

# Illinois Community College Board

## 404<sup>th</sup> Meeting Agenda and Materials

September 20, 2013

Black Hawk College  
Rooms 209 and 210  
6600 34<sup>th</sup> Avenue  
Moline, IL



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401 East Capitol Avenue \* Springfield, Illinois 62701-1711 \* Telephone: (217) 785-0123

**REVISED** Agenda  
404<sup>th</sup> Meeting of the  
Illinois Community College Board  
Black Hawk College  
6600 34<sup>th</sup> Avenue  
Moline, IL

September 20, 2013

<b><u>9:00 a.m. – Board Meeting – Rooms 209 and 210</u></b>		<b><u>Page</u></b>
1.	Roll Call and Declaration of Quorum	—
2.	Welcoming Remarks from President Thomas Baynum, Black Hawk College	—
2.1	Highlights of Black Hawk College’s Success in Partnerships	—
3.	Announcements and Remarks by Alexi Giannoulas, Board Chairman	—
4.	Board Member Comments	—
5.	Executive Director Report	—
6.	Advisory Organizations	
6.1	Illinois Community College Faculty Association	—
6.2	Illinois Council of Community College Presidents	—
6.3	Student Advisory Council	—
6.4	Illinois Community College Trustees Association	—
7.	Committee Reports	
7.1	Fiscal, Personnel, Ethics and Conflict of Interest	1
7.2	Academic Affairs and Institutional Support	2
7.3	Adult Education and Workforce Development	3
7.4	External Affairs	4
8.	Agency Grant Review	5
9.	Illinois Community College Board Recognition of Illinois Community Colleges ( <i>ACTION</i> )	6-7
10.	New Units of Instruction: Permanent Program Approval ( <i>ACTION</i> )	
10.1	John A. Logan College	8-9
10.2	Danville Area Community College, College of DuPage, Harper College, Heartland Community College, Kaskaskia College, Kishwaukee College, Lewis & Clark Community College, Lincoln Land Community College, Malcolm X College, McHenry County College, Moraine Valley Community College, Carl Sandburg College, Southeastern Illinois College, Olive-Harvey College, Triton College, John Wood Community College	10-37

**REVISED** Agenda  
September 20, 2013

<b><u>9:00 a.m. – Board Meeting – Rooms 209 and 210</u></b>		<b><u>Page</u></b>
11.	New Units of Instruction: Temporary Program Approval ( <i>ACTION</i> )	
11.1	Carl Sandburg College, Kankakee Community College	38-41
12.	Consent Agenda ( <i>ACTION</i> )	
12.1	Minutes of the June 7, 2013 Board Meeting	42-55
12.2	Minutes of the June 7, 2013 Board Executive Session	—
12.3	Approval of Confidentiality of Executive Session Minutes	—
12.4	Certification on Eligibility for Special Tax Levy	56-57
12.5	Approval to Enter into an Agreement for Workforce Education Strategic Plan	58-59
12.6	Approval to Enter into Grant Agreements –Legislative Add-ons	60
13.	Information Items	
13.1	Fiscal Year 2013 Financial Statements	—
13.2	Fiscal Year 2014 Financial Statements	—
13.3	Recognition Status/Update	—
13.4	Memoranda of Understanding	—
14.	Other Business	—
15.	Public Comment	—
16.	Executive Session	
16.1	Employment Matters	—
16.2	Review of Minutes of Closed Sessions	—
16.3	Executive Director Contract	—
17.	Executive Session Recommendations ( <i>ACTION</i> )	
17.1	Employment Matters	—
17.2	Review of Minutes of Closed Sessions	—
17.3	Approval of Executive Director Contract	—
18.	Adjournment	—

Agenda Item #7.1  
September 20, 2013

Illinois Community College Board

**FISCAL, PERSONNEL, ETHICS, AND  
CONFLICT OF INTEREST COMMITTEE**

An oral report will be given during the Board meeting on the discussions that took place at the committee meeting held on the morning of Friday, September 20, 2013. The discussion items have been outlined below:

- Financial Statements: Fiscal Year 2013 and Fiscal Year 2014
  - State General Funds
  - Special State Funds
  - Federal Funds
  - Bond Financed Funds
  
- Timeliness of state payments to the colleges and adult education providers
  
- Other discussion and recommendations

Illinois Community College Board

**ACADEMIC AFFAIRS AND  
INSTITUTIONAL SUPPORT COMMITTEE**

An oral report will be given during the Board meeting on the discussions that took place at the committee meeting held on Monday, September 9, 2013. The discussion items have been outlined below:

- Academic Affairs / Career and Technical Education
  - Update
  - Illinois State Board of Education Perkins MOU
  
- Institutional Support
  - Economic Impact Study
  
- Student Development
  - Joining Forces
  - Concealed Carry Law
  - Medical Marijuana Law
  
- Other discussions and recommendations

Illinois Community College Board

**ADULT EDUCATION AND WORKFORCE DEVELOPMENT  
COMMITTEE**

An oral report will be given during the Board meeting on the discussions that took place at the committee meeting held on the morning of Thursday, September 19, 2013. The discussion items have been outlined below:

- Adult Education Fee Change
- Workforce Strategic Plan Update
- GED Testing Legislative Changes
- Other discussion and recommendations

Agenda Item #7.4  
September 20, 2013

Illinois Community College Board

**EXTERNAL AFFAIRS COMMITTEE**

An oral report will be given during the Board meeting on the discussions that took place at the committee meeting held on Thursday, September 19, 2013. The discussion items have been outlined below:

- Public Information
  - Discussion of roll-out of next Economic Impact Study
  - ICCB Magazine
  - Other discussion
  
- Upcoming Legislative Initiatives
  - Statutory references to GED for new Legislation
  - Possible articulation legislation
  - Veto session
  - Other discussion
  
- Other discussion and recommendations

Agenda Item #8  
September 20, 2013

Illinois Community College Board

**AGENCY GRANT REVIEW**

An oral report will be given during the Board meeting.

**Information Item**

The ICCB is involved in soliciting grants from federal, other state, and private sources to fund new initiatives and programs in the system. The types of funding correlates to the types of work focused on in the agency. This presentation will review current and historical trends in grant funding, the types of grants received, and its impact on agency direction.



Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD  
RECOGNITION OF COMMUNITY COLLEGES**

The Illinois Community College Board has statutory authority to “recognize” community colleges for their compliance with state statutes and standards. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that colleges are in compliance with the standards. Standards identified for focused review during Fiscal Years 2011 through 2015 include the following categories: Instruction, Student Services, Academic Support, Finance, Facilities, and Accountability. These same standards are used by each district in a self-evaluation that is submitted to ICCB prior to the staff evaluation.

During Fiscal Year 2013 Carl Sandburg College and Elgin Community College underwent in-depth recognition evaluations. The colleges submitted thorough self-evaluations; ICCB staff conducted internal evaluations of all required college documents and college finance site visits were conducted. This agenda item not only presents the staff recommendations for the college that completed the evaluation, but gives background on the recognition evaluation and approval process for the Board’s information.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby grants a status of “recognition continued” to the following district:

Carl Sandburg College  
Elgin Community College

## **BACKGROUND**

Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards as established by the Illinois Community College Board (110ILCS Section 805/2-12f and 805/2-15). Community colleges must be recognized to be eligible for state funding. Once a college district has been recognized by the ICCB, that recognition status is continued unless action is taken by the Board to interrupt it. To determine a district's recognition status, the ICCB conducts periodic evaluations. The objectives of the recognition evaluation include 1) determination of a district's compliance with the *Public Community College Act* and *ICCB Administrative Rules*; 2) the provision of assistance to districts in achieving compliance with the Act and Rules; 3) the identification of issues which may be of concern to the community college system and the gathering of basic data about these issues; and 4) the identification of exemplary district practices/programs that can be shared with other districts. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that districts are in compliance with selected standards. All districts are evaluated on a select number of standards during the same five-year cycle. ICCB staff makes an assessment on each individual standard and on a global basis considering all focused and nonfocused standards. On individual standards districts are identified as either in compliance or not in compliance. Recommendations are either mandatory, when a college is "out of compliance", or otherwise advisory. On an overall, global basis, there are three categories of recognition status:

*Recognition Continued* – The district generally meets ICCB standards. A district which has been granted a status of "recognition continued" is entitled to receive ICCB grants for which it is otherwise entitled and eligible.

*Recognition Continued-with Conditions* – The district generally does not meet ICCB standards. A district which has been assigned the status of "recognition continued-with conditions" is entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it is given a specified time to resolve the conditions which led to the assignment of that status. A follow-up evaluation is scheduled no sooner than three nor longer than nine months after ICCB action on the assignment to determine the district's progress in resolving the conditions.

*Recognition Interrupted* – The district fails to take corrective action to resolve the conditions placed upon it under "recognition continued-with conditions" within a prescribed time period. A district which has been assigned a status of "recognition interrupted" may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district will have state funding suspended on a pro rata, per diem basis for the period of time for which such status is in effect.

Evaluation for the districts included in this item has been completed through receipt of responses to the districts' draft reports. The responses include the districts' planned action for the compliance recommendations as well as reactions to advisory (quality) recommendations when the districts chose to provide them. The districts were judged by staff to be in general compliance with ICCB recognition standards and, therefore, are recommended for "*Recognition Continued*" status. The final reports, including direct responses, are externally attached for Board members only.

Agenda Item #10.1  
September 20, 2013

Illinois Community College Board

**NEW UNITS OF INSTRUCTION:  
PERMANENT PROGRAM APPROVAL**

The Illinois Community College Board is requested to approve new units of instruction for the following community colleges:

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**PERMANENT PROGRAM APPROVAL**

John A. Logan College

- Sustainable Energy A.A.S. degree (62 credit hours)

## **BACKGROUND**

**John A. Logan College** is seeking approval to offer a 62 credit hour Associate in Applied Science (A.A.S.) degree in “Sustainable Energy”. This program will prepare individuals for entry-level employment and advancement opportunities in sustainable energy fields. Graduates of the proposed program will be prepared for employment as design, installation/repair and maintenance technicians with skills in energy auditing, thermal imaging services, weatherization, energy efficiency, geothermal technologies, hydropower, wind energy, solar energy, and biofuels. The curriculum consists of 15 credit hours of required general education coursework, 41 credit hours of required career and technical education coursework, and six (6) credit hours of related technical electives. The career and technical component includes instruction in basic electricity & wiring, power distribution & motors, building systems performance, geothermal systems, introductory and intermediate heating, refrigeration & air conditioning, hydropower, renewable energy systems, energy auditing & thermography, and renewable energy principles. Technical electives focus in one of three specialties: environmental control, biofuels, or hydro and HVAC. Assessment of student learning objectives will be achieved through evaluation of the student’s performance on a practice credentialing exam.

Labor market information provided by the college supports the interest in and the need for more green educational and training programs in this field of study. According to the Illinois Department of Employment Security (IDES), employment of “HVAC technicians” is expected to increase by 19.4 percent statewide through 2020. The college developed the proposed programs through collaboration with the Illinois Green Economy Network (IGEN), a U.S. Department of Labor Trade Adjustment Assistant Community College and Career Training (TAACCCT) grant funded initiative charged with the promotion and development of training programs that meet the needs of industry in new and emerging green technology and provide green career pathways for students. Curricula developed in response to IGEN needs are expected to provide options for students to transfer as well as train students with strong technical skills that will support a green economy. The college has identified the potential for local growth opportunities in this field. Furthermore, the proposed degree program provides an educational ladder opportunity for students/graduates of related certificates offered by IGEN partner institutions. The college anticipates an enrollment of 12 full-time and four part-time students the first year, increasing to 18 full-time and 10 part-time students by the third year. The program will require two existing full-time faculty and eight existing part-time faculty the first year.

Qualified faculty will hold a Bachelor’s of Science degree in HVAC Technology, Alternative Energy Technology or a related field, have three years related occupational experience, and one year of teaching experience. All facilities are currently in place to adequately support the program. Costs to implement the programs are being covered by TAACCCT grant funds. New equipment totaling \$8,800 will be purchased during the first year with grant funds. The program will be fiscally supported by student tuition and fees in the future.

Illinois Community College Board

**NEW UNITS OF INSTRUCTION:  
PERMANENT PROGRAM APPROVAL**

The Illinois Community College Board is requested to approve new units of instruction for the following community colleges:

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**PERMANENT PROGRAM APPROVAL**

Danville Area Community College

- Certified Medical Assistant Certificate (39 credit hours)
- Culinary Arts Certificate (30 credit hours)

College of DuPage

- Culinology & Food Science A.A.S. degree (65 credit hours)
- Radio Frequency Technician Certificate (34 credit hours)

Harper College

- Advanced Manufacturing Technology A.A.S. degree (60 credit hours)
- Welding Technology A.A.S. degree (60 credit hours)
- Advanced Welding Certificate (33 credit hours)
- Welding Fabrication Certificate (32 credit hours)

Heartland Community College

- Sustainable Energy Systems A.A.S. degree (64 credit hours)
- Sustainable Energy Systems IGEN Certificate (35 credit hours)

Kaskaskia College

- Cosmetology A.A.S. degree (71 credit hours)

Kishwaukee College

- Esthetics Certificate (33 credit hours)

Lewis & Clark Community College

- Medical Assisting A.A.S. degree (63 credit hours)
- Medical Assisting Certificate (39 credit hours)

Agenda Item #10.2  
September 20, 2013

- Network Hardware Technician Certificate (32 credit hours)

Lincoln Land Community College

- Culinary Arts A.A.S. degree (60 credit hours)
- Respiratory Care A.A.S. degree (65 credit hours)

Malcolm X College

- Dental Assisting Certificate (31 credit hours)
- Health Information Management A.A.S. degree (61 credit hours)
- Medical Coding Certificate (38 credit hours)
- Massage Therapy Certificate (46 credit hours)

McHenry County College

- Engineering Technology A.A.S. degree (63 credit hours)
- Web Design & Development A.A.S. degree (69 credit hours)
- Web Marketing Certificate (30 credit hours)

Moraine Valley Community College

- Emergency Medical Services A.A.S. degree (62 credit hours)
- Fire Science Operations A.A.S. degree (61 credit hours)
- Sleep Technology A.A.S. degree (62 credit hours)

Carl Sandburg College

- Cosmetology A.A.S. degree (69 credit hours)
- Emergency Medical Services-Paramedic A.A.S. degree (69 credit hours)
- Health Information Management A.A.S. degree (69 credit hours)

Southeastern Illinois College

- Biofuels Production & Sustainability A.A.S. degree (62 credit hours)

Olive-Harvey College

- Transportation, Distribution & Logistics A.A.S. degree (61 credit hours)
- Transportation, Distribution & Logistics Certificate (31 credit hours)

Triton College

- Sustainable Ag Technology A.A.S. degree (64 credit hours)
- Sustainable Landscape Practices A.A.S. degree (71 credit hours)

John Wood Community College

- Fruit & Vegetable Production Certificate (31 credit hours)
- Niche Livestock Production Certificate (31 credit hours)
- Precision Machining Machinist Certificate (30 credit hours)

## **BACKGROUND**

**Danville Area Community College** is seeking approval to offer a 39 credit hour “Certified Medical Assistant” Certificate. This program will prepare individuals for entry-level employment as medical assistants in a variety of health settings. The curriculum consists of three credit hours of general education coursework, and 36 credit hours of career and technical education coursework. The career and technical component includes instruction in typing and document processing, medical terminology, pharmacology, human body structure, psychology and health ethics, introductory and intermediate medical office procedures, introductory through advanced clinical procedures, and a required clinical/medical office internship. The curriculum was developed according to American Association of Medical Assistants (AAMA) standards and will prepare graduates for the optional, but often preferred, credential of Certified Medical Assistant (CMA). Assessment of student learning will be achieved through evaluation of the student’s performance during the final clinical procedures course and observation during the work-based learning experience.

