

**BACCALAUREATE PROPOSAL APPLICATION**  
**Form No. BAAC-02**

Section 1007.33(5)(d), Florida Statutes, and Rule 6A-14.095, F.A.C., outline the requirements for a Florida College System baccalaureate program proposal. The completed Proposal form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). In addition, a printed version shall be mailed to the Division of Florida Colleges at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399-0400.

The proposal requires completion of the following components:

- Program summary
- Program description
- Workforce demand and unmet need
- Planning process
- Enrollment projections and funding requirements
- Student costs: tuition and fees
- Program implementation timeline
- Facilities and equipment specific to program area
- Library and media specific to program area
- Academic content
- Program termination
- Appendix tables
- Supplemental materials

Florida College System Institution Name: Palm Beach State College  
 Florida College System Institution President: Ava Parker, J.D.

**PROGRAM SUMMARY**

1.1	Program Name:	Cardiopulmonary Sciences
1.2	Degree type:	<input checked="" type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online
1.4	List the counties in the college's service district:	Palm Beach County
1.5	Degree CIP code (6 digit):	51.0908
1.6	Anticipated program implementation date:	August 2020
1.7	What is the primary associate degree pathway for admission to the program?	Associate of Science in Respiratory Care

1.8	Is the degree a STEM focus area?	Yes	<input checked="" type="checkbox"/> No
1.9	List program concentration(s) (if applicable): N/A		
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and	<input checked="" type="checkbox"/> Yes	No

## **PROGRAM DESCRIPTION**

### 2.1 Describe the program.

The proposed baccalaureate degree in Cardiopulmonary Sciences (BSCS) at Palm Beach State College will provide the Registered Respiratory Therapist (credentialed by the National Board for Respiratory Care) greater access to higher education. The BS degree in Cardiopulmonary Sciences will provide a broader based curriculum that will lead to advanced credentials, as well as, professional growth and development in leadership, management, education, and research. Upper division courses were selected to meet the American Association of Respiratory Care (AARC) standards and are comparable to programs offered throughout the state and nationwide. There is a growing demand for Registered Respiratory Therapist's in Palm Beach County with 18% growth or 664 positions projected by 2026. Currently, only one private institution (Nova Southeastern University) and (no public baccalaureate options in Palm Beach County) supplies on average 9 graduates per year leaving an estimated unmet need of an additional 32 therapists. The American Association for Respiratory Care (AARC) goal is for 80% of the current Respiratory Therapists in the nation, to have earned their bachelor's degree by 2020. Furthermore, as of January 1, 2018, the Commission on Accreditation for Respiratory Care (CoARC) requires that all new programs must offer a minimum of a baccalaureate degree or higher. Regional Cardiopulmonary Department Managers were surveyed and of those that responded 42% (n=5), 100% felt that a four-year degree should be the goal of the Respiratory Care profession. Furthermore, they believed that the bachelor-prepared therapist would add value to their department and organization. The B.S. in Cardiopulmonary Science has been designated as a \$10,000 degree; eligible students who meet the criteria, will be able to complete the program for a total cost of no more than \$10,000 in tuition. Admission to the BS in Cardiopulmonary Science program will use the state's 2 + 2 model and will be open to all applicants who have completed and associate in science (AS) degree in Respiratory Care.

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## **WORKFORCE DEMAND AND UNMET NEED**

### 3.1 Describe the career path and potential employment opportunities for graduates of the program.

The associates to baccalaureate degree program in Cardiopulmonary Sciences will allow for the Registered Respiratory Therapist who has completed and Associate of Science degree from a Commission on

Accreditation for Respiratory Care (CoARC) accredited program, an affordable way to advance to a Respiratory Care Supervisor, who is responsible for supervising the daily activities and personnel of the Respiratory Care Department. Additional pathways include, Respiratory Care Management, which is responsible for planning and implementing policies, procedures, and services of the department or move into a teaching or research position. To teach coursework at the Associate of Science Degree level in Respiratory Care, requires a minimum of a bachelor's degree per CoARC standards.

- 3.2 Describe the workforce demand, supply and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from appendix tables A.1.1 to A.1.3.

There is a growing demand for Registered Respiratory Therapist's in Palm Beach County with 18% growth or 664 positions projected by 2026. Currently, only one private institution (Nova Southeastern University) and (no public baccalaureate options in Palm Beach County) supplies on average 9 graduates per year leaving an estimated unmet need of an additional 32 therapists (DEO and IPEDS Data Appendix A.1.1., A.1.1.2, A.1.2. and A.1.3.) A Baccalaureate degree in Cardiopulmonary Science (BSCS) at Palm Beach State College will provide the Registered Respiratory Therapist, who has completed the Associate of Science in Respiratory Care, an economical opportunity to keep pace with the advancement and requirements of the profession. It is important to note, that we are required annually by CoARC, to track our graduate employment and most of our Palm Beach State graduates stay and are employed in our regional area.

- 3.3 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data information, such as local economic development initiatives, emerging industries in the area or evidence of rapid growth, not reflected in the data presented in appendix tables A.1.1 to A.1.3. For proposed programs without a listed SOC linkage, provide a rationale for the identified SOC code(s).

Regional Cardiopulmonary Department Managers were surveyed (Appendix B1.9.) and of those that responded 42% (n=5), 100% felt that a four-year degree should be the goal of the Respiratory Care profession. Furthermore, they believed that the bachelor-prepared therapist would add value to their department and organization. This information supports a national study from The Ohio State University in which, 70% of department managers currently preferred to hire new graduates with baccalaureate degrees and that 80% believe that they will hire therapists

with baccalaureate degrees over the next 5 years (Varekojis, et. al., 2018).

- 3.4 If the education level for the occupation identified by the Florida Department of Economic Opportunity presented in appendix table A.1.1 is below a bachelor's degree, provide justification for the inclusion of that occupation in the analysis.

The American Association for Respiratory Care (AARC) goal is for 80% of the current Respiratory Therapists in the nation, to have earned their bachelor's degree by 2020. Furthermore, as of January 1, 2018, the Commission on Accreditation for Respiratory Care (CoARC) requires that all new programs must offer a minimum of a baccalaureate degree or higher.

Additionally, the Florida Society for Respiratory Care (FSRC), Florida Respiratory Leadership Network (FRLN), and the Florida Hospital Association (FHA) formed an Ad Hoc Committee to work towards improving patient care by 1) Mandating the Registered Respiratory Therapist (RRT) Credential become the new entry level standard. 2) Requiring all Respiratory Therapists hold a Baccalaureate degree or higher. 3) Ultimately, establishing an Advanced Level Practitioner designation.

Offering a Baccalaureate degree in Respiratory Therapy (BSRT) at Palm Beach State College is essential to providing Registered Respiratory Therapists (RRT), who have an Associate of Science degree in Respiratory Care from a CoARC accredited program and regionally accredited institution, a cost-effective opportunity to keep pace with the advancement of the profession and meet the new professional requirements.

## **PLANNING PROCESS**

- 4.1 Summarize the internal planning process.

September 6, 2018 - Step 1: For Discussion Purposes was completed and approved at the Dean's Council meeting (Appendix B.1.17.)

September 10, 2018 - All current respiratory care students at PBSC (n=42) were surveyed to determine whether there was an interest in pursuing their BS degree in Cardiopulmonary Science. All those surveyed, (n=42) expressed an interest in continuing their education. This survey was used to establish the curriculum and format for coursework (Appendix B.1.10)

September 28, 2018 - Step 2: Campus Program Proposal was completed and approved at the Dean's Council meeting (Appendix B.1.17).

October 2018 – Approved by President’s Cabinet (Appendix B.1.17)

January 2019 – Palm Beach State College’s Curriculum Action Process form was completed and forwarded to the Curriculum Committee to inform them of the intent of beginning a new baccalaureate program in Cardiopulmonary Sciences (Appendix B.1.11).

March 22, 2019 – Uploaded to APPRiSe.

April 16, 2019 – Board of Trustee’s First reading.

May 14, 2019 – Board of Trustee’s Second reading and approval (Appendix B.1.14).

#### 4.2 Summarize the external planning process.

August 3, 2015 - Position statement from the American Association for Respiratory Care (AARC) recommends that “The preferred education for entry-to-practice as a respiratory therapist should be provided within programs awarding baccalaureate or master’s degree in Respiratory Care (or equivalent degree titles).” (Appendix B1.1.1 ARRC Letter of Support)

November 12, 2016 - The Commission on Accreditation for Respiratory Care (CoARC) site visit team recommended that the program continue to move forward in establishing a bachelor’s degree for respiratory therapy (Appendix B.1.15.).

March 24, 2017 -The Business Partnership Council for Respiratory Care recommended that the program move forward towards offering a Baccalaureate degree (Appendix B.1.13).

January 1, 2018 - CoARC requires all newly accredited programs must award a minimum baccalaureate degree (Appendix B.1.16).

September 10, 2018 - Employer Interest Survey supports the need for bachelor-prepared therapists (Appendix B.1.9).

September 10, 2018 - Respiratory Care Graduates (n=31) were surveyed to determine whether there was an interest in pursuing their BS degree in Cardiopulmonary Science. All those surveyed, (n=31) expressed an interest in continuing their education. This survey was used to establish the curriculum and format for coursework (Appendix B.1.10)

March 14, 2019 – Letter sent to Florida Atlantic University.

March 20, 2019 - Notice of Intent sent to Florida Department of Education.

May 1, 2019 – Letter sent to NOVA Southeastern University.

( \*Neither Keiser University nor Palm Beach Atlantic University offer a Respiratory Care Program in Palm Beach County. Therefore, they were not contacted).

It is important to note that Nova Southeastern University was contacted because they offer a Respiratory Care Program on their satellite campus in Palm Beach Gardens.

- 4.3 List engagement activities; this list shall include APPRiSe, meetings, and other forms of communication among institutional leadership regarding evidence of need, demand, and economic impact.

APPRiSe	Date(s)	Institution	Description of activity
Public universities in college's service district	3/14/19	Florida Atlantic University	Letter Sent to VPAA Dr. Bret Danilowicz. No response after 30 days.
Regionally accredited institutions in the college's service district	5/1/19	NOVA Southeastern University	Letter Sent to Dr. Rogers. No response after 14 days.  No additional attempts have been made to either institution.

**ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS**

- 5.1 Provide a brief explanation of the sources and amounts of revenue that will be used to start the program.

Palm Beach State College will fund costs associate with the start-up of the program. PBSC consistently works with community health agencies as potential donors to support instructional costs. New faculty positions will include 1 full-time and 2 part-time faculty as well as providing administrative and staff support. As the program expands, resources will be allocated to hiring additional faculty as needed. All faculty members teaching in the bachelor's program will possess a minimum of a Master's degree with at least 25% of the courses taught by a Doctorate degree.

- 5.2 Provide a narrative justifying the estimated and projected program enrollments, outcomes, revenues and expenditures as they appear in Appendix Table A.2.

