

Illinois Community College Board

NEW UNITS OF INSTRUCTION
Permanent 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

Black Hawk College

- Court Reporting Technology Associate in Applied Science (A.A.S.) degree (60 credit hours)

City Colleges of Chicago: Kennedy King College, Harold Washington College, Malcolm X College, Harry S. Truman College, Olive-Harvey College, Richard J. Daley College, Wilbur Wright College

- Software Development Associate in Applied Science (A.A.S.) degree (62 credit hours)
- Software Development Certificate (34 credit hours)

Heartland Community College

- Agriculture A.A.S. degree (60 credit hours)

Parkland College

- Aviation Flight Technology A.A.S. degree (61 credit hours)

Triton College

- Paralegal Studies Certificate (31 credit hours)

BACKGROUND

Black Hawk College **Court Reporting Technology A.A.S. degree (60 credit hours)**

Program Purpose: The program will prepare individuals for entry-level employment as court reporters, captioners, and realtime transcriptionists in official or freelance settings.

Catalog Description: The Court Reporting Technology program at Black Hawk College prepares individuals for successful careers as professional judicial reporters, broadcast captioners, and computer aided realtime transcriptionists. Broadcast captioning displays the audio portion of a television program as text on the television screen, providing a critical link to news, entertainment, and information for individuals who are deaf or hard-of-hearing. Computer Aided Realtime Transcription (CART) is a method to provide access to spoken communication for people who are deaf, hard-of-hearing, or who have certain cognitive or learning impairments. Graduates of our Associate of Applied Science in Court Reporting Technology degree will be prepared to transcribe and create complete and accurate legal records while taking advantage of exciting internship opportunities. Court reporting degree-seeking students obtain experience with real-time reporting techniques and technology during their core courses. Every court reporting degree student at Black Hawk College completes a supervised internship which provides an exciting opportunity for students to try potential career options before graduation. At the completion of the program, students are prepared to pass the Illinois Certified Shorthand Reporter (CSR) and the national Registered Professional Reporter (RSR) exams.

Curricular Information: The degree program requires 15 credit hours of general education coursework and 45 credit hours of required career and technical education coursework. The career and technical component includes instruction in court reporting theory, introductory speed theory, speedbuilding levels I-VI, court reporting punctuation and proofreading, court reporting technology, computer-aided transcription (CAT), legal and medical terminology, courtroom procedures, and a required work-based learning experience in court reporting. Students who complete the program will be prepared for Illinois Certified Shorthand Reporter (CSR) licensing exam through the Illinois Department of Financial and Professional Regulation, and the national Registered Professional Reporter credentialing exam through the National Court Reporting Association. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and work-site supervisor, in addition to comprehensive assessment of skills and technique.

Justification for Credit hours required for the degree: NA.

Accrediting Information: The curriculum was designed in accordance with National Court Reporting Association (NCRA) guidelines. In addition, the program meets the General Requirements and Minimum Standards (GRMS) established by the Council on Approved Student Education (CASE) of NCRA for real-time reporter education.

Supporting Labor Market Data (including employer partners): 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. According to the Illinois Department of Employment Security (IDES), employment in court reporting occupations are expected increase by 3% statewide through 2026. Currently, there are only two existing programs at community colleges in Illinois: Lake Land College and South Suburban College.

Table 1: Employer Partners

Employers	Location
14 th Circuit Court	Cambridge, IL
Court Reporting Services (Rock Island, Whiteside, Henry, and Mercer Counties)	Rock Island, IL

Table 2: Projected Enrollments

Court Reporting Tech AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	8	10	12
Part-Time Enrollments:	4	6	8
Completions:	9	12	17

Financial / Budgetary Information: One (1) existing full-time and four (4) existing part-time faculty will be required to implement the program. Qualified teaching faculty will hold at least Associate’s degree in Court Reporting Technology, a current RPR credential, have at least on year occupational experience in the field, and one year of teaching experience preferred. The program will utilize all existing facilities during the first three years of operation with some purchases of equipment planned during year one. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$12,600	\$16,200	\$3,600
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	\$3,500	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$16,100	\$16,200	\$3,600

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	0	4	0	0	0	0
Existing Faculty	1	0	1	4	1	4

City Colleges of Chicago

Kennedy King College, Harold Washington College, Malcolm X College,
Harry S. Truman College, Olive-Harvey College, Richard J. Daley College,
Wilbur Wright College

**Software Development A.A.S. degree (62 credit hours)
Software Development Certificate (34 credit hours)**

Program Purpose: These programs will prepare individuals for entry-level employment and advancement opportunities as software developers in a variety of information technology settings.

