



## **Alabama Commission on Higher Education**

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# **COMMISSION MEETING**

**September 10, 2010**

**9:30 a.m.**

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

# **Alabama Commission on Higher Education 2009-2010 Committee Structure**

## **Executive Committee**

*Tom Davis, Chair*  
*Steve Shaw, Vice-Chair*  
*Ralph Buffkin*  
*Charles Ball*

## **Committee of the Whole**

*Steve Shaw, Chair*  
*Tom Davis*  
*Ralph Buffkin*  
*Charles Ball*  
*Missy M. Smith*  
*Jeff Coleman*  
*Drew Linn*  
*Larry Hughes*  
*William Powell*  
*Roberta Watts*  
*Philip Dotts*  
*Sydney Raine*

## **Instructional Affairs Committee**

*Charles Ball, Chair*  
*Missy M. Smith*  
*Jeff Coleman*  
*Sydney Raine*

## **Finance & Accountability Committee**

*Ralph Buffkin, Chair*  
*Drew Linn*  
*Larry Hughes*  
*Steve Shaw*

## **Planning Committee**

*Drew Linn, Chair*  
*William Powell*  
*Philip Dotts*  
*Roberta Watts*



# AGENDA

## ALABAMA COMMISSION ON HIGHER EDUCATION

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

September 10, 2010  
9:30 a.m.

<b>I. Call to Order</b>	
<b>II. Roll Call of Members and Determination of Quorum</b>	
<b>III. Approval of Agenda</b>	
<b>IV. Consideration of Minutes of June 18, 2010</b>	1
<b>V. Chairman’s Report</b>	
<b>VI. Executive Director’s Report</b>	
<b>VII. Nominating Committee Report and Election of Officers</b>	
<b>VIII. Decision Items</b>	
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- 3. Jacksonville State University, Master of Science in Sport Management (CIP 31.0504) .....54  
**Staff Presenter: Ellen Haulman**

**G. Extensions/Alterations of Existing Programs and Units of Instruction (Policies and Procedures Manual, Tab 6, Guidelines for Review of Extensions & Alterations of Existing Programs)**

- 1. University of North Alabama, Addition of an Option in One-Plus-One Applied Block Comprehensive (ABC) Teaching English to Speakers of Other Languages to the Existing MAEd in Teacher Education, Multiple Levels N-12 (CIP 13.1206) ..... 65  
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- 2. University of South Alabama, Addition of a Concentration in Middle East Studies to the Existing BA in International Studies (CIP 30.2001) .....68  
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- 3. Auburn University, Addition of an Option in Food Science to the BS in Poultry Science (CIP 01.0907) ..... 71  
**Staff Presenter: Ellen Haulman**
- 4. Auburn University/Auburn University Montgomery, Addition of Two Options to the Joint MSN in Clinical Nursing Specialist (CIP 51.1601) ..... 74  
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- 5. Faulkner State Community College, Addition of an Option in Event Planning to the Associate in Applied Science in Hospitality Services Management (CIP 52.0901) ..... 77  
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**H. Programs Not Meeting 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 in Huntsville, Doctor of Philosophy in Biotechnology Science and Engineering, CIP 30.9999) - Second Report ..... 80  
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- I. Public Drawing to Determine the Order of Payment of Alabama Student Grant Program (ASGP) Funds for the 2010-2011 Academic Year .....85  
**Staff Presenter: Cheryl Newton**

**IX. Information Items**

- A. Distribution of 2010-2011 Alabama Student Assistance Program (ASAP) Funds.....86  
**Staff Presenter: Cheryl Newton**
- B. University of Alabama at Birmingham, Establishment of a Dual Master of Public Administration (MPA) and Master of Science in Criminal Justice (MSCJ) .....87  
**Staff Presenter: Margaret Pearson**
- C. University of Alabama at Birmingham, Change in the Name of the Center for Palliative Care to the Center for Palliative and Supportive Care .....88  
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**Staff Presenter: Ellen Haulman**

**X. Adjournment**

# ALABAMA COMMISSION ON HIGHER EDUCATION

## MINUTES OF MEETING

June 18, 2010

### I. Call to Order

The Alabama Commission on Higher Education met in regular session on Friday, June 18, 2010 in the Public Service Commission Hearing Room, RSA Union Building, Montgomery, Alabama. Commissioner Davis called the meeting to order at 10:40 a.m.

Commissioner Davis welcomed college presidents and guests in attendance.

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

Members present: Tom Davis, Steve Shaw, Philip Dotts, Ralph Buffkin, Jeff Coleman, Drew Linn, Missy Smith, Charles Ball, Roberta Watts, Sydney Raine, William Powell, and Larry Hughes. A quorum was determined by voice roll call of members present.

### III. Approval of Agenda

RESOLVED: Commissioner Linn moved to approve the agenda. Commissioner Powell seconded. The agenda was approved.

### IV. Consideration of Minutes of March 12, 2010

RESOLVED: Commissioner Shaw moved for approval of the March 12, 2010 minutes with corrections of those in attendance: Tom Davis, Steve Shaw, Ralph Buffkin, Jeff Coleman, Missy Smith, Charles Ball, Sydney Raine, Philip Dotts, and Drew Linn. Commissioner Smith seconded. The minutes were approved with corrections.

### V. Chairman's Report

Commissioner Davis reported that the Executive Committee met 1) to discuss the performance review of the Commission's executive Director; 2) via conference call with Dr. Glenn, President, Athens State University, and his staff regarding a proposal for Athens State University; and 3) with Dr. Meehan, President, Jacksonville State University, and his staff regarding the proposed doctor of science program. He thanked Athens, Morgan, Decatur, and Calhoun counties for the tremendous job they did in putting together a package for the Athens program and for the support from the communities in north Alabama.

He also thanked the University of Alabama at Birmingham and the University of Alabama System for their quick response in correcting the advertisement of a program being offered before it had been approved by the Commission. The University of Alabama System's University Relations department added another step in their process that ensures accurate advertisements.

Commissioner Davis then appointed a Nominating Committee which will submit a slate of officers for the 2010-2012 term on the Commission. Members appointed are: Ralph Buffkin, Chair, Missy Smith, and Drew Linn. The Nominating Committee will report to the Commission at the September 2010 meeting. Commissioner Davis thanked the members for agreeing to serve.

## VI. Executive Director's Report

Dr. Fitch reported that the Alabama Commission on Higher Education (ACHE) continues its efforts to work with the K-12 sector particularly with student data. He stated that the Commission is able to track students as they enter kindergarten through college using encrypted code numbers. Commission staff is attending the annual meeting of approximately 150 superintendents in the state and presenting information on how ACHE can provide data support in addressing remediation and transfer problems for students as they enter college.

He announced that college presidents, in partnership with K-12, have committed to the *Race to the Top*, a federal grant program that specifically examines assessment levels in Math and English. Another component of the program will help to identify remedial education and allow students to move on and after passing the assessment level test, be able to enter and successfully complete college level courses.

Dr. Fitch also reported that the Commission has partnered with the Alabama Chapter of the American Foundation for Suicide Prevention to circulate a DVD entitled, "*The Truth About Suicide: Real Stories of Depression in College.*" The DVD was mailed to state superintendents and college presidents to distribute to students. He stated that this is just another area in which the Commission is attempting to branch out to help students and institutions.

He informed the Commission of correspondence he received from U.S. Senator Jeff Sessions congratulating Alabama for their activities and interests in Alabama students. Senator Sessions offered to assist Alabama institutions in any way possible.

A television appearance was made by Dr. Fitch and Ms. Diane Sherman on Capitol Journal. Dr. Ron Leonard, NAAL Director, was interviewed by Troy University Public Radio on June 17, 2010.

Dr. Fitch thanked everyone for their continued support of higher education.

## VII. Decision Items

### A. Consideration of the Guidelines for Instructional Role for 2010-15

RESOLVED: Based on the recommendation of the Instructional Affairs Committee, Commissioner Ball moved that the Commission approve Decision Item A with the amendment under 2b-ii as follows:

An elevation in degree-level for an existing program is required by the recognized accrediting agency for the program and must be attained to continue the program's accreditation. The institution must provide conclusive and unambiguous documentation ~~supporting documentation~~ from the agency accrediting the program. Motion carried unanimously.

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

**RESOLVED:** Based on the recommendation of the Instructional Affairs Committee, Commissioner Ball moved that the Commission approve Decision Items B1 through B-5. Motion carried.

1. Athens State University, Bachelor of Arts in Art ((CIP 50.0701)
2. Alabama A&M University, Bachelor of Science in General Studies (CIP 24.0102)
3. Faulkner State Community College, Associate in Applied Science in Respiratory Therapy Assistant (CIP 51.0908)
4. Auburn University, Doctor of Philosophy and Master of Science in Biosystems Engineering (CIP 14.3201)
5. Auburn University, Doctor of Philosophy in Polymer and Fiber Engineering (CIP 14.0301)

**RESOLVED:** Based on the recommendation of the Instructional Affairs Committee, Commissioner Ball moved that the Commission approve Decision Item B-6. There was one abstention. Motion carried.

6. Jacksonville State University, Doctor of Science in Emergency Management (CIP 44.9999)

**RESOLVED:** Based on the recommendation of the Instructional Affairs Committee, Commissioner Ball moved that the Commission approve Decision Items B-7 through B-9. Motion carried.

7. University of North Alabama, Master of Science in Geospatial Science (CIP 45.0799)
8. University of North Alabama, Bachelor of Arts/Bachelor of Science in Mass Communication (CIP 09.0102)
9. University of North Alabama, Bachelor of Arts/Bachelor of Science in Entertainment Industry (CIP 50.1001)

**C. Extensions/Alterations of Existing Programs and Units of Instruction (*Policies and Procedures Manual, Tab 6, Guidelines for Review of Extensions & Alterations of Existing Programs*)**

**RESOLVED:** Based on the recommendation of the Instructional Affairs Committee, Commissioner Ball moved that the Commission approve Decision Items C-1 through C-15. Motion carried.

1. University of Alabama at Birmingham, Addition of a Concentration in Internal Auditing to the Existing MAcct in Accounting (CIP 52.0301)
2. University of Alabama at Birmingham, Addition of a Concentration in Human Services to the Existing BSEd in Health Education (CIP 13.1307)
3. University of Alabama at Birmingham, Addition of a Track in Advanced Safety Engineering and Management to the Existing MEng in Engineering (CIP 14.0101)
4. University of Alabama in Huntsville, Addition of a Specialization in Industrial/Organizational Psychology to the Existing MA in Psychology (CIP 42.0101)
5. Lurleen B. Wallace, Addition of an Option in Avionics to the Existing AAS in Industrial Electronics Technology (CIP 47.0105)(**WITHDRAWN**)
6. Wallace State Community College (Dothan), Addition of an Option in Nuclear Technology to the Existing AAS in Industrial Maintenance Technology (CIP 47.0303)
7. Calhoun Community College, Addition of an Option in Networking Technology to the Associate in Applied Science in Computer Science (CIP 11.0101)
8. University of North Alabama, Alteration of the BGS in General Studies (CIP 24.0102)
9. University of South Alabama, Addition of Thirteen Concentrations to the Existing Doctor of Nursing Practice (DNP) in Nursing (CIP 51.1601)
10. University of South Alabama, Addition of Five Concentrations to the Existing MSN in Nursing (CIP 51.1601)
11. University of South Alabama, Addition of a Concentration in Health Informatics to the Existing BS in Information Systems (CIP 11.0401)
12. University of South Alabama, Addition of a Concentration in Biomedical Engineering to the Existing PhD in Basic Medical Sciences (CIP 26.9999)
13. Jefferson State Community College, Addition of an Option in Banking and Finance to the Existing AAS in Business Management (CIP 52.0101)

14. Jefferson State Community College, Addition of an Option in Automotive/Automated Technology to the Existing AAS in Engineering Technology (CIP 15.0000)
15. University of North Alabama, Addition of a Concentration in Child Development to the Existing BS in Human Environmental Sciences (CIP 19.0101)

**D. Request to Amend Program Implementation** (*Policies and Procedures Manual, Tab 5D, Review of New Programs and Units of Instruction*)

RESOLVED: Based on the recommendation of the Instructional Affairs Committee, Commissioner Ball moved that the Commission approve Decision Item D-1 with the following amendment:

Implementation Date: The proposed program will be implemented ~~August 2008~~ ~~February 2011~~ ~~February 2012~~. ~~Based on Commission policy, With this extension of implementation period,~~ the proposed program must be implemented by June ~~2010~~ ~~2011~~ 2012 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. If the program is not implemented by June 18, ~~2011~~ 2012, it will be deleted from the Commission's Academic Program Inventory.

Motion carried.

**E. Consideration of an Extension of the Employment of the Executive Director**

Commissioner Davis stated that the Executive Committee met with Dr. Fitch for a performance review and discussion of accomplishments, goals, and future staffing of the Commission. The Executive Committee decided to offer Dr. Fitch a contract extension of three (3) years; a copy of which was forwarded to Commission members for review. The contract does not include any salary increases unless there are mandated cost of living adjustments passed by the Legislature.

RESOLVED: Commissioner Davis asked the Commission to ratify the work of the Executive Committee and approve the contract extension for the Executive Director. Buffkin moved for the ratification of the Executive Committee's action. Linn seconded. Motion carried unanimously.

**VIII. Information Items**

RESOLVED: Based on the recommendation of the Instructional Affairs Committee, the Commission unanimously accepted Information Items A through L.

- A. Auburn University, Establishment of the Auburn Research Center in Huntsville
- B. University of North Alabama, Addition of a Class A English to Speakers of Other Languages P-12 Certificate to the Existing MAEd in Teacher Education Multiple Levels N-12 (CIP 13.1206)

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- C. Implementation of Approved Programs
- D. Athens State University, New Exempt Off-Campus Site
- E. Alabama Southern Community College, New Exempt Off-Campus Site
- F. University of South Alabama, New Exempt Off-Campus Site
- G. Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours)
- H. Implementation of Non-Degree Programs at Senior Institutions
- I. Summary of Post-Implementation Reports Received in 2009
- J. Changes to the Academic Program Inventory
- K. Implementation of Distance Education Programs
- L. Legislative Scorecard

**X. Adjournment**

The meeting was adjourned at 11:00 a.m. The next meeting of the Commission is scheduled for September 10, 2010.

\_\_\_\_\_  
Thomas P. Davis, Chairman

Sworn to and subscribed before  
me this the \_\_\_\_ day of \_\_\_\_\_  
2010.

\_\_\_\_\_  
Gregory G. Fitch, Executive Director

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

DECISION ITEM A: Fiscal Year 2010-11 Operations Plan

**EXECUTIVE SUMMARY**

**Reason for Action:** The Executive Budget Office requires that each agency submit a spending plan for each fiscal year. This plan, which was due to the Executive Budget Office on July 30, 2010, was submitted in draft form pending approval of the Commission.

**Summary:** In Fiscal Year 2010-11, the Commission's total budget will be \$22,636,321. This is a (\$485,280) decrease from FY 2009-10's original un-prorated budget of \$23,121,501.

**DECISION ITEM A:** Fiscal Year 2010-11 Operations Plan

**Staff Presenter:** Mrs. Veronica M. Harris  
Director of Agency Fiscal Services & Accounting

**Staff Recommendation:** That the Commission on Higher Education approve the Fiscal Year 2010-11 Operating Plan.

**Background:** The purpose of the Operations Plan is to ensure that the objectives of the Legislature's FY 2011 appropriations are satisfied. Each agency is required to submit a plan for each budget unit showing expenditures for each quarter of the fiscal year. This plan, which was due to the Executive Budget Office on July 30, 2010, was submitted in draft form pending approval of the Commission.

