

Baccalaureate Program Proposal for Community Colleges Cover Sheet

This completed cover sheet should accompany each application submitted to the Department of Education for review and approval to offer a baccalaureate program in accordance with section 1007.33, Florida Statutes. **Please submit the application by August 1** to the Commissioner of Education with a copy to the Chancellor of Community Colleges and Workforce Education:

Commissioner John Winn
Florida Department of Education
325 West Gaines Street, Suite 1514
Tallahassee, FL 32399-0400

Chancellor J. David Armstrong
Division of Community Colleges and
Workforce Education
Florida Department of Education
325 West Gaines Street, Suite 1314
Tallahassee, FL 32399-0400

| | | |
|---|--|---|
| Institution Name: | Baccalaureate Degree Contact/ Title/Address/Phone/ Fax/Email: | Baccalaureate Degree Secondary Contact/ Title/Address/Phone/Fax/Email: |
| Degree Type (BA, BS, BAS): | Complete Degree Program Title and Department: | Proposed Degree CIP Code : _____ New <input type="checkbox"/> Existing <input type="checkbox"/> If this is an existing CIP, do the proposed prerequisites match those in the <i>Common Course Prerequisites Manual</i>? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain why: |
| Total Number of Credit Hours in Program: | Proposed Program Implementation Date: | |

Proposal Check List:

- Description of Planning Process and Time Line for Implementation**
- Analysis of the Workforce Need for the Baccalaureate Program, Demand for Graduates, and Impact on Other Institutions**
- Alignment with K-20 Goals and Strategic Imperatives**
- Academic Content and Curriculum**
- Assessment of Current and Anticipated Resources to Deliver the Program**
- Enrollment, Performance, and Budget Plan**
- Accreditation Plan**
- Plan of Action in Case of Program Termination**

Date program was approved by the community college's Board of Trustees: _____

The college President's signature affirms that all items on the Proposal Check List are included and accurate:

President's Signature: _____

Date: _____

Introduction

This document has been prepared by the Division of Community Colleges and Workforce Education as an outline for preparing a written proposal for a baccalaureate program under authority of Section 1007.33, F.S. This outline, and the points pertaining to each section, must be reproduced within the body of the proposal in order to ensure that all sections have been satisfactorily addressed. Included in this outline are: a policy summary, the proposal process, evaluation criteria, proposal implementation, and terms and conditions of program continuation.

Policy Summary

[Section 1007.33, F.S.](#) authorizes the State Board of Education (SBE) to receive proposals from community colleges to offer specified baccalaureate degree programs in their districts to meet local workforce needs through partnerships and/or through direct authority to grant baccalaureate degrees. Provided that the criteria are met related to student demand, unmet workforce need for graduates from the baccalaureate programs, library volumes, facilities, faculty, and other resources, the SBE may authorize a community college to pursue a substantive change in regional accreditation status and to grant specified baccalaureate degrees on a limited basis. Funding may be provided to support community college partnerships with four-year postsecondary institutions to expand access to baccalaureate degree programs. [This policy provides guidelines for SBE receipt of community college proposals and the review of such proposals by the Council for Education Policy, Research and Improvement (CEPRI)]¹, as provided by law. The guidelines establish an annual window of time (during June and July) for the receipt of proposals. This is followed by a system of review that leads to a presentation to the SBE and recommendations by the Commissioner of Education, all within a specified period of time. The funding requested by these proposals will be based upon the amount appropriated in the prior legislative session. Approved programs will be implemented in compliance with a Memorandum of Agreement (MOA) between the SBE and respective institutions outlining administrative oversight and accountability expectations for initial and continued program approval. Start-up and operational funding is contingent on legislative funding and approval by the Commissioner of Education and the State Board of Education.