Labor market information provided by the college supports the interest in and the need for a certificate program in this field of study. Several local employers who provided input on this program indicated to the college their hiring requirements beginning in 2014 will be for CMAs only. The college believes this program will provide necessary training for existing students, new students and some medical office professionals looking to cross-train and work in a more clinical area of the labor market. According to the Illinois Department of Employment Security (IDES), employment of “medical assistants” is expected to increase by 15.2 percent statewide and by 25-27 percent locally through 2020. The college currently offers a Medical Office Assistant AAS degree, as well as several related allied health programs, towards which some of the coursework in the proposed certificate would also apply. The college anticipates an enrollment of 15 full-time and eight part-time students per year during the first three years. The program will require one new full-time faculty person the first year. Qualified faculty will hold current CMA certification, a Certificate or Associate’s degree in medical assisting or nursing, and have three to five years of related medical assisting work experience. All facilities are in place to adequately support the program. Some educational supplies will be purchased during the first year. Costs to implement the program will be associated with hiring new faculty at \$40,000 year one, \$41,000 year two, and \$42,000 year three. The program will otherwise be supported through student tuition and fees.

**Danville Area Community College** is also seeking approval to offer a 30 credit hour “Culinary Arts” Certificate program. This program was granted temporary approval in January 2010 and has been in operation for a period of three years. This program prepares individuals for entry-level employment in the culinary arts, cooking and food service. The curriculum consists of coursework in food sanitation and safety, culinary essentials, culinary methods and principles, introductory and advanced bakeshop, salads/sandwiches/hors d’oeuvres, stocks/sauces/soups, meats/poultry/fish/eggs, vegetables/starches, nutrition and menu planning, and serving the customer. Completion of the food sanitation course will earn students their Food Handlers Sanitation Certification through the Illinois Department of Public Health (IDPH). The only change to the original curriculum includes the addition of a course in customer service for those interested in front of the house employment. Assessment of student learning is achieved through evaluation of a student portfolio, including a reflection paper, by program faculty.

Agenda Item #10.2  
September 20, 2013

Labor market information provided by the college supports the continued interest in and need for a formalized certificate program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of all “food preparation, cooks and service workers” is expected to increase by 15.1 percent statewide through 2020. This certificate targets non-traditional students and students who are already working in the field of food service with a need or desire for formalized education and training. The program has exceeded its original benchmarks for enrollments (77 certificate students and 386 course takers) and completions (86 percent completion rate). The program averages nine students per semester and 15 students have earned the certificate. Two full-time instructors are necessary to support the program. The college identified strengths of the program as state of the art facilities, relevant curriculum, strong community interest in curriculum and support from local employers. They also indicate an interest by program faculty to achieve industry credentialing through the American Culinary Federation. The program is fiscally supported through student tuition and fees.

**College of DuPage** is seeking approval to offer a 65 credit hour Associate in Applied Science (A.A.S.) degree in “Culinology and Food Science”. Culinology is a new and emerging field that blends culinary arts and techniques with food science and technology. This program will prepare individuals for entry-level employment in a variety of occupations related to culinary arts, food product development, food research, food manufacturing, and food processing. The curriculum consists of 18 credit hours of required general education coursework and 47 credit hours of required career and technical education coursework. The career and technical component includes instruction in foodservice sanitation, classical cuisine, culinary arts-garde manager, pastry arts-baking and patisserie, food/beverage/equipment purchasing and sales, food laws and regulations, food manufacturing and processing, elements of taste and flavor, culinary measurement and conversions, nutrition for the foodservice professional, quantity food preparation and a required internship in a related culinary arts, food manufacturing or food science area. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience.

Based on information provided by the college, there is a strong interest in formalized education in this field of study. According to the Illinois Department of Employment Security (IDES), employment of “food scientists” statewide is expected to remain level through 2020. The college worked closely with local food manufacturers ConAgra, Unilever and McCain Foods to establish a program that would prepare individuals currently working in culinary arts, as well as students new to the field, with the skills necessary for employment in culinology occupations. These employers suggest the need for training existing employees in new roles as the field continues to develop. The college anticipates an enrollment of 10 full-time and 10 part-time students each year over the first three years. All facilities and equipment are in place to adequately support the program through shared resources in existing Culinary Arts and Baking/Pastry Arts related programs. The program will require one existing full-time and one new part-time faculty the first year. Qualified faculty will hold at least a Bachelor’s degree in Culinary Arts/Food Science, three to five years of related occupational experience, and three to five years teaching experience. Costs to implement the program will be approximately \$6,000 per year over the first three years. The program will be supported fiscally through student tuition and fees.

**College of DuPage** is seeking approval to offer a 34 credit hour “Radio Frequency Technician” Certificate program.



Agenda Item #10.2  
September 20, 2013

This program will prepare individuals for entry-level employment as electronic technicians skilled in installation, maintenance, and testing of Radio Frequency (RF) communications systems, such as those found in wireless cellular networks. The curriculum consists of coursework in electricity and electronics fundamentals, introductory and advanced circuits, electronic documentation, electronic materials, digital fundamentals, electronic devices and applications, introductory telecommunications, introductory and advanced wireless telecommunications and one related technical elective. The proposed certificate includes coursework that will apply towards completion of existing certificates in related electronics technology areas, as well as the college's Electronics Technology A.A.S. degree. Assessment of student learning objectives will be achieved through evaluation of a student portfolio and a final project. Labor market information provided by the college supports the interest in and the need for a formalized training program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of "telecommunications equipment installers and repairers" is expected to increase by 4.23 percent statewide through 2020. The college anticipates an enrollment of 15 full-time and 12 part-time students the first year, increasing to 20 full-time and 16 part-time students by the third year. All facilities and equipment are currently in place to adequately support the proposed program. Such resources will be shared with existing programs in Electronics Technology. One existing full-time and seven existing part-time faculty will be required the first year. No new costs are anticipated to implement the program and it will be supported fiscally through student tuition and fees.

**Harper College** is seeking permanent approval to offer a 60 credit hour "Advanced Manufacturing Technology" Associate in Applied Science (A.A.S.) degree program. The program was granted temporary approval in September 2012 and has been in operation for two semesters. This program prepares individuals for entry-level employment as technicians in a variety of skilled manufacturing settings. The career and technical component of the curriculum includes instruction in introductory manufacturing and safety, quality and measurement, manufacturing processes, introductory manufacturing maintenance, introductory electronics, introductory industrial electronics maintenance, programmable logic controllers, introductory and advanced electrical wiring, industrial control systems, a manufacturing internship, and specialized coursework in one of the following areas: mechatronics, precision machining, metal fabrication, or supply chain management/logistics. Assessment of student learning objectives will be achieved through an evaluation of the student's performance during the work-based learning component of the curriculum by program faculty and the work-site supervisor.

Labor market information provided by the college supports the interest in and the need for a formalized degree program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of manufacturing workers is expected to increase slower than the average employment growth for all occupations statewide through 2020. However, locally this program has exceeded its original benchmarks for enrollments and retention. The degree also offers an educational ladder opportunity for graduates of the college's related Manufacturing Production Certificate or existing technicians in related specialties of manufacturing. Original expectations for students completing coursework in the Manufacturing Production Certificate that apply towards the degree were also exceeded. Twenty (20) students completed the Certificate program and have enrolled in further coursework towards completion of the degree. One full-time and two part-time faculty are necessary to support the program.

Agenda Item #10.2  
September 20, 2013

Qualified faculty possess a Bachelor's degree in Manufacturing Technology or an Associate's degree in a Manufacturing technology field, have three-five years occupational experience, and one year teaching experience. All facilities and equipment are currently in place to adequately support the programs. The program is supported fiscally through student tuition and fees.

**Harper College** is also seeking permanent approval to offer a 60 credit hour "Welding Technology" Associate in Applied Science (A.A.S.) degree, and two related Certificate programs: "Advanced Welding" and "Welding Fabrication". The degree was granted temporary approval in September 2012 and the certificates were granted temporary approval in July 2012. The programs have been in operation for two semesters. These programs prepare individuals for employment at a variety of levels in welding. The college was approached by several local manufacturing employers who were looking for a series of certificates that would lead towards a degree and provide a variety of industry credentialing opportunities. These proposed programs were developed according to American Welding Society (AWS) guidelines for welding certification in the field.

The A.A.S. degree curriculum consists of 18 credit hours of required general education coursework and 42 credit hours of required career and technical education coursework. The career and technical component of the curriculum includes instruction in introductory and advanced welding, introductory and advanced welding fabrication, pre-pipe welding, basic pipe welding, cutting processes, applied welding theory, welding power sources and print and schematics. The program prepares graduates for certification through the American Welding Society (AWS) as Level I (Entry Welder), Level II (Advanced Welder), and Level III (Expert Welder) welders. Assessment of student learning objectives is achieved through evaluation of the student's performance on practice AWS S.E.N.S.E. (Schools Excelling through National Skill Standards Education) exams.

The "Advanced Welding" certificate (33 credit hours) curriculum requires a subset of the degree coursework, focused on welding techniques and Arc or MIG welding qualification. The "Welding Fabrication" certificate (32 credit hours) curriculum also requires a subset of the degree coursework, but is focused on welding fabrication and cutting processes.

Labor market information provided by the college supports the interest in and the need for a formalized degree program in this field of study. According to the Illinois Department of Employment Security (IDES), employment for "welders" is expected to increase by 6.1 percent statewide through 2020. Original expectations for students completing coursework in the related certificates that apply towards the degree were also exceeded. Forty (40) students enrolled during the fall 2012 semester and 109 students enrolled in the spring 2013 semester. Sixteen (16) completed course requirements in the related Basic Pipe Welding Certificate and have enrolled in further coursework towards completion of the higher level certificates and degree. One full-time and two part-time faculty are necessary to support the program. Qualified faculty will possess an Associate's degree in Welding or related trade field, industry certification, have three years occupational experience, and one year teaching experience. All facilities and equipment are currently in place to adequately support the programs. The program is supported fiscally through student tuition and fees.

Agenda Item #10.2  
September 20, 2013

**Heartland Community College** is seeking approval to offer a 64 credit hour “Sustainable Energy Systems” Associate in Applied Science (A.A.S.) degree and a related 35 credit hour Certificate program. The degree program will prepare individuals for entry-level employment and advancement opportunities in fields supported by sustainable energy systems. Degree graduates will be employable as design, installation/repair and maintenance technicians in building automation, geothermal installation and repair, building sustainability and energy collection (such as hydropower, solar thermal power, and biofuel production), as well as for advancement into management or technical sales. The curriculum consists of 17 credit hours of required general education coursework, 38 credit hours of required career and technical education coursework, and nine (9) credit hours of technical electives focusing in one of three options: environmental control, biofuels, or hydro and HVAC. The career and technical component includes instruction in building mechanical & electrical systems, industrial electricity & systems, air conditioning & refrigeration, electrical wiring & maintenance, heating systems, industrial controllers, green building technology, building automation, networking & computer information systems, introductory technical graphics, sustainability and renewable energy. Assessment of student learning will be achieved through evaluation of the student’s performance on a practice credentialing exam as well as through a final comprehensive project.

The certificate program will prepare students with a background in building systems for sustainable energy with a focus on environmental controls, biofuels, hydropower, and HVAC systems. Certificate graduates will be employable as technicians in sustainable energy supported systems, energy assessment and management, and environmental controls. The curriculum consists of eight (8) credit hours in required general education coursework, 18 credit hours in required career and technical education coursework, and nine (9) credit hours of technical electives also focusing in one of three options: environmental control, biofuels, or hydro and HVAC. The career and technical requirements, as well as the technical elective options are a subset of the degree curriculum.

Labor market information provided by the college supports the interest in and the need for more green educational and training programs in this field of study. According to the Illinois Department of Employment Security (IDES), employment of “HVAC technicians” is expected to increase by 19.4 percent statewide through 2020. The college developed the proposed programs through collaboration with the Illinois Green Economy Network (IGEN), a U.S. Department of Labor Trade Adjustment Assistant Community College and Career Training (TAACCCT) grant funded initiative charged with the promotion and development of training programs that meet the needs of industry in new and emerging green technology and provide green career pathways for students. Curricula developed in response to IGEN needs are expected to provide options for students to transfer as well as train students with strong technical skills that will support a green economy. The college has identified the potential for local growth opportunities in this field. Furthermore, the proposed degree program provides an educational ladder opportunity for students/graduates of related certificates offered by IGEN partner institutions. The college anticipates a combined enrollment of five full-time and 10 part-time students the first year, increasing to eight full-time and 15 part-time students by the third year. The programs will require four existing full-time faculty, two existing part-time faculty, and one new part-time faculty person the first year. Qualified faculty will hold a Bachelor’s of Science degree in Industrial Technology, Alternative Energy Technology or a related field, have five years related occupational experience, and two years of teaching experience.

Agenda Item #10.2  
September 20, 2013

All facilities are currently in place to adequately support the program. Costs to implement the programs are being covered by TAACCCT grant funds. The program will be fiscally supported by student tuition and fees in the future.

**Kaskaskia College** is seeking approval to offer a 71 semester credit hour Associate in Applied Science (A.A.S.) degree program in “Cosmetology”. This program will prepare individuals for entry-level employment and licensure as a cosmetologist, as well as for advancement into salon management. The curriculum was developed according to the standards outlined for licensed cosmetologists and is approved by the Illinois Department of Financial and Professional Regulation (IDFPR). Graduates will be eligible for licensure in the State of Illinois. The curriculum includes 15 semester credit hours of required general education coursework and 56 semester credit hours of required career and technical coursework. The career and technical component of the curriculum includes instruction in introductory through advanced levels of beauty culture theory, fundamentals of hair color, work ethics, first aid, salon business, management and marketing, cosmetology career planning, and over 1,500 hours of practical learning experience. Assessment of student learning objectives will be achieved through evaluation of the student’s performance during their practical learning experience.

Labor market information provided by the college supports the interest in and the need for more licensed cosmetologists prepared for salon management within the college’s district. According to the Illinois Department of Employment Security (IDES), employment of all “personal appearance workers” is expected to increase by 20 percent statewide through the year 2020. The college anticipates an enrollment of 55 full-time students each year for the first three years. The college currently offers a related 50 credit hour Cosmetology Certificate program which fully articulates into the proposed degree program. The college plans to utilize existing facilities and equipment. One new full-time, two existing full-time, and four existing part-time faculty will be required the first year of the program. All qualified faculty must hold at least a Certificate in Cosmetology, an active cosmetology and cosmetology instructor license in the State of Illinois, in addition to five years related occupational experience and two years teaching experience. Costs to implement this program are estimated at \$5,000 the first year. The program will otherwise be supported by student tuition and fees.