In Fiscal Year 2010-11, the Commission's total budget will be \$22,636,321. This is a **(\$485,280)** decrease from FY 2009-10's original un-prorated budget of \$23,121,601. The programs listed below received the following decreases/increases in the FY 2010-11 budgets:

Alabama Student Assistance Program	\$( 234,880)
Alabama Student Assistance (Federal)	20,088
Alabama Student Grant Program	( 188,188)
Alabama National Guard	( 48,786)
Chiropractic Scholarship Program	( 2,385)
Teacher Education Scholarship Program	( 62,100)
Policemen/Firefighters Tuition Act	( 12,918)
Washington Internship Program	( 4,500)
Experimental Program Stimulate Research	( 99,531)
Alabama Agricultural Land Grant Alliance	166,399
ACHE Planning and Coordination (O &M)	29,882
No Child Left Behind Title II	35,888
Network of Academic Libraries	( 26,230)
Southern Regional Education Board	( 54,415)
Articulation System	3,021
SUPER	( 6,625)
<b>Total</b>	<b><u>\$ ( 485,280)</u></b>

As for sources of revenue, in the coming fiscal year, approximately 80.0% of the Commission's funds come from the state's Education Trust Fund, 9.0% from the federal government, 1.0% from local funds and 10.0% from Knight v Alabama Settlement (Diversity Scholarships). In FY 2010-11, approximately 84.0% of the Commission's budget will be directed toward Grants and Benefits. The operations portion of the budget represents approximately 16.0% of the total funds available.

**Supporting Documentation:**

1. EBO Form 8. Agency Summary. Attached.
2. FY 2010-11 Operations Plan. Entire Document. Available upon request.

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EBO FORM NO. 8  
 REVISION NO.:  
 DATE:  
 OPERATIONS PLAN  
 FISCAL YEAR 2010-2011  
 AGENCY NO. 319  
 AGENCY NAME: ALABAMA COMMISSION ON HIGHER EDUCATION  
 APPROPRIATION UNIT NAME: AGENCY SUMMARY APPROPRIATION UNIT NO.: 152, 153,  
 172, 176, 151  
 ACTIVITY NAME: ALL ACTIVITIES ACTIVITY NO.: ALL  
 BUDGET ORG. NAME: BUDGET ORG NO.:

OBJECTIVE  
 1ST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER TOTAL  
 NUMBER OF EMPLOYEES: 28 28 28 28 XXXXXXXXXXXXX

CODE NO.	EXPENDITURES BY MAJOR OBJECT:	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
01	PERSONNEL COSTS	642,088	499,287	499,287	430,752	2,071,414
02	EMPLOYEE BENEFITS	201,001	172,346	172,346	168,560	714,253
03	TRAVEL-IN-STATE	8,800	4,625	5,475	8,300	27,200
04	TRAVEL-OUT-OF-STATE	12,200	1,600	2,800	1,900	18,500
05	REPAIRS AND MAINTENANCE	1,400	600	900	1,100	4,000
06	RENTALS & LEASES	102,300	104,300	104,700	106,700	418,000
07	UTILITIES & COMMUNICATIONS	4,950	5,900	5,900	5,950	22,700
08	PROFESSIONAL SERVICES	83,750	32,450	32,350	42,050	190,600
09	SUPPLIES & OPERATIONS	67,052	52,338	50,338	76,124	245,852
10	TRANSPORTATION EXPENSES	1,000	500	500	1,000	3,000
11	GRANTS, BENEFITS & CLAIMS	6,223,855	4,218,530	4,215,880	4,223,587	18,881,852
12	CAPITAL OUTLAY					
13	TRANSPORTATION PURCHASES					
14	OTHER EQUIPMENT PURCHASES	1,500	3,000	5,000	29,450	38,950
15	DEBT SERVICE					
16	NON-EXPENDITURE DISB.					
	TOTAL EXPENDITURES	7,349,896	5,095,476	5,095,476	5,095,473	22,636,321

SOURCE OF FUNDS	FUND NO.	FUND NAME	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
	403	FUNDS BROUGHT FWD(FEDERAL)	462,100				462,100
	754	FUNDS BROUGHT FWD (TSPAT)	25,000	25,000	25,000	25,000	100,000
	200	ETF	4,552,795	4,454,687	4,454,687	4,454,684	17,916,853
	403	FEDERAL AND LOCAL	1,694,213				1,694,213
	458	AGSLP					
	1160	FUNDS BROUGHT FWD(MONITOR)	18,750	18,750	18,750	18,750	75,000
	778	SAILS					
	200	COLA SALARY INCREASE					
	1170	AL STUDENT ASSISTANCE KNIGHT	597,038	597,039	597,039	597,039	2,388,155
		TOTAL SOURCE OF FUNDS	7,349,896	5,095,476	5,095,476	5,095,473	22,636,321

EBO USE ONLY  
 DATE: APPROVED: \_\_\_\_\_  
 A: DATE: \_\_\_\_\_

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DECISION ITEM B: Approval of 2011 Meeting Schedule

**EXECUTIVE SUMMARY**

**Reason for Action:** So that the deadlines may be established for the submission of items to the Commission for review.

**Proposed Meeting Schedule for 2011:**

March 11, 2011  
June 10, 2011  
September 9, 2011  
December 9, 2011

**DECISION ITEM B:** Approval of 2011 Meeting Schedule

Staff Presenter: Tim Vick  
Director of Operations and Fiscal Services

Staff Recommendation: That the Commission approve the proposed meeting schedule for 2011.

Proposed Meeting Schedule for 2011

March 11, 2011  
June 10, 2011  
September 9, 2011  
December 9, 2011

Background: The proposed schedule was developed with the following considerations:

1. The statute requires the Commission to meet at least once every three months.
2. A meeting is necessary in December to adopt the Unified Budget Recommendation.
3. The proposed schedule attempts to accommodate state and federal holidays.

Supporting Documentation: None.

DECISION ITEM C: Revision of Chiropractic Scholarship Program Administrative Procedures

**EXECUTIVE SUMMARY**

**Reason for Action:** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the State of Alabama Chiropractic Scholarship Program (SACSP). The following changes are being requested.

During the 2010 Regular Session of the Alabama Legislature, Alabama Act 2010-724 was passed. This act stated the following, "(b) In addition to the function of the commission pursuant to subsection (a) and supplemental thereto, the commission may designate a portion of funds available for chiropractic scholarships for advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within this state."

**DECISION ITEM C:** Revision of Chiropractic Scholarship Program  
Administrative Procedures

**Staff Presenter:** Mr. Tim Vick  
Director of Operations and Fiscal Services

**Staff Recommendation:** That the Commission approve the proposed administrative rule changes for the State of Alabama Chiropractic Scholarship Program (SACSP).

**Background:** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the State of Alabama Chiropractic Scholarship Program (SACSP). The following changes are being requested.

During the 2010 Regular Session of the Alabama Legislature, Alabama Act 2010-724 was passed. This act stated the following, "(b) In addition to the function of the commission pursuant to subsection (a) and supplemental thereto, the commission may designate a portion of funds available for chiropractic scholarships for advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within this state."

New language is underlined. Deleted language is lined-through. Only the sections with proposed revisions appear in the item.

**Supporting Documentation:** Revised Administrative Procedures for the State of Alabama Chiropractic Scholarship Program. Attached.

## CHAPTER 300-4-6 STATE OF ALABAMA CHIROPRACTIC SCHOLARSHIP PROGRAM

**300-4-6-.01 Goal.** The goal of the State of Alabama Chiropractic Scholarship Program is to provide scholarship assistance to residents of the State of Alabama for professional study in United States chiropractic colleges accredited by a regional accrediting agency recognized by the Alabama Commission on Higher Education and the Council on Chiropractic Education and to make available funds for chiropractic scholarships for advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within this state.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, § 16-5-11.

**History:** Filed November 6, 1985. Revised September 10, 2010.

### **300-4-6-.04 Definition Of Terms.**

(1) Academic Qualifications and Standing of Eligible Students: A student is considered academically qualified if he/she is currently enrolled and matriculated in an eligible program at an approved institution.

(2) Academic Year: An academic year is a period of time, usually twelve months, during which a full-time student is expected to complete the equivalent of two semesters, three trimesters, or four quarters.

(3) Alabama Resident: A permanent resident of the State of Alabama is a person who has established residence within the State of Alabama for at least a twelve-month period immediately preceding his/her application for a scholarship under the State of Alabama Chiropractic Scholarship Program. Five (5) or more of the following proofs are required as support for the claim of Alabama residency.

(a) Certification by the student of his/her permanent Alabama residence;

(b) Certification of the student's Alabama voter registration;

(c) Evidence of full-time employment within Alabama for the preceding twelve (12) months;

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(d) Evidence of the payment of income tax to the State of Alabama for the preceding academic year;

(e) Evidence of home ownership or ownership of other real property in Alabama;

(f) Evidence of attendance at, or graduation from, an Alabama postsecondary institution during the previous academic year; and

(g) Other evidence that an Alabama domicile has been established and maintained for the previous twelve (12) months.

(4) Approved Institution:

(a) An approved institution for doctoral level studies is a public or private, nonprofit chiropractic school or college which:

~~(a)~~ 1. Is located within the United States;

~~(b)~~ 2. Is accredited by the Council on Chiropractic Education, Commission on Accreditation, and/or the appropriate regional accrediting association recognized by the Alabama Commission on Higher Education; and

~~(c)~~ 3. Files a signed agreement with the Alabama Commission on Higher Education to comply with all regulations and procedures of the State of Alabama Chiropractic Scholarship Program.

(b) An approved institution for post-doctoral level studies is a public or private non-profit college or university which offers advanced education in health-related advanced education courses at the post-doctoral level which:

1. Is located in Alabama;

2. Is accredited by a regional accrediting body recognized by the Alabama Commission on Higher Education; and

3. Files a signed agreement with the Alabama Commission on Higher Education to comply with all regulations and procedures of the State of Alabama Chiropractic Scholarship Program.

(5) Eligible Program: An eligible program is a course of study leading to the degree of doctor of chiropractic at an approved institution as defined in .04(4).

(6) Eligible Student:

(a) An eligible doctoral level student is an applicant who completes an annual application for a scholarship, and

~~(a)~~ 1. Is classified as a graduate or professional student as defined in .04(12);

~~(b)~~ 2. Is a citizen of the United States, or is in the United States for other than a temporary purpose and intends to become a permanent resident of the State of Alabama;

~~(c)~~ 3. Is enrolled or accepted for enrollment as a full-time student, as defined in .04(11), in an eligible program, as defined in .04(5), at an approved institution, as defined in .04(4);

~~(d)~~ 4. Is an Alabama resident, as defined in .04(3);

~~(e)~~ 5. Demonstrates a record of high performance in his/her academic program;

~~(f)~~ 6. Demonstrates to the Scholarship Council evidence of satisfactory academic progress;

~~(g)~~ 7. Demonstrates a financial need of at least \$1,000 for the academic year;

~~(h)~~ 8. Does not owe a refund on a grant previously received through the Pell Grant Program, Supplemental Educational Opportunity Program, the Alabama Student Assistance Program, or the Alabama Student Grant Program; and

~~(i)~~ 9. Is not in default on a loan made, insured, or guaranteed under the National Direct Student Loan Program, the Guaranteed Student Loan Program, or the Emergency Secondary Education Scholarship Program.

(b) An eligible post-doctoral level student is an applicant who completes an annual application for a scholarship, and

1. Is enrolled as a full or part-time student in good standing in an Alabama public or private institution offering advanced education in health-related advanced education courses at the post-doctoral level;

2. Is an Alabama resident, as defined in .04(3);

3. Holds a doctor of chiropractic degree from an accredited institution;

4. Does not owe a refund on a previously awarded grant;

5. Is not in default on a student loan.

(7) False Statement or Misrepresentation: Any person who knowingly makes or furnishes any false statement or misrepresentation, or who accepts such false statement or misrepresentation knowing the same to be false, for the purpose of enabling an individual or institution to obtain monies wrongfully under this program, shall be guilty of a Class A Misdemeanor, and upon conviction thereof, shall be subject to a fine or to imprisonment, or to both, as such misdemeanor is defined in Act No. 607, S.33 of the 1977 Regular Session (Acts 1977, No. 11, p. 812).

(8) Family Contribution: The family contribution of a dependent student is the sum of the amount which reasonably may be expected from the student and spouse, plus the amount which reasonably may be made available to the student by the parents or legal guardians to meet the student's cost of education. The family contribution of an independent or self-supporting student means the amount of money which reasonably may be expected from the student and spouse to meet the student's cost of education.

(9) Financial Need: An applicant's financial need is the difference between the applicant's available financial resources, as defined in .04(10), and the applicant's anticipated educational costs, including, but not limited to, tuition, mandatory fees, room and board, transportation costs, books, supplies, and equipment, and reasonable miscellaneous expenses.

(10) Financial Resources: Financial resources must include, but may not necessarily be limited to, family financial support, anticipated awards under all federally-supported financial aid programs, veterans educational benefits, plus other scholarship, grant, work, or loan assistance of which the student and the institution have knowledge.

(11) Full-Time Student: A full-time student is defined as an individual who is carrying a full-time academic workload measured in terms of course work or other required activities which the institution requires of the student in order to be considered as being engaged in full-time study.

(12) Part-time Student: A part-time student is defined as an individual who is carrying less than a full-time academic workload measured in terms of course work or other required activities which the institution requires of the student in order to be considered as being engaged in full-time study. Students pursuing course work at the post-

doctoral level may be classified as either a full-time student or part-time student.

~~(12)~~ (13) Graduate or Professional Student: A graduate or professional student is a student enrolled in an academic program of study at an institution of higher education, including a program leading to a first professional degree if the institution requires at least 2 years of study, as required by the Council on Chiropractic Education at the college level for entrance into the program.

(14) Post-doctoral Student: A student who has completed the doctor of chiropractic degree and now wishes to take advanced education in health-related advanced education courses at the post-doctoral level.

~~(13)~~ (15) Institutional-Related Expenses: Institutional-related expenses are educational expenses, including tuition, mandatory fees, room and board, transportation, books, supplies, and equipment, and other reasonable miscellaneous expenses anticipated by an eligible student.

~~(14)~~ (16) Matriculated Status: To be eligible for a State of Alabama Chiropractic Scholarship Program payment, a student must have completed all the required steps in the enrollment procedure and be considered registered in an eligible program, as defined in .04(5), leading to a degree at an approved institution, as defined in .04(4).

~~(15)~~ (17) Over-Award of Established Need: If a student receives other gift aid awards, loans, scholarships, assistantships, or stipends that are nonadjustable, meet the established institutional education budget, and cannot be applied to other educational costs, the student is not eligible to receive a State of Alabama Chiropractic Scholarship Program award.

~~(16)~~ (18) Refund Policies and Procedures:

(a) If a student transfers, withdraws, or becomes ineligible for a State of Alabama Chiropractic Scholarship Program award during the academic term of the award but prior to his/her receipt of scholarship funds, the institutional financial aid administrator will not disburse State of Alabama Chiropractic Scholarship Program funds to the student.

