report that there is enough student interest in the program to justify its establishment.

#### **Resources:**

**Faculty/Staff:** Currently, there are no faculty who teach in the program. The number who will be employed to teach in the program during the first five years will include a total of seven primary faculty members, two full-time and five part-time. The qualifications of any new faculty members will not differ from the requirements stated in Postsecondary Faculty Credentials.

All faculty on the Snead campus share a faculty secretary. There are no plans to hire additional support staff.

**Equipment/Facilities:** The program will begin as an evening program because SND has reached agreements with the Marshall County Technical School and the Blount Technology Center to use their cosmetology facilities and equipment. SND is applying for approval of these technical schools as off-campus instructional sites. Since lab equipment is currently available at both the Marshall County Technical School and the Blount County Technology Center, SND will provide only materials and instructors initially.

After gauging the program's success, the college will remodel an existing classroom in its Technology Center to house a cosmetology lab and will use a standard classroom for the theory/lecture portion of the curriculum. These rooms are currently available. The only cost will be the addition of plumbing to the room that will be used as a cosmetology lab. That cost will be approximately \$10,000.

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, June 16, 2006

For its on-campus lab, the SND will purchase the following:

Item	Number Needed	Cost
Shampoo bowls	9	\$ 2475.00
Shampoo chairs (reclining)	9	\$ 1350.00
All-purpose hydraulic pump chair with removable headrest	15	\$ 5250.00
Styling stations	15	\$ 4500.00
Hair dryer hood	10	\$ 1800.00
Hair dryer chair	10	\$ 1400.00
Manicure table with lamp	9	\$ 2565.00
Portable pedicure station	8	\$ 2400.00
Stationary pedicure spa	1	\$ 2000.00
Facial care unit	1	\$ 1500.00
Electric facial chair	3	\$ 3000.00
Lift stool	3	\$ 360.00
Sterilizer	1	\$ 150.00
Total		\$ 28,750.00

Students will be required to purchase a supply kit at the cost of \$320.00 each.

**Library:** There are currently very few, if any, volumes that would be of use to cosmetology students. If cosmetology instructors request materials, they will be provided.

**Program Budget:** SND projects that a total of \$381,651 in estimated new funds will be required to support the proposed program and total of \$1,039,865 will be available through tuition, extramural funds and internal reallocations.

**Attachment 3**

**Curriculum for Proposed Program**

AAS in Cosmetology

1<sup>st</sup> Fall Term

ORI 101	Orientation to College	1 sh
ENG 101	English Composition 1	3 sh
SPH 106	Introduction to Oral Communication	3 sh
COS 111	Cosmetology Science and Art	3 sh
COS 112	Cosmetology Science and Art Lab	3 sh
COS 140	Hair Cutting	3 sh

1<sup>st</sup> Spring Term

CIS 146	Microcomputer Applications	3 sh
MTH 100	Intermediate College Algebra	3 sh
COS 113	Chemical Methodology	3 sh
COS 114	Chemical Methodology Lab	3 sh
COS 143	Hair Designs	3 sh

2<sup>nd</sup> Fall Term

COS 144	Hair Shaping and Design	3 sh
COS 121	Colorimetry	3 sh
COS 163	Facial Treatments	3 sh
COS 168	Bacteriology and Sanitation	3 sh
COS 133	Salon Management Technology	3 sh

2<sup>nd</sup> Spring Term

COS 167	State Board Review	1-3 sh
COS 141	Applied Chemistry for Cosmetology	3 sh
COS 142	Applied Chemistry for Cosmetology Lab	3 sh
COS 131	Aesthetics	3 sh
COS 132	Aesthetics	3 sh

**Attachment 3**

**Curriculum for Proposed Program**

Cosmetology Certificate

1<sup>st</sup> Fall Term

ORI 101	Orientation to College	1 sh
ENG 101	English Composition 1	3 sh
SPH 106	Introduction to Oral Communication	3 sh
COS 111	Cosmetology Science and Art	3 sh
COS 112	Cosmetology Science and Art Lab	3 sh

1<sup>st</sup> Spring Term

CIS 146	Microcomputer Applications	3 sh
MTH 100	Intermediate College Algebra	3 sh
COS 113	Chemical Methodology	3 sh
COS 114	Chemical Methodology Lab	3 sh

2<sup>nd</sup> Fall Term

COS 121	Colorimetry	3 sh
COS 140	Hair Cutting	3 sh
COS 133	Salon Management Technology	3 sh
COS 168	Bacteriology and Sanitation	3 sh

2<sup>nd</sup> Spring Term

COS 141	Applied Chemistry for Cosmetology	3 sh
COS 142	Applied Chemistry for Cosmetology Lab	3 sh
COS 131	Aesthetics	3 sh
COS 132	Aesthetics Applications	3 sh

DECISION ITEM A-3b: Snead State Community College, Associate in Applied Science in Electronic Engineering Technology (CIP 15.0303)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science in Electronic Engineering Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented August 2006. Based on Commission policy, the proposed program must be implemented by June 2008 or Commission approval is null and void. The institution must notify the Commission in writing when the program is implemented or if there is any delay in implementation.

Post-Implementation Conditions:

1. That the annual average headcount enrollment for the first five years will be at least 28, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2006-07 through 2010-11 will be at least 18, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Snead State Community College (SND) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2011.

Rationale: This recommendation for approval is based on the following key points:

1. The proposed program has been developed in direct response to rigorously documented market demand, in keeping with the spirit of the Commission's moratorium which expired in September 2005.

2. SND had an AAS in Engineering Technology at CIP 15.1101 that was inadvertently deleted in December 2004. This program currently has 39 students enrolled. The proposed program is being requested based on the deletion of the program at CIP 15.1101. The requested new CIP code and program title are being requested to update the program based on a response to local industry demands.
3. The proposed program is intended to meet the training needs in the local service area and surrounding counties. SND, located in Marshall county, is in close proximity to several new manufacturing plants and supplier plants which need trained technicians to support the day-to-day functions of production.
4. The deleted program was nationally certified by the Electronics Technicians Association International (ETC-I). The current accreditation by ETC-I is valid through March 2007 and will not be affected by the change in CIP code and title of the proposed program.
5. Resources are available to support the program through internal allocation, extramural funds, and tuition.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Snead State Community College proposal dated January 26, 2006. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION Snead State Community College  
 PROGRAM Associate in Applied Science in Electrical Engineering Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	<u>\$48,187</u>	<u>\$48,187</u>	<u>\$48,187</u>	<u>\$48,187</u>	<u>\$53,822</u>	<u>\$246,570</u>
LIBRARY	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
FACILITIES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EQUIPMENT	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
STAFF	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
OTHER**	<u>\$0</u>	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$6,000</u>
TOTAL	<u>\$48,187</u>	<u>\$49,687</u>	<u>\$49,687</u>	<u>\$49,687</u>	<u>\$55,322</u>	<u>\$252,570</u>

\* Additional faculty salaries should be shown in all five years

\*\* Professional Development

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	<u>\$27,845</u>	<u>\$31,818</u>	<u>\$33,005</u>	<u>\$34,192</u>	<u>\$35,379</u>	<u>\$162,239</u>
EXTRAMURAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TUITION	<u>\$46,436</u>	<u>\$143,358</u>	<u>\$250,142</u>	<u>\$286,042</u>	<u>\$286,042</u>	<u>\$1,012,020</u>
TOTAL	<u>\$74,281</u>	<u>\$175,176</u>	<u>\$283,147</u>	<u>\$320,234</u>	<u>\$321,421</u>	<u>\$1,174,259</u>

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2006-07	2007-08	2008-09	2009-10	2010-11	5-YEAR AVERAGE
NEW ENROLLMENT HEADCOUNT	<u>25</u>	<u>25</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>28</u>
PROJECTED ANNUAL DEGREE COMPLETIONS	<u>11</u>	<u>10</u>	<u>20</u>	<u>24</u>	<u>26</u>	<u>18</u>

## Attachment 2

### Summary of Background Information

Associate in Applied Science in Electronic Engineering Technology  
Snead State Community College

**Role:** The proposed program is within the instructional role currently recognized for SND.

**Objectives:** Snead State Community College (SND) is proposing an Associate in Applied Science (AAS) in Electronic Engineering Technology. SND had an AAS in Engineering Technology at CIP code 15.1101 that was inadvertently deleted in December 2004. This program currently has 39 students enrolled. The proposed program is being requested based on the deletion of the program at CIP 15.1101. The requested new CIP code and program title are being requested to update the program based on a response to local industry demands.

The primary objective of this program is to provide electronic systems and industrial training that will prepare students to work in various technical areas. Specific objectives of the EET program are:

1. To train students in auto manufacturing and automated control systems.
2. To prepare students to be computer testing and debugging technicians.
3. To train students to repair, test, and operate communications equipment in the field of fiber optics and ethernet data transmission.
4. To prepare students to work in a synergistic setting by promoting the importance of people skills and teamwork in an automated environment.

**Accreditation:** The deleted program was nationally certified by the Electronics Technicians Association International (ETC-I). The current accreditation by ETC-I is valid through March 2007 and will not be affected by the change in CIP code and title of the proposed program.

**Curriculum:** The program will require the completion of 64 semester hours (sh), which will include 22 sh in general education or core curriculum courses and 42 sh in major courses. No new courses will be developed for this program. All of the courses are fundamentally the same as they have been except that they have new identifiers to reflect the EET focus.

**Admissions:** In order to be admitted to the proposed program, the student must have a high school diploma or GED and meet general admission requirements for the college.

**Need:** This program is intended to meet the training needs in the local service area and surrounding counties. SND, located in Marshall county, is in close proximity to several new manufacturing plants. As manufacturing plants are built, it creates the need for supplier plants, which are often built in outlying counties. Several of these supplier plants have located in Marshall and Etowah counties, creating the need for trained technicians to support the day-to-day functions of production.

Currently, electronics engineering careers are ranked as one of the fastest growing career fields in the United States and in Alabama, according to America's Career Info Net. These jobs require an employee to have a two-year degree. In Alabama, the automobile manufacturing sector has increased the demand for trained technicians. According to the Alabama Department of Industrial Relations, it is expected that there will be an average of 330 job openings per year in Alabama and an average of 40 per year in the Huntsville metropolitan area through the year 2012.

There are four other colleges in Alabama that offer an EET program: Bishop State Community College, Calhoun State Community College, Gadsden State Community College, and Lawson State Community College. The closest of these, Gadsden State, is approximately an hour away from SND's service area. This distance is restrictive for students who work full-time.

Currently, SND is serving as a Vocational Technical Center for Boaz High School. High School students can take two-year level college courses toward a college degree while still in high school.

SND plans to use existing distance education technology to offer a portion of the EET courses via the internet. Many courses will be hybrid courses which will be offered online but require the students to make occasional trips to campus to meet lab requirements. Currently, all of the academic courses required for this degree are offered online.

**Student Demand:** Enrollment projections were estimated based on the number of students who are enrolled in the program that was deleted. There are currently 39 students in the program.

**Resources:**

**Faculty/Staff:** Currently, SND has one full-time and one part-time faculty who teach in the program that was deleted. They will continue to teach in the proposed program and their faculty expense is reflected on the Program Proposal Summary (Attachment 1). It is not anticipated that additional faculty will be required.

**Equipment/Facilities:** Due to the fact that the electronics program already exists, all equipment and facilities needed for the program are currently in place.

**Library:** The current library resources are adequate to support the proposed program.

**Program Budget:** SND projects that a total of \$252,570 in estimated new funds will be required to support the proposed program, and a total of \$1,174,259 will be available through tuition and internal reallocations.

Attachment 3  
Associate Degree Curriculum

**ELECTRONIC ENGINEERING TECHNOLOGY  
MASTER SCHEDULE**

1st year

<i>Fall</i>		
CIS146	Microcomputer Applications	3
EET 100	Introduction to Engineering Technologies (split term)	3
EET 103	DC Fundamentals (split term)	3
MTH 116t	College Mathematics with Applications	3
ORI 101	Orientation to College	1
Elective	History, Social, and Behavioral Sciences	<u>3</u>
		16
<i>Spring</i>		
EET 104	AC Fundamentals (split term)	3
EET 105	Solid State Fundamentals (split term)	3
MTH 100	Intermediate College Algebra	3
ENG 101	English Composition I	3
Elective	Humanities or Fine Arts	<u>3</u>
		15

2nd Year

<i>Fall</i>		
CIS 273	Networking I	3
EET 207	Introduction to Robotics (Split Term)	3
EET 187	Fabrication (Split Term)	2
EET 206	Digital Fundamentals	3
EET 254	Microcomputer System Basics	3
EET 255	Microcomputer Systems Basics Lab	<u>2</u>
		16
<i>Spring</i>		
EET 224	Elements of Industrial Control	3
EET 229	Elements of Industrial Control Lab	2
EET 256	Microcomputer Systems Advanced	3
EET 257	Microcomputer Systems Advanced Lab	2
EET 290	Electronics Project	3
SPH 106 or 107	Speech Elective	<u>3</u>
		16

Total: 63 Hours

**DECISION ITEM A-4:** Wallace State Community College (Hanceville),  
Associate in Applied Science in Graphic Design/Visual  
Communication (CIP 50.0401)

Staff Presenter: Mrs. Brenda T. Carter  
Director of Academic Affairs

Staff Recommendation: That the Commission approve the proposed Associate in Applied Science in Graphic Design/Visual Communication with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented in August 2006. Based on Commission policy, the proposed program must be implemented by June 2008 or Commission approval will be null and void. The institution must notify the Commission when the program is implemented or if there is a delay in implementation.

Post-Implementation Conditions:

1. That the annual average new enrollment headcount for the first five years will be at least 14, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2007-08 through 2010-11 will be at least 8, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Wallace State Community College (Hanceville) (WSH) will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2011.

Rationale: This recommendation for approval is based on the following key points:

1. WSH currently offers AAS degrees in computer science, electronics, and drafting. The college also employs full-time art instructors. One of the art instructors has five years previous work experience

in the area of graphic design and is currently teaching two computerized design art classes.

2. The new program will be able to share equipment, software, and classroom space with existing programs during the initial program implementation.
3. Among the design specialists, graphic designers are projected to produce the most new jobs. Demand for graphic designers is increasing because of the rapidly expanding market for web-based information and expansion of the video entertainment market, including television, movies, video, and made-for-internet outlets.
4. According to America's Career InfoNet, the state and national projections for job opportunities in graphic design are very good. Employment in this field nationally is projected to increase by 22 percent by 2012 while Alabama's growth should increase by 17 percent.
5. WSH projects a total of \$202,182 in estimated new funds will be required to support the proposed program and a total of \$202,182 will be available through internal reallocations.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Program, Attached.
4. Wallace State Community College (Hanceville) proposal dated March 1, 2006. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION Wallace Community College (Hanceville)

PROGRAM Associate in Applied Science in Graphic Design/Visual Communication

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	\$0	\$36,265	\$37,452	\$38,639	\$39,826	\$152,182
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$20,000	\$20,000	\$10,000	\$0	\$50,000
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$56,265	\$57,452	\$48,639	\$39,826	\$202,182

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	\$0	\$56,265	\$57,452	\$48,639	\$39,826	\$202,182
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$56,265	\$57,452	\$48,639	\$39,826	\$202,182

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2006-07	2007-08	2008-09	2009-10	2010-11	5-YEAR AVERAGE
NEW ENROLLMENT HEADCOUNT	10	12	12	15	20	14
PROJECTED ANNUAL DEGREE COMPLETIONS	0	8	8	8	10	8

## Attachment 2

### Summary of Background Information

Associate in Applied Science in Graphic Design/Visual Communication  
Wallace State Community College (Hanceville) (WSH)

**Role:** WSH is approved to offer the Associate in Applied Science degree. However, this will be the first listing for the institution at CIP 50 -- Visual and Performing Arts.

**Objectives:** The Associate in Applied Science degree in Graphic Design/Visual Communication prepares students for a wide range of positions as technicians working within the graphic arts industry. Graphic designers plan, analyze, and create visual solutions to communication problems. They use a variety of print, electronic, and film media and technologies to execute a design.