**Kishwaukee College** is seeking approval to offer a 33 credit hour “Esthetics” Certificate. This program will prepare individuals for entry-level employment as estheticians, also known as skin care specialists, in a variety of personal service settings (such as salons, spas, cosmetic service centers, and dermatologist’s offices). The curriculum consists of five credit hours of general education coursework and 28 credit hours of career and technical education coursework. The career and technical component includes instruction in first aid and emergency response, nutrition, medical terminology, introductory esthetics, pathology, introductory through advanced levels of esthetics procedures, business practices and ethics, preparation for licensure, and a required esthetics clinical. The curriculum was developed according to guidelines established for credentialing through the Illinois Department of Financial and Professional Regulation (IDFPR) and will prepare graduates to sit for the Licensed Esthetician exam. Licensure is required for entry-level employment in Illinois. Assessment of student learning objectives will be achieved through evaluation of the student’s performance during the final semester Advanced Clinical practicum.

Agenda Item #10.2  
September 20, 2013

Labor market information provided by the college supports the interest in and the need for a formalized training program in this field of study. Currently, only two other public community colleges offer a similar training program, one in the Central region and the other in the Southern region of the state. According to the Illinois Department of Employment Security (IDES), employment growth of “skin care specialists” is expected to increase by 32.2 percent statewide through 2020. The college conducted a survey of local employers and reported 87 percent of respondents were in favor of a college-credit training program in esthetics. The college anticipates an enrollment of eight full-time students the first year, increasing to 12 full-time students by the third year. The program will require one new part-time faculty person the first year. Qualified faculty will hold current Cosmetology or Esthetician certification, a Certificate or Associate’s degree in Esthetics or Cosmetology, have two years of work experience as a licensed technician and hold a current Esthetics Teacher’s License. All facilities are in place to adequately support the program. Some equipment and educational supplies will be purchased over the first three years. Costs to implement the program will be approximately \$82,595 year one, \$56,395 year two, and year three. Higher first year costs reflect equipment purchases. The program will otherwise be supported through student tuition and fees.

**Lewis & Clark Community College** is seeking approval to offer a 63 credit hour Associate in Applied Science (A.A.S.) degree and a related 39 credit hour Certificate in “Medical Assisting”. Both programs prepare individuals for entry-level employment as medical assistants; however, the degree offers the potential of advancement opportunities in terms of industry credentialing and within the employment field. The certificate curriculum consists of eight (8) credit hours of general education coursework and 31 credit hours of career and technical education coursework. The career and technical component includes instruction in medical terminology, pharmacology for medical assistants, introductory and intermediate clinical medical assisting skills, medical office procedures, medical billing and coding, health insurance and EHR, professional development, and a required work-based learning experience in medical assisting. The A.A.S. degree curriculum builds on the certificate to include an additional 15 credit hours of general education coursework and nine (9) credit hours of related technical electives. Both programs were developed according to competencies outlined by the American Medical Technologists Association (AMTA) for credentialing as a Registered Medical Assistant (RMA), and according to standards of the American Association of Medical Assistants (AAMA) for credentialing as a Certified Medical Assistant (CMA). Program accreditation is optional, however, industry credentialing for students is preferred. Assessment of student learning objectives will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and a worksite supervisor, in addition to the student’s performance on a practice certification exam.

Labor market information provided by the college supports the interest in and the need for a certificate and a degree program in this field of study. As industry hiring requirements begin to shift towards credentialed candidates only in 2014, the college believes this program will provide necessary training for new students, existing students in related allied health programs and those medical office professionals looking to cross-train into a more clinical area and to advance in the labor market. According to the Illinois Department of Employment Security (IDES), employment of “medical assistants” is expected to increase by 15.2 percent statewide and by 25-27 percent locally through 2020.

Agenda Item #10.2  
September 20, 2013

The proposed programs also offer educational ladder options for students in several related allied health courses and programs, as well as articulation at the baccalaureate level. The college has developed agreements with Franklin University for their Bachelor degree programs in Allied Health Care Management and Health Care Management. The college anticipates an enrollment in the certificate of 10 full-time and five part-time students, increasing to 15 full-time and 10 part-time students by the third year. Enrollments in the degree are anticipated at five full-time and five part-time the first year, increasing to 10 full-time and 10 part-time by the third year. The programs will require three existing full-time, two new part-time, and two existing part-time faculty the first year. Qualified faculty will hold at least a Bachelor's degree in Medical Office Technology, Medical Assisting or a closely related field, current industry credentialing, have three to five years of related medical assisting work experience, and at least one year teaching experience. All facilities are in place to adequately support the programs. Some equipment and educational supplies will be purchased over the first three years. Costs to implement the programs are estimated at \$36,000 during year one, \$52,000 during year two, and \$31,000 during year three. The programs will otherwise be supported through student tuition and fees.

**Lewis & Clark Community College** is also seeking approval to offer a 32 credit hour "Network Hardware Technician" Certificate. This program will prepare individuals for entry-level employment as computer hardware and network technicians. The curriculum consists of coursework in fundamentals of electricity, communications cabling, introductory and intermediate levels of network technology, network documentation, PC servicing, operating technologies, secure wireless networks, Cisco Certified Network Associate (CCNA) preparation, and CompTIA A+ preparation. The curriculum was developed according to guidelines established by the Network Professional Association and will prepare individuals for industry credentialing through Cisco (CCNA and CWNA: Certified Wireless Network Administrator), and CompTIA (A+ and Network +) certifications in PC Servicing and Operating Systems. The proposed certificate program ladders into the colleges existing Computer Network Security and Administration A.A.S. degree. Assessment of student learning objectives will be achieved through an evaluation of the student's performance on practice credentialing exams and through a portfolio review of the student's educational achievement.

Labor market information provided by the college supports the interest in and the need for a certificate program in this field of study. Currently, degree-seeking students stop-out of their education to seek employment. The proposed certificate will not only prepare students for entry-level employment, but will also provide them with an educational head start if/when they decide to pursue the degree. According to the Illinois Department of Employment Security (IDES), growth in the employment of "computer support specialists" is anticipated to increase by 13.5 percent through 2020 statewide. Locally, the college reports employers are highly supportive of the proposed certificate. The college anticipates an enrollment of five full-time and seven part-time students the first year, increasing to 10 full-time and 10 part-time students by the third year. Two existing full-time and two existing part-time faculty will be required the first year. Qualified faculty will possess a Master's degree in Computer Networking, combined 20 years related occupational experience and eight years teaching experience. All facilities are currently in place to support the proposed program. Some computer lab materials will be purchased over the three year period, otherwise all classrooms and equipment will be shared with the existing program. Costs to implement the proposed program will be approximately \$1,000 per year during the first three years. The program will otherwise be supported through student tuition and fees.

**Lincoln Land Community College** is seeking approval to offer a 60 credit hour Associate in Applied Science (A.A.S.) degree program in “Culinary Arts”. This program will prepare individuals for employment as chefs and culinary specialists in a variety of food service and hospitality environments. The curriculum consists of 19 credit hours of required general education coursework and 41 credit hours of required career and technical education coursework. The career and technical component of the curriculum includes instruction in culinary essentials, introductory through advanced levels of food production, garde manager, introductory bake shop, nutrition for food service, food service sanitation, restaurant management, food service purchasing, business and human resource applications, and required work-based learning experience in hospitality. The curriculum was developed according to American Culinary Federation (ACF) standards for culinary arts educational programs and will prepare graduates for the ACF “Certified Culinarian” credential. The program will also prepare students for the required Food Service Sanitation certification through the Illinois Department of Public Health (IDPH). Assessment of student learning objectives will be achieved through evaluation of a student portfolio, as well as, the student’s performance during the work-based learning experience by program faculty and work site supervisory staff.

Labor market information provided by the college supports the interest in and the need for a degree program in this field of study. Statewide employment of “chef & head cooks” is expected to increase through 2020, according to data from the Illinois Department of Employment Security (IDES). Currently, the college offers related certificate programs in culinary arts and baking/pastry arts, both of which will articulate towards completion of the proposed degree. The degree program will provide an educational ladder opportunity for certificate graduates, as well as employment advancement potential for those working in the field. The college anticipates an enrollment of 15 full-time and 10 part-time students the first year, increasing to 45 full-time and 30 part-time students by the third year. Nine existing part-time faculty will be utilized to implement the program. Qualified faculty shall hold an Associate’s degree in Culinary Arts, three years of related occupational experience, and one year of teaching experience. All facilities and equipment are adequately in place to support the proposed degree. No new costs are anticipated to implement the program, which will be supported through student tuition and fees.

**Lincoln Land Community College** is also seeking approval to offer a 65 credit hour Associate in Applied Science (A.A.S.) degree program in “Respiratory Care”. This program will prepare individuals for entry- and advanced-level employment as respiratory therapists. The curriculum consists of 17 credit hours of required general education coursework and 48 credit hours of required career and technical education coursework. The career and technical component includes instruction in introductory through advanced levels of respiratory care practices and procedures, cardiopulmonary anatomy and physiology, advanced diagnostic monitoring, neonatal/pediatric advanced life support and respiratory care, critical thinking skills for respiratory care, a respiratory care seminar and required respiratory clinical practice. The curriculum was developed according to standards of the National Board of Respiratory Care (NBRC) and will prepare graduates for two levels of credentialing: level one is credentialing through the NBRC as a “Certified Respiratory Therapist” and is required for entry-level employment in the State of Illinois; level two is the NBRC “Registered Respiratory Therapist” credential, available to students who have earned the CRT credential. The program is accredited through the Commission on Accreditation for Respiratory Care (CoARC).

Agenda Item #10.2  
September 20, 2013

Assessment of student learning will be achieved through evaluation of the student's performance during the clinical practicum, as well as through completion of a practice certification exam. Labor market information provided by the college supports the interest in and the need for this formalized program of study within the local area. The training was previously offered through a local hospital. According to the Illinois Department of Employment Security (IDES), employment of "respiratory therapists" is expected to increase by 14.2 percent statewide through 2020. The college anticipates an enrollment of 12 full-time students the first year, increasing to 16 full-time students by the third year. One new part-time faculty and two existing part-time faculty will be required to implement the program. Qualified faculty will hold at least a Bachelor's degree in Respiratory Care, two years related occupational experience and one year teaching experience. Clinical facilities and equipment at a local hospital will be utilized. Costs to implement the program will be approximately \$110,000 during the first year to support the hiring of additional faculty. The program will otherwise be supported through student tuition and fees.

**Malcolm X College**, one of the City Colleges of Chicago, is seeking approval to offer a 31 credit hour "Dental Assisting" Certificate program. This program will prepare individuals for entry-level employment as dental assistants. The curriculum was developed according guidelines for accreditation by the American Dental Association's Commission on Dental Accreditation (CODA). The program includes coursework in oral and dental anatomy, dental medical emergencies, basic and advanced dental assisting procedures, dental radiography, head and neck anatomy, prevention, dental office procedures and a required work-based learning experience in dental assisting. Graduates of the program will be eligible for the "Certified Dental Assistant" exam through the Dental Assisting National Board. Assessment of student learning objectives will be achieved through evaluation of the student's performance on a practice credentialing exam and through observation during their work-based learning experience. The college has started the process of seeking optional CODA accreditation.

Labor market information provided by the college supports the interest in and the need for a certificate program in this field of study. The college currently offers a two-year program in Dental Hygiene. The proposed certificate will offer an alternative for students interested in dental support services. According to the Illinois Department of Employment Security (IDES), employment of "dental assistants" is expected to increase by 15.1 percent statewide through 2020. The college anticipates an enrollment of 15 full-time students the first year, increasing to 30 full-time students by the third year. The program will require two new full-time and two new part-time faculty the first year. Qualified faculty will hold a Doctoral degree in dentistry or a Master's degree in Dental Hygiene with current licensure in the State of Illinois, two years occupational experience in the field, and two years teaching experience. Facilities and classroom space are in place to adequately support the program; however, some new equipment will be purchased over the first three years of implementation. Costs of implementing the program will be approximately \$154,994 the first year, \$163,024 the second year, and \$171,134 the third year. The program will be fiscally supported by student tuition and fees.

**Malcolm X College** is seeking approval to offer a 61 credit hour Associate in Applied Science (A.A.S.) degree program in "Health Information Management". This program will prepare individuals for employment as health information technicians in a variety of health information technology environments, such as hospitals, physician's offices and insurance companies. The proposed degree is the third program in a series of stackable curricula being proposed.



Agenda Item #10.2  
September 20, 2013

The related “Medical Billing” and “Medical Coding” certificates both ladder into the degree program, providing multiple educational advancement opportunities for students. The degree curriculum consists of 16 credit hours of general education coursework and 45 credit hours of career and technical education coursework.

The career and technical component includes instruction in medical terminology, introduction to health careers, microcomputers and databases, introductory health information technology, medical billing, basic and advanced ICD9/ICD10 coding, basic and advanced CPT-4 coding, medical law and ethics, pharmacology, clinical pathophysiology, health care statistics, reimbursement methodologies, a seminar in health information technology focused on practical applications of study, and an HIM Clinical practicum.

**Malcolm X College** is also seeking approval to offer a 38 credit hour Medical Coding Certificate program. This program will prepare individuals for entry-level employment as medical coders. This certificate is the second program in a series of stackable curricula being proposed. A related “Medical Billing Certificate (18 credit hours)” was recently approved and will completely ladder into this program, which will completely ladder into the proposed A.A.S. degree in “Health Information Management”. This certificate curriculum consists of four (4) credit hours of general education coursework and 34 credit hours of career and technical education coursework. The career and technical component includes instruction in medical terminology, introduction to health careers, microcomputers and databases, introductory health information technology, medical billing, basic ICD9/ICD10 coding, basic CPT-4 coding, medical law and ethics, pharmacology, clinical pathophysiology, and a seminar in health information technology focused on practical applications of study.

The degree and certificate programs were developed according to American Academy of Professional Coders (AAPC) standards. Completers of the proposed certificate will be eligible for AAPC credentialing as a Certified Professional Biller (CPB), Certified Professional Coder (CPC), CPC-Hospital Outpatient Coder (CPC-H), and CPC-Payer (CPC-P). Completers of the degree program will be eligible for the same credentials, in addition to the Registered Health Information Technician (RHIT) certification exam offered through the American Health Information Management Association (AHIMA). Program accreditation is available through the Commission on Accreditation of Health Informatics and Information Management (CAHIIM). Assessment of student learning in both programs will be achieved through evaluation of the student’s performance on a comprehensive exam, a practice credentialing exam, and through a portfolio review. Once the programs are accredited, graduates will be able to sit for the related AHIMA credentialing exams. Accreditation is retro-active once one class of students has completed and the college completes its application/site visit.

Labor market information provided by the college supports the interest in and the need for a series of programs related to health information technology. Nationally and locally, an above average demand for “medical records and health information technicians” is expected through 2020, according to the U.S. Department of Labor-Bureau of Labor Statistics and the Illinois Department of Employment Security (IDES). The college anticipates an enrollment of five full-time and 10 part-time students in each program during the first year, increasing to 20 full-time and 30 part-time students in each program by the third year.

