Alabama Commission on Higher Education

RSA Union Building, 100 North Union Street, Room 782
Montgomery, AL 36104
Office: 334-242-1998
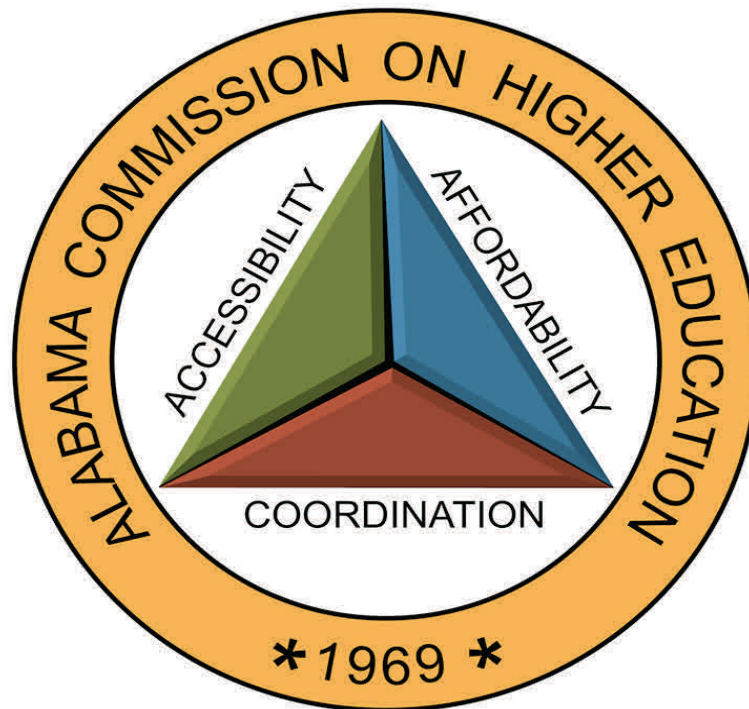Fax: 334-242-0268
Website: www.ache.alabama.gov

COMMISSION MEETING
September 13, 2013
10:00 a.m.

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

Alabama Commission on Higher Education
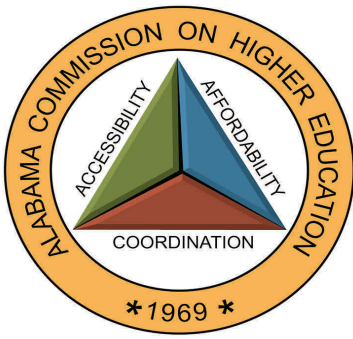# Committee Structure

Executive Committee

Jeff Coleman, Chair
Drew Linn, Vice-chair
Sydney Raine
Larry Hughes

Instructional Affairs Committee

Sydney Raine, Chair
Karen Calametti
William Powell
Patricia McGriff
Charles Sanders
Bill Jones

Finance Committee

Larry Hughes, Chair
Charles Ball
Drew Linn
Darius Foster
Missy Smith
Drew Linn

AGENDA
ALABAMA COMMISSION ON HIGHER EDUCATION
RSA Union Building, 9th Floor
Public Service Commission Hearing Room

September 13, 2013
10:00 a.m.

I.   **Call to Order**

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

III. **Approval of Agenda**

V.   **Chairman's Report**

VI.   **Executive Director's Report**

VII. **Discussion Items**

VIII. **Decision Items**

   F. **Academic Programs**

G. Request to Amend Post-Implementation Conditions

H. Extensions/Alterations of Existing Programs and Units of Instruction

IX.   **Information Items**

X.   **Adjournment**

ALABAMA COMMISSION ON HIGHER EDUCATION

MINUTES OF MEETING
June 14, 2013

I. Call to Order

The Alabama Commission on Higher Education met in regular session on Friday, June 14, 2013 in the Public Service Commission Hearing Room, RSA Union Building, Montgomery, Alabama. Commissioner Coleman called the meeting to order at 10:00 a.m.

Commissioner Coleman welcomed former Commissioner Steve Shaw, presidents, institutional representatives, and guests.

II. Roll Call of Members and Determination of Quorum

Members present: Jeff Coleman, Charles Ball, William Powell, Karen Calametti, Missy Smith, Charles Sanders, William Jones, Darius Foster, Sydney Raine, Andrew Linn, Patricia McGriff, and Larry Hughes. A quorum was determined by roll call of members present.

III. Approval of Agenda

RESOLVED: Commissioner Linn moved for approval of the agenda. Commissioner Raine seconded. Motion carried. The agenda was approved.

IV. Consideration of Minutes of March 15, 2013

RESOLVED: Commissioner Smith moved for approval of the March 15, 2013 minutes. Commissioner Calametti seconded. Motion carried. The minutes were approved.

V. Chairman's Report

Commissioner Coleman introduced Mr. William Jones, who was appointed to the Commission by Governor Bentley to replace former Commissioner Phil Dotts. He welcomed him and expressed his excitement about having Mr. Jones join the Commission.

He then expressed his appreciation to Dr. Fitch and the ACHE staff for the exemplary work done since the March 15, 2013 meeting.

He stated that to advance higher education in the state there is a lot of work to be done. Twenty-two percent (22%) of Alabamians have a baccalaureate degree or higher and the national average is twenty-eight percent (28%). One of the goals of higher education in Alabama is for all citizens to be productive and gainfully employed. He applauded the state's recent economic development initiatives: 1) the announcement of Airbus in Mobile; 2) the Miami commerce jet headquarters moves to the Dothan airport; and 3) the collaboration between Enterprise State Community College and Alabama Aviation College in Ozark.

Commissioner Coleman thanked Representative Jay Love and Senator Trip Pittman for their support of HB7, the non-resident institution fee bill, which passed during the legislative session.

He announced that his daughter completed her first year at Auburn University and she experienced a great year. Mrs. Coleman will be attending Troy University Dothan to pursue a master's degree in Mental Health Counseling. His younger daughter, who is a junior in high school, attended Girls State hosted by the University of Alabama. He thanked Dr. Bonner and the University of Alabama staff for a job well done.

He appointed the Nominating committee members: Commissioners Powell (chair), Smith, and Calametti. The committee will report at the September 2013 Commission meeting.

Commissioner Coleman closed his report with the following entitled, *Be Thankful*.

"Be thankful that you don't already have everything you desire. If you did, what would there be to look forward to? Be thankful when you don't know something for it gives you the opportunity to learn. Be thankful for the difficult times for in those times you grow. Be thankful for your limitations because they give you opportunities for improvement. Be thankful for each new challenge ahead because it will build your strength and character. Be thankful for your mistakes. They will teach you valuable life lessons. Be thankful when you are tired and weary because it means you have made a difference.

It's easy to be thankful for good things. A life of rich fulfillment comes to those who also are thankful for the setbacks. Gratitude can turn a negative into a positive. Find a way to be thankful for your troubles and they will become blessings".

VI. Executive Director's Report

Dr. Fitch introduced the newest Commission staff member, Mr. Tom Willard, Director of Technology Services.

He then asked Margaret Gunter to report. She informed the Commissioners of a twitter account acquired by ACHE. She stated that ACHE is releasing announcements of reports in a more timely manner by using twitter. Eight reports have been announced on twitter dealing with tuition, completions, profiles, county maps, etc. She encouraged Commissioners who are twitter oriented to go on the system as followers.

Dr. Fitch informed the Commissioners that a five-year lease agreement has been signed for the Commission offices.

VII. Decision Items

A. Personnel: Extension of Executive Director's Employment

Commissioner Coleman presented the recommendation to approve the extension of the executive director's employment contract for one calendar year with provisions provided for two additional one calendar year extensions.

RESOLVED: Powell moved that the Commission accept the recommendation to approve the extension of the executive director's employment contract. Hughes seconded. Motion passed.

B. Review of the ACHE Standard Calculation Process

Ms. Susan Cagle presented an overview of the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Hughes moved that the Finance Committee recommends the adoption of the staff recommended revisions to the ACHE Standard Calculation for use in the next budget cycle FY 2014-15.

In addition, the Finance Committee unanimously recommends that the Commission encourage and assist the four-year presidents to establish a committee to be charged with developing a higher education funding formula that recognizes the best practices of states with successfully functioning models. Further, this committee should develop a formula that provides incentives for achieving benchmarks appropriate to the currently defined missions of Alabama universities, including student matriculation and persistence, degree attainment in critical needs, student outcomes, weighted credit hour production, as well as measurable research and public service productivity. Upon its completion, the committee is requested to report its recommendation to the Commission for consideration.

Basically, the desire is to proceed in preparation for the next budget cycle, while awaiting a response from the presidents (June 2014). Commissioner Linn seconded. The chair called for the vote. Ten (10) voted yes and two (2) voted no. Motion passed.

C. Academic Programs

1. Drake State Technical College, Associate in Applied Science in Business Administration (CIP 52.0201)

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

2. Drake State Technical College, Associate in Applied Science and Certificate in Salon and Spa Management (CIP 12.0412)

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Calametti moved that the Commission accept the staff recommendation for approval. Commissioner Powell seconded. Motion carried.

3. Northwest-Shoals Community College, Associate in Applied Science and Certificate in Spa and Salon Management (CIP 12.0412)

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval in addition to a correction in the title to Associate in Applied Science and Certificate in Salon and Spa Management.

RESOLVED: Commissioner Hughes moved that the Commission accept the staff recommendation for approval. Commissioner Calametti seconded. Motion carried.

4. Wallace State Community College (Hanceville), Associate in Applied Science in Engineering Technology (CIP 15.0000)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

5. Wallace State Community College (Hanceville), Associate in Applied Science in General Technology (CIP 47.0000)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

6. Troy University, Master of Science in Management (MSM) in Management (CIP 52.0201)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Raine moved that the Commission accept the staff recommendation for approval. Commissioner Calametti seconded. Motion carried.

7. University of Montevallo, Education Specialist (EdS) in Instructional Technology (CIP 13.0501)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Ball moved that the Commission accept the staff recommendation for approval. Commissioner Raine seconded. Motion carried.

8. University of West Alabama, Master of Business Administration (MBA) in Business Administration (CIP 52.0201)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Calametti moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

9. University of West Alabama, Master of Science in Experimental Psychology
   (CIP 42.2704)

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a
   recommendation for approval.

   RESOLVED: Commissioner Linn moved that the Commission accept the staff
   recommendation for approval. Commissioner Hughes seconded. Motion carried.

10. Bevill State Community College, Associate in Applied Science and Certificate in
    Vehicle Technology and Repair (CIP 47.0600)

    Ms. Margaret Pearson presented the staff recommendation to the Commission with
    a recommendation for approval.

    RESOLVED: Commissioner Linn moved that the Commission accept the staff
    recommendation for approval. Commissioner Powell seconded. Motion carried.

11. Faulkner State Community College, Associate in Applied Science in Veterinary
    Technology (CIP 51.0808)

    Ms. Margaret Pearson presented the staff recommendation to the Commission with
    a recommendation for approval.

    RESOLVED: Commissioner Calametti moved that the Commission accept the staff
    recommendation for approval. Commissioner Raine seconded. Motion carried.

12. Faulkner State Community College, Certificate in 3D Animation and Visual Effects/
    Computer Generated Imagery (CIP 10.0304)

    Ms. Margaret Pearson presented the staff recommendation to the Commission with
    a recommendation for approval.

    RESOLVED: Commissioner McGriff moved that the Commission accept the staff
    recommendation for approval. Commissioner Raine seconded. Motion carried.

13. Reid State Technical College, Associate in Applied Technology in Physical
    Therapy Assistant (CIP 51.0806)

    Ms. Margaret Pearson presented the staff recommendation to the Commission with
    a recommendation for approval.

    RESOLVED: Commissioner Ball moved that the Commission accept the staff
    recommendation for approval. Commissioner Raine seconded. Motion carried.

14. Trenholm State Technical College, Associate in Applied Technology in Physical
    Therapy Assistant (CIP 51.0806)

    Ms. Margaret Pearson presented the staff recommendation to the Commission with
    a recommendation for approval.

RESOLVED: Commissioner Jones moved that the Commission accept the staff recommendation for approval. Commissioner Linn seconded. Motion carried.

15. Alabama A&M University, Bachelor of Science in Entrepreneurship (CIP 52.0701)
Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Smith moved that the Commission accept the staff recommendation for approval. Commissioner Linn seconded. Motion carried.

16. Alabama A&M University, Bachelor of Science in Sport Management (CIP 31.0504)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Raine moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

17. University of Alabama at Birmingham, Bachelor of Science in Biomedical Sciences (CIP 26.0102)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Calametti moved that the Commission accept the staff recommendation for approval. Commissioner Powell seconded. Motion carried.

18. University of Alabama in Huntsville, Bachelor of Science in Aerospace Engineering (BSAE) in Aerospace Engineering (CIP 14.0201)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

19. University of West Alabama, Bachelor of Science in Exercise Science (CIP 31.0505)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Ball moved that the Commission accept the staff recommendation for approval. Commissioner Sanders seconded. Motion carried.

20. Troy University, Bachelor of Science in Physics (CIP 40.0801)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

D. Request to Amend Post-Implementation Conditions

1. University of South Alabama, The MSCE in Civil Engineering (CIP 14.0801)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Raine moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

2. University of South Alabama, Doctor of Nursing Practice (DNP) in Nursing (CIP 51.3801)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Powell moved that the Commission accept the staff recommendation for approval. Commissioner Smith seconded. Motion carried.

E. Extensions/Alterations of Existing Programs and Units of Instruction

1. Bishop State Community College, Addition of Options in Computer Aided Drafting/Design and Civil Engineering Technology/Structural Technology to the Existing AAS in Drafting and Design Technology (CIP 15.1301)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Sanders seconded. Motion carried.

2. Chattahoochee Valley Community College, Addition of a Certificate in Computer Science to the Existing AAS in Computer Science (CIP 11.0101)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Raine moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

3. Lawson State Community College, Addition of a Certificate in Business to the Existing AAS in Business (CIP 52.0201)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Ball moved that the Commission accept the staff recommendation for approval. Commissioner Foster seconded. Motion carried.

4. University of Alabama at Birmingham, Establishment of the Division of eLearning and Professional Studies (eLPS)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

5. University of North Alabama, Addition of a Concentration in Journalism: Multimedia to the Existing BA/BS in Mass Communication (CIP 09.0102)

Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Raine moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

6. Drake State Technical College, Alteration of the AAS and Certificate in Industrial Electronics Technology (47.0105)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

7. Jacksonville State University, Alteration of the Master of Science in Counselor Education (CIP 13.1101)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner Calametti moved that the Commission accept the staff recommendation for approval. Commissioner McGriff seconded. Motion carried.

8. Jacksonville State University, Addition of Tracks to the BS in Exercise Science and Wellness (CIP 13.1307)

Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

RESOLVED: Commissioner McGriff moved that the Commission accept the staff recommendation for approval. Commissioner Sanders seconded. Motion carried.

9. Action on Troy University's Request to Extend the MS in Criminal Justice Administration (Troy) CIP 43.0103, to the Dothan Campus

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Calametti seconded. Motion carried.

10. University of South Alabama, Addition of a Concentration in Professional Sales to the Existing BS in Marketing (CIP 52.1401)

   Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Linn moved that the Commission accept the staff recommendation for approval. Commissioner Hughes seconded. Motion carried.

11. University of North Alabama, Addition of a Concentration in Hospitality Management to the Existing BS in Human Environmental Science (CIP 19.0101)

   Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Hughes moved that the Commission accept the staff recommendation for approval. Commissioner Raine seconded. Motion carried.

12. University of West Alabama, Addition of an Option in Early Childhood Development to the Existing MEd in Early Childhood Education (CIP 13.1210)

   Ms. Margaret Pearson presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Calametti moved that the Commission accept the staff recommendation for approval. Commissioner Sanders seconded. Motion carried.

13. Jefferson State Community College, Designation of Branch Campus Status for the Chilton - Clanton Center

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Ball moved that the Commission accept the staff recommendation for approval. Commissioner Linn seconded. Motion carried.

14. Jefferson State Community College, Designation of Branch Campus Status for the St. Clair—Pell City Center

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Ball moved that the Commission accept the staff recommendation for approval. Commissioner Calametti seconded. Motion carried.

15. Wallace State Community College (Dothan), Addition of Option in Industrial Systems Maintenance and Nuclear Systems Maintenance to the Existing AAS in Industrial Maintenance Technology (CIP 47.0303)

   Ms. Ellen Haulman presented the staff recommendation to the Commission with a recommendation for approval.

   RESOLVED: Commissioner Hughes moved that the Commission accept the staff recommendation for approval. Commissioner Raine seconded. Motion carried.

IX. Information Items

RESOLVED: Commissioner Powell moved to accept Information Items A through J. Commissioner Ball seconded. Motion carried.

A. Implementation of Approved Programs

B. Implementation of Non-Degree Programs at Senior Institutions

C. Implementation of New Short Certificate Programs (Less than 30 Semester Hours)

D. Summary of Post-Implementation Reports

E. Changes to the Academic Program Inventory

F. University of South Alabama and the University of Mobile, Dual Degree Programs Related to Engineering

G. Notification of Name Change for Drake State Technical College

H. Jacksonville State University, Establishment of the Center for Behavioral Studies

I. Central Alabama Community College, Relocation of an Off-Campus Program: Associate in Applied Science in Drafting and Design Technology from the Childersburg Campus to the Talladega Center (CIP 15.1301)

J. University of North Alabama, Establishment of the Center for Global Engagement

IX. Adjournment

The meeting was adjourned at 11:16 a.m. The next meeting of the Commission is scheduled for September 13, 2013.

_____
Jeff Coleman, Chairman

Sworn to and subscribed before
me this the ___ day of _____   _____
2013.   Gregory G. Fitch, Executive Director

_____
Notary Public

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DISCUSSION ITEM A:	<u>Status Report: SARA (State Authorization Reciprocity Agreement)</u>
<u>Staff Presenter</u>:	Dr. Elizabeth C. French Director, Office of Institutional Effectiveness and Planning
<u>Staff Recommendation</u>:	For discussion only.
<u>Background</u>:	**Institutional, State and Regional Conversations**. The dialogue on state reciprocity with respect to the delivery of online courses/programs across state lines began soon after the U.S Department of Education issued its Program Integrity Rules in 2010, rules that required institutions to provide documentation of their compliance with statutory requirements in any state in which they operated in order to be eligible for federal funds. These discussions during the next two year period led to the development of a number of regional and national models of reciprocity agreements.

The National Conversation.   In 2012, under the auspices of the Association of Public and Land-grant Universities (APLU) and the State Higher Education Executive Officers (SHEEO), the discussions on state reciprocity were elevated to the national level with the establishment of the Commission on Regulation of Postsecondary Distance Education (Commission). The Commission, chaired by former U. S. Secretary of Education, Richard Riley, convened in June 2012 and issued its report in April 2013, *Advancing Access Through Regulatory Reform: Findings, Principles, And Recommendations For The State Authorization Reciprocity Agreement (SARA).*

The report, which draws heavily on previous initiatives by the Presidents' Forum and the Council of State Governments as well as regional compacts, introduces a blueprint for regulatory reform that:
- Provides unrestricted access for all participating institutions (public, private, non-profit, and for profit) in authorized states participating in regional compacts; and
- Proposes prescriptive eligibility criteria for participation by states and institutions. (There is a general understanding that all states will require change to existing legislation)

The Alabama Conversation. As a state, we have been actively involved in these discussions at all levels.

<u>January 2013</u>: Governor's letter to SREB offering Alabama's support and participation in SREB's Electronic Campus Regional Reciprocity Agreement (SECRRA).

<u>March 4, 2013</u>: Staff of the Governor's office, the Alabama Department of Postsecondary Education and the Commission on Higher Education met to discuss implications of state reciprocity.

April 16-17, 2013: A delegation of representatives from Alabama attended the Educational Symposium on Establishing a State Authorization Reciprocity Agreement (SARA) hosted by the President's Forum and the Council of State Governments in Indianapolis.

Next Steps. Establishment of a National Coordinating Board and development of SARA documents by each of the regional compacts.

Supporting Documentation: Online Distance Learning Reciprocity Agreements: Synopsis

ONLINE DISTANCE LEARNING RECIPROCITY AGREEMENTS

Synopsis

STATE REGULATIONS: All institutions (public, private, non-profit, for profit (proprietary, two-year and four-year) are required to be in compliance with regulations (statutory requirements) in the state in which they are operating. <u>Nothing has changed</u>.

IMPACT OF USDE PROGRAM INTEGRITY RULES (2010):   Required institutions to provide documentation that they had received authorization from any state in which they "operated" to participate in Federal programs.

        a.   Gave increased visibility to institutions operating out of compliance;

        b.   Increased exponentially the scope of activity;

        c.   Generated interest in discussions on reciprocity among institutions and states.

Alabama

STATE REGULATIONS: <u>Nothing has changed</u>. **Commission on Higher Education** and the **Alabama Department of Postsecondary Education**. *<u>(Regionally accredited public institutions are eligible for licensure exemption).</u>*

IMPACT OF USDE PROGRAM INTEGRITY RULES (2010):

<u>**Scope of Activity**</u> has increased exponentially. The ACHE inventory of Non-Resident Private Degree and Non-Degree Granting Institutions <u>www.ache.state.al.us</u>: 1) October 2012/132, currently177; 2) 60 are proprietary; 3) more than 2,000 programs; 4) more than 20,000 Alabama students. **Pending**: Additional 600+ are on file;

ACT 2013-368 amended the Commission's statute to allow the assessment of fees for the programmatic review. *Pending implementation*.

<u>**DISCUSSIONS ON RECIPROCITY**</u>

<u>January 2013</u>: Governor's letter to SREB offering Alabama's support and participation in SREB's Electronic Campus Regional Reciprocity Agreement (SECRRA)

<u>March 4, 2013</u>: Meeting with Governor's Staff, ADPE, ACHE to discuss implications of state reciprocity

<u>April 16-17, 2013</u>: Educational Symposium on Establishing a State Authorization Reciprocity Agreement (SARA) hosted by the President's Forum and the Council of State Governments in Indianapolis. Discussion on the findings and recommendations of the report issued by the Commission

on the Regulation of Postsecondary Distance Education on a framework for achieving interstate reciprocity in the regulation of distance education.   Alabama's delegation to the Symposium: Elizabeth French (Commission on Higher Education); George Crandall (Associate Dean/Graduate School of Auburn University); Annette Funderburk, Private School Licensure Specialist (Alabama Department of Postsecondary Education). (Emily Schultz, Education Policy Director/Office of the Governor unable to attend)

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

COMMISSION ON THE REGULATION OF POSTSECONDARY DISTANCE EDUCATION (Commission): The Commission was organized by the Association of Public and Land-grant Universities (APLU) and the State Higher Education Executive Officers (SHEEO). Chaired by former U. S. Secretary of Education, Richard Riley, the Commission convened in June 2012.

The Report, ***ADVANCING ACCESS THROUGH REGULATORY REFORM: FINDINGS, PRINCIPLES, AND RECOMMENDATIONS FOR THE STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA),*** draws heavily on previous initiatives[1] by the Presidents' Forum and the Council of State Governments as well as regional compacts.

   a. Introduced as a blueprint for regulatory reform;
   b. Provides unrestricted access for all participating institutions (public, private, non-profit, and for profit) in authorized states participating in regional compacts;
   c. Proposes prescriptive eligibility criteria for participation by states and institutions. (There is a general understanding that all states will require change to existing legislation)

Suggested Guidelines for Implementation

NATIONAL LEVEL:

- **Organization**: Calls for the establishment of a National Coordinating Board to assist the regional compacts in developing an inter-regional agreement to create a nationwide framework for interstate reciprocity.
- **Funding**: Initial funding provided by private foundations (1-3) years; ultimately the organizational structure will be supported by fees from participating institutions. It is proposed that fees will be standardized across all regions and be on a graduated scale.
- **Timeline:** Target date for establishment of National Coordinating Board: July 2013. Responsibility for the establishment of the National Council resides with WICHE

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[1] Western Interstate Commission for Higher Education (WICHE) State authorization Reciprocity Agreement (July 2012) and Council of State Governments (CSG)/Presidents' Forum Model for State Authorization Reciprocity Agreement (August 2012 draft).

(Longanecker), in collaboration with the National Commission on the Regulation of Postsecondary Distance Education, the Presidents' Forum, and the Council of State Governments.

REGIONAL LEVEL (SREB)

- **Organization**: The four regional higher education compacts will oversee the implementation of the reciprocity agreements among states within their regions. The compact will hire staff to manage the reciprocity agreements.
- **SECRRA:** The existing SREB Electronic Campus Regional Reciprocity Agreement (SECRRA) does not qualify for regional participation in SARA; and there is no provision for a regional reciprocity agreement to exist independent of the national compact.
- **Timeline:** A SREB/SARA document is pending development
- **Funding:** TBA

STATE LEVEL (ALABAMA)

- **Organization**: Will require establishment of _lead agency_ to provide oversight **(#3)**
  - Responsible for verifying whether or not institutions (Alabama) are approved to offer online programs in every state
  - Responsible for consumer protection
  - Conduct annual reviews of institutional compliance
- **Legislation**: Will require the current system of regulation to be dismantled through legislation in order to comply with SARA standards for reciprocity.
- **Funding:** "States use their own prerogative in financing their state authorization operations…" Alabama institutions will pay annual fees to the SARA Coordinating Board.

ecfrench Presentation
Alabama Council of University Chief Academic Officers
Annual Meeting/ June 26, 2013

DECISION ITEM A: <u>Non-resident Institutional Review: Proposed Programmatic
                                          Review Fee Schedule for Non-Alabama Postsecondary
                                          Institutions</u>

EXECUTIVE SUMMARY

Reason for Action: To provide for the establishment and implementation of
                                programmatic review fees for non-resident institutions
                                seeking to enroll Alabama residents in courses and
                                programs.

Rationale for Staff Recommendation:

1. To implement the provisions of Act No. 2013-368 (May 23, 2013).

DECISION ITEM A:

Non-resident Institutional Review: Proposed
Programmatic Review Fee Schedule for Non-
Alabama Postsecondary Institutions

Staff Presenter:

Dr. Elizabeth C. French, Director
Office of Institutional Effectiveness and Planning

Staff Recommendation:

That the Commission approve the proposed
programmatic review fee schedule for non-resident
institutions in accord with the amendment to the
Commission statute Act No. 2013-368 (May 23,
2013).

Statutory Authority:

No institution of postsecondary education located
outside of Alabama may offer units or programs of
instruction within Alabama without prior approval of
the Commission, except for those units or programs
approved by regional accrediting authorities located
in states participating in reciprocity agreements
entered into by the Governor or the commission. The
commission under its rulemaking authority shall
establish criteria for the approval of such institutions
and programs. The commission shall promulgate a
schedule of programmatic review fees,
commensurate with the cost of commission activities
related to programmatic review, not exceeding fifteen
thousand dollars ($15,000) per institution. Any
programmatic review fee collected from a non-
Alabama postsecondary institution shall be deposited
in the State Treasury to the credit of the commission
and funds collected are hereby appropriated to the
commission–Act No. 2013-368 (May 23, 2013).

Except for those units or programs approved by
regional accrediting authorities located in states
participating in reciprocity agreements entered into by
the Governor or the commission, the schedule of fees
assessed to an institution shall be as follows:

> Initial programmatic review fee: $2500
>
> Programmatic renewal fee: $1500
>
> Desk Audit renewal fee: $ 500

Background:

On October 29, 2010, the United States Department
of Education (USDOE) released new "program
integrity" rules to become effective July 1, 2011.
34 CFR parts 600, 602, 603 et al. (2010) (Program
Integrity Issues, Final Rule)

Since the federal program integrity rules apply to all
non-Alabama institutions offering programs of
instruction through distance education (online) or
correspondence to residents of Alabama, there has

been an exponential escalation of activity in the number of schools seeking programmatic approval. To date there has been a four-fold increase in the number of non-resident institutions under the Commission's programmatic jurisdiction.

Heretofore, the Commission's programmatic review has been conducted at no cost to the applying non-resident institution except for a prerequisite requirement for unaccredited institutions. HB7 passed by the legislature on May 20, 2013 authorizes the Commission to establish a fee structure for non-resident programmatic review that will provide the necessary resources to accommodate the increased responsibility.

Supporting Documentation:

a) Proposed amendment to Chapter 300-2-1.02, Alabama Administrative Code (attached)

b) Act No. 2013-368 (May 23, 2013) available upon request.

ALABAMA COMMISSION ON HIGHER EDUCATION
ADMINISTRATIVE CODE

INSTITUTIONAL EFFECTIVENESS AND PLANNING

CHAPTER 300-2-1
PROGRAM REVIEW

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

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

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

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

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

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

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

(e) Main Campus: The physical boundaries of the location of an institution's principal administrative offices. In the case of an institution eligible for Title IV funds, the campus designated by the U.S. Department of Education's Office of Postsecondary Education identification number (OPEID)

(f) Non-Alabama Institutions: Those postsecondary educational institutions, public or private, profit and nonprofit, whose main campus or headquarters is located outside the State of Alabama.

(g) Unaccredited Institution: An institution not accredited by an agency recognized by the United States Department of Education or Council on Higher Education Accreditation.

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

As a prerequisite to program approval, an unaccredited institution requesting to offer degree programs in Alabama must undergo an external review of its programs of study by an outside consultant(s) chosen by the Commission. The unaccredited institution will underwrite all costs related to the external review.