Upon successful completion of this program, students should have mastered the following objectives:

- Create publications (books, brochures, posters, etc.), exhibitions, instructional material (manuals, maps, forms, etc.), and signage
- Identify potential positions of employment such as production artist, introduction web designer, designer, art director, and desktop publisher
- Demonstrate their abilities with a portfolio of their work
- Evaluate the potential of Photoshop as a computer design tool
- Recognize the importance of four-color separation, managing files on an image setter, and trapping/press imposition
- Distinguish among layout and design of computerized graphics, photography, and web page design

Graphic designers use computer software to develop the overall layout of magazines, newspapers, journals, brochures, logos, and signage systems. An increasing number of graphic designers are developing material for Internet web pages, computer interfaces, and multimedia projects.

**Administration:** The proposed program will be administered by Adrian Scott, a full-time faculty member in the art department.

**Accreditation:** There is no nationally recognized accrediting agency or licensure exam for this program.

**Curriculum:** WSH currently offers AAS degrees in computer science, electronics, and drafting. The proposed program is not expected to reduce enrollment in any related program. It is expected to attract new students that are interested in combining artistic creativity with advanced technology.

The following new courses will be added to the curriculum for this program:

VCM	150	Typography	3 sh
VCM	180	Intro Graphic Design	3 sh
VCM	145	Intro Digital Photography	3 sh
VCM	172	Digital Illustration	3 sh
VCM	185	Digital Imaging	3 sh
VCM	254	Graphic Design	3 sh
VCM	250	Intro Technical Illustration	3 sh
VCM	285	Multimedia Production	3 sh
VCM	286	Adv Multimedia Production	3 sh

Program Completion Requirements:

Credit hours required in major: 43  
Credit hours in general education: 25  
Total credit hours for completion: 68

All area I-IV academic courses will transfer to public senior institutions in Alabama. Many senior institutions in Alabama will accept credits in Area V graphics design according to STARS agreements.

**Student Demand:** Two courses were offered this past fall to help determine interest in this program. ART 222 Intro to Computer Graphics had 19 students and ART 221 Computer Graphics I had 10 students. The instructor has verbally surveyed these students and additional computer science and art students to determine enrollment projections. The demand in this field is growing due to advanced technology and web-based information.

**Admissions:** Students are required to meet the general admissions requirements for community colleges as promulgated by the Alabama State Board of Education. No additional special criteria or screening to select students is required.

**Need:** Among the design specialties, graphic designers are projected to produce the most new jobs. Demand for graphic designers is increasing because of the rapidly expanding market for web-based information and expansion of the video entertainment market, including television, movies, video, made-for-internet outlets.

According to America's Career InfoNet, the state and national projections for job opportunities in graphic design are very good. Employment in this field nationally is projected to increase by 22 percent by 2012, while Alabama's growth should increase by 17 percent.

A survey that was completed in October 2005 indicated that there were 17 postings for full-time positions in graphic design/visual communications within a fifty-mile radius of WSH. This reflects only the ones that are posted. Studies show that up to 70 percent of job openings are not posted.

According to the U.S. Job Market Demand 2002-2012 publication, there will be 46,000 new job openings in graphic design/visual communications by 2012. The unemployment rate for qualified designers (Associates or Bachelor's degree) is very low. The average annual wage is \$37,000. Demand for graphic designers/visual communication workers is expected to rapidly increase because of the expanding market in web-based, internet, and visual communications industries.

The Alabama areas of highest employment and best pay in graphic design are Huntsville and Birmingham. WSH is strategically located midway between these areas with less than one hour's drive. There are two programs in Graphic Design in the Alabama College System. One is located at Calhoun (CAL) and the other at Chattahoochee Valley (CVC). CVC is located in the southeastern part of Alabama. CAL is north of WSH. North-central Alabama is large enough to support a third college offering this degree.

Many sources were used to determine the projected job openings and wage earnings for this program:

Alabama Department of Industrial Relations Market Information Division  
(October 2005)  
Occupational Employment Statistics (May 2004)  
Occupational Outlook Handbook (2005)  
American Institute of Graphic Arts ([www.aiga.org](http://www.aiga.org))  
America's Career InfoNet (October 2005)  
U.S. Job Market Demand 2002-2012  
Wallace State Community College, Career Services Center  
Job Link Alabama (Alabama Career Centers)

[www.al.com/jobs](http://www.al.com/jobs) (Birmingham and Huntsville)  
[www.huntsvillejobs.com](http://www.huntsvillejobs.com)

**Collaboration:** In preparation for this proposal WSH contacted CVC and CAL. Curriculum content, course descriptions, and course delivery methods have been discussed. The proposed curriculum has been developed in collaboration with these colleges.

**Distance Education:** Several courses lend themselves to online or hybrid delivery. According to the proposal, quality, access, and the cost of using distance education will be the same considerations that are used in other programs. Academic integrity, flexible options for students, and economically efficient methods of delivery will be considered in determining whether courses should be offered in distance format.

**Resources:**

**Number of currently employed faculty who teach in the program:** There is currently one primary full-time faculty member who will teach in the program, Adrian Scott. Mr. Scott was hired as an instructor in the art department in August 2005. Prior to that, he worked full-time for five years as a graphic design specialist.

**Number of additional faculty and support staff who will be employed to teach in the program during the first five years:** One full-time and one part-time instructor will be hired in the first five years. The full-time faculty member will preferably have a Bachelor of Science degree in Graphic Design and a Master's in Art. A part-time computer person will eventually be hired to teach the CIS courses.

There currently is a secretary that can support the program, and it is not expected that additional support staff will be needed.

**Equipment/Facilities:** WSH has recently purchased Adobe and Photo software, an Epson Stylus printer, a laser printer, and Streamline software. Additional equipment will be purchased as the program grows and has a need for its own computer lab. At that time 25 work stations, 25 input pads, and 5 Power Mac G5 work stations will be needed. It is estimated that the equipment will cost approximately \$50,000.

The current facilities that will be used for the program are the computer science labs and the art classrooms. The college has just broken ground for a new Fine and Performing Arts Center. This program will be housed in the new building when it is completed. The projected completion date is Fall 2008.

**Library:** The library is well equipped with print and non-print materials for all of our programs.

**Program Budget:** WSH projects that a total of \$202,182 in estimated new funds will be required to support the proposed program and a total of \$202,182 will be available through internal reallocations.

**Attachment 3**

**Curriculum for Proposed Program**

**Graphic Design & Visual Communications  
Associate in Applied Science Degree**

**General Required Courses**

ORI 101	Orientation	1
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
CIS 146	Microcomputer Applications	3
MTH 100	College Algebra	3
ART ELEC	Art History I, II, or Art Appreciation	3
SPH 107	Fundamentals of Public Speaking	3
	Natural Science	3
	Social Science	3
		<b>25</b>

**Major Required Courses**

ART 113	Drawing I	3
ART 114	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 221	Computer Graphics	3
ART 243	Sculpture	3
DDT 104	Basic CAD	3
DDT 124	Basic Technical Drawing	3
VCM 145	Intro Digital Photography	3
VCM 172	Digital Vector Illustration	3
VCM 180	Introduction to Graphic Design	3
VCM 185	Digital Raster Imaging	3
VCM 254	Graphic Design	3
VCM 285	Multimedia Production	3
ART 291	Supervised Study in Studio Art	3
ART 299	Portfolio	1
		<b>43</b>

**TOTAL HOURS 68**

DECISION ITEM A-5: Automotive Manufacturing Technology (CIP 15.0613) at Four Institutions: Gadsden State Community College, Jefferson State Community College, Trenholm State Technical College, and Wallace State Community College (Hanceville)

Staff Presenter: Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve the proposed programs at the following institutions with the implementation date and post-implementation conditions listed below:

Recommendation 1: Gadsden State Community College (GAD), Associate in Applied Science (AAS) and Certificate in Automotive Manufacturing Technology (CIP 15.0613)

Implementation Date: The proposed program will be implemented August 2006. Based on Commission policy, the program must be implemented by June 2008 or Commission approval will expire. The institution must notify the Commission in writing when the program is implemented or if there is any delay in implementation.

Start-up Period: In accordance with Commission guidelines, the Alabama Department of Postsecondary Education (ADPE) has requested a one-year start-up period for the program. The rationale for this request is that this is a new program offering for the system that will require development and marketing. As the result of this start-up period, counting for post-implementation conditions will begin in 2007-08 for enrollment and 2008-09 for completions.

Post-Implementation Conditions:

1. That the annual average headcount enrollment for the first five years, beginning 2007-08, will be at least 12, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2008-09 through 2011-12 will be at least 11, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

GAD will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2012.

Recommendation 2: Jefferson State Community College (JSC), AAS and Certificate in Automotive Manufacturing Technology (CIP 15.0613)

Implementation Date: The proposed program will be implemented in August 2006. Based on Commission policy, the program must be implemented by June 2008 or Commission approval will expire. The institution must notify the Commission in writing when the program is implemented or if there is any delay in implementation.

Start-up Period: In accordance with Commission guidelines, ADPE has requested a one-year start-up period for the program. The rationale for this request is that this is a new program offering for the system that will require development and marketing. As the result of this start-up period, counting for post-implementation conditions will begin in 2007-08 for enrollment and 2008-09 for completions.

Post-Implementation Conditions:

1. That the annual average headcount enrollment for the first five years, beginning 2007-08, will be at least 12, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2008-09 through 2011-12 will be at least 11, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

JSC will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2012.

Recommendation 3: Trenholm State Technical College (TRE), Associate in Applied Technology and Certificate in Automotive Manufacturing Technology (CIP 15.0613)

Implementation Date: The proposed program will be implemented in August 2006. Based on Commission policy, the program must be implemented by June 2008 or Commission approval will expire. The institution must notify the Commission in writing when the programs are implemented or if there is any delay in implementation.

Start-up Period: In accordance with Commission guidelines, ADPE has requested a one-year start-up period for the program. The rationale for this request is that this is a new program offering for the system that will require development and marketing. As the result of this start-up period, counting for post-implementation conditions will begin in 2007-08 for enrollment and 2008-09 for completions.

Post-Implementation Conditions:

1. That the annual average headcount enrollment for the first five years, beginning 2007-08, will be at least 12, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2008-09 through 2011-12 will be at least 11, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

TRE will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2012.

Recommendation 4: Wallace State Community College (Hanceville) (WSH), AAS and Certificate in Automotive Manufacturing Technology (CIP 15.0613)

Implementation Date: The proposed program will be implemented in August 2006. Based on Commission policy, the program must be implemented by June 2008 or Commission approval will expire. The institution must notify the

Commission in writing when the programs are implemented or if there is any delay in implementation.

Start-up Period: In accordance with Commission guidelines, the Alabama Department of Postsecondary Education (ADPE) has requested a one-year start-up period for the program. The rationale for this request is that this is a new program offering for the system that will require development and marketing. As the result of this start-up period, counting for post-implementation conditions will begin in 2007-08 for enrollment and 2008-09 for completions.

Post-Implementation Conditions:

1. That the annual average headcount enrollment for the first five years, beginning 2007-08, will be at least 12, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2008-09 through 2011-12 will be at least 11, based on the proposal.
3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

WSH will be required to phase out the program if any of the post-implementation conditions are not met. The institution must present documentation regarding the post-implementation conditions, as well as a general assessment of the program, in a report submitted to the Commission no later than September 2012.

Rationale:

These recommendations for approval are based on the following key points:

1. The proposed programs have been developed in direct response to rigorously documented market demand, in keeping with the spirit of the Commission's moratorium which expired in September 2005.
2. The programs are intended to fill critical needs of business and industry for automotive manufacturing workers.
3. The National Science Foundation awarded a grant of \$3,500,000 in August 2005, to develop Applied Associate degrees and to implement effective

professional development training for instructors in the two year college system. The grant provides funds the development and delivery of Automotive Manufacturing Technology Programs for five colleges [including the addition of an automotive manufacturing option in an existing program at Central Alabama Community College], as well as establishment of a regional center. The award stipulates the delivery of an Automotive Manufacturing Technology degree, instructor training, and high school STEM (Science, Technology, Engineering, and Mathematics) Camps each summer.

Supporting Documentation:

1. New Academic Degree Program Proposal Summaries, Attached.
2. Summary of Background Information, Attached.
3. Curriculum for Proposed Programs, Attached.
4. Proposals from Gadsden State Community College, Jefferson State Community College, Trenholm State Technical College, Wallace State Community College (Hanceville) dated February 24, 2006. Available upon request.
5. March 2, 2006, letter from Dr. Susan Price, Vice President for Instructional and Student Services, Alabama Department of Postsecondary Education, requesting expedited review. Available upon request.
6. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Alabama Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
7. "Guidelines on Implementation of a New Program," adopted by the Commission on October 12, 2001; revision approved on September 23, 2005. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION	Gadsden State Community College
PROGRAM	Associate in Applied Science and Certificate in Automotive Manufacturing Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$1,000	\$1,500	\$1,500	\$1,500	\$1,500	\$7,000
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$133,800	\$65,000	\$120,000	\$65,000	\$0	\$383,800
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$134,800	\$66,500	\$121,500	\$66,500	\$1,500	\$390,800

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	\$1,000	\$66,000	\$1,500	\$66,000	\$1,500	\$136,000
EXTRAMURAL	\$133,800	\$0	\$120,000	\$0	\$0	\$253,800
TUITION	\$24,300	\$35,640	\$49,980	\$53,460	\$56,700	\$220,080
TOTAL	\$159,100	\$101,640	\$171,480	\$119,460	\$58,200	\$609,880

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2007-08	2008-09	2009-10	2010-11	2011-12	5-YEAR AVERAGE
PROJECTED NEW ENROLLMENT HEADCOUNT	8	12	12	14	15	12
DEGREE COMPLETION PROJECTIONS	0	8	10	11	14	11

**Attachment 1**  
 NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Jefferson State Community College

PROGRAM Associate in Applied Science and Certificate in Automotive Manufacturing Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$65,000	\$5,000	\$5,000	\$5,000	\$80,000
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$80,000</b>

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$65,000	\$5,000	\$5,000	\$5,000	\$80,000
TUITION	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$80,000</b>

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2007-08	2008-09	2009-10	2010-11	2011-12	5-YEAR AVERAGE
PROJECTED NEW ENROLLMENT HEADCOUNT	8	12	12	14	15	12
DEGREE COMPLETION PROJECTIONS	0	8	10	11	14	11

**Attachment 1**  
 NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Trenholm State Community College

PROGRAM Associate in Applied Science and Certificate in Automotive Manufacturing Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	<u>\$83,000</u>	<u>\$83,000</u>	<u>\$88,000</u>	<u>\$88,000</u>	<u>\$88,000</u>	<u>\$430,000</u>
LIBRARY	<u>\$1,000</u>	<u>\$1,500</u>	<u>\$2,000</u>	<u>\$2,500</u>	<u>\$3,000</u>	<u>\$10,000</u>
FACILITIES	<u>\$2,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,000,000</u>
EQUIPMENT	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,000,000</u>
STAFF	<u>\$28,000</u>	<u>\$28,000</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$146,000</u>
OTHER	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$250,000</u>
TOTAL	<u>\$3,162,000</u>	<u>\$162,500</u>	<u>\$170,000</u>	<u>\$170,500</u>	<u>\$171,000</u>	<u>\$3,836,000</u>

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	<u>\$125,000</u>	<u>\$130,000</u>	<u>\$135,000</u>	<u>\$140,000</u>	<u>\$145,000</u>	<u>\$675,000</u>
EXTRAMURAL	<u>\$3,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,000,000</u>
TUITION	<u>\$24,300</u>	<u>\$35,640</u>	<u>\$49,980</u>	<u>\$53,460</u>	<u>\$56,700</u>	<u>\$220,080</u>
TOTAL	<u>\$3,149,300</u>	<u>\$165,640</u>	<u>\$184,980</u>	<u>\$193,460</u>	<u>\$201,700</u>	<u>\$3,895,080</u>