Agenda Item #10.2  
September 20, 2013

The programs will require one new full-time and two new part-time faculty the first year. Qualified faculty will possess a Master's degree in Health Information Management, RHIT certification, five years of related occupational experience and one to two years teaching experience. All facilities and equipment are currently in place to adequately support the programs. Some instructional supplies will be purchased during the first year. Costs to implement the programs are estimated at \$60,500 the first year, \$62,500 the second year, and \$63,000 the third year. The programs will otherwise be supported through student tuition and fees.

**Malcolm X College** is seeking approval to offer a 46 credit hour "Massage Therapy" Certificate program. This program will prepare individuals for entry-level employment as massage therapists. The curriculum was developed according standards of the Commission on Massage Therapy Association (COMTA) and the Illinois Department of Financial & Professional Regulation (IDFPR). The program includes coursework in anatomy & physiology, medical terminology, health career studies, introductory through advanced levels of massage therapy practice, and introductory through advanced levels of integration of massage therapy. Graduates of the program will be eligible to sit for the "Massage Bodywork Licensing Exam" (MBLEx) through COMTA. Passage of the MBLEx is required for licensure through IDFPR in the State of Illinois. Assessment of student learning objectives will be achieved through evaluation of a student portfolio including artifacts of the student's educational achievements, as well as through their performance on a comprehensive final exam. The college has started the process of seeking optional COMTA accreditation.

Labor market information provided by the college supports the interest in and the need for a certificate program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of "massage therapists" is expected to increase by 19.7 percent statewide through 2020. The college anticipates an enrollment of 10 full-time students the first year, increasing to 30 full-time students by the third year. The program will require two new part-time faculty the first year. Qualified faculty will hold a Certificate in Massage Therapy from an accredited institution, hold a current licensure in the State of Illinois, have two years occupational experience as a licensed massage therapists, and two years teaching experience. Facilities and classroom space are in place to adequately support the program; however, some new equipment will be purchased during the first year of implementation. Costs of implementing the program will be approximately \$80,000 the first year, \$140,000 the second year, and \$150,000 the third year. The program will be fiscally supported by student tuition and fees.

**McHenry County College** is seeking approval to offer a 63 credit hour Associate in Applied Science (A.A.S.) degree program in "Engineering Technology". This program will prepare individuals for entry-level employment as engineering technicians, specialized in the fields of mechanical or industrial engineering technology. The curriculum consists of 18 credit hours of required general education coursework and 45 credit hours of required career and technical education coursework. The career and technical component consists of a core including introductory manufacturing technology, introductory machining and CNC, introductory robotics, advanced CNC, manufacturing processes, materials of industry, blueprint reading for manufacturing, CAD graphics, engineering graphics, parametric modeling/SolidWorks, metrology for quality, and a capstone project or manufacturing internship.

Agenda Item #10.2  
September 20, 2013

The mechanical emphasis requires additional coursework in applied statistics, mechanics of materials, dynamics and advanced parametric modeling. The industrial emphasis requires additional coursework in facilities planning and design, production and material control, and continuous quality improvement practices. Assessment of student learning objectives will be achieved through evaluation of the student's capstone portfolio project or their performance during the work-based learning experience.

Labor market information provided by the college supports the interest in and the need for a two-year degree program in this field of study. The college currently offers related certificate programs in Architectural Engineering Design Technology, Advanced Manufacturing, and CNC Machining. The college worked with local industry partners to develop the proposed degree program as an educational ladder for existing certificate students and recent graduates, as well as for their workforce looking for potential advancement opportunity education/training in their specialized field. Furthermore, the program will articulate towards Southern Illinois University's Bachelor of Science in Industrial Technology, offering A.A.S. degree graduates an opportunity towards achieving their baccalaureate degree. The college also utilized information from the Accreditation Board for Engineering and Technology (ABET) to develop pathways between existing certificates and the proposed degree. The college plans to seek voluntary ABET accreditation for this program in the future. The college anticipates an enrollment of 10 full-time and eight part-time students the first year, increasing to 16 full-time and 12 part-time by the third year. The program will require two existing full-time and two new part-time faculty the first year. Qualified faculty must hold at least a Bachelor's degree in Industrial Management or Engineering Technology, a minimum of two years related occupational experience, and one year teaching experience. Facilities are adequate to support the program; however, some new equipment and software will be purchased over the first three years. Costs to implement the program are estimated at \$110,000 the first year, \$95,000 the second year, and \$70,000 the third year. The program will be supported through student tuition and fees.

**McHenry County College** is also seeking approval to offer a 69 credit hour Associate in Applied Science (A.A.S.) degree in "Web Design and Development" and a related 30 credit hour Certificate in "Web Marketing". The degree will prepare individuals for entry-level employment as "web site designers" in a variety of organizational settings. The degree curriculum consists of 15 credit hours of required general education coursework, 48 credit hours of required career and technical education coursework, and six credit hours in related technical electives. The career and technical component includes instruction in web fundamentals, digital legalities, applied logic, introductory programming, web scripting, JavaScript, SQL/Database concepts, Adobe Design Suite, digital 2D design, color theory, website development, digital project management, content management systems, and an additional specialty programming course in web programming. The certificate curriculum includes coursework in e-commerce, consumer behavior, user centered web pages, and principles of marketing in addition to 12 credit hours of content also included in the degree program. Assessment of student learning objectives will be achieved through evaluation of a student portfolio.

Labor market information provided by the college supports the interest in and the need for a two year degree program in this field of study. The college was recently approved to offer several shorter term certificates in web-related areas. The proposed certificate and degree will provide an educational ladder for certificate program graduates.

Agenda Item #10.2  
September 20, 2013

The college anticipates an enrollment of two full-time and five part-time students in the certificate the first year, increasing to 10 full-time and 15 part-time students by the third year. Enrollment in the degree program is anticipated at 25 full-time and 25 part-time students the first year, increasing to 50 full-time and 50 part-time students by the third year. Two existing full-time, four existing part-time, and two new part-time faculty will be necessary the first year to support both programs. Qualified faculty will hold at least a Bachelor's degree in Computer Information Systems, Visual Communications or a related Web field, and one year related occupational experience. Costs to implement the programs are estimated at \$40,800 the first year, \$73,000 the second year, and \$35,800 the third year. Costs reflect some updating to facilities/computer labs, equipment purchases and faculty costs. The programs will be supported through student tuition and fees.

**Moraine Valley Community College** is seeking permanent approval to offer a 62 credit hour Associate in Applied Science (A.A.S.) degree program in "Emergency Medical Services". This program was approved in January 2010 and has been in operation for nearly three years. The program prepares students for entry-level employment as EMT-Paramedics. The program was developed according to the U.S. Department of Transportation's Highway Traffic Safety Administration's National Standard Curriculum for EMTs and will prepare graduates for the required Paramedic licensure through the Illinois Department of Public Health (IDPH). The curriculum consists of 19 credit hours of required general education coursework, 38 credit hours of required career and technical education coursework, and five credit hours of related technical electives. The career and technical component includes courses in medical terminology, basic emergency medical technology, emergency medical technology-trauma, paramedicine, emergency medical technology-specialized care, ethics, and a required practical learning experience in a pre-hospital emergency care. The college has a long standing partnership with Advocate Christ Medical Center's EMS Academy, where practical learning experiences take place. Assessment of student learning is achieved through evaluation of the student's performance during their work-based learning experience by program faculty, as well as through a practice certification exam.

Labor market information provided by the college continues to support the interest in and the need for a paramedic-level training program within the college's district. Over the past several years the college has offered the EMT-Basic program that adequately met the needs of local employers. Recent changes to licensure requirements for any EMT personnel working in pre-hospital emergency care have resulted in the college and local employers partnering to develop these programs to serve their local needs. According to the Illinois Department of Employment Security (IDES), employment of "Emergency Medical Technicians and Paramedics" is projected to increase by 26.7 percent through 2020 statewide. Enrollment in the EMS program has remained steady since the program's implementation in 2010. The program has met and/or exceeded its original benchmark goals for enrollments and completions. Since the first class of program graduates in 2010, 100 percent of graduates successfully completed the IDPH EMT-Paramedic licensing exam. Minor changes in the curricula have occurred to prepare for optional National accreditation through the Committee on Accreditation of Allied Health Educational Programs (CAAHEP)-Committee on Accreditation of EMS Professions (CoAEMSP) accreditation. The college cites strengths of the program as highly qualified faculty, its partnership with Advocate Christ Medical Center, and local support.

Agenda Item #10.2  
September 20, 2013

The college also identified future goals for the program including acquiring CoAEMSP accreditation and pursuing articulation at the baccalaureate level. Equipment and facilities are in place to adequately support the program. No new faculty will be required to maintain the program over the next three years. Qualified faculty possess at least a Bachelor's degree in Emergency Medical Services, Nursing or achieved their M.D., and maintain a current EMT-P license in Illinois. The program is supported fiscally through student tuition and fees.

**Moraine Valley Community College** is also seeking permanent approval to offer a 61 credit hour Associate in Applied Science (A.A.S.) degree program in "Fire Service Operations. This program was approved in November 2009 and has been in operation for a period of three years. The program prepares students for entry-level employment as firefighters. The curriculum was developed according to Fire Fighter-Basic certification requirements of the Office of the State Fire Marshall (OSFM) and will prepare graduates for this credentialing. The curriculum consists of 19 credit hours of required general education coursework, 33 credit hours of required career and technical education coursework, and nine credit hours of related technical electives. The career and technical component includes instruction in emergency medical technology-basic (EMT-B) level training, techniques of firefighting, fire prevention, fire tactics and strategies, fire apparatus and equipment, hazardous materials operations, fire department special services, and a fire service seminar and work-based learning experience. The program also prepares individuals for completion of the EMT-Basic licensure exam through the Illinois Department of Public Health (IDPH). Assessment of student learning is accomplished through evaluation of the student's performance during their work-based learning experience by program faculty, as well as through a practice certification exam.

Labor market information provided by the college continues to support the interest in and the need for formalized training in this field of study. According to the Illinois Department of Employment Security (IDES), growth in the employment of "fire fighters" is expected to increase by 7.8 percent statewide through 2020. The need for new hires due to new positions being created is about as fast as the average for all new occupational growth in Illinois through 2020, but, the need to replace workers retiring from the workforce substantiates the need for continued training at all levels of fire service. Enrollment in the fire science programs has remained steady since the program's implementation in fall 2010. The college anticipates an enrollment of 15 full- and part-time students each year over the next three years. The program has met and/or exceeded its original benchmark goals for enrollments and completions. In fiscal year 2012 and 2013, 100 percent of program graduates successfully completed the OSFM-Fire Fighter Basic exam. The college continues to maintain 100 percent student retention after the first semester of coursework, and job placement rates after year two have been at 95 percent of program graduates. Minor changes in the curricula have occurred to maintain alignment with the OSFM's program accreditation. Equipment and facilities are in place to adequately support the program. No new faculty will be required to maintain the program over the next three years. Qualified faculty will possess at least a Bachelor's degree and Fire Instructor Certification. The program is supported fiscally through student tuition and fees.

**Moraine Valley Community College** is seeking approval to offer a 62 credit hour "Sleep Technology" Associate in Applied Science (A.A.S.) degree program. This program will prepare individuals for entry-level employment as sleep technologists, also known as polysomnographers.

Agenda Item #10.2  
September 20, 2013

Sleep technologists work as a part of a health care team under the general supervision of a licensed physician assisting in the education, evaluation, treatment and follow-up of sleep disorder patients. The college currently offers a related certificate program. The proposed degree will offer students and graduates of the certificate program an educational ladder opportunity. Currently there are no other degree programs, and only one other certificate program in this field being offered through an Illinois Community College.

The curriculum exceeds standards and guidelines of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)-Committee on Accreditation for Polysomnographic Technologist Education (CoAPSG) for accreditation of educational programs in this field of study. The curriculum consists of 19 credit hours of required general education coursework and 43 credit hours of required career and technical education coursework. The career and technical component of the curriculum includes instruction in medical terminology, polysomnography patient care, cardiopulmonary physiology, sleep study scoring, pediatric sleep, sleep disorders, sleep center management, clinical sleep education and required clinical practice in the college's sleep study clinic. Graduates of the proposed program will be eligible for the national board exam administered by the Board of Registered Polysomnographic Technologists (BRPT), leading to the credential of Registered Polysomnographic Technologist (RPSGT). This credential is optional, but often preferred among employers. Assessment of student learning objectives will be achieved through evaluation of the student's performance during the clinical practical experience and through mock credentialing exams.

Labor market information provided by the college supports the interest in and the need for a two-year degree program in this area. Local employers, and members of the college's certificate program advisory committee, support the development of a two year degree program for existing certificate students and graduates. Employers within the college's district prefer hiring students with a degree and national credentialing. A search of local job postings identified 21 openings for sleep technologists. The college anticipates an enrollment of 10 full- and part-time students the first year, increasing to 15 students by the third year. All facilities and equipment are in place for the existing program and will support the proposed degree. One existing full-time and three existing part-time faculty will be necessary the first year. One additional new part-time faculty will be added the second year to support increases in enrollment. Qualified faculty will hold an Associate's Degree in Polysomnography, Respiratory Therapy or a related field, be RPSGT credentialed, have two years of clinical experience as a sleep technologist, and one year of teaching experience. No new costs are anticipated to implement the program. Costs associated with the addition of part-time faculty (\$19,900 per year during years two and three) have been budgeted for the program.

**Olive-Harvey College**, one of the City Colleges of Chicago, is seeking approval to offer a 61 credit hour Associate in Applied Science (A.A.S.) degree program and a related 31 credit hour "Transportation, Distribution & Logistics" Certificate program. These programs will prepare individuals for entry-level employment in TDL occupations, such as material handlers and movers, forklift operators, light commercial truck drivers, and cargo/freight agents, as well as for advancement opportunities within the field. The degree curriculum includes 19 credit hours of required general education coursework and 42 credit hours of career and technical education coursework.

Agenda Item #10.2  
September 20, 2013

The certificate curriculum includes seven credit hours of required general education coursework in math and communications, and 24 credit hours of required career and technical education coursework. The career and technical component in both curricula includes instruction in introductory business logistics, purchasing, introductory transportation administration, warehouse operations, and a work-based learning experience in applied logistics. Students in the programs will have the opportunity to work in the City College's District Central Store, where they will work under the direct supervision of TDL manager learning logistics operation skills such as shipping, receiving, inventory, and case analysis. The curricula include content to prepare students for their Commercial Driver's License and Forklift Operator's Certification through the Illinois' Secretary of State's Office. Assessment of student learning objectives will be achieved through evaluation of the student's performance during their work-based learning experience by program faculty and the work-site supervisor.