Palm Beach State College estimates initial academic year enrollment of 25 students. Of those students enrolled, it is anticipated that approximately 20% will be enrolled full-time and graduate in 1 year. Enrollment is expected to increase each year and numbers were calculated using the 20% full-time consistently throughout. A 10% attrition rate is assumed through the first five years in our calculations. The

number of employed students remains stable as they are currently professional's in Respiratory Therapy, and they are employed in field. The BS degree will provide them opportunities to advance their knowledge, critical thinking skills, and to meet the new professional push for advanced education in Respiratory Care (see Appendices B and C).

Funds will be reserved to support curriculum development, acquisition of additional library resources and databases, administrative and support services. Additionally, funding will be provided to acquire and maintain programmatic accreditation and support faculty travel.

**STUDENT COSTS: TUITION AND FEES**

6.1 Anticipated cost for a baccalaureate degree (tuition and fees for lower and upper division credit hours) at the proposing FCS institution (tuition and fees x credit hours).

	Cost per credit hour			Number of credit hours		Total cost
Tuition & Fees for lower division:	\$101.00	X	Credit hours	84	=	\$8,484
Tuition & Fees for upper division:	\$122.85	X	Credit hours	36	=	\$4,422.60
Tuition & Fees (Total):	\$	X	Credit hours	120	=	\$12,906.60

6.2 Estimated cost for a baccalaureate degree (tuition and fees) at each state university in the college's service district.

Institution Name: Florida Atlantic University

Tuition & Fees:	\$203.29	X	Credit hours	120	=	\$24394.80
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6.3 Estimated cost for a baccalaureate degree (tuition and fees) at each nonpublic institution in the college’s service district (if available)\*

Institution Name: Nova Southeastern University (Satellite Campus Palm Beach Gardens, Palm Beach County)

Tuition & Fees:	\$449	X	Credit hours	120	=	\$53,880
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Keiser University and Palm Beach Atlantic University do not offer the Respiratory Therapy Program in Palm Beach County and therefor were not included.

Note. \*If the institution does not provide the tuition cost per credit hour, please provide the cost information provided on the institution’s website.

**PROGRAM IMPLEMENTATION TIMELINE**

7.1	APPRISe notice:	3/22/2019
7.2	Board of Trustees approval:	5/14/2019
7.3	Notice of Intent:	3/20/2019
7.4	Completed proposal submission:	11/18/2019
7.5	Targeted State Board of Education consideration:	1/29/2020
7.6	Targeted SACSCOC approval (if applicable):	2/1/2020
7.7	Targeted initial teacher preparation program	N/A

Approval (if applicable):

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7.8 Targeted date upper division courses are to begin: 8/24/2020

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### **FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA**

- 8.1 Describe the existing facilities and equipment that will be utilized for the program.

The upper division core requirements for the Baccalaureate degree in Cardiopulmonary Sciences will be taught 100% online. The Associate of Science degree program in Respiratory Care classroom facilities are equipped with multi-media technology including internet access. Additionally, the program has a substantial sized laboratory with all the latest equipment and supplies and the space could be utilized for the bachelor's program in the future, if necessary.

- 8.2 Describe the new facilities and equipment that will be needed for the program (if applicable).

N/A

### **LIBRARY AND MEDIA SPECIFIC TO PROGRAM AREA**

- 9.1 Describe the existing library and media resources that will be utilized for the program.

Palm Beach State College current college wide resource holdings for Health, Medicine, and Allied Health are as follows: 11,564 printed books, 21 databases, 6,800 E- Journals, and 8,900 E-Books. Specifically, for Respiratory Care, there are 233 printed books, 244 e-books and 118 electronic journals available for student use.

- 9.2 Describe the new library and media resources that will be needed for the program (if applicable). An additional \$15,000 has been budgeted for library resources (Appendix A.2. Revenues and Expenditures).

### **ACADEMIC CONTENT**

- 10.1 List the admission requirements for the program.

Applicants must apply to Palm Beach State College and must apply to the BS Program and be accepted. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar. Students must have an Associate of Science (AS) degree in Respiratory Care. In addition to the 76 credit hours required for the AS degree in Respiratory Care, students must also complete the additional common course pre-requisites, which may add an additional 9-12 credit hours. The sum of these two credit groups will total 84 credit hours. Students will complete 36 credit hours in upper division

coursework for a total B.S. degree requirement of 120 credits hours.

STA 2023 Statistics must be completed prior to the start of the BS program. RET 4934 Selected Topics in Cardiopulmonary Science (Capstone) must be completed in the last semester of the BS program.

The applicant must possess, or be eligible for, licensure from the State in which the applicant is practicing. Applicants must hold the following credential: Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care.

Applicants must have a 2.5 GPA on a 4.0 scale.

Students who have earned their AA degree or have transferred to Palm Beach State College with a previous associate degree from a Florida College or baccalaureate degree from a regionally accredited university are considered to have met the General Education core and elective coursework (60 credit hours) of the degree. Students are permitted to complete any remaining Lower Division, Cardiopulmonary Sciences Program specific coursework while completing Upper Division, Cardiopulmonary Sciences core coursework.

- 10.2 What is the estimated percentage of upper division courses in the program that will be taught by faculty with a terminal degree?

Palm Beach State College will adhere to the standards governed by SACSCOC and the Commission on Accreditation for Respiratory Care (CoARC) requiring faculty to have a minimum of a master's degree or a doctorate preferred. Furthermore, 25% of the upper division coursework will be taught by doctorate level faculty.

- 10.3 What is the anticipated average student/teacher ratio for each of the first three years based on enrollment projections?

Palm Beach State College estimates class capacity for online courses to be held at 30 students. The program will have rolling start dates for new classes in the Fall, Spring, and Summer. Therefore, the program estimates enrollment of 25 students in the Cardiopulmonary Sciences program during the 2020 – 2021 academic year and will require 1 full-time faculty member and 2 part-time faculty members.

The program estimates enrollment of 47 students during the 2021-2022 academic year and will require 1 full-time faculty member and two part-time faculty members. The program estimates enrollment of 53 students during the 2022-2023 academic year and will require 2 full-time faculty members and 1 part-time faculty member.

- 10.4 What is the anticipated SACSCOC accreditation date, if applicable?

Upon approval to offer the Cardiopulmonary Sciences program, PBSC will immediately send a Letter of Notification to SACSCOC. PBSC anticipates that this

program will be included in the current scope of accreditation. If SACSCOC requires a Substantive Change prior to accreditation approval, PBSC will prepare and submit the required documentation in February 2020.

- 10.5 What is the anticipated Florida Department of Education initial teacher preparation approval date, if applicable?

N/A

- 10.6 What specialized program accreditation will be sought, if applicable?

Commission on Accreditation for Respiratory Care (CoARC) Accreditation of Degree Advancement Programs in Respiratory Care.

- 10.7 What is the anticipated specialized program accreditation date, if applicable?

Letter of Intent Submission February 2020

- 10.8 Are there similar programs listed in the Common Prerequisites Manual for the CIP code (and track, if any) proposed for this program?  Yes  No

This program exists under the CIP code 51.0908.

- 10.9 List the established common prerequisites for this CIP code (and track, if any) as listed in the Common Prerequisites Manual proposed for this program:

Completion of an Associate in Science Degree in Respiratory Care (which has a state-wide requirement for 76 credit hours) provides a significant portion of the lower division credits for Cardiopulmonary Sciences undergraduates. These students must also complete the additional lower division requirements which may add and additional 9-12 hours to their credit requirements. The union of these two credit groups will total 84 credit hours. Additionally, all Florida undergraduates must complete 36 general education lower division hours in Communications, Humanities, Mathematics, Natural Sciences and Social Sciences.

<b>Common Course Prerequisites:</b>	<b>Credits</b>
CHM 1032/1032 L or BSC X005/X005L or BSC X010/X010L	4
BSC 2085/2085L	4
BSC 2086/2086L	4
MCB 2010/2010L	4
PHY X007/X007L or X053/X053L or X053C	4
SPC X050 or X608 or X023	3

**Common Program Prerequisites Palm Beach State College equivalent courses:**

CHM 1032 and 1032 L	Principles of Chemistry	(4 credits)
BSC 2085 and 2085L	Anatomy and Physiology I	(4 credits)
BSC 2086 and 2086L	Anatomy and Physiology II	(4 credits)
MCB 2010 and 2010L	Microbiology	(4 credits)
PHY X007 or X053	Applied Physics or General Physics	(4 credits)
SPC 1017	Fundamentals of Speech Comm	(3 credits)

10.10 Describe any proposed revisions to the established common prerequisites for this CIP (and track, if any).

Yes, Exemption from (PHY X007 or X053). Courses were exempted for FSWC and VC per the Common Prerequisites Manuel CIP code 51.0908. Exemption from (SPC X050 or X608 or X023). Courses were exempted for FSWC per the Common Prerequisites Manuel CIP code 51.0908.

10.11 List all courses required once admitted to the baccalaureate program by term, in sequence. For degree programs with concentrations, list courses for each concentration area. Include credit hours per term, and total credits for the program:

**B.S. in Cardiopulmonary Science – Program of Study for students with A.S. degree**

General Education	36 credit hours
Respiratory Program Core	39 credit hours

**Plus**

B.S. Credit Core	36 credit hours
Remaining Gen. Ed. (AS)	9 credit hours

**Total required for B.S. program 120 credit hours**

**Upper Division Core Requirements (36 credit hours):**

	Credits
First Semester	
RET 3050 - Evidence Based Medicine in Respiratory Care	3
RET 3354 - Medical Pharmacology	3
RET 3287 - Cardiopulmonary Diagnostics	3
HSC 3243 - Teaching Skills for Health Professions	3
Second Semester	
RET 3536 – Cardiopulmonary Rehabilitation	3
RET 4034 – Problems in Patient Management	3
HSA 4184 – Leadership and Management in Healthcare	3
RET 4505 – Chest Medicine	3
Third Semester	
RET 4524 - Patient Education and Disease Management	3
RET 4715 - Advanced Neonatal Medicine	3
HSC 4652 – Health Care Ethics	3
RET 4933 – Selected Topics in Cardiopulmonary Science	3
Total	36 Credits
Program Total	120 Credits

This program has a Flexible online BCS Course Sequencing (Appendix B.1.16) that will allow the student to finish in 1 year, 16 months or 2 years.

- 10.12 Is the program being proposed as a limited access program? (If yes, identify admission requirements and indicate enrollment capacity): Yes  No

Palm Beach State College does not intend to limit access to this program. The Bachelor of Science in Cardiopulmonary Sciences will be Controlled Access and applicants must possess licensure from the state in which the applicant is practicing, and applicants must hold the following credential: Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care.

#### **PROGRAM TERMINATION**

- 11.1 Plan of action if program must be terminated, including teach-out alternatives for students.

Should Palm Beach State College, for any reason, decide to terminate the Bachelor of Science in Cardiopulmonary Sciences, students who have not completed the program will be provided reasonable opportunities to complete their education at Palm Beach State College. Faculty and staff will be reassigned to other areas within the institution.





**INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION OF APPENDIX TABLE A.1.3:** To complete the following table, column A should be derived from Tables A.1.1 and A.1.1.2 and the totals in columns B and C should be derived from Table A.1.2. Input the figures in the “Total” row in Table A.1.1 and A.1.1.2 for total job openings and Table A.1.2 for most recent year and 5-year average (these figures should be same for all sources). The range of estimated unmet need should be derived from 1) subtracting the figure in column B from the figure in column A and 2) subtracting the figure in column C from the figure in column A. Add rows for additional sources as needed.