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2007-08	2008-09	2009-10	2010-11	2011-12	5-YEAR AVERAGE
PROJECTED NEW ENROLLMENT HEADCOUNT	<u>8</u>	<u>12</u>	<u>12</u>	<u>14</u>	<u>15</u>	<u>12</u>
DEGREE COMPLETION PROJECTIONS	<u>0</u>	<u>8</u>	<u>10</u>	<u>11</u>	<u>14</u>	<u>11</u>

**Attachment 1**  
 NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION Wallace State Community College (Hanceville)

PROGRAM Associate in Applied Science and Certificate in Automotive Manufacturing Technology

**ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
FACULTY*	\$27,000	\$27,000	\$30,000	\$30,000	\$32,500	\$146,500
LIBRARY	\$20,000	\$0	\$2,000	\$0	\$2,000	\$24,000
FACILITIES	\$0	\$100,000	\$100,000	\$50,000	\$0	\$250,000
EQUIPMENT	\$150,000	\$250,000	\$200,000	\$200,000	\$0	\$800,000
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
<b>TOTAL</b>	<b>\$200,000</b>	<b>\$380,000</b>	<b>\$335,000</b>	<b>\$283,000</b>	<b>\$37,500</b>	<b>\$1,235,500</b>

\* Additional faculty salaries should be shown in all five years

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2006-07	2007-08	2008-09	2009-10	2010-11	TOTAL
INTERNAL REALLOCATIONS	\$60,000	\$60,000	\$62,000	\$62,000	\$65,000	\$309,000
EXTRAMURAL	\$500,000	\$200,000	\$200,000	\$100,000	\$100,000	\$1,100,000
TUITION	\$24,300	\$35,640	\$46,980	\$53,460	\$56,700	\$217,080
<b>TOTAL</b>	<b>\$584,300</b>	<b>\$295,640</b>	<b>\$308,980</b>	<b>\$215,460</b>	<b>\$221,700</b>	<b>\$1,626,080</b>

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

	2007-08	2008-09	2009-10	2010-11	2011-12	5-YEAR AVERAGE
PROJECTED NEW ENROLLMENT HEADCOUNT	8	12	12	14	15	12
DEGREE COMPLETION PROJECTIONS	0	8	10	11	14	11
						4-YEAR AVERAGE

## Attachment 2

### Summary of Background Information

Applied Associate Degrees and Certificates in Automotive Manufacturing Technology  
Gadsden State Community College, Jefferson State Community College, Trenholm State  
Technical College, and Wallace State Community College (Hanceville)

**Role:** GAD, JSC, and WSH currently are approved to award the certificate and the Associate of Applied Science (AAS) in Engineering Related Technologies (CIP 15). TRE is approved to award the certificate and the Associate in Applied Technology in CIP 15. The approval of the proposed programs will not result in an expansion of role for any of these institutions.

**Program Goals:** The proposed programs have four primary goals:

1. Recruit, retain, and prepare students for careers in automotive manufacturing;
2. Provide professional development for instructors at secondary and postsecondary levels that enhance their skills and knowledge;
3. Support instructional programs that serve students and incumbent workers in automotive manufacturing fields;
4. Provide a seamless transition for secondary education students to enter postsecondary programs offering automotive manufacturing technology instruction.

The institutions proposing these programs, as active founding members of the statewide Consortium for the Alabama Regional Center for Automotive Manufacturing Technology (CARCAM), must adopt the following goals and objectives. Central Alabama Community College is the fifth member of this consortium and has proposed an automotive manufacturing technology option to an existing program. According to the program proposals and the proposal for the option, each goal is designed to meet the current and future demand for a skilled automotive manufacturing workforce.

**Goal 1: Recruit, retain, and prepare students for careers in automotive manufacturing**

Objective 1.1: A minimum of 100 pre-college students, with 60 percent being female and/or minority, per year will participate in STEM [Science, Technology, Engineering and Manufacturing] Camps.

Objective 1.2: Each CARCAM institution will partner with at least one secondary school district to offer a minimum of one STEM Camp each year with the aim to recruit 20 percent of the participants towards enrolling in advanced STEM courses.

Objective 1.3: Promote the automotive and related industrial employment opportunities based on individual educational and experience levels:

1. Eighty percent of program completers will be employed in automotive related manufacturing or will be enrolled in additional educational programs.

2. Seventy-five percent of program completers enrolled in an AMT related program will score at or above the Work Keys [a skills assessment] target levels for their program.

**Goal 2: Provide professional development for instructors at secondary and postsecondary levels that enhance their skills and knowledge**

Objective 2.1: One hundred percent of faculty in AMT-related areas from CARCAM member colleges will have professional development plans based on identified needs.

Objective 2.2: Eighty percent of faculty in AMT-related areas from CARCAM member colleges will attend at least one Regional Center sponsored professional development activity annually.

Objective 2.3 Ninety percent of secondary and postsecondary faculty participating in Regional Center professional development activities will indicate an overall satisfaction with the program.

Objective 2.4 One hundred percent of the secondary and postsecondary faculty participating in Regional Center sponsored professional development activities will implement practices or other information as a result of the activities.

**Goal 3: Support instructional programs that serve students and incumbent workers in automotive manufacturing fields**

Objective 3.1 Establish and implement appropriate curricula for automotive manufacturing degree programs.

Objective 3.2 Conduct annual faculty development activities at each member institution.

**Goal 4: Promote a seamless transition for secondary education students to enter postsecondary programs offering automotive manufacturing technology options**

Objective 4.1 One hundred percent of AMT-related degree programs will have a secondary/postsecondary course articulation agreement.

Objective 4.2 Beginning in Year 2 of the project, there will be at least a ten percent annual increase in credit awarded through articulation agreements for AMT-related programs.

Objective 4.3 Beginning in Year 2 of the grant, there will be a ten percent annual increase in ECEP [Early College Enrollment Program] and dual enrollment in AMT-related programs.

**Administration:** The programs will be administered by the Workforce Development – Technical Division of each of the respective institutions.

**Accreditation:** At this time there is no accreditation agency specifically designed for Automotive Manufacturing Technology programs. However, the institutions proposing the program stated that they plan to work with similar manufacturing accreditation agencies to develop criteria for accreditation. Once the accreditation is in place, certification, licensure, accreditation or other appropriate validations will be sought.

**Licensure:** No national certification for the program is available. However, the Alabama Industrial Development Training (AIDT) Institute developed an assessment process (cognitive and psychomotor) to certify competency attainment relative to industrial equipment and facilities repair and maintenance. AIDT will work with the colleges to modify the skills certification content to include those competencies taught in automotive manufacturing technology.

**Curriculum:** According to all four proposals, Jacksonville State University, Auburn University, University of Alabama, University of Alabama in Birmingham, University of Alabama in Huntsville, Alabama A&M University, Athens State University, and Tuskegee University have expressed interest in this program. Each university has lent experienced individuals to help during the development of curriculum in order to coordinate articulation with similar bachelor degree programs established at each university. Articulation agreements will be developed as the automotive manufacturing curriculum is established. Transfer into management or pre-engineering programs may be encouraged by potential employers.

The programs will not take the place of any existing programs, concentrations, or options at GAD, JSC, TRE, or WSH. The proposals stated that the respective programs are designed to enhance and encourage cross training in other degree programs or articulation into a baccalaureate degree.

The proposed programs will function as separate programs at each of the four institutions, under the umbrella of workforce education. The curriculum for the four programs is similar. However, there are some differences, because each curriculum is tailored to serve the industries in the respective colleges' service areas.

According to the proposals, the programs will be industry driven and flexible to changing automotive manufacturing needs. On occasion some closely related courses from other programs may be used in the degree plan. One example would be the inclusion of hydraulics and pneumatics, which are taught in industrial electronics, into the proposed programs. Students also could benefit by seeking additional two-year degrees in industrial maintenance, machining technology, or business management. Baccalaureate degrees in engineering or management also would benefit students and will be encouraged.

All four program proposals stated that the proposed programs are not expected to reduce enrollments in other programs. Officials at the institutions stated that the program at the respective institutions likely will enhance related programs.

**Gadsden State Community College:** GAD plans to offer the AAS, Certificate, and short certificate ( $\leq 29$  hours) in Automotive Manufacturing Technology. The AAS will require completion of 76 semester hours (sh), while the Certificate will require 43 sh. Courses to be added for the proposed program are listed below.

New Courses for GAD:

Course Number	Title	Credit Hours
AUT – 100	Introduction to Automotive Concepts	3
AUT – 102	Manufacturing Fundamentals	3
AUT – 104	Blueprint Reading for Manufacturing	3
AUT – 106	Quality Control and Inspection Techniques	3
AUT – 110	DC Fundamentals	3
AUT – 112	Principles of Industrial Electricity	3
AUT – 114	Programmable Logic Controllers	3
AUT – 116	Introduction to Robotics	3
AUT – 118	Introduction to Engineering Technology	3
AUT – 121	Elements of Industrial Control	3
AUT – 122	Elements of Industrial Control Lab	2
AUT – 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT – 132	Principles of Technology	3
AUT – 134	Industrial Motors	3
AUT – 150	Introduction to Machine Shop	3
AUT – 155	Metrology	3
AUT – 193	Special Topics (Electrical/Electronic 1 hour)	1
AUT – 194	Special Topics (Electrical/Electronic 2 hour)	2
AUT – 195	Special Topics (Electrical/Electronic 3 hour)	3
AUT – 222	Instrumentation	3
AUT – 223	Instrumentation Lab	3
AUT – 230	Preventive and Predictive Maintenance	3
AUT – 234	Industrial Motor Controls I	3
AUT – 236	Variable Speed Motor Drives	3
AUT – 262	Computer Integrated Manufacturing	3
AUT – 291	Automotive Cooperative Education (1 hour)	1
AUT – 292	Automotive Cooperative Education (2 hour)	2
AUT – 293	Automotive Cooperative Education (3 hour)	3

**Jefferson State Community College:** JSC plans to offer the AAS and the Certificate. The AAS will require completion of 65 sh, while the Certificate will require 60 sh. Courses to be added for the proposed program are listed below.

New Courses for JSC:

AUT 100	Fundamentals of Automotive Concepts	3
AUT 102	Manufacturing Fundamentals	4
AUT 104	Industrial Blueprint Reading	3
AUT 116	Introduction to Robotics	4
AUT 106	Inspection and Quality Control	3

**Trenholm State Technical College:** TRE plans to offer the Associate in Applied Technology (AAT), Certificate, and short certificate ( $\leq 29$  hours) in Automotive Manufacturing Technology. The AAT will require completion of 64 sh, and the Certificate will require 60 sh. The program will include emphases in machine tool, injection mold, and die repair. Courses to be added for the proposed program are listed below.

New Courses for TRE:

AUT 100	Introduction to Automotive Concepts	3
AUT 102	Manufacturing Fundamentals	3
AUT 116	Introduction to Robotics	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 106	Quality Control and Inspection Techniques	3
AUT 158	Stamping Fundamentals	3
AUT 159	Basic Formability	3
AUT 162	Die Tryout	3
AUT 163	Die Repair	3

**Wallace State Community College (Hanceville):** WSH plans to offer the AAS, Certificate, and short certificate ( $\leq 29$  hours) in Automotive Manufacturing Technology. The AAS will require completion of 64 sh, while the Certificate will require 60 sh. Courses to be added for the proposed program are listed below.

New Courses for WSH:

AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 100	Introduction to Automotive Concepts	3
AUT 106	Manufacturing Fundamentals (to include Lean, Safety and/or Quality)	3
AUT 116	Introduction to Robotics	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Programmable Logic Controllers I	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
AUT 106	Quality Control and Inspection Techniques	3
AUT 160	Basic Tool and Die Making	4
AUT 210	Industrial Robotics	3
AUT 211	Industrial Robotics Lab	2
AUT 217	Advanced Programmable Logic Controllers	3
AUT 218	Advanced Programmable Logic Controller Lab	2
AUT 234	Motor Control	3
AUT 291-293	Cooperative Education	1-3
AUT 130	Hydraulics and Pneumatics	3
AUT 253	Computer Numerical Control	2

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AUT 256	CNC Milling Lab 1	3
AUT 254	CNC Programming	3
AUT 155	Metrology	3
AUT 274	Machine Maintenance and Repair	3
AUT 257	Basic CNC Turning I	3
AUT 152	Machining Technology I (Can be substituted for AUT 150 and 151)	6
AUT 278	Robotic Programming and Welding	3
AUT 182	Welding Inspection and Testing Theory	3
AUT 178	Gas Tungsten Arc Welding Theory	3
AUT 180	Gas Tungsten Arc Welding Lab	3
AUT 190-198	Special Topics	1-3
AUT 280	Consumable Welding Process Theory	3
AUT 282	Consumable Welding Process Lab	3

**Collaboration:** According to information from the five institutions involved in CARCAM, these colleges have set a goal to provide a unified, efficient approach to address the current and future education needs of the state in relation to automotive manufacturing. Through multiple delivery systems that include videoconferencing, E-learning, 3-D interactions, and on-site work experiences with equipment requiring cognitive and psychomotor synthesis, student-learning outcomes will be optimized. Whenever possible, existing curriculum materials from vendors will be evaluated by the Regional Center, located in Talladega, and, if appropriate, adapted to meet program needs.

ADPE supplied letters of support which indicated that collaboration for the proposed programs goes beyond the two-year college community. The proposed programs and Regional Center have received the support of several companies that also pledged to assist in the preparation of faculty and students. For example, Collins & Aikman MOBIS of Montgomery has committed to participation in the program advisory committee for the local college, provision of two externships for college faculty to spend time working in the facility to gain knowledge of operating methods and skill-level expectations, and provision of site visits for classes. Another company, Ogihara, Alabama Division, in Birmingham, committed to work with the college partners to develop profiles of skills for training purposes, as well as to provide externships and internships. The directors of Alabama Industrial Development Training (AIDT) and the Alabama Business Council also sent strong letters of support.

According to the proposals, several institutions and agencies have collaborated in the development of the consortium and program proposals. These include the Alabama Department of Postsecondary Education, the State Department of Education, the Alabama Automotive Manufacturing Association (AAMA), Alabama Industrial Development Training (AIDT), Auburn University, Alabama Colleges of Electronic Technology Education Advancement (ACETEA), Alabama Technology Network (ATN), Economic Development Partnership of Alabama (EDPA), Alabama Department of Economics and Community Affairs (ADECA), Alabama Development Office (ADO), and the National Center for Manufacturing Education at Sinclair Community College.

**Distance Education:** According to the proposals, the programs will incorporate online and hybrid curriculum delivery where applicable. Some coursework will require laboratory contact hours which will be delivered on campus. However, when appropriate, courses may be delivered online or by other telecommunication media.

Officials stated that online and telecommunication media that is currently available will be evaluated for content, quality, and accessibility. According to the proposals, funds are available through the CARCAM grant to develop deliverable material for automotive manufacturing technology courses. Therefore, as a collaborative effort with CARCAM, professional courseware

companies will develop courses to ensure accessibility, quality, and cohesion to the program goals.

**Admissions:** For all four institutions, an applicant must be a graduate of an accredited high school or have a GED. Current high school students enrolled in college level courses for dual credit may also be admitted.

**Need:** According to the proposals, these programs, as well as the option addition proposed by CEN, are intended to provide workers for Alabama's rapidly growing automobile industry. CNN, USA Today, the Wall Street Journal, and other major media outlets have described the migration and immigration of major automobile producers, supplier companies, and support industries to the southern states as the "Southern Auto Corridor." Honda, Mercedes, Toyota, and Hyundai selected Alabama for production sites with an investment totaling \$5.6 billion by 2005 [Economic Development Partnership of Alabama (EDPA), Jacksonville State University 2003]. Consequently, Alabama is emerging as the center of the Southern Auto Corridor, capturing an estimated industry payroll of \$3 billion each year. The automotive manufacturing industry is a vital part of Alabama's economy, growing at a rate of twelve percent from 2002 to 2003 with thirteen new plants beginning operation [Alabama Automotive Manufacturing Association (AAMA), 2003].

Each industry supporter of the new programs indicated by survey response and verbal request that training programs be established to meet the highly technical skilled workforce demands. Each employer also expressed that the program development be expedited, in order to negate the need to go outside the state of Alabama to hire skilled employees.