Labor market information provided by the college supports the interest in and the need for a formalized training program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of "all material moving workers" is expected to increase by 8.1 percent statewide through 2020, but employment of "cargo and freight agents" is expected to increase by 20.7 percent over the same time frame. The college anticipates a combined enrollment of 10 full-time and 10 part-time students the first year, increasing to 20 full-time and 20 part-time students by the third year. The college was also recently approved to offer a related short-term "Basic TDL" certificate program. The proposed advanced certificate and degree will provide an educational ladder opportunity for those students. The programs will require one existing full-time and one new part-time faculty the first year. Qualified faculty will hold a Bachelor's degree in TDL or related field, have at least one year related occupational experience, and two years teaching experience. Costs to implement the programs will be approximately \$177,650 year one, \$106,000 year two and \$212,000 year three. First year costs reflect the purchase of equipment while third year costs reflect the addition of faculty. The programs will be supported fiscally through student tuition and fees.

**Carl Sandburg College** is seeking approval to offer a 69 semester credit hour Associate in Applied Science (A.A.S.) degree program in "Cosmetology". This program will prepare individuals for entry-level employment and licensure as a cosmetologist, as well as for advancement into salon management. The curriculum was developed according to the standards outlined for licensed cosmetologists and is approved by the Illinois Department of Financial and Professional Regulation (IDFPR). Graduates will be eligible for licensure in the State of Illinois. The curriculum includes 16 semester credit hours of required general education coursework and 53 semester credit hours of required career and technical coursework. The career and technical component of the curriculum includes instruction in introductory through advanced levels of cosmetology theory, technical aspects of cosmetology, concepts of cosmetology laboratory, salon business, management and marketing, cosmetology career planning, and over 1,500 hours of practical learning experience. Assessment of student learning objectives will be achieved through evaluation of the student's performance during their practical learning experience.

Labor market information provided by the college supports the interest in and the need for more licensed cosmetologists prepared for salon management within the college's district. According to the Illinois Department of Employment Security (IDES), employment of all "personal appearance workers" is expected to increase by 20 percent statewide through the year 2020.

Agenda Item #10.2  
September 20, 2013

The college anticipates an enrollment of 20 full-time students each year for the first three years. The college currently offers a related 50 credit hour Cosmetology Certificate program which fully articulates into the proposed degree program. All existing facilities and equipment are adequate to support the program. Two existing full-time and two existing part-time faculty will be required the first year of the program. All qualified faculty must hold at least a Certificate in Cosmetology, an active cosmetology and cosmetology instructor license in the State of Illinois, in addition to five years related occupational experience and one year teaching experience. No new costs are anticipated to implement the proposed degree. The program will otherwise be supported by student tuition and fees.

**Carl Sandburg College** is seeking approval to offer a 69 credit hour “Emergency Medical Services-Paramedic” Associate in Applied Science (A.A.S.) degree program. This program will prepare individuals who currently hold their Emergency Medical Technician-Basic (EMT-B) license for employment as EMT-Paramedics (EMT-P). The curriculum consists of 29 credit hours of required general education coursework and 40 credit hours of required career and technical education coursework. The career and technical component includes courses in medical terminology, basic emergency medical technology, emergency medical technology-trauma, paramedicine, emergency medical technology-specialized care, biomedical ethics, and required practical learning experience of 640 hours in a pre-hospital emergency care environment. The program was developed according to the U.S. Department of Transportation’s Highway Traffic Safety Administration’s National Standard Curriculum for EMTs and will prepare graduates for the required Paramedic licensure through the Illinois Department of Public Health (IDPH). The program will also serve as an educational ladder opportunity for individuals who have completed the college’s existing EMT-Basic and Paramedic Certificates. The college is currently working with several different local employers to provide this training. The work-based learning sites include local ambulance services and hospitals. Assessment of student learning objectives will be achieved through evaluation of the student’s performance during the last work-based learning rotation of the student’s final semester.

Labor market information provided by the college supports the interest in and the need for a paramedic level training program within the college’s district. Over the past several years the college has offered the EMT-Basic program that adequately met the needs of local employers. However, with recent changes to licensure requirements for any EMT personnel working in pre-hospital emergency environment, the college and local employers have collaborated to develop the proposed program, as well as a recently approved EMT-Paramedic Certificate, to meet the new requirements as well as continue to serve their local needs. According to the Illinois Department of Employment Security (IDES), employment of “Emergency Medical Technicians and Paramedics” is projected to increase by 26.7 percent through 2020 statewide. Locally, the college anticipates an enrollment of five full-time students each year for the first three years of the program. The program will require one existing full-time, one existing part-time, and two new part-time faculty the first year. Qualified faculty will hold an Associate’s degree in Emergency Medical Services or a related health field, a current Illinois EMS-Paramedic license, two years of related occupational experience and some teaching experience. All facilities and equipment are currently in place to adequately support the program. Costs of implementing the proposed program are estimated at \$26,565 the first year, \$27,614 the second year, and \$29,690 the third year. The program will otherwise be supported through student tuition and fees.



Agenda Item #10.2  
September 20, 2013

**Carl Sandburg College** is seeking approval to offer a 69 credit hour Associate in Applied Science (A.A.S.) degree in “Health Information Management”. This program will prepare individuals for employment as health information technicians in a variety of health information technology environments, such as hospitals, physician’s offices and insurance companies. The curriculum consists of 24 credit hours of required general education and 45 credit hours of required career and technical education.

The career and technical component includes instruction in medical terminology, basic health statistics, medical law and ethics, introductory and advanced electronic health records, pharmacology, introductory health information management, medical coding ICD9/ICD10, medical coding CPT-4, medical office procedures, insurance and medical billing, business communications, customer service, computer applications, and a required health information technology practical learning experience. The curriculum was developed according to American Health Information Management Association (AHIMA) guidelines for health information technology educational programs. Completers of the program will be eligible for AHIMA’s Registered Health Information Technician (RHIT) certification exam. Assessment of student learning in both programs will be achieved through evaluation of the student’s performance on a comprehensive exam, a practice credentialing exam, and through a portfolio review. Program accreditation is available through the Commission on Accreditation of Health Informatics and Information Management (CAHIIM). Once the programs are accredited, graduates will be able to sit for the related AHIMA credentialing exams. Accreditation is retro-active once at least one class of students has completed and the college completes its application/site visit.

Labor market information provided by the college supports the interest in and the need for a series of programs related to health information technology. Nationally and locally, an above average demand for “medical records and health information technicians” is expected through 2020, according to the U.S. Department of Labor-Bureau of Labor Statistics and the Illinois Department of Employment Security (IDES). The college anticipates an enrollment of 10 full-time students per year during the first three years. The college currently offers related programs in Medical Assisting and Medical Office Specialist. The proposed degree will provide an educational ladder opportunity for existing students and recent graduates, as the majority of coursework articulates towards completion of the proposed degree. The program will require four existing full-time, three existing part-time, and two new part-time faculty to implement. Qualified faculty will possess a minimum of an Associate’s degree in Health Information Management, RHIT certification, two years related occupational experience and teaching experience. All facilities and equipment are currently in place to adequately support the programs. Costs to implement the program are estimated at \$2,313 the first year, \$2,404 the second year, and \$2,499 the third year. The programs will otherwise be supported through student tuition and fees.

**Southeastern Illinois College** is seeking approval to offer a 62 credit hour “Biofuels Production and Sustainability” Associate in Applied Science (A.A.S.) degree program. This program will prepare individuals for entry-level employment and advancement opportunities within the field of biofuels production. The curriculum consists of 17 credit hours of required general education, 30 credit hours of required career and technical education coursework, and 15 credit hours of related technical electives.

Agenda Item #10.2  
September 20, 2013

The career and technical component of the curriculum includes instruction in introductory biofuels, plant maintenance, agricultural wastes to biofuels, biodiesel production, Ethanol production, biofuels systems technology, algae feedstock's, scientific literature for biotechnology, and electives from the focused areas of safety, diesel technology, welding technology and management. An internship in biofuels technology is also an optional elective. Assessment of student learning objectives will be achieved through evaluation of a student portfolio by program faculty.

Labor market information provided by the college supports the interest in and the need for more green educational and training programs in this field of study. The college developed the proposed program through collaboration with the Illinois Green Economy Network (IGEN), a U.S. Department of Labor Trade Adjustment Assistant Community College and Career Training (TAACCCT) grant funded initiative charged with the promotion and development of training programs that meet the needs of industry in new and emerging green technology and provide green career pathways for students. Curricula developed in response to IGEN needs are expected to provide options for students to transfer as well as train students with strong technical skills that will support a green economy. The college has identified the potential for local growth opportunities in this field. Furthermore, the proposed degree program provides an educational ladder opportunity for students/graduates of related certificates offered by IGEN partner institutions. The college anticipates an enrollment of two full-time and four part-time students the first year, increasing to six full-time and 12 part-time students by the third year. The program will require one existing full-time faculty person the first year. Qualified faculty will hold a Bachelor's of Science degree in Industrial Technology, Alternative Energy Technology or a related field, have three years related occupational experience, and two years of teaching experience. Costs to implement the program are being covered by TAACCCT grant funds and total \$64,650 the first year, \$66,950 the second year, and \$71,050 the third year. The program will be fiscally supported by student tuition and fees in the future.

**Triton College** is seeking approval to offer a 64 credit hour Associate in Applied Science (A.A.S.) degree in "Sustainable Agriculture Technology". This program will prepare individuals for entry-level employment as agriculture technicians in agriculture science, agriculture food production and processing, and agriculture distribution settings. Graduates will also acquire the skills necessary for establishing and maintaining their own small scale plant and crop farms. The curriculum consists of 15 credit hours of required general education coursework and 49 credit hours of required career and technical education coursework. The career and technical component includes instruction in environmental biology, plants and society, plant propagation/greenhouse operations, plant pathology, soils and fertilizers, agroecology, vegetable and herb gardening, urban agricultural issues, natural resource management, sustainable organic plants, sustainable plant health care, sustainable plant production for human consumption, designing food production in urban landscaping, managing food production systems in urban landscaping, and a required work-based learning experience. Assessment of student learning objectives will be achieved through evaluation of the student's comprehensive project during their final semester, and, of their performance during the work-based learning component by workplace mentor.

Labor market information provided by the college supports the interest in and the need for more green educational and training programs in this field of study.

Agenda Item #10.2  
September 20, 2013

The college developed the proposed program through collaboration with the Illinois Green Economy Network (IGEN), a grant funded initiative charged with the promotion and development of training programs that meet the needs of industry in new and emerging green technology and provide green career pathways for students. Curricula developed in response to IGEN needs are expected to provide options for students to transfer as well as train students with strong technical skills that will support a green economy. The college has identified the potential for local growth opportunities in this field. The college was also recently approved to offer a related 13 credit hour “Sustainable Food Production” Certificate program.

The proposed degree serves not only as an educational ladder opportunity for certificate students/graduates, but also as a means for articulating into a related baccalaureate degree program. The college has established articulation agreements for Bachelor of Science completion programs at several universities, including Western Illinois University’s Agriculture Science program. According to the Illinois Department of Employment Security (IDES), employment of “agriculture and food production technicians” is expected to increase by nearly two percent statewide through 2020. The college anticipates an enrollment of eight full-time and 12 part-time students the first year, increasing to 15 full-time and 20 part-time students by the third year. The program will require 10 existing part-time and two new part-time faculty to implement. Qualified faculty will hold a Bachelor’s of Science in an Agriculture or Horticulture field, three to five years of related occupational experience in sustainable agriculture, and at least two years teaching experience. The program will require equipment, lab and classroom supply purchases over the first three years. Facilities are otherwise in place to adequately support the program. Costs to implement the program will be approximately \$73,350 the first year, \$66,685 the second year, and \$68,060 the third year. Student tuition and fees will otherwise support the program.

**Triton College** is also seeking approval to offer a 71 credit hour Associate in Applied Science (A.A.S.) degree in “Sustainable Landscape Practices”. This program will prepare individuals for entry-level employment as landscapers, landscape designers, and horticulture technicians with knowledge and skills focused in sustainable methods for soil and water conservation, plant selection, use of fertilizers and pesticides, use and production of organic materials, reduced use of fossil fuels, and designing and maintaining infrastructure enhancements such as green roofs and xeriscaping (reduction in supplemental water irrigation). The curriculum consists of 16 credit hours of required general education coursework and 55 credit hours of required career and technical education coursework. The career and technical component includes instruction in environmental biology, introductory biotechnology, field ecology, plant propagation/greenhouse operations, soils and fertilizers, sustainable landscape practices, innovations in sustainability, agroecology, urban agricultural issues, natural resource management, sustainable organic plants, sustainable plant health care, design and construction of sustainable landscaping and a required work-based learning experience. Assessment of student learning objectives will be achieved through evaluation of the student’s comprehensive project during their final semester, and, of their performance during the work-based learning component by workplace mentor.

Labor market information provided by the college supports the interest in and the need for more green educational and training programs in this field of study.

Agenda Item #10.2  
September 20, 2013

The college developed the proposed program through collaboration with the Illinois Green Economy Network (IGEN), a grant funded initiative charged with the promotion and development of training programs that meet the needs of industry in new and emerging green technology and provide green career pathways for students. Curricula developed in response to IGEN needs are expected to provide options for students to transfer as well as train students with strong technical skills that will support a green economy. The college has identified the need for better skilled technicians among its local employers in this industry. The college was also recently approved to offer a related 16 credit hour “Sustainable Agroecology” Certificate program. The proposed degree serves not only as an educational ladder opportunity for certificate students/graduates, but also as a means for articulating into a related baccalaureate degree program.

The college has established articulation agreements for Bachelor of Science completion programs at several universities, including Northern Illinois University’s Biodiversity and Environmental Restoration program, and, Loyola University’s Environmental Studies program. According to the Illinois Department of Employment Security (IDES), employment of “landscaping and groundskeeping workers” is expected to increase by 25.9 percent and employment of “landscape architects” by 13.8 percent statewide through 2020. The college anticipates an enrollment of eight full-time and 12 part-time students the first year, increasing to 20 full-time and 22 part-time students by the third year. The program will require 10 existing part-time faculty to implement. Qualified faculty hold a Bachelor’s of Science in an Agriculture or Horticulture field, three to five years of related occupational experience in sustainable landscaping, and at least two years teaching experience. The program will require equipment, lab and classroom supply purchases over the first three years. Facilities are otherwise in place to adequately support the program. Costs to implement the program will be approximately \$26,500 per year during the first three years. Student tuition and fees will otherwise support the program.

**John Wood Community College** is seeking approval to offer two agriculture programs: a “Fruit and Vegetable Production” Certificate and a “Niche Livestock Production” Certificate, both 31 credit hours. Both programs will serve students interested in entrepreneurship opportunities in small-scale sustainable agriculture operations. The “Fruit and Vegetable Production” Certificate will prepare students for organic food crop operations, while the “Niche Livestock Production” Certificate will prepare students for small animal operations. The curricula consist of a core set of general education courses (seven credit hours), a core set of career and technical requirements (13 credit hours), and 11 credit hours in specialty coursework that supports each of the options. Career and technical core requirements includes instruction in small farm viability, small farm maintenance and operation, business planning and start-up, marketing for small business, fiscal risk and legal risk management for small businesses, and a required occupational internship. Fruit and vegetable specialty coursework includes instruction in fruit production, vegetable production, practical soil management, plant propagation, integrated pest management, organic practices, on-farm sanitation, post-harvest handling and season extension. The niche livestock specialty coursework includes instruction in introductory livestock, alternative livestock, advanced alternative livestock, and pasture management. Assessment of student learning will be accomplished through an evaluation of the student’s performance during the work-based learning experience, as well as through a portfolio review of the student’s educational achievements.