(b) If a student withdraws from school or reduces his/her course load after receiving State of Alabama Chiropractic Scholarship Program funds, but before the end of the academic term, and is not entitled to a refund in

accordance with the institution's refund policy, the State of Alabama Chiropractic Scholarship Program will not require a refund of any portion of the scholarship award which was utilized by the student toward payment of the institution's net charges to the student for the period of actual attendance. However, if the State of Alabama Chiropractic Scholarship Program payment to the student exceeds the amount of the direct educational cost to the student, the institution must return to the State of Alabama Chiropractic Scholarship Program the refund amount and the institution must maintain with the student's record documentation listing (1) the date the student withdrew, (2) the net institutional charges to the student for the period of the student's attendance, (3) the amount of the student's State of Alabama Chiropractic Scholarship Program award, and (4) the amount of refund due to the State of Alabama Chiropractic Scholarship Program.

~~(17)~~ (19) Renewal of Scholarship Awards: A scholarship award may be renewed if (1) the student continues to meet the eligibility criteria specified in .04(6), (2) the student has received less than the equivalent of five years of funds through the State of Alabama Chiropractic Scholarship Program, and (3) the student has submitted an annual State of Alabama Chiropractic Scholarship Program application as defined in these regulations.

~~(18)~~ (20) Scholarship: A scholarship is defined as a merit-based financial award to the State of Alabama Chiropractic Scholarship Program applicant who is designated to be an eligible student, as defined in .04(6), enrolled in or accepted for enrollment in an approved institution, as defined in .04(4), and is awarded to the student to defray direct institutional-related expenses: tuition, mandatory fees, room and board, transportation, books, supplies and equipment, and other miscellaneous expenses reasonably anticipated by the student.

~~(19)~~ (21) Student Application Procedure: Each applicant for a State of Alabama Chiropractic Scholarship Program award must submit to the Alabama State Chiropractic Association, Incorporated, a State of Alabama Chiropractic scholarship Program application along with a financial statement utilizing the uniform methodology approved by the U.S. Secretary of Education. Priority consideration will be given to applicants who submit completed applications to the State of Alabama Chiropractic Association, Incorporated, by November 1, 1985, during the first year of the operation of the program, and June 1 thereafter.

(20) (22) Tuition: Tuition is defined as the cost of instruction and mandatory fees to the student as stated in the institution's catalog, plus the average cost of books, supplies, equipment and other educational-related expenses.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, § 16-5-11.

**History:** Filed November 6, 1985. Revised September 10, 2010.

**300-4-6-.05 Awarding Procedures.** The following procedures shall be the method used by the Alabama Commission on Higher Education for making available State of Alabama Chiropractic Scholarship Program awards to eligible students at approved institutions:

(a) Applications may be obtained from the Alabama State Chiropractic Association, Incorporated, ~~and the Alabama Commission on Higher Education.~~

(b) Each applicant must submit to the Alabama State Chiropractic Association, Incorporated, a scholarship application which includes a financial statement utilizing the uniform methodology approved by the U.S. Secretary of Education.

(c) Applications must be completed each academic year by student applicants. All information requested on the State of Alabama Chiropractic Scholarship Program application must be completed and the form delivered to the Alabama State Chiropractic Association, Incorporated. If all items and information requested on the application form are not provided or completed, the application is invalid and the applicant is ineligible to receive a scholarship.

(d) During the first year of the operation of the State of Alabama Chiropractic Scholarship Program, priority consideration will be given to complete applications received by November 1. Consideration will be given to complete scholarship applications received after November 1 if funds are available.

(e) Following the first year of the operation of the State of Alabama Chiropractic Scholarship Program, priority consideration will be given to complete applications received by June 1. Consideration will be given to complete applications received after June 1 if funds are available.

(f) An applicant may receive consideration for a State of Alabama Chiropractic Scholarship Program award at only one

institution per academic term. If a student wishes to receive consideration for a scholarship award at another approved institution, he/she must follow the procedures outlined in .05(b).

(g) Applications received by the Alabama State Chiropractic Association, Incorporated, shall be dated when received. Each application shall have a preliminary review by the association to determine if the application is complete and meets the eligibility criteria for a scholarship award. Each student applicant shall be notified by the Alabama State Chiropractic Association, Incorporated, when an application is incomplete and additional information is needed. The Alabama State Chiropractic Association, Incorporated, shall notify each student who does not meet the eligibility criteria and is, therefore, ineligible for a State of Alabama Chiropractic Scholarship Program award.

(h) All applications which pass the preliminary review for eligibility shall be evaluated by the Scholarship Council of the Alabama State Chiropractic Association, Incorporated.

(1) All applicants' need shall be determined by the financial statements utilizing the uniform methodology.

(2) The financial need of student applicants shall be compared with monies available.

(3) Awards will be determined in accordance with the priority schedule specified in .06(1).

(4) For students who are determined to be eligible for a State of Alabama Chiropractic Scholarship Program award, an award list shall be made. The award list shall contain the names, Social Security numbers, classifications, notations of initial or renewal status, educational costs, other aid amounts, demonstrated need, and scholarship award amounts.

(5) All scholarships to students shall be no more than \$10,000 for the academic year.

(6) Awards may be given for chiropractic scholarships for advanced education in health-related advanced education courses at the post-doctoral level at public or private non-profit colleges and universities within the State of Alabama; however, priority will be given to students seeking the Doctor of Chiropractic degree over post-doctoral students. At no time should post-doctoral awards exceed 25% of available funds.

~~(6)~~(7) The Chairman of the Scholarship Council shall sign the award list certifying that each student on the roster is eligible for an award and has submitted to the Alabama State Chiropractic Association, Incorporated, a complete and acceptable scholarship application for the terms in which payments are requested.

(i) Disbursement of all scholarships shall be made by checks to individual students and approved institutions. The Alabama Commission on Higher Education shall have checks prepared for eligible awardees.

(1) The Alabama Commission on Higher Education shall prepare vouchers for eligible students for whom funds are available.

(2) The Alabama Commission on Higher Education shall verify each check is properly prepared.

(3) Checks shall be mailed along with a certification roster to the institutional financial aid officer for delivery to students.

(4) The institution shall issue checks to students and insure that the institutional officer who issues the checks signs and dates the roster whenever such checks are issued. The completed certification roster shall be returned to the Alabama Commission on Higher Education no later than sixty (60) calendar days after receipt of the certification roster at the institution.

(5) All checks which are not delivered by the institution to individual students shall be returned to the Alabama Commission on Higher Education along with the reason(s) for returning the checks, no later than sixty (60) calendar days after receipt of the checks.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, § 16-5-11.

**History:** Filed November 6, 1985. Revised September 10, 2010.

**300-4-6-.06 Disbursement Of Funds.**

(1) Doctoral Level Awards - The Alabama State Chiropractic Association Scholarship Council shall determine from the completed applications of eligible applicants the sufficiency of available funds. Priority consideration for awards will be granted according to the following order:

(a) First priority. Applicants who are previous State of Alabama Chiropractic Scholarship Program recipients and who continue to meet the eligibility criteria specified in .04(6).

(b) Second priority. Applicants who are first-year professional students with greater than a cumulative "B" average on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(c) Third priority. Applicants who are second-year professional students with greater than a cumulative "B" average on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(d) Fourth priority. Applicants who are third-year professional students with greater than a cumulative "B" average on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(e) Fifth priority. applicants who are first-year professional students with a cumulative "B" average or less on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(f) Sixth priority. Applicants who are second-year professional students with a cumulative "B" average or less on all work attempted at the undergraduate level and who meet the eligibility criteria specified in .04(6).

(2) Awards will be issued to all eligible first-priority applicants before any awards are made to eligible second-priority applicants; awards will be made to all eligible second-priority applicants before any awards are made to eligible third-priority students; awards will be made to all eligible third-priority applicants before any awards are made to eligible fourth-priority applicants; awards will be made to all eligible fourth-priority applicants before any awards are made to eligible fifth-priority applicants; awards will be made to all eligible fifth-priority applicants before any awards are made to eligible sixth-priority applicants.

(3) Awards will be issued to eligible post-doctoral level awards once the needs of the doctoral level students have been addressed. The Alabama State Chiropractic Association Scholarship Council shall determine from the completed applications of eligible applicants the sufficiency of available funds for students who are seeking advanced education in health-related advanced education courses at

the post-doctoral level at public or private non-profit colleges and universities within the State of Alabama.

~~(3)~~ (4) Should funds be insufficient to offer scholarship awards to all eligible applicants in any priority category, the Scholarship Council shall select from among the eligible applicants those students considered most deserving of scholarship awards.

~~(4)~~ (5) No eligible scholarship recipient shall receive more than \$10,000 per academic year, nor shall any student receive a scholarship at more than one approved institution during any one academic term. Each scholarship recipient must demonstrate an academic year financial need of at least \$1,000.

~~(5)~~ (6) The Alabama Commission on Higher Education shall determine the dollar amount of each scholarship award and shall submit a voucher each term to the state comptroller.

~~(6)~~ (7) The state comptroller shall prepare a check payable to the student (by name) and the approved institution for each scholarship recipient listed on the roster. Such checks and a certification roster with the amount of the scholarship indicated for each eligible student shall be forwarded to the institution for delivery to the student(s). No later than sixty (60) calendar days after receipt of the scholarship check(s), the approved institution shall deliver the individual check(s) to the eligible student(s) and return the completed certification roster to the Alabama Commission on Higher Education.

~~(7)~~ (8) If a student whose eligibility for a scholarship has been certified by an approved institution and the Scholarship Council becomes ineligible for a scholarship before the expiration of the institutional tuition refund period, the scholarship funds shall not be delivered to the student, but shall be returned to the Alabama Commission on Higher Education.

**Author:** Tim Vick

**Statutory Authority:** Code of Ala. 1975, § 16-5-11.

**History:** Filed November 6, 1985. Revised September 10, 2010.

DECISION ITEM D: Revision of the Alabama Student Grant Program Administrative Procedures

**EXECUTIVE SUMMARY**

**Reason for Action:** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the Alabama Student Grant Program (ASGP). The following changes are being requested.

During the 2010 Regular Session of the Alabama Legislature, Alabama Act 2010-686 was passed. This act amended the Code of Alabama, Chapter 16-33A-1(3) by adding the following language under the definition of approved institutions, "or any independent postsecondary institution of higher learning with a permanent facility offering classroom instruction located in Montgomery County, Alabama, which has been incorporated and in continuous operation for over 50 years and which has been accredited for over 10 years by the Commission on Colleges of the Southern Association of Colleges and Schools, prior to the effective date of this amendatory act."

**DECISION ITEM D:** Revision of Alabama Student Grant Program Administrative Procedures

**Staff Presenter:** Mr. Tim Vick  
Director of Operations and Fiscal Services

**Staff Recommendation:** That the Commission approve the proposed administrative rule changes for the Alabama Student Grant Program (ASGP).

**Background:** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the ASGP. The following changes are being requested.

During the 2010 Regular Session of the Alabama Legislature, Alabama Act 2010-686 was passed. This act amended the Code of Alabama, Chapter 16-33A-1(3) by adding the following language under the definition of approved institutions, "or any independent postsecondary institution of higher learning with a permanent facility offering classroom instruction located in Montgomery County, Alabama, which has been incorporated and in continuous operation for over 50 years and which has been accredited for over 10 years by the Commission on Colleges of the Southern Association of Colleges and Schools, prior to the effective date of this amendatory act."

New language is underlined. Deleted language is lined-through. Only the sections with proposed revisions appear in the item.

**Supporting Documentation:** Revised Administrative Procedures for the Alabama Student Grant Program. Attached.

## **CHAPTER 300-4-3 ALABAMA STUDENT GRANT PROGRAM**

### **300-4-3-.01 Definition Of Terms.**

(1) Academic Progress - A student must make satisfactory academic progress in an eligible program at an approved institution in order to receive an Alabama Student Grant Program payment. Satisfactory academic progress shall be defined in writing by each approved institution and must be approved by the Alabama Commission on Higher Education (ACHE). ACHE shall not approve any definition of satisfactory academic progress that permits a student to remain enrolled in an approved institution when a student's projected completion date exceeds by more than twenty-five (25%) the specified period of time for his/her program of study.

(2) Academic Qualifications of Eligible Students - A student is considered academically qualified if he/she is currently enrolled and matriculated in an eligible program of an eligible institution. It is considered that current enrollment by the institution has been based upon satisfactory demonstration to the institution of probable successful completion of the program. Satisfactory academic progress by a student shall be evaluated in terms of all course work attempted and all course hours for which ASGP payments were issued, whether or not credit hours were received by the student.

(3) Academic Year - The academic year for Alabama Student Grant Program purposes is from October 1 of one year to September 30 of the next year.

(4) Alabama Resident - A person who has been domiciled in the State of Alabama for a period of at least twelve (12) consecutive months immediately preceding application for a grant under the Alabama Student Grant Program. Any student in Alabama only for purposes of attending an Alabama postsecondary educational institution shall not be eligible for a grant. Five (5) or more of the following are required as support for the claim of Alabama residency:

(a) Certification by the student of his/her permanent Alabama residence;

(b) Certification by the student's parents or guardians of their permanent Alabama residence;

(c) Certification of the student's Alabama voter registration;

(d) Certification of the student's parents' or guardians' Alabama voter registration;

(e) A photocopy of the student's or parent's (guardian's) valid Alabama driver's license;

(f) Evidence of full-time employment by the student or parents (guardians) within Alabama for the preceding twelve (12) months;

(g) Evidence of payment of income tax to the State of Alabama by the student or parents (guardians) for the preceding calendar year;

(h) Evidence of home ownership or ownership of other real property in Alabama by the student or parents (guardians);

(i) Evidence of graduation from an Alabama secondary school, or a copy of a State of Alabama High School Equivalency Certificate; and

(j) Other evidence that an Alabama domicile has been established and maintained for the previous twelve (12) months.

(5) Approved Institution - An approved institution is an independent, nonprofit postsecondary institution or any independent postsecondary institution of higher learning with a permanent facility offering classroom instruction located in Montgomery County, Alabama, which has been incorporated and in continuous operation for over 50 years and which has been accredited for over 10 years by the Commission on Colleges of the Southern Association of Colleges and Schools, prior to the effective date of amendatory act contained in AL ACT 2010-686 which with the exception specifically cited immediately above:

(a) Has its principal base of operation located within the State of Alabama;

(b) Is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools or, if not so accredited,

1. Is classified in an exemption status and is licensed to operate in the State of Alabama by the State Approving agency of the State Department of Education or its successor agency; and

2. Is in the formal process of attaining accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools, or is an institution where credits are currently

accepted, on transfer, by at least three (3) institutions within Alabama and which are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

(c) Files a signed agreement with ACHE to comply with all regulations and procedures of the Alabama Student Grant Program;

(d) Has an academic curriculum which is not comprised principally of sectarian instruction or preparation of students for a sectarian vocation;

(e) Does not award primarily theological or religious degrees;

(f) Performs essentially secular educational functions which are distinct and separable from religious activity;

(g) Does not discriminate in its admissions practices on the basis of religious or denominational preference; and

(h) Does not, during the applicable fiscal year, receive a direct institutional appropriation from the State of Alabama.

(6) Eligible Program - An eligible program is a nonsectarian, secular educational program of at least six (6) months duration, and whose contents have been approved by ACHE.