According to the proposals, the 2003 report from Alabama's Automotive Manufacturing Industry stated that there are over 200 plants related to the production of automobiles in the state of Alabama. This number includes vehicle assembly plants, tier one (which supply vehicle assembly plants), tier two (which supply tier one plants), tier three (which supply tier two), tier four (which supply tier three), and after market suppliers. A total of 31,197 jobs were provided by these industries during 2003. Alabama's autoworkers sent nearly 479,000 new vehicles to market in 2005. The production of those new vehicles provided 25,000 jobs in 2005 with average salaries of \$60,000.00 (Birmingham Business Journal - January 12, 2005). Industry support letters were sent to each of the colleges participating in CARCAM promoting the development of an automotive manufacturing technology program at the postsecondary level to build a strong Alabama workforce for current and future growth.

The National Science Foundation (NSF) supported this effort to develop an associate degree and to implement effective professional development training for instructors in the two year college system with a \$3.5 million grant. The NSF grant included funding for the development and delivery of automotive manufacturing technology programs for five colleges [including the addition of an automotive manufacturing option at CEN], as well as establishment of a regional center. The grant stipulates the delivery of an Automotive Manufacturing Technology degree, as well as instructor training and high school STEM Camps each summer.

According to data from the Alabama Department of Industrial Relations, jobs in production occupations statewide are expected to increase from 219,850 to 228,520, a gain of 8,670, between 2002 and 2012. The recently announced Kia plant, which will be located in West Point, Georgia, on the border of Alabama and Georgia, can be expected to increase the demand for these workers.

**Student Demand:** Enrollment projections for all of the proposed programs are based upon the AIDT entry level training for automotive manufacturing. According to the proposals, over eighteen thousand individuals have gone through AIDT training during the application process for employment at companies such as Honda, Mercedes, International Diesel, Toyota, and their suppliers. Due to the growing number of plants located in the state of Alabama, AIDT and industry encouraged the next level of training to come from the two-year college system. The degree plan was developed and will be promoted with the aid of the Alabama Automotive Manufacturing Association, CARCAM, Business Alabama, AIDT, ATN, and other affiliates.

**Resources:**

**Faculty/Staff:**

GAD: The proposal states that currently five full-time primary faculty and three full-time support faculty are available to teach in the program. The faculty members currently teach electronics engineering technology, industrial automation, electrical technology, and industrial electronics/electricity. No additional faculty will be necessary. Four administrative assistants working on the two campuses will be sufficient to support the program, according to the proposal.

JSC: According to the proposal, no additional faculty is needed for the program. The program will be taught by current faculty, two full-time and six part-time. The full-time faculty members have degrees in engineering. Dr. Andy Hatley is Director of the Manufacturing and Technology Center at JSC. Craig Brasfield is currently Assistant Director of the same center and teaches technical classes within the manufacturing program.

TRE: Currently two part-time faculty members are available to teach in the program. TRE officials anticipate the addition of two full-time primary faculty and one part-time faculty member for the program. No additional support staff will be needed.

WSH: Currently seven full-time and six part-time faculty will be available as primary faculty. The seven full-time members currently teach in the areas of electronic technology (3), machine tool technology (2), auto mechanics (1), and welding (1). WSH anticipates the hiring of four additional part-time instructors. No new support faculty or staff will be needed for the program.

**Equipment/Facilities:**

GAD: The proposed program will be housed in Ralls Hall on the East Broad Campus in Gadsden and in the Industrial Automation/Electrical Building on the Ayers Campus in Anniston. Because of the multi-skill nature of the program, many courses will be taught in existing program areas including electronics, industrial automation, electrical, machine tool, welding, etc. The facilities have been renovated and expanded. Regarding equipment, the institution will purchase two modular production systems (\$240,000), two robotic welders (\$130,000), and one CNC plasma cutter (\$13,800) for the program.

JSC: According to the proposal, the AMT program will be housed in JSC's Manufacturing and Technology Center. Existing equipment will be utilized for a majority of the training with the CARCAM grant supplying funds for additional equipment, such as a robotic welder. Current facilities include state-of-the-art automation, industrial maintenance, as well as electronic, CAD, and tool and die maintenance labs. These facilities also will serve the proposed program.

TRE: According to the proposal, a 20,000 square-foot facility, the Automotive Technology Center, will be built with an estimated cost of \$2,000,000. It will house the proposed program and the existing multi-craft Industrial Maintenance program. The funds for this new structure will come from the state. Existing facilities will be used temporarily until the new facility is available.

Equipment needed for the program includes the following: robotics, analog programmable logic controllers (PLCs), injection mold, assembly line equipment, and production line simulators. The estimated equipment cost of \$1,000,000 will be available through a U.S. Department of Labor grant.

WSH: According to the proposal, WSH can offer all courses related to the proposed program in existing classrooms and labs during the first year of the program. In order to accommodate the more lab intensive courses in the second year of the program, facilities should be renovated to allow for the larger than usual lab equipment. Additionally, welding

should be moved into close proximity to the electronics department to maximize use of like instructional equipment. WSH's proposal stated that the college already has most of the equipment needed for the program. However, there will be a need for the following new equipment: 1) programmable logic controllers (trainers) of similar brands and styles used by the auto manufacturing industry throughout the state (estimated cost: \$150,000); 2) robots, for welding, PLC applications, and manufacturing applications (estimated cost: \$180,000); and hydraulic and pneumatic trainers (estimated cost: \$100,000).

**Library:**

GAD: According to the proposal, the existing on-site library collection is limited. Although some resources will be available through the Alabama Virtual Library, the collection related to the proposed program will be enhanced over the first five years (\$7000).

JSC: JSC's Allen Library maintains up to date collections and resources which are available to the Manufacturing and Technical Center.

TRE: The proposal stated that sufficient library materials are already in place for the program. Software upgrades for simulators will be purchased over the first five years at a cost of \$10,000.

WSH: According to the proposal, the college library has adequate holdings and titles to support courses in the new program that are taught by other departments, such as electronics, drafting, machine shop, and welding. Approximately \$24,000 over the first five years will be directed to the library to expand titles directly related to the automotive industry.

**Program Budget:**

GAD projects that a total of \$390,800 in estimated new funds will be required to support the proposed program over the first five years and a total of \$609,880 will be available through internal reallocations, extramural sources, and tuition.

JSC projects that a total of \$80,000 in estimated new funds will be required to support the proposed program over the first five years and a total of \$80,000 will be available through extramural funding.

TRE projects that a total of \$3,836,000 in estimated new funds will be required to support the proposed program over the first five years and a total of \$3,895,000 will be available through internal reallocations, extramural sources, and tuition.

WSH projects that a total of \$1,235,500 in estimated new funds will be required to support the proposed program over the first five years and a total of \$1,626,080 will be available through internal reallocations, extramural sources, and tuition.

**Attachment 3.A**

**Curriculum for Proposed Program**

**Proposed Associate in Applied Science in Automotive Manufacturing Technology at  
 Gadsden State Community College**

**First Semester**

<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>
ORI – 100	Orientation to College	1
CIS – 146	Microcomputer Applications	3
MTH – 116	Mathematical Applications	3
AUT – 100	Introduction to Automotive Concepts	3
AUT – 102	Manufacturing Fundamentals	3
AUT – 118	Introduction to Engineering Technologies	<u>3</u>
		16

**Second Semester**

MDT – 105	Introduction to Computer Aided Designed (CAD)	3
AUT – 104	Blueprint Reading for Manufacturing	3
AUT – 106	Quality Control and Inspection Techniques	3
AUT – 110	DC Fundamentals	3
AUT – 150	Introduction to Machine Shop	<u>3</u>
		15

**Third Semester**

ENG – 101	English Composition I	3
HUM – 299A	Humanities for Technology	3
AUT – 112	Principles of Industrial Electricity	3
AUT – 116	Introduction to Robotics	3
AUT -130	Fundamentals of Industrial Hydraulics and Pneumatics	<u>3</u>
		15

**Fourth Semester**

SPH – 107	Fundamentals of Public Speaking	3
AUT – 114	Programmable Logic Controllers	3
AUT – 132	Principles of Technology	3
AUT – 134	Industrial Motors	3
AUT – 230	Preventive and Predictive Maintenance	<u>3</u>
		15

**Fifth Semester**

HIS, SOC, PSY	History, Social or Behavioral Science Elective	3
AUT – 155	Metrology	3
AUT – 234	Industrial Motor Controls I	3
AUT – 236	Variable Speed Motor Drives	3
AUT – 262	Computer Integrated Manufacturing	<u>3</u>
		15

**TOTAL**

**76 hours**

**GAD: Semester Breakdown for the Certificate in Automotive Manufacturing Technology**

**First Semester**

Course Number	Title	Credit Hours
ORI – 100	Orientation to College	1
CIS – 146	Microcomputer Applications	3
MTH – 116	Mathematical Applications	3
AUT – 100	Introduction to Automotive Concepts	3
AUT – 102	Manufacturing Fundamentals	3
AUT – 118	Introduction to Engineering Technologies	<u>3</u>
		16

**Second Semester**

ENG – 101	English Composition I	3
AUT – 104	Blueprint Reading for Manufacturing	3
AUT – 106	Quality Control and Inspection Techniques	3
AUT – 110	DC Fundamentals	3
AUT – 150	Introduction to Machine Shop	<u>3</u>
		15

**Third Semester**

SPH – 107	Fundamentals of Public Speaking	3
AUT – 112	Principles of Industrial Electricity	3
AUT – 114	Programmable Logic Controllers	3
AUT – 116	Introduction to Robotics	<u>3</u>
		12

TOTAL 43 hours

**Attachment 3.B: Curriculum for Proposed Program**

**Proposed Associate in Applied Science in Automotive Manufacturing Technology at Jefferson  
 State Community College**

Semester 1		
Prefix	Course	Hours
AUT 116	Introduction to Robotics	4
AUT 102	Manufacturing Fundamentals	4
	Humanities Elective	3
SPH 106,7	Speech	3
	Elective	3
		17
Semester 2		
Prefix	Course	Hours
AUT 104	Blueprint Reading for Manufacturing	3
MTH 100	Intermediate College Algebra	3
AUT 100	Introduction to Automotive Concepts	3
	History, Social and Behavioral Science Electives	3
CIS 146	Microcomputer Applications	3
	Elective	3
		18
Semester 3		
Prefix	Course	Hours
AUT 164	Mechanical Tools I	4
AUT 110	DC Fundamentals	3
AUT 114	Programmable Logic Controllers I	3
	Elective	3
	Elective	3
		16
Semester 4		
Prefix	Course	Hours
PHY 115	Physics	4
AUT 120	Industrial Controls	4
ENG 101	English Composition 1	3
	Elective	3
		14
<b>Total</b>		<b>65</b>

**JSC: Certificate in Automotive Manufacturing Technology**

**GENERAL EDUCATION**

English Composition 101	3
Speech or English 102	3
Math 100 and/or higher numerically	3
CIS 146 Microcomputer Applications	3
<b>Total</b>	<b>12</b>

**REQUIRED COURSES**

AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Manufacturing Fundamentals (to include Lean, Safety and/or Quality)	3
AUT 116	Introduction to Robotics	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Programmable Logic Controllers I	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
	<b>Sub Total</b>	<b>27</b>
	Electives (Choose 21 hours - with advisor's approval)	
	<b>Total</b>	<b>60</b>

**Attachment 3.C: Curriculum for Proposed Program**

**Proposed Associate in Applied Technology in Automotive Manufacturing Technology at  
 Trenholm State Technical College**

	<u>Course Title</u>	<u>Credit Hours</u>
First Semester		
AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 120	or Industrial Controls	
AUT 100	Introduction to Automotive Concepts	3
MAH 103	Introduction to Technical Mathematics	3
ORI 101	Orientation to College	1
Second Semester		
AUT 104	Blueprint Reading for Manufacturing	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
ENG 101	English Composition I	3
Third Semester		
AUT 116	Introduction to Robotics	3
AUT 102	Manufacturing Fundamentals	3
AUT 114	Programmable Logic Controllers	3
CIS 146	Microcomputer Applications	3
MAH 104	Plane Trigonometry	3
Fourth Semester		
AUT 111	AC Fundamentals	3
AUT 217	Advanced Programmable Logic Controllers	3
AUT 218	Advanced Programmable Logic Controllers Lab	3
ENG 130	Technical Report Writing	3
ENG 102	or ENG102 English Composition II	
SPH 106	or SPH106 Fundamentals of Oral Communication	
Fifth Semester		
AUT 130	Hydraulics and Pneumatics	3
AUT 227	Digital Communications	3
PSY 200	General Psychology	3
PHL 200	Ethics in the Workplace	3
Total Hours		(64 credit hours)

**Emphasis: Machine Tool**

	<u>Course Title</u>	<u>Credit Hours</u>
First Semester		
AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
ATU 120	or Industrial Controls	
AUT 100	Introduction to Automotive Concepts	3
MAH 103	Introduction to Technical Mathematics	3
ORI 101	Orientation to College	1
Second Semester		
AUT 104	Blueprint Reading for Manufacturing	3
AUT 150	Introduction to Machine Shop	3

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AUT 151	Introduction to Machine Shop Lab	3
ENG 101	English Composition I	3

Third Semester

AUT 116	Introduction to Robotics	3
AUT 102	Manufacturing Fundamentals	3
AUT 114	Programmable Logic Controllers	3
CIS 146	Microcomputer Applications	3
MAH 104	Plane Trigonometry	3

Fourth Semester

AUT 258	Lathe Operations	6
AUT A66	Advanced Blueprint Reading	3
ENG 130	Technical Report Writing	3
ENG 102	or English Composition II	
SPH 106	or Fundamentals of Oral Communication	

Fifth Semester

AUT 259	Milling Operations	6
PSY 200	General Psychology	3
PHL 200	Ethics in the Workplace	3

Total Hours (64 credit hours)

**Emphasis: Injection Mold**

	<u>Course Title</u>	<u>Credit Hours</u>
First Semester		
AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 120	or Industrial Controls	
AUT 100	Introduction to Automotive Concepts	3
MAH 103	Introduction to Technical Mathematics	3
ORI 101	Orientation to College	1
Second Semester		
AUT 104	Blueprint Reading for Manufacturing	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
ENG 101	English Composition I	3
Third Semester		
AUT 116	Introduction to Robotics	3
AUT 102	Manufacturing Fundamentals	3
AUT 114	Programmable Logic Controllers	3
CIS 146	Microcomputer Applications	3
MAH 104	Plane Trigonometry	3
Fourth Semester		
AUT 256	CNC Milling Lab I	3
AUT 145	Introduction to Injection Molding	3
AUT 146	Introduction to Injection Molding Lab	3
ENG 130	Technical Report Writing	3
ENG 102	or English Composition II	
SPH 106	or Fundamentals of Oral Communication	

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Fifth Semester

AUT 245	Injection Mold Design	3
AUT 246	Injection Mold Design Lab	3
PSY 200	General Psychology	3
PHL 200	Ethics in the Workplace	3

**Total Hours**

**(64 credit hours)**

**Emphasis: Die Repair**

	<u>Course Title</u>	<u>Credit Hours</u>
First Semester		
AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 120	or Industrial Controls	
AUT 100	Introduction to Automotive Concepts	3
MAH 103	Introduction to Technical Mathematics	3
ORI 101	Orientation to College	1
Second Semester		
AUT 104	Blueprint Reading for Manufacturing	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
ENG 101	English Composition I	3
Third Semester		
AUT 116	Introduction to Robotics	3
AUT 102	Manufacturing Fundamentals	3
AUT 114	Programmable Logic Controllers	3
CIS 146	Microcomputer Applications	3
MAH 104	Plane Trigonometry	3
Fourth Semester		
AUT 260	Computer Numerical Control Graphics: Milling	3
AUT 158	Stamping Fundamentals	3
AUT 159	Basic Formability	3
ENG 130	Technical Report Writing	3
ENG 102	or English Composition II	
SPH 106	or Fundamentals of Oral Communication	
Fifth Semester		
AUT 162	Die Tryout	3
AUT 163	Die Repair	3
PSY 200	General Psychology	3
PHL 200	Ethics in the Workplace	3