Agenda Item #10.2  
September 20, 2013

Based on an application demonstrating local need and employer interest, the college was awarded a Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant to support development of this program. In addition, labor market information provided by the college supports the interest in and the need for training programs in this specialty field of study. Information provided by the Organic Trade Association indicates that retail sales of organic food have risen 20 percent per year over the last 10 years. Furthermore, the Illinois Department of Agriculture reports the number of local farmers markets has tripled in the last three years. Currently, the college offers both certificates and degree programs in agriculture fields. The proposed programs will provide additional opportunities for new students and recent graduates to acquire training in sustainable agriculture practices. The college anticipates an enrollment of six full-time and four part-time students per program during the first year, increasing to 12 full-time and eight part-time students per program by the third year. The programs will require two new part-time faculty the first year.

Qualified faculty will hold a minimum of a Bachelor's degree in Agriculture, possess at least two years of related occupational experience and have two years of teaching experience. All facilities are currently in place to support the proposed programs. Costs to implement the programs are estimated at \$16,120 per year for the first three years, and will be covered by the TAACCCT grant during that time period. The programs will otherwise be supported through student tuition and fees.

**John Wood Community College** is also seeking approval to offer a 30 credit hour "Precision Machining (CNC) Machinist" Certificate program. This program will prepare individuals for advanced level employment in the field of precision machining. The curriculum includes four credit hours of general education coursework and 26 credit hours of career and technical education coursework. The career and technical component includes instruction in introductory parametric modeling, manufacturing processes, manufacturing safety, manufacturing maintenance, quality/measurement/lean manufacturing, CNC turning, CNC milling, basic welding and precision machining. The curriculum was designed according to Manufacturing Skill Standards Council (MSSC) guidelines and National Institute of Metalworking Skills (NIMS) standards. Certificate graduates will be prepared for the MSSC Certified Production Technician (CPT) credential, an optional but preferred certification in the field of manufacturing. Assessment of student learning objectives will be accomplished through evaluation of the student's performance on a practice credentialing exam. Labor market information provided by the college supports the interest in and the need for an advanced level certified in this field of study. The college was recently approved to offer two related shorter term certificate programs that articulate into the proposed certificate as well as an existing Tool and Die Associate in Applied Science (A.A.S.) degree, providing an educational ladder opportunity for students interested in advancement within the field. According to the Illinois Department of Employment Security (IDES), growth in the employment of "CNC machine tool operators" is expected to increase by 14.4 percent through 2020 statewide. The college is also a member of the Illinois Network for Advanced Manufacturing (INAM) consortium which has identified the need for more and better skilled workers in local manufacturing. The INAM consortium is a result of coordinated efforts among those colleges awarded a Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant to support development of programs in this field. Enrollment is anticipated at 10 full-time and four part-time students the first year, increasing to 14 full-time and five part-time by the third year.

Agenda Item #10.2  
September 20, 2013

One existing full-time and one existing part-time faculty will be necessary to implement the proposed program. Instructional supplies will be purchased over the first three years of the program, otherwise no new facilities or equipment will be necessary. All existing resources will be utilized. Costs to implement the program will be approximately \$21,300 the first year, \$22,625 the second year, and \$23,376 the third year. The college utilized TAACCCT/INAM grant funds to develop this program.

**INFORMATION ITEM – BASIC CERTIFICATE PROGRAM APPROVAL**

Following is a list of Basic Certificates (less than 29 credit hours) that have been approved on behalf of the Illinois Community College Board by the President/CEO since the last Board meeting:

**PERMANENT PROGRAM APPROVAL**

Richard J. Daley College

- Welding Certificate (16 credit hours)

Danville Area Community College

- Advanced Certified Nursing Assistant Certificate (12 credit hours)

Harper College

- Basic Pipe Welding Certificate (16 credit hours)
- Computerized Tomography Certificate (16 credit hours)
- CNC Operator I Certificate (18 credit hours)
- CNC Operator II Certificate (29 credit hours)

Heartland Community College

- Building Environmental Controls Certificate (18 credit hours)

Illinois Valley Community College

- Certified Production Technician Certificate (16 credit hours)

Kaskaskia College

- HVAC Certificate (29 credit hours)

Kishwaukee College

- Certified Production Technician Certificate (16 credit hours)

Malcolm X College

- Personal Fitness Trainer Certificate (17 credit hours)
- Medical Billing Certificate (18 credit hours)
- Health Professions Certificate (16 credit hours)

McHenry County College

- Web Development Certificate (24 credit hours)
- Advanced Web Techniques Certificate (21 credit hours)
- CNC Machining Certificate (12 credit hours)

Olive-Harvey College

- Transportation, Distribution & Logistics Certificate (16 credit hours)

Agenda Item #10.2  
September 20, 2013

Carl Sandburg College

- Diesel Power Technology Certificate (30 credit hours)
- Emergency Medical Services-Paramedic Certificate (26 credit hours)
- Home Health Aide Certificate (28.5 credit hours)
- Personal & Home Care Aide Certificate (16.5 credit hours)

Sauk Valley Community College

- Corrections Certificate (24 credit hours)

South Suburban College

- HVACR Technician Certificate (28.5 credit hours)

Southeastern Illinois College

- Oil & Natural Gas Technician Certificate (28 credit hours)
- Oil & Natural Gas Technician Short Certificate (17.5 credit hours)

Triton College

- Sustainable Food Production Certificate (13 credit hours)
- Sustainable Agroecology Certificate (16 credit hours)

John Wood Community College

- Certified Production Technician Certificate (13 credit hours)
- Precision Machining Operator Certificate (16 credit hours)



Illinois Community College Board

**NEW UNITS OF INSTRUCTION:  
TEMPORARY PROGRAM APPROVAL**

The Illinois Community College Board is requested to approve new units of instruction for the following community colleges:

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**TEMPORARY PROGRAM APPROVAL**

Carl Sandburg College

- Rail Off/Highway Motive Power Electrical Technician A.A.S. degree (62 credit hours)

Kankakee Community College

- Manufacturing Technology A.A.S. degree (63 credit hours)
- Manufacturing Industrial Maintenance II Certificate (45 credit hours)
- Intermediate Manufacturing Industrial Maintenance Certificate (31 credit hours)
- Manufacturing Machine Tool II Certificate (45 credit hours)
- Intermediate Manufacturing Machine Tool Certificate (31 credit hours)
- Manufacturing TWDL II Certificate (45 credit hours)
- Intermediate Manufacturing TWDL Certificate (31 credit hours)
- Manufacturing Welding II Certificate (45 credit hours)
- Intermediate Manufacturing Welding Certificate (31 credit hours)

## **BACKGROUND**

**Carl Sandburg College** is seeking temporary approval to offer a 62 credit hour Associate in Applied Science (A.A.S.) degree in “Rail Off/Highway Motive Power Electrical Technology” for a period of three years. This program will prepare individuals for employment as maintenance and repair technicians in rail and off highway motive power (such as steam, water or wind-powered) technologies. The curriculum consists of 18 credit hours of required general education coursework and 44 credit hours of required career and technical education coursework. The career and technical component includes instruction in electrical fundamentals, machine tool fundamentals, manufacturing processes, fundamentals of welding, welding blueprints, industrial electrical controls, industrial electronic control, AC/DC drives and servos, industrial electricity, process control and instrumentation, and rail and off highway motive power electrical technology. Assessment of student learning will be achieved through evaluation of the student’s portfolio project by program faculty. Labor market information provided by the college supports the interest in and the need for formalized training in this field of study. The college partnered with a large railway employer within the district, as well as employers for off highway motive power service providers, to develop the proposed degree program, and a related certificate program that was recently approved. According to the Illinois Department of Employment Security (IDES), the need for workers in related occupations such as “electrical and electronic equipment mechanics” is expected to increase by 3.8 percent statewide through 2020. The proposed degree will provide an educational ladder opportunity for new students and graduates of the certificate program. The college anticipates an enrollment of 15 full- and part-time students the first year. The college is requesting temporary approval to meet the immediate needs of its local employers and to continue monitoring the need for a two-year degree program. *Permanent approval will be considered after a period of three years based on program outcomes.*

**Kankakee Community College** is seeking temporary approval to offer a 63 credit hour “Manufacturing Technology” Associate in Applied Science (A.A.S.) degree and eight related Certificate programs for a period of three years. The degree program will prepare students for entry-level employment and/or advancement opportunities in manufacturing at the technician level with a focus in industrial maintenance, machine tool technology, transportation/warehousing/distribution/ logistics (TWDL), or welding. The “Manufacturing Technology” A.A.S. degree curriculum consists of 15 credit hours of required general education coursework, 45 credit hours of required career and technical education coursework, and three credit hours of related technical electives. The career and technical component includes a common required core of introductory manufacturing and safety, quality and measurement, manufacturing processes, introductory manufacturing maintenance, and lean & quality overview. The remaining coursework focuses on areas in industrial maintenance, machine tool technology, transportation/warehousing/distribution/ logistics (TWDL), or welding. Related electives may be selected from the areas of machining, drafting, electronics, construction, TWDL, or business. Assessment of student learning objectives will be achieved through evaluation of the student’s performance during the work-based learning component by program faculty and work-site supervisor.

Agenda Item #11.1  
September 20, 2013

The four intermediate-level certificate programs, “Intermediate Manufacturing Industrial Maintenance”, “Intermediate Manufacturing Machine Tool”, “Intermediate Manufacturing TWDL”, and “Intermediate Manufacturing Welding”, will prepare individuals for entry-level employment in each of the four specialty areas. The four advanced-level certificate programs, “Manufacturing Industrial Maintenance II”, “Manufacturing Machine Tool II”, “Manufacturing TWDL II”, and “Manufacturing Welding II”, will prepare individuals for more specialized and skilled entry-level employment in each of the four specialty areas. The curricula were composed with team-oriented design, production, quality and maintenance systems in a manufacturing environment in mind and will provide students with both a general understanding of manufacturing as an industry and in processes, but also with specialized skills in relevant areas of the field today. Each intermediate certificate consists of 31 credit hours and each level II certificate consists of 45 credit hours of coursework including the common core from the degree program and coursework in the specialty area. In addition, the college was recently granted temporary approval to offer four related short-term certificates in the same areas of specialization. These certificates will provide students with basic skills for assistant-level or part-time employment. The proposed intermediate and level II certificates and the A.A.S. degree will provide educational ladder opportunities for students interested in furthering their education.

Labor market information provided by the college supports the interest in and the need for a range of educational programs in this field of study locally. The college is a member of the Illinois Network for Advanced Manufacturing (INAM) consortium which has identified the need for more and better skilled workers in local manufacturing. The INAM consortium is a result of coordinated efforts among those colleges awarded a Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant to support development of programs in this field. Locally, the manufacturing industry accounts for 18.5 percent of employment and many employers report plans to expand their workforce by adding additional shifts within the next two years. The college has collaborated with local industry partners in developing the proposed programs to meet their needs. The college anticipates an enrollment of between 7-15 students in each of the intermediate and level II certificates and degree the first year. Temporary approval is requested to monitor the continued labor market need. *Permanent approval will be considered after a period of three years based on program outcomes.*

**INFORMATION ITEM – BASIC CERTIFICATE PROGRAM APPROVAL**

Following is a list of Basic Certificates (less than 29 credit hours) that have been approved on behalf of the Illinois Community College Board by the President/CEO since the last Board meeting:

**Temporary Program Approval**

Carl Sandburg College

- Basic Industrial & Manufacturing Maintenance Certificate (16 credit hours)
- Rail Off/Highway Motive Power Electrical Technician Certificate (29 credit hours)

Kankakee Community College

- Manufacturing Production Certificate (14 credit hours)
- Manufacturing Logistics Certificate (14 credit hours)
- Manufacturing Welding I Certificate (28 credit hours)
- Manufacturing Machine Tool I Certificate (27 credit hours)
- Manufacturing Industrial Maintenance I Certificate (27 credit hours)
- Manufacturing TWDL I Certificate (27 credit hours)
- Basic Manufacturing Industrial Maintenance Certificate (13 credit hours)
- Basic Manufacturing Machine Tool Certificate (13 credit hours)
- Basic Manufacturing TWDL Certificate (13 credit hours)
- Basic Manufacturing Welding Certificate (14 credit hours)

Agenda Item #12.1  
September 20, 2013

UNAPPROVED

Minutes of the 403<sup>rd</sup>  
Meeting of the  
Illinois Community College Board

Sofitel Chicago Water Tower  
20 East Chestnut Street  
Chicago, IL

June 7, 2013

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the June 7, 2013 meeting as recorded.

**Item #1 – Roll Call and Declaration of Quorum**

Chairman Giannoulis called the Board meeting to order at 9:22 a.m. and asked Ann Knoedler to call roll. The following Board members were present: Guy Alongi, Randy Barnette, Terry Bruce, Michael Dorf, James Dumas, Teresa Garate, Victor Henderson, Suzanne Morris, Thomas Pulver, Jake Rendleman, Alexi Giannoulis, and Joshua Benez, Student Board member. A quorum was declared.

**Item #2 - President/CEO Report**

Geoffrey Obrzut announced this would be his last Board meeting as President and Chief Executive Officer before his retirement on June 30<sup>th</sup>. He thanked the Board and staff for their support throughout his nine year career with the ICCB.

Mr. Obrzut also thanked Dr. David Sam, President of Elgin Community College, for the honorary degree and resolution he received at their commencement ceremony.

Mr. Obrzut concluded his report by presenting a personalized ICCB shirt for Chairman Giannoulis and President Barack Obama.

Jennifer Foster, Associate Vice President for Adult Education and Work Force Development / State GED Administrator, gave a few remarks in dedication to ICCB employee, David Baker, who passed away from an aneurysm on March 26, 2013. A scholarship has been set up at PNC Bank in Springfield for David Baker's children, Milo and Nikko.

**Item #2 – Announcements and Remarks by Board Chair**

Chairman Giannoulis conveyed his heartfelt condolences to David Baker's family and to the ICCB staff for their loss.

Agenda Item #12.1  
September 20, 2013

Chairman Giannoulas gave a few remarks of praise in dedication to Geoff Obrzut who is retiring at the end of June and thanked him for his service.

**Item #2.1 – Resolution Honoring Geoffrey Obrzut, Retiring President and Chief Executive Officer for the Illinois Community College Board**

Suzanne Morris made a motion, which was seconded by Randy Barnette, to approve the following resolution:

Resolution in Honor of  
GEOFFREY OBRZUT

WHEREAS, Geoffrey Obrzut began working for the Illinois Community College Board in 2004; and

WHEREAS, during Mr. Obrzut's career with the Illinois Community College Board as President and Chief Executive Officer, he displayed leadership, organizational skill, and professional demeanor; and

WHEREAS, Mr. Obrzut served the Illinois Community College Board supervising many agency functions, including the development of the Latino Advisory Committee, the Campus Security Conference, and Military Veteran Services; and

WHEREAS, Mr. Obrzut represented the Illinois Community College Board on a variety of professional boards, commissions, and organizations, including being responsible for the Latino Advisory Committee, serving as a member of the Rural Affairs Council and the Joint Education Leadership Committee; and serving as an ad hoc member of the P-20 Council; and

WHEREAS, Mr. Obrzut has served both the members of the Illinois Community College Board and the entire Illinois Community College System, with the utmost professionalism and attention to detail and duty; and

WHEREAS, Mr. Obrzut has chosen to retire from his duties at the Illinois Community College Board after his years of faithful and excellent service;

THEREFORE, we, the members of the Illinois Community College Board, do hereby honor Geoffrey Obrzut in appreciation of his service and express our sincere best wishes for his future undertakings.