(7) Eligible Student - An eligible student is an applicant for a grant under the Alabama Student Grant Program who:

(a) Has obtained a certificate of graduation from a secondary school or the recognized equivalent of such graduation;

(b) Is classified as an undergraduate student;

(c) Is an Alabama resident;

(d) Is a citizen of the United States or in the process of becoming a citizen of the United States;

(e) Is enrolled as a full-time student or part-time student in an eligible program in an approved institution;

(f) Is making satisfactory academic progress; and

(g) Is not enrolled, and does not intend to enroll, in a course of study leading to an undergraduate degree in theology,

divinity, or other field of preparation for a religious vocation.

(8) False Statement of Misrepresentation - Any person who knowingly makes or furnishes any false statement or misrepresentation, or who accepts such false statement or misrepresentation knowing the same to be false, for the purpose of enabling an individual or institution to obtain monies wrongfully under this program, shall be guilty of a Class A misdemeanor, and upon conviction thereof, shall be subject to a fine or to imprisonment, or to both, as such misdemeanor is defined in Act No. 607, S. 33 of the 1977 Regular Session (Acts 1977, Vol. 11, p. 812).

(9) Full-Time Student - A full-time student is defined as an eligible student who is carrying a full-time academic workload, other than by correspondence, measured in terms of course work or other required activities, including courses, work experience, research or special studies which the institution requires of the student to be considered as being engaged in full-time study, and which amount to the equivalent of a minimum of twelve (12) semester hours or twelve (12) quarter hours per academic term; or the student is charged the tuition and fees for full-time study by the institution. For purposes of this program, no more than one course [with a maximum of four (4) credit hours] per academic term for courses in religion or theology shall be considered when calculating a student's full-time status.

(10) Grant - A grant is a monetary award of a maximum of \$1200 per academic year for full-time recipients, and a maximum of \$600 per academic year for half-time recipients, under the Alabama Student Grant Program, to an approved institution on behalf of and to the credit of eligible students enrolled in eligible programs commencing after August 1, 1989.

(11) Half-time Student - A half-time student is defined as an eligible student who is carrying a half-time academic workload, other than by correspondence, measured in terms of course work or other required activities, including courses, work experience, research, or special studies which the institution requires of the student to be considered as being engaged in half-time study, and which amounts to the equivalent of a minimum of six (6) semester hours or six (6) quarter hours per academic term; or the student is charged the tuition and fees for half-time study by the institution. Any student enrolled for less than the equivalent of six (6) semester hours or six (6)

quarter hours is ineligible for an Alabama Student Grant Program payment. For purposes of this program, no more than one course (with a maximum of four (4) credit hours per academic term for courses in religion and theology) shall be considered when calculating a student's half-time status.

(12) Institutional-Related Expenses - Institutional- related expenses are nonsectarian, secular educational expenses, including tuition, mandatory fees, room and board, transportation, books and supplies, and routine miscellaneous expenses incurred by an eligible student.

(13) Matriculated Status - To be eligible for an Alabama Student Grant Program payment, a student must have completed all the required steps in the enrollment procedure and be considered registered by the institution in an eligible program leading to a degree, diploma, or certificate.

(14) Proration of Funds - Should funds appropriated to the Alabama Student Grant Program be insufficient to provide such eligible student with a full grant payment for any term(s) during an academic year, each eligible student shall receive a pro rata grant share of the available funds.

(15) Renewal of Grants - Each grant shall be renewable annually for the number of hours normally required by the institution for the course of study in which the individual student is enrolled. Total hours attempted shall not exceed by more than twenty-five percent (25%) the number of hours required for the individual student's course of study or until such time as the student receives a baccalaureate degree. ACHE shall grant a renewal only upon the student's annual application as defined in these regulations.

(16) Transfer Student - Each Alabama Student Grant Program award is made on the basis of the student applicant attending the postsecondary educational institution listed on his/her student application form. A student grant recipient who elects to transfer to another educational institution may apply for a new grant in accordance with the student application procedures. The original grant will automatically be cancelled. An Alabama Student Grant Program award is not transferable from one educational institution to another.

(17) Undergraduate Student - An undergraduate student is an eligible student who is in attendance at an approved institution and has not earned a baccalaureate or professional degree.

ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, September 10, 2010

Students, who have previously earned a baccalaureate or professional degree, even though they may be enrolled in an undergraduate course of study, are not eligible for an Alabama Student Grant Program grant.

**Authors:** Joseph T. Sutton, Henry J. Hector, Tim Vick.

**Statutory Authority:** Code of Ala. 1975, §§ 16-33A-1, et seq.

**History:** Filed September 30, 1982. Amended: Filed March 9, 1992.  
Amended September 10, 2010

DECISION ITEM E: Revision of the Alabama Teacher Recruitment Incentive Program (ATRIP) Administrative Policies

**EXECUTIVE SUMMARY**

**Reason for Action:** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the Alabama Teacher Recruitment Incentive Program (ATRIP). The following changes are being requested.

Federal student loans contain provisions for deferments due to financial hardship. Due to the downturn in the economy and impact that it has had on state education budgets, specifically the reduction in the number of teaching positions available, it appears that consideration of the addition of a financial hardship deferment is warranted. The suggested language is based on the financial hardship deferment language of the William D. Ford Federal Direct Loan Program.

DECISION ITEM E: Revision of the Alabama Teacher Recruitment Incentive Program Administrative Policies

Staff Presenter: Mr. Tim Vick  
Director of Operations and Fiscal Services

Staff Recommendation: That the Commission approve the proposed policy changes for the Alabama Teacher Recruitment Incentive Program.

Background: It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the Alabama Teacher Recruitment Incentive Program (ATRIP). The following changes are being requested.

Federal student loans contain provisions for deferments due to financial hardship. Due to the downturn in the economy and impact that it has had on state education budgets, specifically the reduction in the number of teaching positions available, it appears that consideration of the addition of a financial hardship deferment is warranted. The suggested language is based on the financial hardship deferment language of the William D. Ford Federal Direct Loan Program.

New language is underlined. Only the sections with proposed revisions appear in the item.

Supporting Documentation: Revised Administrative Policies for the Alabama Teacher Recruitment Incentive Program. Attached.

## ALABAMA TEACHER RECRUITMENT INCENTIVE PROGRAM

**Deferments:** Deferment of ATRIP repayment is authorized during periods when an ATRIP recipient is engaged in one of the following activities:

1. Disability: not in excess of three years during which the ATRIP recipient is temporarily totally disabled as established by a sworn affidavit of a qualified physician.
2. Military Service: not in excess of three years during which the ATRIP recipient is serving on active duty as a member of the armed services of the United States.
3. Economic Hardship: not in excess of 36 months. The recipient must reapply every 12 months. All recipients must demonstrate that they are registered on the TeachInAlabama website found at <http://www.alsde.edu/TeachInAlabama/>.

In order to qualify for an Economic Hardship Deferment, you must meet one of the conditions listed below and provide the required documentation for only that condition.

1. You have been granted an Economic Hardship Deferment on a loan made under the Federal Family Education Loan (FFEL) or the Federal Perkins Loan Program for the period of time for which you are now requesting an Economic Hardship Deferment for your ATRIP Loan.
2. You are receiving payment under a federal or state public assistance program, such as Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Food Stamps, or state general public assistance. Evidence of federal or state public assistance program payments must be provided.
3. You are working full-time or part-time and your total monthly gross income from employment must be less than or equal to the larger of (A) the monthly minimum wage rate or (B) 150% of the Poverty Guideline amount for your family size and state, as shown on the charts appearing on the William D. Ford Federal Direct Loan Economic Hardship Deferment web page found at [www.dl.ed.gov](http://www.dl.ed.gov). Evidence of your income must be provided. If you are reporting monthly income from employment and other sources, you must provide documentation such as pay stubs. If you are reporting one-twelfth of your adjusted gross income, you must provide a copy of your most recently filed Federal Income Tax Return.
4. You are unemployed. After the initial 12 month deferral, documentation that you have made 12 diligent attempts to find full-time employment within the last 12 months must be provided before additional time is granted.

DECISION ITEM F-1: Drake State Technical College, Associate in Applied Technology in Automotive Service Technology (CIP 15.0803)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** The goal of the proposed program is to provide quality, affordable and accessible education in the field of Automotive Service Technology, and to prepare students to enter and progress in the automotive repair industry.

**Role:** The proposed program is within the instructional role recognized for Drake State Technical College (DRK).

**Mode of Delivery:** Due to the hands-on nature of the proposed program, distance education technology will not be used at this time.

**Similar Programs:** The following institutions have similar Automotive Service Technology certificate programs listed at CIP code 15.0803: Trenholm State Technical College; Wallace State Community College (Dothan); and Lawson State Community College. There are no similar associate programs in the state.

**Collaboration:** According to the proposal, DRK recently joined the Consortium for Alabama, Regional Center for Automotive Manufacturing (CARCAM) Consortium, an institutional partnership that provides the college with collaborative opportunities for its instructors. Additionally, DRK has articulation agreements with Alabama A&M University and Athens State University to work together to provide educational opportunities for students interested in pursuing bachelor's degrees.

**Resources:** No new funds will be needed for the program in the first five years. A total of \$425,000 will be available through tuition, extramural funds, and internal reallocation.

**Public Review:** The program was posted on the Commission website from June 24 until July 14 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. DRK is currently offering a certificate program in Automotive Mechanics Technology. The addition of an Automotive Service Technology associate degree program is being proposed due to demand from local industries and petitions from students who seek the credentials of an associate's degree in Automotive Service Technology.
2. Local business industries in DRK's service area have requested that the institution provide students with more coursework that involves critical-thinking, problem-solving, and communication skills. As a result, DRK has added 16 credit hours of general education to an existing core of technical courses that will address these requests.
3. According to information submitted by DRK, by the year 2014, there will be a total of 1,025 job openings in the institutions service area, and a total of 3,775 job openings in the state for automotive service technicians.

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Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Drake State Technical College proposal, dated April 28, 2010. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.

DECISION ITEM F-1: Drake State Technical College, Associate in Applied Technology in Automotive Service Technology (CIP 15.0803)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed Associate in Applied Technology (AAT) in Automotive Service Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented January 2011. Based on Commission policy, the proposed program must be implemented by September 10, 2012, 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.

Post-Implementation Conditions:

1. That the annual average new enrollment headcount for the first five years will be at least 8, based on the proposal.
2. That the annual average number of graduates for the Academic Years 2010-11 through 2014-15 (five-year average) will be at least 9, 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.

Drake State Technical College (DRK) 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 1, 2016.

**Attachment 1**

INSTITUTION Drake State Technical College

PROGRAM Associate in Applied Technology in Automotive Service Technology

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

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
INTERNAL REALLOCATIONS	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$42,500
EXTRAMURAL	\$5,000	\$5,000	\$5,500	\$6,000	\$7,000	\$28,500
TUITION	\$64,800	\$67,800	\$70,800	\$73,800	\$76,800	\$354,000
TOTAL	\$78,300	\$81,300	\$84,800	\$88,300	\$92,300	\$425,000

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

HEADCOUNT ENROLLMENT	19*	21	24	27	29	24
NEW ENROLLMENT HEADCOUNT	6	6	8	9	10	8
						5-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	2	6	10	14	15	9

\*Includes students currently enrolled in the Certificate program who are likely to continue in the Associate program.

## Attachment 2

### Summary of Background Information

Associate in Applied Technology in Automotive Service Technology  
Drake State Technical College

**Role:** The proposed program is within the instructional role recognized for Drake State Technical College (DRK).

**Objectives:** The goal of the proposed program is to provide quality, affordable and accessible education in the field of Automotive Service Technology, and to prepare students to enter and progress in the automotive repair industry. Additionally, the proposed program seeks to:

- Equip the student with basic knowledge and skills that will transcend emerging technology.
- Contribute to the development of the student by providing a quality general education.
- Provide auto repair shops, fleets, and dealerships with quality entry-level automotive technicians.

**Administration:** The program will be administered by Scotty McLaughlin, Program Director.

**Curriculum:** According to the proposal, 16 credit hours will be added to the existing technical core provided under the Automotive Mechanics Technology certificate program currently being offered at DRK to create the proposed AAT program. The following new courses will be added:

ENG102	English Composition II
CIS146	Microcomputer Applications
PSY 200	General Psychology
MTH110	Finite Mathematics or higher

Program Completion Requirements:

- Credit hours required in major (skill emphasis): 45
- Credit hours in institutional general education or core curriculum: 22
- Credit hours in required or free electives: 5
- Total credit hours required for completion: 72

**Licensure:** Licensure is not required for employment in the field of automotive service technology; however, students that possess the National Institute of Automotive Service Excellence (ASE) certification will likely be more employable.

**Collaboration:** According to the proposal, DRK recently joined the Consortium for Alabama, Regional Center for Automotive Manufacturing (CARCAM) Consortium, an institutional partnership that provides the college with collaborative opportunities for its instructors. Additionally, DRK has articulation agreements with Alabama A&M University and Athens State University to work together to provide educational opportunities for students interested in pursuing bachelor's degrees.

**Distance Education:** Due to the hands-on nature of the proposed program, distance education technology will not be used at this time.

**Admission:** According to DRK officials, to be eligible for admission into the proposed program, students must hold a high school diploma, an equivalent diploma, and/or a GED certificate issued by the appropriate state education agency. The student must have a completed application for admission on file, and official copies of transcripts verifying graduation from high school (or equivalent) must be on file. Additionally, satisfactory scores must be achieved on the COMPASS computerized assessment instrument.

**Student Demand:** According to information submitted in the proposal, a survey was conducted to determine student interest in the proposed automotive service technology program. A total of 190 students were surveyed. Out of 190 students, 144 students indicated that if the proposed program was being offered at DRK, they would be interested in pursuing it. Additionally, DRK officials circulated student petitions and received 74 signatures indicating interest in the proposed program.

**Need:** DRK is currently offering a certificate program in Automotive Mechanics Technology. The addition of an Automotive Service Technology associate degree program is being proposed due to demand from local industries and petitions from students who seek the credentials of an AAT degree in Automotive Service Technology. The proposed program creates a new associate degree opportunity by adding general education courses to an existing certificate program.

According to the proposal, the following Industry Partner Job Opening Projections are as follows:

Industry	12 – 18 Months	2 – 5 Years	10 years
Bentley Hyundai	1	2	8
University KIA	1	3	5
City of Huntsville Fleet Mgt.	5	7	10
Woody Anderson Ford	2	4	12
<b>Total Needs of Selected Partners</b>	<b>9</b>	<b>16</b>	<b>35</b>

Projected job opening in DRK's service area, as well as in the state are:

	2010	2011	2012	2013	2014	Total
College Service Area	197	202	205	209	212	1,025
State	722	729	751	779	794	3,775

**Resources:**

**Faculty/Staff:** Faculty in the existing Automotive Mechanics Technology certificate program will serve as the technical faculty for the proposed AAT program.

Number of currently employed faculty who teach in the program:

Primary Faculty / Full-time: 1    Part-time: 2  
 Support Faculty / Full-time: 2    Part-time: 0

Number of additional faculty who will be employed to teach in the program during the first five years:

Primary Faculty / Full-time: 0    Part-time: 0  
 Support Faculty / Full-time: 0    Part-time: 0

**Equipment/Facilities:** According to the proposal, existing equipment and facilities used for the existing certificate program in Automotive Mechanics Technology will be utilized for the proposed program in Automotive Service Technology. No additional equipment will be needed for the proposed associate degree program.

**Library:** The proposal noted DRK's library holdings serve to meet the program's present needs. There are no new requirements added to the library that are not currently covered under the holdings provided for all of the institution's general education courses.