**Total Hours**

**(64 credit hours)**

**TRE: Certificate for Automotive Manufacturing Technology**

**GENERAL EDUCATION**

English Composition 101	3
Speech or English 102	3
Math 100 and/or higher numerically	3
CIS 146 Microcomputer Applications	3
<b>Total</b>	<b>12</b>

**REQUIRED COURSES**

AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Manufacturing Fundamentals (to include Lean, Safety and/or Quality)	3
AUT 116	Introduction to Robotics	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Programmable Logic Controllers I	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
	<b>Sub Total</b>	<b>27</b>
	Electives (Choose 21 hours - with advisor's approval)	
	<b>Total</b>	<b>60</b>

Attachment 3.D: **Curriculum for Proposed Program**

**Proposed Associate in Applied Science in Automotive Manufacturing Technology at  
 Wallace State Community College (Hanceville)**

<b>Crs #</b>	<b>Title</b>	<b>Hrs.</b>
<b>SEMESTER 1</b>		
AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 100	Introduction to Automotive Concepts	3
CIS 146	Microcomputer Applications	3
ORT 111	Orientation or Class unique to each college	1
		<b>13 Hrs</b>
<b>SEMESTER 2</b>		
AUT 102	Manufacturing Fundamentals (to include Lean, Safety and/or Quality)	3
AUT116	Introduction to Robotics	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Programmable Logic Controllers	3
		<b>12 Hrs.</b>
<b>SEMESTER 3</b>		
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
ENG 101	English Composition 101	3
HUM	Humanities Elective (Ethics in the Workplace)	3
AUT 278	Robotic Programming and Welding	3
		<b>15 Hrs.</b>
<b>SEMESTER 4</b>		
SPH 106	Speech or English 102	3
MTH 100	Math 100 and/or higher numerically	3
AUT 106	Quality Control and Inspection Techniques	3
AUT 130	Hydraulics and Pneumatics	3
		<b>12 Hrs.</b>
<b>SEMESTER 5</b>		
	History, Social or Behavioral Science	3
AUT 178	Gas Tungsten Arc Welding Theory	3
AUT 180	Gas Tungsten Arc Welding Lab	3
	Math or Science Elective	3
		<b>12 Hrs.</b>
	<b>Total</b>	<b>64 Hrs.</b>

**WSH Certificate (60 Hours) for Automotive Manufacturing Technology**

**GENERAL EDUCATION**

English Composition 101	3
Speech or English 102	3
Math 100 and/or higher numerically	3
CIS 146 Microcomputer Applications	3
<b>Total</b>	<b>12</b>

**REQUIRED COURSES** (Incorporate Team projects and problem solving into all courses)

AUT 110	DC Fundamentals	3
AUT 112	Principles of Industrial Electricity	3
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Manufacturing Fundamentals (to include Lean, Safety and/or Quality)	3
AUT 116	Introduction to Robotics	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 114	Programmable Logic Controllers I	3
AUT 150	Introduction to Machine Shop	3
AUT 151	Introduction to Machine Shop Lab	3
	<b>Sub Total</b>	<b>27</b>
	Electives (Choose 21 hours - with advisor's approval)	
	<b>Total</b>	<b>60</b>

DECISION ITEM B-1: Central Alabama Community College, Addition of Option in Automotive Manufacturing Technology to the Existing Certificate and Associate in Applied Science in Manufacturing Technology (CIP 15.0613)

Staff Presenter: Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Central Alabama Community College (CEN) currently has the Certificate and Associate in Applied Science (AAS) in Manufacturing Technology at CIP 15.0613 in the Academic Program Inventory. At the time of the program's approval, two options were also approved: industrial maintenance technology and automated process technology.

CEN proposes the addition of an option in automotive manufacturing technology. This option will be offered in collaboration with the Consortium for the Alabama Regional Center for Automotive Manufacturing Technology (CARCAM), consisting of CEN, Gadsden State Technical College, Jefferson State Community College, Trenholm State Technical College, and Wallace State Community College (Hanceville).

The proposed option in automotive manufacturing technology will share a 27 semester hour (sh) program core curriculum with the two original options. The new option will require 16 sh for the AAS program and 21 for the Certificate program. The AAS will require 22 sh in general education, while the Certificate will require 12.

Automotive manufacturing technology option in the AAS program in Manufacturing Technology:

Required general education core	22 sh
Manufacturing Technology program core	27 sh
Option	16 sh
Total	65 sh

Automotive manufacturing technology option in the Certificate program in Manufacturing Technology:

Required general education core	12 sh
Manufacturing Technology program core	27 sh
Option	21 sh
Total	60 sh

The staff recommends that the proposed concentration be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

**DECISION ITEM B-2:** Troy University, Addition of Campus Sites to Academic Program Inventory Entries for the Master of Science in Education and the Education Specialist in School Counseling, CIP 13.1101

**Staff Presenter:** Mrs. Ellen E. Haulman  
 Staff Associate for Academic Affairs

**Staff Recommendation:** That the Commission approve the proposed addition of campus sites to the Academic Program Inventory listings for Troy University (TROY) at CIP 13.1101, School Counseling at the Master's and Education Specialist levels. These additions would reflect teacher certification programs approved by Alabama State Department of Education (ASDE) for all three campuses of TROY.

**Background:** During the recent consolidation of Troy State University, Troy State University at Dothan, and Troy State University in Montgomery into Troy University (TROY), sites were added to program listings in the TROY Academic Program Inventory. These sites (Troy, Dothan, Montgomery) denote the campus for which the program originally was approved and limit the program to the campus or campuses noted.

TROY requests that sites be added to the entry for School Counseling, Master of Science in Education (MSEd) and Education Specialist (EdS), so that all three sites (Troy, Dothan, and Montgomery) are listed. According to Commission policy, additions to the Academic Program Inventory typically require Commission approval.

The revised entries as requested by TROY are listed below with additions indicated by underline:

CIP 13.1101, School Counseling (Troy, Dothan, Montgomery), MSEd  
 CIP 13.1101, School Counseling (Troy, Dothan, Montgomery), EdS

These additions would reflect teacher certification programs approved by the ASDE. The following entries are on the August 2005 list of teacher certification programs for School Counseling approved by the ASDE:

<i>Institution</i>	<i>Levels of Certification</i>
Troy University	A (master's level), AA (education specialist level)
Troy University at Dothan	A, AA
Troy University in Montgomery	A, AA

Currently, completions of these teacher certificates are reported in various places in the Academic Program Inventory, shown below.

- CIP 13.0101, Education, General (Montgomery), EdS  
(includes other teacher's certificates under same academic program heading)
- CIP 13.0401, Education Administration, General (Troy, Dothan), MEd, EdS  
(includes other teacher's certificates under the same academic program heading)
- CIP 13.1101, School Counseling (Montgomery), MEd
- CIP 13.1101, School Counseling (Troy), EdS
- CIP 42.0601, Counseling and Psychology (Troy, Dothan, Montgomery), MS  
(includes students not seeking certification under the same academic program heading)

There will be no change in curriculum nor need for additional resources as the result of the requested alteration. The requested change will allow the university to consolidate these approved certifications into one entity and report completions together. No other entries in the Academic Program Inventory would be deleted or altered as the result of this action.

The staff recommends that the proposed consolidation of teacher certificate programs at CIP 13.1101 be approved as a reasonable alteration of existing programs.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.
3. ASDE, "Certificate Programs and Where Offered," [Certification programs and where offered-62005B.rtf](#)—August 12, 2005.

DECISION ITEM B-3a: University of South Alabama, Addition of a Concentration in Classics to the Existing Bachelor of Arts in Philosophy (CIP 38.0101)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed concentration as a reasonable extension/alteration of an existing program.

Background: University of South Alabama (USA) currently has the Bachelor of Arts in Philosophy at CIP 38.0101 in the Academic Program Inventory. USA proposes the addition of a concentration in Classics to the program.

The proposed concentration in Classics will share a common core of 15 semester hours (sh) within the Philosophy major. The Classics concentration will require 15 sh in required courses and electives. Students will choose to study either ancient Greek culture or ancient Roman culture for this concentration.

The proposed concentration is designed to expand the appeal of the Philosophy major and to offer more educational opportunities to students. In December 2002, the Commission approved a concentration in Religion to the Philosophy major, which has greatly stimulated interest in the degree. It is expected that the approval of the concentration in Classics will generate even more interest in the degree.

The staff recommends that the proposed concentration be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM B-3b: University of South Alabama, Addition of a Concentration in Real Estate to the Existing Bachelor of Science in Marketing

Staff Presenter: Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve the proposed concentration as a reasonable extension/alteration of an existing program.

Background: The University of South Alabama (USA) currently has the Bachelor of Science (BS) in Marketing at CIP 52.1401 in the Academic Program Inventory. USA proposes the addition of an option in Real Estate to the program.

The proposed option will require 24 hours in Marketing with an additional 12 hours in the real estate option.

Program core	24 sh
Option	12 sh
Related electives	12 sh

Students who intend to sit for the State of Alabama Real Estate Exam will be advised to enroll in a specific course, Alabama Brokers Act and Rules and Regulations, concurrent with a required course, Real Estate, in order to prepare for the exam.

According to program officials, the need for this option lies in the growing importance of real estate development in south Alabama. Real estate investment, as well as property management, maintenance, appraisal, title research, and real estate sales, provide a compounding effect to the economic value of an initial real estate development. The new concentration will enable graduates to pursue employment and entrepreneurial opportunities in real estate appraisal, government service, real estate brokerage, property management, investment counseling, and loan origination and servicing.

The staff recommends that the proposed concentration be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

**DECISION ITEM B-4:** Athens State University, Addition of an Option in Government Administration and Social Policy to the Existing Bachelor of Science in Political Science (CIP 45.1001)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: Athens State University (ASC) currently has the Bachelor of Science in Political Science at CIP 45.1001 in the Academic Program Inventory. ASC proposes the addition of an option in Government Administration and Social Policy to the program.

The proposed option in Government Administration and Social Policy will share a 61 semester hour (sh) general education core required of all students in the program and 22 sh of Political Science major prerequisite/ pre-professional courses. The proposed option will require a total of 18 sh in required courses and 27 sh in electives.

General Education Core	61 sh
Political Science Core	22 sh
Proposed Option	18 sh
Electives	27 sh

Currently, ASC's Department of Government and Public Affairs has produced a significant number of graduates in two baccalaureate degree programs: Criminal Justice and Public Safety. Students pursuing these majors have frequently been in-service employees of public safety agencies.

The proposed option is designed to meet the need of students who are non-public safety employees and is oriented to public sector administration. Huntsville and the surrounding counties already have a high level of government employment and the number is expected to increase due to decisions by the federal government's Base Realignment and Closure Commission. The proximity of ASC to these major government employers and its established record of producing graduates for governmental agencies justify the creation of this option.

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

**DECISION ITEM B-5:** University of North Alabama, Addition of an Option in Business Geography to the Existing Bachelor of Arts and Bachelor of Science in Geography (CIP 45.0701)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed option as a reasonable extension/alteration of an existing program.

Background: University of North Alabama (UNA) currently has the Bachelor of Arts and Bachelor of Science in Geography at CIP 45.0701 in the Academic Program Inventory. UNA proposes the addition of an option in Business Geography to the program.

The proposed concentration in Business Geography will require a total of 132 semester hours (sh), including a common core of 41 sh of General Education courses. The Business Geography option will require 27 sh in required courses and electives.

General Education Core	41 sh
Related Courses	23 sh
Geography Core	23 sh
Proposed Option	27 sh
Supporting Courses/Electives	18 sh
Total	132 sh

The proposed option is designed to serve students who wish to combine the complementary spatial and economic perspectives of geography with the concepts and practices from business. According to the Department of Labor, the field of geospatial technologies related to the business environment has been identified as one of three rapidly expanding career areas. According to UNA officials, there are only six other undergraduate programs in the country that offer this option, and UNA is able to fit this option into the current Geography curriculum without adding any new courses or requiring any new resources.

The staff recommends that the proposed option be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM B-6a: University of West Alabama, Addition of a Track in Biology Comprehensive – General to the Existing Bachelor of Arts and Bachelor of Science in Biology (CIP 26.0101)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed track as a reasonable extension/alteration of an existing program.

Background: University of West Alabama (UWA) currently has the Bachelor of Arts and Bachelor of Science in Biology at CIP 26.0101 in the Academic Program Inventory. UWA proposes the addition of a track in Biology Comprehensive - General to the program.

The proposed track in Biology Comprehensive - General will share a common core of 24 semester hours (sh) within the Biology major. The program with the proposed track will require a total of 60 sh in required courses and electives.

General Education & College Core	68 sh
Biology Core	36 sh
Proposed Option	24 sh
Total	128 sh

The current Biology major was designed to meet the needs of students who are highly focused on gaining entry into medical school. This degree contains a number of hours that are not suitable for students who wish to gain entry into a variety of graduate programs in biological sciences. The proposed track will allow these students to gain the requisite background in biology and will prepare them for careers in biology or entry into a graduate program in their chosen specialty.

The staff recommends that the proposed track be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM B-6b: University of West Alabama, Addition of a Track in Environmental Sciences – Natural Resources to the Existing Bachelor of Arts and Bachelor of Science in Environmental Sciences (CIP 30.0101)

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed track as a reasonable extension/alteration of an existing program.

Background: University of West Alabama (UWA) currently has the Bachelor of Arts and Bachelor of Science in Environmental Sciences at CIP 30.0101 in the Academic Program Inventory. UWA proposes the addition of a track in Environmental Sciences – Natural Resources to the program.

The proposed track in Environmental Sciences – Natural Resources will share a common core of 25 semester hours (sh) within the Environmental Sciences major. The proposed track will require a total of 54 sh in required courses and electives.

General Education & College Core	68 sh
Environmental Science Core	25 sh
Proposed Option	17 sh
Related Electives	12 sh
Total	122 sh

The current Environmental Sciences major was designed to meet the needs of students who are preparing for careers as environmental scientists and who desire a heavy emphasis on the physical sciences. However, recently this major has been attracting students who are interested in the natural resources area of environmental sciences. The proposed track will allow UWA to better prepare students for careers in both of these diverse areas of environmental sciences by providing courses such as:

Plant Taxonomy and Field Techniques  
Animal Taxonomy and Field Techniques  
Ecological Management  
Ecological Restoration

The staff recommends that the proposed track be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Administrative Code, Chapter 300-2-1, Rule .03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM C-1: Wallace State Community College (Hanceville), New Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the following new off-campus site for Wallace State Community College (Hanceville).

Proposal: Wallace State Community College (Hanceville) (WSH) plans to offer courses at the following new off-campus site beginning in Fall 2006:

Faulkner State Community College, Bay Minette

Discussion: An official with the College has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

All of the courses to be taught at the proposed site are Occupational Therapy Assistant (OTA) courses. WSH has the only active OTA program in the state.

Supporting Documentation:

1. Proposal for New Off-Campus site at Faulkner State Community College, Bay Minette, Attached.

**Attachment 1**

**Proposal for New Off-Campus Site at  
 Faulkner State Community College, Bay Minette**

**SITE INFORMATION**

**Institution: Wallace State Community College**

**Administrator Responsible for Site**

**Name & Title: Nancy C. Corser, Dean of Health Sciences**

**Telephone: 256-352-8306**

**Fax: 256-352-8311**

**E-Mail: nancy.corser@wallacestate.edu**

**Contact Person at Site If Other Than Administrator Above**

**Name & Title: Nancy Chandler, Vice Pres of Instruction, Institutional Effectiveness and Development**

**Telephone: 251-580-2140**

**Fax: 251-580-2240**

**E-Mail: nchandler@faulknerstate.edu**

**Location of Proposed Site**

**Facility: James H. Faulkner State Community College**

**Street Address: 1900 U.S. Highway 31 South**

**City: Bay Minette**

**County: Baldwin**

**When will you begin offering instruction at this site?**

**Fall 2006**

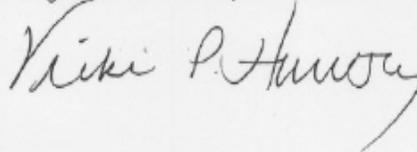
Type of Site	Check One:
<b>Non-Exempt</b>	<input checked="" type="checkbox"/>
<b>Exempt from Review by Statute</b>	<input type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
<b>Exempt from Review by Commission Policy</b>	<input type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date:

11/16/05



DECISION ITEM C-2:

Athens State University, New Off-Campus Site

Staff Presenter:

Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:

That the Commission approve the following new off-campus site for Athens State University.