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

(5) **Commission Review Criteria.** The Commission shall establish review criteria designed to evaluate the academic quality of the proposed offerings. The review includes, but is not restricted to: the qualifications of faculty and supporting staff, the quality of academic support resources (library, laboratories, etc.), and the academic validity of the proposed courses. In general, program proposals must meet standards used by the Commission proposals for new off-campus offerings by in-state public institutions and in doing so be in full compliance with the Southern Associate of Colleges and Schools/Commission on Colleges (SACS/COS) guidelines. Since the use of state appropriated funds is not involved, the question of unnecessary duplication will not be an issue when proposals from these non-Alabama institutions are being reviewed.

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

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

(8) **Fees.** Application materials for initial program approval or for renewal shall be accompanied by a programmatic review fee in accord with the programmatic review fee schedule published within the Commission's application(s) for programmatic approval and posted to the Commission's website. The programmatic review fee schedule may be revised from time to time upon reasonable notice at the discretion of the commission. The most current fee schedule is posted on the Commission's website at http://www.ache.alabama.gov/InstEffectiveness/Indes.htm. ~~No fee is charged for receiving and processing the application for course approval. The only charge is that described in paragraph (6) of this rule concerning the~~

~~occasional use of special educational consultants for site~~
~~visits.~~

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

Author: Elizabeth French

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

History: Filed December 10, 1985. Rule 300-2-1-.02 was
formerly referenced as Chapter 300-2-1; it has been
repealed and reinserted as a rule within this chapter. The
rule title remains unchanged from its previous chapter
title. The contents are also unchanged except for slight
format changes and the addition and deletion of certain
definitions: Filed April 10, 1989. **Amended:** Filed August
21, 1996; effective September 25, 1996. **Amended:** Filed
January 6, 2003; effective February 10, 2003. **Amended:**
Filed December 14, 2009; effective February 4, 2010.
Amended:

DECISION ITEM B: Report of Nominating Committee for FY 2013-14 Officers

EXECUTIVE SUMMARY

Reason for Action: Article IV of the Commission's bylaws states:

"The Commission shall annually elect from its membership a chairman and a vice-chairman. Such election will be held at the closest regular meeting of the Commission after August 1 of each year. Elections shall be presided over by the chairman, or in the chairman's absence, the vice-chairman. The election of officers shall require the concurrence of a majority of all members of the Commission. The election shall be determined by a voice vote or a show of hands of Commission members present. No officer shall be elected to the same office more than two consecutive full terms. Terms of office shall begin October 1, following the election."

DECISION ITEM B:	<u>Report of Nominating Committee for FY 2013-14 Officers</u>
<u>Staff Presenter:</u>	Jeff Coleman Chairman
<u>Staff Recommendation:</u>	That the Commission accept the report of the Nominating Committee.
<u>Background:</u>	Article IV of the Commission's bylaws states:

"The Commission shall annually elect from its membership a chairman and a vice-chairman. Such election will be held at the closest regular meeting of the Commission after August 1 of each year. Elections shall be presided over by the chairman, or in the chairman's absence, the vice-chairman. The election of officers shall require the concurrence of a majority of all members of the Commission. The election shall be determined by a voice vote or a show of hands of Commission members present. No officer shall be elected to the same office more than two consecutive full terms. Terms of office shall begin October 1, following the election."

At the June 14, 2013, meeting of the Commission, Chairman Coleman appointed a three member nominating committee to develop a slate of officers for FY 2013-14 to be considered at the September 13, 2013 meeting of the Commission. The appointees were: Commissioner Powell (Chair), Commissioner Calametti and Commissioner Smith.

<u>Supporting Documentation:</u>	None.

DECISION ITEM C: Fiscal Year 2013-14 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 26, 2013, was submitted in draft form pending approval of the Commission.

Summary: In Fiscal Year 2013-14, the Commission's total budget will be $22,238,286. This is an increase of $1,361,000 from FY 2012-13's original budget of $20,877,286.

DECISION ITEM C: Fiscal Year 2013-14 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 2013-14 Operating Plan.

Background: The purpose of the Operations Plan is to ensure that the
                                             objectives of the Legislature's FY 2014 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 26, 2013, was
                                             submitted in draft form pending approval of the
                                             Commission.

                                             In Fiscal Year 2013-14, the Commission's total budget
                                             will be $22,238,286. This is a **$1,361,000** increase from
                                             FY 2012-13 budget of $20,877,286. We have two new
                                             programs. They are Adaptive and Disability Sports, and
                                             the Jefferson County Farmers Market. A third fund
                                             added to our budget is for non-resident institution
                                             program review. Institutions previously have been
                                             reviewed at a cost from our Planning and Coordination,
                                             (O & M). FY 2013-14 is the first time this activity will
                                             have its own fund with an earmarked budget of
                                             $186,000.00.   All new programs, including Non
                                             Resident Institutions, have a budget of $ $486,000.00
                                             which is included in our total budget. The programs
                                             listed below received the following decreases/increases
                                             in the FY 2013-14 budgets:

Alabama Student Assistance (Knight)	$(475,000)
Alabama Student Grant Program	350,000
Alabama Agricultural Land Grant Alliance	100,000
ACHE Planning and Coordination (O &M)	300,000
Resource Conservation & Development	300,000
Soil and Water Conservation	300,000
Adaptive and Disability Sports	250,000
Jefferson County Farmers Market	50,000
Non Resident Institutions	186,000
Total	**$ 1,361,000**

                                                 As for sources of revenue, in the coming fiscal year,
                                             approximately 90.0% of the Commission's funds come
                                             from the state's Education Trust Fund, 8.0% from the
                                             federal government, and 2% from local funds. In FY
                                             2013-14, approximately 82.0% of the Commission's
                                             budget will be directed toward Grants and Benefits. The
                                             operations portion of the budget represents
                                             approximately 18.0% of the total funds available.

Supporting Documentation: 1. EBO Form 8. Agency Summary. Attached.

                                             2. FY 2013-14 Operations Plan. Entire Document.
                                                 Available upon request.

		OPERATIONS PLAN		AGENCY NO. 319
EBO FORM NO. 8		FISCAL YEAR 2013-2014		
REVISION NO.:				
DATE:		AGENCY NAME: ALABAMA COMMISSION ON HIGHER EDUCATION		

APPROPRIATION UNIT NAME: AGENCY SUMMARY   APPROPRIATION UNIT NO.: 152, 153, 172, 189, 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	29	30	30	XXXXXXXXXXX

CODE NO.	EXPENDITURES BY MAJOR OBJECT:	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
01	PERSONNEL COSTS	738,375	577,294	577,294	490,226	2,383,189
02	EMPLOYEE BENEFITS	222,523	190,738	190,738	183,004	787,003
03	TRAVEL-IN-STATE	7,883	4,050	5,200	5,850	22,983
04	TRAVEL-OUT-OF-STATE	12,500	1,000	2,500	1,000	17,000
05	REPAIRS AND MAINTENANCE	1,550	250	250	450	2,500
06	RENTALS & LEASES	108,900	100,900	100,900	106,100	416,800
07	UTILITIES & COMMUNICATIONS	9,750	7,600	7,700	10,750	35,800
08	PROFESSIONAL SERVICES	48,500	14,550	14,150	32,342	109,542
09	SUPPLIES & OPERATIONS	74,550	37,139	37,189	75,693	224,571
10	TRANSPORTATION EXPENSES	1,300	1,300	1,300	1,500	5,400
11	GRANTS, BENEFITS & CLAIMS	5,692,543	4,171,318	4,168,919	4,186,718	18,219,498
12	CAPITAL OUTLAY					
13	TRANSPORTATION PURCHASES					
14	OTHER EQUIPMENT PURCHASES	1,500	-	-	12,500	14,000
15	DEBT SERVICE					
16	NON-EXPENDITURE DISB.					
	TOTAL EXPENDITURES	6,919,874	5,106,139	5,106,140	5,106,133	22,238,286

SOURCE OF FUNDS

FUND NO.	FUND NAME	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL
403	FUNDS BROUGHT FWD(FEDERAL)	716,049				716,049
754	FUNDS BROUGHT FWD (TSPAT)	25,000	25,000	25,000	25,000	100,000
200	ETF	5,170,374	5,028,639	5,028,640	5,028,633	20,256,286
403	FEDERAL AND LOCAL	1,002,201	46,250	46,250	46,250	1,140,951
458	AGSLP					
1160	FUNDS BROUGHT FWD(MONITOR)	-	-	-	-	-
778	SAILS					
200	COLA SALARY INCREASE					
1170	AL STUDENT ASSISTANCE KNIGHT	6,250	6,250	6,250	6,250	25,000
	TOTAL SOURCE OF FUNDS	6,919,874	5,106,139	5,106,140	5,106,133	22,238,286

EBO USE ONLY
DATE: APPROVED: _____

A: DATE: 25 July 2013

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM D: Approval of 2014 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 2014:

March 21, 2014
June 13, 2014
September 12, 2014
December 5, 2014

DECISION ITEM D: Approval of 2014 Meeting Schedule

Staff Presenter: Tim Vick
                                              Director of Operations and Fiscal Services

Staff Recommendation: That the Commission approve the proposed meeting
                                              schedule for 2014.

                                              Proposed Meeting Schedule for 2014

                                                  March 21, 2014
                                                  June 13, 2014
                                                  September 12, 2014
                                                  December 5, 2014

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
                                                  Consolidated Budget Recommendation.

                                              3. The proposed schedule attempts to accommodate
                                                  state and federal holidays.

Supporting Documentation: None.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM E: Approval of FY 2013-14 Commission Salary Schedule

Staff Presenter: Tim Vick
                                    Director of Operations and Fiscal Services

Staff Recommendation: That the Commission approve the proposed FY 2013-14
                                    Commission Salary Schedule

Background: Code of Alabama, Chapter 16-5-4(e) states:

> "The executive director shall, with the consent and approval of the commission, employ professional and clerical staff and other assistants, including specialists and consultants, upon a full-time or part-time basis as are necessary to assist the commission and the executive director in performing the duties assigned by this chapter. The number of employees, their compensation, and the other expenditures of the commission shall be within the limits and in compliance with the appropriation made therefor by the Legislature and within budgets that shall be approved from time to time by the commission."

The State of Alabama's Merit System's current salary schedules have 2.5% increments between steps. The Commission's current salary schedule only has 1.5% increments between steps. The staff recommends that the Commission's salary schedule be adjusted in order to more closely reflect the salary schedules currently being utilized by most other state agencies. The proposed schedule includes an adjustment in order to allow the schedule to be more comparable with those of other educational entities within the state and with State Higher Education Executive Officers (SHEEO) agencies in other states.

Supporting Documentation: FY 2013-14 Salary Schedule. To be provided under
                                    separate cover.

DECISION ITEM F-1:   <u>Alabama State University, Bachelor of Science in Forensic Biology
(CIP 43.0111)</u>

<u>EXECUTIVE SUMMARY</u>

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: To prepare baccalaureate level biology majors with the methodological knowledge, skills and abilities to enter into the professional field of forensic examination of evidence.

Role: The proposed program is within the instructional role recognized for Alabama State University (ASU).

Mode of Delivery: According to institutional representatives, since the proposed program will focus on practical laboratory experiences, distance education will not be used.

Similar Programs: Currently, there are no programs listed at CIP 43.0111 in the Academic Program Inventory.

Collaboration: There are no other Forensic Biology programs in the state.

Resources: No new funds will be required to support the proposed program in the first five years. A total of $332,928 will be available through tuition.

Public Review: The program proposal was posted on the Commission website from June 20 through July 10 for public review and comment. No comments were received.

Rationale for Staff Recommendation:

1. Currently, there are no other Forensic Biology programs in the state.

2. No new funds will be required to support the proposed program.

3. According to the lab director at the Alabama Department of Forensic Science, the lab is short about 18 positions and has an eight month backlog. The proposed program will specifically be directed at the need for more certified DNA analysts.

DECISION ITEM F-1:   Alabama State University, Bachelor of Science in
                                      Forensic Biology (CIP 43.0111)

Staff Presenter: Ms. Margaret Pearson
                                      Academic Program Review Analyst

Staff Recommendation: That the Commission approve the proposed Bachelor of
                                      Science in Forensic Biology with the implementation
                                      date and post-implementation conditions listed below:

                                      Implementation Date: The proposed program will be
                                      implemented in January 2014. Based on Commission
                                      policy, the proposed program must be implemented by
                                      September 13, 2015, 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 2014-15, will be at
                                         least 12, based on the proposal.

                                      2. That the annual average number of graduates for the
                                         period 2016-17 through 2018-19 (three-year average)
                                         will be at least 9, based on the proposal.

                                      3. That a follow-up survey be conducted that will show
                                         at least 75 percent of the graduates were successful
                                         in acquiring related employment or in acceptance to
                                         graduate school.

                                      4. That information be provided regarding the
                                         accreditation of the program by Forensic Science
                                         Programs Accreditation Commission (FEPAC).

                                      5. That information regarding an overall assessment of
                                         the program be provided, particularly as related to
                                         objectives and assessment measures stated in the
                                         proposal.

                                      Alabama State University (ASU) 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, 2019.

Supporting Documentation: 1. New Academic Degree Program Proposal Summary,
                                         attached.

                                      2. Summary of Background Information, attached.

                                      3. Curriculum for Proposed Program, attached.

4. Alabama State University program proposal, dated May 23, 2013. 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.

INSTITUTION   Alabama State University

PROGRAM   Bachelor of Science in Forensic Biology

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2014-15	2015-16	2016-17	2017-18	2018-19	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

	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$34,680	$48,552	$65,892	$83,232	$100,572	$332,928
TOTAL	$34,680	$48,552	$65,892	$83,232	$100,572	$332,928

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	10	14	19	24	29	19
NEW ENROLLMENT HEADCOUNT	10	10	12	15	15	12
						3-year average
DEGREE COMPLETION PROJECTIONS	0	0	5	10	11	9

Attachment 2

Summary of Background Information

Bachelor of Science in Forensic Biology
Alabama State University

Role: The proposed program is within the instructional role recognized for Alabama State University (ASU).

Objectives: To prepare baccalaureate level biology majors with the methodological knowledge, skills and abilities to enter into the professional field of forensic examination of evidence.

According to ASU, the program will have the following goals:

- Prepare baccalaureate-level biology majors to enter advanced graduate study in the sciences (forensic science and chemistry) and other science-based professional fields of study, such as medicine.

- Contribute to elevating the State of Alabama's national position as an emerging leading source in professional preparation, education and capacity in the forensic sciences.

- Become accredited by the Forensic Science Education Programs Accreditation Commission (FEPAC) of the American Academy of Forensic Sciences (AAFS).

Graduates of the proposed program will demonstrate the following student learning outcomes:

- Knowledge and application of current state-of-the-art methodologies for the forensic examination of physical evidence using national standards of examination.

- Ability to conduct scientific investigator-based research, develop critical thinking and problem solving as related to the examination of physical evidence.

- Knowledge and application of the code of ethics of the profession (AAFS) including the importance of a non-biased approach to the examination of forensic evidence.

- Development of forensic case management skills, including planning for examinations, prioritizing needs of the customers (law enforcement, defense and the general public communities) and organizing, supervising, delegating and practicing as a member of a multidisciplinary team.

Administration: The program will be administered by Cajetan Akujuobi, Dean, College of Science, Mathematics and Technology, and Dr. Azriel Gorski, Chairperson.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Chief Academic Officers (CAO). A total of two institutions responded to the proposal. There were no objections to the program.

Accreditation: According to the proposal, the Forensic Science Programs Accreditation Commission (FEPAC) of the American Academy of Forensic Sciences (AAFS) is the specialized accreditation agency for this program. ASU officials stated that the institution is committed to applying for FEPAC accreditation as soon as eligible (within 2 years after the first graduating class). FEPAC accredits forensic science education programs that lead to the bachelor's or master's degree in forensic science, or in a natural science with a forensic science concentration. Although FEPAC accreditation is voluntary, it is designed to ensure the quality of academic programs, and to foster excellence in forensic science education

Curriculum: No new courses will be added to the program. Program completion requirements are shown below.

- Credit hours required in major: 73 semester hours (sh)
- Credit hours in general education or core curriculum: 43 (sh)
- Credit hours in required or free electives: 8 (sh)
- Total credit hours required for completion: 124 (sh)

Additional requirements for the proposed program:

Students may complete either a research experience (FRS 400) or an internship experience (FRS 466) for a total of 3 semester hours in experiential training. Students must complete their research or internships prior to enrollment in the senior capstone seminar (FRS 499). In the research experience (FRS 400), students will work with a faculty advisor to develop and conduct a mentored research project under the faculty advisor's direct supervision. This project will have a forensic science application. By the end of the junior year, students will select the faculty laboratory that they wish to work in. Upon approval by the faculty advisor, the student's research experience will be conducted during the fall semester of the senior year. Learning activities will include literature searches, background review, development of hypotheses, research aims and experimental design, research results, and preliminary conclusions. A minimum of 200 laboratory contact hours must be completed.

The 200 contact hour unpaid pre-professional internship (FRS 466) will be completed over a period of 10-12 weeks. Students will seek assignment to specific laboratory sections that provide hands-on participation in non-evidentiary tasks associated with collecting, documenting and testing of assigned materials, establishing and searching databases, testing and validating new methods, and other aspects of forensic laboratory operations. Through ASU Biomedical Research and Training Programs, and program faculty, students interested in completing external internships will be provided assistance and guidance with the application process upon program admission beginning in the fall semester of the junior year; for placement not later than the fall semester of the senior year.

Students may complete an approved external research or pre-professional internship during the pre-senior summer with approval. Students must enroll in FRS 499 (Senior Capstone Seminar, see below) at ASU for credit during the summer of the internship.

Collaboration: There are no other Forensic Biology programs in the state.

Distance Education: According to institutional representatives, since the proposed program will focus on practical laboratory experiences, distance education will not be used.

Admissions: All students admitted to the proposed program will be selected based upon the specific minimum requirements for admission to the degree program. Students already enrolled at ASU seeking admission to the Forensic Biology program requires completion of General

Biology with lab (4 SH), General Chemistry I and II with labs (8 SH), Organic Chemistry I and II with labs (10 SH) and one Calculus with Analytic Geometry course (4 SH). Students applying to the program as freshman, should have achieved B's or above in their high school science and math courses, and taken at least biology and chemistry in high school. In addition they need to have taken the SAT or the ACT and scored well in the science section of the SAT or the science and math sections of the ACT.

Additionally, according to the proposal, a student-initiated application for admission to the proposed program must be submitted through the forensic science programs office. Applicants will be asked to submit a personal statement and letters of reference along with the formal application. A faculty committee chaired by the Forensic Science Programs Coordinator and consisting of faculty from the Departments of Biological Sciences, and Physical Sciences will screen applicants' credentials and make a recommendation on admission. The committee will critically review applicants' academic background and performance, and will also scrutinize applicants' personal statements to ascertain relevant background experiences and expressed dispositions, interest, intent and/or experience in service professions, and other information predictive of student persistence and success. Each applicant will be discussed during panel review sessions and a rank order assigned to the candidates. Candidates for admission may be invited to an interview with the committee. The final recommendation for admission will rest with the Forensic Science Programs Coordinator, who will recommend/not recommend admission to the dean, College of Science, Mathematics and Technology as forwarded through the committee. Students will be notified of their status; those who are not accepted will be provided with information about prerequisite coursework or other program options at the university for which he/she may consider.

Need: There are currently no other Forensic Biology programs in the Academic Program Inventory. According to university officials, the proposed program will coincide with the existing Bachelor of Science in Forensic Chemistry at ASU. Approval of the program will allow the institution to provide a complete set of offerings to students who are interested in working in a crime laboratory.

According to the proposal, in 2009, there were over 20,000 violent crimes committed in Alabama. A total of 65 percent of those violent crimes remain unsolved. The Alabama Department of Forensic Sciences has a backlog of about 1,600 untouched DNA cases that it hopes to reduce by adding qualified staff. The department receives about 250 DNA cases a month, and DNA processing requires more work per sample than it previously did. According to the lab director at the Alabama Department of Forensic Science, the lab is short about 18 positions and has an eight month backlog. The proposed program will specifically be directed at the need for more certified DNA analysts. In spite of the economic slowdown, which cut into government employment numbers, in 2012 the Alabama Department of Forensic Science advertised and is still attempting to fill nine entry-level analyst positions.

Student Demand: According to information submitted in ASU's proposal, student interest was gauged by 5-year graduation rate trends from undergraduate-level forensic biology and similar degree programs in the U.S., and comparison of the demographic characteristics of other universities with baccalaureate forensic biology or similar programs.

Faculty/Staff:

Current Primary Faculty—
    Full-time: 8
    Part-time: 0
Current Support Faculty--
    Full-time: 5
    Part-time: 0

Additional Qualified Faculty to be employed--
Primary Faculty—

    Full-time: 0
    Part-time: 0
Support Faculty—
    Full-time: 0
    Part-time: 0

The proposed program will be initiated by faculty currently employed. Faculty will be hired for the program as needed. No additional staff support is needed at this time.

Equipment: No new equipment is required for the program.

Facilities: The proposed program will be housed in the state of the art operational laboratory of the Montgomery Regional Alabama Department of Forensic Sciences Laboratory, which is located in Hatch Hall on the campus of ASU. This 3-story, 55,400 ft^2 structure was built in 2006. The ASU wing of this building, Robert C. Hatch Hall, features faculty offices an administrative suite, classroom and teaching laboratory space, research laboratory space, a moot courtroom, storage areas, wireless and video teleconference capacities. No structural renovations will be required.

Library: According to the program proposal, ASU's library collections include 305,382 book volumes, 127,771 bound periodical volumes, and 2,705,099 microform units. Additionally, the library possesses holdings in 1,597 periodical titles.

Program Budget: No new funds will be required to support the proposed program in the first five years. A total of $332,928 will be available through tuition.

ASU
Bachelor of Science in
Forensic Biology

I Course Number	Course Description	Credits
CORE CURRICULUM	(43 SH)	
AGSC AREA I - ENGLISH COMPOSITION (6 SH)		
ENG 131 AND132	English Composition I (3 SH) AND II (3 SH)	6
AGSC AREA II - HUMANITIES AND FINE ARTS (12 SH)		
HUM 103	The Humanities through the African American Experience	3
ENG 209 OR 210	Introduction to Literature I OR II	3
CMS205 or PHL201	Public Speaking or Logical Reasoning	3
Fine Arts Elective	• ART 131 - Art Appreciation OR MUS 121 - Music Appreciation OR • THE 111 - Intro to Theater Arts	3
AGSC AREA III - NATURAL SCIENCES AND MATHEMATICS (12 SH)		
CHE 141 AND **142**	General Chemistry I w/Lab (4 SH) AND II w/Lab (4 SH)	8
MAT **265**	Calculus and Analytic Geometry I	4
AGSC AREA IV - SOCIAL AND BEHAVIORAL SCIENCES (12 SH)		
GEO **206**	World Geography	3
HIS 131 AND 132	World History I (3 SH) AND II (3 SH)	6
POS207 or PSY251	American Government or General Psychology	3
ASU REQUIREMENT (1 SH)		
nRimn	.Orientation	1
MAJOR COURSES	(73 SH)	
REQUIRED NATURAL SCIENCE AND MATHMATICS COURSES (32 SH) FEPAC STD 4.3.1a		
BIO 127 AND BIOL127	General Biology (3 SH) and Lab (1 SH)	4
CSC210	Introduction to Computer Science	3
PHY 210 AND 211	General Physics I w/Lab (4 SH) AND II w/Lab (4 SH)	8
CHE 211 AND 212	Organic Chemistry I w/Lab (5 SH) AND II w/Lab (5 SH)	10
MAT 225	Introduction to Statistics (3 SH)	3
MAT 266	Calculus and Analytical Geometry II	4

Course Number	Course Description	Credits
REQUIRED SPECIALIZED SCIENCE COURSES (15 SH) FEPAC STD 4.3.1 b		
BI0323	General Microbiology	**4**
BIO 336	Principles of Genetics*	**3**
BIO 420	Molecular Biology and Genetics*	**4**
CHE 421	Biochemistry*	**4**
REQUIRED MAJOR FORENSIC SCIENCE COURSES (18 SH) FEPAC STD 4.3		.1c&1d
FRS 220	Forensic Science Survey	3
CRJ 248	Introduction to Criminal Justice	3
FRS 319	Forensic Biology w/Lab	4
FRS 412	Forensic Analysis, Crime Scene Investigation, Ethics and Professional Responsibilities	4
FRS 400 **OR** FRS 466	Undergraduate Research OR Forensic Science Internship (200 contact hours)	3
FRS 499	Senior Capstone Seminar	1
MAJOR ELECTIVE COURSES (8 SH) FEPAC STD 4.3.1 d		
BIO 337	Cell Biology**	4
CHE321 and 322	Physical Chemistry I Lab I (4 SH) and II Lab 4 (SH)	8
FRS 320	Forensic Chemistry w/Lab	4
CHE342	Quantitative Analysis	4
CHE 343	Instrumental Analysis	4
FRS 423	Principles of Forensic Toxicology	4
FRS 424 and 425	Forensic Microscopy (2 SH) 2/Lab (1 SH)	3
FRS 450	Expert Testimony in Forensic Science	3
TOTAL CREDIT HOURS		**124**

DECISION ITEM F-2:   Drake State Community and Technical College, Associate in Applied Science in Nursing-ADN (CIP 51.3801)

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: According to the proposal, the completion of the Level I associate degree in nursing will allow students to:

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

Completion of the Level II associate degree in nursing will allow graduates to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Role: Drake State Community and Technical College (DRK) is recognized by the Commission as an institution granting AAS degrees. Approval of the proposed program will expand the AAS role to the academic subdivision groupings "Nursing" to the AAS level.

Mode of Delivery: According to the proposal, 20 percent of the general education courses for the proposed program will be available online.

Similar Programs: The following institutions have Nursing–ADN programs at CIP 51.3801: Northeast Alabama Community College; Lawson State Community College; Gadsden State Community College; Jefferson Davis Community College; Jefferson State Community College; Calhoun Community College; Wallace Community College (Dothan); Wallace State Community College (Hanceville); Wallace State Community College (Selma); Alabama Southern Community College; Southern Union State Community College; Chattahoochee Valley Community College; Faulkner State Community College; Bishop State Community College; Central Alabama Community College; Bevill State Community College; Northwest-Shoals Community College; Shelton State Community College; Snead State Community College; and Lurleen B. Wallace Community College;

Collaboration: According to the proposal, community colleges in the neighboring counties like Northeast Alabama Community College and Calhoun Community College offer Associate degree nursing programs. However, the demand for nursing programs is so high that colleges typically have to deny admittance to qualified candidates due to lack of slots.

Licensure: Students who graduate from the program will take a National Council Licensing Examination for Registered Nurses (NCLEX-RN). Upon successful completion of this examination, the individual will be given a license to practice as a professional nurse through their state board of nursing. A graduate of the nursing program is eligible to sit for the state licensing examination for any state in the country.

Clinical Sites: According to institutional officials, existing clinical affiliation agreements will be used for the proposed program.

Resources: A total of $3,450,000 in new funds will be needed for the program in the first five years, and a total of $3,466,680 will be available through internal reallocation and extramural funds.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. The closest Nursing-ADN program is located at Calhoun State Community College, approximately   30 miles away from DRK.

2. According to DRK's application, a $13.5 million bond issue has been secured to cover the cost of the new Health Sciences complex that will house the proposed Nursing-ADN program.

3. A $2.5 million Student Aid and Fiscal Responsibility Act (SAFRA) grant under the Title III Strengthening Historically Black Colleges and Universities program has been awarded to DRK for the proposed Nursing-ADN program.

DECISION ITEM F-2:

Drake State Community and Technical College, Associate in
Applied Science in Nursing-ADN (CIP 51.3801)

Staff Presenter:

Ms. Margaret Pearson
Academic Program Review Analyst

Staff Recommendation:

That the Commission approve the proposed Associate in
Applied Science in Nursing-ADN with the implementation date
and post-implementation conditions listed below:

Implementation Date: The proposed program will be
implemented January 2014. Based on Commission policy,
the proposed program must be implemented by
September 13, 2015 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 23, based on the
proposal.

2. That the annual average number of graduates for the
period 2015-16 through 2018-19 (four-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 the institution provide information on accreditation
of the program by the National League for Nursing
Accrediting Commission (NLNAC).

5. That the institution report on the passage rate of
graduates obtaining licensure related to the proposed
program.

6. That information regarding an overall assessment of
the program will be provided, particularly as related to
objectives and assessment measures stated in the
proposal.

Drake State Community and 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,
2019.