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**Program Budget:** DRK projects that no new funds will be required for the first five years to support the proposed program. A total of \$425,000 will be available through internal allocation, extramural funds, and tuition.

**ATTACHMENT 3**

**DRK  
 Associate in Applied Technology in  
 Automotive Service Technology**

Area and Course		Cr Hrs	Contact hrs
<b>Area I – English</b>		<b>Required credit hours</b>	<b>6</b>
ENG101	English Composition I	3	3
ENG102	English Composition II	3	3
<b>Area II – Humanities/Fine Arts</b>		<b>Required credit hours</b>	<b>6</b>
MUS101	Music Appreciation	3	3
ENG251	American Literature I	3	3
ENG252	American Literature II	3	3
ENG261	English Literature I	3	3
ENG262	English Literature II	3	3
ENG271	World Literature I	3	3
ENG272	World Literature II	3	3
REL152	Survey of New Testament	3	3
PHL206	Ethics and Society	3	3
<b>Area III – Natural Science/Math/Computer Science</b>		<b>Required credit hours</b>	<b>10</b>
CIS146	Microcomputer Applications (required)	3	3
MTH110	Finite Mathematics	3	3
MTH112	Pre-Calculus Algebra	3	3
MTH113	Pre-Calculus Trigonometry	3	3
PHS111 <sup>1</sup>	Physical Science I	3	3
PHS112	Physical Science II	3	3
PHY201	General Physics I	4	5
<i>CIS146 and at least one math course are required. PHS111 is the recommended lab science course for Automotive Service Technology</i>			
<b>Area IV – Social/Behavioral Sciences</b>		<b>Required credit hours</b>	<b>3</b>
PSY200	General Psychology	3	3
SOC200	Introduction to Sociology	3	3
POL200	Introduction to Political Science	3	3
ECO231	Principles of Macro Economics	3	3
ECO232	Principles of Micro Economics	3	3
<b>Area V – Institutional Requirements</b>		<b>Required credit hours</b>	<b>2</b>
ORI101	Orientation to College	1	1
WKO107	Workplace Skills	1	2

Area VI – Technical Core		Required credit hours	45	
ASE101	Fundamentals of Auto Technology	3	5	
ASE110	Electrical & Electronic Systems	3	7	
ASE121	Braking Systems	3	7	
ASE122	Steering & Suspension	3	7	
ASE124	Engine Repair I	3	5	
ASE130	Drive Train & Axle	3	5	
ASE133	Motor Vehicle A/C	3	7	
ASE210	Electrical & Electronic Systems II	3	5	
ASE211	Advanced Electronics	3	5	
ASE220	Engine Repair II	3	5	
ASE224	Manual Transmissions	3	5	
ASE230	Auto Transmissions	3	7	
ASE239	Engine Performance I	3	5	
ASE244	Engine Performance II	3	5	
ASE246	Automotive Emissions	3	5	
Total Degree Credit Hours			72	

DECISION ITEM F-2: Drake State Technical College, Associate in Applied Technology in Heating & Air Conditioning Technology (CIP 47.0201)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** The goal of the proposed Heating & Air Conditioning Technology program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and aptitudes necessary to obtain entry-level employment in the heating and air conditioning professions.

**Role:** The proposed program is within the instructional role recognized for Drake State Technical College (DRK).

**Mode of Delivery:** Due to the hands-on nature of the proposed program, distance education technology will not be used at this time.

**Similar Programs:** The following institutions have similar Heating and Air Conditioning Technology certificate programs listed at CIP code 47.0201: Southern Union State Community College, and Wallace State Community College Hanceville. There are no similar associate programs in the state.

**Collaboration:** According to the proposal, the Heating and Air Conditioning Technology faculty at DRK often interact with peers at other two-year institutions across the state to discuss new curriculum ideas and equipment considerations for the existing certificate program. Additionally, DRK has articulation agreements with Alabama A&M University and Athens State University to work together to provide educational opportunities for students interested in pursuing bachelor's degrees.

**Resources:** No new funds will be needed for the program in the first five years, and a total of \$425,000 will be available through tuition, extramural funds, and internal reallocation.

**Public Review:** The program was posted on the Commission website from June 24 until July 14 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. DRK has a certificate program in Heating and Air Conditioning Technology, and many students have expressed interest in enhancing their credentials to advance within the heating and air conditioning field.
2. Local industries in DRK's service area have requested that the institution provide students with more coursework that involves critical-thinking, problem-solving, and communication skills. As a result, DRK has added 16 credit hours of general education to an existing core of technical courses that will address these requests.
3. According to DRK, the U.S. Department of Labor Bureau of Labor Statistics: 2002-2012 report indicates employment of Heating, Air Conditioning and Refrigeration mechanics and installers is expected to increase faster than the average for all other occupations through 2012.

DECISION ITEM F-2: Drake State Technical College, Associate in Applied Technology in Heating and Air Conditioning Technology (CIP 47.0201)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed Associate in Applied Technology (AAT) in Heating and Air Conditioning Technology with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented January 2011. Based on Commission policy, the proposed program must be implemented by September 10, 2012, 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.

Post-Implementation Conditions:

1. That the annual average new enrollment headcount for the first five years will be at least 10, based on the proposal.
2. That the annual average number of graduates for the period 2010-11 through 2014-15 (five-year average) 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 information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Drake State Technical College (DRK) 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 1, 2016.

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Friday, September 10, 2010

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Drake State Technical College proposal, dated April 28, 2010. Available upon request.
5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.

**Attachment 1**

INSTITUTION Drake State Technical College

PROGRAM Associate in Applied Technology in Heating and Air Conditioning Technology

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

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
FACULTY	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

**SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
INTERNAL REALLOCATIONS	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$42,500
EXTRAMURAL	\$5,000	\$5,000	\$5,500	\$6,000	\$7,000	\$28,500
TUITION	\$64,800	\$67,800	\$70,800	\$73,800	\$76,800	\$354,000
TOTAL	\$78,300	\$81,300	\$84,800	\$88,300	\$92,300	\$425,000

**ENROLLMENT AND DEGREE COMPLETION PROJECTIONS**

HEADCOUNT ENROLLMENT	17*	20	23	25	29	23
NEW ENROLLMENT HEADCOUNT	6	8	10	12	12	10
DEGREE COMPLETION PROJECTIONS	3	6	9	13	17	10

5-YEAR  
AVERAGE

\*Includes students currently enrolled in the Certificate program who are likely to continue in the Associate program.

## Attachment 2

### Summary of Background Information

Associate in Applied Technology in Heating and Air Conditioning Technology  
Drake State Technical College

**Role:** The proposed program is within the instructional role recognized for Drake State Technical College (DRK).

**Objectives:** The goal of the proposed Heating & Air Conditioning Technology program is to provide accessible, quality educational opportunities that will provide individuals with the knowledge, technical skills, and aptitudes necessary to obtain entry-level employment in the heating and air conditioning occupations.

**Administration:** The program will be administered by Dexter Henry, Program Director.

**Curriculum:** According to the proposal, 16 credit hours will be added to the existing technical core provided under the certificate program currently being offered at DRK to create the proposed AAT program. The following new courses will be added:

ENG102	English Composition II
CIS146	Microcomputer Applications
PSY 200	General Psychology
MTH110	Finite Mathematics or higher

Program Completion Requirements:

- Credit hours required in major (skill emphasis): 51
- Credit hours in institutional general education or core curriculum: 22
- Credit hours in required or free electives: 2
- Total credit hours required for completion: 75

**Licensure:** Licensure is not required for employment in the field of Heating and Air Conditioning Technology. However, within 2 years, DRK will seek accreditation from the North American Technician Excellence HVAC/R (NATE) to further advance student credentials.

**Collaboration:** According to the proposal, the Heating and Air Conditioning Technology faculty at DRK often interact with peers at other two-year institutions across the state to discuss new curriculum ideas and equipment considerations for the existing certificate program. Additionally, DRK has articulation agreements with Alabama A&M University and Athens State University to work together to provide educational opportunities for students interested in pursuing bachelor's degrees.

**Distance Education:** Due to the hands-on nature of the proposed program, distance education technology will not be used at this time.

**Admission:** DRK officials state that to be eligible for admission into the proposed program, students must hold a high school diploma, an equivalent diploma, and/or a GED certificate issued by the appropriate state education agency. The student must have a completed application for admission on file, and official copies of transcripts verifying graduation from high school (or equivalent) must be on file. Additionally, satisfactory scores must be achieved on the COMPASS computerized assessment instrument.

**Student Demand:** According to information submitted in the proposal, a student petition was circulated to measure interest for the proposed program. A total of 43 signatures were received from potential students expressing interest in pursuing an associate's degree in Heating and Air Conditioning Technology.

**Need:** Currently, DRK has an existing certificate program in Heating and Air Conditioning. The proposed AAT program will provide an opportunity for students to enhance their credentials in order to advance in careers associated with heating and air conditioning. DRK has received several letters of support from industry stakeholders in the institution's service area indicating the need for the addition of an associate's degree in Heating and Air Conditioning Technology.

DRK provided the following information regarding job openings and employment projections as it relates to the proposed program:

**Occupational Employment Projections (ALDIR Labor Market Information)**  
 Employment and Annual Job openings Base Year 2004- 2014

Occupational Title	Projected Employment		Annual Percent Change		Total Annual Openings	
	State	Local	State	Local	State	Local
Heating, Air Conditioning, and Refrigeration Mechanics	5,720	1,050	2.20	2.26	170	30

**Industry Partner Job Opening Projections (Estimates provided by key program partners)**

Industry	12 – 18 Months	2 – 5 Years	10 years
ASM Sanders Inc.	5	10	18
Benchmark Electronic	4	8	12
ONE HOUR Heating & Air Conditioning	5	10	20
Conditioned Air Solutions, LLC	8	15	22
<b>Total Needs of Selected Partners</b>	<b>22</b>	<b>43</b>	<b>72</b>

**Resources:**

**Faculty/Staff:**

Number of currently employed faculty who teach in the program:

Primary Faculty / Full-time: 1    Part-time: 2  
 Support Faculty / Full-time: 2    Part-time: 0

Number of additional faculty who will be employed to teach in the program during the first five years:

Primary Faculty / Full-time: 0    Part-time: 0  
 Support Faculty / Full-time: 0    Part-time: 0

**Equipment/Facilities:** According to the proposal, no additional equipment will be needed for the proposed associate degree program. Additionally, the facility used to house the existing certificate program will also be used to house the proposed AAT program.

**Library:** The proposal noted DRK's library holdings serve to meet the programs present needs. There are no new requirements added to the library that are not currently covered under the holdings provided for all of the institutions general education courses.

**Program Budget:** DRK projects that no new funds will be required for the first five years to support the proposed program, and a total of \$425,000 will be available through internal allocation, extramural funds, and tuition.

**ATTACHMENT 3**

**DRK  
 Associate in Applied Technology in  
 Heating and Air Conditioning Technology**

Area and Course		Cr Hrs	Contact hrs
<b>Area I – English</b>		<b>Required credit hours</b>	<b>6</b>
ENG101	English Composition I	3	3
ENG102	English Composition II	3	3
<b>Area II – Humanities/Fine Arts</b>		<b>3</b>	
MUS101	Music Appreciation	3	3
ENG251	American Literature I	3	3
ENG252	American Literature II	3	3
ENG261	English Literature I	3	3
ENG262	English Literature II	3	3
ENG271	World Literature I	3	3
ENG272	World Literature II	3	3
REL152	Survey of New Testament	3	3
PHL206	Ethics and Society	3	3
<b>Area III – Natural Science/Math/Computer Science</b>		<b>10</b>	
CIS146	Microcomputer Applications (required)	3	3
MTH110	Finite Mathematics	3	3
MTH112	Pre-Calculus Algebra	3	3
MTH113	Pre-Calculus Trigonometry	3	3
PHS111	Physical Science I	4	5
PHS112	Physical Science II	4	5
PHY201	General Physics I	4	5
<i>CIS146 and at least one math course are required. PHS111 is the recommended lab science course for Heating &amp; Air Conditioning</i>			
<b>Area IV – Social/Behavioral Sciences</b>		<b>3</b>	
PSY200	General Psychology	3	3
SOC200	Introduction to Sociology	3	3
POL200	Introduction to Political Science	3	3
ECO231	Principles of Macro Economics	3	3
ECO232	Principles of Micro Economics	3	3
<b>Area V – Institutional Requirements</b>		<b>2</b>	
ORI101	Orientation to College	1	1
WKO107	Workplace Skills	1	2

Area VI – Technical Core		51	
ACR111	Principles of Refrigeration	3	5
ACR112	HVACR Service Procedures	3	5
ACR113	Refrigeration Piping Practices	3	5
ACR119	Fundamentals of Gas Heating Systems	3	5
ACR120	Fundamentals of Electric Heating Systems	3	5
ACR126	Commercial Heating Systems	3	5
ACR132	Residential Air Conditioning	3	5
ACR148	Heat Pump Systems I	3	5
ACR149	Heat Pump Systems II	3	5
ACR192	HVAC Apprenticeship/Internship	3	15
ACR203	Commercial Refrigeration	3	5
ACR209	Commercial Air Conditioning	3	5
ACR210	Troubleshooting HVACR Systems	3	5
ACR121	Principles of Electricity for HVACR	3	5
ACR122	HVACR Electricity Circuits	3	5
ACR123	HVACR Electricity Components	3	5
ACR200	Review for Contractors Exam	3	5
Total Degree Credit Hours		75	

DECISION ITEM F-3: Jacksonville State University, Master of Science in Sport Management (CIP 31.0504)

### **EXECUTIVE SUMMARY**

**Reason for Action:** The Code of Alabama, 16-5-8 (c) states that the governing boards of public institutions of higher education in this state and the campuses under their governance or supervision shall not undertake the establishment of a new unit or program of instruction for academic credit with state funds before submitting plans for the new unit or program to the commission for its review, evaluation, and approval.

**Program Objective:** The proposed program will prepare students for a career in different sport industry segments that include but are not limited to professional, Olympic, and amateur sport organizations. The primary objective of the program will be to provide students with knowledge, skills, and abilities required to meet the demands of the job market in the sport industry. The program also will provide students with professional work experiences in sport-related organizations that meet each student's career aspirations. The program curriculum will comply with Commission on Sport Management Accreditation (COSMO) requirements and will reflect emerging trends in sport management.

**Role:** Jacksonville State University is approved to offer programs at the master's level. Approval of this program would extend the master's role to the academic subdivision, "Parks, Recreation, Leisure, and Fitness Studies."

**Mode of Delivery:** The program will be delivered entirely online.

**Similar Programs:** Troy University has a Master of Science in Sport and Fitness Management, offered at the Troy campus, listed at CIP 31.0504 in the Commission's Academic Program Inventory. This is the only similar program listed in the Inventory. According to JSU's response to comments from the Graduate Deans, the focus of the Troy program is different from JSU's proposed program. The focus of the Troy program is administration and fitness, sport, and club management. The JSU program would focus on high school athletic administration.

JSU, the University of Alabama, and Auburn University in Montgomery are the only institutions having approved master's level teaching certificates in sports management. However, none of these institutions currently have an academic program in Sport Management.

**Collaboration:** JSU stated that there are no immediate plans for program collaboration at this time. However, collaboration with similar programs would be considered.

**Resources:** The proposal stated that the program will cost \$303,945 over the first five years. A total of \$351,680 tuition will be available over that period.