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**ESTIMATES OF UNMET NEED**

A.1.3	DEMAND	SUPPLY		RANGE OF ESTIMATED UNMENT NEED	
	(A) Total Job Openings (divided by 8)	(B) Most Recent Year	(C) 5-year average or average of years available if less than 5 years	(A-B) Difference	(A-C) Difference
DEO	41	18	9	23	32
Other: (List here)					

**Appendix Table A.2**

**INSTRUCTIONS FOR COMPLETING THE PROJECTED BACCALAUREATE PROGRAM ENROLLMENT SECTION OF APPENDIX TABLE A.2:** To complete the following table, enter the projected enrollment information for the first four years of program implementation. Unduplicated headcount enrollment refers to the actual number of students enrolled. Full-time equivalent (FTE) refers to the full-time equivalent of student enrollment.

<b>PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>					
		Year 1	Year 2	Year 3	Year 4
		2020-21	2021-22	2022-23	2023-24
A.2.1	Unduplicated headcount enrollment:				
A.2.1.1	Admitted Student Enrollment (First-time)	25	30	35	40
A.2.1.2	Total Admitted Student Enrollment	25	47	53	64
A.2.2	FTE Enrollment:				
A.2.2.1	Program Student Credit Hours (Resident)	675	1,269	1,431	1,728
A.2.2.2	Program Student Credit Hours (Non-resident)	0	0	0	0
A.2.2.3	Total Program Student Credit Hours	675	1,269	1,431	1,728
A.2.2.4	Program FTE (30 credits) - (Resident)	22.5	42.3	47.7	57.6
A.2.2.5	Program FTE (30 credits) - (Non-resident)	0	0	0	0
A.2.2.6	Total Program FTE	22.5	42.3	47.7	57.6

**INSTRUCTIONS FOR COMPLETING THE PROJECTED DEGREES AND WORKFORCE OUTCOMES SECTION OF APPENDIX TABLE A.2:** To complete the following table, enter the projected number of degrees awarded, the projected number of graduates employed and the projected average starting salary for program graduates for the first four years of program implementation.

<b>PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>					
		Year 1	Year 2	Year 3	Year 4
A.2.3	Degrees	5	26	25	36
A.2.4	Number Employed	5	26	25	36
A.2.5	Average Starting Salary	\$ 56,909	\$ 58,616	\$ 60,374	\$ 62,185

**INSTRUCTIONS FOR COMPLETING THE REVENUES AND EXPENDITURES SECTION OF APPENDIX TABLE A.2:** To complete the following table, enter the projected program expenditures and revenue sources for the first four years of program implementation.

<b>REVENUES AND EXPENDITURES</b>				
<b>I. PROJECTED PROGRAM EXPENDITURES</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>INSTRUCTIONAL</b>				
1. Faculty Full-Time FTE	1	1	2	2
2. Faculty Part-Time FTE	2	2	1	2
1. Faculty Full-Time Salaries/Benefits	68,000	70,000	145,000	147,000
2. Faculty Part-Time Salaries/Benefits	50,000	52,000	27,000	56,000
3. Faculty Support: Lab Assistants	0	0	0	0
<b>OPERATING EXPENSES</b>				
1. Academic Administration	12,000	14,000	14,000	15,000
2. Materials/Supplies	500	700	750	800
3. Travel	3,000	3,000	3,000	3,000
4. Communication/Technology	5,000	5,000	5,000	5,000
5. Library Support	0	0	0	0
6. Student Services Support	0	0	0	0
7. Professional Services	0	0	0	0
8. Accreditation	2,500	5,500	2,100	2,100
9. Support Services	10,000	10,000	10,000	10,000

<b>CAPITAL OUTLAY</b>				
1. Library Resources	15,000	15,000	15,000	15,000
2. Information Technology Equipment	0	0	0	0
3. Other Equipment	0	0	0	0
4. Facilities/Renovation	0	0	0	0
<b>TOTAL PROJECTED PROGRAM EXPENDITURES</b>	<b>166,000</b>	<b>175,200</b>	<b>221,850</b>	<b>256,400</b>
<b>II. NATURE OF EXPENDITURES</b>				
1. Recurring	163,500	169,700	221,850	256,400
2. Nonrecurring	2,500	5,500	0	0
<b>TOTAL</b>	<b>166,000</b>	<b>175,200</b>	<b>221,850</b>	<b>256,400</b>
<b>III. SOURCES OF FUNDS</b>				
<b>A. REVENUE</b>				
1. Special State Nonrecurring	0	0	0	0
2. Upper Level - Resident Student Tuition Only	82,923.75	155,896.65	175,798.35	212,284.8
Upper Level - Nonresident Student Fees Only	0	0	0	0
Upper Level - Other Student Fees	1,500	1,800	2,000	2,000
3. Contributions or Matching Grants	0	0	0	0
4. Other Grants or Revenues	0	0	0	0
5. Florida College System Program Funds	30,576.25	16,503.35	43,051.65	41,115.2
6. Unrestricted Fund Balance	50,000	0	0	0
7. Interest Earnings	0	0	0	0
8. Auxiliary Services	1,000	1,000	1,000	1,000
9. Federal Funds – Other	0	0	0	0
<b>B. CARRY FORWARD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>166,000</b>	<b>175,200</b>	<b>221,850</b>	<b>256,400</b>
<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Supplemental Materials B.1

### SUPPLEMENTAL MATERIALS

B.1 Summarize any supporting documents included with the proposal, such as meeting minutes, survey results, letters of support, and other supporting artifacts.

Regional and National Health Agency Letters of Support

B.1.1 American Association for Respiratory Care

B. 1.2. Florida Society for Respiratory Care

B.1.3. Bethesda Hospital

B.1.4. Delray Medical Center

B.1.5. Lakeside Medical Center

B.1.6. West Boca Medical Center

College Letter of Support

B.1.7. Florida SouthWestern State College

B.1.8. Broward College

Surveys

B.1.9. Employer Interest Survey Instrument

B.1.10. Student Interest Survey Instrument

Other

B.1.11. Curriculum Submission

B.1.12. Health Science Cluster Meeting Minutes

B.1.13. Business Partnership Council Meeting Minutes

B.1.14. Palm Beach State College District Board of Trustees Minutes

B.1.15. Commission on Accreditation for Respiratory Care On-Site

Review

B.1.16. Flexible Online BSC Course Sequencing

B.1.17. Step 1 and Step 2 PBSC Approval Process

B.2 List any objections or alternative proposal received from other postsecondary institutions for this program.

N/A



AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063-4706  
(972) 243-2272, Fax (972) 484-2720  
<http://www.aarc.org>, E-mail: [info@aarc.org](mailto:info@aarc.org)

March 12, 2019

Nancy Latimer, PhD, RRT  
Palm Beach State College  
Department Chair  
Respiratory Care Program  
3160 PGA Blvd.  
Palm Beach Gardens, FL 33410

Dr. Latimer,

The American Association for Respiratory Care (AARC) wishes to go on record as supporting Palm Beach State College in its efforts to transition the existing Associate of Science in Respiratory Therapy program into a baccalaureate Respiratory Therapy program. The AARC, as part of its mission, seeks to promote the advanced level credential (RRT) for the Respiratory Therapist as well as advanced degrees in Respiratory Care or other Health Science. As you know, the AARC launched an initiative called *2015 and Beyond* and your goal is in step with this vision for the future. Bottom line is that access to the Respiratory Therapist outside of the acute care hospital is changing and along with it the qualifications of those who provide the care and disease management.

We must be ready to produce the best-equipped respiratory therapists who are ready to expand their roles from the current practice to align with the changes in care. A baccalaureate program should better prepare Respiratory Therapists to that end. Bringing Registered Respiratory Therapists with bachelor degrees into the market will allow for a better prepared clinician who will be able to achieve many of the projections and objectives of *2015 and Beyond*.

Your program has notably placed a positive impact in Florida through the years. This has been seen through your exemplary National Board for Respiratory Care pass rates and excellent job placement post graduation. We fully support your program's transition to a baccalaureate entry-to-practice Respiratory Therapy program.

Please let me know if I can be of further assistance.

Best Regards,

A handwritten signature in black ink that reads "Thomas Kallstrom". The signature is written in a cursive style with a large, sweeping flourish at the end.

Thomas J. Kallstrom, MBA, RRT, FAARC  
Executive Director/CEO  
American Association for Respiratory Care



**FLORIDA SOCIETY FOR RESPIRATORY CARE**

P.O. BOX 354400, Palm Coast, FL 32135

PHONE: (813) 649-8942 FAX: (813) 426-3323 EMAIL: [FSRC@FSRC.ORG](mailto:FSRC@FSRC.ORG)

January 18, 2019

Nancy Latimer  
Palm Beach State College  
Department Chair  
Respiratory Care Program  
3160 PGA Blvd,  
Palm Beach Gardens, FL 33410

Dear Ms. Latimer,

We, the Florida Society for Respiratory Care (FSRC), strongly support Palm Beach State College adding a Bachelors of Science Degree Program in Cardio Pulmonary Science.

The respiratory care profession has experienced growth in scope of practice, complexity of clinical skills, and diversity of care sites. In concert with this growth, the need for critical thinking and non-technical skills has also grown. Respiratory therapists not only need to possess and display a high degree of technical competence, they also must demonstrate skill in communication, deductive reasoning, management, health policy and education. Advancing the degree of the respiratory therapist to a baccalaureate degree provides a foundation for these skills while also facilitating career opportunities that might otherwise not exist.

We applaud your efforts in supporting and working to meet the needs of the respiratory care profession.

Sincerely,

Mark Pellman  
President, FSRC



# Bethesda Hospital

**BAPTIST HEALTH SOUTH FLORIDA**

October 22, 2019

Nancy Latimer, PhD, RRT  
Palm Beach State College  
Department Chair  
Respiratory Care Program  
3160 PGA Blvd.  
Palm Beach Gardens, FL 33410

Dear Dr. Latimer,

I am writing to support most wholeheartedly the proposal of Palm Beach State College to offer a Bachelor of Science (BS) degree in Cardiopulmonary Services for Respiratory Therapists (RT).

As a Director of Cardiopulmonary Services at Bethesda Hospital, I know the value of having BS prepared therapists working in the department compared to AS. The clinical areas therapists need to be expert in has grown through the years, and more in-depth courses and a longer training time is necessary to prepare therapists. These individuals are the technical foundation as well as the future leaders in my department. Their advanced knowledge and skill in respiratory care are invaluable for the health of our patients. For example, in order to certify the competency to do blood testing, the evaluator needs a BS.

As the Florida Society of Respiratory Care Delegate representing the Florida respiratory therapists to the American Association of Respiratory Care (AARC), I have a national view point of the need to prepare therapists to be the leaders in the country, advancing the science and profession of respiratory care. The content of a bachelor's program will give therapists the tools needed to succeed.

As a respiratory professional I am excited about the expansion of the scope of practice of the therapist. There are Bills in Congress proposing Respiratory Care Professionals to participate in Telemedicine. Therapists eligible to do this new arm of medicine will need to have a minimum of a BS. The AARC supports BSRT as entry level.