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 Community and Technical College proposal, dated June 14, 2013. 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 Community and Technical College

PROGRAM   Associate in Applied Science in Nursing-ADN (CIP 51.3801)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$0	$50,000	$150,000	$150,000	$150,000	$500,000
LIBRARY	$70,000	$70,000	$70,000	$70,000	$70,000	$350,000
FACILITIES	$0	$0	$0	$0	$0	$0
EQUIPMENT	$500,000	$500,000	$500,000	$500,000	$500,000	$2,500,000
STAFF	$0	$0	$0	$50,000	$50,000	$100,000
OTHER	$0	$0	$0	$0	$0	$0
TOTAL	$570,000	$620,000	$720,000	$770,000	$770,000	$3,450,000

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$570,000	$570,000	$570,000	$570,000	$570,000	$2,850,000
TUITION	$97,200	$101,520	$128,700	$130,500	$158,760	$616,680
TOTAL	$667,200	$671,520	$698,700	$700,500	$728,760	$3,466,680

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	15	20	35	40	45	31
NEW ENROLLMENT HEADCOUNT	10	15	25	30	35	23
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	5	10	12	14	10

Attachment 3

DRK
Associate in Applied Science in
Nursing-ADN

General Education courses

Course	Theory	LAB	Clinical	Credit	Contact
MTH100	3	-	-	3	3
BIO103 (prerequisite for BIO 201)	3	1		4	5
Human Anatomy and Physiology BIO 201	3	1	-	4	5
Human Anatomy and Physiology II BIO 202	3	1	-	4	5
English ENG101	3	-	-	3	3
Psychology PSY 200	3	-	-	3	3
Microbiology BIO 220	2	2	-	4	6
Speech SPH 106 or SPH 107 or SPH 116	3	•	•	3	3
Human Growth and Dev PSY 210	3	-		3	3
Humanity Elective	3	-		3	3
Total	29	5		34	39

Core Courses

Course	Theory	LAB	Clinical	Credit	Contact
Fundamentals of Nursing NUR102	3	2	1	6	12
Health Assessment NUR	-	1	-	1	3
Introduction to Pharmacology NUR104	-	1	•	1	3
Adult Nursing NUR	5	1	2	8	14
Maternal and Child Nursing NUR 106	4	-	1	5	7
Nursing Through.the Lifespan I NUR201	3	-	2	5	9
Nursing Through the Lifespan II NUR 202	3	-	3	6	12
Nursing Through the Lifespan III NUR 203 NEW COURSE	4	-	2	6	10
Role Transition for the Registered Nurse NUR 204 (Preceptor 3:1)	2	-	2	4	8
Total	24	5	13	42	78

Program Totals:
      Total Credit Hours: **76 Hours**
      General Education: **34 Hours**
      Nursing Hours: **42 Hours**

Mobility Option for LPN graduates:

General Education requirements

Course	Theory	LAB	Clinical	Credit	Contact
MTH100	3	.	-	3	3
BIO103 (prerequisite for BIO 201)	3	1		4	5
Human Anatomy and Physiology BIO 201	3	1	-	4	5
Human Anatomy and Physiology II BIO 202	3	1	-	4	5
English ENG 101	3	-	-	3	3
Psychology PSY 200	3	-	-	3	3
Microbiology BIO 220	2	2	-	4	6
Speech SPH 106 or SPH 107 or SPH 116	3	-	-	3	3
Human Growth and Dev PSY 210	3	-	-	3	3
Humanity Elective	3	-	•	3	3
Total	29	5		34	39

Course	Theory	LAB	Clinical	Credit	Contact
Nursing, Career Mobility Assessment NUR 200	3	3		6	12
Nursing Through the Lifespan 1 NUR 201	3		2	5	9
Nursing Through the Lifespan II NUR 202	3		3	6	12
Nursing Through the Lifespan III NUR 203	4		2	6	10
Role Transition for the Registered Nurse NUR 204 f Preceptor 3:1)	2		2	4	8
Total	15	3	9	27	51

Program Totals:
> Total Credit Hours: 61
> General Education: 34
> Nursing Hours: 27

DECISION ITEM F-3:   Enterprise State Community College, Associate in Applied Science in
                                   Legal Assistant/Paralegal (CIP 22.0302)

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 individuals for entry-level employment as paralegals and legal assistants. The objectives of the program are for graduates to be able to apply knowledge of legal concepts and the judicial system to support the work of attorneys and court officials. The objectives will be accomplished through theory and practical instruction pertaining to the following:

- legal research and writing;
- domestic law;
- wills, estates, and trusts;
- civil law and procedure;
- commercial law;
- criminal law;
- court procedures;
- real property law;
- corporate law;
- bankruptcy and collections;
- constitutional law; and
- law office management and procedures

Assessment of the program objectives will include the following:

- American Bar Association approval;
- student enrollment;
- passage rate on paralegal licensure exam;
- employment placement rate;
- completion rate (graduation and positive leavers);
- student satisfaction; and
- employer satisfaction.

Role: The proposed program is within the instructional role recognized for Enterprise State Community College (ENT).

Mode of Delivery: According to the application, 70 percent of selected courses from the program will be offered in an online format.

Similar Programs: Bevill State Community College (Legal Assistant/Paralegal, AAS, C); Wallace State Community College (Hanceville) (Paralegal, AAS); Faulkner State Community College (Paralegal, AAS); Gadsden State Community College (Paralegal, AAS).

Collaboration: According to the proposal, ENT will collaborate with other institutions in the state that offer legal assistant/paralegal programs to ensure that curriculum content addresses employee needs and to promote the profession.

Licensure: Currently, licensure is not required for employment as a legal assistant/paralegal.

Resources: A total of $36,000 in new funds will be needed for the program in the first five years, and a total of $368,000 will be available through tuition and internal reallocation.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. According to the ENT officials, the proposed program will be ABA (American Bar Association) approved. ABA approval ensures an appropriate level of program quality and enhances graduates' employability.

2. According to information submitted in the proposal, the Alabama Department of Labor lists paralegal as one of Alabama's "Hot 40 and Top Growth Job Professions."

DECISION ITEM F-3:

Enterprise State Community College, Associate in
Applied Science in Legal Assistant/Paralegal
(CIP 22.0302)

Staff Presenter:

Ms. Margaret Pearson
Academic Program Review Analyst

Staff Recommendation:

That the Commission approve the proposed Associate in
Applied Science in Legal Assistant/Paralegal with the
implementation date and post-implementation conditions
listed below:

Implementation Date: The proposed program will be
implemented January 2014. Based on Commission
policy, the proposed program must be implemented by
September 13, 2015, 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 12, based on
    the proposal.

2. That the annual average number of graduates
    2015-16 through 2018-19 (four-year average) will be
    at least 13, 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.

Enterprise State Community College (ENT) 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, 2019.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary,
    attached.

2. Summary of Background Information, attached.

3. Curriculum for Proposed Program, attached.

4. Enterprise State Community College proposal, dated
    June 13, 2013. 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   Enterprise State Community College

PROGRAM   Associate in Applied Science in Legal Assistant/Paralegal (CIP 22.0302)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$0	$9,000	$9,000	$9,000	$9,000	$36,000
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	$9,000	$9,000	$9,000	$9,000	$36,000

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$15,000	$20,000	$25,000	$28,000	$30,000	$118,000
TOTAL	$65,000	$70,000	$75,000	$78,000	$80,000	$368,000

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
HEADCOUNT ENROLLMENT	17	22	26	30	34	26
NEW ENROLLMENT HEADCOUNT	5	10	15	15	15	12
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	5	10	18	20	13

Attachment 3
Enterprise State Community College
Associate in Applied Science in Legal Assistant/Paralegal Studies

Fall Year 1

Course Prefix	Course Title	# of hours
OAD 101 OROAD125	Beginning Keyboarding Word Processing	3
OAD 131	Business English	3
PRL101	Introduction to Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
CIS 196	Commercial Software Applications	3

Spring Year 1

Course Prefix	Course Title	# of hours
OAD 138	Records/Information Management	3
ENG 101	English Composition I	3
PRL 240	Wills, Estates, and Trusts	3
PRL 230	Domestic Law	3
BUS 263	Legal and Social Environment of Business	3

Fall Year 2

Course Prefix	Course Title	# of hours
ENO 102	English Composition II OR Humanities	3
CIS 146	Microcomputer Applications	3
PRL 262	Civil Law and Procedures	3
CRJ140	Criminal Law and Procedure	3
PSY 200	General Psychology	3

Spring Year 2

Course Prefix	Course Title	# of hours
WK0 101	Workplace Skills Development I	1
OAD 242 OR PRL 291	Office Internship Internship in Paralegal	3
BUS 241	Principles of Accounting I	3
MTH 116	Mathematical Applications	3
SPH 106	Fundamentals of Oral Communication	3
PRL 192	Alabama Legal Systems (Torts)	3

DECISION ITEM F-4:   Reid State Technical College, Associate in Applied Technology (AAT) in Health Information Technology (CIP 51.0707)

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 Health Information Technology program will provide prospective students with another healthcare career opportunity that combines healthcare and technology. Students will be trained in utilizing, collecting, and maintaining sensitive health records and data. Students will become proficient with analyzing medical records and gathering health statistics. Additionally, students will be trained to become medical coding specialists.

Role: The proposed program is within the instructional role for Reid State Technical College (REI).

Mode of Delivery: Delivery strategies will primarily include the conventional classroom methods of lecture and discussion. Students will be engaged in laboratory experiences, including skill demonstrations and simulations. While distance learning will not be utilized initially, the institution will explore opportunities to utilize instructional technology including distance learning in the delivery of course content.

Similar Programs: There are no AAT programs listed at CIP 51.0707. Bishop State Community College has an Associate in Applied Science (AAS) program in Health Information Technology, and Wallace State Community College (Hanceville) has an AAS in Medical Records Technology located at CIP 51.0707.

Collaboration: According to REI officials, the institution collaborated with Wallace State Community College (Hanceville) in the development of the proposed program.

Licensure: According to the application, licensure is not required for employment in the field of Health Information Technology.

Resources: A total of $277,391 in new funds will be needed for the program in the first five years, and a total of $896,821 will be available through tuition, extramural funds, and internal reallocation.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. According to information in the proposal, employment of health technicians is expected to grow by 21 percent from 2008 to 2020, much faster than the average for all occupations.

2. According to the proposal, the widespread use of electronic health records by healthcare providers will lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

DECISION ITEM F-4:   <u>Reid State Technical College, Associate in Applied Technology (AAT) in Health Information Technology (CIP 51.0707)</u>

<u>Staff Presenter</u>:   Ms. Margaret Pearson
Academic Program Review Analyst

<u>Staff Recommendation</u>:   That the Commission approve the proposed Associate in Applied Technology in Health Information Technology.

The program will have the implementation date and post-implementation conditions listed below.

Implementation Date: The proposed program will be implemented January 2014. Based on Commission policy, the proposed program must be implemented by September 13, 2015, 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.

<u>Post-Implementation Conditions</u>:

1. That the annual average new enrollment headcount for the first five years will be at least 5, based on the proposal.

2. That the annual average number of graduates for the period 2015-16 through 2018-19 (four-year average) will be at least 8, based on the proposal.

3. That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment.

4. That information regarding an overall assessment of the program will be provided, particularly as related to objectives and assessment measures stated in the proposal.

Reid State Technical College (REI) 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, 2019.

<u>Supporting Documentation</u>:   1. New Academic Degree Program Proposal Summary, attached.

2. Summary of Background Information, attached.

3. Curriculum for Proposed Program, attached.

4. Reid State Technical College proposal, dated June 13, 2013. 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   Reid State Technical College

PROGRAM   Associate in Applied Technology in Health Information Technology (CIP 51.0707)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$51,581	$53,330	$55,078	$56,827	$58,575	$275,391
LIBRARY	$0	$0	$0	$0	$0	$0
FACILITIES	$0	$0	$0	$0	$0	$0
EQUIPMENT	$2,000	$0	$0	$0	$0	$2,000
STAFF	0	0	0	0	0	$0
OTHER	$0	$0	$0	0	$0	$0
TOTAL	$53,581	$53,330	$55,078	$56,827	$58,757	$277,391

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$51,581	$53,330	$55,078	$56,827	$58,575	$275,391
EXTRAMURAL	$2,000	$0	$0	$0	$0	$2,000
TUITION	$118,000	$118,000	$127,810	$127,810	$127,810	$619,430
TOTAL	$171,581	$171,330	$182,888	$184,637	$186,385	$896,821

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	8	8	11	11	15	11
NEW ENROLLMENT HEADCOUNT	8	4	4	5	5	5
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	8	8	8	8	8

Attachment 3

REI
Associate in Applied Technology in
Health Information Technology

Course Number	Title	Credit Hrs

First Semester:

ORT 100	Orientation	1
ENG-101	English Composition I	3
CIS-146	Microcomputer Applications	3
HPS-105	Medical Terminology	3
	Humanities Elective	3
BIO-201	Human Anatomy & Physiology I	4
	Total	**17**

Second Semester:

ENG-102	English Composition II	3
	Behavioral Science Elective	3
BIO-202	Human Anatomy & Physiology II	4
HIT-111	Diagnostic & Pharmacology	2
MTH-116	Mathematical Applications	3
	Total	**15**

Third Semester:

HIT-115	Pathophysiology & Pharmacology for HIT	4
HIT-130	HIT Classification & Reimbursement	3
HIT-131	Classification Skills Laboratory	1
HIT 151	Health Data Content and Structure	3
HIT-153	Health Care Delivery Systems	2
HIT-134	HIT Legal and Ethical Issues	3
	Total	**16**

Fourth Semester:

HIT-158	Introduction to Clinical Environment	1
HIT-160	HIT Clinical Practice I	1
HIT-230	Medical Coding Systems I	3
HIT-231	Medical Coding Skills Laboratory	1
HIT-254	Organizational Improvement	3
HIT-232	Medical Coding Systems II	3
HIT-152	Skills Development Laboratory I	1
HIT-286	Expanded Medical Coding	2
	Total	**15**

Fifth Semester:

HIT-255	Principles of Supervision in HIT	3
HIT-221	HIT Computer Applications	2
HIT-222	HIT Computer Applications Laboratory	1
HIT-235	Medical Coding Systems III	2
HIT-236	Medical Coding Skills Laboratory	1
HIT-292	HIT Exam review	2
HIT-296	HIT Professional Practice	2
	Total	**13**

Total program hours	**76**

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM F-5:   The University of South Alabama, Bachelor of Science in Health Informatics
(CIP 51.2706)

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: According to the proposal, objectives of the program are:

Objective 1:   To meet workforce demand.
Objective 2:   To increase enrollment in computing disciplines especially among underrepresented groups.
Objective 3:   To produce high quality health informatics graduates while taking advantage of existing resources.

Role: The proposed program is within the instructional role recognized for the University of South Alabama (USA).

Mode of Delivery: Courses will be offered in a blended format. Approximately 26 percent of the proposed program will be available online.

Similar Programs: Currently, there are no other programs listed at CIP 51.2706 in the Academic Program Inventory.

Collaboration: There are no similar programs in the state. Collaboration will not be sought at this time.

Resources: The proposal projected that a total of $228,500 in estimated new funds will be required to support the proposed program. A projected total of $1,033,500 will be available through tuition.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. The proposed program will be interdisciplinary in nature, combining the areas of clinical health and information systems.

2. The proposed program will consist of courses from the School of Computing, the College of Nursing, and the College of Allied Health Professionals at USA.

3. USA has a Health Informatics certificate program that has an annual enrollment of 10-12 students per year.

DECISION ITEM F-5:   <u>The University of South Alabama, Bachelor of Science in Health
                      Informatics (CIP 51.2706)</u>

<u>Staff Presenter:</u>   Ms. Margaret Pearson
                      Academic Program Review Analyst

<u>Staff Recommendation:</u>   That the Commission approve the proposed Bachelor of Science
                           in Health Informatics.

                           The program with concentrations will have the
                           implementation date and post-implementation conditions
                           listed below.

                           <u>Implementation Date</u>: The proposed program will be
                           implemented in January 2014. Based on Commission policy, the
                           proposed program must be implemented by September 13,
                           2015, 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.

                           <u>Post-Implementation Conditions</u>:

                           1. That the annual average new enrollment headcount for the
                               first five years, beginning 2014-15, will be at least 13, based
                               on the proposal.

                           2. That the annual average number of graduates for the period
                               2016-17 through 2018-19 (three-year average) will be at least
                               8, based on the proposal.

                           3. That a follow-up survey be conducted after the first five years
                               that will show at least 75 percent of the graduates were
                               successful in acquiring related employment or in continuing in
                               related graduate work.

                           4. That information regarding an overall assessment of the
                               program be provided, particularly as related to objectives and
                               assessment measures stated in the proposal.

                           The University of South Alabama (USA) 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, 2019.

<u>Supporting Documentation:</u>   1. New Academic Degree Program Proposal Summary,
                                     attached.

                                 2. Summary of Background Information, attached.

                                 3. Curriculum for Proposed Program, attached.

                                 4. The University of South Alabama program proposal,
                                     received May 8, 2013. 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   The University of South Alabama

PROGRAM   Bachelor of Science in Health Informatics (CIP 51.2706)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY*	$0	$0	$0	$108,000	$108,000	$216,000
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
ASSISTANTSHIPS	$0	$0	$0	$0	$0	$0
OTHER	$2,500	$2,500	$2,500	$2,500	$2,500	$12,500
TOTAL	$2,500	$2,500	$2,500	$110,500	$110,500	$228,500

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$0	$0	$0	0	$0	$0
TUITION	$39,750	$119,250	$198,750	$278,250	$397,500	$1,033,500
TOTAL	$39,750	$119,250	$198,750	$278,250	$397,500	$1,033,500

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	5	15	25	35	50	26
NEW ENROLLMENT HEADCOUNT	5	10	13	16	23	13
						3-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	0	6	8	10	8

Attachment 2

Summary of Background Information

Bachelor of Science (BS) in Health Informatics
The University of South Alabama

Role: The proposed program is within the instructional role recognized for the University of South Alabama (USA).

Description and Objectives: The proposal stated that the objectives of the program are as follows:

> _Objective 1:_   To Meet Workforce Demand

There is a pressing need for workers who are skilled in both the management of information systems as well as the field of healthcare. Because of changes in government reimbursement policies and the accompanying incentives (e.g. HITECH Act of 2009), demand has been increasing among healthcare providers to implement electronic health records (EHR) systems in their organizations. In addition, many organizations are reexamining their legacy health information systems and realizing that they are insufficient for the needs of a modern healthcare organization. This onslaught of interest in EHR's and health information systems in general has created a shortage of personnel that are skilled in information systems and knowledgeable about the healthcare environment (Wager, 2009).

> _Objective 2:_   To Increase Enrollment in Computing Disciplines Especially Among
>   Underrepresented Groups.

Traditionally, women have been underrepresented in the fields of science, technology, engineering, and mathematics (STEM). A recent report (St. Rose, Hill, and Corbette, 2010), notes that women were much less likely than men to enter the fields of physics, engineering, and computer science. The study also found that over half of the degrees awarded in STEM were in the biological sciences.   Although the reasons behind the low number of women graduates in technology fields are open to debate, it is believed that creating a program that combines the biological sciences with environment appropriate technology training will attract a greater number of women students than traditional information systems programs.

> Objective 3:   To Produce High Quality Health Informatics Graduates While Taking Advantage
>   of Existing Resources

In order to meet the need for a skilled health informatics workforce and to increase the effectiveness of our computing program that has previously produced graduates mainly for traditional manufacturing and service organizations, it is necessary to create a new degree program that blends the elements of a traditional information systems curriculum with the healthcare environment training that will be needed to work in a hospital or other healthcare organization. The proposal builds on the strengths of USA's strong computing and healthcare degree programs that leverage usage of existing courses and resources in both programs to create a new baccalaureate degree that does not require the addition of any new classes.

The program objectives have been devised, and will be reviewed and assessed using an approach that is congruent with those used for the ABET-accredited computing programs in the School of Computing. The proposed Health Informatics program, as a multi-disciplinary degree program combining clinical health and information systems, is presented here as an innovative program in the information systems area. As such, the program will be thought of as being an ABET-accreditable Information Systems (IS) program, that is meeting the ABET Computing

Accreditation Commission's (CAC) criteria for accrediting computing programs, including the ABET-CAC general and IS program-specific criteria.

According to USA officials, the proposed program must enable students to attain, by the time of graduation, the ability to perform:

1. Analysis: evaluate process workflows, perform process workflow redesign through user requirements analysis, and participate in implementation of redesigned process workflows.

2. Evaluation: assist in vendor and software selection, evaluate technology/software/system alternatives, and assist in network planning and needs assessment.

3. Management: manage implementation project plans, act as liaison among healthcare providers, IT staff, and systems vendors, and communicate existing and emerging trends to healthcare providers and IT staff.

4. Data management: manage healthcare data and record structures, work with IT staff to ensure documentation/security/privacy requirements for medical records, and analyze and present data for healthcare decision making such as evidence-based practice.

5. Assessment: apply a working knowledge of biostatistics and epidemiology to assess healthcare outcomes and risks.

Administration: The program will be administered by the School of Computing, Alec Yasinsac, dean, and, Dr. Greg Gruner, chair.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Chief Academic Officers (CAOs). Two institutions participated in the review of the proposal. There were no objections.

Accreditation: USA will seek accreditation of the program from the ABET Computing Accreditation Commission (CAC) as an information systems program.

Curriculum: The proposed program will have the following requirements:

Credit hours required in major courses: 55 semester hours
Credit hours required in general education or core curriculum: 53
Credit hours in electives: 15
　　　　Total: 123

Since the proposed program will be interdisciplinary and rely on courses selected from existing programs, and a certificate program in the School of Computing, the program will not require any new courses.

Collaboration: Since there are no similar programs listed at CIP 51.2706, collaboration will not be sought at this time.

Distance Education: According to the proposal, courses will be offered in a blended format. Approximately 26 percent of the proposed program will be available online.

Admissions: According to information submitted in the proposal, the only admission criterion for the proposed program is admission to the university.

Need: According to the proposal, there is a need for workers that are able to apply technical solutions to the field of healthcare. Local employers such as Computer Programs and Systems, Inc., (CPSI), an electronic health records vendor, has been hiring large numbers of people and expects to continue growing for the foreseeable future. CPSI has also noted that client hospitals are currently facing a six

month wait for delivery of the CPSI system because of the huge demand for this technology and the lack of skilled employees. Although CPSI and other similar companies currently hire USA graduates for software development positions, students who completed the certificate in Health Informatics often are at a disadvantage because of the lack of healthcare environment knowledge.

One of the main objectives of the proposed program is to increase enrollment in the computing disciplines especially among under-represented groups. An analysis of the students in USA's introductory Health Informatics certificate course found that 54 percent of the students who have taken the course over the past two years are women. Demographics from the previous year revealed that 43 percent of the women enrolled in the class are African American.

Currently, there are no other Health Informatics programs in the state. However, Alabama State University (ASU) and the University of Alabama at Birmingham (UAB) have baccalaureate programs in Health Information Management located at CIP 51.0706 in the Commission's Academic Program Inventory. The proposed program at USA will be housed primarily in the School of Computing, as the programs at ASU and UAB are being housed in the College of Health Sciences at each institution.

Student Demand: USA officials determined enrollment projections by extrapolating from the past and current student enrollment in the Certificate program for Health Informatics, and to analyze interviews conducted by advisors and professors with students currently enrolled in certificate courses. The academic advisors at USA have reported that by year two of the proposed program, approximately 30 percent or 10-12 non-School of Computing students currently enrolled in health informatics certificate courses would switch to the baccalaureate program, if approved.

Resources:

Faculty:
Current Primary Faculty—
    Full-time: 1
    Part-time: 1

Support Faculty—
    Full-time: 3
    Part-time: 2

Additional Faculty to Be Hired:
Primary Faculty—
    Full-time: 1
    Part-time: 0
Support Faculty—
    Full-time: 0
    Part-time: 2

Support Staff: No additional staff is required.

Equipment: According to USA officials, local employer, Computer Programs and Systems, Inc., will provide a server and complete installation of their Electronic Health Records. No additional equipment is necessary at this time.

Facilities: The proposed program will use the facilities in the new Shelby Hall complex located on USA's main campus. The lab in Shelby Hall is dedicated to enterprise computing teaching and research. Adequate lab space is available. No new facilities are needed.

Library: According to the proposal, USA has a free-standing biomedical library. The university library has been successfully supporting undergraduate and graduate programs in computer science and management information systems, as well as in nursing and allied health fields.

Program Budget: The proposal projected that a total of $228,500 in estimated new funds will be required to support the proposed program. A projected total of $1,033,500 will be available through tuition.

Attachment 3

The University of South Alabama
Bachelor of Science in Health Informatics

Fall 1	Credits
BMD 114 Human Anatomy and Physiology I	4
EH 101 Comp I	3
Social Science elective	3
CA 110 Public Speaking	3
CIS 150 Intro to Computer Apps	3
	16

Spring 1	Credits
BMD 115 Human Anatomy and Physiology II	4
EH 102Comp ll	3
History	3
MA 112 or higher	3
Humanities elective	3
	16

Fall 2	Credits
Statistics I	3
Literature	3
BMD 210 Infectious Disease in Health Care Envr.	3
Social Science elective	3
ACC 211 Principles of Accounting I	3
	15

Spring 2	Credits
CA 275 Small Group Communication	3
PSY 120 General Psychology	3
Advanced Stats or quantitative methods	3
Art Drama	3
MGT 300 Management Theory and Practice	3
	15

Fall 3	Credits
ISC 300 Health Informatics Clinical Environment	3
ISC 245 Information Systems in Organizations	3
HSC 343 Clinical Pharmacology	3
MGT 351 Human Resource Management	3
EMT 210 Medical Terminology	3
	15

Spring 3	Credits
ISC 410 Health Informatics	3
ISC 272 Systems Architecture	3
CIS 324 Database Design, Development, and Mgmt	3
NU 325 Health Assessment	4
General elective	3
	16

Fall 4	Credits
ISC 455 Health Decision Support Sys	3
ISC 360 Info Systems Analysis and Design (W)	3
ISC 462 Information Systems Strategy and Policy	3
NU 327 Pathophysiological Basis of Nursing	3
AHP 401 Seminar in AHP	3
	15

Spring 4	Credits
ISC 450 Health Sys Analysis and Design	3
CIS 496 Internship	3
CIS 321 Data Communications and Networking	3
ISC 475 Information Systems Project Management	3
General elective	3
	15

Total 123 hours

DECISION ITEM F-6:   Alabama A&M University, Master of Science in Communications
                       Specialist (CIP 09.0199)

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 is designed as multidisciplinary curriculum intended to prepare students for professional communication positions in business and industry. The program will have three options (interest areas): Business; Psychology/Counseling; and Telecommunications. It is specifically designed to provide organizations with employees skilled in the basic communicative processes of information transfer, negotiation, problem solving, persuasion, team building, and leadership. Emphasis is on mastering multiple modes of communication with internal and external stakeholders and diverse populations. Program content includes courses that develop communication skills (i.e. oral, written, e-mail and telephone etiquette, body language, voice preservation/improvement, public speaking, cross-cultural communication), counseling skills, information management, human resource management, organizational theory and behavior, image-building and communication processes in a variety of organizational contexts. The program is designed to provide advanced knowledge to students in communication skills that assist them to help achieve corporate goals, advance the corporate image, improve and maximize professional communication ability, and increase sales and other business goals.

Role: Alabama A&M University is recognized by the Commission as having an instructional role that includes the master's level. The approval of this program would extend that role to the academic subdivision grouping, "Communications and Related Technologies."

Mode of Delivery: Most courses will be offered in traditional face-to-face format. "Organizational Theory and Behavior" will be offered online. There will be two hybrid courses: "Language Acquisition and Communication" and "Seminar in Communication Science Disorders."

Similar Programs: There are no master's level communication programs in the north Alabama region. Related master's level programs are located at Auburn University (CIP 09.0199-Communication), Troy University (CIP 09.0199-Strategic Communication), the University of Alabama (CIP 09.0101-Communication Studies), the University of Alabama at Birmingham (CIP 09.0101-Communication Management), and the University of South Alabama (CIP 09.0101-Communication).

Collaboration: According to the proposal, there are no plans for collaboration.

Resources: The proposal projected that $586,700 in new funds will be required for the program in the first five years, and that $676,494 will be available over the same period through tuition.

Public Review: The program was posted on the Commission website from March 19 until April 8 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. The program was developed in response to strong student demand evident in applications to a related master's level program and interest shown among students in related baccalaureate programs at AAM.

DECISION ITEM F-6:   Alabama A&M University, Master of Science in
                                          Communications Specialist (CIP 09.0199)

Staff Presenter: Ms. Ellen E. Haulman
                                          Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the proposed Master of Science
                                          (MS) in Communications Specialist.

                                          The program will have three options (interest areas): Business;
                                          Psychology/Counseling; and Telecommunications. Consistent
                                          with Commission policy and operational definitions, these
                                          concentrations will not be identified separately in the
                                          Commission's Academic Program Inventory, and the institution
                                          may not identify them as degree programs.

                                          The program with options will have the implementation
                                          date and post-implementation conditions listed below:

                                          Implementation Date: The proposed program will be
                                          implemented in August 2014. Based on Commission
                                          policy, the proposed program must be implemented by
                                          September 13, 2015, 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 2014-15, will be at
                                             least 10, based on the proposal.

                                          2. That the annual average number of graduates for the
                                             period 2015-16 through 2018-19 (four-year average)
                                             will be at least 8, based on the proposal.

                                          3. That a follow-up survey be conducted after the first
                                             five years that will show at least 75 percent of the
                                             graduates were successful in acquiring related
                                             employment or in enrolling in a related graduate
                                             program.

                                          4. That information regarding an overall assessment of
                                             the program be provided, particularly as related to
                                             objectives and assessment measures stated in the
                                             proposal.

                                          Alabama A&M 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
                                          September 1, 2019.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.

2. Summary of Background Information, attached.

3. Curriculum for Proposed Program, attached.

4. Alabama A&M University program proposal, received February 22, 2013. Available upon request. Revised version submitted July 25, 2013.