Proposal Process

Once a new baccalaureate program has been approved by the college's President and Board of Trustees, the college President submits a Letter of Intent to the Commissioner of Education with a copy to the Chancellor of the Division of Community Colleges and Workforce Education (DCCWE) by June 1. After the proposal has been completed by the college, it is submitted by the College President to the Commissioner with a copy to the Chancellor of DCCWE by August 1, and the Commissioner officially acknowledges the receipt of the proposal to the college. The DCCWE coordinates a collaborative review with the Florida Board of Governors (FBOG), Accountability, Research, and Measurement (ARM), and others as appropriate, and submits comments to the Commissioner within 30 days. Within 15 days, the Commissioner forwards comments of the collaborative review. The college makes the appropriate adjustments, if needed, based on comments and resubmits the proposal to the Vice Chancellor of DCCWE within 30 days. The collaborative review team, headed by DCCWE, completes a final review and makes a recommendation to the Commissioner for approval or disapproval within 15 days. The Commissioner and College staff and others, as appropriate, present the proposal to the SBE no later than the January or February SBE meeting. With a recommendation from the Commissioner, the SBE

¹ CEPRI was not funded for fiscal year 2005-06

considers and votes on the college's proposal. Notification of approval or disapproval by the SBE is sent to the college President. Upon approval, a five-year Memorandum of Agreement (MOA) is signed by the Commissioner and the college's President.

Note: Multiple proposals may be considered simultaneously and funded contingent on available funds.

See attached flowchart of the [Baccalaureate Proposal Approval Process for Community Colleges](#).

Evaluation Criteria

A. Description of Planning Process and Time Line for Implementation

- ◆ Describe the planning process, to include faculty, staff, and stakeholder input, task force meetings, and other activities related to planning the program.
- ◆ Include a time line for proposed program implementation.

B. Analysis of Workforce Needs/Demands for Baccalaureate Program

Each community college must collaborate with its local workforce development board(s), chamber(s) of commerce, and/or economic development councils as well as business and industry partners to survey service district customers to determine workforce baccalaureate degree needs and demands.

- ◆ Provide information outlining the process used to identify workforce need and unmet student demand, and any supporting documentation.

Community colleges must seek ways to provide access to identified workforce baccalaureate degrees.

- ◆ Contact public and private 4-year institutions to determine the viability of having identified needs met via partnership agreements, and include community and other institutional responses concerning partnership opportunities. These partnership agreements may be stand-alone agreements or form a component of an existing university center-type arrangement. This option is the preferred method of access.
- ◆ If the college documents an inability to develop partnerships that will satisfactorily meet the identified needs of the community, the college may develop a proposal for submission to the State Board of Education (SBE) that will request authorization for the community college to grant the baccalaureate degree on its own.

C. Alignment with K-20 Goals and Strategic Imperatives

- ◆ Describe how the proposed program aligns with the appropriate [K-20 Goals and Strategic Imperatives](#).

D. Academic Content and Curriculum

- ◆ Provide the complete program title, the department the program will be under, the type of degree (BA, BS, BAS), and a brief program description.

- ◆ Include academic content for each identified degree area to include:
 - The total number of credit hours in the program
 - The proposed program CIP code
 - General education requirements
 - Common course prerequisites, if applicable, and provide assurance they are the same as the standardized prerequisites for other identical baccalaureate degree programs in the *Common Course Prerequisites Manual*
 - Sequenced course of study
 - Expected specific learning outcomes for the program.

- ◆ Provide additional information to include:
 - Potential internships or clinical experiences, as applicable
 - Plans to preserve current state level articulation agreements
 - Plans to meet any additional state program approval requirements such as that for teacher education and other requirements, as applicable.

- ◆ Describe, briefly, the anticipated delivery system and scheduling for the proposed program as it may relate to resources such as traditional delivery on the main campus, traditional delivery at branches or centers, and/or nontraditional instruction such as distance learning.

- ◆ Describe the admission standards, including any licensure requirements, if appropriate, and graduation requirements for the program.

- ◆ Include a plan of action for program termination, including a “train out” provision for students, in the event that continued funding or sufficient enrollment becomes unavailable.