The role of therapists, traditionally giving care at the bedside or teaching is now found as therapists working in physician offices, in home care, as hospital administrators, sales professionals, researchers, and business owners. I truly believe RT entry level needs to be expanded to a 4 year degree, to better start as a therapist and then progress to higher education and/or associated professions wherever the therapists interest dictate.

Sincerely,

*Sheyle Barnett, MS, RRT*

**DELRAY**  
Medical Center

5352 Linton Boulevard  
Delray Beach, FL 33484  
561-498-4440  
[www.delraymedicalctr.com](http://www.delraymedicalctr.com)



October 10, 2019

Nancy Latimer, PhD, RRT  
Palm Beach State College  
Department Chair, Respiratory Care Program  
Palm Beach State College  
3160 PGA Boulevard  
Palm Beach Gardens, Florida 33410

Dear Dr. Latimer,

It is with great pleasure that I write this letter of support for the proposed baccalaureate program in Cardiopulmonary Sciences at Palm Beach State College. As an active member of the Business Partnership Council and a clinical site for the respiratory students, I have seen first-hand the importance of providing students with a formal path for advancement in the profession. It is imperative that our students are not only educated in the respiratory care curriculum but have an opportunity to advance their skills in the areas of advanced practice clinical care, education, research and leadership. Students with this additional knowledge add value to our hospitals and to our community. As a profession we need to continue to move forward and be able to provide advanced degrees .

I am a strong supporter of the Palm Beach State Respiratory Care Program and have been a witness to the growth and stature of the program over many years. I believe Palm Beach State is poised to provide the opportunities necessary to give students every tool to become leaders in the profession in the future. It is with that in mind that I offer my full support for the Bachelor of Science in Cardiopulmonary Sciences Program at Palm Beach State College.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Andrews", with a long horizontal flourish extending to the right.

Lisa Andrews MS, RRT- NPS  
FPEM –HC, CHEC II, CHEP  
Director Special Diagnostics & Emergency Management



September 20, 2018

Dr. Anita Kaplan  
Dean, Bachelor Degree Programs  
Palm-Beach State College  
4200 Congress Avenue  
Lake Worth, FL 33461

Good morning Ms. Kaplan,

It is a great pleasure to write to you in support of a baccalaureate degree program in respiratory care. PBSC is my alma mater and I am proud of the education and opportunities it has afforded me.

I am currently and for the past 20 years been a director or manager for a cardiopulmonary department and have relied heavily on what I learned through the program. I am also a member of the Business Partnership Council for the Respiratory Care Program there at PBSC where we as managers and directors are able to relay what is needed within the local health care community. The number of hospitals, along with the large growth of these institutions requires the ultimate in talent and professionalism that PBSC provides. Further, most of the graduating students stay and are employed right here in South Florida.

I truly feel that as our profession expands it is imperative to have bachelor's program in Respiratory Care rather than AS and then a bachelor's in an unrelated field in order to have a reasonable cost in obtaining that degree.

I sincerely hope that this letter and the needs of the community lead you to the same conclusion as mine, that a bachelors program will be a direct enhancement to the healthcare community, our profession and Palm Beach State College

Sincerely,



Richard Young, RRT-NPS, BSRT, MHA  
Cardiopulmonary Manager

**WEST BOCA**  
Medical Center

Gerri Bouchard, MHA, RRT-NPS

Directory, Cardiopulmonary and Sleep Diagnostics

October 17, 2019

To whom it may concern:

I am very excited to write this letter of support for the proposed Bachelor Degree Program in Respiratory Care at Palm Beach State College. Having been in Respiratory Care for more than thirty years, I have personally witnessed many changes and growth in the field. From a profession initially staffed with on-the-job trainees to one now recognized and respected nationally, respiratory care practitioners with advanced degrees are taking positions as Directors and Managers of several core ancillary groups beyond the respiratory scope, and even gaining a seat at executive tables as COOs. The continuing evolution of the Respiratory Care Profession requires that respiratory therapists demonstrate an advanced level of critical thinking, assessment and problem-solving skills. These facilities are essential in today's health care environment to improve the quality of care and reduce inappropriate care. This can only be accomplished through continuing education and acquisition of advanced degrees and credentials.

In the United States, the average age of a Respiratory Therapist is currently 45 years old. The more mature end of this population are the people that hold higher degrees, are in leadership positions and nearing retirement. This essentially means that if our educational system does not take action to help graduates obtain a higher degree, our community may not be sufficiently educated to fill these vacancies. Research has also shown that there are fewer patient safety issues when patients are cared for by healthcare practitioners with a higher degree.

Professions such as Physical Therapy and Occupational Therapy have raised the entry level education to Master's Degree or higher in order to assure their professions are respected and continue to grow successfully. The Respiratory profession has lagged for years in advancing their requirements, but momentum has been gained recently that will eventually lead to a Bachelor Degree entry-level requirement.

In March 2019, the Commission on Accreditation for Respiratory Care (CoARC) reported that there were 356 Associate Degree Programs, 68 Bachelor Degree Programs and 6 Master's Degree Programs offered for Respiratory Care with in the US. By comparison, there are 707 Master's Degree Programs for Physical Therapy. It is time for the profession of Respiratory to raise the bar!

Please consider the expansion of the Respiratory Program at PBSC. By not doing so, we risk the future care and safety of patients. "Ensuring quality higher education is one of the most important things we can do for future generations." I am available at [Geraldine.bouchard@tenethealth.com](mailto:Geraldine.bouchard@tenethealth.com) if you have any questions regarding this recommendation.

Sincerely,

Gerri Bouchard

FLORIDA  
SOUTHWESTERN  
STATE COLLEGE

February 5, 2019

Nancy Latimer, PhD, RRT  
Palm Beach State College  
Department Chair  
Respiratory Care Program  
3160 PGA Blvd.  
Palm Beach Gardens, FL 33410

Dear Dr. Latimer:

I would like to take this opportunity to offer my full support in the decision of Palm Beach State College (PBSC) to pursue Department of Education approval to offer a BS degree in Cardiopulmonary Sciences for respiratory therapists. My reasoning for this support stems from several key factors.

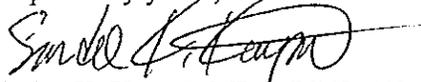
- “Respiratory therapists (RTs) comprise a critical sector of allied health care, and the number of RTs continues to grow. With health care expanding from acute to chronic care, there is a strong impetus to manage patients on an out-patient basis. The importance of the RT in the prevention and management of chronic conditions and as part of a health-care team must not be underestimated. It is valuable to understand how RTs in practice view their future role and expectations of their profession.” (Smith, S., Endee, L., Benz Scott, L., & Linden, P. (2017). *The Future of Respiratory Care: Results of a New York State Survey of Respiratory Therapists. Respiratory Care, 62(3), 279-287.* doi: 10.4187/respcare.04768)
- “Advanced innovations in medicine and technology and a new emphasis on chronic disease management will have an effect of all healthcare disciplines. As a result of these changes, the profession of respiratory care must evolve to meet the requirements of the future clinical workforce.” (Barnes, T., Kacmarek, R., Kageler, W., Morris, M., & Durbin, C. (2011). *Transitioning the Respiratory Therapy Workforce for 2015 and Beyond. Respiratory Care, 56(5), 681-690.* doi: 10.4187/respcare.01169)
- “The American Association for Respiratory Care supports the movement from associate degree prepared respiratory therapists to baccalaureate degree prepared respiratory therapists. The profession has experienced a growth in scope, complexity of clinical skills, and diversity of care sites. The need for critically thinking and non-technical skills has also grown, resulting in a demand for respiratory therapists who are not only technically competent but also demonstrate skill in communication, deductive reasoning,

management, health policy, and education. Advancing the degree of the respiratory therapist provides a foundation for these skills.” Transitioning from an Associate to Baccalaureate Program. (2019). Retrieved from <http://www.aarc.org/education/educator-resources/transitioning-associate-to-baccalaureate-degree-program/>

- According to the Bureau of Labor Statistics, Florida has one of the highest employment of respiratory therapists in the U.S., with 8,500 respiratory therapists employed. Respiratory Therapists. (2019). Retrieved from <https://www.bls.gov/oes/2017/may/oes291126.htm>
- Within the State of Florida there are 23 CoARC-accredited associate degree respiratory therapy programs. Graduates of these programs are eligible to take the National Board for Respiratory Care Registered Respiratory Therapist Examinations. Additionally, there are currently only three degree advancement (DA) programs for graduates of these CoARC approved associate degree programs in the Florida State College System (Florida SouthWestern State College, St. Petersburg College, and Valencia College). The Florida State College System DA programs provide affordable and accessible higher education to RRTs to advance their education. However, there are not enough of these programs in the State of Florida to accommodate the number of RRT’s that will need to obtain a BS degree.

Thank you, in advance, for considering this very important educational program.

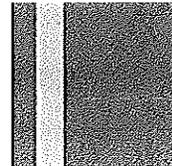
Respectfully yours,



Sindee K. Karpel, MPA, RRT, AE-C  
Chair, B.S. Cardiopulmonary Science Program  
Professor, Respiratory Care Program  
Florida SouthWestern State College  
Fort Myers, Florida

Appendix B.1.8.

Yvonne Simone  
1000 Coconut Creek Blvd. 41/113  
Coconut Creek, Florida 33066



January 8<sup>th</sup>, 2019

Nancy Latimer  
Respiratory Care Program  
3160 PGA Blvd.  
Palm Beach Gardens, FL 33410

Dear Nancy Latimer,

This purpose of this letter is to show my support for your plans to implement a Bachelor of Science in Cardiopulmonary Science degree program at Palm Beach State College. The students in the Broward College Respiratory Care program are in need of affordable options to advance their associate degree to a baccalaureate level degree to remain competitive in today's respiratory therapy job market.

Please keep me informed of your progress in making the degree available to future students.

Sincerely,

*Yvonne Simone*

Yvonne Simone

Program Manager, Broward College Respiratory Care Program





**PALM BEACH STATE  
COLLEGE**

**Cardiopulmonary Science Baccalaureate Degree Program  
Employer Survey**

We are in the process of developing a Baccalaureate Program for Respiratory Care at Palm Beach State College. Initially we envision a program that caters to the working therapist who wishes to advance their education.

Do you feel that a four year Baccalaureate program should be the eventual goal of the Respiratory Care profession?  Y  N

Do you have staff who would like to pursue a bachelor's degree?  Y  N/ How many? apx.

Do you feel that bachelor-prepared therapists would add value to your department and your organization?  Y  N

Would your organization offer tuition reimbursement for an employee seeking a bachelor's degree?  
 Y  N

Would your organization offer a base pay increase for therapists who possess higher degrees? If not, do you support such a change in your pay structure?  Y  N

Do you utilize a clinical ladder?  Y  N

Would you encourage your staff to complete a prospective student version of this survey?  Y  N

The Baccalaureate Program Committee is considering education tracks including:

- Health Care Management related classes
  - Department leadership, budgeting, managerial aspirations
- Cardiopulmonary Diagnostic related classes
  - Advanced critical care, airway management, neonatal/pediatrics, diagnostics, or sleep medicine.
- A mixture of both management-related and diagnostic-related classes
- Public Health or Health Policy related classes
- Research

What other educational tracks would you like to see offered that might enhance your department?