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	Alabama A&M University

PROGRAM	Master of Science in Communication Specialist (CIP 09.0199)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$59,785	$59,785	$59,785	$59,785	$59,785	$298,925
LIBRARY	$0	$0	$0	$0	$0	$0
FACILITIES	$0	$0	$0	$0	$0	$0
EQUIPMENT	$0	$0	$0	$0	$0	$0
ASSISTANTSHIPS	$24,000	$24,000	$24,000	$24,000	$24,000	$120,000
STAFF	$33,555	$33,555	$33,555	$33,555	$33,555	$167,775
OTHER	$0	$0	$0	$0	$0	$0
TOTAL	$117,340	$117,340	$117,340	$117,340	$117,340	$586,700

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$59,472	$126,378	$141,246	$163,548	$185,850	$676,494
TOTAL	$59,472	$126,378	$141,246	$163,548	$185,850	$676,494

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	8	17	19	22	25	18
NEW ENROLLMENT HEADCOUNT	8	9	10	12	13	10
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	7	8	8	10	8

Attachment 2

Summary of Background Information

Master of Science in Communications Specialist
Alabama A&M University

Role: Alabama A&M University is recognized by the Commission as having an instructional role that includes the master's level. The approval of this program would extend that role to the academic subdivision grouping, "Communications and Related Technologies."

Description and Objectives: The proposed program is designed as multidisciplinary curriculum intended to prepare students for professional communication positions in business and industry. It is specifically designed to provide organizations with employees skilled in the basic communicative processes of information transfer, negotiation, problem solving, persuasion, team building, and leadership. Emphasis is on mastering multiple modes of communication with internal and external stakeholders and diverse populations. Program content includes courses that develop communication skills (i.e. oral, written, e-mail and telephone etiquette, body language, voice preservation/improvement, public speaking, cross-cultural communication), counseling skills, information management, human resource management, organizational theory and behavior, image-building and communication processes in a variety of organizational contexts. The program is designed to provide advanced knowledge to students in communication skills that assist them to help achieve corporate goals, advance the corporate image, improve and maximize professional communication ability, and increase sales and other business goals.

The proposal stated that the objectives of the program will be the following:

a. To produce graduates who demonstrate the communication skills necessary to engage in personal, professional, civic and social relationships.

b. To produce graduates who pursue careers as practicing Communication Specialists needed especially in high-tech companies that support defense, aerospace, and scientific research in the northern Alabama region.

c. To produce graduates who think critically and creatively in response to communication problems and who analyze and evaluate verbal and nonverbal messages in differing social, political and cultural contexts.

d. To produce graduates who work productively in groups and teams and who will become effective contributors in their professional communities.

The educational outcomes of the program will include the following:

a. The graduate is competent in the ability to use speaking and listening skills appropriate for professional interaction with internal / external stakeholders and relevant others.

b. The graduate is skilled in appropriate language use, clarity, and proficiency in writing, and citation mechanics.

c. The graduate is competent in his/her knowledge of phonetics, linguistic components of language and various modes of communication.

d. The graduate is competent in understanding the relationship of voice and diction to effective communication and demonstrates the ability to use Standard American English proficiently.

e. The graduate is skilled in using media and media technology to clearly communicate concepts and create work relevant to contemporary culture.

f. The graduate is competent in his/her knowledge of the major theories of counseling and the basic tenets of counseling techniques.

g. The graduate is proficient in his/her ability to identify key issues and dynamics in organizational decision-making to include sound ethical practice.

h. The graduate is competent in the understanding of basic functional areas of business management/marketing and how they coordinate strategically and operationally.

i. The graduate is proficient in his/her ability to understand and manage human processes that affect individual and group behavior at work.

j. The graduate is competent in his/her ability to problem solve by identifying an issue, gathering, analyzing and interpreting relevant information about the issue and proposing solutions/evaluating possible outcomes.

k. The graduate exemplifies values appropriate for appreciating and understanding diversity and individual differences.

Assessment: In addition to having students meet standards established by student learning outcomes, the program must meet other goals such as student enrollment, employment rates of graduates, program completion timeframes, and financial stability. An example of a program evaluation was provided.

Administration: The program will be administered by the AAM College of Education, Humanities, and Behavioral Sciences, Dr. Curtis E. Martin, dean, and the Department of Health Sciences, Human Performance, and Communication Disorders, Dr. Jennifer H. Vinson, coordinator.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Alabama Council of Graduate Deans (ACGD). Four deans participated in the first review of the proposal. Most questions and comments concerned the curriculum. One dean questioned the value of psychological counseling courses in the curriculum and asked why no science communication courses were included. The same dean questioned the inclusion of some courses—such as diction, locution, public speaking— that were typically present in undergraduate programs. Another dean remarked that the curriculum lacked courses that focus on communication theory, persuasion, organizational communication, team building/small group communication processes, negotiation, and public speaking (or rhetorical theory). There was also a question concerning job opportunities for graduates.

AAM provided detailed responses to the comments by the ACGD. Additional information was provided concerning job opportunities for graduates. The curriculum was based on data found in a survey of employment websites. The data indicated that many employers are interested in communications specialists that have studied or worked in the areas of communication, public relations, business administration, human resources, journalism, and mass communications/ information technology. The response went on to describe the multidisciplinary collaborative approach to the curriculum. The response also gave a detailed explanation of the role of counseling courses to address professional responsibilities that communication specialists encounter in the job setting.

After receiving AAM's responses, four graduate deans participated in the final review of the program. All voted in favor of recommending approval of the program.

AAM officials, working with the Commission staff, made additional changes to the proposal following the ACGD final review. Additional courses, curricular options, and a plan to hire an additional faculty member were among the changes. The revised proposal was circulated to the ACGD members by the Commission staff. The members of the ACGD did not express any additional concerns.

Accreditation: There is no programmatic accreditation available for the program.

Curriculum: The program will be cross-disciplinary with courses being offered by various departments. It will have three options (interest areas): Business; Psychology/Counseling; and Telecommunications. Several of the courses already exist as part of three other graduate programs. The proposed program will have the following requirements:

Semester credit hours in major courses:	42
Hours in approved electives	0
Hours for research and thesis	0
Total:	42

The following new courses will be developed for the program:

CS	500	Survey of Communication Studies	3 semester hours
CS	501	Rhetorical Theory	3
CS	502	Theory and Research in Communication	3
CS	503	Professional Ethics and Communication	3
CS	504	Managing Workplace Diversity and Inclusion	3
CS	505	Leadership and Communication	3
CSD 501		Business & Professional Communication	3
CSD 502		Voice & Diction	3
CSD 503		Communication in Corporate America	3
CSD 517		Language Acquisition & Communication	3
TEL 501		Introduction to Broadcasting	3
TEL 502		Fundamentals of Broadcasting	3
TEL 512		Writing for Broadcasting	3

No thesis or dissertation will be required. A comprehensive examination will be required as a requisite for graduation.

Collaboration: There are no plans for collaboration.

Distance Education: Most courses will be offered in traditional face-to-face format. "Organizational Theory and Behavior" will be offered online. There will be two hybrid courses: "Language Acquisition and Communication" and "Seminar in Communication Science Disorders."

Admissions: AAM provided the following information concerning admissions for the program.

Applicants for admission to the Communications Specialist Program must first meet the minimum requirements of the Graduate School of AAMU, which include providing transcripts from each post-secondary school attended, holding a baccalaureate degree or its equivalent from a regionally accredited college or university, and having a minimum grade point average of 2.5 on a (4.0 GPA scale). In addition to these requirements, applicants must have a minimum score of 146 (400) on the verbal and 140 (400) on the quantitative portions of the GRE. Applicants must also provide three letters of recommendation (preferably from former professors on letterhead) and submit details of any professional work experience. Prospective graduate students applying whose first language is not English require a minimum score on the Test of English as a Foreign Language (TOEFL) of 600 (paper- based), 250 (computer-based), or 100 (Internet-

based) within two years prior to application. The TOEFL scores must be on file in the Graduate School prior to receipt of the application for graduate study. Finalists will be interviewed by Skype format prior to acceptance into the Communications Specialist Program.

Need: There are no master-level communication programs in the north Alabama area. Related master's level programs are located at Auburn University (CIP 09.0199-Communication), Troy University (CIP 09.0199-Strategic Communication), the University of Alabama (CIP 09.0101-Communication Studies), the University of Alabama at Birmingham (CIP 09.0101-Communication Management), and the University of South Alabama (CIP 09.0101-Communication).

The proposal stated that there has been interest expressed in the Huntsville area for an advanced communications degree that would provide the knowledge necessary for professional development of local employees. An employment interest survey was sent to 48 businesses in Cummings Research Park in Huntsville. Twenty-seven surveys were returned. Companies indicated a "strong" to "moderate" need for an advanced degree of this nature.

At the time of the preparation of the proposal, there were 138 jobs in the Huntsville area listed for communications/public relations specialists.

Student Demand: Enrollment projections were based on enrollment trends at AAM over approximately the last fifteen years. Recently, applications for AAM's master's degree program in the area of communication sciences and disorders have quadrupled over the last three years. During the 2012-13 academic year, the program received 174 applications. The existing program is clinical in nature and subject to low faculty-to-student ratio criteria. The proposed Communications Specialist program will add another opportunity for graduates of the baccalaureate speech-language pathology program to attain a graduate degree. The proposed program would meet the needs of many of these students, according to the proposal.

In addition, graduates of the Communications Media baccalaureate program have shared their interest in continuing in the proposed program, as have students in Business Administration and other areas.

Resources:

Faculty:

Current Primary Faculty—
    Full-time: 11
    Part-time: 0
Support Faculty—
    Full-time: 0
    Part-time: 0

The eleven qualified faculty include faculty from the areas of Communication Disorders, Psychology and Counseling, Management, Marketing, and Telecommunications.

Additional Faculty to Be Hired:

Primary Faculty—
    Full-time: 1
    Part-time: 0

Support Faculty—
     Full-time: 0
     Part-time: 0

One additional doctoral-level communications faculty member will be hired to teach some of the core curriculum courses.

Support Staff: A senior secretary will be needed to provide administrative services for the program.

Fellowships and Assistantships: The program will support two graduate assistants to assist in clerical, teaching, research, and advising activities.

Equipment: According to the proposal, no additional equipment is necessary.

Facilities: The program will use existing facilities.

Library: The proposal provided detailed information on library resources that are available for the program. According to the proposal, the collection is appropriate for the proposed program.

Program Budget: The proposal projected that $586,700 in new funds will be required for the program in the first five years, and that $676,494 will be available over the same period through tuition.

Attachment 3

Alabama A&M University
Master of Science in Communication Specialist

Communications Specialist—Interest Area (Option): Business:

Fall Semester 1	Semester Hours
CS 500 Survey of Communication Studies	3
CS 501 Rhetorical Theory	3
MBA 507 Basics Management and Marketing	3

Spring Semester 1	
CS 502 Theory/Research Communications	3
CS 503 Professional Ethics and Communication	3
MGT 515 Organizational Theory	3

Summer Semester 1	
CSD 501 Business and Professional Communication	3
CSD 503 Communication in Corporate America	3

Fall Semester 2	
CS 504 Managing Workplace Diversity and Inclusion	3
MBA 517 Global Issues in Business	3
Elective	3

Spring Semester 2	
CS 505 Leadership and Communication	3
MGT 564 Human Resource Management	3
Elective	3

Total	**42**

Comprehensive Examination Required

Communications Specialist—Interest Area (Option): Psychology/Counseling:

Fall Semester 1	Semester Hours
CS 500 Survey of Communication Studies	3
CS 501 Rhetorical Theory	3
PSY 555 Personality Theory	3

Spring Semester 1	
CS 502 Theory/Research Communications	3
CS 503 Professional Ethics and Communication	3
PSY 559 Counseling Techniques	3

Summer Semester 1	
CSD 501 Business and Professional Communication	3
CSD 503 Communication in Corporate America	3

Fall Semester 2	
CS 504 Managing Workplace Diversity and Inclusion	3
PSY 556 Group Dynamics	3
Elective	3

Spring Semester 2
CS 505 Leadership and Communication   3
PSY 563 Learning Theory   3
Elective   3

Total   **42**
Comprehensive Examination Required

Communications Specialist—Interest Area (Option): Telecommunications:

Fall Semester 1   Semester Hours
CS 500 Survey of Communication Studies   3
CS 501 Rhetorical Theory   3
TEL 501 Intro to Broadcasting   3

Spring Semester 1
CS 502 Theory/Research Communications   3
CS 503 Professional Ethics and Communication 3
TEL 512 Writing/Broadcasting   3

Summer Semester 1
CSD 501 Business and Professional Communication   3
CSD 503 Communication in Corporate America   3

Fall Semester 2
CS 504 Managing Workplace Diversity and Inclusion 3
TEL 502 Fundamentals of Television Production   3
Elective   3

Spring Semester 2
CS 505 Leadership and Communication   3
TEL 511 Broadcast Law & Regulation   3
Elective   3

Total   **42**
Comprehensive Examination Required

The following may be chosen for up to 6 hours in electives, if not already in the interest area plan (3 hours each):

CSD 501 Business and Professional Communication
CSD 502 Voice and Diction
CSD 503 Communication in Corporate America
MBA 507 Basics of Management and Marketing
MGT 515 Organizational Theory and Behavior
MBA 554 Training and Development
MGT 564 Human Resource Management
PSY 555 Personality Theory
PSY 556 Group Dynamics
PSY 559 Counseling/Techniques
PSY 563 Learning Theory
TEL 501 Introduction to Broadcasting
TEL 502 Fundamentals of Television Production
TEL 511 Broadcast Law and Regulations
TEL 512 Writing for Broadcasting

DECISION ITEM F-7:   Auburn University, Master of Science and Master of Agriculture in Soil, Water, and Environmental Science (CIP 01.1102)

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 Description and Objective: The goal of the proposed program will be to provide opportunities for working professionals to improve their knowledge and skills in the areas of soil, water, and environmental sciences by offering them the opportunity to obtain a master's degree online in consortium with out-of-state institutions that also have expert faculty members in the field. The Master of Agriculture will be a non-thesis degree program; the Master of Science will require a thesis and thesis research.

Role: The program is within the instructional role recognized by the Commission for Auburn University (AU).

Mode of Delivery: According to the proposal, the entire program is intended to be completed through distance education delivery methods. In general, lectures will be asynchronously delivered and available through online videos. Other course materials will be made available through AU's learning management system (LMS). Interactivity is possible through the LMS—online discussions, web conferencing, and chats with instructors.

Similar Programs: There are no similar programs in the Commission's Academic Program Inventory.

Collaboration: The program will be offered as an AG*IDEA program, through a consortium of universities offering programs and courses in agriculture disciplines. The AG*IDEA is an affiliate of the Great Plains Interactive Distance Education Alliance (IDEA), a partnership of twenty public university members whose purpose is to provide access to the best educational opportunities by collaboratively developing and delivering high-quality, online academic programs. Partner institutions in the AG*IDEA collaboration with AU are North Carolina State University, the University of Georgia, Texas Tech University, and the University of Kentucky. A student will be able to enroll in the collaborative program through any participating university and take any of the courses offered by the program, as if the course were offered at the university at which he/she is enrolled. The degree will be conferred by the university in which the student is enrolled. Tuition and revenue sharing policies have already been developed by AG*IDEA. According to the proposal, the overarching principle in the design is that all AG*IDEA programs must align with the university's policies. In response to a staff request, a copy of the signed consortium agreement was provided.

Resources: The proposal projected that $235,830 new funds will be required for the program in the first five years, and that $400,706 will be available over the same period through tuition.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. The program will be an innovative online program, offered in collaboration with institutions in other states.

2. The collaborative design of the program will allow students at AU and the partner institutions to have broader access to faculty expertise related to their academic and professional interests.

3. The program will be in response to increasing demand for new professionals in the area of soil, water, and environmental science.

DECISION ITEM F-7:

Auburn University, Master of Science and Master of Agriculture in Soil, Water, and Environmental Science (CIP 01.1102)

Staff Presenter:

Ms. Ellen E. Haulman
Director of Instruction and Special Projects

Staff Recommendation:

That the Commission approve the proposed Master of Science and Master of Agriculture in Soil, Water, and Environmental Science with the implementation date and post-implementation conditions listed below:

Implementation Date: The proposed program will be implemented in January 2014. Based on Commission policy, the proposed program must be implemented by September 13, 2015, 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 2014-15, will be at least 6, based on the proposal.

2. That the annual average number of graduates for the period 2015-16 through 2018-19 (four-year average) will be at least 5, 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, progressing in existing employment, or continuing in graduate studies.

4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Auburn 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 February 1, 2019.

Supporting Documentation:

1. New Academic Degree Program Proposal Summary, attached.

2. Summary of Background Information, attached.

3. Curriculum for Proposed Program, attached.

4. Auburn University program proposal, received
April 17, 2013. 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	Auburn University
PROGRAM	MS/MAgric in Soil, Water, and Environmental Science (CIP 01.1102)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$500	$2,500	$5,000	$10,000	$15,000	$33,000
LIBRARY	$0	$0	$0	$0	$0	$0
FACILITIES	$0	$0	$0	$0	$0	$0
EQUIPMENT	$0	$0	$0	$0	$0	$0
ASSISTANTSHIPS	$0	$0	$0	$0	$0	$0
STAFF	$38,000	$39,400	$40,580	$41,800	$43,050	$202,830
OTHER	$0	$0	$0	$0	$0	$0
TOTAL	$38,500	$41,900	$45,580	$51,800	$58,050	$235,830

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$17,678	$49,106	$98,212	$117,855	$117,855	$400,706
TOTAL	$17,678	$49,106	$98,212	$117,855	$117,855	$400,706

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	5	12	15	18	22	14
NEW ENROLLMENT HEADCOUNT	5	5	6	6	8	6
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	2	5	6	8	5

Attachment 2

Summary of Background Information

Master of Science/Master of Agriculture in Soil, Water, and Environmental Science
Auburn University

Role: The program is within the instructional role recognized by the Commission for Auburn University (AU).

Description and Objectives: The goal of the proposed program will be to provide opportunities for working professionals to improve their knowledge and skills in the areas of soil, water and environmental sciences by offering them the opportunity to obtain a master's degree online.

The skills that they will acquire are outlined in five learning outcomes, as specified below.

- Learning Outcome 1 - demonstrate proficiency in scientific principles of soil, water, and environmental sciences and illustrate their interrelatedness (Knowledge).

- Learning Outcome 2 - apply basic technical principles of soil, water, and environmental science to management of ecosystems (Skills).

- Learning Outcome 3 - communicate clearly in oral and written formats (Communication)

- Learning Outcome 4 - define problems, retrieve and synthesize information, and propose and evaluate potential solutions to environmental issues (Application).

- Learning Outcome 5 - appreciate trans-disciplinary research and collaboration in soil, water, and environmental science (Professionalism).

Assessment: The assessment methods include written and oral exams, defense of thesis or research project, course grades, self-assessment survey, oral presentations, and manuscripts published. The student must also pass a professional soil science exam. There is a Learning Assessment Plan and self-assessment survey that is completed at the end of the program.

Administration: The program will be administered by the AU College of Agriculture, Dr. William Batchelor, dean, and the Department of Agronomy and Soils, Dr. Joseph Touchton, chairperson.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Alabama Council of Graduate Deans (ACGD). Four deans participated in the initial review of the program. One dean asked for clarification on new courses and asked if the program name was appropriate. There was also a comment that returning students might not stay with a distance education program requiring three years of study. There were requests for clarification of the curriculum and the enrollment and graduation projections. One questioned whether job opportunities would accommodate the number of graduates. One dean complimented the collaborative model, while another described the interstate consortium as an interesting idea.

AU provided a detailed response to the ACGD comments and questions. As a result of the comments, the projection for graduates was adjusted. AU also provided additional information on assessment, funding, the details of the collaborative agreement, and employment opportunities. In addition, in response to a staff request, a copy of the signed consortium agreement was provided.

After reviewing the response from AU, four graduate deans participated in the final review of the proposal. All four voted to recommend the program. The only additional comment from a graduate dean was, "The program seems well considered and fulfills a need."

Accreditation: There is no specialized accreditation available for the program.

Curriculum: The proposed program will be a post-baccalaureate master's degree program, requiring the completion of 36 semester credit hours.

Program completion requirements are shown below:

Semester credit hours in core courses:	15
Additional required courses:	5
Electives	16
Total:	36

All courses already exist at AU or another partner institution. For courses taught by faculty at other institutions, AU has created new courses corresponding to those taught at the other institutions. The courses have undergone the curriculum review process. Therefore, the college, graduate, and university curriculum committees have approved the courses provided for enrollment at AU, but taught by faculty at other institutions. AU has reviewed the credentials of the faculty members at other institutions and is in the process of seeking affiliate and graduate faculty status for these faculty members. The course approval process also reviews the curriculum delivery methods related to distance methodologies.

Collaboration: The program will be offered as an AG*IDEA program, through a consortium of universities offering programs and courses in agriculture disciplines. The AG*IDEA is an affiliate of the Great Plains Interactive Distance Education Alliance (IDEA), a partnership of twenty public university members providing access to the best educational opportunities by collaboratively developing and delivering high-quality, online academic programs. Partner institutions in the AG*IDEA collaboration with AU are North Carolina State University, the University of Georgia, Texas Tech University, and the University of Kentucky. A student will be able to enroll in the collaborative program through any participating university and take any of the courses offered by the program, as if the course were offered at the university at which he or she is enrolled. The degree will be conferred by the university in which the student is enrolled. Tuition and revenue sharing policies have already been developed by AG*IDEA. According to the proposal, the overarching principle in the design is that all AG*IDEA programs must align with the university's policies.

Distance Education: According to the proposal, the entire program is intended to be completed through distance education delivery methods. In general, lectures will be asynchronously delivered and available through online videos. Other course materials will be made available through AU's learning management system (LMS). Interactivity is possible through the LMS— online discussions, web conferencing, and chats with instructors.

Admissions: All students choosing to have AU as their home institution in the collaborative program must meet all admission requirements for the AU Graduate School and the Department of Agronomy and Soils. In general, the minimal requirements include:

- A bachelor's degree or its equivalent from an accredited college of university;
- A minimum grade point average (GPA) of 3.0 in the last sixty hours of undergraduate coursework;
- The Graduate Record Exam (GRE)—a minimum of 145 on each of the verbal and quantitative scores;
- Three letters of recommendation;

- Test of English as a Foreign Language (TOEFL) for international applicants—a minimum score of 79 with a minimum of 16 in each of four sections.

Need: There are no similar programs in the Commission's Academic Program Inventory. The program will share some common coursework with an existing master's program at AU, the MS and MAgric in Plant Sciences. However, the proposed program will have a different orientation and will reach a different group of potential students, according to the proposal.

The collaborative design of the program would allow students at AU and the partner institutions to have broader access to faculty expertise related to their academic and professional interests.

The proposal stated that over the next several decades, there will be increasing demand for new professionals in the area of soil, water, and environmental science. There will also be a demand for continuing education for practicing professionals, requiring enhanced access to higher education and professional development opportunities. The target audience for graduate distance education programs in this academic area primarily includes professionals employed in industry, as well as consultants, educators, and public service professionals. The program is expected to draw students nationally and perhaps internationally.

The proposal stated that a total of fifty related job openings statewide are expected over the first five years of the program, while 250 are anticipated over the same period for the SREB region. A total of 500 jobs in the nation as a whole are projected for the first five years. Projections were taken from the study, "Employment Opportunities for College Graduates in Food, Renewable Energy, and the Environment: United States, 2010-2015: (http://www3.ag.purdue.edu/USDA/employment/Pages/default.aspx.).

Student Demand: A survey was conducted by NC State University Distance Education and Learning Technology Applications (DELTA) to assess potential interest in such a program. According to program officials, it is expected that many students will be working professionals hoping to advance their careers with their existing employer.

Resources:

Faculty:

Current Primary Faculty—
    Full-time: 5 (AU)
    Part-time: 0
Support Faculty—
    Full-time: 19 (other institutions in AG*IDEA)
    Part-time: 0

Additional Faculty to Be Hired:
Primary Faculty—
    Full-time: 0
    Part-time: 0

Support Faculty—
    Full-time: 0
    Part-time: 0

Some new funds have been projected to provide faculty an incentive to teach a distance education course as an overload.

Support Staff: No additional support staff will be needed. Some funds have been included in the budget to support staff hired to advance and support distance education efforts.

Fellowships and Assistantships: None.

Equipment: No additional equipment is necessary.

Facilities: The program will use existing facilities.

Library: The proposal provided information on library resources that are available for the program. The AU library has in place a 4C research level collection of books, journals, and databases; and is collecting at levels 3-4, a selective research level collecting intensity. This includes comprehensive collections of high impact journals in agriculture, biosystems engineering and related areas. Assessment of resources revealed that holdings in the subject not only meet, but in some cases, far exceed the criteria for doctoral level studies.

Program Budget: The proposal projected that $235,830 new funds will be required for the program in the first five years, and that $400,706 will be available over the same period through tuition.

Attachment 3

Auburn University
Master of Science/Master of Agriculture in Soil, Water, and Environmental Science
Sample Curriculum

Semester	Course Type	Course Name/Number	Institution	Credits
Fall 2013	Required	Analysis of Plant, Soil and Animal Data AGRN 6016 (Statistics)	Auburn	3
	Core	Soil Chemistry AGRN 6306	Auburn	4
SP 2014	Core	Soil Morphology, Genesis, Classification SSC 551	NC State University	3
	Core	Introduction to Fluvial Geomorphology BAE 590 (602)	NC State University	2
Fall 2014	Elective	Soil Erosion and Conservation AGRN 6086	Auburn	4
	Core	Environmental Soil Physics CRSS 6600	UGA	3
SP 2015	Core	Soil Microbiology AGRN 6066	Auburn	3
	Elective	Soil Microbiology Lab AGRN 6061	Auburn	1
SU 2015	Elective	Watershed Monitoring and Assessment BAE 576	NC State University	3
Fall 2015	Elective	Environmental Application of Soil Science SSC 562	NC State University	3
	Elective	Applied Geostatistics PSS 5231	Texas Tech	2
SP 2016	Elective	Bioenergy and the Environment AGRN 6406	Auburn	3
	Required Auburn	Advanced Special Problems AGRN 6976	Auburn	1
	Required	Seminar SSC 601	NC State University	1

Credits

Core	15
Electives	16
Required	5
Total	**36**

DECISION ITEM F-8:   Troy University, Master of Arts in History (CIP 54.0101)

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 Description and Objective: The proposed program will be a 36 semester-hour curriculum of study leading to the Master of Arts degree in History. It will share some courses with an existing Master of Science in Education program that includes a master's level teaching certification curriculum. The new program will have two separate tracks (thesis and non-thesis), each of which has different requirements. Both tracks will be 12-course, 36-hour programs. In either track, the students will be required to choose a primary field of study from the following: (1) American history; or (2) European history. The proposed program has been designed to broaden and enhance each student's ability to understand, analyze, and evaluate issues that are confronted in the study of history.

Role: The program is within the instructional role recognized by the Commission for Troy University.

Mode of Delivery: The program will be available to students at the Troy, Dothan, and Montgomery campuses. Up to one hundred percent of the program will be available through distance education.

Similar Programs: The following institutions have MA programs in History (CIP 54.0101) listed in the Academic Program Inventory: Auburn University, Jacksonville State University, the University of Alabama, the University of Alabama at Birmingham, the University of Alabama in Huntsville, and the University of South Alabama.

Collaboration: According to the proposal, there are no plans for collaboration.

Resources: The proposal projected that $402,496 in new funds will be required for the program in the first five years, and that $513,576 will be available over the same period through tuition.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. The program will be unusual in that up to one hundred percent will be available through distance modalities.

2. Troy has had success with the offering of master's programs through distance education.

DECISION ITEM F-8:   Troy University, Master of Arts in History (CIP 54.0101)

Staff Presenter: Ms. Ellen E. Haulman
                                            Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the proposed Master of Arts in
                                            History with the implementation date and post-implementation
                                            conditions listed below:

                                            Implementation Date: The proposed program will be
                                            implemented in August 2014. Based on Commission
                                            policy, the proposed program must be implemented by
                                            September 13, 2015, 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 2014-15, will be at
                                               least 15, based on the proposal.

                                            2. That the annual average number of graduates for the
                                               period 2015-16 through 2018-19 (four-year average)
                                               will be at least 8, based on the proposal.

                                            3. That a follow-up survey be conducted after the first
                                               five years that will show at least 75 percent of the
                                               graduates were successful in acquiring related
                                               employment or entering related graduate programs.

                                            4. That information regarding an overall assessment of
                                               the program be provided, particularly as related to
                                               objectives and assessment measures stated in the
                                               proposal.

                                            Troy 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 September 1, 2019.

Supporting Documentation: 1. New Academic Degree Program Proposal Summary,
                                               attached.

                                            2. Summary of Background Information, attached.

                                            3. Curriculum for Proposed Program, attached.

                                            4. Troy University program proposal, received
                                               May 20, 2013. 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	Troy University
PROGRAM	Master of Arts in History (CIP 54.0101)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$30,000	$30,000	$60,000	$60,000	$60,000	$240,000
LIBRARY	$5,000	$500	$500	$500	$500	$7,000
FACILITIES	$0	$0	$15,000	$0	$0	$15,000
EQUIPMENT	$0	$0	$0	$0	$0	$0
ASSISTANTSHIPS	$0	$35,124	$35,124	$35,124	$35,124	$140,496
STAFF	$0	$0	$0	$0	$0	$0
OTHER	$0	$0	$0	$0	$0	$0
TOTAL	$35,000	$65,624	$110,624	$95,624	$95,624	$402,496

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$51,576	$84,000	$96,000	$132,000	$150,000	$513,576
TOTAL	$51,576	$84,000	$96,000	$132,000	$150,000	$513,576

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	15	15	30	30	30	24
NEW ENROLLMENT HEADCOUNT	15	15	15	15	15	15
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	4	7	9	10	8

Attachment 2

Summary of Background Information

Master of Arts in History
Troy University

Role: The program is within the instructional role recognized by the Commission for Troy University.