**Public Review:** The program was posted on the Commission website from June 24 until July 14 (twenty days) for public review and comments. No comments were received.

#### **Rationale for Staff Recommendation:**

1. The proposed program will build on existing resources and coursework currently offered in an approved master's level teaching certification.
2. The program will require only the addition of one new course, an internship.
3. The proposed program will prepare students for a career in different sport industry segments that include but are not limited to professional, Olympic, and amateur sport organizations.

DECISION ITEM F-3: Jacksonville State University, Master of Science in Sport Management (CIP 31.0504)

Staff Presenter: Mrs. Ellen E. Haulman  
Assistant Director for Instruction

Staff Recommendation: That the Commission approve the proposed Master of Science (MS) in Sport Management with the implementation date and post-implementation conditions listed below.

Implementation Date: The proposed program will be implemented in June 2011. Based on Commission policy, the proposed program must be implemented by September 10, 2012, 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.

Post-Implementation Conditions:

1. That the annual average new enrollment headcount for the first five years, beginning 2011-12, will be at least 8, based on the proposal.
2. That the annual average number of graduates for the period 2012-13 through 2015-16 (four-year average) will be at least 6, 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 or in progressing in their current positions.
4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Jacksonville State University 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 July 1, 2016.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.
2. Summary of Background Information, attached.
3. Curriculum for Proposed Program, attached.
4. Jacksonville State University program proposal, dated May 14, 2010. Available upon request.

5. "Evaluation and Review of New Instructional Program Proposals of Public Postsecondary Institutions," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.03. Available upon request.

**Attachment 1**

**NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY**

INSTITUTION	Jacksonville State University
PROGRAM	Master of Science in Sport Management (CIP 31.0504)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM						
	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
FACULTY	\$7,000	\$7,000	\$73,315	\$73,315	\$73,315	\$233,945
LIBRARY	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$65,000
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0
ASSISTANTSHIPS	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
<b>TOTAL</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>\$87,315</b>	<b>\$87,315</b>	<b>\$87,315</b>	<b>\$303,945</b>

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT						
	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$33,888	\$63,486	\$67,722	\$88,956	\$97,628	\$351,680
<b>TOTAL</b>	<b>\$33,888</b>	<b>\$63,486</b>	<b>\$67,722</b>	<b>\$88,956</b>	<b>\$97,628</b>	<b>\$351,680</b>

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS						
	2011-12	2012-13	2013-14	2014-15	2015-16	5-YEAR AVERAGE
HEADCOUNT ENROLLMENT	6	13	14	16	18	13
NEW ENROLLMENT HEADCOUNT	6	8	8	10	10	8
DEGREE COMPLETION PROJECTIONS	0	5	6	6	8	6

## Attachment 2

### Summary of Background Information

Master of Science in Sport Management  
Jacksonville State University

**Role:** Jacksonville State University is approved to offer programs at the master's level. Approval of this program would extend the master's role to the academic subdivision, "Parks, Recreation, Leisure, and Fitness Studies."

**Objectives:** The proposed program will prepare students for a career in different sport industry segments that include but are not limited to professional, Olympic, and amateur sport organizations. The primary objective of the program will be to provide students with knowledge, skills, and abilities required to meet the demands of the job market in the sport industry. The program also will provide students with professional work experiences in sport-related organizations that meet each student's career aspirations. The program curriculum will comply with Commission on Sport Management Accreditation (COSMO) requirements and will reflect emerging trends in sport management.

Student learning outcomes will include knowledge of the following:

1. The interrelationship of sports, culture, and society
2. The socio-cultural factors that influence participation in sports
3. Local, state, and national professional and regulatory organizations
4. Organization and administration of sports programs, including program development, operation, and assessment
5. Leadership styles and their impact on the management process
6. Personnel management and the development of human resources, including coaches and staff
7. The design, implementation, and evaluation of training and professional development programs for coaches and staff
8. Basic accounting activities, such as budgeting and bookkeeping
9. Marketing activities, such as ticket and concession sales, sponsorship, event promotion, and fundraising
10. Facilities management, including planning, construction, use, and maintenance
11. Sports law and risk management
12. Gender equity and Title IX
13. Equal employment opportunity legal issues
14. Health and safety issues in sports programs
15. Regulations related to athletic programs.

Among other outcomes, graduates will have the ability to:

1. Work collaboratively and effectively with students, parents, teachers, coaches, administrators, athletic staff, booster clubs, community members, and others to establish and reach program goals
2. Develop and administer policies and procedures that promote safety and equity among coaches, staff, and student-athletes
3. Organize and administer athletic events
4. Develop risk management strategies that reduce liability, negligence, and other legal risks
5. Manage staff, budgets, and facilities effectively
6. Develop strategies that generate revenue through the selling of tickets, concessions, and sponsorship
7. Interpret and evaluate relevant market/business information and data to assist in making decisions.

Regarding assessment of the objectives, JSU will use the following measures:

**Indirect measures:** These measures will identify student satisfaction, attitudes, and perceptions of the program. A student evaluation survey will be developed to measure motivation and expectations of incoming students. Students will evaluate courses each semester, using a university-wide online system. Graduates will complete a satisfaction survey, currently administered to all graduate students.

**Direct measures:** Students will be given a pre-test and post-test to identify the knowledge, skills, and abilities learned as a result of course work. Students also will participate in a portfolio defense upon completion of all course work and internship. Each student portfolio consists of benchmark course assignments submitted throughout the course of study. In addition, each graduating student will be asked to discuss course content knowledge based on the curricular objectives.

**Applied measures:** These measures will be used to determine whether graduates used or plan to use skills and knowledge acquired in the program. An alumni survey will be administered online to recent graduates every three years. An employer survey will ask employers to identify skills and knowledge that the graduate uses and additional skills and knowledge that the graduate needs.

**Program impact measures:** This assessment will monitor student retention in the program and student progress toward graduation.

**Administration:** The program will be administered by the College of Graduate Studies and Continuing Education, Dr. William D. Carr, dean, and the Department of Health, Physical Education, and Recreation, Dr. Jeff Chandler, chair.

#### **Review of Proposal by Persons External to Institution:**

**Peer Review:** The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the ACGD. Five deans participated in the initial review and two in the final review.

In the first review of the proposal, one dean expressed concern that the program had already been implemented without Commission approval, noting that the JSU website advertised a Master of Science in Education (MSEd) in Physical Education with a master's level teaching certification in Sport Management. Regarding this concern, the staff notes that the Commission recognized the addition of a Class A [master's level] Sport Management teaching certification to the existing MSEd in Physical Education at the September 11, 2009, Commission meeting. This was done in accordance with Commission policy regarding the addition of teaching certifications approved by the Alabama Department of Education.

Another concern stated by the same dean was that the program duplicated three programs already in existence in the state. Please see the "Need" section for a discussion of this concern.

After receiving responses from JSU, two deans participated in the final vote on the proposal with both voting to recommend the program.

**Accreditation:** JSU will seek accreditation of the program by the Commission on Sport Management Accreditation (COSMA) within the first five years of the program. This agency has been in existence less than five years and does not yet have national recognition by the US Department of Education or the Council for Higher Education Accreditation.

**Curriculum:** JSU's Department of Health, Physical Education, and Recreation (HPER) currently offers the Master of Science in Education (MSEd) in Physical Education with a concentration in Sport Management. The concentration was approved by the Commission at the September 2009

meeting. This concentration leads to Class A (master's level) teacher certification in sport management.

The new program will build on the curriculum of the teacher certification, which will become a concentration in the program. The program will also have a non-certification concentration.

The program will require completion of 31 semester hours.

Major courses:	31 semester hours (sh)
Support courses:	0-3 sh
Total:	31-34 sh

Some existing courses already are in place for the program. Only one new course will be developed:

- HPE 592 Internship in Sport Marketing and Administration (3 semester hours)

JSU also has related undergraduate programs in Exercise Science and Wellness at CIP 13.1307 and Physical Education at CIP 13.1314 in the Academic Program Inventory.

**Collaboration:** JSU stated that there are no immediate plans for program collaboration at this time. However, collaboration with similar programs would be considered.

**Distance Education:** The program will be delivered entirely online, using the Blackboard course management system. H.323 Tandberg videoconferencing system and Elluminate software is also available to support students at a distance. Examples of uses of this system include advisement, virtual office hours, recording podcasts of lectures and/or instructions through JSU's iTunes University service, and student presentations and guest lectures.

**Admissions:** According to the proposal, students admitted to the program will be required to hold a bachelor's degree and submit transcripts from all postsecondary institutions attended. Applicants must also submit a professional curriculum vita or resume and official copies of teaching certificates. In order to be admitted to the teacher certification concentration, an applicant must possess a clear and renewable fourth-year (bachelor's) teaching certificate in any area of education.

Applicants must also meet formula requirements related to grade point average and the General Test of the Graduate Record Examination or the Miller Analogies Test.

**Need:** Troy University has a Master of Science in Sport and Fitness Management, offered at the Troy campus, listed at CIP 31.0504 in the Commission's Academic Program Inventory. This is the only similar program listed in the Inventory. According to JSU's response to comments from the Graduate Deans, the focus of the Troy program is different from JSU's proposed program. The focus of the Troy program is administration and fitness, sport, and club management. The JSU program would focus on high school athletic administration.

JSU, the University of Alabama, and Auburn University in Montgomery are the only institutions having approved master's level teaching certificates in sports management. However, none of these institutions currently have an academic program in Sport Management.

JSU cited the size of the sport industry as an indicator of need for the program. According to the proposal, in 2009 the industry was estimated to have a \$410.6 billion value. The industry is broad in scope with professionals working in high school and university settings, professional sport organizations, city parks and recreation centers, country clubs, youth sport organizations, Olympic and amateur sport organizations, and private sport management and marketing firms.

A survey was sent to middle and high school principals in Alabama to gauge need for the interscholastic athletic administration (teacher certification) aspect of the program. Of 558 invited

to participate, 124 responded to the survey. Almost 75 percent of the respondents agree that the program would be of interest to coaches who aspire to become athletic directors. Forty-eight percent agreed or strongly agreed that a master's degree in sport management combined with on-the-job administration experience would be the best way for one to prepare for a career in middle/high school athletic administration.

The proposal included projected openings for one segment of jobs related to the program, interscholastic athletic programs. A range of 46 to 93 jobs per year statewide were projected over the first five years. Over one thousand jobs per year nationally were projected over the same period. The proposal noted that these jobs were projected in only one of many sport industry segments. The state projections were based on responses from Alabama school principals and athletic directors. The national projections were taken from the database, *TeamWork Online's Sports Jobs* ([www.teamworkonline.com](http://www.teamworkonline.com)).

**Student Demand:** Two surveys were administered to gauge student demand for the program. All of 120 current students who were invited to participate responded to an interest survey. Sixty-one percent (75 students) indicated interest or strong interest in the program. A total of 79 students (65 percent) responded that a master's degree in Sport Management would improve their chances for career advancement.

Another survey targeted 758 JSU alumni who were student athletes or who graduated in related programs between 1989 and 2009. A total of 109 responded to the survey. Of this number, 62 indicated interest or strong interest in the program (57 percent). Fifty-one percent (56 responses) stated that a degree in the program would improve their chances for career advancement.

**Resources:**

**Faculty/Staff:**

Current Primary Faculty—

Full-time: 4  
Part-time: 0

Current Support Faculty—

Full-time: 0  
Part-time: 1

Additional qualified faculty to be hired:

Full-time: 1  
Part-time: 0

Adjunct faculty will be hired on an as-needed basis to provide release time for current faculty to teach in the new program. The proposal provided cost estimates for adjunct faculty for the first two years. A full-time faculty member will be hired in year three of the program. All faculty hired will have doctoral degrees with an academic background in sport management or a closely related field with a minimum of two years of professional experience in the sport industry.

**Support Staff:** The program will be supported by staff in the Department of Health, Physical Education, and Recreation. Because of its teacher certification component, the program will also be supported by personnel within the College of Education and Professional Studies Teacher Service Center.

**Assistantships:** There will be one assistantship each semester, available through the Department of Health, Physical Education, and Recreation. This departmental assistantship will come from existing funds.

**Equipment:** No special equipment will be needed for the program.

**Facilities:** The Pete Matthews Coliseum will be used for the program. The facility has sufficient space for expansion of the program.

**Library:** The proposal contained a detailed analysis of library resources related to the proposed program. The Houston Cole Library provides access to 8,600 monographs in sports, fitness, and physical education, 830 monographs in kinesiology and sports medicine, and 83 titles on parks and recreation. Of these holdings, 187 titles relate specifically to sports management and 83 titles have the subject heading "sports marketing." The library subscribes to over 251 journals related to sports, physical education, and health. The library also provides access to related journals through several databases. Four journal subscriptions, expansion of the monograph collection, and the purchase of an additional database will cost \$13,000 per year over the first five years.

**Program Budget:** The proposal stated that the program will cost \$303,945 over the first five years. A total of \$351,680 tuition will be available over that period.

**Attachment 3**

**Master of Science in Sport Management  
Curriculum**

**Full-Time Student:**

**Fall 1**

*ED 500	Intro to Graduate Education and Technology	1 semester hour
HPE 586	Sport Promotion and Event Planning	3
HPE 563	Sport Finance	3
HPE 568	Administration of Athletics	3
	<i>Total semester course hour load</i>	<i>10 semester hours</i>

**Spring 1**

HPE 576	Sport Marketing	3
HPE 564	Human Resources Management in Sport	3
HPE 540	Law and Ethics in PE & Sport Management	3
	<i>Total semester course hour load</i>	<i>9 semester hours</i>

**Fall 2**

HPE 525	Issues and Trends in Athletics	3
HPE 566	Public and Media Relations in Sport	3
HPE 567	Sport Facility Administration and Design	3
	<i>Total semester course hour load</i>	<i>9 semester hours</i>

**Spring 2**

HPE 591	Internship in Sport Management	3
**SPE 500	Survey Course in Special Education	3
	<i>Total semester course hour load</i>	<i>3-6 semester hours</i>

**TOTAL HOURS**

**31-34 SEMESTER HOURS**

\*ED 500 (discipline specific section) must be taken the first semester the student enrolls in the program

\*\* Students who have not previously satisfied the special education requirement at the undergraduate or graduate level must take SPE 500

**Part-Time Student:**

**Fall 1**

*ED 500	Intro to Graduate Education and Technology	1
HPE 586	Sport Promotion and Event Planning	3
HPE 568	Administration of Athletics	3
	<i>Total semester course hour load</i>	<i>7 semester hours</i>

**Spring 1**

HPE 576	Sport Marketing	3
HPE 540	Law and Ethics in PE & Sport Management	3
	<i>Total semester course hour load</i>	<i>6 semester hours</i>

**Summer 1**

HPE 563	Sport Finance	3
HPE 564	Human Resources Management in Sport	3
	<i>Total semester course hour load</i>	<i>6 semester hours</i>

**Fall 2**

HPE 525	Issues and Trends in Athletics	3
HPE 566	Public and Media Relations in Sport	3
	<i>Total semester course hour load</i>	<i>6 semester hours</i>

**Spring 2**

HPE 567	Sport Facility Administration and Design	3
**SPE 500	Survey Course in Special Education	3
	<i>Total semester course hour load</i>	<i>6 semester hours</i>

**Summer 2**

HPE 591	Internship in Sport Management	3
	<i>Total semester course hour load</i>	<i>3-6 semester hours</i>

**TOTAL**

**31-34 SEMESTER HOURS**

\*ED 500 (discipline specific section) must be taken the first semester the student enrolls in the program

\*\* Students who have not previously satisfied the special education requirement at the undergraduate or graduate level must take SPE 500

DECISION ITEM G-1: The University of North Alabama, Addition of an Option in One-Plus-One Applied Block Comprehensive (ABC) Teaching English to Speakers of Other Languages (TESOL) to the Existing MAEd in Teacher Education, Multiple Levels N-12 (CIP 13.1206)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of North Alabama (UNA) has requested the addition of an option in One-Plus-One Applied Block Comprehensive Teaching English to Speakers of Other Languages in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed option will require a total of 36 semester hours.
- The proposed option adds a non-certification alternative in the area of English for Speakers of Other Languages (ESOL) for individuals who wish to teach outside the United States and/or do not desire an Alabama Professional Educator Certificate.
- There are no anticipated additional expenses for this proposed option as the institution currently offers two options in TESOL, and common resources will be shared.