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Comments/Suggestions:

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**PALM BEACH STATE  
COLLEGE**

**Cardiopulmonary Science Baccalaureate Degree Program**

Fellow Therapists;

Below is a survey designed to help the members of the Health Science Baccalaureate Committee see what the community would like to see develop, from this program. There are several curriculum design issues that we are exploring at this time. Please assist us with a brief 2 part survey so we can design our program to meet the higher education needs of Respiratory Therapists (RRT) in SE Florida. The Tracks portion of the survey helps us prepare students for specific professional goals. Your opinion is important to our program development. Thank you for your time and consideration.

-----  
*Please check the box of your choice for each section provided:*

What goals would you like to achieve from the bachelor program?

Self-improvement.  Upward mobility  Other –please explain

-----  
If management classes are offered do you want it to be geared towards cardiopulmonary management?

Yes  No

If no, than what type of management track would you like the program to focus on?

-----  
Should classes be offered from the cardiopulmonary studies program to non-degree seeking students who already have a bachelor's degree?

Yes  No

Should selected seminars, offered as part of the Program, be open to non-degree seekers for CEUs?

Y  N

If the program has seminar based classes would you be willing to travel to various sites in the local area to attend?  Yes  No

What time frame should be recommended for completion of the Degree?

1 yr  18 mos.  2 yr  30 mos.  3 yr

What is the best time frame for individual course offerings -- full semester or mini-semester?

15 week semester  10 week semester  8 week semester  6 week semester

If a "live" face to face course is offered should they be

days  evenings  weekends  evenings and weekends only

For additional information contact: Dr. Nancy Latimer (561) 207-5068 or Latimer@palmbeachstate.edu

**Professional Specialty Tracks:**

In the CPS Program, for the Senior specialty tracks which would you like to see?

- Health Care Management related classes  
(Department Leadership, Budgeting, Managerial Aspirations)
- Cardiopulmonary Diagnostic related classes  
(Advanced Critical Care, Airway Management, Diagnostics, Advanced Neonatal Pediatrics, Sleep Medicine)
- Education and Research related classes
- A mixture of management-related and diagnostic- related, and education/research classes
- Public Health or Health Policy related classes.

Yes  No Should students be allowed to select courses from multiple tracks  
(i.e. Management etc.) and design their own specialization?

- Other Comments/Ideas:

Instructional Delivery Methods Please think about the advantages and disadvantages of each, which would you prefer?

- All live classes (face-to-face classes at Palm Beach State College)
- All web based classes (Course work can be done from one's own home at their convenience)
- A mixture of web based and face-to-face seminar-style classes

If both online and classroom setting are used, how often do you prefer to meet in the classroom setting?

- Once a week  Every 2 weeks  Monthly  Weekends Only  Quarterly

Other Comments /Ideas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please provide your e-mail address if you would like to be contacted with further information about this B.S. degree...*

*email contact:* \_\_\_\_\_

For additional information contact: Dr. Nancy Latimer (561) 207-5068 or Latimer@palmbeachstate.edu

Palm Beach State College  
Curriculum Committee Minutes  
January 24, 2019

The Curriculum Committee meetings was held in CE 119 in Lake Worth and made available to members and presenters in the reserved conference rooms at the other college locations. (Belle Glade TEC 220, Boca Raton AD 306, Loxahatchee LGA 216, and Palm Beach Gardens AD 207)

FA - Possible Financial Aid Action Warranted

**WELCOME**

Introduction: Christi White, Academic Coordinator- Curriculum

**I. APPROVAL OF MINUTES of 11/29/2018**

Discussion: None

Data sources consulted: Minutes

Action: Motion to Approve the minutes: D. Neff; 2<sup>nd</sup> R. D'Agati; vote unanimous to approve

**II. FOR YOUR INFORMATION**

**A. CCE/Avocational Course Dictionary Actions November 27<sup>th</sup> through January 3<sup>rd</sup>, 2019**

New Avocational and CCE Courses	Title	Clock Hours
CWO 0304	QuickBooks Exam Preparation	48

Revised Avocational and CCE Courses	Title	Revisions
CWO 0128	QuickBooks Level 1	Change course title from <i>QuickBooks</i> to <i>QuickBooks Level 1</i>

**B. VPAA Action:**

1. The Dean's Council approved Phase 1 and 2 of the Internal Proposal for the new Bachelor of Science in Cardiopulmonary Sciences degree. The FLDOE Letter of Intent is being prepared for submission to the BOT and President.
2. The Dean's Council approved Phase 1 and 2 of the Internal Proposal for the new AS degree program in Surgical Services.

**C. Minutes Correction**

4/26/2018 I. — CTS 1110 Microcomputer Operating Systems (3) was inadvertently listed as both a required course and an elective. CTS 1110 is a REQUIRED course, not an elective for the Computer Networking program.

- D. **Housekeeping:** The FLDOE has notified the Florida College Systems institutions that the terminology is changing from Post-Secondary Adult Vocational Certificate (PSAV) to Career Certificate programs. The change is still in the discussion phase at the FLDOE.

**III. OLD BUSINESS**

Discussion: NA

Data sources consulted: Curriculum Support Documents

Action: None

**AGENDA/MEETING MINUTES**  
**Health Sciences Cluster**  
**10-23-2018**  
**2:00-4:00 PM**  
**ETA RM 159**

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Welcome and Introductions

**Item 1: Review of clinical forms**

- Consent Form: Release of Information
- Medical Form (Recommended immunizations)

**Discussion:** (**Consent Form**) Mr. Fernander, college counsel, has questions regarding current utilization of the Acknowledgment/Consent form. The only change on the form since the last review was adding the wording *medical information* to consent form.

1. What is the appeals process if a candidate believes that the information reviewed is incorrect?
2. Where do we require, in the catalog, course syllabus, or other program documents that participants must sign a form?
3. What is meant in the last sentence which states *"a copy of the signed form will be provided to you?"*

(**Medical Form**) Palm Beach Gardens' requirements are not following CDC guidelines with regard to vaccination requirements for students.

**Action:** AD Zinser will provide Kevin with the history/declination statement to students prior to acceptance in the programs of the required 15-year Background Check and licensure implications as a result of a felony.

AD Zinser and Dr. Baldwin will discuss with Dr. Wihbey, who is a Board Member at Palm Beach Gardens Medical Center, for assistance regarding their required vaccination requirements for students that are not in compliance with CDC Guidelines.

**Item 2: Curriculum changes/updates**

Respiratory Therapy, BS Degree Proposal  
Sonography, Learning Outcomes  
Medical Assisting, Update to MEA0258 course title and course description  
HIT Proposed curriculum changes (see attached).

**Discussion:** Respiratory Therapy is mandated, by accrediting agency, No new AS Degree Programs. Goal 80% RT's to have BS by 2020.  
Sonography proposed adjusting action verbs on Program Learning Outcomes # 2, #4, and #5.

Medical Assisting: Change current course title from **Radiology for the Medical Assistant** to **Diagnostic Imaging** and remove the following sentence from the current course description; *Upon successful completion of this course, the students can take the exam given by the Florida Department of Health for certification as a Basic X-ray Operator.*

Health Information Technology: the following changes were previously approved by the Cluster via e-electronic vote.

<b>Current Program List (Copy Course List from Palm Beach State Catalog)</b>	<b>Propose Program Course List</b>
<p><b>GENERAL EDUCATION REQUIREMENTS CREDITS</b> Unless otherwise specified, select courses from each General Education category. See pages 42-43. ENC1101 College Composition 1 3 STA2023 Statistics 3 BSC2085 Anatomy and Physiology 1 3 BSC2085L Anatomy and Physiology 1 Lab 1 BSC2086 Anatomy and Physiology 2 3 BSC2086L Anatomy and Physiology 2 Lab 1 PSY2012 General Psychology 3 SPC4017 Fundamentals of Speech Communication-3 Any course from Humanities – Area II 3 <b>Total Required General Education Credits 23</b></p> <p><b>REQUIRED COURSES</b> CGS1100 Microcomputer Applications 3 OR HIM1610C Office Applications for Health Professions 3 MAN2021 Principles of Management 3 HSC2531 Medical Terminology 3 HIM1000C Introduction to Health Information Management 3 HIM1433C Pathophysiology for Health Information Management 2 HIM1442C Pharmacology for Health Information Management 2 HIM1282C Fundamentals of Medical Coding 3 HIM1210C Health Information System 3 HIM2222C Applied Inpatient Coding 3 HIM2272C Medical Reimbursement and Revenue 3 HIM2510C Healthcare Data Analysis 3 HIM1012C Health Information Law, Ethics, and Compliance 3 HIM2253C Applied Outpatient Coding 3 HIM2651C Applied Health Informatics 3 HIM2304C Health Information Department Management 3 HIM1800C Health Information Professional Practice 2 HIM2810L Advanced Coding Practicum 1 HIM2826L Health Information Skills Lab-4 <b>Total Required Course Credits 47</b> <b>Total Program Credits 70</b></p>	<p><b>GENERAL EDUCATION REQUIREMENTS CREDITS</b> Unless otherwise specified, select courses from each General Education category. See pages 42-43. ENC1101 College Composition 1 3 STA2023 Statistics 3 BSC2085 Anatomy and Physiology 1 3 BSC2085L Anatomy and Physiology 1 Lab 1 BSC2086 Anatomy and Physiology 2 3 BSC2086L Anatomy and Physiology 2 Lab 1 PSY2012 General Psychology 3 <b>Total Required General Education Credits 17</b></p> <p><b>REQUIRED COURSES</b> CGS1100 Microcomputer Applications 3 OR HIM1610C Office Applications for Health Professions 3 HSC2531 Medical Terminology 3 HIM1000C Introduction to Health Information Management 3 HIM1433C Pathophysiology for Health Information Management 2 HIM1442C Pharmacology for Health Information Management 2 HIM1282C Fundamentals of Medical Coding 3 HIM1210C Health Information System 3 HIM2222C Applied Inpatient Coding 3 HIM2272C Medical Reimbursement and Revenue 3 HIM2XXX Healthcare Statistics and Research 3 HIM2510C Health Data Analysis HIM1012C Health Information Law, Ethics, and Compliance 3 HIM2253C Applied Outpatient Coding 3 HIM2651C Applied Health Informatics 3 HIM2XXXC Leadership in Health care 2 HIM2304C Health Information Department Management 3 HIM1800C Health Information Professional Practice 2 HIM2810L Advanced Coding Lab 1 HIM2826L Health Information Skills Lab 2 <b>Total Required Course Credits 53</b> <b>Total Program Credits 70</b></p>

**Action:** Cluster approved all curriculum updates/changes

**Item 3:** **Limited / Controlled Access Program Enrollments**

**Discussion:** Awareness by Dean Zinser regarding discussions with the Limited Access Office staff regarding the increased number of limited access applications as a result of students submitting applications to multiple programs at the same time. They accept a seat in the first program they are accepted into. As a result, seeing withdrawals due to lack of interest and/or limited knowledge of expectation in the field. Overall, this misperception of growing need/interests in health sciences programs appears to be driving conversations about increasing enrollments in some limited access programs by senior administration.