Catalog Description: Software Development A.A.S. degree – Graduates of the AAS in Software Development will be prepared to enter the workforce as entry-level programmers. The curriculum focuses on developing expertise in at least one programming language, obtaining hands-on experience in the analysis, design, implementation, and maintenance of software applications using those languages. Students also build skills in either back end website programming or mobile application development, and gain work-based experiences through an internship or field project. Students in the degree will also have the opportunity to select electives that focus on systems analysis, web development, or business security.

Catalog Description: Software Development Certificate – The advanced certificate will prepare individuals for entry-level employment implementing software development using various devices and databases, manipulating data structures in compliance with current industry software development expectations. The curriculum provides a more advanced level of C++ or Java (data structure), JavaScript/jQuery (frontend website programming language).

Students will also build skills with either PHP (backend website programming language) or Android Studio (mobile application development), and have the chance to obtain hands-on experience through a variety of projects.

Curricular Information: The A.A.S. degree program requires 17 credit hours of general education coursework and 36 credit hours of required career and technical education coursework, and nine (9) credit hours of related technical electives. The career and technical component includes instruction in computer science, fundamentals of programming, principles of software development, mobile application programming, web development/basic web technologies, advanced web development: server-side programming, advanced web development: client-side programming, introductory and advanced Java object-oriented programming, introductory and advanced C++ object-oriented programming, data visualization and presentation for business, client-server database programming, and a required work-based learning component in software development. The Certificate program requires a 34 credit hour sub-set of coursework required in the proposed degree curriculum. This includes four (4) credit hours of mathematics and 30 credit hours of career and technical education coursework. Assessment of student learning will be achieved through evaluation of the students' performance in the work-based learning component or on a comprehensive field project.

Justification for Credit hours required for the degree/certificate: The inclusion of two mathematics courses (at four credit hours each) in the A.A.S. degree, and one mathematics course (at four credit hours) were recommended by the industry partners to improve student success in understanding the required programming languages in both proposed curricula.

Accrediting Information: NA.

Supporting Labor Market Data (including employer partners): Labor market information provided by the college supports the interest in and the need for programs in this field of study. According to the Illinois Department of Employment Security (IDES), employment in software development-related occupations are expected increase between 13.1 – 28.4% statewide through 2026.

Table 1: Employer Partners

Employers	Location
Microsoft-Midwest Region	Chicago, IL
Airro Studio	Chicago, IL
TackleAi	Chicago, IL
Narrative Science	Chicago, IL
Center for Information Technology Talent Acceleration	Libertyville, IL
GoHealth	Chicago, IL

Table 2: Projected Enrollments (Combined for all City Colleges)

Software Development AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	70	112	196
Part-Time Enrollments:	28	56	84
Completions:	-	42	112

Software Development Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	42	84	168
Part-Time Enrollments:	28	56	70
Completions:	-	35	126

Financial / Budgetary Information: Six (6) existing full-time, one (1) new full-time, and eight (8) new part-time faculty will be required to implement the program. Qualified faculty will hold a Master's degree in Computer Science, Software Engineering or a related IT field, have at least on year occupational experience in the field of software development, and two years of teaching experience preferred.

The program will utilize all existing facilities but has budgeted for some equipment upgrades during the third year of operation. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information (Combined for all City Colleges)

	First Year	Second Year	Third Year
Faculty Costs	\$281,047	\$471,247	\$560,001
Administrator Costs	-	-	-
Other Personnel Costs (program support)	\$5,000	\$5,000	\$5,000
Equipment Costs	-	-	\$10,000
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$286,047	\$476,247	\$575,001

Table 4: Faculty Requirements (Combined for all City Colleges)

	First Year		Second Year		Third Year	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
New Faculty	1	8	4	3	4	1
Existing Faculty	6	0	7	8	11	11

Heartland Community College
Agriculture A.A.S. degree (60 credit hours)

Program Purpose: The program will prepare individuals for entry-level employment in agriculture-related positions including those in agribusiness, ag production, ag sales of products and agricultural services, and chemical application.

Catalog Description: The Associate of Applied Science degree is designed to give students a broad overview of the agriculture field, with an emphasis on regenerative agriculture. Students will combine general education and agriculture core classes with hands-on experience from one of three specialized occupational areas in Agriculture Business, Agronomy, or Precision Agriculture to further none their skills and knowledge in their preferred career pathway. Upon completion of the AAS in Agriculture, students will also have completed the Regenerative Agriculture Certificate and at least one additional occupational certificate, and will be prepared for employment in positions including chemical applicator, purchasing analyst, herdsman, crop adjuster, sales associate, production manager, and more.