Description and Objectives: The proposed program will be available to students at the Troy, Dothan, and Montgomery campuses and through distance education. It has been designed to broaden and enhance the student's ability to understand, analyze, and evaluate issues that are confronted in the study of history. The program will seek to do the following:

1) Develop the professional skills and academic competencies of students in history;
2) Prepare students for research and further graduate study;
3) Assist students with professional skills in history outside of academia;
4) Further competencies in historical fields for current and prospective teachers; and
5) Promote the development of intellectual inquiry and the desire for life-long learning.

Program objectives include:

1) To provide students with advanced analytical historical knowledge;
2) To provide students with the writing and research skills necessary to pursue a career in the historical profession and/or future entry into advanced professional school programs; and
3) To prepare students for future entry into the job market and/or into a graduate program.

According to the proposal, the proposed program will be well suited for those who wish either to take advantage of the resources of several disciplines to study a problem or area of interest or to strengthen their training and achievement in a single historical discipline. Some MA in History students will acquire skills and knowledge for careers that make use of the historical disciplines; others prepare for further graduate work or professional training. The program will provide students with an opportunity to explore fields in history in which they may have limited background before making a major professional or educational commitment. The program will offer counseling and application support to students who have vocations for doctoral or professional school study.

Assessment: The proposal outlined the following outcomes and assessment methods. Student learning outcomes will be evaluated through research papers, comprehensive examinations, and/or the thesis and the thesis defense. The proposal also stated:

The program will be reviewed on an annual basis to determine its effectiveness in meeting its objectives. In particular, we will obtain constructive feedback from students, faculty, and other stakeholders with the intention of continuously improving the program:

• Student interest: Number of students applying and admitted to the program will be tracked.
• Employer Survey: Employers of graduates of this proposed program will be surveyed in order to evaluate its effectiveness in meeting their needs. Feedback from these sources will also be used in the ongoing assessment process.

- Graduating Student Survey: A survey will be sent to all graduates of the program. The data collected from these surveys will be used in an ongoing assessment of the program.
- Quality and Relevance: Student Learning Outcomes will be monitored to gauge the success of program majors.
- Acceptance in history job careers and/or graduate programs: Because of our continuing role in writing letters of recommendation and working with students, we will be able to monitor success rates in professional schools and /or the job market.
- Employment: An alumni survey will be used to obtain program graduates' abilities to obtain professional employment or entrance into graduate or professional schools.

Based on the results of these assessment instruments, program and course adjustments will be made as required to assure a challenging, successful, viable, and effective program.

Administration: The program will be administered by the Troy College of Arts and Sciences, Dr. Jim Rinehart, dean, and the Department of History, Dr. Allen Jones, chair.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Alabama Council of Graduate Deans (ACGD). Seven deans participated in the first review of the proposal. One response stated that a new program is hard to justify, given the large number of existing programs in the state and the southeast. Two responses noted the likely challenge of finding employment in the field for graduates. Another stated that the admissions requirements were too low, diminishing the chance of success at the graduate level. Though the proposal suggested job opportunities in public history, no courses in public history were included. Another dean questioned whether online format would be effective for advanced seminar work. One dean stated that the small number of online graduate programs in history reflects the need for "a type of instruction that can only occur in a face to face setting—particularly the small seminar, long recognized as the 'wheel within the wheel' of successful graduate training in history." The same dean questioned how students would do thesis research without archival resources; the proposal had not mentioned any such resources.

Troy administrators provided a response to the ACGD review. Regarding employment, employment prospects are not strong, but many students are expected to be employed already and will be seeking the master's to improve their pay or promotion opportunities. Public history agencies and institutions will provide some opportunities. Some students are expected to pursue history at the PhD level. Troy and the Troy history department have extensive experience in offering online courses. Both the Master of Public Administration and the Master of Science in International Relations have been successfully offered online at Troy, according to the response. It went on to say, "Online education offers a variety of challenges for both educators and students…. Troy's goal with online education has always been to make the online experience indistinguishable from on campus in rigor and academic expectations." The response listed archival resources available at the three campuses of Troy and noted that the Alabama Department of Archives and History is a forty-five minute drive from the Troy campus. Troy is in the process of developing graduate-level public history courses.

After receiving Troy's response to the ACGD comments, four graduate deans participated in the review of the program. Three voted to recommend approval of the program, while one voted for disapproval.

Accreditation: There is no programmatic accreditor available for the proposed program.

Curriculum: According to the proposal, the proposed program will be a 36 semester-hour curriculum of study leading to the Master of Arts degree in History. It will share some courses

with an existing Master of Science in Education program that includes a master's level teaching certification curriculum.

The new program will have two separate tracks (thesis and non-thesis), each of which has different requirements. Both tracks are 12-course, 36-hour programs. In either track, the students will be required to choose a primary field of study from the following: (1) American history; or (2) European history.

In addition, students will be required to choose a secondary field from the following: (1) American history; (2) European history; or (3) a specific thematic emphasis. All thesis-track students will be required to participate in an oral defense of their work to demonstrate mastery of their research before their graduate/thesis committee. All students in the program, as a prerequisite to graduation, will participate in proctored, written comprehensive examinations to demonstrate mastery of their subject matter in their primary and secondary fields.

The following new courses will be developed for the program:

HIS 5517	Jacksonian America	3 semester credit hours
HIS 5537	Interwar and World War II America	3
HIS 5521	African American History	3
HIS 5522	History of American Women	3
HIS 5540	History of American Minorities	3
HIS 5553	Late Antiquity	3
HIS 5564	The Crusades	3
HIS 5567	Medieval Europe	3
HIS 5552	History of Africa	3
HIS 5584	History of Mexico	3
HIS 5585	The ABC Powers [Argentina, Brazil, and Chile]	3
HIS 5586	The Caribbean	3
HIS 5570	Women, Health, and History	3
HIS 5579	Infectious Diseases and History	3
HIS 5538	The Cold War	3
HIS 5574	Modern Eastern Europe	3
HIS 5590	Teaching College History	3
HIS 6630	Foundations of Graduate Study in History	3
HIS 6632	American Historiography	3

Emphasis on discussion and students producing a major research paper. If taken online, this course is only available in a 16 week format. On campus class is available in the semester format.

HIS 6634 European Historiography   3

Emphasis on discussion and students producing a major research paper. If taken online, this course is only available in a 16 week format. On campus class is available in the semester format.

HIS 6640 Seminar in 17th Century American History   3
HIS 6653 Seminar in Gender History   3
HIS 6641 Seminar in Slavery   3
HIS 6642 Seminar in Ethnicity/Race in America   3
HIS 6643 Seminar on War and American Society   3
HIS 6650 Seminar in the History of Science   3
HIS 6660 Seminar in Holocaust and Genocide   3
HIS 6665 Seminar in Medieval History   3
HIS 6666 Seminar in Renaissance and Reformation Europe   3
HIS 6667 Seminar in Age of Absolutism   3

HIS 6695 Thesis Hours   3

Directed research in selected areas of history, based on a student's proposal, related to the student's needs, and with the advice and approval of a faculty thesis advisor, and culminating in a research paper of appropriate depth and original scholarship. Grading will be on a Pass/Fail basis. *Prerequisite: Successful completion of 30 semester hours of graduate level history, and admission to candidacy.* If taken online, this course is ONLY available in a 16 week format. On campus classes are available in the semester format.

Collaboration: According to the proposal, there are no plans for collaboration.

Distance Education: Up to one hundred percent of the program will be available through distance education.

Admissions: The proposal provided the following information concerning admission requirements for the proposed program:

Unconditional Admission
To qualify for unconditional admission to the program, applicants must meet the following requirements:

- Hold a baccalaureate degree from a regionally accredited college or university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average.
AND
- Have an acceptable score on the appropriate entrance exam. Official test score required. [GRE 290 (850 on the old exam) (verbal plus quantitative), MAT 385 or GMAT 380].
AND
- Provide an official Troy University Letter of Recommendation that addresses the individual's potential for success in the Master of Arts in History.
AND
- Provide an official baccalaureate transcript from a regionally accredited college or university.

Conditional Admission
Conditional admission may be granted under certain circumstances to applicants who cannot satisfy all unconditional admission requirements.

Students admitted conditionally only because of a low undergraduate grade point average will be cleared of their conditional status if, at the completion of nine semester hours, they have achieved a 3.0 grade point average or greater on all graduate work attempted. Students must clear the conditional admission requirement of a 3.0 average at the completion of nine semester hours, or they will be dropped from the graduate program for one calendar year after which they may petition the Dean of the Graduate School to re-enter.

Baccalaureate Degree Holders
Students who have earned a baccalaureate degree from a regionally accredited college or university, but lack the required grade point average and/or acceptable test score (official test score required) to be admitted unconditionally, may be granted conditional admission for a maximum number of nine semester hours. Students admitted under conditional status may, with the consent of their academic adviser, enroll in as many as nine semester hours during their first semester.

Need: The following institutions have MA programs in History (CIP 54.0101) listed in the Academic Program Inventory: Auburn University, Jacksonville State University, the University of

Alabama, the University of Alabama at Birmingham, the University of Alabama in Huntsville, and the University of South Alabama. The proposal stated that the program would be different because it will be offered in an online format, making it accessible across the state, nation, and throughout the world.

The proposal further stated that online history master's programs are offered currently at approximately five American universities. The University of Nebraska (Kearney), Austin Peay State University, and Sam Houston State University are among others listed online at GradSchools.com as having such programs.

Graduates of the proposed program may go into occupational areas such as historian, postsecondary history instructor, archivist, museum technicians, and similar occupations. The program will provide graduates with the writing and research skills necessary to pursue a career in the historical profession and/or future entry into advance professional school programs. Some students may pursue a PhD in history.

Student Demand: The proposal stated that student demand was assessed through the use of a "Program Interest Survey," distributed via the Department of History and the Troy University Office of Institutional Research, Planning, and Effectiveness. A total of 420 history majors were sent the survey, and 120 submitted a response. Troy provided the following results from the survey:

•   91.5 percent indicated they would be interested in a graduate program in History if Troy offered such a program.
•   54.6 percent indicated they would be interested in an online delivery system, eTROY.
•   21.3 percent indicated they were interested in courses offered on campus in a face to face classroom setting.
•   24.1 percent indicated they were interested in a combination face to face courses on campus and the online delivery system, eTROY
•   87 students (75 percent) indicated interest in the thesis option of the MA in History
•   101 students (86 percent) indicated interest in the non-thesis option of the MA in History.

Resources:

Faculty:

Current Primary Faculty—
      Full-time: 22
      Part-time: 0
Support Faculty—
      Full-time: 6
      Part-time: 0

Additional Faculty to Be Hired:
Primary Faculty—
      Full-time: 1
      Part-time: 0

Support Faculty—
      Full-time: 0
      Part-time: 0

The new faculty member to be hired will have a PhD in history and will have an active identifiable area of research.

Support Staff: No additional support staff will be needed.

Fellowships and Assistantships: The proposal stated that three teaching assistantships will be requested for the program. Each teaching assistant will be provided with full tuition and a stipend from the university.

Equipment: No additional equipment is necessary.

Facilities: The program will use existing facilities. In year 3 of the program a request will be made for approximately $15,000 to be used for renovation of facilities.

Library: The proposal provided a report on library resources that are available for the program. It stated that the library has adequate database coverage for the new program. The annual history book budget should be increased by $500 per year to meet standards. In addition a one-time increase of $1,200 to purchase books and monographs to support the graduate-level curriculum is also needed. It also recommended the acquisition of additional online books.

Program Budget: The proposal projected that $402,496 in new funds will be required for the program in the first five years, and that $513,576 will be available over the same period through tuition.

Attachment 3

**Troy University
Master of Arts in History**

Non-Thesis Option: (36)

Required Courses: (9)
HIS 6630: Foundations of Graduate Study in History (3)
HIS 6632: American Historiography (3)
HIS 6634: European Historiography (3)

Primary Field: (15)
American History
Choose (15) hours in primary field (must include two 6000 level seminar courses)
OR
European History
Choose (15) hours in primary field (must include two 6000 level seminar courses)
Comprehensive Exam required

Secondary Field: (9)
American History
Choose nine (9) hours in secondary field (must include two 6000 level seminar courses)
OR
European History
Choose nine (9) hours in secondary field (must include two 6000 level seminar courses)
Comprehensive Exam required

Electives: (3): Choose three (3) hours of elective course at the 6xxx level.

Thesis* Option: (36)

*Thesis track students must demonstrate reading proficiency in a foreign language prior to enrolling in their thesis hours.

Required Courses: (9)
HIS 6630: Foundations of Graduate Study in History (3)
HIS 6632: American Historiography (3)
HIS 6634: European Historiography (3)

Primary Field:　(15)

American History
Choose (15) hours in primary field (must include two 6000 level seminar courses)
OR
European History
Choose (15) hours in primary field (must include two 6000 level seminar courses)

Secondary Field: (6)

American History
Choose six (6) hours in secondary field (must include two 6000 level seminar courses)
OR

European History
Choose six (6) hours in secondary field (must include two 6000 level seminar courses)
Comprehensive Exam required.

Thesis: (6)
HIS 6695: Thesis Hours (6)

*Note: Thesis Option Students must complete and submit an approved Thesis.

Sample Curriculum - Thesis Option

Primary Field: American History
Secondary Field: European History
Thesis

Year One:
Fall Semester (9 Semester Hours)
HIS 6630 Foundations of Graduate Study in History (3)
HIS 6632 American Historiography (3)
HIS 6634 European Historiography (3)
*Note: Student must take and pass a foreign language proficiency exam.

Spring Semester (9 SH)
HIS 5xxx European History Readings Elective (3)
HIS 5xxx American History Readings Elective (3)
HIS 6xxx American History Research Elective (3)

Summer Term (3 SH)
HIS 6xxx American History Research Class (3)

Year Two:
Fall Semester (9 SH)
HIS 5xxx American History Readings Class (3)
HIS 5xxx American History Readings Class (3)
HIS 6xxx European History Research Class (3)
*Note: Student must take and pass comprehensive exams in secondary field (prior to thesis hours beginning).

Spring Semester (3 SH)
HIS 6695 Thesis hours (3)
*Note: Student must successfully defend thesis.

Summer Semester (3 SH)
HIS 6695 Thesis hours (3)
*Note: Student must successfully defend thesis.

Sample Curriculum - Non- Thesis Option

Primary Field: American History
Secondary Field: European History
Non-Thesis

Year One:

Fall Semester (9 SH)
HIS 6630 Foundations of Graduate Study in History (3)
HIS 6632 American Historiography (3)
HIS 6634 European Historiography (3)

Spring Semester (9 SH)
HIS 5xxx European History Readings Elective (3)
HIS 5xxx American History Readings Elective (3)
HIS 6xxx American History Research Elective (3)

Year Two:

Fall Semester (9 SH)
HIS 5xxx American History Readings Class (3)
HIS 5xxx American History Readings Class (3)
HIS 6xxx European History Research Class (3)

Spring Semester (9 SH)
HIS 5xxx European History Readings Class (3)
HIS 6xxx American History Research Class (3)
HIS 6xxx Elective Research Class (3)

Comprehensive Exam required in both primary and secondary fields at the end of the semester.

DECISION ITEM F-9:   Troy University, Master of Social Science (MSSc) in Social Science
                       (CIP 45.0101)

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 Objectives: The proposal is for a post-baccalaureate master's program. According to the proposal, the program will have the following objectives:

(1) Prepare students to demonstrate competence in the field of Social Science;
(2) Prepare students to fulfill a need in American Society for professionals in the area of Social Science by providing educational programs that develop each student's problem solving skills in ways that prepare the student to address the issues that arise in the dynamic and evolving Social Sciences field;
(3) Develop each student's ability to synthesize and apply knowledge of the critical theories and concepts in the field of Social Science in his/her problem solving analysis;
(4) Develop each student's ability to identify and develop alternative solutions to problems that are confronted in the Social Sciences field;
(5) Develop each student's ability to evaluate and appropriately choose solutions to problems confronted in the Social Sciences field;
(6) Develop each student's ability to effectively communicate the results of his/her analysis;
(7) Provide an appropriate program of graduate study for students who are interested in research in the field of Social Science and in advanced graduate study.

Role: The program is within the instructional role recognized by the Commission for Troy University.

Mode of Delivery: The proposed program will be available to students at the Troy, Dothan, and Montgomery campuses. Up to one hundred percent of the program will be available through distance modalities.

Similar Programs: There are no similar programs listed in the Commission's Academic Program Inventory.

Collaboration: According to the proposal, there are no plans for collaboration.

Resources: The proposal projected that $5,750 in new funds will be required for the program in the first five years, and that $574,740 will be available over the same period through tuition.

Public Review: The program was posted on the Commission website from June 20 until July 10 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. The program will provide a variety of disciplinary and interdisciplinary opportunities for advancing academic or career goals. It will allow flexibility in choosing courses that suit students' research interests.

2. The program will make use of existing faculty and resources.

DECISION ITEM F-9:   Troy University, Master of Social Science (MSSc) in
                                        Social Science (CIP 45.0101)

Staff Presenter: Ms. Ellen E. Haulman
                                        Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the proposed Master of Social
                                        Science (MSSc) in Social Science with the implementation date
                                        and post-implementation conditions listed below:

                                        Implementation Date: The proposed program will be
                                        implemented in August 2014. Based on Commission
                                        policy, the proposed program must be implemented by
                                        September 13, 2015, 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 2014-15, will be at
                                           least 9, based on the proposal.

                                        2. That the annual average number of graduates for the
                                           period 2015-16 through 2018-19 (four-year average)
                                           will be at least 5, 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 continuing in graduate education.

                                        4. That information regarding an overall assessment of
                                           the program be provided, particularly as related to
                                           objectives and assessment measures stated in the
                                           proposal.

                                        Troy 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 September 1, 2019.

Supporting Documentation: 1. New Academic Degree Program Proposal Summary,
                                            attached.

                                        2. Summary of Background Information, attached.

                                        3. Curriculum for Proposed Program, attached.

                                        4. Troy University program proposal, received May 20,
                                            2013. 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	Troy University				
PROGRAM	Master of Social Science (MSSc) in Social Science (CIP 45.0101)				

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$0	$0	$0	$0	$0	$0
LIBRARY	$2,150	$900	$900	$900	$900	$5,750
FACILITIES	$0	$0	$0	$0	$0	$0
EQUIPMENT	$0	$0	$0	$0	$0	$0
ASSISTANTSHIPS	$0	$0	$0	$0	$0	$0
STAFF	$0	$0	$0	$0	$0	$0
OTHER	$0	$0	$0	$0	$0	$0
TOTAL	$2,150	$900	$900	$900	$900	$5,750

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$0	$0	$0	$0	$0	$0
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$74,160	$125,145	$125,145	$125,145	$125,145	$574,740
TOTAL	$74,160	$125,145	$125,145	$125,145	$125,145	$574,740

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	9	15	15	15	15	14
NEW ENROLLMENT HEADCOUNT	9	9	9	9	9	9
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	3	6	6	6	5

Attachment 2

Summary of Background Information

Master of Social Science in Social Science
Troy University

Role: The program is within the instructional role recognized by the Commission for Troy University.

Description and Objectives: The proposed program will be available to students at the Troy, Dothan, and Montgomery campuses. It will be designed to offer graduate coursework face-to-face and online. The program will provide a variety of disciplinary and interdisciplinary opportunities for advancing academic or career goals. It will allow flexibility in choosing courses that suit students' research interests. Students will be required to meet a social sciences methods requirement and may then choose additional courses from the full range of regular graduate offerings in social science at Troy (Economics, Anthropology, Sociology, Geography, Political Science, History, and Psychology). Students may take advantage of the resources of several disciplines to study a problem or area of interest or may strengthen their training and achievement in a single social science discipline. Some students will acquire skills and knowledge for careers that make use of the social sciences; others will prepare for further graduate work or professional training. The program will provide students with an opportunity to explore fields in the social sciences in which they may have limited background before making a major professional or educational commitment.

The program is designed to broaden and enhance the student's ability to understand, analyze and evaluate issues that are confronted in the Social Sciences.

Program Objectives: According to the proposal, the program will have the following objectives:

(1) Prepare students to fulfill a need in American Society for professionals in the area of Social Science by providing educational programs that develop each student's problem solving skills in ways that prepare the student to address the issues that arise in the dynamic and evolving Social Sciences field;
(2) Develop each student's ability to synthesize and apply knowledge of the critical theories and concepts in the field of Social Science in his/her problem solving analysis;
(3) Develop each student's ability to identify, evaluate, and develop alternative solutions to problems confronted by social scientists;
(4) Develop each student's ability to effectively communicate the results of his/her analysis and demonstrate critical thinking skills;
(5) Develop research skills in the field of Social Science and in advanced graduate study.

Assessment: Many of the program's objectives will be assessed through review of students' comprehensive exam results or thesis proposals. The program also will be assessed through graduating student and alumni surveys, employer surveys, by the number of students applying and being admitted into the program, and acceptance of graduates into graduate schools.

Administration: The program will be under the administration of the College of Arts and Sciences, Dr. Jim Rinehart, dean, and the Department of Social Science, Dr. Bill Grantham, chair.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Alabama Council of Graduate Deans (ACGD).

Five graduate deans participated in the initial review of the proposal. One dean noted that there is no field of social science and that the proposed program "appears to be a hodge-podge collection of courses." Another dean stated that the program would seem appropriate for

education majors who had as their goal to teach social sciences at the K-12 level. The dean further stated that the proposal did not allow for differences in theory and methodology courses among the social science disciplines. Three of the initial commenters had no objections to the program.

Troy officials provided a response to the initial review by the ACGD. According to the response, the program's requirement will be "flexible enough to allow students to focus in a particular area of interest or take a more holistic approach by taking classes in multiple disciplines." The program would allow interested students to accumulate the required eighteen semester hours of graduate study for teaching at the postsecondary level. As the result of the comments, student learning outcomes were revised.

After receiving Troy's response, five deans participated in the final review of the proposal. Four recommended approval, while one recommended disapproval of the proposal. The dean voting disapproval commented that social science "does not constitute a specific enough field of study to clearly measure student outcomes nor can employment prospects for graduates be accurately predicted."

Accreditation: There is no specialized accreditation available for the program.

Curriculum: The curriculum will include several graduate courses that are already offered by Troy. Students will be able to choose a thesis or non-thesis track.

Program completion requirements are shown below:

Thesis Option:

Semester credit hours in major courses:	9
Hours in required or free electives:	21
Thesis:	6
Total:	36

The thesis option requires the completion of a thesis.

Non-Thesis Option:

Semester credit hours in major courses:	9
Hours in required or free electives:	27
Total:	36

The non-thesis option requires the completion of a comprehensive examination, which will be proctored and written.

The following new courses will be developed for the program:

SS 66XX	Social Theory	3 semester credit hours
SS 66XX	Seminar in Social Sciences	3
SS 66XX	Survey of Research Methods in Social Science	3
SS 66XX	Thesis	1-3
SS 66XX	Thesis Practicum	3
ANT 66XX	Specialized Study in Anthropology	3
ANT 66XX	Selected Topics in Anthropology	3
ANT 66XX	Advance Readings in Anthropology	3

Collaboration: According to the proposal, there are no plans for collaboration.

Distance Education: Up to one hundred percent of the program will be available through distance modalities.

Admissions: The criteria for selecting students will follow the guidelines set by the Graduate School and the Department of Social Sciences. Candidates for admission must hold a baccalaureate degree from a regionally accredited college or university. Students not holding an undergraduate degree in the social sciences or closely related fields might be required to successfully complete six hours of undergraduate foundational classes in the social sciences.

To qualify for unconditional admission to the program, applicants must meet the following requirements:

1. Hold a baccalaureate degree from a regionally accredited college or university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average.

2. Have an acceptable score on the appropriate entrance exam. Official test score required.

3. Provide an official letter of recommendation that addresses the individual's potential for success in the Master of Social Science.

4. Provide an official baccalaureate transcript from a regionally accredited college or university.

Need: There are no similar programs listed in the Commission's Academic Program Inventory. According to the proposal, the program will be unique in the state of Alabama, but will be similar to programs at Syracuse University, Ohio University, the University of Colorado-Denver, and Towson University.

The proposal listed the following as potential employment opportunities: non-profit research and research administration, law; educational consulting; for-profit research/market research, museums; and government and international non-governmental organizations, among others.

Student Demand: A survey was distributed to Troy undergraduates in both traditional and online courses. A total of 328 students were surveyed. A total of 46 (14 percent) were very interested in the proposed program, while another 74 (24 percent) students were somewhat interested.

Resources:

Faculty:

Current Primary Faculty—
    Full-time: 7
    Part-time: 3
Support Faculty—
    Full-time: 0
    Part-time: 0

Additional Faculty to Be Hired:
Primary Faculty—
    Full-time: 0
    Part-time: 0

Support Faculty—
    Full-time: 0

Part-time: 0

Support Staff: No additional support staff will be needed.

Fellowships and Assistantships: No fellowships or assistantships were projected in the proposal.

Equipment: No additional equipment is necessary.

Facilities: The program will use existing facilities. Adequate classrooms are available, as well as three archaeology labs and the Archaeology Research Center.

Library: An assessment of library resources was provided. It stated that the current collection is generally adequate to support a broad master's degree in the social sciences. Additional monographs and reference resources that specifically support the new graduate curriculum should be acquired.

Program Budget: The proposal projected that $5,750 in new funds will be required for the program in the first five years, and that $574,740 will be available over the same period through tuition.

Attachment 3

Troy University
Master of Social Science (MSSc) in Social Science

Non-Thesis Option: 36 hours

      Required Courses: 9 hours
      SS 66xx Social Theory (new course)
      SS 66xx Seminar in Social Sciences (new course)
      SS 66xx Survey of Research Methods in Social Science (new course)

      Electives: 27 hours
      Choose an additional 27 hours from the following disciplines: Anthropology, Economics,
      Geography, History, Political Science, Psychology, Social Science, or Sociology.

      Completion of Comprehensive Examination.*

OR

Thesis option: 36 hours
(Note: The Thesis option is not available for eTROY students).

      Required Courses: 9 hours
      SS 66xx Social Theory (new course)
      SS 66xx Seminar in Social Sciences (new course)
      SS 66xx Survey of Research Methods in Social Science (new course)

      Electives: 21 hours
      Choose and additional 21 hours from the following disciplines:
      Anthropology, Economics, Geography, History, Political Science, Psychology, Social
      Science, or Sociology.

      Thesis Courses: 6 hours
      SS 66xx Thesis Practicum
      SS 66xx Thesis

      Completion of Thesis.**

*Comprehensive Examination After the completion of all coursework (in the semester or term prior to graduation), students must successfully complete comprehensive examination. Students should work closely with their advisor to prepare for their comprehensive exams, which will be prepared, administered, and evaluated by the graduate committee. Comprehensive exams will be proctored and written. Comprehensive exams will be taken as scheduled by the University and/or Department during the last semester of coursework. Note: Program changes from the Comprehensive Examination Option to the Thesis Option are not permitted after attempting the Comprehensive Examination.

**Thesis Students choosing the thesis option must register with the Thesis Chair's approval for SS 66XX Thesis Practicum (3) and SS 66XX Thesis (3). Students must successfully research, write, and defend their thesis. This process involves directed research in selected areas of social science based on the student's proposal, related to the student's needs, with the advice and approval of a Thesis Chair and a Thesis Committee, and culminating in a substantive research paper of appropriate depth and scholarship. Students will receive a Pass or Fail for the two thesis courses, no letter grade. Students completing this option are not required to take the Comprehensive Examination.

DECISION ITEM F-10: <u>Troy University, Master of Science in Biomedical Sciences (CIP 26.9999)</u>

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 purpose of the M.S. in Biomedical Sciences program is to achieve the following: 1) to prepare students for future entry into medical and other professional schools in the health sciences and 2) to provide students with advanced knowledge in the biomedical sciences.

Role: Troy University is recognized by the Commission as having a master's/education specialist instructional role. The approval of this program would extend that role to the academic subdivision grouping, "Biological and Biomedical Sciences."

Mode of Delivery: The proposed program will be campus-based (on the Troy campus), but will integrate technology as appropriate in the delivery of some course material. A seven-hour course in Anatomical Sciences will be taught on an off-campus site at the Alabama College of Osteopathic Medicine (ACOM) in Dothan. Troy officials have submitted the required off-campus forms, and a related off-campus item is included as an information item in this packet.

Similar Programs: There is no current master's level program at CIP 26.9999 in the Commission's Academic Program Inventory, but only a PhD program in Basic Medical Sciences at the University of South Alabama (USA). Auburn University and USA have baccalaureate programs in Biomedical Sciences at CIP 26.0102. Also at CIP 26.0102, the University of Alabama at Birmingham has a master's program in Basic Medical Sciences.

Collaboration: According to the proposal, there are no plans for collaboration.

Resources: The proposal projected that $1,325,484 will be required for the program in the first five years, and that $1,604,595 will be available over the same period through tuition and internal reallocation.

Public Review: The program was posted on the Commission website from March 19 until April 8 (twenty days) for public review and comments. No comments were received.

Rationale for Staff Recommendation:

1. Troy University stated in the proposal that the proposed program, "would target post-baccalaureate students' interest in strengthening their applications to medical schools or advancement in biomedical careers such as pharmaceutical industry or public health."