**Action:** Dr. Baldwin will communicate with Dr. Yohe regarding application, enrollment, and completions numbers that are not accurate. In addition, health sciences programs are working proactively with IRE to capture program data overall as well as strive for live district connectivity of all program data. Request that senior administration discuss with program

leadership SME's regarding any information and/or making decisions impacting programs enrollments etc.

**Item 4: Individual Discipline Cluster approval for Curriculum Actions**

**Discussion:** The Health Sciences Cluster is comprised of 14 individual program discipline clusters. In addition, each of the 14 individual program discipline clusters have separate state/national accrediting agency's that drive their curriculum in addition to adhering to the Florida Department of Education Curriculum Frameworks as well as state/federal guidelines. Due to the specificity of each individual disciplines curriculum, members of those separate clusters are the SME's for their disciplines curriculums. Each individual program discipline cluster has their own meetings and must provide documentation of their discipline meeting minutes to their accrediting agency. As a result, it is recommended that individual program discipline clusters provide their cluster approval as it is not relevant for the entire Health Sciences Cluster to vote and approve other disciplines curriculum changes.

**Example:** when adjustments to the nursing curriculum are proposed and approved by the nursing cluster, why would someone from another totally separate discipline be required to vote? During the College Curriculum Committee Meetings is where non-SME's can inquire about the process or need for any changes that may impact the students and/or general education components of the overall program.

Unlike other Clusters, for example, where all the English faculty meet and determine/vote on curriculum changes, they are not required to have another discipline/cluster such as the Math Cluster vote/approve English Cluster curriculum proposed changes.

All matters related to all the Health Sciences Programs such as Standardization of forms, processes, and policies impacting all individual program disciplines clusters will still fall to the Health Sciences Cluster overall for actions.

**Action:** Nancy Zinser/Al Baldwin will clarify with senior administration/VPAA for further clarification and approval.

Meeting adjourned.

Submitted by:

*Jane Fisher*

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Jane Fisher, Scribe

c. Minutes Distribution List

**PALM BEACH STATE COLLEGE  
Respiratory Care Program  
Business Partnership Council Minutes  
March 24, 2017**

**ITEM #1      Introductions and Review of the Minutes**

Discussion:    Introductions made. There is a new Department Manager at Boca Raton Regional Hospital – Millicent Williams  
Minutes from last BPC were not available due to CoARC Site Visit.

Action:        Nancy will update the BPC roster and forward to Coleen Farinelli.

**ITEM #2      Career Center's Career Mentor Network**

Discussion:    Tracy discussed roles of the career center in assisting students in determining career paths and helping with preparing for interviews, etc. Tracey also detailed the Career Mentor Network and asked for volunteers from the BPC and their staff to act as mentors for students interested in careers in Respiratory Care and other professions as well. Additionally, Tracy advised BPC about job postings for graduates. CC will mass email our graduates.

Action:        BPC given brochures with information on how to become a volunteer mentor.

**ITEM #3      Interview Skills Workshop/Panel Graduation Lunch**

Discussion:    Nancy reviewed the upcoming workshop and panel discussion and explained that the students will be formally dressed and bringing their resumes. She also mentions the awards/pinning ceremony and luncheon afterward and asked for volunteers.

Action:        Sheryle Barrett, Lisa Andrews, Richard Young, Steve Toryak, Lisa Skirvin, Millie Williams, Gary Souza and possibly Ginger Mast are planning to attend

**ITEM #4      Program Personnel Survey**

Discussion:    Nancy reminded the BPC to complete the Program Personnel Survey when the complete the affective evaluations on the students in a couple of more weeks.

Action:        Stephanie will send out a reminder for the survey and follow up as needed.

**ITEM # 5 Preceptor Training Program April 12, 2017-**

Discussion: Stephanie discussed Advanced Preceptor Training program and encouraged BPC to share with their staff the April 12<sup>th</sup> program. The training will also be offered in fall and parts may potentially be offered on line if appropriate.

Action: Stephanie to resend flyer to hospitals for April 12<sup>th</sup> date.

**ITEM #6 Current Student Update**

Discussion: Nancy stated that there are 13 current 2<sup>nd</sup> year students and Stephanie that there are 16 1<sup>st</sup> year students. Members of the BPC discussed how students and graduates were doing at the clinical sites.

Action: Nancy will follow up with students with specific issues.

**ITEM #7 Accreditation Update**

Discussion: Nancy shared our successful re-accreditation with no deficiencies with the BPC and thanked everyone for their involvement in the process and how impressed CoARC was with the community involvement. Further discussion included the possibility of the bachelor's program in Health Sciences and the BPC offered to write letters of support if needed. BPC also expressed importance of bachelor's level program for clinical ladder.

Action: None required

**ITEM #8 ALA Symposium**

Discussion: ALA Symposium cancelled for this year and probably not continue with live CEU's in this area. Their chief concern is with too many online CEU's available.

Action: None required

**ITEM #9 Other**

Discussion: Sheryle detailed the FSRC Sunshine Seminar and the student involvement with the Sputum Bowl. Palm Beach State Students were in the semi-finals and Florida won the national Sputum Bowl in San Antonio. Sheryle also discussed the impact of all CEU's being attained on line. Steve asked for input on concurrent therapy and current area policies. Each BPC shared their current staffing needs and reiterated their support in hiring our students.

Action: None required

**Scribe: Stephanie Parlamento**

**Attendees:**

Sheryle Barrett  
Steve Toryak  
Lisa Andrews  
Ginger Mast  
Nancy Latimer  
Stephanie Parlamento  
Gary Souza  
Richard Young  
Lisa Skirvin  
Millicent Williams  
Tracy Joissen



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE  
ON-SITE REVIEW REPORT (For Use with BASE ENTRY CSSR)

**FORM C**

**Strengths**

**FORM C**

Program Name: Palm Beach State College

Program #: 200370

<b>Write the Strengths of the program.</b>
Very knowledgeable and experienced PD & DCE, with a deep commitment to student success.
Administration is supportive of program and provides an open door policy for program personnel.
Medical Directors are enthusiastic and dedicated to teaching.
High quality and student-centered adjunct faculty who maintain current professional knowledge.
The program has a strong reputation for excellence in the community.
Breadth of clinical experiences provide for a well-rounded graduate.
Business Partnership Council (advisory committee) has a strong presence and a genuine interest in the success of the program.
Efficient and hard working administrative support personnel.
Commitment of clinical preceptors, many of whom are program grads, provides an exemplary and well rounded clinical experience for the students.
Continued funding for professional development opportunities for faculty as well as students.

\*Duplicate as Necessary



FORM D

**Suggestions for  
Enhancement**

FORM D

Program Name: Palm Beach State College

Program #: 200370

Standard (Reference)	Write the Suggestions for Enhancement. (Note: Programs are <u>not</u> required to respond to Suggestions for Enhancement).
2.01	Consider leasing additional ventilators during vent labs especially with larger enrollment cohorts.
5.12	Continue to look for opportunities to migrate toward more electronic record keeping.

Duplicate as Necessary





## Flexible Online BCS Course Sequencing

4 Courses per Semester – Finish in 1 year		
First Semester	Second Semester	Third Semester
RET 3050 - Evidence Based Medicine in Respiratory Care	RET 3536 – Cardiopulmonary Rehabilitation	RET 4524 - Patient Education and Disease Management
RET 3354 – Medical Pharmacology	RET 4034 – Problems in Patient Management	RET 4715 - Advanced Neonatal Medicine
RET 3287 - Cardiopulmonary Diagnostics	HSA 4184 – Leadership and Management in Healthcare	HSC 4652 – Health Care Ethics
HSC 3243 – Teaching Skills for Health Professions	RET 4505 – Chest Medicine	RET 4933 – Selected Topics in Cardiopulmonary

3 Courses per Semester – Finish in 16 months			
First Semester	Second Semester	Third Semester	Fourth Semester
RET 3050 - Evidence Based Medicine in Respiratory Care	RET 3287 - Cardiopulmonary Diagnostics	HSA 4184 – Leadership and Management in Healthcare	RET 4524 - Patient Education and Disease
RET 3354 – Medical Pharmacology	RET 3536 – Cardiopulmonary Rehabilitation	RET 4505 – Chest Medicine	HSC 4652 – Health Care Ethics
HSC 3243 – Teaching Skills for Health Professions	RET 4034 – Problems in Patient Management	RET 4715 - Advanced Neonatal Medicine Management	RET 4933 – Selected Topics in Cardiopulmonary Science

2 Courses per Semester- Finish in 2 years					
First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester
RET 3050 - Evidence Based Medicine in Respiratory Care	RET 3287 - Cardiopulmonary Diagnostics	RET 3536 – Cardiopulmonary Rehabilitation	HSA 4184 – Leadership and Management in Healthcare	RET 4524 - Patient Education and Disease Management	HSC 4652 – Health Care Ethics
RET 3354 – Medical Pharmacology	HSC 3243 – Teaching Skills for Health Professions	RET 4034 – Problems in Patient Management	RET 4505 – Chest Medicine	RET 4715 - Advanced Neonatal Medicine	RET 4933 – Selected Topics in Cardiopulmonary

# PALM BEACH STATE COLLEGE

## CAMPUS PROGRAM PROPOSAL FORM FOR DISCUSSION PURPOSES

### Step 1: For Discussion Purposes

**Instructions:** Please use this form for discussion of new programs your campus wishes to propose. According to District Board of Trustees' (DBOT) Policy 6Hx-18-2.0, the Vice President of Academic Affairs (VPAA) through the curriculum process, approves all new programs recommended to the President's Cabinet and DBOT. This form documents the preliminary discussion and planning process to determine the potential impact on budgeting, facilities, personnel, and the potential benefit of the new program to the College. The proposal approval path for step 1, is outlined on the workflow chart provided at the end of this form.

**BDP PROPOSALS - BEFORE ADVANCING TO STEP 1** - Please review Florida Department of Education's Baccalaureate Proposal Approval Process Flowchart at: <http://www.fldoe.org/core/fileparse.php/5592/urlt/0082804-flowchart.pdf>

**PLEASE INCLUDE ALL COMPONENTS AND SUPPORTING DOCUMENTATION THROUGHOUT THE PROCESS**

#### TO BE COMPLETED BY THE CAMPUS

1. **Campus:**  Lake Worth  Palm Beach Gardens  Belle Glade  Boca Raton  Loxahatchee
2. **Proposed Program Title:** Bachelor of Science in Cardiopulmonary Sciences
3. **Occupational Titles and SOC codes:** Respiratory Therapist 29-1126.00 (use <http://www.onetonline.org/>)
4. **Proposed Program Level:**  BDP\*  AS  CCC  ATD  ATC  PSAV  
 \*BDP requires a submission of a Notice of Intent (NOI) to FLDOE  
 Form No. BAAC-01 <http://www.fldoe.org/core/fileparse.php/5592/urlt/NoticeIntentForm.pdf>  
 Form No. BAAC-02 <http://www.fldoe.org/core/fileparse.php/5592/urlt/BaccalaureateProposalApplication.pdf> (Submit no less than 100 days after the NOI)

#### 5. **Rationale for the program:**

As of January 1, 2018, the American Association for Respiratory Care (AARC) and the Commission on Accreditation for Respiratory Care (CoARC) require that all programs applying for accreditation must award a minimum of a baccalaureate degree.