**DECISION ITEM G-1:** The University of North Alabama, Addition of an Option in One-Plus-One Applied Block Comprehensive (ABC) Teaching English to Speakers of Other Languages (TESOL) to the Existing MAEd in Teacher Education Multiple Levels N-12 (CIP 13.1206)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: The University of North Alabama (UNA) currently has the Master of Arts in Education (MAEd) at CIP 13.1206 in the Commission's Academic Program Inventory. UNA has proposed the addition of an option in One-Plus-One Applied Block Comprehensive (ABC) Teaching English to Speakers of Other Languages (TESOL) to the existing program.

The program with the proposed option will require a total of 36 semester hours (sh):

Program Core	21 sh
Concentration	15 sh
Total	36 sh

The program core will have courses that include: History of the English Language; Survey of Grammar; English Linguistics; and Methodology and Assessment of Teaching English as a Second Language.

Courses included in the proposed option are: ESOL Applied Studies Block #1; ESOL Applied Studies Block #2; ESOL Internship Block #1; and ESOL Internship Block #2.

The existing program requires an internship exclusively aligned with the Alabama State Department of Education standards. In contrast, this option would not lead to Alabama Professional Educator Certification, nor would internships be restricted to Alabama public school settings. The One-Plus-One format would be broader in scope, addressing the teaching of ESOL from an international perspective.

According to UNA, the One-Plus-One ABC option would require a year of study on the UNA campus, followed by a year of internship combined with online coursework that could be completed abroad. Students would complete a year-long internship abroad or in an intensive English program in the United States, while completing additional online coursework designed for a global perspective.

**Budgetary Impact: None.**

There are no anticipated additional expenses for this proposed option, per UNA officials.

Consistent with Commission policy and operational definitions, the option will not be identified separately in the Commission's Academic Program Inventory, and the institution may not identify it as a degree program.

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," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. "Definitions Recognized by the Commission," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.01. Available upon request.
3. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM G-2: The University of South Alabama, Addition of a Concentration in Middle East Studies to the Existing BA in International Studies (CIP 30.2001)

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of South Alabama has requested the addition of a concentration in Middle East Studies in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed concentration will require 128 semester hours.
- The concentration will allow students to focus on courses related to this important world region in a structured concentration.
- The concentration will consist of existing courses and will not require additional resources.

DECISION ITEM G-2: The University of South Alabama, Addition of a Concentration in Middle East Studies to the Existing BA in International Studies (CIP 30.2001)

Staff Presenter: Mrs. Ellen E. Haulman  
Assistant Director for Instruction

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

Background: The University of South Alabama currently has the Bachelor of Arts (BA) in International Studies at CIP 30.2001 in the Commission's Academic Program Inventory. USA has proposed the addition of an option in Middle East studies to the existing program.

The program with the proposed concentration will require a minimum of 128 semester hours (sh).

General education coursework	62 sh
Program core	15 sh
Concentration	15 sh
Electives related to the concentration	9 sh
Minor	21 sh
Free electives	6 sh

Total 128 sh

The program core includes the following courses: Global Issues; Comparative Politics; International Relations; World Economic Geography; and Senior Research Seminar.

Courses included in concentration include: Intermediate Arabic I and II; History of Islamic Civilization from 1453; Politics of the Middle East; and the Muslim World.

Related electives that may be chosen by the student include: Islamic Civilization to 1453; Studies in the History of Islamic Civilizations; a seminar with an appropriate topic; and Professional Studies Internship.

**Budgetary Impact: None.**

The addition of the concentration will not have any budgetary impact. The concentration will be made up of courses that are already offered.

According to USA, the concentration will allow students to focus on courses related to this important world region.

Consistent with Commission policy and operational definitions, the concentration will not be identified separately in the Commission's Academic Program Inventory, and the institution may not identify it as a degree program.

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," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. "Definitions Recognized by the Commission," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.01. Available upon request.
3. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM G-3: Auburn University, Addition of an Option in Food Science to the BS in Poultry Science (CIP 01.0907)

**EXECUTIVE SUMMARY**

**Reason for Action:** Auburn University has requested the addition of an option in Food Science to an existing program in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed option will require 126 semester hours.
- The option is already offered by Auburn University (AU) in another program. The approval of the new option will begin the process of moving the option to Poultry Science, where there are others options with similar requirements.
- The rationale for the moving of the option is to increase the visibility of food science, to strengthen the curriculum, and to position food science in an environment to be more competitive for external research support.
- There will be no budgetary impact from the extension/alteration, since the courses and the faculty are already in place.

DECISION ITEM G-3: Auburn University, Addition of an Option in Food Science to the BS in Poultry Science (CIP 01.0907)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

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

Background: Auburn University (AU) currently has the Bachelor of Science (BS) in Poultry Science at CIP 01.0907 in the Commission's Academic Program Inventory. AU has proposed the addition of an option in Food Science to the existing program.

The Poultry Science program currently has options in Pre-Veterinary Sciences, Poultry Processing and Products, and Poultry Production.

AU also has an existing option in Food Science within the BS in Nutrition and Food Sciences (CIP 30.1901), under the Department of Nutrition and Food Science. The requested new option is intended to move the option to the Poultry Science program. If the new option is approved, AU will discontinue the current option in the Nutrition and Food Sciences program. The administrative unit for the option will change from the College of Human Sciences to the College of Agriculture.

The program with the proposed options will require 126 semester hours (sh).

General education coursework	42 sh
Required supporting courses	26 sh
Program core	16 sh
Food Science option	33 sh
Electives	9 sh
Total	126 sh

The program core includes the following courses: Principles of Biochemistry; General Microbiology; Introductory Poultry Science; Principles of Food Safety; and Poultry Science/Food Science Internship.

Courses in the option include: Professional Development in Food Science; Food Chemistry; Food Analysis and Quality Control; Food Product Development; Sensory Evaluation; Food Plant Sanitation; Food Microbiology; Principles of Food Engineering Technology; and either Poultry Further Processing or Meat Processing.

Required supporting courses include: Computer Applications; Public Speaking; Principles of Biology; Nutrition and Health; Science of Food; Physics; Survey of Organic Chemistry; and Statistics. Some of these

courses are required for other options in the Poultry Science program. The new option and the option in Poultry Processing and Products will share a total of 33 sh (program core and courses common to each option).

**Budgetary Impact: None.**

An existing option will be moved from one program to another.

The rationale for the moving of the option is to increase the visibility of food science, to strengthen the curriculum, and to position food science in an environment to be more competitive for external research support.

Consistent with Commission policy and operational definitions, the option will not be identified separately in the Commission's Academic Program Inventory, and the institution may not identify it as a degree program.

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," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. "Definitions Recognized by the Commission," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.01. Available upon request.
3. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM G-4: Auburn University/Auburn University in Montgomery, Addition of Two Options to the Joint MSN in Clinical Nursing Specialist (CIP 51.1601)

**EXECUTIVE SUMMARY**

**Reason for Action:** Auburn University and Auburn University in Montgomery have requested the addition of options in Nurse Educator and Primary Care Advanced Practice Practitioner to a joint program in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed options will require 33-43 semester hours.
- The current program is a dual program with both of the two tracks required to complete the program; the addition of the proposed options will allow students to take only one of the tracks to complete the program.
- The rationale for this change to the program is to respond to student interest, the current health care market, and projected workforce demands.
- There will be no budgetary impact from the extension/alteration, since the courses and the faculty are already in place.

DECISION ITEM G-4: Auburn University/Auburn University in Montgomery,  
Addition of Two Options to the Joint MSN in Clinical  
Nursing Specialist (CIP 51.1601)

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

Staff Recommendation: That the Commission approve the proposed options as reasonable extensions/alterations of an existing program.

Background: Auburn University (AU) and Auburn University in Montgomery (AUM) currently have the joint Master of Science in Nursing (MSN) in Clinical Nursing Specialist at CIP 51.1601 in the Commission's Academic Program Inventory. AU and AUM have proposed the addition of options in Nurse Educator and Primary Care Advanced Practice Practitioner to the existing joint program.

The program with the proposed options will require 33-43 semester hours (sh).

Program core	24 sh
Nurse Educator Option	9 sh
Primary Care Advanced Practice Practitioner	19 sh
Total	33-43 sh

The program core includes the following courses: Advanced Theoretical Foundations; Quality Safety and Population Health; Evidence-Based Practice I, II, and III; Healthcare Policy and Ethics for Nurse Leaders; and Advanced Health and Physical Assessment. Two courses in the core—Advanced Pathophysiology and Advanced Pharmacology—are taught by Troy University per a collaboration agreement.

Courses in the Nurse Educator option include: Curriculum Development and Evaluation; the Professoriate; and Nursing Education Practicum.

Courses in the Primary Care Advanced Practice Practitioner option include: Roles and Issues of the Primary Care Nurse Practitioner; Diagnostic Reasoning and Clinical Management; Primary Care I-Women and Children; Primary Care II-Adults and the Elderly; and Primary Care Practicum.

The current program requires students to complete both a nurse educator track and an advanced practice nurse track within the same MSN program. The addition of these options will establish these as separate entities within the program. Therefore, students will be able to select one, rather than completing coursework for two. The rationale for this change to the program is to respond to student interest, the current health care market, and projected workforce demands.

**Budgetary Impact: None.**

The addition of the options will not have any budgetary impact. The program is currently a dual program with the courses and the faculty for the new options already in place.

Consistent with Commission policy and operational definitions, the options will not be identified separately in the Commission's Academic Program Inventory, and the institution may not identify them as degree programs.

The staff recommends that the proposed options be approved as reasonable extensions/alterations of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. "Definitions Recognized by the Commission," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.01. Available upon request.
3. Written unpublished documentation provided by the institution. Available upon request.

DECISION ITEM G-5: Faulkner State Community College, Addition of an Option in Event Planning to the Associate in Applied Science in Hospitality Services Management (CIP 52.0901)

**EXECUTIVE SUMMARY**

**Reason for Action:** Faulkner State Community College (FSC) has requested the addition of an option in Event Planning in accordance with the Commission's "Guidelines for the Review of Extensions & Alterations of Existing Programs."

**Factors for Consideration:**

- The program with the proposed option will require a total of 70 semester hours.
- An examination of enrollment trends at FSC revealed a need to realign selected programs of study for purposes of maximizing viability, promoting student outcomes, and providing multi-skill variances to meet employer demands.

DECISION ITEM G-5: Faulkner State Community College, Addition of an Option in Event Planning to the Associate in Applied Science in Hospitality Services Management (CIP 52.0901)

Staff Presenter: Ms. Margaret Pearson  
Academic Program Review Analyst

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

Background: Faulkner State Community College (FSC) currently has the Associate in Applied Science (AAS) in Hospitality Services Management at CIP 52.0901 in the Commission's Academic Program Inventory. FSC has proposed the addition of an option in Event Planning to the existing program.

The AAS program with the proposed concentration will require a total of 70 semester hours (sh):

General Education Core	22 sh
Program Core	18 sh
Option	30 sh
Total	70 sh

Courses included in the proposed option are: Event Planning & Management; Meeting & Convention Management; Logistics & Entertainment; and Hotel/Restaurant Law.

Courses in the program core will include Orientation to Hospitality Profession; Sanitation, Safety & Design; and Restaurant Service Management.

According to FSC representatives and the staff at Alabama Department of Postsecondary Education (ADPE), the proposed option came as the result of an examination of enrollment trends at FSC. The option has been proposed in response to a need to realign the program of study for purposes of maximizing viability, promoting student outcomes, and providing multi-skill variances to meet employer demands.

**Budgetary Impact: None.**

The option will not require the addition of faculty, equipment, or new facilities.

Consistent with Commission policy and operational definitions, the concentration will not be identified separately in the Commission's Academic Program Inventory, and the institution may not identify it as a degree program.

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," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. "Definitions Recognized by the Commission," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.01. Available upon request.
3. Written unpublished documentation provided by the institution through ADPE. Available upon request.

DECISION ITEM H-1: Program Not Meeting Post-Implementation Conditions: University of Alabama in Huntsville, Doctor of Philosophy in Biotechnology Science and Engineering, CIP 30.9999—Second Report

**EXECUTIVE SUMMARY**

**Reason for Action:** The University of Alabama in Huntsville (UAH) has requested that the program be continued to allow an additional report no later than October 1, 2011, demonstrating that the program has met the graduation post-implementation requirement of 3 students.

**Factors for Consideration:**

- The program did not meet the graduation requirement of 3 in the second post-implementation review period. However, 3 graduates completed the program in 2009-10 and 4 are anticipated in 2010-11.
- The program supports the biotechnology industry, which is important for Huntsville and the state.

**DECISION ITEM H-1:** Program Not Meeting Post-Implementation Conditions: University of Alabama in Huntsville, Doctor of Philosophy in Biotechnology Science and Engineering, CIP 30.9999—Second Report

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

Staff Recommendation: That the program be continued and that the University of Alabama in Huntsville (UAH) be allowed to submit a report no later than October 1, 2011, documenting that the program had at least three graduates in 2010-11. If the program does not meet this requirement, the program will be deleted from the Academic Program Inventory.

Background: On December 7, 2007, the Commission approved a request from the University of Alabama in Huntsville (UAH) for an extension to the post-implementation review period for the Doctor of Philosophy (PhD) in Biotechnology Science and Engineering. UAH was given until October 1, 2009, to provide data that the program met the requirement of an average of three in the second review period of academic years 2006-07 through 2008-09.

In October 2009, the Commission staff received a second post-implementation report from UAH. It stated that the program had not met the graduation post-implementation condition of an average of 3. The average for the second review period was 2.33.

On August 9, 2010, Dr. Vistasp Karbhari, UAH provost; Dr. Debra Moriarity, UAH graduate dean; and Dr. Charles Nash, academic officer for the University of Alabama System, participated in a conference call with members of the Commission staff to discuss the program's future. Dr. Karbhari and Dr. Moriarity stated that the program had three graduates in the academic year since the report was submitted.

Following the conference call, Dr. Charles Nash provided the following statement by electronic mail on August 11<sup>th</sup>:

"If the targeted number of graduates from the PhD in Biotechnology Science and Engineering at UAHuntsville is not met by the date prescribed in the staff recommendation; and based on a comprehensive review of the program, UAHuntsville will consider recommending closure of the program to The Board of Trustees of The University of Alabama."

Following further discussion, a letter was submitted by UAH on August 16<sup>th</sup>, requesting that the program be given a second extension of the post-implementation review period.