2. The proposed program will foster a partnership with the new independent osteopathic college in Dothan.

DECISION ITEM F-10:

<u>Troy University, Master of Science in Biomedical Sciences (CIP 26.9999)</u>

<u>Staff Presenter</u>:

Ms. Ellen E. Haulman
Director of Instruction and Special Projects

<u>Staff Recommendation</u>:

That the Commission approve the proposed Master of Science (MS) in Biomedical Sciences with the implementation date and post-implementation conditions listed below:

<u>Implementation Date</u>: The proposed program will be implemented in August 2014. Based on Commission policy, the proposed program must be implemented by September 13, 2015, 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.

<u>Post-Implementation Conditions</u>:

1. That the annual average new enrollment headcount for the first five years, beginning 2014-15, will be at least 33, based on the proposal.

2. That the annual average number of graduates for the period 2015-16 through 2018-19 (four-year average) will be at least 7, 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 entering graduate or medical programs.

4. That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Troy 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 September 1, 2019.

<u>Supporting Documentation</u>:

1. New Academic Degree Program Proposal Summary, attached.

2. Summary of Background Information, attached.

3. Curriculum for Proposed Program, attached.

4. The Troy University program proposal, received February 22, 2013. 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	Troy University
PROGRAM	Master of Science in Biomedical Sciences (CIP 26.9999)

ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
FACULTY	$106,675	$216,550	$223,046	$229,737	$236,626	$1,012,634
LIBRARY	$10,000	$7,000	$7,000	$7,000	$7,000	$38,000
FACILITIES	$15,000	$25,000	$20,000	$20,000	$20,000	$100,000
EQUIPMENT	$3,800	$3,800	$0	$2,000	$2,000	$11,600
ASSISTANTSHIPS	$24,000	$24,000	$24,000	$24,000	$24,000	$120,000
STAFF	$0	$0	$0	$0	$0	$0
OTHER	$4,500	$9,270	$9,517	$9,834	$10,129	$43,250
TOTAL	$163,975	$285,620	$283,563	$292,571	$299,755	$1,325,484

SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT					
	2014-15	2015-16	2016-17	2017-18	2018-19	TOTAL
INTERNAL REALLOCATIONS	$38,975	$22,620	$0	$0	$0	$61,595
EXTRAMURAL	$0	$0	$0	$0	$0	$0
TUITION	$125,000	$263,000	$385,000	$385,000	$385,000	$1,543,000
TOTAL	$163,975	$285,620	$385,000	$385,000	$385,000	$1,604,595

ENROLLMENT AND DEGREE COMPLETION PROJECTIONS					
	2014-15	2015-16	2016-17	2017-18	2018-19	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	20	35	40	45	45	37
NEW ENROLLMENT HEADCOUNT	20	30	35	40	40	33
						4-YEAR AVERAGE
DEGREE COMPLETION PROJECTIONS	0	6	6	7	7	7

Attachment 2

Summary of Background Information

Master of Science in Biomedical Sciences
Troy University

Role: Troy University is recognized by the Commission as having a master's/education specialist instructional role. The approval of this program would extend that role to the academic subdivision grouping, "Biological and Biomedical Sciences."

Description and Objectives: The purpose of the M.S. Biomedical Sciences program is to achieve the following: 1) to prepare students for future entry into medical and other professional schools in the health sciences and 2) to provide students with advanced knowledge in the biomedical sciences.

Upon completion of the degree program, students will gain a thorough knowledge of biomedical concepts developed through courses that focus on the changing face of medicine and biotechnology. The proposed program will foster strategic and critical thinking, logical analysis, and propose solutions to the challenges of medicine, the allied health sciences, and biotechnology.

The Program Learning Outcomes of the MS in Biomedical Sciences include:

1. Demonstrate a conceptual competence of the basic biomedical sciences.

2. Develop a framework for maintaining technological currency in the biomedical sciences and healthcare.

3. Develop critical thinking skills for applying scientific knowledge in problem-solving.

4. Acquire skills for developing hypotheses, analyzing data, and interpreting and communicating results in the biomedical sciences.

5. Develop written and oral skills for communicating effectively and professionally.

6. Promote ethical standards for all professional activities in the biomedical sciences and healthcare.

Assessment: The proposal outlined the following outcomes and assessment methods:

Student Learning Outcome 1: Students will be able to develop critical-thinking skills for applying scientific knowledge in problem-solving, assessed by case studies and literature reviews.

Student Learning Outcome 2: Students will be able to communicate effectively; assessment will be by means of term papers and oral presentations.

Student Learning Outcome 3: Students will be able to demonstrate a basic understanding of cellular and molecular bases of human disease, disease processes, and drug actions in health and disease, by case studies and oral presentations.

Student Learning Outcomes 4: Students will be able to demonstrate basic knowledge of the body regions and the functions of the various organ systems in the human body, by case studies and literature reviews.

The program will be reviewed on an annual basis to determine its effectiveness in meeting its objectives, including constructive feedback from students, faculty, and other stakeholders with the intention of continuously improving the program:

- Student interest: Number of students applying and admitted to the program will be tracked

- Employer Survey: Employers of graduates of this proposed program will be surveyed in order to evaluate its effectiveness in meeting their needs

Administration: The program will be administered by the College of Arts and Sciences, Dr. Jim Rinehart, dean, and the Department of Biological and Environmental Sciences, Dr. Glenn M. Cohen, chair.

Peer Review: The Notification of Intent to Submit a Proposal (NISP) and the program proposal were reviewed by the Alabama Council of Graduate Deans (ACGD). Two deans participated in the initial review of the proposal. They asked for clarification on admissions requirements, graduation rates, and objectives. In addition, one dean asked what graduates would be qualified to do who did not qualify for medical, dental, veterinary, or other professional programs in the health field. A question was raised as to how Troy would effectively track admissions and success rates in a variety of health professions programs.

In response to the comments, Troy officials made some changes to the proposal, including adding more entrance exams to the wording concerning admissions. In addition to other statements, Troy stated that the institution has an excellent record of tracking undergraduates in the health professions. Faculty members selected to teach in the program will be fully qualified to teach courses in their teaching and research specialties.

After receiving responses from Troy officials, six members of the ACGD participated in the final review of the program. Four deans recommended approval of the program, one recommended disapproval, and one abstained from a recommendation. The person abstaining stated that there continued to be questions about the proposal, but that overall it appeared to be a good idea, and the proposers should be given the chance to present a stronger case. The dean recommending disapproval stated that Troy's responses were "cryptic and often did not provide complete or convincing responses."

Accreditation: According to the proposal, there is no specialized accrediting agency for this program.

Curriculum: The program will have the following requirements:

Credit hours required in major courses:	27 semester hours
Credit hours in required or free electives:	12 - 16
Credit hours for thesis or dissertation:	N/A
Total	39 – 43

The following new courses, as described in the proposal, will be developed for the program:

1. Anatomical Sciences (7 semester credit hours): An intensive course organized by the four major body regions: upper limbs; back and lower limbs; thorax, abdomen and pelvis; and head and neck. Histology and embryology will be taught within this course.

2. Medical Physiology (3 semester credit hours): A review of the functions of the various organ systems and their integration in the human body at an advanced level.

3. Medical Pharmacology (3 semester credit hours): A review of the beneficial and harmful actions of drugs on the tissues and organs of the body and provides the foundation for understanding drug actions in health and disease.

4. Neuroscience (3 semester credit hours): An introduction to the structure and functions of the nervous system. Special attention will be placed on the functional systems of the brain and the senses.

5. Medical Cell Biology & Lab (4 semester credit hours): A review of the increasingly important linkage between cell biology and medicine.

6. Medical Microbiology / Immunology & Lab (4 semester credit hours): A course that will focus on the prevention and treatment of medically important diseases. It will explore the challenges of antibiotic resistance in the treatment of diseases.

Collaboration: According to the proposal, there are no current plans for collaboration.

Distance Education: The proposed program will be campus-based (on the Troy campus), but will integrate technology as appropriate in the delivery of some course material.

Admissions: Candidates for admission must hold a baccalaureate degree from a regionally accredited college or university. Students not holding an undergraduate degree in the biological sciences or closely related fields might be required to successfully complete six hours of foundational classes in biology and/or chemistry. Students will be encouraged to contact a program adviser for more information about prerequisites.

To qualify for unconditional admission to the program, applicants must meet the following requirements:

1. Hold a baccalaureate degree from a regionally accredited college or university with a minimum overall undergraduate grade point average of 2.5 (4.0 scale) or a 3.0 grade point average on the last 30 semester hours. All hours attempted in the term in which the 30 semester hours were reached will be used to calculate the grade point average.

2. Have an acceptable score on the appropriate entrance exam. Official test score required.

3. Provide a letter of recommendation that addresses the individual's potential for success in the program

4. Provide an official baccalaureate transcript from a regionally accredited college or university.

Need: There is no current master's level program at CIP 26.9999 in the Commission's Academic Program Inventory, but only a PhD program in Basic Medical Sciences at the University of South Alabama (USA). Auburn University and USA have baccalaureate programs in Biomedical Sciences at CIP 26.0102. Also at CIP 26.0102, the University of Alabama at Birmingham has a master's program in Basic Medical Sciences.

According to the proposal, the proposed program would be different in focus from current programs in the Inventory. The proposal stated that current programs "are two year research programs that target students seeking medical/veterinary degrees along with advanced research degrees or PhD level research positions in the Biomedical Sciences. The proposed program, in contrast, "would target post-baccalaureate students' interest in strengthening their applications to medical schools or advancement in biomedical careers such as pharmaceutical industry or public health." Since it will be a non-thesis program, Troy officials maintain that it will not compete with the traditional biomedical science graduate programs that are more research oriented.

A letter of support from Gary H. Watson, PhD, Professor and Associate Dean, the Alabama College of Osteopathic Medicine (ACOM), was attached to the proposal. It stated that the program would offer an alternative to students looking for a mechanism to enhance their credentials for future applications to medical schools in Alabama and regionally. Dr. Watson expressed interest in assisting in the development of the program. Troy officials also provided a copy of a signed agreement with ACOM, as well as submitting an off-campus request for the site.

Student Demand: A program interest survey was distributed through social media and questionnaires to undergraduate students on the Troy campus in biological sciences, nursing, chemistry, physics, and psychology. Eighty students responded, and 77 percent of the participants indicated that a biomedical sciences program could help develop their professional career (such as admission to professional school). In addition, 78 percent indicated that they were interested in enrolling in the program.

Resources:

Faculty:

Current Primary Faculty—
    Full-time: 12
    Part-time: 0
Support Faculty—
    Full-time: 0
    Part-time: 0

Additional Faculty to Be Hired:
Primary Faculty—
    Full-time: 2
    Part-time: 2

Support Faculty—
    Full-time: 0
    Part-time: 0

Support Staff: No additional support staff will be needed.

Fellowships and Assistantships: The Department of Biological and Environmental Sciences will offer three graduate assistantships for the program.

Equipment: Projected funds for equipment include the costs of computers, software, printers, office digital telephone, and network services needed by faculty members. Replacement computers are budgeted for years four and five of the program.

Facilities: The program will use existing facilities. Facilities costs projected in the budget include lab equipment and supplies.

Library: The proposal provided information on library resources that are available for the program. An increase of $2000 to $2500 per year in the biology monograph budget would be useful. In addition, funds projected for library resources are for reference books and journal subscriptions.

Other: Additional funds will be needed for faculty to present research at scholarly meetings and for publication costs.

Program Budget: The proposal projected that $1,325,484 will be required for the program in the first five years, and that $1,604,595 will be available over the same period through tuition and internal reallocation.

Attachment 3

Troy University
Master of Science in Biomedical Sciences

Curriculum
(39 - 43 Semester Hours)

Year One

Fall Semester (11 SH)
BMS 6XXX: Anatomical Sciences (7)
BMS 6XXX / BMS L6XX: Medical Microbiology/ Immunology & Lab (4)

Spring Semester (10 SH)
BMS 6XXX / BMS 6XXX: Medical Cell Biology & Lab (4)
BMS 6XXX: Neuroscience (3)
BMS 6XXX Medical Physiology (3)

Year Two

Fall Semester (9-11 SH)
BIO 6691—Research Methodology and Experimental Design (3)
Two courses will be selected from the following: 6-8 credits
Courses with separate lectures and labs must be taken together
BIO 5516 / BIO L516 Microbial Ecology & Lab (4)
BIO 5533 / BIO L533 Embryology & Lab (4)
BIO 5551 / BIO L5513 Toxicology & Lab (4)
BIO 5552 / BIO L5523 Industrial Hygiene & Lab (4)
BIO 5576 Special Topics (3)
BIO 6624 Public Health (3)

Spring Semester (9-11 SH)
BMS 6XXX: Medical Pharmacology (3)
Two courses will be selected from the following: 6-8 credits
Courses with separate lectures and labs must be taken together.
BIO 5516 / BIO L516 Microbial Ecology & Lab (4)
BIO 5530 / BIO L530: Applied Genetics Lab (1)
BIO 5533 / BIO L533 Embryology & Lab (4)
BIO 5552 / BIO L552 Industrial Hygiene & Lab (4)
BIO 5576 Special Topics (3)
BIO 5580 / BIO L580 Histology & Lab (4)
BIO 5771 / BIO L571 Parasitology & Lab (4)
BIO 6643 Biological Chemistry (3)

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM G-1:   Request to Amend Post-Implementation Conditions: Alabama State
                     University, The PhD in Microbiology (CIP 26.0501)

EXECUTIVE SUMMARY

Reason for Action: Alabama State University has requested a modification and an extension of post-implementation review, in order to meet the post-implementation requirement for enrollment and graduates.

Factors for Consideration:

- The request is in accordance with Commission policy ("Guidelines for Consideration of Post-Implementation Reports That Do Not Meet Approved Conditions").
- Implementation of the program was delayed by review of the US Federal Court as a requirement of the Title VI settlement.
- The post-implementation review dates were modified as the result of the delay in implementation.
- After the five year implementation period, the program had not met the enrollment post-implementation requirement.
- The original projection for graduates for the program stated that there would be three graduates in year five. Three graduates completed in year four, but none in year five.
- The program is expected to meet the revised requirement for enrollment and demonstrate adequate completions in the second review period.

DECISION ITEM G-1:   <u>Request to Amend Post-Implementation Conditions:</u>
                                      <u>Alabama State University, The PhD in Microbiology</u>
                                      <u>(CIP 26.0501)</u>

<u>Staff Presenter:</u>   Ms. Ellen E. Haulman
                                      Director of Instruction and Special Projects

<u>Staff Recommendation:</u>   That the Commission approve the request to amend
                                      post-implementation conditions, as follows:

                                      1) That the original post-implementation requirement of
                                          total headcount enrollment be revised from 12 to 10.

                                      2) That the three graduates in year four be accepted by
                                          the Commission as meeting the requirement of three
                                          graduates in year five of the program.

                                      3) That the institution will submit, no later than
                                          October 1, 2014, a second post-implementation
                                          report, demonstrating that the program continues to
                                          meet the revised post-implementation condition for
                                          enrollment. The report should also provide an
                                          update on completions in the program since the first
                                          report.

<u>Background:</u>   The PhD in Microbiology was approved by the
                                      Commission on December 5, 2003, with the intended
                                      implementation date of August 2005. The proposal was
                                      submitted by ASU and reviewed by the Commission in
                                      accordance with the remedial order and decree entered
                                      in 1995 by the US District Court for the Northern District
                                      of Alabama, Southern Division, Judge Harold Murphy
                                      presiding, in the case of *Knight, et al, v. State of*
                                      Alabama, *No. CV 83-M_11676-S.*

                                      The Commission approval included the following pre-
                                      implementation condition: "The approval of the Ph.D. in
                                      Microbiology is contingent upon approval of the Court.
                                      The program cannot be implemented without Court
                                      approval." Largely as a consequence of the Court's
                                      review of the program, the program was not
                                      implemented until August 2007.

                                      The post-implementation report was submitted in 2012.
                                      The program did not meet the enrollment requirement of
                                      12.

                                      The program met the projection of having three
                                      graduates in the first five years of the program.
                                      However, these three completions came in year four,
                                      rather than year five, as projected in the proposal.

                                      Alabama State University provided information
                                      concerning the program's progress. Though the
                                      program did not meet the original enrollment
                                      requirement, total headcount enrollment has risen
                                      significantly to 17 in 2012-13. Current admissions

screening indicates that there will be twenty students enrolled in the program in 2013-14.

Related to graduates, ASU explained that new departmental graduate policies affected completions in year five of the program. Following the initial program completions, a more stringent peer-reviewed publications policy was implemented. It required that program completers would have two peer-reviewed scientific publications upon graduation, with one publication featuring the graduate as first author. The intent was to give the graduates competitive marketability. The stringency of the requirement resulted in no graduates in year 5.

ASU officials stated that during 2012-13, three program graduates successfully defended their dissertations and met all requirements for graduation. One student has been approved to defend the dissertation during the summer term.

Because the program was a part of the Knight v. Alabama settlement agreement, there was a stipulation regarding funding related to the program. The agreement stated that expiring line items for programs listed in the "Knight v. Alabama—Financial Obligations" section would be rolled into ASU's base operation and maintenance (O and M) appropriation for the fiscal year following the end of court-ordered funding, "provided the program meets the post-implementation conditions." Since this program did not meet its post-implementation conditions, the Commission staff has informed representatives of ASU that the expiring line item will not be rolled over [see Attachment 1].

Supporting Documentation:

1. "Summary of Report on Post-Implementation Conditions," attached.

2. Attachment 1: Letter from Dr. Gregory G. Fitch to Dr. William Harris, dated July 18, 2013.

3. Unpublished post-implementation report and post-implementation extension request, submitted by the University of South Alabama. Available upon request.

3. "Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions." Available upon request.

Summary of Report on Post-Implementation Conditions

Alabama State University

Program: Microbiology, PhD, CIP 26.0501

Approved by Commission: December 5, 2003

Proposed Implementation Date: August 2005

Actual Implementation Date: August 2007

Note: The proposal was submitted by ASU and reviewed by the Commission in accordance with the remedial order and decree entered in 1995 by the US District Court for the Northern District of Alabama, Southern Division, Judge Harold Murphy presiding, in the case of *Knight, et al, v. State of Alabama*, *No. CV 83-M_11676-S.*

The Commission approval included the following pre-implementation condition: "The approval of the Ph.D. in Microbiology is contingent upon approval of the Court. The program cannot be implemented without Court approval." Partly as a consequence of the Court's review of the program, the program was not implemented until August 2007.

Post-Implementation Conditions:

1) That the annual average headcount for ~~2005-06~~ 2007-08 through ~~2009-10~~ 2011-12 will be at least 12, based on the proposal.

2) That the annual average number of graduates for the Academic Years ~~2005-06~~ 2007-08 through ~~2009-10~~ 2011-12 will be at least 3, 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.

5) Alabama State University (ASU) must provide an annual report to the Court and the Commission staff on how funds for the program have been spent.

Microbiology, PhD, CIP 26.0502	Average Headcount	Average Number of Graduates, 2007-08 through 2011-12	Percentage of Graduates Employed in Field
Required	12	3 (projected for year 5 only)	75%
Reported	10	3 (in year four; 0 in year 5)	100%

Condition 2: The proposal indicated that graduates (3) were not expected until year 5 of the program. According to the report from ASU, three graduates completed in year 4; none in year 5.

Attachment 1

Alabama Commission on Higher Education

Mailing Address: P.O. Box 302000 ❑ Montgomery, Alabama 36130-2000
Delivery Address: 100 North Union Street ❑ Montgomery, Alabama 36104-3758
Telephone: (334) 242-1998 ❑ 1-800-960-7773 ❑ Fax (334) 242-0268
www.ache.alabama.gov

July 18, 2013

Dr. William Harris
Interim President
Alabama State University
P.O. Box 271
Montgomery, AL 36101-0271

Dear Dr. Harris;

Section V of the Settlement Agreement between the Knight Plaintiffs and the State Defendants states that "at the end of the Court-ordered period of funding, those expiring line items for programs listed in the "Knight v. Alabama --Financial Obligations" section of the Education Trust Fund Act will be rolled into ASU's base O&M appropriation for the fiscal year following the end of court-ordered funding, provided the program meets the post-implementation requirements."

The PhD in Microbiology program will come to the end of the court-ordered funding with the allocation of funds for FY 2013-2014 which begins October 1, 2013. The PhD in Microbiology program has not met the enrollment requirement of the post-implementation requirements. The original requirements for the program, approved by the Commission December 5, 2003, were that the average number of students enrolled would be twelve (12) over a five-year period. The average enrollment over the five-year period that was monitored was actually ten (10). Therefore, the program did not meet the post-implementation condition for enrollment.

As a result, we will not recommend that the $1,734,384 that the PhD program in Microbiology program was allocated in Act 2013-264 for FY 2013-2014 be rolled into ASU's O&M line for FY 2014-2015. We will include language referencing this in the FY 2014-2015 Consolidated Budget Recommendation and will make the Executive Budget Office and the Legislative Fiscal Office aware that the State is not obligated to include the funds in ASU's O&M line for FY 2014-2015.

However, the end of the court-ordered action requirements does not preclude ASU from incorporating the request within its standard budget process for consideration by the Governor and the Legislature.

If this does not follow your understanding of the Settlement Agreement or if you have any questions please contact me.

Sincerely,

Gregory G. Fitch
Executive Director

cc: Ms. Susan Cagle
        Dr. Leon C. Wilson
        Dr. William A. Person

DECISION ITEM H-1:   <u>Action on the Request for Instructional Role Change of Drake State
Community and Technical College from Technical to Community College
Role</u>

EXECUTIVE SUMMARY

Reason for Action: The Commission has been given statutory authority in the following areas:

- To establish definitions of a junior college, a community college, a technical college or institute, a senior college, a university and university system; provided, that nothing herein shall be construed as authorizing the commission to establish or create any university system, nor to alter any university system presently existing.
- To develop and publish criteria which may be used by the Legislature as a basis for changing the classification of any public institution of higher education.
- To cause studies to be made for the purpose of classifying and prescribing the role and scope for each public institution of higher education in Alabama and to recommend such changes in classification or role and scope for such institutions as it deems necessary and which may be agreed to by the governing board of the said institution. In making studies and recommendations for the purpose of classifying and prescribing the role and scope of institutions, the commission shall do so without regard for race and traditional role of the institution, provided, however, that in the absence of compelling reasons to the contrary the commission shall give priority to institutions having seniority in years of operation in the service area.
- To hear applications from the institutions for changes in classification or role and scope and to recommend to the Legislature for clarification such classifications in role or scope which may not be agreed to by the governing board of any institution.

From the Code of Alabama 1975, Section 16-5-10.

Factors for Consideration:

- The staff has reviewed documents and monitored actions related to the request and found that they are in accord with Commission policy.

Public Review: The proposed instructional role change was posted on the Commission website from July 12 until August 2 (twenty days) for public review and comments. No comments were received.

DECISION ITEM H-1:

Action on the Request for Instructional Role Change of Drake State Community and Technical College from Technical to Community College Role

Staff Presenter:

Ms. Ellen E. Haulman
Director of Instruction and Special Projects

Staff Recommendation:

That the Commission approve the request of the Alabama Department of Postsecondary Education for a change in instructional role for J.F. Drake State Community and Technical College (DRK), also known as Drake State Community and Technical College. The instructional role shall be changed from technical college to community college.

Approval of the role change does not include approval of any new programs to DRK's academic program inventory. Any new programs to be added to the inventory must be submitted for Commission approval, using established guidelines and procedures. In addition, any new organizational unit (such as an academic division, if needed) at DRK that is more prominent than a department must be approved by the Commission. New departments added as a result of the role change must be reported to the Commission prior to implementation.

Background:

In accordance with its authority to establish definitions of units of instruction, the Commission has defined the following two-year institutions:

Community College: A lower division institution which offers university parallel transfer programs which culminate in the award of Associate in Arts or Associate in Science degrees, as well as "career" or "applied" programs to prepare students for occupational, technical, and paraprofessional employment. The applied programs, varying in length, culminate in certificates, diplomas, or Associate in Applied Science degrees. Considerable emphasis is placed on developmental/remedial studies and continuing education.

Junior College: A lower division institution similar in role and mission to the Community College. The main distinction is in the scope of the curriculum, i.e. the junior college is generally less comprehensive than the community college in its "applied" programs and is primarily a transfer institution designed to offer the first two years of a baccalaureate degree.

Technical College: A lower division institution which offers occupational programs in trade and industrial, technical, and applied science fields. These programs culminate in certificates, diplomas, and associate degrees. Technical Colleges accredited by the Council on Occupational Education (COE) may grant the

Associate in Applied Technology degree (AAT), while those accredited by the Southern Association of Colleges and Schools Commission on Colleges (COC) may grant the Associate in Applied Science (AAS) degree. The technical college may not offer the transfer AA and AS degrees.

The Alabama Department of Postsecondary Education has requested that the instructional role for J.F. Drake State Community and Technical College be changed from the technical college role to the community college role. The changes to the instructional role matrix for DRK are indicated in Attachments 2 and 3. The impact of this change to the Commission's Academic Program Inventory is shown in Attachment 4 to this item, "Comparison of the Current Inventory with the Proposed Inventory for Drake State Community and Technical College."

Attachment 1 is a summary of activities related to this request in compliance with the Commission's guidelines.

Supporting Documentation:

1. "Guidelines for the Review and Approval of Instructional Role Change from Technical College to Community College," available upon request.

2. Attachment 5: Letter from ADPE requesting the change of instructional role, attached.

Attachment 1
Guidelines for the Review and Approval of Instructional Role Change from
Technical College to Community College

Staff commentary on each requirement is underlined and italicized.

The guidelines for the review and approval of instructional role change from technical to community college include two components:

1. Requirements Established by the Alabama Commission on Higher Education (ACHE).
2. Sequential Procedures.

Requirements Established by ACHE

The following specific requirements must be addressed in any proposal for a change in instructional role from technical college to community college:

1. The proposed instructional role change and institutional description must be in accordance with definitions in state statute.

   The change is consistent with state statute. The name of the institution was changed by the State Legislature in the last session and was recognized by the Commission at the June meeting. The name change went into effect on July 1, 2013.

2. Additional programs, i.e. programs not existing at the time of the change in instructional role, must undergo the regular ACHE review and approval process.

   ADPE and DRK, in compliance, have submitted documents stating Intent to Submit a Program Application (ISPA) for the Associate in Arts and Associate in Science Transfer Programs. Commission action on the proposed new programs is tentatively scheduled for the December 6, 2013, meeting.

3. Documentation of specific educational benefits to be derived from the change from technical college to community college must be presented with the Statement of Intent.

   The Statement of Intent was submitted ADPE in October 2012 and accepted by the Commission at the December 2012 Commission meeting.

   According the prospectus filed with the Statement of Intent, DRK has experienced steady, significant increases over the last decade. The unduplicated headcount over the period 2000-01 to 2011-12 increased from less than 900 to more than 2100. Change of instructional role to the community college role will allow DRK to begin offering transfer programs. According to the prospectus, these programs will offer commuter students in DRK's area a low cost conduit to university degree completion.

   The prospectus stated that a survey was conducted to assess the level of interest for the AA and AS programs. There was a total of 552 responses to the survey. A majority (62 percent) were interested in completing a transfer associate degree at DRK.

Only those proposals that are educationally beneficial should be submitted to ACHE for consideration and approval.

Sequential Procedures for Instructional Role Change from
Technical College to Community College

1. A statement of intent, previously recognized by the State Board of Education, is submitted by the institution and by the Alabama Department of Postsecondary Education (ADPE) to the Commission and placed on the Public Forum for 20 days. The statement of intent must include the following as attachments:
   a. A timeline that includes Southern Association of Colleges and Schools/Commission on College (SACS/COC) requirements;
   b. Pertinent letters and notifications from SACS/COC; and
   c. The prospectus submitted to SACS/COC.

   The statement of intent with attachments was submitted by ADPE in October 2012.

2. The statement of intent is accepted by the Commission as an information item at a regular Commission meeting.

   An information item concerning the statement of intent was accepted by the Commission at the December 7, 2012, meeting.

   In addition at the December 7th meeting, the Commission approved the change of DRK's instructional role to SACS/COC accredited technical college. As a result of SACS/COC accreditation, Associate in Applied Technology (AAT) awards in the Commission's Academic Program Inventory were changed to Associate in Applied Science (AAS).

3. The State Board of Education approves the submission of the institutional role change request to the Commission.

   The State Board of Education approved the submission of the institutional role change on August 22, 2013.

4. The Chancellor, ADPE, submits a request for a proposed instructional role change from technical to community college. The request should include:
   a. Related documents submitted to SACS/COC.
   b. Related documents submitted to or received from programmatic accreditors or regulating agencies.
   c. Letters and/or notification from SACS/COC regarding the change.
   d. A document including the following information:
      i. Evidence of institutional readiness: institutional analysis of staffing, facilities, and equipment related to the change.
      ii. Evidence of compliance with accreditation requirements.
      iii. Evidence of the strength of current programs.
      iv. Plans for addition of academic programs, including an academic division or other plan for the administration of said academic programs.
      v. Evidence of the necessary financial base for implementing the change.
      vi. The rationale for the change.

   The request for role change was submitted on July 9, 2013. Earlier submissions had included documents submitted to SACS/COC and a letter from SACS/COC acknowledging accreditation of the institution.

5. Submission of the request is subject to the Commission deadlines for extensions/alterations of existing units of instruction.

   The request was received prior to the deadline for extensions/alterations for the September meeting.