Proposal:

Athens State University (ASC) plans to offer courses at the following new off-campus site beginning in Fall 2006:

Alabama Southern Community College, Monroeville

Discussion:

An ASC official has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

This site is not in any four-year college's service area because Monroe County is not a home or contiguous county for any four-year college.

Supporting Documentation:

1. Proposal for New Off-Campus site at Alabama Southern Community College, Monroeville, Attached.

Attachment 1

Alabama Commission on Higher Education

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** Athens State University

**Administrator Responsible for Site**

**Name & Title:** Dr. Charles Chapman, Vice-President for Academic Affairs

**Telephone:** 256-233-8214

**Fax:** 256-216-3318

**E-Mail:**

**Contact Person at Site If Other Than Administrator Above**

**Name & Title:** Dr. Denver Betts, Assistant to VP for Academic Affairs & Director University Centers

**Telephone:** 256-233-8129

**Fax:** 256-216-3318

**E-Mail:**

**Location of Proposed Site**

**Facility:** Alabama Southern Community College

**Street Address:** 2800 South Alabama Avenue

**City:** Monroeville

**County:** Monroe

**When will you begin offering instruction at this site?**

Fall 2006

**Type of Site**

<b>Non-Exempt</b>	XXXX
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1990	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:

*Jerry Bartlett*

Date: 3.23.06

## COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

### Courses (Include Number & Title)

ED 301	Foundations of Education I
ED 302	Foundations of Education II
ED 305	Media and Technology in Education
EL 320	Children's Literature
EL 321	Teaching Language Arts
EL 323	Teaching Reading in Primary Grades
EL 324	Teaching Mathematics in Primary Grades
EL 351	Assessment Strategies for Elementary
EL 413	Teaching Reading in the Intermediate Grades
EL 420	Teaching Science
EL 423	Teaching Social Studies
EL 424	Teaching Mathematics in Intermediate Grades
EL 472	Planning and Curriculum
HPE 431	Motor Development and Physical Education Activities
EL 352	Management Strategies for the Elementary Classroom
EL 482	Internship in Elementary Education
EL 484	Curriculum Seminar in Elementary Education
SE 301	Introduction to Exceptional Learners
ER 302	Theories and Stages in Language Development
ER 310	Principles of Early Childhood Education
ER 303	Professional Education Communication
ER 315	Principles of Teaching Young Children
ER 470	Early Childhood Curriculum
ER 460	Practicum in Early Childhood
ER 461	Practicum in Early Childhood
ER 462	Practicum in Early Childhood
ER 480	Internship in Early Childhood
ER 318	Literature in Early Childhood Education
ER 350	Administration & Management of the Early Childhood Program
ED 300	Foundations of Education

Course list—Arts & Sciences

PH 300	Moral Values in Today's Society
PO 303	Comparative State and Local Government
PO 304	Problems of American Government
PO 342	Methods of Behavioral Science Research
PSA 349	Human Resources Management
PSA 350	Introduction to the American Legal System
PSA 375	Organizational Behavior
PSA 377	Public Administration
PSA 446	Public Safety Concepts and Systems
PSA 455	Public Administration Ethics
RE 301	Religions That Shaped the World
RE 312	History of Judaism
RE 314	History of Islam
RE 327	Sociology of Religion
RE 351	Introduction of Christian Thought
RE 403	Religion in Life
RE 409	Christian Thought in Early Centuries
RE 412	The Hebrew Prophets
RE 413	Wisdom and Devotion Literature
RE 416	Interpreting the Text

Course list – Business

EC 321	Money & Banking
EC 348	Labor Economics
MG 302	Management Information Systems
MG 303	Management Decision Support System
MG 320	Organizational Communication and Leadership
MG 346	Principles of Management
MG 349	Human Resources Management
MG 350	Financial Management
MG 353	Project Management
MG 352	International Business
MG 375	Organizational Behavior and Teambuilding
MG 390	Production and Operations Management
MG 415	Technical Risk Management
MG 416	Entrepreneurship
MG 417	Management of Change
MG 418	Management of Technology
MG 420	Business Policy
MK 331	Marketing Principles
MK 432	Retailing

DECISION ITEM C-3: Enterprise-Ozark Community College, New Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the following new off-campus site for Enterprise-Ozark Community College.

Proposal: Enterprise-Ozark Community College (ENT) plans to offer courses at the following new off-campus site beginning in Fall 2006:

Andalusia-Opp Airport Business Incubator, Andalusia

Discussion: An ENT official has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

ENT has a statewide mission and service area for aviation programs. However, SBE approved service areas are based on counties. Since this site is not in ENT's SBE service area, this proposal requires Commission approval.

Supporting Documentation:

1. Proposal for New Off-Campus site at Andalusia-Opp Airport Business Incubator, Andalusia, Attached.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

Administrator Responsible for Site

**Name & Title:** Dr. Matthew Hughes, Dean of Technical Education

**Telephone:** (334) 774-5113 ext. 3600

**Fax:** (334) 774-6399

**E-Mail:** mhughes@eocc.edu

Contact Person at Site If Other Than Administrator Above

**Name & Title:** Tom Kirk

**Telephone:** (334) 774-5113 ext. 3644

**Fax:** (334) 774-6399

**E-Mail:** tkirk@eocc.edu

Location of Proposed Site

**Facility:** Andalusia-Opp Airport Business Incubator

**Street Address:** Bill Benton Lane

**City:** Andalusia, AL 36421

**County:** Covington

**When will you begin offering instruction at this site? Fall semester 2006 (August 2006)**

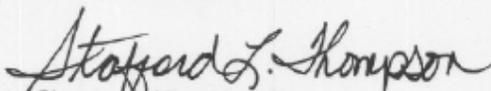
Type of Site	Check One:
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X*
University site located within home or contiguous counties.	

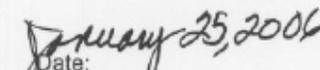
*Note: Follow-up report is not required for individual study courses.*

\*EOCC has statewide service area for aviation programs.

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

  
 Signature of President/Chancellor:

  
 Date:

### COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

Courses (Include Number & Title)
AMT 100, Technical Preparation
AMT 102, Materials and Processes
AMT 110, Non-Metalic Structures and Welding
AMT 111, Aircraft Sheetmetal Structures
AMT 112, Airframe Systems I
AMT 113, Airframe Systems II
AMT 114, Airframe Systems III
AMT 115, Airframe Systems IV
AMT 116, Airframe Comprehensive Testing
AMP 120, Engine Theory and Propellers
AMP 121, Reciprocating Engine Systems
AMP 122, Reciprocating Engine Overhaul
AMP 123, Reciprocating Engine Inspections
AMP 124, Turbine Engine Theory and Inspections
AMP 125, Turbine Engine Systems Overhaul
AMP 126, Powerplant Comprehensive Testing
AVM 140, FCC Rules and Regulations
AVM 145, Certified Electronics Technician
AVT 100, Foundations of Aviation Electronics
AVT 102, Foundations of Aviation Electronics (Laboratory)
AVT 111, Aviation Electronics Theory
AVT 112, Aviation Electronics Laboratory
AVT 121, Principles of Solid State
AVT 131, Digital Concepts
AVT 141, Introduction to Avionics
AVT 142, Electronic Communications
AVT 148, Microprocessors and Interfacing
AVT 211, Pulse and Radar Circuits
AVT 212, Aircraft Installation/Soldering
AVT 213, Aviation Communications
AVT 214, Navigation/ILS
AVT 215, DME/Transponder
AVT 216, Autopilot/Aircraft Systems
GAT 100, Aviation General Subjects
GAT 110, Aviation Structures
GAT 111, Aviation Systems
GAT 120, Powerplant Theory
GAT 121, Powerplant Systems

Add additional rows if needed.

DECISION ITEM D-1: Request to Amend Post-Implementation Conditions:  
Bevill State Community College, Associate in Applied  
Science and Certificate in Child Development,  
CIP 20.0201

Staff Presenter: Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation: That the Commission approve the request to amend  
post-implementation condition 1 as follows:

1. That the annual average enrollment for the first five years be at least ~~49~~ 24 FTE students.

With the approval of this amendment the Commission will accept the report for the program as meeting conditions. No additional post-implementation report will be required. This recommendation is consistent with Guideline Two of the "Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions."

- Rationale:
1. Though the program did not meet the original condition of 49 FTE for enrollment, it has a headcount enrollment of 70.
  2. The program is offered only in the evenings, and many students attend part-time, affecting full-time equivalency enrollment.
  3. The program met conditions regarding graduates and employment.

Background: The program was approved on February 11, 2000, and implemented in the spring semester of 2000. The post-implementation report was received in April 2005.

Program officials reported in the post-implementation report that the program had met conditions related to graduates and employment. Related to employment, the report stated that 76.5 percent of the graduates are using their education to teach and care for children, while another 18 percent are continuing their education at the university level.

In regard to condition 4, the report stated that the faculty and staff developed a comprehensive program outcomes tool, based on the CDA certificate requirements in addition to the professional requirements of the Head Start Act. A copy of the tool, as well as background documentation, was included with the report. According to program officials, at least 90 percent of the students have met the requirement of passing a detailed outcomes test with 80 percent accuracy.

The program did not meet the condition for FTE (full-time equivalency) enrollment; however, it has an average

headcount enrollment of seventy. Many students attend part-time, affecting the FTE enrollment.

Supporting Documentation:

1. Unpublished post-implementation report and update submitted by Bevill State Community College.
2. "Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions." Available upon request.

**Summary of Report on Post-Implementation Conditions**

**Bevill State Community College**

Program: Child Development, AAS and Certificate, CIP 20.0201

Approved by Commission: February 11, 2000

Implementation Date: Spring 2000. The institution had an existing short certificate in the program area.

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 49 FTE students.
- 2) That beginning in 2000-01, the annual average number of graduates for the first five years of the program will be at least 25.
- 3) That a follow-up survey will be conducted after five years which will show that at least 75 percent of the graduates who actively sought employment have found employment in the field.
- 4) At least 90 percent of the child development students will pass a detailed, comprehensive program outcomes test (to be developed by the institution) with 80 percent accuracy prior to completion of the associate degree. This test must assess the professional competencies outlined in Section 648A (1) (A) of the Head Start Act.

Child Development AAS and Certificate, CIP 20.0201	Average Enrollment for the First Five Years	Average Number of Graduates, Beginning 2000-01	Percentage of Graduates Employed in Field
Required	49 FTE	25	75%
Reported	24.86 FTE 70 headcount	26	76.5%

- Condition 1: Does not meet condition. The program is offered only in the evenings, and most of the students are part-time, affecting the FTE enrollment.
- Condition 4: The condition has been met. According to program officials, at least 90 percent of the students have met the requirement of passing a detailed outcomes test with 80 percent accuracy. The report stated that the faculty and staff developed a comprehensive program outcomes tool, based on the CDA certificate requirements in addition to the professional requirements of the Head Start Act. A copy of the tool, as well as background documentation, was included with the report.

**DECISION ITEM:** Amendment to the Alabama Administrative Code, Chapter 300-2-1-.02, Review And Approval Or Disapproval Of Proposed Postsecondary Course Offerings In Alabama By Non-Alabama Institutions.

**Staff Presenter:** Dr. Elizabeth C. French  
Director of Institutional Effectiveness and Planning

**Staff Recommendation:** That the Commission approve the proposed Amendment to the Alabama Administrative Code, Chapter 300-2-1-.02, to include § (2) (f) (Definitions) and the addition of § (2) (g).

**Background:** It is the responsibility of the Alabama Commission on Higher Education (ACHE) to establish policies and procedures for reviewing and approving or disapproving all proposed postsecondary credit courses offered in the State of Alabama by any non-Alabama institution of education. The proposed change is intended to: 1) Clarify the Commission's definition of "non-resident institution" and 2) Ensure that ACHE regulations are in keeping with the legislative intent of its statute.

**Supporting Documentation:** Amendment to the Alabama Administrative Code, Chapter 300-2-1-.02, Attached.

ALABAMA COMMISSION ON HIGHER EDUCATION  
ADMINISTRATIVE CODE

INSTITUTIONAL EFFECTIVENESS AND PLANNING

CHAPTER 300-2-1  
PROGRAM REVIEW

300-2-1-.02 Review And Approval Or Disapproval Of Proposed Postsecondary Course Offerings In Alabama By Non-Alabama Institutions.

(1) **Purpose.** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for reviewing and approving or disapproving all proposed postsecondary credit courses offered in the State of Alabama by any non-Alabama institution of education. These institutions must also be licensed to do business in Alabama by the Alabama Department of Postsecondary Education.

(2) **Definitions.** For purposes of this rule, the following definitions apply:

(a) Units or Programs of Instruction (Courses): Any course or sequence of courses for which credit toward any postsecondary degree, certificate, or diploma is to be awarded.

(b) Department: The Alabama Department of Postsecondary Education.

(c) Exempt Institutions: Those postsecondary institutions that are granted a certificate of exemption from licensure by the Alabama Department of Postsecondary Education and for which the Department has waived formal licensure application and review.

(d) Faculty: A faculty member who has a contract for formal teaching responsibilities with the proposing institution.

(e) Main Campus: The physical boundaries of the location of an institution's principal administrative offices.

(f) Non-Alabama Institutions: Those postsecondary educational institutions, public or private, profit and nonprofit, whose main campus or headquarters ~~is~~ are ~~located~~

domiciled outside the State of Alabama without regard to incorporation in Alabama.

(g) Domicile: The place considered by law as the center of corporate affairs and the place where the corporation's functions are discharged.

(3) **Procedures for Program Approval.** When the Department receives an application for licensure, it will, if it appears that the applying institution will qualify for such license, forward that information to the Commission for its review of proposed course offerings. The Commission will forward an Application for Review and Approval of Proposed Offering of Academic Degree Credit Courses in Alabama by Non-Alabama Institutions of Higher Education to the applying institution. When the completed forms are returned, the Commission will undertake its review.

(4) **Institutions exempt under the Alabama Private School License Law.** Those non-Alabama institutions that are granted a certificate of exemption for licensure by the Department and for which the Department has waived formal licensure application and review shall nonetheless apply for Commission review and approval of courses or units of instruction. Their application for course approval shall be accompanied by a certificate of exemption from formal licensure issued by the Alabama Department of Postsecondary Education.

(5) **Commission Review Criteria.** The Commission shall establish review criteria designed to evaluate the academic quality of the proposed offerings. The review includes, but is not restricted to: the qualifications of faculty and supporting staff, the quality of academic support resources (library, laboratories, etc.), and the academic validity of the proposed courses. Since the use of state appropriated funds is not involved, the question of unnecessary duplication will not be an issue when proposals from these non-Alabama institutions are being reviewed.

(6) **Site visits.** In some instances it may be necessary for the Commission to conduct a site visit to the proposed location for an evaluation of course offerings before concluding its review of a pending application. There is no charge for mileage or per diem payments to staff employees of the Commission for such visits. In the event that the Commission appoints other education specialists as on-site visit consultants, the appointees will be paid a consulting fee for each day actually spent as such site visit

consultant, and will be paid the standard per diem and private car mileage authorized for employees of the State of Alabama. The Commission will pay these individuals but will bill the petitioning institution for reimbursement of these costs.

(7) **Timeline for Review.** In the absence of unavoidable delays, the Commission will report its approval or disapproval of proposed courses to the Department and to the applying institution within sixty (60) working days following receipt of the required data and information forms from the applying institution.