Illinois Community College Board  
June 7, 2013

The motion was approved via unanimous voice vote. Student advisory vote: Yes.

**Item #3 – Board Member Comments**

The Board thanked Geoffrey Obrzut for his service.

Jake Rendleman congratulated Mr. Obrzut on his retirement and thanked him for his service.

Victor Henderson commented on Mr. Obrzut's commendable leadership and respect he has acquired from the staff and system.

Agenda Item #12.1  
September 20, 2013

Board presented Mr. Obrzut with a retirement gift.

**Item #4 – Nomination of Vice Chair**

Chair Giannoulis opened the floor for nominations for the position of Vice Chair of the Illinois Community College Board.

Guy Alongi nominated Suzanne Morris for the position of Vice Chair of the Illinois Community College Board, which was seconded by Randy Barnette.

Guy Alongi made a motion, which was seconded by Jake Rendleman, to close nominations. The motion was approved via unanimous voice vote. Student advisory vote: Yes.

The motion to nominate Suzanne Morris as Vice Chair was approved via unanimous voice vote. Student advisory vote: Yes.

Chair Giannoulis and Mr. Barnette praised Ms. Morris for her hard work and congratulated her on her reappointment as Vice Chair.

**Item #5 – Acknowledgments**

Chairman Giannoulis presented Joshua Beneze, outgoing Student Illinois Community College Board member; Reggie Coleman, outgoing President, Illinois Community College Trustees Association; Dr. Margaret Lee, outgoing President of the Illinois Council of Community College Presidents; Mr. Scott Lensink, retiring President of Lake Land Community College; Dr. Eric Radtke, retiring President of Prairie State College; and Geoffrey Obrzut, retiring President of the Illinois Community College Board, with certificates of recognition for their service to the Board.

**Item #7 – Advisory Organizations**

**Item #7.1 – Illinois Community College Trustees Association (ICCTA)**

Reggie Coleman thanked the Board, Mr. Obrzut, and the ICCB staff for the support and leadership provided.

Mr. Coleman reported the ICCTA is holding their annual convention this weekend. The Board is invited to attend the awards luncheon and banquet being held today, June 7<sup>th</sup>.

Mr. Coleman concluded by inviting the Board to hold a meeting at John Wood Community College in Quincy.

Bob Johnson, trustee from Kishwaukee Community College, will be the new President of the ICCTA beginning July 1.

**Item #7.2 – Illinois Community College Faculty Association (ICCFA)**

David Seiler thanked Mr. Obrzut for his service.

Mr. Seiler reported the ICCFA has awarded four Faculty Research and Workshop Grants worth \$2500 each.

Agenda Item #12.1  
September 20, 2013

The annual ICCFA conference will be held on October 10-11, 2013. Currently, the ICCFA is accepting proposals for speakers.

Mr. Seiler concluded by thanking all the colleges that have already paid their dues to the faculty association. Currently, there are only six colleges that have not paid their dues.

**Item #7.3 – Illinois Community College System Foundation (ICCSF)**

Ray Hancock reported the Illinois Community College Purchasing Consortium (ICCSPC) is off and running. The Foundation met with the chief financial officers of the colleges at their spring meeting at Starved Rock State Park and has sent information and materials to the presidents and chief financial officers of all of the colleges. All of the colleges are members of ICCSPC.

Dr. Hancock expressed his appreciation for the cooperation of ICCB –including the staff and the board—for the past few years as the Foundation has conceived, designed, and built the two additional floors to the Crisp Illinois community college center in Springfield. Many staff members have assisted the Foundation in numerous ways; to name a few, Ellen Andres, Guy Alongi, and Geoffrey Obrzut.

The foundation has agreed in principle to rent the remainder of the fourth floor in the building to a well-established Illinois corporation with whom the foundation has had positive experience. A lease has not yet been signed. This accomplishes three ultimate objectives with this project: (1) a high quality building in Springfield to house the entire Illinois Community College Board staff, (2) quality full occupancy of the entire building, and (3) a positive revenue stream from lease income to support the Foundation's total mission throughout the state.

Dr. Hancock reported the Board of Directors of the Foundation has approved in concept the creation of a center for excellence to support the efforts and to recognize the achievements of the Illinois community college system. Early suggestions for the work of the center have included recognition of excellent programs, staff, facilities, and financial innovations. Support for the ICCB's policy development center and the international program have also been mentioned.

Prior to the action of the foundation board, preliminary discussions were held with ICCB staff and some members of the ICCB itself. Further discussions are anticipated. This effort will involve both the approval and the support of the ICCB, and it will involve fundraising. To this point, all individuals with whom the idea has been discussed have been supportive, and the foundation would like input from any individual in the system.

**Item #7.4 – Illinois Council of Community College Presidents (ICCCP)**

Dr. Peg Lee, President of Oakton Community College, took a moment to thank Mr. Obrzut for his service and also the ICCB staff for their hard work.

The ICCCP met yesterday, June 6<sup>th</sup>. The council reviewed the outcomes of the legislative session, Return to Work legislation, the impact on qualified annuitants for hiring, and the Affordable Care Act. The colleges are carefully moving forward in the implementation of the Affordable Care Act. MAP was also discussed and is still an issue.

Dr. Lee congratulated Mr. Scott Lensink, President of Lake Land College, and Dr. Eric Radtke, President of Prairie State College, on their retirements.



Agenda Item #12.1  
September 20, 2013

On behalf of the ICCCP, Dr. Lee extended her gratitude to Terry Bruce, President of Illinois Eastern Community Colleges and ICCB Board member, for his service on the ICCB Board. With Mr. Bruce's term expiring on June 30, 2013, Dr. Lee stated the ICCCP is in full support of his reappointment.

Dr. Christine Sobek, President of Waubensee Community College will take over as the ICCCP President beginning July 1.

**Item #7.5 – Adult Education and Family Literacy Council**

Tawanna Nickens reported the council conducted their last meeting of the fiscal year on May 30<sup>th</sup>. At that time, committee members brought recommendations to the ICCB on policies and practices that would help further along the local programming to the Adult Education Statewide Strategic Plan.

Ms. Nickens will be serving in her current role for another year.

**Item #7.6 – Student Advisory Council (SAC)**

Student Board member Joshua Beneze reported the Student Leadership Institute is currently being held at the Sofitel. There are 44 attendees from 25 colleges.

Mr. Beneze stated during Student Lobby Day held in Springfield on April 17<sup>th</sup>, there were about 400 students who attended and lobbied for maintaining funding on adult education.

Mr. Beneze concluded by thanking the Board and expressing his gratitude for the support during his term as student board member.

Rachel Pitchford from Black Hawk College will be the new Student Board Member beginning July 1.

\*\*\*\*\*

Suzanne Morris updated the Board on a meeting she had with Paula Wolff, Chairman of the City Colleges of Chicago (CCC) Board, and Cheryl Hyman, Chancellor of City Colleges of Chicago. There were funding and transfer issues of concern brought to Ms. Morris' attention. All in all, it was a positive meeting. Ms. Morris suggests the ICCB have a bigger ongoing presence with the CCC in order to have a jump start on the issues as they arise. Ms. Morris stated that the CCC should also have a bigger presence with the ICCB as well as the other advisory organizations, such as the ICCTA and ICCCP, which are all very important in the functioning of the community college system. The ICCB staff is encouraged to attend the CCC Board meetings and make presentations on current state and local issues.

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**Item #8 – Committee Reports**

**Item #8.1 – External Affairs**

Suzanne Morris stated the committee met on Thursday, June 6<sup>th</sup> with Ms. Morris, Mr. Dorf and Mr. Henderson in attendance. Steve Morse, Associate Vice President for External Affairs, briefly went into further review of the legislation that was recently emailed to the Board members.

Agenda Item #12.1  
September 20, 2013

**Item #8.2 – Adult Education and Workforce Development**

Randy Barnette stated the committee discussed the Intergovernmental Agreement with the Department of Corrections, which will be voted on at today's meeting. The committee also discussed the Strategic Plan for Workforce Education. An update was also given on the GED Testing and its future.

**Item #8.2a – Department of Corrections Intergovernmental Agreement**

Randy Barnette made a motion, which was seconded by Michael Dorf, to approve the following item:

The Illinois Community College Board hereby authorizes the President/CEO to sign the Intergovernmental Agreement by and between the Illinois Community College Board and the Illinois Department of Correction on behalf of the Board.

The motion was approved via unanimous voice vote. Student advisory vote: Yes.

**Item #8.3 – Academic Affairs and Institutional Support**

Tom Pulver reported the committee met on Wednesday, May 29 at 2:30 pm with Michael Dorf, Tom Pulver, and Josh Beneze present at the JRTC office and Guy Alongi, James Dumas, and Jake Rendleman in attendance at John A. Logan College. Staff members Dr. Karen Hunter Anderson, Nathan Wilson, and Brian Durham were in attendance at the ICCB Springfield office.

The committee received updates on the General Education Curriculum, IAI, the Preparatory Math for General Education development course, Alliance for Quality Career Pathways Benchmarks, and the Illinois Longitudinal Data System (ILDS) Intergovernmental Agreement (IGA), which will be voted on by the Board at today's meeting.

**Item #8.3a – Illinois Longitudinal Data System Intergovernmental Agreement**

Tom Pulver made a motion, which was seconded by Jake Rendleman, to approve the following item:

The Illinois Community College Board hereby authorizes the President/CEO to sign the Intergovernmental Agreement by and between the Illinois Community College Board and the Office of the Governor, the Illinois State Board of Education, the Illinois Board of Higher Education, the Illinois Department of Commerce and Economic Opportunity, the Illinois Department of Employment Security, the Illinois Department of Human Services, and the Illinois Student Assistance Commission on behalf of the Board to establish the governance structure of ILDS.

The Board conducted a lengthy discussion. Michael Dorf brought to the Board's attention a few issues of concern regarding the ILDS IGA:

1. Length of the agreement: ICCB staff had pushed for a five year agreement; however, the IGA is for 10 years.
2. The role of external parties: External parties' roles are limited to support subcommittees.

Agenda Item #12.1  
September 20, 2013

3. The agreement may restrict current data sharing agreements.
4. Timeliness of providing data by other agencies: ICCB receives numerous requests for data on a daily basis.
5. The cost to ICCB of the agreement: No funding is attached to the agreement and the governing board will need to address future funding.
6. There was a question as to why the Board should even sign the agreement: To avoid it going in to legislation which may not address the issues that were resolved in the negotiation process to create the IGA.
7. The IGA will allow the ICCB to continue protecting its data: Lessons were learned a couple of years ago when data was breached by another institution. The IGA puts ICCB on equal footing with other organizations. Article VIII.B. gives each organization the right to remove or destroy data within the Centralized Demographic Dataset if security of the data is a concern.
8. An organization will be designated as the CDD Administrator and duties are listed in the IGA: The CDD Administrator will implement the coding process to link the data and will address requests for multi-agency data. There will be no data shared until the CDD Administrator is in place.

The other agencies involved have also expressed concerns in the IGA. Julie Smith, Deputy Director of Education for the Governor's Office, agreed that the flexibility of the agreement would allow for an amendment to the original agreement that would address the Board's concerns.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Victor Henderson	Yea
Randy Barnette	No	Suzanne Morris	No
Terry Bruce	Yea	Thomas Pulver	Yea
Michael Dorf	No	Jake Rendleman	Yea
James Dumas	Yea	Joshua Beneze	No
Teresa Garate	Yea	Alexi Giannoulis	No

The motion was approved with a seven to four vote. Student advisory vote: No

**Item #8.4 – Fiscal, Personnel, Ethics and Conflict of Interest**

The committee did meet; however, there is no new information to report.

**Item #9 - Fiscal Year 2014 Budget Update**

Ellen Andres, Chief Financial Officer, reported the agency and system received a level funded budget for Fiscal Year 2014. While level funding is great news, it is important the Board is aware that the colleges take a loss for every student attending. On average, each college loses \$49.72 for every student who attends the community college, which averages out to be \$343 million lost by the community college system annually.

Ms. Andres concluded by stating the \$400,000 repayment for the MAP grants was not passed within the new budget, which will begin July 1. However, the legislature did suggest they would consider it during the veto session.

**Item #10 – New Units of Instruction**

**Item #10.1 – Heartland Community College, Highland Community College, Illinois Valley Community College, Lincoln Land Community College, Malcolm X College, Moraine Valley Community College, William Rainey Harper College, John Wood Community College, Carl Sandburg College**

Jake Rendleman made a motion, which was seconded by Tom Pulver, to approve the following items:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**PERMANENT PROGRAM APPROVAL**

Heartland Community College

- Physical Therapy Assistant A.A.S. degree (66 credit hours)

Highland Community College

- Industrial Training A.A.S. degree (65 credit hours)

Illinois Valley Community College

- Welding Construction Technology A.A.S. degree (66 credit hours)
- Welding Production Technology A.A.S. degree (66 credit hours)

Lincoln Land Community College

- Neurodiagnostic Technology A.A.S. degree (62 credit hours)

Malcolm X College

- Community Health Care Worker A.A.S. degree (63 credit hours)
- Community Health Care Worker Certificate (47 credit hours)

Moraine Valley Community College

- Associate in Fine Arts A.F.A. in Music (64 credit hours)
- Computer Graphic Imagery A.A.S. degree (63 credit hours)
- Geographic Information Systems A.A.S. degree (62 credit hours)

Wm. Rainey Harper College

- Health Information Technology A.A.S. degree (62 credit hours)
- Health Information Technology Certificate (30 credit hours)

John Wood Community College

- Associate in Engineering Science A.E.S. degree (65 credit hours)

**TEMPORARY PROGRAM APPROVAL**

Carl Sandburg College

- e-Business A.A.S. degree (66 credit hours)

The motion was approved via unanimous voice vote. Student advisory vote: Yes.

**Item #10.2 – Waubensee Community College**

Jake Rendleman made a motion, which was seconded by Randy Barnette, to approve the following items:

Agenda Item #12.1  
September 20, 2013

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**PERMANENT PROGRAM APPROVAL**

Waubonsee Community College

- Laboratory Technology A.A.S. degree (60 credit hours)

The motion was approved via unanimous voice vote. Student advisory vote: Yes. Tom Pulver abstained.

**Item #10.3 – Illinois Eastern Community College: Olney Central College**

Tom Pulver made a motion, which was seconded by Jake Rendleman, to approve the following items:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**PERMANENT PROGRAM APPROVAL**

Olney Central College

- Human Resource Assistant A.A.S. degree (65 credit hours)
- Office Administration A.A.S. degree (65 credit hours)

The motion was approved via unanimous voice vote. Student advisory vote: Yes. Terry Bruce abstained.