6. The proposed change is posted for twenty days on the Public Forum page of the Commission website for public comment.

   The proposed change was posted on the Public Forum from July 12 to August 2, 2013. No comments were received.

7. A staff recommendation (a decision item) is developed for Commission review and action, using the typical timeline for review of extensions/alterations of existing units of instruction.

   A recommendation was developed for the September 13, 2013, Commission meeting.

8. The Commission reviews and acts on the staff recommendation related to the requested change in instructional role at a regular meeting of the Commission.

9. A notification letter stating the Commission's decision on the request is sent to the ADPE office following the Commission meeting for further consideration or action by the State Board of Education, as determined by the Board.

10. Notification of the Commission's decision on the request is sent by the Commission staff to accrediting agencies, as appropriate.

Attachment 2: Technical College Instructional Role Matrix--COC Accredited
2012 (Existing Matrix)
Drake State Community and Technical College

LINE	ACADEMIC SUBDIVISION GROUPINGS	CERT	DIPL	AA	AS	AAS	AAT	AOT
1	Agriculture (CIP 01, 03)							
2	Business (CIP 52)	X				X		
3	College-Parallel Transfer (CIP 01-31, 38-45, 48, 50, 52, 54)							
4	Communications (CIP 09, 10)							
5	Computer and Information Science (CIP 11)	X				X		
6	Personal & Culinary Services (CIP 12)	X				X		
7	Engineering Technologies (CIP 15)	X				X		
8	Health Rel. Professions (CIP 51 except 51.3801 & 51.3901)	X				X		
9	Family and Consumer Sciences (CIP 19, 20)							
10	Legal Assisting (CIP 22.0302)							
11	Library Assisting (CIP 25.0301)							
12	Nursing (CIP 51.3801 & 51.3901)	X						
13	Parks & Recreation (CIP 31)							
14	Protective Services & Public Affairs (CIP 43, 44)							
15	Science Technologies (CIP 41)							
16	Social Science & History (CIP 45, 54)							
17	Trade & Industrial (CIP 46, 47, 48, 49)	X				X		
18	Visual & Performing Arts (CIP 50)							
19	Military & Occupational Technologies (CIP 29, 30)							X

Attachment 3: Community College Instructional Role Matrix--DRAFT

2013

Drake State Community and Technical College

LINE	ACADEMIC SUBDIVISION GROUPINGS	CERT	DIPL	AA	AS	AAS	AAT	AOT
					DEGREE LEVEL			
1	Agriculture (CIP 01, 03)							
2	Business (CIP 52)	X				X		
3	College-Parallel Transfer (CIP 01-31, 38-45, 48, 50, 52, 54)			0*	0*			
4	Communications (CIP 09, 10)							
5	Computer and Information Science (CIP 11)	X				X		
6	Personal & Culinary Services (CIP 12)	X				X		
7	Engineering Technologies (CIP 15)	X				X		
8	Health Rel. Professions (CIP 51 except 51.3801 & 51.3901)	X				X		
9	Family and Consumer Sciences (CIP 19, 20)							
10	Legal Assisting (CIP 22.0302)							
11	Library Assisting (CIP 25.0301)							
12	Nursing (CIP 51.3801 & 51.3901)	X						
13	Parks & Recreation (CIP 31)							
14	Protective Services & Public Affairs (CIP 43, 44)							
15	Science Technologies (CIP 41)							
16	Social Science & History (CIP 45, 54)							
17	Trade & Industrial (CIP 46, 47, 48, 49)	X				X		
18	Visual & Performing Arts (CIP 50)							
19	Military & Occupational Technologies (CIP 29, 30)							X

*Subject to Commission approval of new program proposals.

Attachment 4: Comparison of the Current Inventory with the Proposed Inventory for
Drake State Community and Technical College

CIP Code and Title	Award Listed in the Commission's Current Inventory	Proposed Award Listed in the ADPE Draft Inventory
11.0101 Computer Science	C, AAS	No change
12.0401 Cosmetology	C	No change.
12.0412 Salon and Spa Management	C, AAS	No change.
12.0503 Culinary Arts	C, AAS	No change.
15.0303 Electrical Engineering Technology	C, AAS	No change.
15.0501 Heating & Air Conditioning	C, AAS	No change.
15.0803 Automotive Service Technology	AAS	No change.
15.1301 Drafting & Design Technology	C, AAS	No change.
24.0101 Transfer AA	None	Transfer AA under development, subject to Commission approval
24.0102 Transfer AS	None	Transfer AS under development, subject to Commission approval
30.9999 Occupational Technology	AOT	No change.
46.0302 Electrical Technology	C	No change.
47.0303 Industrial Maintenance Technology	C, AAS	No change.
47.0604 Auto Mechanics	C	No change.
48.0507 Machine Tool Technology	C, AAS	No change.
51.0801 Medical Assisting Technology	C, AAS	No change.
51.3901 Practical Nursing	C	No change.
52.0302 Accounting Technology	C, AAS	No change.
52.0401 Office Administration	C, AAS	No change.

Attachment 5

Post Office Box 302130
Montgomery, AL 36130-2130

T 334.293.4500 F 334.293.4504
www.accs.cc

MARK A. HEINRICH, PH.D.
Chancellor

July 9, 2013

Mrs. Ellen Haulman
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, Alabama 36130

Dear Mrs. Haulman:

This is to request an instructional role change for J.F. Drake State Community and Technical College from a technical to community college. The College was awarded accreditation retroactive to January 1, 2012 by the Commission on Colleges. The letter from the Southern Association of Colleges and Schools Commission on Colleges is enclosed for your information.

If you have questions regarding this matter, please do not hesitate to contact me or Trish Jones. Thank you.

Sincerely,

Barbara Anne Spears, Interim Director
Academic Programs

tj

Enclosure

cc: Mark A. Heinrich, Ph.D.
        Susan Y. Price
        Amy Brabham

SACS COC

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

July 11, 2012

Dr. Helen T. McAlpine
President
J. F. Drake State Technical College
3421 Meridian Street North
Huntsville, AL, 35811

Dear Dr. McAlpine:

The following action regarding your institution was taken at the June 2012 meeting of the Board of Trustees of SACS Commission on Colleges:

> The Commission on Colleges awarded initial accreditation at Level I with the Southern Association of Colleges and Schools Commission on Colleges. Accreditation is retroactive to January 1, 2012. The institution will be required to complete a Compliance Certification and a Quality Enhancement Plan and to receive a Committee in anticipation of reaffirmation of accreditation in 2017.

On behalf of the member institutions that make up the Commission on Colleges, I welcome you and look forward to your involvement in this very important self-regulatory process. If you have any questions, please contact Dr. Claudette H. Williams, the staff member assigned to your institution.

Sincerely,

Belie S. Wheelan, Ph.D.
President

BSW:rlb

cc: Dr. Claudette H. Williams

DECISION ITEM H-2:   Auburn University, Change of the Department of
                                            Communication and Journalism to the School of
                                            Communication and Journalism

Staff Presenter: Ms. Ellen E. Haulman
                                            Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the elevation of the
                                            Department of Communication and Journalism to the
                                            School of Communication and Journalism.

Background: Auburn University (AU) plans to elevate the existing
                                            Department of Communication and Journalism to the
                                            School of Communication and Journalism. The change
                                            has been approved by the Auburn University Board of
                                            Trustees. The administrative unit was found to be in
                                            accordance with the board's definition of "school,"
                                            related to the number of degree programs offered, the
                                            number of students in degree programs in the unit, the
                                            rank of faculty, and the number of credit hours
                                            generated.

                                            The change in administrative unit designation from
                                            department to school is expected to enhance recruitment
                                            of students and faculty. It also is expected to increase
                                            visibility for academic program growth and extramural
                                            funding.

                                            According to the Commission's operational definitions,
                                            administrative changes creating units more prominent
                                            than a department (such as divisions, schools, or
                                            colleges) 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.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM H-3:   Auburn University, Change of the Department of
                                      Fisheries and Allied Aquacultures to the School of
                                      Fisheries, Aquaculture, and Aquatic Sciences

Staff Presenter: Ms. Ellen E. Haulman
                                      Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the elevation of the
                                      Department of Fisheries and Allied Aquacultures to the
                                      School of Fisheries, Aquaculture, and Aquatic Sciences.

Background: Auburn University (AU) plans to elevate the existing
                                      Department of Fisheries and Allied Aquacultures to the
                                      School of Fisheries, Aquaculture, and Aquatic Sciences.
                                      The change has been approved by the Auburn
                                      University Board of Trustees. The administrative unit
                                      was found to be in accordance with the board's definition
                                      of "school," related to the number of degree programs
                                      offered, the number of students in degree programs in
                                      the unit, the rank of faculty, and the number of credit
                                      hours generated.

                                      The change in administrative unit designation from
                                      department to school is expected to enhance recruitment
                                      of students and faculty. It also is expected to increase
                                      visibility for academic program growth and extramural
                                      funding. The change would align the unit's designation
                                      with units of similar size at peer institutions.

                                      According to the Commission's operational definitions,
                                      administrative changes creating units more prominent
                                      than a department (such as divisions, schools, or
                                      colleges) 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.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM H-4:   Auburn University, Change of the Department of
                                    Kinesiology to the School of Kinesiology

Staff Presenter: Ms. Ellen E. Haulman
                                    Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the elevation of the
                                    Department of Kinesiology to the School of Kinesiology.

Background: Auburn University (AU) plans to elevate the existing
                                    Department of Kinesiology to the School Kinesiology.
                                    The change has been approved by the Auburn
                                    University Board of Trustees. The administrative unit
                                    was found to be in accordance with the board's definition
                                    of "school," related to the number of degree programs
                                    offered, the number of students in degree programs in
                                    the unit, the rank of faculty, and the number of credit
                                    hours generated.

                                    The change in administrative unit designation from
                                    department to school is expected to enhance recruitment
                                    of students and faculty. It also is expected to increase
                                    visibility for academic program growth and extramural
                                    funding. The change also would align the unit's
                                    designation with units of similar size at peer institutions.

                                    According to the Commission's operational definitions,
                                    administrative changes creating units more prominent
                                    than a department (such as divisions, schools, or
                                    colleges) 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.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM H-5:   <u>Auburn University, Change of the Department of</u>
                                      <u>Industrial and Graphic Design to the School of Industrial</u>
                                      <u>and Graphic Design</u>

Staff Presenter: Ms. Ellen E. Haulman
                                      Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the elevation of the
                                      Department of Industrial and Graphic Design to the
                                      School of Industrial and Graphic Design.

Background: Auburn University (AU) plans to elevate the existing
                                      Department of Industrial and Graphic Design to the
                                      School of Industrial and Graphic Design. The change
                                      has been approved by the Auburn University Board of
                                      Trustees. The administrative unit was found to be in
                                      accordance with the board's definition of "school,"
                                      related to the number of degree programs offered, the
                                      number of students in degree programs in the unit, the
                                      rank of faculty, and the number of credit hours
                                      generated.

                                      The change in administrative unit designation from
                                      department to school is expected to enhance recruitment
                                      of students and faculty. It also is expected to increase
                                      visibility for academic program growth and extramural
                                      funding. The change also would align the unit's
                                      designation with the two other schools (the McWhorter
                                      School of Building Science and the School of
                                      Architecture, Planning, and Landscape Architecture)
                                      within AU's College of Architecture, Design, and
                                      Construction.

                                      According to the Commission's operational definitions,
                                      administrative changes creating units more prominent
                                      than a department (such as divisions, schools, or
                                      colleges) 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.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM H-6:   Auburn University at Montgomery, Addition of a Track in
                                          Religious Studies to the Existing Bachelor of Liberal Arts
                                          (BLA) in Liberal Arts (CIP 24.0101)

Staff Presenter: Ms. Margaret Pearson
                                          Academic Program Review Analyst

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

Background: Auburn University at Montgomery (AUM) currently has
                                          the Bachelor of Liberal Arts (BLA) in Liberal Arts at
                                          CIP 24.0101 in the Commission's Academic Program
                                          Inventory. AUM has proposed the addition of a track in
                                          Religious Studies to the existing program.

                                          The program consists of:

                                          General Education   41 semester hours (sh)
                                          Proposed Option   9 (sh)
                                          Electives   30 (sh)
                                          *Program Core

                                          *The Bachelor of Liberal Arts program is vigorously
                                          interdisciplinary with general distribution requirements in
                                          humanities and social sciences. There is no single
                                          course required of all students.

                                          The proposed option includes the following courses:
                                          Theories and Methods in the Study of Religion; Intro to
                                          World Religions; and Senior Thesis in Religious Studies.

                                          Budgetary Impact: **None.**

                                          According to the proposal, AUM seeks to provide
                                          students with the opportunity to engage in the
                                          interdisciplinary study of religion in a non-confessional
                                          context. The addition of the proposed track will
                                          formalize a curricular path already open to students
                                          within the Bachelor of Liberal Arts.

                                          Consistent with Commission policy and operational
                                          definitions, the track 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 track be
                                          approved as a reasonable extension/alteration of an
                                          existing program.

Supporting Documentation: 1. "Reasonable Extensions and Alterations of Existing
                                              Units and Programs of Instruction," 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 H-7:   The University of Alabama at Birmingham, Addition of a
              Track in Pharmacoepidemiology and Comparative
              Effectiveness Research to the Existing MSPH in Public
              Health (CIP 51.2201)

Staff Presenter: Ms. Margaret Pearson
              Academic Program Review Analyst

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

Background: The University of Alabama at Birmingham (UAB)
              currently has the Master of Science in Public Health
              (MSPH) at CIP 51.2201 in the Academic Program
              Inventory. UAB proposes the addition of a track in
              Pharmacoepidemiology and Comparative Effectiveness
              Research to the existing program.

              The program with the proposed track will require 43
              semester hours (sh), as listed below:

              Program Core   25 sh
              Proposed Track   18 sh
                Total: 43 sh

              The program core includes courses in: Intermediate
              Statistical Analysis I, II, & III (3 credit hours each);
              Principles of Epidemiologic Research (4 credit hours);
              Principles of Epidemiologic Research Lab; Quantitative
              Methods of Epidemiology (3 credit hours); and master's
              level Project Research (9 credit hours).

              Courses in the proposed track are:
              Pharmacoepidemiology & Comparative Effectiveness
              Research (3 credit hours); Epidemiologic Methods
              Applied to Comparative Effectiveness Research (2 credit
              hours); Principles of Scientific Integrity (3 credit hours);
              Track-Specific Relevant Electives (10 credit hours).
              Students should consult their advisor to identify courses
              relevant to their needs and interests.

               • **Budgetary Impact**: No additional funding will
                 be needed to implement the proposed track.

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

Supporting Documentation: 1. "Reasonable Extensions and Alterations of Existing
                Units and Programs of Instruction," 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.

ALABAMA COMMISSION ON HIGHER EDUCATION
Friday, September 13, 2013

DECISION ITEM H-8:   Enterprise State Community College, Addition of Options
                                      in Computer Programming and Computer Maintenance
                                      to the Existing AAS in Computer Science (CIP 11.0101)

Staff Presenter: Ms. Margaret Pearson
                                      Academic Program Review Analyst

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

Background: Enterprise State Community College (ENT) currently has
                                      an AAS in Computer Science listed at CIP 11.0101 in
                                      the Commission's Academic Program Inventory. ENT
                                      has proposed the addition of options in Computer
                                      Programming and Computer Maintenance to the existing
                                      program.

                                      The program with the Computer Programming option will
                                      require a total of 68 semester hours (sh):

                                              General Education   22 sh
                                              Program Core   25 sh
                                              Option   21 sh
                                                  Total   68 sh

                                      Courses in the program core are: Microcomputer
                                      Applications; Intro to Networking Communications;
                                      Network Lab; Co-op for CIS I; Software Support;
                                      Hardware Support; Server Administration; and Directory
                                      Services Administration.

                                      Courses in the option include: Intro to Web
                                      Development; Visual Basic Programming; Advanced
                                      Visual Basic Programming; C++Programming; Advanced
                                      C++ Programming; JAVA Programming; and Advanced
                                      JAVA.

                                      The program with the Computer Maintenance option will
                                      require a total of 74 semester hours (sh):

                                              General Education   22 sh
                                              Program Core   25 sh
                                              Option   27 sh
                                                  Total   74 sh

                                      Courses in the program core are: Microcomputer
                                      Applications; Intro to Networking Communications;
                                      Network Lab; Co-op for CIS I; Software Support;
                                      Hardware Support; Server Administration; and Directory
                                      Services Administration.

                                      Courses in the option include: Workstation
                                      Administration; Network Security; Network Services and
                                      Support; and Network Installation and Design.

                                      Budgetary Impact: NONE

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 through ADPE. Available upon request.

DECISION ITEM H-9:   The University of Alabama at Birmingham,
                                                Establishment of the Department of Neurosurgery in the
                                                School of Medicine

Staff Presenter: Ms. Margaret Pearson
                                                Academic Program Review Analyst

Staff Recommendation: That the Commission approve the establishment of the
                                                Department of Neurosurgery.

Background: The University of Alabama at Birmingham (UAB) plans
                                                to establish the Department of Neurosurgery. The new
                                                department will provide greater opportunity for improved
                                                quality and access to patient care, expansion of
                                                research, and increased educational opportunities.

                                                According to the Commission's operational definitions,
                                                administrative changes at the department level generally
                                                are submitted as information items. At UAB, however,
                                                departments in the School of Medicine are more
                                                prominent units than academic divisions. Consequently,
                                                this item is submitted for 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.

DECISION ITEM H-10:   The University of Alabama in Huntsville, Establishment
                                       of the Honors College

Staff Presenter: Ms. Ellen E. Haulman
                                       Director of Instruction and Special Projects

Staff Recommendation: That the Commission approve the establishment of the
                                       Honors College at the University of Alabama in
                                       Huntsville (UAH).

Background: The University of Alabama in Huntsville (UAH) plans to
                                       establish the Honors College, a new campus-wide unit
                                       that will serve talented undergraduate students in all
                                       majors and disciplines. Establishment of the unit will
                                       increase the ability of UAH to recruit and retain high-
                                       ability students. The new college will be based on the
                                       existing UAH Honors Program. The transition to the
                                       Honors College is expected to encourage donor support
                                       and to extend honors experiences to more students on
                                       campus.

                                       According to the Commission's operational definitions,
                                       administrative changes at the department level generally
                                       are submitted as information items. More prominent
                                       administrative units, such as a college, are subject to
                                       Commission review and approval. Consequently, this
                                       item is submitted for 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.

DECISION ITEM H-11:   Athens State University, Addition of an Option in
                                       Information Security to the Existing Bachelor of Science
                                       in Computer Science (CIP 11.0101)

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: Athens State University (ATSU) currently has the
                                       Bachelor of Science (BS) in Computer Science at
                                       CIP 11.0101 in the Commission's Academic Program
                                       Inventory. ATSU has proposed the addition of an option
                                       in Information Security to the existing program.

                                       The program will consist of:

                                       General Education   64 semester hours (sh)
                                       Program Core   40 (sh)
                                       Proposed Option   16 (sh)
                                                 Total   120 (sh)

                                       The proposed option includes the following courses:
                                       The Digital Enterprise; Foundations of Information
                                       Security; Network Security; Network Security Lab;
                                       Operating Systems; and Applied Cryptography and
                                       System Security.

                                       Courses in the program core include: Computer Science
                                       I & II; Data Structures; Networking Fundamentals; Local
                                       Area Networks; Wide Area Networks; and Network
                                       Architectures.

                                       Budgetary Impact: **None.**

                                       According to the proposal, the demand for IT security
                                       specialists is acutely high within the service area of
                                       ATSU because of connections to government agencies
                                       at Redstone Arsenal and NASA's Marshall Space Flight
                                       Center.

                                       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 H-12:   Athens State University, Addition of an Option in
                                       Juvenile Justice to the Existing Bachelor of Science in
                                       Criminal Justice (CIP 43.0104)

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: Athens State University (ATSU) currently has the
                                       Bachelor of Science (BS) in Criminal Justice at
                                       CIP 43.0104 in the Commission's Academic Program
                                       Inventory. ATSU has proposed the addition of an option
                                       in Juvenile Justice to the existing program.

                                       The program will consist of:

                                       General Education   41 semester hours (sh)
                                       Program Core   40 (sh)
                                       Proposed Option   47 (sh)
                                              Total   128 (sh)

                                       The proposed option will include: Juvenile Delinquency;
                                       Global Child Advocacy Issues; Child Advocacy II;
                                       Abnormal Psychology; Cognitive Psychology; and Child
                                       Psychology.

                                       Courses in the program core include: Criminal Justice
                                       Process; Criminal Law; Law Enforcement in America;
                                       Adult Corrections; and Advanced Criminology.

                                       Budgetary Impact: **None.**

                                       According to the proposal, the proposed option will serve
                                       as an academic link for collaborating with the Alabama
                                       Department of Child Abuse and Neglect Prevention, and
                                       Child Defend programs.

                                       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 H-13:   The University of South Alabama, Addition of a Track in
                                        Hospitality and Tourism Management to the Existing
                                        BA/BS in Interdisciplinary Studies (CIP 30.0000)

Staff Presenter: Ms. Margaret Pearson
                                        Academic Program Review Analyst

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

Background: The University of South Alabama (USA) currently has
                                        the Bachelor of Arts/Bachelor of Science (BA/BS) in
                                        Interdisciplinary Studies at CIP 30.0000 in the Academic
                                        Program Inventory. USA proposes the addition of a track
                                        in Hospitality and Tourism Management to the existing
                                        program.

                                        The program will consist of the following:

                                        General Education   41 semester hours (sh)
                                        Proposed Track   12 sh
                                        *Proposed Core   18-21 sh

                                        *Each student must complete an individualized 54 hour
                                        concentration with at least 30 hours from upper-division
                                        courses.

                                        The program core includes courses in: Theories-
                                        Principles of Adult Learning; Intro to Interdisciplinary
                                        Studies; Intro to Computer Applications; and Critical
                                        Expression.

                                        Courses in the proposed track are: Intro to Hospitality
                                        Management; Tourism and Hospitality Marketing;
                                        Ecotourism; History of Travel and Tourism; and Global
                                        Tourism.

                                        • **Budgetary Impact**: A part-time faculty will be
                                          hired to teach in the program.

                                        Consistent with Commission policy and operational
                                        definitions, the track 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 track be
                                        approved as a reasonable extension/alteration of an
                                        existing program.

Supporting Documentation: 1. "Reasonable Extensions and Alterations of Existing
                                            Units and Programs of Instruction," 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.

ALABAMA COMMISSION ON HIGHER EDUCATION
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DECISION ITEM H-14:   <u>Auburn University at Montgomery, Addition of a Track in</u>
                                <u>Chinese and East Asian Studies to the Existing BA in</u>
                                <u>International Studies (CIP 16.0101)</u>

<u>Staff Presenter</u>:   Ms. Ellen E. Haulman
                                Director of Instruction and Special Projects

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

<u>Background</u>:   Auburn University at Montgomery (AUM) currently has
                                the Bachelor of Arts in International Studies at
                                CIP 16.0101 in the Commission's Academic Program
                                Inventory. AUM has proposed the addition of a track in
                                Chinese and East Asian Studies to the existing program.
                                In the information item in this packet, "Changes to the
                                Academic Inventory," the program is being renamed
                                "World Languages and Cultures."

                                The program is designed to allow the students a
                                language of choice related to a required track. Existing
                                tracks include Hispanic Studies, Francophone Studies,
                                or Germanic Studies, all requiring more than two years
                                of language study. The program with the track in
                                Chinese and East Asian Studies will consist of the
                                following:

                                General Education   43 semester hours
                                Program Core   11
                                Proposed Option   43
                                Minor   12-18
                                Electives   5-11
                                        Total   **120**

                                The program core includes Introduction to Geographic
                                Information Systems, Introduction to International
                                Studies, and Literature in Translation.

                                The proposed track includes the following courses:
                                Imperial China to 1644; Modern China, 1644 – Present;
                                East Asian-American Relations since 1850; Asian
                                Cultures; East Asia: Texts and Contexts; Elementary
                                Chinese I and II; Intermediate Chinese I and II; Chinese
                                Conversation; and Chinese Composition and Style.

                                Budgetary Impact: **Minimal.**

                                        Most coursework for the track is already offered.
                                        The Confucius Institute at AUM has committed
                                        to sustaining the cost of an additional part-time
                                        Chinese language instructor and additional
                                        library materials.

                                According to the proposal, the track is being developed
                                in recognition of China's and East Asia's increasingly
                                prominent role in the world. The track is intended to
                                better prepare students to interact with the region in
                                business, cultural, governmental, and other contexts.

Consistent with Commission policy and operational definitions, the track 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 track be approved as a reasonable extension/alteration of an existing program.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," 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 I-1:   <u>Enterprise State Community College, New Off-Campus Site:
                                 Elmore County Technical Center</u>

<u>Staff Presenter</u>:   Ms. Margaret Pearson
                                 Academic Program Review Analyst

<u>Staff Recommendation</u>:   That the Commission approve the following new off-campus
                                 site for Enterprise State Community College.

<u>Proposal</u>:   Enterprise State Community College (ENT) plans to offer
                                 courses at the following new off-campus site beginning in spring
                                 2014:

                                 Elmore County Technical Center, Wetumpka, Alabama

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

                                 The proposal was posted on the Commission website from
                                 July 11 until July 31, 2013 (twenty days) for public review and
                                 comment. No comments were received.

                                 Commission approval is required because Elmore County is
                                 outside of ENT's service area. Additionally, the aviation
                                 courses offered at the proposed off-campus site are not offered
                                 by local institutions.

<u>Supporting Documentation</u>:   1. Proposal for New Off-Campus site at Elmore County
                                     Technical Center, Wetumpka, attached.

                                 2. "Review of Off-Campus Instruction offered by Public
                                     Postsecondary Institutions," Ala. Admin. Code (Commission
                                     on Higher Education), r. 300-2-1-.06. Available upon
                                     request.

Attachment 1

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION
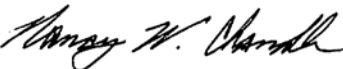
Institution: Enterprise State Community College
Administrator Responsible for Site
Name & Title: Dr. Matthew Hughes
Telephone: 334-347-2623
Fax: 334-347-4402
E-Mail: mhughes@escc.edu
Contact Person at Site If Other Than Administrator Above
Name & Title: Carl Thomas
Telephone: 334-567-1298
Fax:
E-Mail: carl.thomas@elmore.k12.al.us
Location of Proposed Site
Facility: Elmore County Technical Center
Street Address: 800 Kelly Fitzpatrick Drive
City: Wetumpka, AL   **County: Elmore**
When will you begin offering instruction at this site? Spring 2014

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

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

Certification

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

Signature of President/Chancellor: *[signature]*

Date: 6-6-13

Forms/OC Proposal for New Site   Revised 8/18/00

COURSE LIST

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

Courses (Include Number & Title)
AMT 100, Technical Preparation
AMT 101, Basic Electricity
AMT 102, Materials and Processes
AMT 110, Non-metallic Strucures and Welding
AMT 111, Aircraft Sheetmetal Structures
AMT 112, Airframe Systems I
AMT 113, Airframe Systems II
AMT 114, Airframe Systems III
AMT 115, Airframe Systems IV
AMT 117, Airframe Comprehensive Testing

Add additional rows if needed.

ALABAMA COMMISSION ON HIGHER EDUCATION
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DECISION ITEM I-2:   The University of Alabama at Birmingham, New Off-Campus
                                            Site: Montgomery Regional Medical Campus (Morrow Medical
                                            Tower)

Staff Presenter: Ms. Margaret Pearson
                                            Academic Program Review Analyst

Staff Recommendation: That the Commission approve the following new off-campus
                                            site for the University of Alabama at Birmingham.

Proposal: The University of Alabama at Birmingham (UAB) plans to offer
                                            courses at the following new off-campus site beginning in spring
                                            2014:

                                            Montgomery Regional Medical Campus (Morrow Medical
                                            Tower) Montgomery, Alabama

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

                                            The proposal was posted on the Commission website from
                                            July 15 until August 4, 2013 (twenty days) for public review and
                                            comments. No comments were received.

                                            Commission approval is required because Montgomery County
                                            is outside of UAB's service area. Montgomery County is in the
                                            service area of Alabama State University (ASU), Auburn
                                            University at Montgomery (AUM), and Troy University (TROY).
                                            According to the Commission's off-campus instruction policy,
                                            consent from ASU, AUM, or Troy is not required, since they do
                                            not offer comparable courses.

Supporting Documentation: 1. Proposal for a New Off-Campus Site at Montgomery
                                                Regional Medical Campus (Morrow Medical Tower),
                                                Montgomery, AL, attached.

                                            2. "Review of Off-Campus Instruction offered by Public
                                                Postsecondary Institutions," Ala. Admin. Code (Commission
                                                on Higher Education), r. 300-2-1-.06. Available upon
                                                request.