(8) **Fees.** No fee is charged for receiving and processing the application for course approval. The only charge is that described in paragraph (6) of this rule concerning the occasional use of special educational consultants for site visits.

(9) **Appeals.** Any person or institution aggrieved by the action of the Commission in its administration of this rule may, by written petition filed with the Commission within thirty (30) days after notice of the aggrieving action, request a rehearing by the Commission. The Commission shall schedule the requested rehearing to be held no less than twenty (20) or more than thirty (30) days after receipt of the petition. The aggrieved party may present written and oral evidence supporting its petition and may be represented by counsel, if desired. The decision of the Commission following the rehearing shall be final.

**Author:** Elizabeth French

**Statutory Authority:** Code of Ala. 1975, §§16-5-1, et seq.

**History:** Filed December 10, 1985. Rule 300-2-1-.02 was formerly referenced as Chapter 300-2-1; it has been repealed and reinserted as a rule within this chapter. The rule title remains unchanged from its previous chapter title. The contents are also unchanged except for slight format changes and the addition and deletion of certain definitions: Filed April 10, 1989. **Amended:** Filed August 21, 1996; effective September 25, 1996. **Amended:** Filed January 6, 2003; effective February 10, 2003.

INFORMATION ITEM A-1:                    Snead State Community College, New Exempt  
Off-Campus Sites

Staff Presenter:                         Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:                 For information only.

Proposal:                                 Snead State Community College (SND) plans to offer courses at  
the following new exempt off-campus sites beginning in Fall  
2006:

Blount County Career/Technical Center, Cleveland

Marshall County Technical School, Guntersville

Discussion:                                 An official with the Alabama Department of Postsecondary  
Education has signed the institutional certification for the  
proposed sites pledging that a) the new sites are in full  
compliance with the Commission's Guidelines for the Regulation  
of Off-Campus Instruction; and b) the required annual site follow-  
up reports will be sent.

The new exempt off-campus sites proposed by SND are exempt  
from Commission approval by policy because they are two-year  
college sites located within the institution's State Board approved  
service area.

Supporting Documentation:             1. Proposal for New Off-Campus site at Blount County  
Career/Technical Center, Cleveland, Attached.  
  
2. Proposal for New Off-Campus site at Marshall County  
Technical School, Cleveland, Attached.

**Attachment 1**

Alabama Commission on Higher Education

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

SITE INFORMATION

**Institution:** Snead State Community College  
Administrator Responsible for Site  
**Name & Title:** Greg Chapman  
**Telephone:** 256-840-4111  
**Fax:** 256-593-7180  
**E-Mail:** gchapman@snead.edu  
Contact Person at Site If Other Than Administrator Above  
**Name & Title:** Cindy Wigley  
**Telephone:** 256-582-5629  
**Fax:** N/A  
**E-Mail:** wigleycl@marshallk12.org  
Location of Proposed Site  
**Facility:** Marshall County Technical School  
**Street Address:** 12312 Highway 431 South  
**City:** Guntersville  
**When will you begin offering instruction at this site?**

**County:** Marshall  
 Fall 2006

<u>Type of Site</u>	Check One:
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

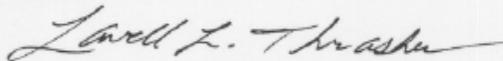
*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of Interim President/Chancellor:

Date: 1-27-2006



### COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

<b>Courses (Include Number &amp; Title)</b>
COS 111 Cosmetology Science and Art
COS 112 Cosmetology Science and Art Lab
COS 113 Chemical Methology
COS 114 Chemical Methology Lab
COS 121 Colorimetry
COS 122 Colorimetry Applications
COS 123 Cosmetology Salon Practices
COS 124 Salon Management
COS 125 Career and Personal Development
COS 131 Aesthetics
COS 132 Aesthetics Applications
COS 133 Salon Management Technology
COS 134 Advanced Aesthetics
COS 135 Advanced Aesthetics Applications
COS 140 Hair Cutting
COS 141 Applied Chemistry for Cosmetology
COS 142 Applied Chemistry for Cosmetology Lab
COS 143 Hair Designs
COS 144 Hair Shaping and Design
COS 145 Hair Shaping Lab
COS 146 Hair Additions
COS 147 Hair Additions
COS 149 Salon Management Lab
COS 151 Nail Care
COS 152 Nail Care Applications
COS 153 Nail Art
COS 154 Nail Art Applications
COS 156 Career and Personal Development
COS 158 Employability Skills
COS 160 Image Projection
COS 161 Special Topics in Cosmetology
COS 162 Special Topics in Cosmetology
COS 163 Facial Treatments
COS 164 Facial Machine
COS 165 Related Subjects Aestheticians
COS 166 Color Psychology Coordination
COS 167 State Board Review
COS 168 Bacteriology and Sanitation
COS 169 Skin Functions
COS 182 Special Topics
COS 190 Internship in Cosmetology
COS 191 Co-op
COS 291 Co-op
CIT 211 Teaching and Curriculum Development
CIT 212 Teacher Mentorship
CIT 213 Lesson Plan Development
CIT 221 Lesson Plan Implementation
CIT 222 Instructional Materials and Methods
CIT 223 Instructional Materials and Methods Applications

**Attachment 2**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** Snead State Community College  
Administrator Responsible for Site  
**Name & Title:** Greg Chapman  
**Telephone:** 256-840-4111  
**Fax:** 256-593-7180  
**E-Mail:** gchapman@snead.edu  
Contact Person at Site If Other Than Administrator Above  
**Name & Title:** Brenda Tidwell  
**Telephone:** 205-625-3424  
**Fax:** N/A  
**E-Mail:** btidwell@blountcountyschools.net  
Location of Proposed Site  
**Facility:** Blount County Career/Technical Center  
**Street Address:** 61500 U. S. Highway 231  
**City:** Cleveland  
**When will you begin offering instruction at this site?**

**County:** Blount  
 Fall 2006

<u>Type of Site</u>	<u>Check One:</u>
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

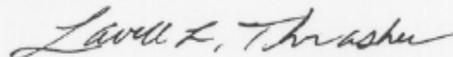
*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of Interim President/Chancellor:

Date: 1-27-2006



## COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

<b>Courses (Include Number &amp; Title)</b>
COS 111 Cosmetology Science and Art
COS 112 Cosmetology Science and Art Lab
COS 113 Chemical Methology
COS 114 Chemical Methology Lab
COS 121 Colorimetry
COS 122 Colorimetry Applications
COS 123 Cosmetology Salon Practices
COS 124 Salon Management
COS 125 Career and Personal Development
COS 131 Aesthetics
COS 132 Aesthetics Applications
COS 133 Salon Management Technology
COS 134 Advanced Aesthetics
COS 135 Advanced Aesthetics Applications
COS 140 Hair Cutting
COS 141 Applied Chemistry for Cosmetology
COS 142 Applied Chemistry for Cosmetology Lab
COS 143 Hair Designs
COS 144 Hair Shaping and Design
COS 145 Hair Shaping Lab
COS 146 Hair Additions
COS 147 Hair Additions
COS 149 Salon Management Lab
COS 151 Nail Care
COS 152 Nail Care Applications
COS 153 Nail Art
COS 154 Nail Art Applications
COS 156 Career and Personal Development
COS 158 Employability Skills
COS 160 Image Projection
COS 161 Special Topics in Cosmetology
COS 162 Special Topics in Cosmetology
COS 163 Facial Treatments
COS 164 Facial Machine
COS 165 Related Subjects Aestheticians
COS 166 Color Psychology Coordination
COS 167 State Board Review
COS 168 Bacteriology and Sanitation
COS 169 Skin Functions
COS 182 Special Topics
COS 190 Internship in Cosmetology
COS 191 Co-op
COS 291 Co-op
CIT 211 Teaching and Curriculum Development
CIT 212 Teacher Mentorship
CIT 213 Lesson Plan Development
CIT 221 Lesson Plan Implementation
CIT 222 Instructional Materials and Methods
CIT 223 Instructional Materials and Methods Applications

INFORMATION ITEM A-2: Central Alabama Community College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Central Alabama Community College (CEN) plans to offer courses at the following new exempt off-campus site beginning in Fall 2006:

Alabama Power's E.C. Gatson Generating Plant, Wilsonville

Discussion: An official with the Alabama Department of Postsecondary Education has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus site proposed by CEN is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at Alabama Power's E.C. Gatson Generating Plant, Wilsonville, Attached.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

Institution: Central Alabama Community College  
Administrator Responsible for Site  
 Name & Title: Dr. Amelia Pearson, Provost/Dean of Instruction  
 Telephone: 256 215-4261  
 Fax: 256 234-0384  
 E-Mail: apearson@cacc.edu  
Contact Person at Site If Other Than Administrator Above  
 Name & Title: Wanda Sherbert, Employee Development Coordinator  
 Telephone: 205-669-8040  
 Fax:  
 E-Mail:  
Location of Proposed Site  
 Facility: Alabama Power's E. C. Gatson Generating Plant  
 Street Address: Highway 25  
 City: Wilsonville County: Shelby  
When will you begin offering instruction at this site?

Type of Site	Check One:
Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & Industry site where employees only are enrolled.	<input type="checkbox"/>
Exempt from Review by Commission Policy	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: *Ausan Salatto*

Date: *4.5.06*



**INFORMATION ITEM A-3:** Lurleen B. Wallace Community College, New Exempt Off-Campus Site

**Staff Presenter:** Mrs. Amy Herrin Brown  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Proposal:** Lurleen B. Wallace Community College (LBW) plans to offer courses at the following new exempt off-campus site beginning in March 2006:

National Guard Armory, Luverne

**Discussion:** An official with the Alabama Department of Postsecondary Education has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus site proposed by LBW is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

**Supporting Documentation:**

1. Proposal for New Off-Campus site at National Guard Armory, Luverne, Attached.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** Lurleen B. Wallace Community College

**Administrator Responsible for Site**

**Name & Title:** Peggy P. Linton, Dean of Instruction

**Telephone:** 334-493-5337

**Fax:** 334-493-7003

**E-Mail:** plinton@lbwcc.edu

**Contact Person at Site if Other Than Administrator Above**

**Name & Title:** Laura Elliott, Part-time Director for Luverne Center

**Telephone:** 488-6617

**Fax:** 334-335-6510

**E-Mail:** lelliott@crenshaw-schools.org

**Location of Proposed Site**

**Facility:** National Guard Armory

**Street Address:** 886 Glenwood Road

**City:** Luverne

**County:** Crenshaw

**When will you begin offering instruction at this site?**

**Mar-06**

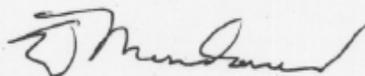
<b>Type of Site</b>	<b>Check One:</b>
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	x
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date: January 25, 2006



INFORMATION ITEM A-4: Wallace State Community College - Dothan, New Exempt Off-Campus Sites

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Wallace State Community College - Dothan (WSD) plans to offer courses at the following new exempt off-campus sites beginning in Fall 2006:

Flowers Hospital, Dothan

Lakeview Hospital, Eufaula

Wiregrass Medical Center & Nursing Home, Geneva

Discussion: An official with the Alabama Department of Postsecondary Education has signed the institutional certification for the proposed sites pledging that a) the new sites are in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus sites proposed by WSD are exempt from Commission approval by statute because they are business and industry sites where employees only are enrolled.

Supporting Documentation:

1. Proposal for New Off-Campus site at Flowers Hospital, Dothan, Attached.
2. Proposal for New Off-Campus site at Lakeview Hospital, Eufaula, Attached.
3. Proposal for New Off-Campus site at Wiregrass Medical Center & Nursing Home, Geneva, Attached.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** Wallace Community College - Dothan  
Administrator Responsible for Site  
**Name & Title:** John R. Fergus, Dean, Academic Affairs and Health Sciences  
**Telephone:** 334-556-2455 or 334-726-0382  
**Fax:** 334-983-3600  
**E-Mail:** jfergus@wallace.edu  
Contact Person at Site If Other Than Administrator Above  
**Name & Title:**  
**Telephone:**  
**Fax:**  
**E-Mail:**  
Location of Proposed Site  
**Facility:** Flowers Hospital  
**Street Address:** 4370 West Main Street  
**City:** Dothan, Alabama **County:** Houston  
When will you begin offering instruction at this site? Fall 2006

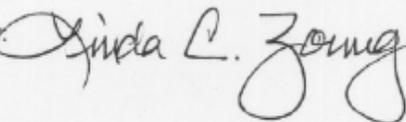
<u>Type of Site</u>	<u>Check One:</u>
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	XXXXXXXXXXXX
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date: January 27, 2006



**Attachment 2**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

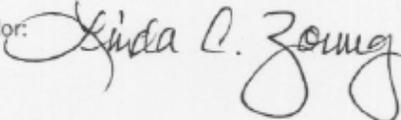
**Institution:** Wallace Community College - Dothan  
Administrator Responsible for Site  
**Name & Title:** John R. Fergus, Dean, Academic Affairs and Health Sciences  
**Telephone:** 334-556-2455 or 334-726-0382  
**Fax:** 334-983-3600  
**E-Mail:** jfergus@wallace.edu  
Contact Person at Site If Other Than Administrator Above  
**Name & Title:**  
**Telephone:**  
**Fax:**  
**E-Mail:**  
Location of Proposed Site  
**Facility:** Lakeview Hospital  
**Street Address:** 820 West Washington Street  
**City:** Eufaula, Alabama 36027 **County:** Barbour  
When will you begin offering instruction at this site? Fall 2006

<u>Type of Site</u>	<u>Check One:</u>
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	XXXXXXXXXXXX
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:   
 Date: January 27, 2006



**Attachment 3**

Alabama Commission on Higher Education

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** Wallace Community College - Dothan  
**Administrator Responsible for Site**  
**Name & Title:** John R. Fergus, Dean, Academic Affairs and Health Sciences  
**Telephone:** 334-556-2455 or 334-726-0382  
**Fax:** 334-983-3600  
**E-Mail:** jfergus@wallace.edu  
**Contact Person at Site If Other Than Administrator Above**  
**Name & Title:**  
**Telephone:**  
**Fax:**  
**E-Mail:**  
**Location of Proposed Site**  
**Facility:** Wiregrass Medical Center and Nursing Home  
**Street Address:** 1200 West Maple Avenue  
**City:** Geneva, Alabama 36340  
**County:** Geneva  
**When will you begin offering instruction at this site?** Fall 2006

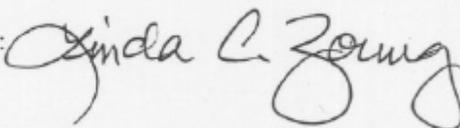
Type of Site	Check One:
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	XXXXXXXXXXXX
<b>Exempt from Review by Commission Policy</b>	
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date: January 27, 2006



INFORMATION ITEM A-5:                    Jefferson State Community College, New Exempt  
Off-Campus Site

Staff Presenter:                         Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:                 For information only.

Proposal:                                 Jefferson State Community College (JSC) plans to offer  
courses at the following new exempt off-campus site  
beginning in Fall 2006:

St. Clair Instructional Site, Pell City

Discussion:                                 An official with the Alabama Department of  
Postsecondary Education has signed the institutional  
certification for the proposed site pledging that a) the  
new site is in full compliance with the Commission's  
Guidelines for the Regulation of Off-Campus Instruction;  
and b) the required annual site follow-up reports will be  
sent.

The new exempt off-campus site proposed by JSC is  
exempt from Commission approval by policy because it  
is a two-year college site located within the institution's  
State Board approved service area.

Supporting Documentation:             1. Proposal for New Off-Campus site at St. Clair  
Instructional Site, Pell City, Attached.