Curricular Information: The degree program requires 15 credit hours of general education coursework and 45 credit hours of required career and technical education coursework. The career and technical component includes instruction in ag safety, ag employment, ag economics, farm management, computer technology in agriculture, agronomy, soil science, precision agriculture, animal science, regenerative agriculture and a required work-based learning experience in applied agriculture. The curriculum also requires a choice of specialization in ag business, agronomy or precision agriculture. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor. The curriculum was designed to provide articulation opportunities for individuals interested in pursuing additional ag education at the baccalaureate level. The college has plans for articulation of the proposed A.A.S. degree program with Illinois State University’s Agriculture Bachelor of Science degree program.

Justification for Credit hours required for the degree: NA.

Accrediting Information: NA.

Supporting Labor Market Data (including employer partners): 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. According to the Illinois Department of Employment Security (IDES), employment in agribusiness-related occupations are expected increase between 1 – 8% statewide through 2026.

Table 1: Employer Partners

Employers	Location
McLean County Farm Bureau	Bloomington, IL
Beck's Hybrids	Pontiac, IL
GROWMARK, Inc.	Bloomington, IL
Prairie Earth Farms	Atlanta, IL
Syngenta	Clinton, IL
Central Illinois Agriculture	Atlanta, IL
Evergreen, F.S.	Bloomington, IL
Cargill	Bloomington, IL
Precision Planting	Pontiac, IL
Nutrien	Bloomington, IL
Antiquity Oaks	Cornell, IL
CropTech Consulting	Heyworth, IL
RAMP Ag	Colfax, IL
Climate Corporation	Bloomington, IL

Table 2: Projected Enrollments

Agriculture AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	5	10	20
Part-Time Enrollments:	5	10	20
Completions:	-	8	15

Financial / Budgetary Information: One (1) existing full-time, two (2) existing part-time and three (3) new part-time faculty will be required to implement the program. Qualified faculty will hold at least Bachelor's degree in Agriculture or a related agriculture field (Master's degree preferred), have at least on year occupational experience in the field of agriculture, and one year of teaching experience preferred. The program will utilize all existing facilities during the first three years of operation with some purchases of equipment planned over those implementation years. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$14,000	-	\$3,750
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	\$30,830	\$8,580	\$8,580
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$44,830	\$8,580	\$12,330

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
New Faculty	0	3	0	0	0	1
Existing Faculty	1	2	1	5	1	6

Parkland College
Aviation Flight Technology A.A.S. degree (61 credit hours)

Program Purpose: This program will prepare individuals for earning their professional pilot's license, or their Unmanned Aircraft System (UAS) license.

Catalog Description: Students planning to pursue an aviation career can earn certifications to enter the commercial aviation industry through the Applied Associate in Science degree. This is a two-track program that allows for either the student who is planning on a professional pilot career, or one who is interested in pursuing drone (small Unmanned Aviation System, or sUAS) certification. Both tracks within the AAS degree are designed to allow students to attain certifications in private pilot, private pilot with instrument rating, commercial pilot, and commercial multiengine offered in a sequential manner. Graduates, upon the completion of an AAS degree and with the appropriate FAA flight time requirements, may enter the workforce as commercial pilots and/or UAS pilots. Flight training is offered at the University of Illinois' Willard Airport in Savoy, Illinois. Drone training is offered at the Parkland College main campus location.

Curricular Information: The degree program requires 16 credit hours of general education coursework and 45 credit hours of required career and technical education coursework. The career and technical component includes instruction in introductory and advanced private pilot, introductory and advanced commercial pilot, introductory and advanced commercial instrument, aircraft systems for pilots, aviation physiology, aviation weather, aircraft aerodynamics for pilots, and multiengine landing. The professional pilot track requires additional coursework in aviation accident and human factors, cockpit resource management, and flight instructor training. The drone pilot track requires additional coursework in drone flight technology, drone data collection and application, and business/entrepreneurship for drone piloting. Assessment of student learning will be achieved through evaluation of the student's performance during required demonstrated flying proficiency exams in their appropriate track completed by program faculty.

Justification for Credit hours required for the degree: This program is designed to prepare students for their private pilot, commercial pilot, instrument rating, UAS, and Advanced UAS licenses and ratings. In addition, the curriculum includes the required relevant course material, as well as provides enough college credit hours to meet Restricted Airline Transport Pilot (R-ATP) requirements for federal regulation 14 CFR 61.160(c). This training equates to 61 credit hours for the UAS pilot and 62 credit hours for the professional pilot degree program. The material included in this curriculum is supported by the college's program advisory committee.

Accrediting Information: Parkland College has offered aviation courses in partnership with The Institute of Aviation (formerly known as the Aviation Institute at University of Illinois at Urbana/Champaign) for several years. The Institute has been since 1950 and continues to be certified by the Federal Aviation Administration (FAA) as a flight training school. The Institute is an FAA-approved Part 141 flight training program (professional piloting) and a Part 107 unmanned aircraft systems training program (drone piloting). Furthermore, the Institute is a designated FAA testing authority and FAA Airman (Pilot) Examining Agency.