The Florida Society for Respiratory Care (FSRC), Florida Respiratory Leadership Network (FRLN), and the Florida Hospital Association (FHA) formed an Ad Hoc Committee to work towards improving patient care by 1) Mandating the Registered Respiratory Therapist (RRT) Credential become the new entry level standard. 2) Require all Respiratory Therapists hold a Baccalaureate degree or higher. 3) Establish an Advanced Level Practitioner designation.

Offering a Baccalaureate degree in Cardiopulmonary Science (BSCS) at Palm Beach State College is essential to providing Registered Respiratory Therapists, who have an Associate of Science degree in Respiratory Care, an economical opportunity to keep pace with the advancement of the profession and meet the new requirements. Additionally, a BSCS would allow the graduate to obtain advanced practice credentials: Adult Critical Care Specialist (ACCS), Neonatal Pediatric Specialist (NPS), Registered Pulmonary Function Technician (RPFT), Sleep Disorder Specialist (SDS). Additionally, the BSCS degree would provide opportunities for professional growth and development in leadership, management, education, and research.

On March 24, 2017 the Business Partnership Council for the Respiratory Care Program recommended that the program move forward towards offering a Baccalaureate degree.

6. **Total Number of Credits or Clock Hours:** 120

7. **Does the program have an existing curriculum framework at <http://www/fldoe.org/Workforce/dwdframe/>?**  
 Yes\*\*     No\*\*\*

\*\* If YES, please include the CIP Number: \_\_\_\_\_      \*\*\*If No, a curriculum framework must be developed and approved by the State. This adds 6-9 months for the state's approval in the development process. The curriculum framework provides detailed information on the program, equipment and facility needs, and/or additional certification requirements of the program.

8. **Program Curriculum Outline** – Provide an outline of the courses in the program including general education, program core and electives (as applicable to the type of program).

Course ID	Title	Credits
<b>General Education Courses</b>		
ENC 1101	College Composition I	3
ENC 1102	College Composition II	3
HUM	Humanities Electives	3
MAC 1105	College Algebra	3
STA 2023	Statistics	3
BSC 2085	Anatomy and Physiology I	3
BSC 2085 L	Anatomy and Physiology I Lab	1
BSC 2086	Anatomy and Physiology II	3
BSC 2086 L	Anatomy and Physiology II Lab	1
MCB 2010	Microbiology	3
MCB 2010 L	Microbiology L	1
CHM 1032	Principles of Chemistry or higher	3
PHY 1001	Applied Physics or higher	3
SYG 2000	Introduction to Sociology	3
General Elec	One additional general education course from the 5 Categories	3
<b>Total</b>		<b>39</b>
<b>AS Respiratory Care Courses</b>		
RET 1272	Fundamentals of Respiratory Care I	9
RET 1272 L	Fundamentals of Respiratory Care I L	3
RET 1874 L	Clinical Internship I	1
RET 1273	Fundamentals of Respiratory Care II	6
RET 1273 L	Fundamentals of Respiratory Care II L	2
RET 1875 L	Clinical Internship II	3
RET 1876 C	Clinical Internship III	4
RET 2280 C	Fundamentals of Respiratory Care III	7
RET 2877 L	Clinical Internship IV	2
RET 2534 C	Fundamentals of Respiratory Care IV	7
RET 2878 L	Clinical Internship V	2
<b>Total</b>		<b>46</b>
RET 4445	Cardiopulmonary Diagnostics	3
RET 4715	Advanced Neonatal Medicine	3
RET 4050	Research Methods	3

Course ID	Title	Credits
524	Education in Community and Acute Healthcare Environments	3
4524	Chest Medicine	3
RET 3354	Medical Pharmacology	3
RET 4933	Select Topics Cardiopulmonary Science (Capstone Project)	2
HSC 4555	Pathophysiologic Mechanisms	3
HSA 3110	Healthcare Organization and Management	3
HSC 3243	Teaching Skills for Health Professionals	3
HSA 4421	Legal Aspects and Legislation in Healthcare	3
MAN 4120	Leadership Challenges and Supervision	3
	<b>Total</b>	<b>35</b>
	<b>Bachelor of Science in Cardiopulmonary</b>	<b>Total</b>
		<b>120</b>

**9. Facilities/Equipment:**

- a. Do existing facilities require renovation?  Yes  No
- b. Are new facilities required?  Yes  No
- c. Will the program be held off-site?  Yes  No
- d. Is new equipment needed?  Yes  No
- e. Does the program have special IT needs?  Yes  No

**10. Staffing:**

- a. Number of existing full-time faculty 2
- b. Number of new faculty positions needed: 1
- c. Number of part-time faculty positions needed: 1
- d. Number of other positions needed: 0

**11. Enrollment, Performance, and Budget Plan**

- a. Projected first year headcount: 15
- b. Projected first year FTE: 10

**12. Attach enrollment and completion figures from other colleges with the same program.**

	Enrolled	Completion
Florida A&M University – BS Cardiopulmonary Science	22	18
Florida Southwestern College –BS Cardiopulmonary Science	100	60% completion over a 3- year period
Valencia College – BS Cardiopulmonary Science	– No response to inquiry and data not available on CoARC.	

STEP 1 APPROVAL SIGNATURES

Associate Dean (or Designee) [Signature] Date: 9/6/18

Recommended  Not Recommended Rationale: \_\_\_\_\_

Dean [Signature] Date: Sept 6, 2018  
 Approved  Denied Rationale: \_\_\_\_\_

VPAA [Signature] Date: 9/6/18  
 Approved  Denied Rationale: \_\_\_\_\_

*Once all approvals are obtained, please move on to complete Step 2, of the Campus Program Proposal Form* ↗

## President's Extended Cabinet Meeting

### AGENDA

<b>Meeting Title</b>	President's EXTENDED Cabinet	<b>Time</b>	8:30am-12:00pm
<b>Date</b>	January 28, 2019	<b>Place</b>	Lake Worth – CE119

### Chair, President Ava L. Parker

#### Extended Cabinet Attendees:

Albertini, Velmarie	Meeroff, Diego
Baldwin, Alphonso	Pedersen, Ginger
Barbatis, Peter	Pustizzi, Michael
Becker, Richard	Richie, Patricia
Bennett, Holly	Russell, Bernadette
Berkowitz, Irving	Rutherford, David
Bonlarron, Rachael	Stivers, Robbi
Coleman-Ferrell, Tunjarnika	Vallejo, Maria
Duffie, James	Vargas, Roy
Fernander, Kevin	White, Richard
Franklin, Rachelle	Wihbey, Jean
Goldstein, Sheri	Willey, Edward
Kaplan, Anita	Williams, Van
Karran-McCoy, Kathy	Yohe, Roger
Libutti, Kenneth	Zettler, Chuck

**Guests: Lyn Becker, Doug Doran, Robb Erwin, Jennifer Hudson, David Weber, EMSI via Zoom**

#### Today's topics/discussions/presentations:

- All participate in LET'S MOVE 2019 Video Taping (5 min / Lyn Becker)
- Guidance Counselor Breakfast Recap (Doran) 8:30am
- HBCU Reception at President Parker's Home/Monday, February 18 (Doran)
- 2018 December Commencement Debrief (Barbatis/Zettler)
- Learning Management System/LMS Presentation (Russell, Erwin) 9:00am
- Canvas/Blackboard LMS Decision (Pedersen)
- 2019 Summer Hours Guidelines (Pustizzi)
- Development Day Planning (Yohe)
- New Faculty Requests (Yohe)
- Block Schedule Changes (Albertini, Hudson) 10:00am
- Achieving the Dream/ATD Consultant Schedule (Barbatis)
- Performance Measures/Retention and Completion Data (Weber) 10:45am
- Economic Impact Survey/EMSI (Susan Hackett, EMSI) 11:00am via Zoom
- Belle Glade Nursing Program Update (Yohe)
- Membership: *Excelencia In Education* (Barbatis, Karran-McCoy)

## NEW PROGRAM PROPOSAL FORM

### Step 2: Campus Program Proposal Form

**Instructions:** After Step 1 approval, please complete this form for new programs. According to District Board of Trustees Policy 6Hx-18-2.0, the VPAA through the curriculum process approves all new programs recommended to the President and DBOT. This document determines the potential impact on budget, facilities, personnel, and the potential benefit of the new program to the College. The approval path is outlined at the end of this form. The Office of Institutional Research & Effectiveness (IRE) provides the EMSI report, employment and projections data. Please submit a data request form to the IRE office (the form can be found on the IRE webpage.) The proposal approval path for step 2, is outlined on the workflow chart provided at the end of this form.

Please use the link below to access the Curriculum Committee meeting agenda and Curriculum Action Timelines  
<http://www.palmbeachstate.edu/curriculum-development/members-and-schedules.aspx>

#### PART 1 – TO BE COMPLETED BY THE CAMPUS

**PLEASE INCLUDE ALL COMPONENTS AND SUPPORTING DOCUMENTATION THROUGHOUT THE PROCESS**

1. **Geographic region to be served (if other than Palm Beach County):** Southeast Florida
2. **Campus Contact Person:** Dr. Nancy Latimer
3. **Will the program be developed as an online program?**  Yes  No
4. **Program description/employment options for graduates** (see Curriculum Framework):  
The Bachelor's degree in Cardiopulmonary Science will provide the graduate of an Associate in Science degree in Respiratory Care with an opportunity for professional growth by providing a smooth transition into a viable, rigorous, and affordable baccalaureate program. The B.S. in Cardiopulmonary Science will allow the graduate to obtain advanced practice credentials: Adult Critical Care Specialist (ACCS), Neonatal Pediatric Specialist (NPS), Registered Pulmonary Function Technician (RPFT) along with opportunities for advancement by the development of leadership, management, educational, and research skills.
5. **Planning Process**
  - a. What is the effective date of the proposed curriculum action  
August 2020
  - b. Summary of Internal Process and Meetings (*Limit 250 words*)  
Step 1: For Discussion Purposes was completed and approved at the Dean's Council meeting on September 6, 2018.  
All current respiratory care students at PBSC (n=42) were surveyed to determine whether there was an interest in pursuing their BS degree in Cardiopulmonary Science. All those surveyed, 42 students expressed an interest in continuing their education. This survey will also be used to establish the curriculum and format for coursework.
  - c. Summary of External Process and Meetings (*Limit 250 words*):  
The CoARC site visit team recommended that the program continue to move forward in establishing a bachelor's degree for respiratory therapy on November 12, 2016.  
The Business Partnership Council for Respiratory Care recommended that the program move forward towards offering a Baccalaureate degree on March 24, 2017.  
Position statement from the American Association for Respiratory Care recommends that "The preferred education for entry-to-practice as a respiratory therapist should be provided within programs awarding baccalaureate or master's degree in Respiratory Care (or equivalent degree titles)."  
CoARC requires all newly accredited programs must award a baccalaureate degree January 1, 2018.  
Employer Interest Survey supports the need for bachelor-prepared therapists September 2018.