**Attachment 1**

Alabama Commission on Higher Education

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:** Jefferson State Community College

**Administrator Responsible for Site - Joe Morris**

**Name & Title:** Vice-President

**Telephone:** (205) 856-7761

**Fax:** (205) 856-6058

**E-Mail:** jmorris@jeffstateonline.com

**Contact Person at Site If Other Than Administrator Above**

**Name & Title:** Danielle Coburn - Director of Instructional Sites

**Telephone:** (205) 640-2080

**Fax:** (205) 640-2085

**E-Mail:** dcoburn@jeffstateonline.com

**Location of Proposed Site**

**Facility:** St. Clair Instructional Site

**Street Address:** 500 College Circle

**City:** Pell City, AL 35125

**County:** St. Clair

**When will you begin offering instruction at this site?**

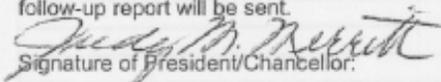
Fall, 2006

Type of Site	Check One:
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	
University operated site prior to 1960.	
Site located on military reservation.	
Business & industry site where employees only are enrolled.	
<b>Exempt from Review by Commission Policy</b>	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	
Prison site - courses delivered exclusively to inmates and prison employees.	
High school site exclusively for early admission, accelerated/dual enrollment.	
2-year college site located within SBE approved service area.	X
University site located within home or contiguous counties.	

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

  
 Signature of President/Chancellor:

Date: 1-27-06

### COURSE LIST

The institution will develop its schedule at this new site each term from the following list of courses.

<b>Courses (Include Number &amp; Title)</b>
ACT 145 - Basic Accounting Procedures
ACT 251 - Payroll Accounting
ART 100 - Art Appreciation
AST 220 - Introduction to Astronomy
BIO 101 - Introduction to Biology I
BIO 102 - Introduction to Biology II
BIO 103 - Principles of Biology I
BIO 104 - Principles of Biology II
BIO 201 - Human Anatomy and Physiology I
BIO 202 - Human Anatomy and Physiology II
BIO 220 - General Microbiology
BUS 100 - Introduction to Business
BUS 188 - Personal Development
BUS 241 - Principles of Accounting I
BUS 242 - Principles of Accounting II
BUS 271 - Business Statistics I
BUS 272 - Business Statistics II
BUS 263 - The Legal and Social Environment of Business
BUS 285 - Principles of Marketing
CHM 104 - Introduction to Inorganic Chemistry
CHM 105 - Introduction to Organic Chemistry
CHM 111 - College Chemistry I
CHM 112 - College Chemistry II
CIS 130 - Introduction to Information Systems
CIS 146 - Microcomputer Applications
CIS 156 - Microcomputer Operating Systems
CIS 196 - Commercial Software Applications
CRJ 100 - Introduction to Criminal Justice
CRJ 110 - Introduction to Law Enforcement
CRJ 130 - Introduction to Law and Judicial Procedure
CRJ 140 - Criminal Law and Procedure
CRJ 147 - Constitutional Law
CRJ 150 - Introduction to Corrections
CRJ 160 - Introduction to Security
CRJ 208 - Introduction to Criminology
ECO 231 - Principles of Macroeconomics
ECO 232 - Principles of Microeconomics
ENG 093 - Basic English
ENG 101 - English Composition I
ENG 102 - English Composition II
ENG 251 - American Literature I
ENG 252 - American Literature II
ENG 261 - English Literature I
ENG 262 - English Literature II
ENG 271 - World Literature I
ENG 272 - World Literature II
GEI 100 - World Regional Geography
HED 221 - Personal Health
HED 222 - Community Health
HED 231 - First Aid

Courses (Include Number & Title)
HIS 101 - Western Civilization I
HIS 102 - Western Civilization II
HIS 201 - United States History I
HIS 202 - United States History II
HUM 101 - Introduction to Humanities I
HUM 102 - Introduction to Humanities II
HUM 106 - Humanities through the Arts
AGR 101 - Introduction to Horticulture
MST 111 - Elements of Supervision
MTH 090S - Basic Mathematics

INFORMATION ITEM A-6: Trenholm State Technical College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Trenholm State Technical College (TRE) plans to offer courses at the following new exempt off-campus site beginning in Fall 2006:

Rural Community Services, Union Springs

Discussion: An official with the Alabama Department of Postsecondary Education has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus site proposed by TRE is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at Rural Community Services, Union Springs, Attached.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**H. Councill Trenholm State Technical College**

Administrator Responsible for Site

Dr. William J. Hierstein, Dean of College

(334) 420-4479

(334) 420-4201

[whierstein@trenholmtech.cc.al.us](mailto:whierstein@trenholmtech.cc.al.us)

Contact Person at Site If Other Than Administrator Above

Becky Morris, Director EMS Department

(334) 420-4432

(334) 420-4437

[bmorris@trenholmtech.cc.al.us](mailto:bmorris@trenholmtech.cc.al.us)

Location of Proposed Site

Rural Community Services

Highway 82E

Union Springs, AL

Bullock County

When will you begin offering instruction at this site?

Next Academic Year

Type of Site

Check One:

Non-Exempt	<input type="checkbox"/>
Exempt from Review by Statute	<input type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
Exempt from Review by Commission Policy	<input type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:

*Anthony Molina*

Date:

*4.5.06*



INFORMATION ITEM A-7: Northeast Alabama Community College, New Exempt Off-Campus Site

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Proposal: Northeast Alabama Community College (NE) plans to offer courses at the following new exempt off-campus site beginning in Fall 2006:

DeKalb County Technical Center, Rainsville

Discussion: An official with the Alabama Department of Postsecondary Education has signed the institutional certification for the proposed site pledging that a) the new site is in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction; and b) the required annual site follow-up reports will be sent.

The new exempt off-campus site proposed by NE is exempt from Commission approval by policy because it is a two-year college site located within the institution's State Board approved service area.

Supporting Documentation:

1. Proposal for New Off-Campus site at DeKalb County Technical Center, Rainsville, Attached.

**Attachment 1**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

Institution: Northeast Alabama Community College

Administrator Responsible for Site

Name & Title: Mike Kennamer

Telephone: 256-228-6001, ext. 291

Fax: 256-228-7247

E-Mail: kennamerm@nacc.edu

Contact Person at Site If Other Than Administrator Above

Name & Title: Gelane Nelson, Principal

Telephone: 256-638-4421

Fax: 256-638-4420

E-Mail: ignelson@dekalbk12.org

Location of Proposed Site

Facility: DeKalb County Technology Center

Street Address: 409 Main Street East

City: Rainsville

County: DeKalb

When will you begin offering instruction at this site?

Fall, 2006

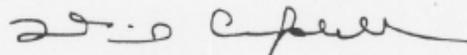
<u>Type of Site</u>	Check One:
Non-Exempt	<input type="checkbox"/>
<b>Exempt from Review by Statute</b>	<input checked="" type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
<b>Exempt from Review by Commission Policy</b>	<input checked="" type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor:



Date: January 24, 2006



**INFORMATION ITEM B:** Changes to the Academic Program Inventory

**Staff Presenter:** Mrs. Amy Herrin Brown  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** According to the Commission's definitions relating to program review (Alabama Administrative Code, Chapter 300-2-1, Review of Programs & Other Units of Instruction), additions and certain extensions or alterations of units and programs of instruction must be submitted as information items not requiring Commission approval. Examples of information items, according to the operational definitions, include: 1) changes in program titles or CIP codes or degree nomenclatures at the same level (except doctoral) provided no changes in program requirements, content, or objectives are made, and provided the new nomenclature replaces the current designation; 2) programs placed on inactive status or deleted from the Academic Program Inventory; 3) change in award for completion from Diploma to Associate in Applied Technology in technical colleges provided certain conditions are met; 4) change in award for completion from Associate in Applied Technology to Associate in Applied Science in technical colleges provided certain conditions are met; and 5) change in award for completion from Diploma and/or Certificate to Associate in Applied Science in community colleges.

**Supporting Documentation:**

1. Academic Program Inventory. Available on Commission's Website: [www.ache.state.al.us](http://www.ache.state.al.us).
2. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction in Review of Programs & Other Units of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
3. Written unpublished documentation provided by the institutions. Available upon request.

A. Changes in CIP Codes, Program Titles, or Degree Nomenclature

The following changes in CIP codes, program titles, or degree nomenclature represent no changes in program requirements, content, and objectives and are recommended as information items.

Note: "Strike Outs" indicate original CIP code, program title, or degree nomenclature and "Underlines" indicate changes.

Auburn University: 52.1201 Management Information Systems, ~~MMIS~~ MS

B. Program Inventory Deletions

Institutions may voluntarily elect to delete program entries/awards from the Commission's Academic Program Inventory. However, institutions understand that these programs/awards cannot be reinstated to the Academic Program Inventory in the future without undergoing the regular process for new program review and approval.

Faulkner State Community College: 47.9999 Turf Equipment Management, C

**INFORMATION ITEM C-1:** University of North Alabama, Changes to the Curriculum for the Bachelor of Business Administration in Computer Information Systems, CIP 52.1201

Staff Presenter: Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation: For information only.

Background: The University of North Alabama (UNA) currently has the Bachelor of Business Administration in Computer Information Systems (CIS) at CIP 52.1201 in the Academic Program Inventory. The program has been in existence since 1978.

UNA officials have notified the Commission staff of changes to the program structure and curriculum. These changes include the deletion of an option; the deactivation of six courses; the addition of one new course; new titles for several courses; and the renumbering of several courses.

The program will continue to offer two options, Enterprise Information Systems (formerly Applied Micro Systems Design) and End-user Computing Systems (formerly Business Technology Management). An option in Applications Programming and Design has been eliminated from the curriculum.

The revised curriculum came as the result of changes to the discipline. It also is intended to address the standards for accreditation of the Accreditation Board for Engineering and Technology.

Supporting Documentation: 1. Written unpublished documentation provided by the institution. Available upon request.

INFORMATION ITEM C-2: University of North Alabama, Addition of a P-3 Teacher Certification

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The University of North Alabama (UNA) reports that its Curriculum Committee has approved the addition of a P-3 teacher certification to the existing Bachelor of Science in Education (BSEd) in Elementary Education.

The purpose of this P-3 Certification is to allow students to become highly qualified to teach in a preschool classroom. The current program limits students to only K-6 classrooms. The P-3 certification can produce effective preschool teachers by adding two courses and incorporating some preschool standards in existing K-6 courses.

According to Commissions policy, new teacher certification programs are exempt from Commission review and approval but are required to be submitted to the Commission as information items. No entry will be added to the Commission's Academic Program Inventory as a result of the approval of the teacher education certificate.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Chapter 300-2-1, Section .06. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

**INFORMATION ITEM D:** Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours) in Selected Fields at Various Two-Year Colleges

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The Alabama Department of Postsecondary Education reports the approval of short certificate programs (less than or equal to 29 semester hours) at the following two-year colleges in the fields of study listed below.

Calhoun Community College

<u>Field of Study</u>	<u>CIP Code</u>
Therapeutic Massage	51.3501

Gadsden State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Automotive Manufacturing Technology	15.0613

Snead State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Cosmetology Instructor Training	12.0403
Nail Technology	12.0403
Aesthetics Technology	12.0403
Electronic Engineering Technology	15.0303

Trenholm State Technical College

<u>Field of Study</u>	<u>CIP Code</u>
Automotive Manufacturing Technology	15.0613

Wallace State Community College (Hanceville)

<u>Field of Study</u>	<u>CIP Code</u>
Automotive Manufacturing Technology	15.0613

Commission policy requires that new short certificates be presented to the Commission by information item. Such certificates are not listed in the Commission's

Academic Program Inventory since they do not require Commission review and approval.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
2. Written unpublished documentation provided by the Alabama Department of Postsecondary Education. Available upon request.

INFORMATION ITEM E-1:                    The University of Alabama at Birmingham,  
Establishment of the Center for Clinical and  
Translational Science

Staff Presenter:                         Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:                 For information only.

Background:                                The University of Alabama System reports the  
establishment of the Center for Clinical and Translational  
Science at the University of Alabama at Birmingham  
(UAB).

The purpose of this Center is to respond to a new  
“roadmap” for medical research in the 21<sup>st</sup> century raised  
by the National Institute of Health (NIH). The Center has  
been developed to foster the successful translation of  
new discoveries of basic research into clinical practice.  
The objectives of the Center are:

1. To increase the efficiency and speed of  
clinical and translational research.
2. To integrate into UAB’s strategic plan.
3. To bring together and synergize UAB’s  
existing center infrastructure.

A proposal has been developed for submission to NIH  
for an Institutional Clinical and Translational Science  
award in the amount of approximately \$10 million per  
year.

Supporting Documentation:             1. “Reasonable Extensions and Alterations of Existing  
Units and Programs of Instruction,” Alabama  
Administrative Code, Chapter 300-2-1, Review of  
Programs and Other Units of Instruction,  
Section .06. Available upon request.

2. Written unpublished documentation provided by the  
institution. Available upon request.



INFORMATION ITEM E-3:                    The University of Alabama at Birmingham,  
Establishment of the Center for Nanoscale Materials and  
Biointegration

Staff Presenter:                         Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:                 For information only.

Background:                             The University of Alabama System reports the  
establishment of the Center for Nanoscale Materials and  
Biointegration at the University of Alabama at  
Birmingham (UAB).

The ability to synthesize materials and structures increasingly smaller, to one-billionth of a meter (nanometer) has played a key role in the advancement of materials research and its applications to numerous other fields, including biosciences and medicine. UAB currently has significant activity underway in these areas through the Schools of Natural Sciences and Mathematics, Engineering, Dentistry, and Medicine. The development of this center will allow for increased collaboration in research activities, opportunities for students to participate in research, expansion into ancillary fields, and commercialization of research which could provide valuable economic benefits for Birmingham and the State of Alabama.

Supporting Documentation:             1. "Reasonable Extensions and Alterations of Existing  
Units and Programs of Instruction," Alabama  
Administrative Code, Chapter 300-2-1, Review of  
Programs and Other Units of Instruction,  
Section .06. Available upon request.

2. Written unpublished documentation provided by the  
institution. Available upon request.

- INFORMATION ITEM E-4:                    The University of Alabama at Birmingham,  
Establishment of the Mucosal HIV and Immunobiology  
Center
- Staff Presenter:                         Mrs. Amy Herrin Brown  
Academic Program Review Analyst
- Staff Recommendation:                 For information only.
- Background:                                The University of Alabama System reports the  
establishment of the Mucosal HIV and Immunobiology  
Center at the University of Alabama at Birmingham  
(UAB).
- The overall mission of this Center is to develop a  
comprehensive University-wide program for research in  
the immunobiology of mucosal diseases. Utilizing a  
\$2,489,555 grant provided by the National Institute of  
Health (NIH) to fund this effort, the Center will establish  
an infrastructure for UAB scientists that will significantly  
enhance collaborative research across departments,  
expand ongoing protocols, and provide leadership to  
Alabama universities and clinicians interested in  
mucosal diseases.
- Supporting Documentation:             1. "Reasonable Extensions and Alterations of Existing  
Units and Programs of Instruction," Alabama  
Administrative Code, Chapter 300-2-1, Review of  
Programs and Other Units of Instruction,  
Section .06. Available upon request.
2. Written unpublished documentation provided by the  
institution. Available upon request.

**INFORMATION ITEM E-5:**                    University of Alabama at Birmingham, Change in the Name of the School of Health Related Professions to the School of Health Professions

Staff Presenter:                                 Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:                         For information only.

Background:                                         The Board of Trustees of the University of Alabama System has approved the change in name of the School of Health Related Professions to the School of Health Professions. According to university officials, the name "Health Related Professions" is an antiquated term and no longer appropriately describes the programs offered within the School. The name "Health Professions" is a more accurate reflection of the school's mission and programs.

Supporting Documentation:                         1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administration Code, Chapter 300-2-1, Rule .06. Available upon request.

2. Written unpublished documentation provided by the institution. Available upon request.

INFORMATION ITEM E-6:                      University of Alabama at Birmingham, Change in the Name of the Center for Research in Women's Health to the Center for Women's Reproductive Health

Staff Presenter:                              Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation:                      For information only.

Background:                                      The Board of Trustees of the University of Alabama System has approved the change in name of Center for Research in Women's Health to the Center for Women's Reproductive Health. According to university officials, the new name will more accurately reflect the full scope of the Center's service and research expertise in women's reproductive health.

Supporting Documentation:                      1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administration Code, Chapter 300-2-1, Rule .06. Available upon request.

2. Written unpublished documentation provided by the institution. Available upon request.