Attachment 1

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: University of Alabama at Birmingham

Administrator Responsible for Site

Name & Title: W.J. Many, Jr, MD Regional Dean

Telephone: (334) 551-2000

Fax: (334) 284-9020

E-Mail: wick@uab.edu

Contact Person at Site If Other Than Administrator Above

Name & Title: Valerie Johnson Business Officer

Telephone: (334) 284-5211 ext. 259

Fax: (334) 284-9020

E-Mail: vljohnson@uab.edu

Location of Proposed Site

Facility: Montgomery Regional Medical Campus (Morrow Medical Tower)

Street Address: 2055 East South Blvd

City: Montgomery 36116   **County:** Montgomery

When will you begin offering instruction at this site? Spring 2014

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

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

Certification

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

Signature of President/Chancellor: *HMSands for*

Date: 7/10/13

Forms/OC Proposal for New Site   Revised 8/18/00

COURSE LIST

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

Courses (Include Number & Title)
Required 3rd year Medical School curriculum:
Internal Medicine Clerkship (8 weeks)
Surgery Clerkship (8 weeks)
Obstetrics and Gynecology Clerkship (8 weeks)
Pediatrics Clerkship (8 weeks)
Psychiatry Clerkship (4 weeks)
Family Medicine Clerkship (4 weeks)
Neurology Clerkship (4 weeks)
Scholarly Activity (8 weeks)
Required 4th year Medical School curriculum:
Internal Medicine Acting Internship (4 weeks)
Ambulatory Acting Internship (4 weeks)
Surgical/Critical Care Acting Internship (4 weeks)
20 weeks of clinical electives in a variety of topics (e.g., radiology, dermatology, pathology, etc.)

Add additional rows if needed.

DECISION ITEM J: <u>Public Drawing to Determine the Order of Payment of
                                   Alabama Student Grant Program (ASGP) Funds for the
                                   2013-2014 Academic Year</u>

<u>Staff Presenter:</u>   Mrs. Cheryl Newton
                                   Grants Coordinator

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

<u>Background:</u>   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 2013-2014 academic year have been
                                   provided to the Commission Chairman, Mr. Coleman, 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.

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

ALABAMA COMMISSION ON HIGHER EDUCATION
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INFORMATION ITEM 1:   Implementation of Approved Programs

Staff Presenter: Ms. Ellen E. Haulman
                                    Director of Instruction and Special Projects

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.

                                    Troy University

                                    Program: Management, MS, CIP 52.0201
                                    Approval date: June 14, 2013
                                    Implementation date: August 2013 (on schedule).
                                    Post-implementation report date: September 1, 2018.

                                    The University of Alabama in Huntsville

                                    Program: Art, BFA, CIP 50.0701
                                    Approval date: June 10, 2011
                                    Implementation date: January 2012 (delayed).
                                    Post-implementation report date: February 1, 2017
                                    (revised).

                                    Program: Individualized Bachelor of Science, BS,
                                    CIP 30.9999
                                    Approval date: September 9, 2011
                                    Implementation date: January 2012 (on schedule)
                                    Post-implementation report date: February 1, 2017.

                                    Program: Integrated Science, Technology, Engineering,
                                    and Mathematics, MS, CIP 30.0101
                                    Approval date: December 9, 2011
                                    Implementation date: August 2013 (delayed).
                                    Post-implementation report date: September 1, 2018
                                    (revised).

Program: Earth Systems Science, MS, CIP 30.1501
Approval date: December 9, 2011
Implementation date: August 2012 (on schedule)
Post-implementation report date: September 1, 2017.

Program: Economics and Computational Analysis, BS, CIP 52.0601
Approval date: September 14, 2012
Implementation date: August 2013 (delayed)
Post-implementation report date: September 1, 2018 (revised).

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.

ALABAMA COMMISSION ON HIGHER EDUCATION
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INFORMATION ITEM 2:   Implementation of Non-Degree Programs at Senior
                              Institutions

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 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
                              institutions have sent notification regarding the non-
                              degree programs indicated:

                              Alabama State University

                              Graduate Certificate in Rehabilitation Counseling

                              This certificate will be a 21 credit-hour online program
                              that will target employed/experienced vocational
                              rehabilitation counselors and other rehabilitation
                              professionals, for the purpose of completing required
                              rehabilitation counseling courses to become eligible to
                              sit for the national certification (CRC) examination.

                              Graduate Certificate in Disability Studies, Policy, and
                              Service

                              The proposed graduate certificate will consist of 18
                              credit hours of coursework, and will focus on the nature,
                              meaning, and consequences of what it is to be defined
                              as having a disability. Coursework in the program will
                              examine the historical and evolving philosophical
                              approaches to providing services to persons with
                              disabilities.

                              Auburn University

                              Graduate Certificate in Adult Education

                              The 15 credit-hour certificate program will be appropriate
                              for individuals seeking to develop skills necessary to
                              work in post-secondary training environments and skill
                              building programs. The graduate-level certificate can be
                              completed through distance or on-campus delivery
                              formats. The certificate is intended to offer additional
                              credentials to students currently enrolled in graduate-
                              level programs, as well as to practicing professionals.

Graduate Certificate in Transition Specialist

The 16 credit-hour certificate will target special education teachers or those preparing to be special education teachers. Other appropriate participants include those majoring in general education, educational administration, rehabilitation counseling, and other related human service fields. The certificate will draw upon coursework included in existing degree programs, and is intended to offer additional credentials to students currently enrolled in graduate-level programs as well as to practicing professionals.

Graduate Certificate in Community Music

The proposed graduate certificate will consists of 14 credit hours of coursework. According to university officials, there is a great need to train music instructors as more community, religious and business organizations, and private individuals provide music instruction and musical outreach to senior citizens, the handicapped, and children who are not served by public schools. The increased emphasis on community based music teaching will strengthen the learning and teaching of students who intended to be traditional school-based music teachers.

Graduate Certificate in Educational Leadership

The graduate certificate in Educational Leadership will consist of 15 credit hours, and will offer intensive study of leadership for educational, nonprofit, governmental, and military related organizations. The certificate will require students to engage in leadership building activities and research. The leadership certificate will allow both full-time students and working professionals from a variety of disciplines to formalize their interest in the development of their leadership potential.

<u>Troy University</u>

Graduate Certificate in Health Practice Management

The 12 credit hour graduate certificate will prepare students with the underlying business knowledge and skills required to manage a contemporary health care practice/clinic enterprise. The curriculum will address health care economics and financial management, reimbursement for services, law and health care policy, business case analysis, database management, and small business practice management.

The University of Alabama

Post-Master's Certificate in Women's Studies

Consisting of 15 credit hours, the proposed certificate will provide interdisciplinary expertise in the study of women and gender. Students will learn to apply specific training in women and gender studies to their research interests, and will be able to develop commensurate coursework in their future professional careers.

The University of North Alabama

Graduate Certificate in Public History

The post-baccalaureate certificate in Public History consists of 12 credit hours, and is designed to give students who already hold a BA or a BS the opportunity to enroll in public history courses to earn a graduate certificate. The certificate will aid those already working with historical agencies in a professional or volunteer capacity in acquiring additional skills to better serve their organization.

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.

INFORMATION ITEM 3:   <u>Implementation of New Short Certificate Programs (Less than 30 Semester Hours)</u>

<u>Staff Presenter</u>:   Ms. Margaret Pearson
                                        Academic Program Review Analyst

<u>Staff Recommendation</u>:   For information only.

<u>Background</u>:   The Alabama Department of Postsecondary Education reports the approval of short certificate programs (less than 30 semester hours) at the following two-year colleges in the fields of study listed below.

Enterprise State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Airframe Technology	47.0607

Northwest-Shoals Community College

<u>Field of Study</u>	<u>CIP Code</u>
Machine Tool Technology	48.0503

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.

<u>Supporting Documentation</u>:   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 4:   <u>Summary of Post-Implementation Reports</u>

<u>Staff Presenter</u>:   Ms. Ellen E. Haulman
                                        Director of Instruction and Special Projects

<u>Staff Recommendation</u>:   That the Commission receive the post-implementation
                                        reports submitted by the institutions listed below.

<u>Background</u>:   Programs that met post-implementation conditions:

                                        • Auburn University, Integrated Design and
                                          Construction, MIDC (CIP 14.0401)

                                        • Auburn University/Auburn University at Montgomery,
                                          Nursing (Joint Program), MSN (51.3801)—Second
                                          Report

<u>Supporting Documentation</u>:   1. Unpublished post-implementation reports submitted
                                            by the institutions. Available upon request.

                                        2. "Summary of Reports on Post-Implementation
                                            Conditions," attached.

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

2013 Reports

Auburn University

<u>Meeting Conditions</u>:

- Program: Integrated Design and Construction, MIDC, CIP 14.0401 [approved as the MDB in Design-Build]

  Approved by Commission: June 22, 2007

  Proposed Implementation Date: June 2008

  Actual Implementation Date: August 2007 [implemented ahead of schedule]

  Program name and degree nomenclature were changed by information item on September 9, 2011.

  Post-Implementation Conditions:

  1) That the annual average new enrollment headcount for the first five years, beginning 2008-09, will be at least 7, based on the proposal.

  2) That the average number of graduates for the Academic Years 2008-09 through 2012-13 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.

  4) That information regarding an overall assessment of the program be provided, particularly as related to objectives and assessment measures stated in the proposal.

Integrated Design & Construction, MIDC, CIP 14.0401	Average New Enrollment Headcount	Average Number of Graduates, 2008-09 through 2012-13	Percentage of Graduates Meeting Employment Condition
Required	7	6	75%
Reported	14	12	83%

Condition 4: A detailed report was provided that specifically addressed the program's objectives and assessment measures.

The program was implemented ahead of schedule because of graduate students who were interested in transferring into the program from a related program. Program officials conduct program assessment and follow-up of program graduates, using a variety of databases and metrics, in order to both evaluate and improve the program for future cohorts. Three examples of these instruments were provided in the report: alumni location and employers; industry advisory council and quality improvement meeting minutes; and exit surveys of graduates.

The report stated that student work has been exhibited and/or featured in a variety of local and national media outlets. Faculty from the program have won national awards and been recognized by several professional organizations, including the Design-Build Institute of America and the American Institute of Architects.

- Program: Nursing, Joint MSN, CIP 51.3801—Second Report [original program name: Clinical Nursing Specialist]

Approved by the Commission: September 23, 2005

Proposed Implementation Date: August 2006

Actual Implementation Date: August 2006 (on schedule)

Program changes since approval:

1. Addition of two options, Nurse Education and Primary Care Advanced Practice Practitioner, September 10, 2010.
2. Program name change from Clinical Nursing Specialist to Nursing, March 9, 2012.

Required in the Second Post-Implementation Review Period (Approved December 9, 2011):

1. That an additional review period (academic years 2011-12 through 2012-13) for the program be granted.

2. In this additional review period, the program will meet a requested enrollment requirement of an average of 25 new students (headcount) and a revised graduation requirement of an average of 15 graduates.

3. That the institutions submit, no later than October 1, 2013, a second post-implementation report, demonstrating that the program met the revised post-implementation conditions for the average enrollment and graduate for the specified period.

Second Report: Nursing, MSN, CIP 51.2801	Average New Enrollment Headcount	Average Number of Graduates, 2011-12 through 2012-13
Required	25	15
Reported	35	20

The institutions provided a joint report in compliance with the Commission requirement. It stated that the program is showing steady growth in both enrollment and graduation. In addition, the first class of students choosing the Primary Care Nurse Practitioner option had a 100 percent pass rate on the national certification exam, as well as a 100 percent employment rate.

INFORMATION ITEM 5:   Changes to the Academic Program Inventory

Staff Presenter: Ms. Ellen E. Haulman
                                       Director of Instruction and Special Projects

Staff Recommendation: For information only.

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

Supporting Documentation: 1. Academic Program Inventory. Available on the
                                           Commission's Website: www.ache.alabama.gov .

                                       2. "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.

                                       3. Written unpublished documentation provided by the
                                           institutions. Available upon request.

A. Program Inventory Deletions

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

The University of Montevallo	13.1210	Early Childhood Education, *BA/BS*
	13.1210	Early Childhood Education, *MEd, [BA/BS and MEd programs previously placed on inactive status]*
Lurleen B. Wallace Community College	15.0301	Drafting and Design Technology, *AAS*
	51.0904	Emergency Medical Technology, *Certificate [AAS will remain]*
Trenholm State Technical College	01.0603	Horticulture, Ornamental, *AAT/Certificate*

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

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

Auburn University at Montgomery	16.0101	~~International Studies~~ <u>World Languages and Cultures</u>, *BA*
Jacksonville State University	~~45.0601~~ <u>52.0601</u>	<u>Business</u> Economics, *BS*

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

C. Programs Placed on Inactive Status

None.

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INFORMATION ITEM 6:   <u>The University of Alabama at Birmingham, Retroactive</u>
                                       <u>Conversion of Doctor of Science in Nursing (DSN)</u>
                                       <u>Awards to Doctor of Philosophy (PhD) Awards</u>

<u>Staff Presenter</u>:   Ms. Ellen E. Haulman
                                       Director of Instruction and Special Projects

<u>Staff Recommendation</u>:   For information only.

<u>Background</u>:   The University of Alabama Board of Trustees has
                                       approved the retroactive conversion of Doctor of Science
                                       in Nursing (DSN) degrees to Doctor of Philosophy (PhD)
                                       degrees for the University of Alabama at Birmingham
                                       (UAB). This conversion of degree will be made available
                                       to 1975-2005 graduates of UAB's DSN in Nursing
                                       program.

                                       The University of Alabama System office submitted the
                                       item as an information item. It was received by the
                                       Commission staff on May 1, 2013. A retroactive change
                                       to a program is unusual, and the Commission has no
                                       guidelines pertaining to such changes. In addition,
                                       institutional boards of trustees have authority over the
                                       granting of degrees.

                                       The Doctor of Science in Nursing (DSN) in Nursing was
                                       a long-standing academic program at UAB. The DSN
                                       was deleted from the Commission's Academic Program
                                       Inventory on June 25, 2004, six years after the approval
                                       of UAB's PhD in Nursing (February 27, 1998). The staff
                                       met with Dr. Charles Nash, vice chancellor for academic
                                       and student affairs of the University of Alabama System,
                                       and officials of the UAB college of nursing, including
                                       Dr. Doreen Harper, the UAB dean of nursing, to discuss
                                       the staff's questions and concerns about the retroactive
                                       change in degree nomenclature.

                                       The staff's comments, as provided to Dr. Nash, included
                                       a question regarding whether the retroactive change of
                                       degree nomenclature would set a negative precedent for
                                       other academic programs and other institutions. The
                                       staff pointed out that the basis for approval of the PhD in
                                       Nursing program in 1998 was that the proposal
                                       submitted by UAB clearly established differences
                                       between the two programs. The item stated that the
                                       DSN was "primarily a professional degree, while the PhD
                                       is a research degree."

                                       In addition, the Commission has guidelines by which
                                       degree nomenclature can be changed for academic
                                       programs, even at the doctoral level, if the content and
                                       objectives of the program do not change. UAB did not
                                       pursue this avenue when submitting the PhD proposal in
                                       the late 1990s, although the guidelines were in place at
                                       that time. It should be noted that a change in degree
                                       nomenclature, as described in the Commission's

guidelines, does not provide for the retroactive changing of a degree earned by previous graduates.

The staff requested additional information regarding institutions in other states that had made a similar retroactive change in nomenclature. A position statement from the regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC), was also requested.

Dr. Nash and Dr. Harper provided information in response to the staff's request (attached). According to program officials, the change was spurred by actions of the American Association of Colleges of Nursing (AACN) and the National Academy of Sciences, both of which stated that the DSN and the PhD were equivalent. In addition, UAB's DSN alumni had indicated a strong desire for the change.

A list of ten institutions that had made the retroactive conversion was provided by UAB. A SACS/COC staff member informed Dr. Nash that the accrediting body would only require notification for the change. After the discussion with SACS/COC, a notification was sent by UAB to the accreditor in compliance with this directive.

Supporting Documentation: 1. June 26, 2013, memorandum from Doreen Harper to Charles Nash with supporting documents, attached,

UAB SCHOOL OF NURSING

Office of the Dean

Memorandum

To: Charles Ray Nash, Ed.D
          Vice Chancellor for Academic and Student Affairs

From: Doreen C. Harper, PhD, RN, FAAN
          Dean and Fay B. Ireland Endowed Chair in Nursing

Date: June 26, 2013

Re: UAB School of Nursing Rationale for Retroactive Conversion of DSN Degree to PhD
          Degree

Following our meeting with Dr. Greg Fitch on Thursday, May 16, 2013, at ACHE, I am
forwarding the following as an information item, per his request, for the ACHE September 13,
2013 Commission meeting.

The rationale provided to the UA System Board of Trustees for the decision to grant approval for
conversion of the DSN to the PhD degree is attached.

Please advise me if further information is needed.

DCH:vr

Attachment

cc: Linda Lucas, PhD
    Linda Moneyham, PhD, RN, FAAN

204 School of Nursing Building   The University of
1701 University Boulevard   Alabama at Birmingham
205.934.5428   Mailing Address:
www.uab.edu/son   NB 204
                                   1720 2ND AVE S
                                   BIRMINGHAM AL 35294-1210

On April 12, 2013, the Board of Trustees of the University of Alabama (UA) System granted approval for the University of Alabama at Birmingham School of Nursing to retroactively convert the Doctor of Science in Nursing (DSN) degree to a Doctor of Philosophy (PhD) degree in nursing.

Nursing Discipline Established Equivalency of the DSN and PhD Degrees
In 2001, the American Association of Colleges in Nursing (AACN) conducted a study and published a unanimously approved position statement supporting the equivalency of DSN, DNS, DNSc, and PhD programs in nursing as research-focused doctoral programs.[1] This position was further advanced in 2005, when the National Academy of Sciences addressed the equivalency among research-focused doctoral programs in nursing including the DSN, DNS, DNSC and the PhD.[2] This position was further supported by AACN in 2010 with the publication of key indicators of research-focused doctoral programs, also citing the equivalency among these degrees as research-focused doctorates.[3]

Nursing Schools that have Retroactive Conversions of the DSN Degree to the PhD Degree
Of 14 original DSN programs in the U.S., 11 have converted to the PhD degree (see Table 1). Of these programs, ten have retroactively converted their graduates' DSN/DNS/DNSc degrees to PhD degrees, and one additional program is in the process (UAB School of Nursing). These conversions are summarized in Table 1.

Table 1. Retroactive Conversions

School	Year Established	Converted to PhD	Retroactive Conversion
Catholic University	1967	2007	2006[4]
George Mason University	1986	1987	1987
University of California at San Francisco	1965	1991	2012
Rush University Medical Center	1977	2008	2008
Indiana University	1978	2008	2008
Columbia University	1993	2008	2013
Widener University	1984	2008	2008
East Tennessee State University	2002	2008	2008
University of Texas Health Sciences Center Houston	1996	2007	2007
University of Alabama at Birmingham	1976	1999	In Process
West Virginia University	2000	2008	2013
Louisiana State University	1986	No	N/A
New York University at Buffalo	1986	Yes	N/A
Yale University	1994	Yes	N/A

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[1] American Association of Colleges in Nursing, *Indicators of Quality in Research-Focused Doctoral Programs in Nursing, 2001. Available at Http://www.aacn.nche.edu/publications/position/quality-indicators.*
[2] National Research Council of the National Academies. *Advancing the Nation's Health needs: NIH Research Training Programs. 2005.* Washington, DC: National Academies Press.
[3] American Association of Colleges in Nursing. *The Research Focused Doctoral Program in Nursing, 2010. Available at http://aacn.nche.edu/education-resources/phdposition/pdf.*
[4] Catholic University retroactively converted the DNSc degree to the PhD degree in 2006, one year prior to the admission of their first students to their new PhD program.

DSN Alumni

Since AACN's 2001 position statement, there has been a recent trend and growing demand for the conversion of the DSN to PhD from our DSN alumni. We have documented alumni perceptions and the requests as they have been submitted. Among the 360 living graduates, 184 have requested the retroactive conversion of the DSN to PhD degree. The retroactive conversion of the DSN to PhD is optional. Graduates of the DSN program will be able to choose to have their DSN degree converted to a PhD degree, or they may elect to retain the DSN degree. In addition, in 2012, we conducted interviews with some of our most vocal alumni to increase our understanding of their reasons for wanting the conversion. Some of the most compelling data references DSN graduates perceived barriers of the DSN degree. Selected statements made are provided in the following.

- *"The DSN is a barrier. The public at large has trouble with the "alphabet soup" of academia and with the different kinds of degrees that are provided... People are constantly confused. People don't understand that a DSN is a doctoral degree in a specific discipline. People don't know you are a "Dr." I constantly get notes that are addressed to "Mrs." Such confusion about the degree is can be difficult when you are involved in interprofessional work. The confusion is getting worse since the emergence of the Doctor of Nursing Practice (DNP) degree, which is not a research focused doctorate."* Susan Gennaro, DSN, RN, FAAN, Dean, School of Nursing, Boston College.

- *"The DSN degree has to be explained to people because most people don't know what it is. It is often not perceived as a doctoral degree. Many people get the degree confused with the DNP."* Claudette Varricchio, DSN, RN, OCN, FAAN; Former Program Director/Nurse Consultant, National Cancer Institute.

- *"People don't understand the DSN. When I joined the VA, they really didn't understand. They told me "either you have a PhD or you don't. I've often been denied research grants because of the perception that the DSN is not a research doctorate by many. Those who have had their DSN degrees converted to a PhD have it much easier. Many people confuse the DSN with the DNP, and people often ask me if the degrees are the same thing."* James Harris, DSN, RN, APRN-BS, MBA, CNL, FAAN, Deputy Chief Nursing Officer, Veterans Administration.

- *"Without exception, I have had to explain the DSN. Because the PhD is the world's recognized highest academic degree, the DSN is virtually unrecognized. People don't quite know what to make of it. I have had numerous experiences where it was questioned if I was academically qualified. Recently when I moved to the University of Texas, I met with Human Resources to discuss benefits, I was told that I was not eligible for the same*

faculty benefits as individuals with an MD or PhD. " Susan Benedict, DSN, RN, FAAN, Director of Global Health, The University of Texas Health Sciences Center , Houston.

Communication with Regional Accreditor, Southern Association of Colleges and Schools-Commission on Colleges

Vice Chancellor Charles Nash, in conversation with a staff representative of the Commission on Colleges of the Southern Association of Colleges and Schools (COC/SACS), described the plan for UAB to make the DSN to PhD retroactive conversion available to persons who previously earned the Doctor of Science in Nursing (DSN) degree. Following the detailed discussion, Dr. Nash was informed that UAB would only need to notify the Commission of its plans. The COC/SACS staff member indicated to Nash that she anticipated that this is all that would be needed to comply with COC/SACS Principles of Accreditation and that no approval from COC/SACS would be needed. We have subsequently notified the COC/SACS of our plan to retroactively convert the DSN to a PhD in nursing degree.

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INFORMATION ITEM 7:   Auburn University at Montgomery, Establishment of the
                                       Department of History and World Languages and
                                       Cultures

Staff Presenter: Ms. Ellen E. Haulman
                                       Director of Instruction and Special Projects

Staff Recommendation: For information only.

Background: Auburn University at Montgomery (AUM) has notified the
                                       Commission of the establishment of a new department.
                                       The separate departments of History and International
                                       Studies are being consolidated into the single
                                       Department of History and World Languages and
                                       Cultures. The change is in line with the change in name
                                       of the BA in International Studies to the BA in World
                                       Languages and Cultures [see "Changes to the Academic
                                       Program Inventory" in this packet].

                                       The consolidation is a reflection of the overlap in the two
                                       academic areas. The current International Studies
                                       program involves interdisciplinary study of foreign
                                       language, history, literature, geography, and related
                                       disciplines. The consolidation of the two departments
                                       will better serve students and consolidate resources.

                                       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 8:   Auburn University, Change in the Name of the
                                           Department of Agronomy and Soils to the Department of
                                           Crop, Soil, and Environmental Sciences

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
                                           Agronomy and Soils to the Department of Crop, Soil,
                                           and Environmental Sciences.

                                           Since this is only a name change at the department
                                           level, it 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 9:   The University of North Alabama, Establishment of the
                 Freddie Wood Geographic Research Center

Staff Presenter: Ms. Margaret Pearson
                 Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The University of North Alabama (UNA) has submitted
plans to the Commission for the establishment of the
Freddie Wood Geographic Research Center. The center
will not award academic credit to students; therefore, it
does not require Commission approval.

According to information submitted by UNA, the center
will support research by geography faculty and students
at UNA; offer a variety of professional services to UNA
faculty, staff and students, the geospatial industry and
the community; and present a mechanism for developing
and sharing geospatial data with a large community of
users.

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
                  University of North Alabama. Available upon
                  request.

INFORMATION ITEM 10:   The University of North Alabama, Establishment of the
                                         Center for Professional Selling

Staff Presenter: Ms. Margaret Pearson
                                         Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The University of North Alabama (UNA) has submitted
                                         plans to the Commission for the establishment of the
                                         Center for Professional Selling. The center will not
                                         award academic credit to students; therefore, it does not
                                         require Commission approval.

                                         According to information submitted by UNA, the Center
                                         for Professional Selling will provide facilities and
                                         resources for students, faculty, and corporate partners
                                         involved in the professional marketing degree program.

                                         The mission of the Center for Professional Selling is to
                                         conduct leading-edge research on the sales profession
                                         and the drivers of salesperson and sales force
                                         effectiveness.

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
                                             University of North Alabama. Available upon
                                             request.

INFORMATION ITEM 11: <u>The University of North Alabama, Establishment of the Centre for British Studies (CBS)</u>

<u>Staff Presenter</u>: Ms. Margaret Pearson
Academic Program Review Analyst

<u>Staff Recommendation</u>: For information only.

<u>Background</u>: The University of North Alabama (UNA) has submitted plans to the Commission for the establishment of the Centre for British Studies (CBS). The center will not award academic credit to students; therefore, it does not require Commission approval.

According to information submitted by UNA, the creation of the UNA Centre for British Studies will develop a mechanism for supporting interdisciplinary research and teaching, and will facilitate undergraduate and graduate learning and research. In addition, it will reach out to members of the broader academic community by providing a forum for the exchange of current academic knowledge and practices.

Additionally, the Centre for British Studies will promote research and teaching in all aspects of British life: cultural, political, social and intellectual. The CBS will facilitate an interdisciplinary approach to British Studies by bringing together scholars and apprentice scholars in the humanities, fine arts, social sciences, and related fields.

<u>Supporting Documentation</u>: 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 University of North Alabama. Available upon request.

INFORMATION ITEM 12:   <u>Distribution of 2013-2014 Alabama Student Assistance Program (ASAP) Funds</u>

Staff Presenter: Mrs. Cheryl Newton
Grants Coordinator

Staff Recommendation: For information only.

Background: Due to the elimination of the Federal Leveraging Educational Assistance Partnership (LEAP) Program, the Alabama Student Assistance Program is funded through state appropriations only.

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 2013-2014 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, 2014 – 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. 2013-2014 Alabama Student Assistance Program Institutional Distribution of State Funds (available upon request).

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INFORMATION ITEM 13:   <u>Troy University, New Exempt Off-Campus Site at the</u>
                                   <u>Alabama College of Osteopathic Medicine</u>

Staff Presenter: Ms. Ellen E. Haulman
                                   Director of Instruction and Special Projects

Staff Recommendation: For information only.

Proposal: Troy University plans to offer a course at the following
                                   new off-campus site:

                                   The Alabama College of Osteopathic Medicine, Dothan

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

                                   The new off-campus site proposed by Troy is exempt
                                   from Commission approval by policy because the
                                   proposed site is located within the Commission
                                   designated service area for Troy University.

                                   The seven semester-hour course that will be offered at
                                   the site is intended to be part of the proposed MS in
                                   Biomedical Sciences, which is a decision item in this
                                   packet.

Supporting Documentation: 1. Proposal for New Off-Campus Site at the Alabama
                                       College of Osteopathic Medicine, attached.

                                   2. "Review of Off-Campus Instruction offered by Public
                                       Postsecondary Institutions," Ala. Admin. Code
                                       (Commission on Higher Education),
                                       r. 300-2-1-.06. Available upon request.

Appendix I

Alabama Commission on Higher Education

PROPOSAL FOR A NEW OFF-CAMPUS SITE

SITE INFORMATION

Institution: Troy University
Administrator Responsible for Site
Name & Title: Dr. Jim Rinehart, Dean College of Arts and Sciences
Telephone: (334) 670-3399
Fax: (334) 670-3673
E-Mail: rinehart@troy.edu
Contact Person at Site If Other Than Administrator Above
Name & Title:
Telephone:
Fax:
E-Mail:
Location of Proposed Site
Facility: Alabama College of Osteopathic Medicine
Street Address: 1118 Ross Clark Circle, Suite 210
City: Dothan, AL 36301-3088   **County:** USA
When will you begin offering instruction at this site?   Fall 2013

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

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

Certification

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

Signature of President/Chancellor:

Date: 7-24-13

Forms/OC Proposal for New Site   Revised 8/18/00

COURSE LIST

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

Courses (Include Number & Title)
BMS 6640: Anatomical Sciences

Add additional rows if needed.

INFORMATION ITEM 14:   Auburn University, Implementation of Alternative Class A
                                        Education Certificate Programs in General Social
                                        Science Education and History Education

Staff Presenter: Ms. Ellen E. Haulman
                                        Director of Instruction and Special Projects

Staff Recommendation: For information only.

Background: Auburn University (AU) has informed the Commission
                                        that Alternative Class A Education Certificate curricula
                                        will be implemented in General Social Science
                                        Education and History Education. The alternative
                                        master's level teaching certifications will offer a qualified
                                        individual who holds a non-teaching baccalaureate
                                        degree a route to initial teacher certification, while
                                        simultaneously earning a master's degree.

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.

Institutions of Higher Education

Map of Alabama showing institutions of higher education by county.

Legend:
- ● **4-Year Public Institutions**
- ■ **Community Colleges**
- ☆ **Technical Colleges**
- ▲ **Non-Profit Independent Institutions**