Supporting Documentation:

1. "Request for a Second Post-Implementation Review Period: University of Alabama in Huntsville, Doctor of Philosophy in Biotechnology Science and Engineering (CIP 26.1201)." Approved by the Commission on December 7, 2007. Available upon request.
2. Second report dated October 1, 2008, submitted by UAH. Available upon request.
3. Request dated April 13, 2010, from Dr. Vistasp M. Karbhari, provost, UAH.

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

**The University of Alabama in Huntsville**

Program: Biotechnology Science and Engineering, CIP 26.1201

Approved by Commission: December 8, 2000

Proposed Implementation Date: Fall 2001

Actual Implementation Date: Fall 2001 (on schedule)

Required Condition for the Second Post-Implementation Report:

That the Commission retain the graduation post-implementation requirement of an average of 3 graduates and grant an additional post-implementation review period for this program for the academic years 2006-06 through 2008-09. A second report, providing data regarding the number of graduates in the additional review period, will be submitted to the Commission no later than October 1, 2009.

The summary of the data submitted in the second report is shown in the following table.

Biotechnology Science and Engineering, PhD CIP 26.1201	Average Number of Graduates, 2006-07 through 2008-09
Required	3
Reported	2.33

**Note:** In August 2010, UAH officials reported that the program had 3 graduates in academic year 2009-10.

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Original Conditions and Data Reported in First Report:

- 1) That the annual average enrollment FTE (full time equivalent) enrollment for the first five years will be at least 12. (FTE equals doctoral level Fall semester hours divided by 9)
- 2) That beginning in 2003-04, the annual average number of graduates for the first five years will be at least 3.
- 3) That information regarding an overall assessment of the program and results of student assessment examinations be provided, particularly as related to the objectives stated on the first page of the attached abstract. *[Abstract from original staff recommendation available upon request.]*
- 4) That a follow-up survey be conducted after the first five years which will show that at least 75 percent of the graduates who sought employment in a related field were successful in acquiring employment.

**Original Report:**

Biotechnology Science and Engineering, PhD CIP 26.1201	Average Enrollment for the First Five Years	Average Number of Graduates, Beginning 2003-04	Percentage of Graduates Employed in Field
Required	12	3	75%
Reported	13.4	1.33	100%

DECISION ITEM I: Public Drawing to Determine the Order of Payment of Alabama Student Grant Program (ASGP) Funds for the 2010-2011 Academic Year

Staff Presenter: Mrs. Cheryl Newton  
Grants Coordinator

Staff Recommendation: That the Commission conduct a public drawing to determine the order of payment to institutions.

Background: Chapter 300-4-.04 of the Alabama Student Grant Program Regulations states the order in which institutions will be issued Fall term checks shall be determined by a random and public drawing of institutions. Pursuant to the regulations, sealed envelopes with the names of the institutions which have declared their intentions to apply for participation in the ASGP for the 2010-2011 academic year have been provided to the Commission Chairman, Mr. Davis, in order for the drawing to be held.

The results of the drawing at this meeting will determine the order in which grant funds will be released to institutions for the Fall term. After all Fall term payments are issued, the order will be reversed – so the institution ranked first for Fall term drops to last place for second term payment.

Supporting Documentation: Chapter 300-4-.04 of the Alabama Student Grant Program Regulations (available upon request).

INFORMATION ITEM A: Distribution of 2010-2011 Alabama Student Assistance Program (ASAP) Funds

Staff Presenter: Mrs. Cheryl Newton  
Grants Coordinator

Staff Recommendation: For information only.

Background: The Alabama Student Assistance Program is funded through a combination of Federal Leveraging Educational Assistance Partnership (LEAP) Program and state appropriations. All LEAP funds that states receive must be used for assistance to students. This program was awarded additional state funds as a result of the Knight v. Alabama settlement.

ASAP provides need-based grants to Alabama students to meet their educational costs of attending Alabama postsecondary institutions. Awards range from \$300 to \$5,000 for an academic year.

The ASAP distribution schedule used for the ASAP complies with the procedure outlined in the Alabama Student Assistance Program Regulations and Commission policy approved on August 21, 1987. Following these guidelines, ACHE staff has compiled the 2010-2011 ASAP Distribution Schedule.

Because most institutions in Alabama have converted from the quarter to the semester system, there will be insufficient funds in January to process second term payments – the normal time for making second term payments. For this reason, second term payments cannot be made until July, 2011 – well after the completion of the second semester.

Supporting Documentation:

1. ASAP distribution policy approved by the Commission on August 21, 1987 (available upon request).
2. 2010-2011 Alabama Student Assistance Program Institutional Distribution of State and Federal Leveraging Educational Assistance Partnership (LEAP) Program Funds. Available upon request.

**INFORMATION ITEM B:** The University of Alabama at Birmingham,  
Establishment of a Dual Master of Public Administration  
(MPA) and Master of Science in Criminal Justice (MSCJ)

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** The University of Alabama at Birmingham (UAB) reports the establishment of a dual Master of Public Administration and Master of Science in Criminal Justice. According to information submitted by the university, the purpose of this dual program is to meet the needs for criminal justice personnel who also possess a complementary set of professional administrative and management skills.

The Commission's Academic Program Inventory already lists the Master of Public Administration (CIP 44.0401) and the Master of Criminal Justice (CIP 43.0199). Therefore, UAB's offering of this dual degree plan does not require Commission approval.

**Supporting Documentation:**

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1.03. Available upon request.
2. Written unpublished documentation provided by the institution. Available upon request.

**INFORMATION ITEM C:** The University of Alabama at Birmingham, Change in the Name of the Center for Palliative Care to the Center for Palliative and Supportive Care

**Staff Presenter:** Ms. Margaret Pearson  
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 the name of the Center for Palliative Care to the Center for Palliative and Supportive Care in the Division of Geriatrics, Gerontology and Palliative Medicine in the School of Medicine at the University of Alabama at Birmingham (UAB).

This change involves only a change in name and does not create or alter the administrative unit itself. Therefore, the item does not require Commission approval.

**Supporting Documentation:**

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

**INFORMATION ITEM D:** Auburn University, Change in the Name of the Department of Nutrition and Food Science to the Department of Nutrition, Dietetics, and Hospitality Management

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** The Auburn University (AU) Board of Trustees has approved the change in the name of the Department of Nutrition and Food Science to the Department of Nutrition, Dietetics, and Hospitality Management. According to university administrators, this request is a result of a strategic move to consolidate efforts in food safety, which is a priority research area for the university.

Administrative changes at the department level, such as establishing a new department, combining two or more departments, or dividing a department into two or more departments, do not require Commission approval, but must be reported to the Commission by information item prior to implementation.

**Supporting Documentation:**

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

**INFORMATION ITEM E:** Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours)

Staff Presenter: Ms. Margaret Pearson  
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 State Community College**

<u>Field of Study</u>	<u>CIP Code</u>
Manufacturing Engineering Technology	15.0613

**Chattahoochee Valley Community College**

<u>Field of Study</u>	<u>CIP Code</u>
Industrial Mechanics and Maintenance Technology	47.0303

**Enterprise State Community College**

<u>Field of Study</u>	<u>CIP Code</u>
General Aviation Technology	47.0699

**Faulkner State Community College**

<u>Field of Study</u>	<u>CIP Code</u>
Event Planning	52.0901

**Gadsden State Community College**

<u>Field of Study</u>	<u>CIP Code</u>
Heating, Air Conditioning and Refrigeration	15.0501

**Ingram State Technical College**

<u>Field of Study</u>	<u>CIP Code</u>
Heating Air Conditioning, Ventilation and Refrigeration	47.0201

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," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.
2. Written unpublished documentation provided by the Alabama Department of Postsecondary Education. Available upon request.

**INFORMATION ITEM F:** Implementation of a Non-Degree Program at a Senior Institution

**Staff Presenter:** Ms. Margaret Pearson  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** Commission guidelines state that non-degree programs of senior institutions, including pre-baccalaureate, post-baccalaureate, and post-master's certificates do not require Commission approval, but that they must be reported to the Commission prior to implementation. The guidelines further state that these certificates are not listed in the Commission's Academic Program Inventory.

In accordance with these guidelines, the following institution has sent notification regarding the non-degree program indicated:

The University of Alabama

Graduate Certificate in Tax Law

The proposed certificate will have a total of 12 hours (six 2-hour courses) that will be selected from existing courses offered in the Master of Law in Tax. The purpose of this graduate certificate is to provide Certified Public Accountants with broad exposure to tax concepts by teaching them how to systematically examine relevant codes and regulations, read and understand relevant case law, and apply rules to specific facts using a problem-based approach.

- Supporting Documentation:**
1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Ala. Admin. Code (Commission on Higher Education), r. 300-2-1-.06. Available upon request.
  2. Written unpublished documentation provided by the institution. Available upon request.

<u>INFORMATION ITEM G:</u>	<u>Summary of Post-Implementation Reports Received in 2009</u>
<u>Staff Presenter:</u>	Mrs. Ellen E. Haulman Assistant Director for Instruction
<u>Staff Recommendation:</u>	That the Commission receive the post-implementation reports submitted by the institutions listed below.
<u>Background:</u>	<p>The post-implementation reports summarized in this item were submitted as of November 2009.</p> <p>The following report has been reviewed by the staff and has been found to meet the post-implementation conditions.</p> <p>Program Meeting Post-Implementation Conditions:</p> <ul style="list-style-type: none"><li>• Northeast Alabama Community College, Associate in Applied Science in Medical Assisting (CIP 51.0801)</li></ul> <p>The following reports did not meet the requirement after a second post-implementation review period granted by the Commission.</p> <p>Programs That Did Not Meet Post-Implementation Conditions:</p> <ul style="list-style-type: none"><li>• Snead State Community College, Associate in Applied Science in Child Development, CIP 19.0708—Second Report [<i>The program is being deleted; see “Changes to the Program Inventory”</i>]</li><li>• University of Alabama in Huntsville, Doctor of Philosophy in Biotechnology Science and Engineering, CIP 30.9999—Second Report [<i>The University of Alabama in Huntsville is requesting a second extension for this program, based on an increased number of graduates; see “Program Not Meeting Post-Implementation Conditions: University of Alabama in Huntsville, Doctor of Philosophy in Biotechnology Science and Engineering, CIP 30.9999—Second Report”</i>]</li></ul>
<u>Supporting Documentation:</u>	<ol style="list-style-type: none"><li>1. Unpublished post-implementation reports submitted by the institutions. Available upon request.</li><li>2. “Summary of 2009 Reports on Post-Implementation Conditions,” attached.</li></ol>

**Summary of 2009 Reports on Post-Implementation Conditions  
[Listed by Institution]**

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**Northeast Alabama Community College**

Meeting Conditions:

Program: Medical Assisting, AAS, CIP 51.0801

Approved by Commission: December 5, 2003

Proposed Implementation Date: August 2004

Actual Implementation Date: August 2004

Post-Implementation Conditions:

- 1) That the annual average new admissions (headcount) to the program for 2004-05 to 2008-09 will be at least 18, based on admissions projections in the proposal.
- 2) That the annual average number of graduates for Academic Years 2004-05 through 2008-09 will be at least 10, based on completions projections in 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.

Medical Assisting, AAS, CIP 51.0801	Admissions Headcount	Graduates	Percentage of Graduates Employed in Field
Required	18	10	75%
Reported	82	15	91%

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**Snead State Community College**

Not Meeting Conditions:

Program: Snead State Community College, Associate in Applied Science in Child Development, CIP 19.0708—Second Report

Approved by Commission: August 10, 2001

Proposed Implementation Date: Fall 2001

Actual Implementation Date: Academic Year 2001-02 (on schedule)

Required Condition for the Second Post-Implementation Report:

On March 28, 2008, the Commission approved “a request to retain the original conditions and grant an additional review period for the program. A second post-implementation report for the period 2006-07 through 2008-09 [three years] will be submitted to the Commission by October 1, 2009.”

Second Report:

Child Development AAS, CIP 19.0708	Average Enrollment 2006-07 through 2008-09	Average Number of Graduates, 2006-07 through 2008-09	Percentage of Graduates Employed in Field	Percentage of Students Passing Assessment
Required	23	13	75%	90%
Reported	37	6	90%	Assessment Implemented; 100% passed.

**University of Alabama in Huntsville:**

Not Meeting Conditions:

Program: Biotechnology Science and Engineering, PhD, CIP 26.1201—Second Report

Approved by Commission: December 8, 2000

Proposed Implementation Date: Fall 2001

Actual Implementation Date: Fall 2001 (on time)

Commission Approval of Additional Review Period: December 7, 2007 (program did not meet graduation requirement)

Required Condition for the Second Post-Implementation Report:

That the Commission retain the graduation post-implementation requirement of an average of 3 graduates and grant an additional post-implementation review period for this program for the academic years 2006-07 through 2008-09. A second post-implementation report, providing data regarding the number of graduates in the additional review period, will be submitted to the Commission no later than October 1, 2009.

Biotechnology Science and Engineering, PhD CIP 26.1201	Average Number of Graduates, 2006-07 through 2008-09
Required	3
Reported	2.33

INFORMATION ITEM H: Changes to the Academic Program Inventory

Staff Presenter: Mrs. Ellen Haulman  
Assistant Director for Instruction

Staff Recommendation: For information only.

*Because of numerous changes required by transition of the Academic Program Inventory to the Classification of Instructional Programs (CIP) 2010 taxonomy, it was not possible to complete this item in time for inclusion in the packet. It will be distributed at the Commission meeting.*

**INFORMATION ITEM I:** Implementation of Approved Programs

**Staff Presenter:** Mrs. Ellen E. Haulman  
Assistant Director for Instruction

**Staff Recommendation:** For information only.

**Background:** Commission guidelines state that a new program should be implemented in accordance with the timeline presented in the proposal. They further state that any institution having an approved program must notify the Commission in writing when the program is implemented (that is, when the institution has admitted the first student or students into the program). The institution also must notify the Commission in writing if the stated date or academic term of implementation changes. If the program is not implemented within 24 months of the date of approval, regardless of whether the Commission has been notified of the delay, the approval will expire, and the program will be removed from the Commission's Academic Program Inventory. Once an approval has expired, an institution must submit a new program proposal and receive Commission approval of the new proposal in order to offer the program.

**Programs Implemented:** In accordance with these guidelines, the following institutions have sent notification that the programs listed have been implemented.

Athens State University

Program: Acquisition and Contract Management, BS,  
CIP 52.0202

Approval date: September 11, 2009

Implementation date: January 2010 (on schedule).

Post-implementation report date: February 1, 2015.

Program: Enterprise Resource Planning Systems, BS,  
CIP 52.1206

Approval date: September 11, 2009

Implementation date: January 2010 (on schedule).

Post-implementation report date: February 1, 2015.

Program: Logistics and Supply Chain Management, BS,  
CIP 52.0203

Approval date: September 11, 2009

Implementation date: January 2010 (on schedule).

Post-implementation report date: February 1, 2015.

Northwest-Shoals Community College

Program: Automotive Service Technology, CIP 47.0604

Approval date: September 11, 2009

Implementation date: January 2010 (on schedule).

Post-implementation report date: February 1, 2015.

Programs Not Implemented:

Commission approval has expired for the following programs that were not implemented by the implementation deadline.

None.

Supporting Documentation:

“Guidelines on Implementation of a New Program,” adopted by the Commission on October 12, 2001, revision approved on September 23, 2005. Available upon request.

# Institutions of Higher Education