Supporting Labor Market Data (including employer partners): 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. According to the Illinois Department of Employment Security (IDES), employment of pilots (including commercial and drone) is expected increase by nearly 8.3% statewide through 2026. The college currently offers several aviation courses as electives in their existing Associate of Science (A.S.) baccalaureate/transfer degree, individual certificates in private piloting, commercial piloting and instrument rating, and a short-term UAS certificate. Program advisory committee feedback supported the investigation of a career and technical education degree in this field. Students and local employers expressed interest in the opportunity for expanding existing offerings to include a degree program that prepared for either professional pilot or drone pilot. The college is seeking statewide classification for the proposed degree program.

Table 1: Employer Partners

Employers	Location
Flightstar Corporation	Savoy, IL
Willard Airport	Savoy, IL
Horizon Hobby (UAS Manufacturer)	Champaign, IL
Growmark, Inc-Agronomy Technology	Champaign, IL
Evergreen FS-Five County Region	Champaign/Bloomington, IL

Table 2: Projected Enrollments

	First Year	Second Year	Third Year
Aviation Flight Tech AAS			
Full-Time Enrollments:	35	42	52
Part-Time Enrollments:	20	28	38
Completions:	-	55	70

Financial / Budgetary Information: One (1) new full-time, three new part-time faculty, 12 existing full-time, and six (6) existing part-time faculty will be required to implement the program. Qualified faculty must hold at least an Associate’s degree, with a Bachelor’s degree preferred, FAA Flight Instructor Certification for Commercial Pilot, and for UAS Pilot for drone courses. In addition, one year related work experience in piloting is required and one year teaching experience is preferred. The program will utilize all existing facilities and equipment. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$47,504	\$32,500	\$32,500
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$47,504	\$32,500	\$32,500

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
New Faculty	1	3	1	0	0	0
Existing Faculty	12	6	13	9	14	9

Triton College
Paralegal Studies Certificate (31 credit hours)

Program Purpose: The program will prepare individuals, whom already have an associate’s degree, for entry-level employment as a paralegal or legal assistant.

Catalog Description: The Paralegal Studies Certificate prepares students for entry-level (non-attorney) legal positions. The scope of the certificate encompasses various legal specialties so that after completing this program students are prepared for a variety of legal positions whether in a law firm, corporation or governmental agency. In addition to being able to discuss and describe the various legal specialties, students obtain the research and writing skills necessary for legal work. Students are exposed to various legal software programs used in handling cases and will apply their classroom learning through a required internship. In order to be eligible for this program, a student must have previously earned an Associate’s or Bachelor’s Degree.

Curricular Information: The degree program requires 31 credit hours of required career and technical education coursework. This includes instruction in introduction to paralegal studies, drafting legal documents, civil litigation, legal research and writing, contract law, personal injury, tort and insurance law, evidence and investigations, legal ethics, law office organization, business applications for paralegals, and a required work-based learning experience in a legal office environment. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor.

Justification for Credit hours required for the Certificate: Core requirements of the curriculum meet the standards outlined by the American Bar Association (ABA) for program accreditation.

Accrediting Information: Each course and the curriculum were designed according to American Bar Association (ABA) Standards. The college will begin the process of applying for voluntary program accreditation through the ABA once the program has been approved by all necessary State Boards and in operation for two years.

Supporting Labor Market Data (including employer partners): 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. According to the Illinois Department of Employment Security (IDES), overall growth in employment of “paralegals” is expected to increase by an average of 15.6% statewide through 2026.

Table 1: Employer Partners

Employers	Location
Illinois Paralegal Association (IPA)	New Lenox, IL
Baker, Baker & Krajewski, LLC (IPA member)	Springfield, IL
Scheuler, Dallavo & Casieri	Chicago, IL
Gina Spada, Attorney at Law	Berwyn, IL

Table 2: Projected Enrollments

Paralegal Studies Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	10	20	25
Part-Time Enrollments:	5	10	15
Completions:	0	15	20

Financial / Budgetary Information: One (1) existing full-time and three (3) existing part-time faculty will be required to implement the program. Qualified teaching faculty will hold at least a Master’s degree in Business Administration or a Juris Doctorate as required per course, at least two years of related work experience, and two years teaching experience preferred. The program will utilize all existing facilities during the first three years of operation with some funds budgeted for a part-time program coordinator if necessary. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel Costs (PT Coordinator as needed)	-	-	\$25,000
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	\$0	\$0	\$25,000

Item #7.1
January 15, 2021

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
New Faculty	0	0	0	0	0	0
Existing Faculty	1	3	1	3	1	3