**6. Program Implementation Timeline**

Milestone	Date
Needs Assessment	March 2017
Curriculum Development*	On going
State and/or National Certification (if required)	N/A
Curriculum Approval	March 2019
SACS-COC Substantive Change (if required)*	December 2019
Hiring of Faculty/Staff	May 2020
Development of Online Courses (If required)	On going
Equipment Purchases	N/A
Facility Renovations (if required)	N/A
Program Marketing	Spring 2020
Program Start Date	August 2020

\*Notes --1)Development of a new curriculum framework requires 6-9 months through the state approval process; 2)If the SACS-COC substantive change process is required, 6 months must be added to the timeline.

<http://www.sacscoc.org/SubstantiveChange.asp>

**PART 2 – TO BE COMPLETED BY INSTITUTIONAL RESEARCH & EFFECTIVENESS**

**7. Workforce Demand/Unmet Need Specific To Program Area**

*(An analysis for the geographic region to be served)*

- a. Occupational Titles and SOC Codes Used:  
Respiratory Care Therapy/Therapist  
CIP code 51.0908
- b. Number of current jobs (EMSI):  
In 2017, there were 2,898 Registered Respiratory Therapist positions in the Miami, Fort Lauderdale, and West Palm Beach area.
- c. Number of current job openings (EMSI):  
From January 2017 – August 2018 there were 148 job postings for Registered Respiratory Therapists in our region. Of these, only 85 positions were filled.
- d. Projected number of job openings five years from current year (EMSI):  
It is expected that there will be a need of 464 positions by 2023, an increase of 16%.
- e. Competitor Programs offered in Geographic Region to be served:  
There are no public institutions in our region that offer the Bachelor of Science in Respiratory Therapy.
- f. EMSI report attached:  Yes     No

**PART 3 – TO BE COMPLETED BY THE CAMPUS DEAN/ASSOCIATE DEAN**

**8. Gap Analysis**

- a. Provide data and a one-paragraph description of the employment gap based on question 7, a-f (*the gap between employment numbers needed and graduates in the programs in the geographic region*). (Limit 300 words)  
There is a growing demand for Registered Respiratory Therapist in our region with 16% growth or 464 positions projected by 2023. A more important factor is the recent change in the professional guidelines as of January 1, 2018, the American Association for Respiratory Care (AARC) and the Commission on Accreditation for Respiratory Care (CoARC) require that all programs applying for accreditation must award a minimum of a baccalaureate degree. The professions goal is for 80% of the current Respiratory Therapists to have earned their degree by 2020. Additionally, the Florida Society for Respiratory Care (FSRC), Florida Respiratory Leadership Network (FRLN), and the Florida Hospital Association (FHA) formed an Ad Hoc Committee to work towards improving patient care by 1) Mandating the Registered Respiratory Therapist

(RRT) Credential become the new entry level standard. 2) Require all Respiratory Therapists hold a Baccalaureate degree or higher. 3) Establish an Advanced Level Practitioner designation.

Offering a Baccalaureate degree in Respiratory Therapy (BSRT) at Palm Beach State College is essential to providing Registered Respiratory Therapists (RRT), who have an Associate of Science degree in Respiratory Care from a CoARC accredited program and regionally accredited institution, an economical opportunity to keep pace with the advancement of the profession and meet the new professional requirements. It is also important to note, that the majority of our graduates stay and are employed in our regional area.

- b. Other measures as selected by campuses, which may include brief qualitative or quantitative data/information such as local economic development initiatives or evidence of rapid growth or decline not reflected in local, state, and national data. (*Limit 300 words, provide attached documentation*) N/A at this time.

**9. Facilities And Equipment Specific To Program Area**

- a. Provide a brief description of the existing facilities and equipment that will be utilized for the program (see Curriculum Framework). (*Limit 150 words*)

All classroom facilities are equipped with multi-media technology including internet access. The Respiratory Care laboratory has a state of the art equipment and facilities that can be used for the bachelor's program as needed.

- b. Provide a brief description of the new facilities and equipment that will be needed for the program, if any (see Curriculum Framework). (*Limit 150 words*) N/A

- c. Do existing facilities require renovation?  Yes  No

If Yes, describe the renovations needed: \_\_\_\_\_

- d. Are new facilities required?  Yes  No

If Yes, describe the new facilities: \_\_\_\_\_

- e. Will the program be held off-site?  Yes  No

If yes, describe the site and any associated costs for rental or renovations:

**10. Library/Media Specific To Program Area**

- a. Provide a brief description of the existing library/media resources that will be utilized for the program. (*Limit 150 words*)

The Palm Beach Gardens campus library has state of the art multi- media technology with respiratory program software available on all computers. Additionally, all programmatic textbooks are available for semester checkout as well as research books that are on reserve.

- b. Provide a brief description of the new library/media resources that will be needed for the program, if any. (*Limit 150 words*)

Resources should also be made available at the Lake Worth campus library.

**11. Academic Resources Specific To Program Area**

- a. Number of existing full-time faculty: 2

- b. Number of existing part-time faculty: 3

- c. Provide a brief description of the anticipated additional full-time faculty that will be needed for the program, if any (*Limit 150 words*):

Initially, one full-time faculty member would be needed as current Respiratory Care AS degree faculty's full-load teaching assignments would change. During peak enrollment periods, additional part-time faculty may be given semester contracts as needed. As the baccalaureate program grows, an additional Program Director may be required.

- d. Anticipated instructional support personnel needed (*list titles of personnel including administrators, advisors, librarians, lab managers, etc.*): N/A

- e. As applicable, provide additional information related to academic resources.

(Limit 150 words) Many of the program's courses will be in a hybrid format at the request of current students and local area therapists surveyed preferred learning style. Ultimately, the program will be able to adjust to an online format to accommodate the non-traditional out of area students as appropriate. Our eLearning department has the dedicated staff, technology, and the resources necessary to support our new programmatic goals.

**12. Academic Content**

- a. List the admission requirements for the program:
  - 1. Applicants must submit an application to the BS Program and be accepted to Palm Beach State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
  - 2. Applicants must have a minimum cumulative grade point average of 2.6 on a 4.0 scale.
  - 3. Applicants must possess licensure from the state in which the applicant is practicing and Applicants must hold the following credentials: Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care.
  - 4. Students who transfer to Palm Beach State College with a previous associate of art degree from a Florida State College or baccalaureate degree from a regionally accredited university are considered to have met the General Education Core and Elective coursework (60 credit hours) of the degree. Students are permitted to complete any remaining required Lower Division, Cardiopulmonary Sciences Program specific coursework while completing Upper Division, Cardiopulmonary Sciences core coursework.
- b. Faculty credential requirements: Minimum of Master's level degree, Doctorate preferred.
- c. Anticipated average student/teacher ratio in first year based on enrollment projections: 25:1
- d. Summary of SACS-COC accreditation plan/or other specialized accreditation/certification requirement(s), as appropriate: Since there will be a significant number of new courses required at the BS level, it looks like the proposed Bachelor of Science in Cardiopulmonary Science will require Procedure 1 Substantive change reporting based on SACSCOC guidelines:

9. Expanding at the institution's current degree level (significant departure from current programs). What constitutes a "significant departure" from existing programs depends on what related programs are currently in place at a given institution. Refer to the Glossary of Terms for more specificity\*. Examples include the following: developing a new general education program, adding a master's degree in nursing when the institution is accredited at Level III but currently offers only a master's degree in education; an institution accredited at Level II (bachelor's degrees), offering only a bachelor's degree with a major in religion, adding three new bachelor's degrees with majors in biology, business administration, and computer science.

- e. Curriculum – Provide the general education and/or core and elective courses for the program. The hours must total those found in the curriculum framework (FS1007.25).

Course Number	Course Title	Credits/Clock Hours
RET 4445	Cardiopulmonary Diagnostics	3
RET 4715	Advanced Neonatal Medicine	3
RET 4050	Research Methods	3
RET 4524	Education in Community and Acute Healthcare Enviro	3
RET 3354	Medical Pharmacology	3
RET 4933	Capstone Project	3
RET 4505	Chest Medicine	3
HSC 4500	Epidemiology	3

Course Number	Course Title	Credits/Clock Hours
HSA 3110	Healthcare Organization and Management	3
HSC 3243	Teaching Skills for Health Professionals	3
HSA 4421	Legal Aspects and Legislation in Healthcare	3
MAN 4120	Leadership Challenges and Supervision	3
HSC 4652	Healthcare Ethics	3

f. Is the program being proposed as a Limited Access Program?  Yes  No  
 If yes, please provide the draft of the limited access application. What are the admissions criteria? \_\_\_\_\_

**13. Enrollment, Performance And Budget Plan**

- a. Projected first year headcount: 25
- b. Projected first year FTE: 20
- c. Projected first year expenditures: (Personnel, equipment, facilities): \$ 75,000
- d. Projected first year revenues: (FTE and special fees): \$ 80,000
- e. Grants or other committed funds from employers or other funders: \$ 0

**14. Attach updated enrollment and completion figures from other colleges with the same program.**

**15. Supplemental Materials** *(Provide a listing of letters of support, including selected letters; graphs; tables; survey templates; etc. Links may also be included as appropriate to your documentation.)*

- Appendix A: National Profession Position Statements
- Appendix B: Regional Letters of Support
- Appendix C: Employer Interest Survey
- Appendix D: Student Interest Survey
- Appendix E: Step 1 Approval Signatures

**STEP 2 - APPROVAL/REVIEW SIGNATURES**

Associate Dean (or Designee) Buffy J. Men Date: 2/1/19

Recommend  Not Recommended Rationale: \_\_\_\_\_

Dean Santa Kaplan Date: 10/4/18  
 Approved  Denied Rationale: \_\_\_\_\_

VPAA Bonnie Date: 2/1/18  
 Approved  Denied Rationale: \_\_\_\_\_

Provost [Signature] Date: 2/4/19  
 Approved  Denied Rationale: \_\_\_\_\_

Other VP (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved  Denied Rationale: \_\_\_\_\_

Deans' Council Date: 10/4/18  
 Approved  Denied Rationale: \_\_\_\_\_

President's Cabinet Date: 10/8/18  
 Approved  Denied Rationale: \_\_\_\_\_

**PROGRAM ADDITION PACKET** -please complete the Program Addition Packet accessible via <http://www.palmbeachstate.edu/curriculum-development/curriculum-forms.aspx>

Upon completion of Steps 1-2, submit all documentation along with approval signatures to Academic Services

- \*BDP requires a submission of a Notice of Intent (NOI) to FLDOE
- Form No. BAAC-01 <http://www.fldoe.org/core/fileparse.php/5592/urlt/NoticeIntentForm.pdf>
- Form No. BAAC-02 <http://www.fldoe.org/core/fileparse.php/5592/urlt/BaccalaureateProposalApplication.pdf> (Submit no less than 100 days after the NOI)

Please review Florida Department of Education's Baccalaureate Proposal Approval Process Flowchart at: <http://www.fldoe.org/core/fileparse.php/5592/urlt/0082804-flowchart.pdf>