- ◆ Indicate whether the total number of credit hours to earn a degree exceeds 120. If it does, provide a justification for an exception to the policy of a 120 maximum number of credits.

- ◆ Indicate whether the college intends to seek limited access status for the proposed program. If so, provide a detailed rationale for this decision. *See attached [Baccalaureate Limited Access Program Request Form](#).*

F. Assessment of Current and Anticipated Resources to Deliver the Program

- ◆ For each of the following categories below, 1) assess and describe the current resources available at the institution, and 2) identify and describe any new resources required.
 - Library volumes
 - Serials
 - Classroom, teaching laboratory, office, and any other type of space that is necessary for the proposed program
 - Equipment, focusing primarily on instructional requirements
 - Internship sites and/or clinical sites, if appropriate
 - Other key resources, as applicable

G. Proposed Enrollment, Performance, and Budget Plans

- ◆ Submit proposed budget details, including information on planned enrollments and completers, start-up costs, needed faculty, library resources, facility renovations/remodeling, and other anticipated operational costs to develop and maintain the program over a five-year period. Note that the state appropriation must be at no more than 85% of the state funds per FTE for enrollment growth in public universities. For 2005-06, that amount is \$3,779.

See attached [Enrollment, Performance, and Budget Plan](#).

H. Accreditation Plan

- ◆ Describe plans for applying for a change of accreditation status through SACS from Level 1 to Level 2, if your institution has not already attained that status.
- ◆ Describe plans for seeking any additional or specialized accreditation, as applicable.

I. Plan of Action in Case of Program Termination

- ◆ Describe provisions the college will make, including student "train out," in the event a program needs to be discontinued while students are still enrolled in the program.

Proposal Implementation

Based upon the outcome of the SBE vote on the Commissioner's recommendation, a Memorandum of Agreement (MOA) will be developed for each approved partnership and community college baccalaureate degree program listing the criteria for initial release of funds, and for continuing program approval. The MOA will require a commitment for:

- ◆ Service to non-traditional student populations
- ◆ Service within local geographic boundaries, preferably on the community college campus
- ◆ Offering flexible instruction during non-traditional hours, as appropriate
- ◆ Reasonable costs to the state and students, as stated in a completed five-year budget planning document outlining enrollment and operational, implementation, start-up costs, etc.
- ◆ Adherence to statutory "time-to-degree" program length, general education requirements, prerequisite requirements, and foreign language requirements
- ◆ Adherence to administrative rule requirements
- ◆ Adherence to regional and specialized accreditation requirements
- ◆ Determination and agreement as to the appropriateness of specialized accreditation.

The MOA will be signed by the respective institutional President and the Commissioner on behalf of the SBE.

Funding, as determined by the Commissioner, approved by the SBE, and specified in the MOA, will be released upon receipt of the signed MOA, all required budget forms, and an initial status report to the Commissioner based upon the criteria provided.

Terms and Conditions of Program Continuation

The State Board of Education will monitor implementation of the program through annual reviews. Institutions must submit a written status report to the Commissioner no later than July 1 of every year until the ending date of the Memorandum of Agreement. In addition, institutions must present status information to the Commissioner and the SBE, as requested, at any time during the life of the Memorandum of Agreement. The status and annual report must address, as determined appropriate by the Commissioner, the following criteria:

- ◆ Performance accountability requirements as identified by the Chancellor of Community Colleges and Workforce Education and the Chancellor, Board of Governors
- ◆ Current data reporting and cost accounting requirements as identified by the Chancellor of Community Colleges and Workforce Education and the Chancellor, Board of Governors
- ◆ Revisions to budget information (such as FTE, faculty hires, etc.), as appropriate.

Continued developmental and operational funding will be based upon performance specified in annual reports and dependent on Legislative funding. Once the program is established, continued funding will be provided via the upper-division funding model approved by the Legislature.

For questions or comments regarding the proposal process or completion of this form, please contact:

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