**Item #11 – Consent Agenda**

Jake Rendleman made a motion, which was seconded by Randy Barnette, to approve the following items:

**Item #11.1 – Minutes of the March 22, 2013 Board Meeting**

The Illinois Community College Board hereby approves the Board Meeting minutes of the March 22, 2013 meeting as recorded.

**Item #11.2 – Minutes of the March 22, 2013 Board Search Committee Meeting**

The Illinois Community College Board hereby approves the Board Search Committee minutes of the March 22, 2013 meeting as recorded

**Item #11.3 – Minutes of the March 22, 2013 Board Search Committee Executive Session Meeting**

The Illinois Community College Board hereby approves the Board Search Committee Executive Session minutes of the March 22, 2013 meeting as recorded

**Item #11.4 – Calendar Year 2014 Board Meeting Dates and Locations**

The Illinois Community College Board hereby approves the Calendar Year 2014 Board Meeting Dates and Locations listed below:

**Calendar Year 2014 Board Meeting Dates and Locations**

**January 24**

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

Agenda Item #12.1  
September 20, 2013

**March 21**

9:00 a.m. – Danville Community College, Danville

**June\***

9:00 a.m. – Exact Location TBA

**July**

Subject to Call

**September 19**

9:00 a.m. – Kishwaukee College, Malta

**November 21**

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

**December**

Subject to Call

\*June Board meeting is held in conjunction with the ICCTA and Presidents' Council meetings.

**Item #11.5 – Authorizations to Enter into Intergovernmental Contracts and/or Agreements**

The Illinois Community College Board hereby authorizes its Executive Director or interim agency leader, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for Fiscal Year 2014.

**Item #11.6 – Authorization to Transfer Funds Among Line Items**

The Illinois Community College Board hereby authorizes its Executive Director to transfer funds among Fiscal Year 2014 appropriated operating line items, as needed.

**Item #11.7 – Authorizations to Enter into Contracts**

The Illinois Community College Board approves the following Fiscal Year 2014 contractual agreements:

Funding Source	Contractor	Estimated Amount*	Contract Period	Description
All funds /allocated	IL Community College System Foundation	\$505,585	7/1/13 - 6/30/14	Rental of Office Space
GRF	Southwestern Illinois College	\$485,000	7/1/13 - 6/30/14	East St. Louis Community College Center
GRF	Southern IL Collegiate Common Market (SICCM)	\$961,400	7/1/13 - 6/30/14	East St. Louis Community College Center
GRF	Sorling, Northrup, Hanna, Cullen & Cochran Ltd.	\$190/hr	7/1/2013 - 6/30/14	Legal
GRF	Alternative Schools Network	\$2,930,000	7/1/2013 - 6/30/14	Sole source provider: Re-Enrollment Appropriation

Agenda Item #12.1  
September 20, 2013

Funding Source	Contractor	Estimated Amount*	Contract Period	Description
GRF	South Suburban College	\$250,000	7/1/2013 - 6/30/14	Legislative add-on for adult education bridge program
GED/GRF	GED® Testing Services	\$255,000	7/1/13 - 6/30/14	Sole Source Provider: GED® testing in Illinois - includes fees and materials
GED/GRF	Turn-Key Solutions International, Inc.	\$120,00	7/1/13 - 6/30/14	Sole Source Provider: GED® scoring and data submission to feds
CTE/GRF	Capital Area Career Center	\$347,000	7/1/13-6/30/14	Specific Legislation to contractor: CTE Nursing Program
CTE/GRF	Career Center of Southern Illinois	\$153,000	7/1/13-6/30/14	Specific Legislation to contractor: CTE Nursing Program
CTE	ISU-IL Center for Specialized Support	\$514,100	7/1/13 - 6/30/14	Program monitoring and staff development
CTE	U of I	\$375,000	7/1/13 - 6/30/14	Administration of Carl Perkins federal grant program.
GED/GRF	Sangamon Co Regional Office of Education	\$745,500	7/1/13 - 6/30/14	Administration for Cook Co GED®
Multiple: federal and state	WIU-Center for Application of Information Technologies	\$523,209	7/1/13 - 6/30/14	Career & Academic Readiness System Hosting of Adult Education data system and I-Pathways and curriculum expansion
Adult Ed	WIU-Central Illinois Adult Education Service Center	\$371,520	7/1/13 - 6/30/14	Staff Development, as required by federal grant
Adult Ed	WIU-Curriculum Publishers Clearinghouse	\$115,425	7/1/13 - 6/30/14	Adult Education instructional materials
Adult Ed	Adult Learning Resource Center	\$689,600	7/1/13 - 6/30/14	Staff Development, as required by federal grant
Adult Ed/Gates	SIU-E Southern IL Professional Development Center	\$739,600	7/1/13 - 6/30/14	Accelerating Opportunity and Adult Education-professional development
Gates	Kathy Pampe	\$50.00/hr	7/1/13 - 6/30/14	Project Manager for Accelerating Opportunity –low bid contractor

Agenda Item #12.1  
September 20, 2013

The motion was approved via unanimous voice vote. Student advisory vote: Yes.

**Item #12 – Information Items**

**Item #12.1 – Fiscal Year 2013 Financial Statements**

**Item #12.2 – Recognition Status/Update**

**Item #12.3 – Illinois Community College System African American Employment Plan Survey Results – Fiscal Year 2012; the Illinois Community College System Hispanic/Latino Employment Plan Survey Results – Fiscal Year 2012; and the Illinois Community College System Asian American Employment Plan Survey Results – Fiscal Year 2012**

**Item #13 – Other Business**

Geoffrey Obrzut took this opportunity to recognize the tremendous job each of the staff has done throughout his term at ICCB.

**Item #14 – Public Comment**

There was no public comment at this time.

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**The Board took a break for lunch at 11:45 a.m. in conjunction with the ICCTA Convention.**

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The Board returned to the meeting from their break at 1:16 p.m.

**Item #15 – Executive Session**

**Item #15.1 – Employment/Appointment Matters**

Terry Bruce made a motion, which was seconded by Tom Pulver, to approve the following motion:

To enter Executive Session for the purpose of discussing Employment/Appointment Matters, which qualify as acceptable exceptions under Section 2(c) of the Open Meetings Act to hold a closed session.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Victor Henderson	Yea
Randy Barnette	Yea	Suzanne Morris	Yea
Terry Bruce	Yea	Thomas Pulver	Yea
Michael Dorf	Yea	Jake Rendleman	----
James Dumas	Yea	Joshua Beneze	Yea
Teresa Garate	Yea	Alexi Giannoulis	Yea



Agenda Item #12.1  
September 20, 2013

The motion was approved, Student advisory vote: Yes, and the Board entered Executive Session at 1:18 p.m. Jake Rendleman was not present at the time of the roll call vote.

\* \* \* \* \*

Terry Bruce made a motion, which was seconded by Tom Pulver, to reconvene Public Session at 4:24 p.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Victor Henderson	Yea
Randy Barnette	Yea	Suzanne Morris	Yea
Terry Bruce	Yea	Thomas Pulver	Yea
Michael Dorf	Yea	Jake Rendleman	Yea
James Dumas	Yea	Joshua Beneze	Yea
Teresa Garate	Yea	Alexi Giannoulis	Yea

The motion was approved. Student advisory vote: Yes.

**Item #16 – Selection of Executive Director**

**Item #16.1 – Approval of Executive Director Contract**

Suzanne Morris made a motion, which was seconded by Randy Barnette, to approve the following motion:

The Board allows the Board Chairman to execute a three year contract to Dr. Karen Hunter Anderson for the position of Executive Director of the Illinois Community College Board at the salary of \$165,000 per year with details to be finalized by the Board Chairman.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Victor Henderson	Yea
Randy Barnette	Yea	Suzanne Morris	Yea
Terry Bruce	Yea	Thomas Pulver	Yea
Michael Dorf	Yea	Jake Rendleman	Yea
James Dumas	Yea	Joshua Beneze	Yea
Teresa Garate	Yea	Alexi Giannoulis	Yea

The motion was approved. Student advisory vote: Yes.

\* \* \* \* \*

At this time, Dr. Karen Hunter Anderson entered the meeting. On behalf of the Board, Chairman Giannoulis offered the position of Executive Director of the Illinois Community College Board to Dr. Anderson. It was agreed to release a press release on the morning of Monday, June 10, 2013.

Agenda Item #12.1  
September 20, 2013

**Item #17 – Adjournment**

Randy Barnette made a motion, which was seconded by Jake Rendleman, to adjourn the Board meeting at 4:34 p.m.

The motion was approved via voice vote. Student member vote: Yea.

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Alexi Giannoulis  
Board Chairman

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Karen Hunter Anderson, Ph.D.  
Executive Director

Illinois Community College Board

**CERTIFICATION ON ELIGIBILITY FOR SPECIAL TAX LEVY**

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants to levy up to the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than that amount. The ICCB is required to certify the eligibility of districts to levy by November 1 of each year.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2013 or fiscal year 2014 and (2) had combined educational and operations and maintenance purposes tax rates less than 26.43 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 26.43 cents per \$100 of equalization assessed valuation in accordance with 110 ILCS 805/3-14.3:

Black Hawk College  
Heartland Community College  
Illinois Central College  
IL Eastern Community Colleges  
IL Valley Community College  
Kankakee Community College  
Kaskaskia College  
Lake Land College

Lewis & Clark Community College  
Moraine Valley Community College  
Rend Lake College  
Carl Sandburg College  
Southwestern Illinois College  
Spoon River College  
John Wood Community College

**BACKGROUND.** Pursuant to Section 3-14.3 of the Public Community College Act, the following table identifies the eligible districts and the additional levy authority they have, should they choose to exercise it, along with an estimate of how much additional tax revenues will be available because of this additional levy authority.

Agenda Item #12.4  
September 20, 2013

District	Current Combined Maximum Authorized Operating Tax Rates	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	7.43¢	\$ 2,637,913
Heartland	22.50¢	3.93¢	\$ 1,634,940
Illinois Central	25.00¢	1.43¢	\$ 957,997
Illinois Eastern	25.00¢	1.43¢	\$ 184,197
Illinois Valley	17.00¢	9.43¢	\$ 2,953,906
Kankakee	18.00¢	8.43¢	\$ 1,931,842
Kaskaskia	25.00¢	1.43¢	\$ 200,840
Lake Land	18.00¢	8.43¢	\$ 2,062,660
Lewis and Clark	25.00¢	1.43¢	\$ 553,210
Moraine Valley	22.50¢	3.93¢	\$ 4,238,803
Rend Lake	25.00¢	1.43¢	\$ 110,531
Sandburg	22.00¢	4.43¢	\$ 664,791
Southwestern	16.00¢	10.43¢	\$ 7,086,532
Spoon River	25.00¢	1.43¢	\$ 112,297
John Wood	22.50¢	3.93¢	\$ 526,026
			\$ 25,856,484

The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it.

Illinois Community College Board

**APPROVAL TO ENTER INTO AGREEMENT FOR WORKFORCE  
EDUCATION STRATEGIC PLAN**

ICCB policy provides for contracts over \$20,000 to be approved by the Board. Contracts under \$20,000 require notification to the Board Chair before execution and those under \$5,000 require no Board approval or notification. Staff is seeking approval to enter into an agreement with Harper College to facilitate the development of a five-year Workforce Education Strategic Plan for the Illinois Community College System.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes the Executive Director to enter into an agreement with Harper College to facilitate and manage the Workforce Education strategic planning process.

**BACKGROUND**

The Illinois Community College Board (ICCB), in partnership with the Illinois Community College Council of Presidents (ICCCP), will engage multiple stakeholders in the creation of a five-year Workforce Education Strategic Plan.

The purpose of a community college system-wide strategic plan is to lay the foundation for future workforce initiatives in the state, attract businesses, and develop educational opportunities to support students' success as they prepare to enter the workforce. As the largest provider of public workforce training in the state, the system of 48 community colleges ensures that all Illinois residents have educational and training opportunities leading to high wage and high growth employment. Responding to the needs of the community is a core mission of the Illinois Community College System.

This plan will focus on strengthening system-wide visibility and impact by aligning workforce education and training. For this purpose, the development of a strategic plan will enhance an already robust system and will:

- ensure education and economic competitiveness for the system at the local and state levels;
- strengthen Business and Industry relationships;
- maximize employer engagement in the development of relevant programs that will lead to sustainable wages;
- enhance education and training at all levels of the system including adult education, business and industry, career and technical education, and continuing education; and

Agenda Item #12.5  
September 20, 2013

- provide integrated options for students to move them quickly into career pathway programs/Programs of Study (POS).

ICCB staff and the ICCCP Workforce Committee have identified a facilitator and financial resources to support the plan development. Harper College has agreed to take the lead on the project for the system. The nine-month Workforce Education Strategic Plan process will lead to several outcomes and opportunities for the Community College System, including:

- positioning the Illinois Community College System as the Illinois leader in addressing workforce education and training needs;
- developing a statewide definition of workforce that is inclusive of all areas of the system;
- developing integrated learning options for students to successfully complete career pathway programs;
- identifying resources at the state, federal and national levels to support workforce programs and services;
- continuing to build educational opportunities for students that meet local and state employment needs;
- providing tools and guidelines for the system to use in workforce education and training; and
- aiding the system to more effectively align with economic development and the state public workforce system.

Illinois Community College Board

**APPROVAL TO ENTER INTO INTO GRANT AGREEMENTS -  
LEGISLATIVE ADD ONS**

ICCB policy provides for contracts over \$20,000 to be approved by the Board. Contracts under \$20,000 require notification to the Board Chair before execution and those under \$5,000 require no Board approval or notification. Staff is seeking approval to enter separate agreements with seven community colleges and five other vendors.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes the Executive Director to enter into grant agreements with the following vendors for the amounts shown as intended by the Illinois General Assembly in Article 5, Section 10, of Public Act 98-0033:

Black Hawk College .....	\$285,000
City Colleges of Chicago .....	\$525,000
Illinois Central College .....	\$550,000
Illinois Valley Community College.....	\$200,000
Moraine Valley Community College.....	\$ 50,000
South Suburban College .....	\$225,000
Triton College .....	\$100,000
ACT-SO (NAACP program) .....	\$300,000
Introspect .....	\$350,000
One Millions Degrees .....	\$250,000
State of Illinois P-20 Council.....	\$200,000
Urban Prep Academy .....	\$200,000

**BACKGROUND**

The Illinois Community College Board (ICCB) received an appropriation of \$6,300,800 in the Fiscal Year 2014 appropriations for the Alternative Schools Network and other providers for educational purposes. This is the third year that the Alternative Schools Network has received an annual grant from ICCB since it was legislative transferred from the Illinois State Board of Education in Fiscal Year 2012. In Fiscal Year 2014, an additional \$3,235,000 for specific educational program was added to this appropriations line. After the bill was signed into law, a letter was received outlining the legislative intent for the additional appropriation. The list above shows the colleges and vendors that will receive a grant from ICCB. Each grantee will be required to submit quarterly reports to ICCB and a status report the House and Senate Higher Education Committees by January 1.