Illinois Community College Board

NEW UNITS OF INSTRUCTION

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

Joliet Junior College
➢ Paralegal Studies A.A.S. degree (60 credit hours)

Kishwaukee College
➢ Medical Assistant Certificate (31.5 credit hours)
➢ Technology and Manufacturing A.A.S. degree (60 credit hours)

McHenry County College
➢ Entrepreneurial Agriculture A.A.S. degree (60 credit hours)

Waubonsee Community College
➢ Paralegal A.A.S. degree (60 credit hours)
➢ Paralegal Post-Associate degree Certificate (30 credit hours)

BACKGROUND

Joliet Junior College
Paralegal A.A.S. degree (60 credit hours)

Program Purpose: The program will prepare individuals for entry-level employment as paralegals and legal assistants.

Catalog Description: Paralegal studies is designed to prepare and provide students with a rigorous academic program as well as a career focused on skills required to be successful working in the legal field. Under supervision of an attorney, duties may include preparing affidavits or other documents, such as legal correspondence, and maintaining documents in paper or electronic filing system; organizing and preparing exhibits for trial; preparing legal documents, including legal memoranda and briefs, pleadings, discovery, appeals, wills, contracts, and real estate closing statements; meeting with clients and other professionals to discuss details of case and prepare witnesses; filing pleadings with court clerk; gathering and analyzing research data, statutes, decisions, and legal articles, codes, and documents; investigating facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases; directing and coordinating law office activity, including delivery of subpoenas. At the completion of the program, graduates should have the necessary skills to seek entry-level employment as paralegals.

Curricular Information: The curriculum consists of 18 credit hours of required general education and 42 credit hours of career and technical education. The career and technical component includes coursework in introduction to paralegal, introductory and intermediate legal research and writing, legal documents, civil litigation, torts, contracts, Constitutional law, and technical electives in areas such as real property, corporations, wills and trusts, bankruptcy, family law, immigration, criminal law, labor/employment, and an internship in paralegal/legal assisting. Assessment of student learning will be achieved through evaluation of a portfolio containing artifacts of the student's educational achievements.

Justification for Credit hours required for the degree: N/A.

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 one class of students has graduated.

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. Currently, there are only 12 community colleges statewide offering a paralegal degree program.

Table 1: Employer Partners

Employers	Location
Will County States Attorney	Joliet, IL
Will County Public Defenders	Joliet, IL
Grundy County States Attorney	Morris, IL
Grundy County Public Defenders	Morris, IL

Table 2: Projected Enrollments

Paralegal AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	20	25	30
Part-Time Enrollments:	15	20	25

Completions:	0	30	40

Financial / Budgetary Information: Three (3) existing and one (1) new full-time faculty, and one (1) existing part-time faculty will be necessary to implement the program. Qualified faculty will hold a Juris Doctorate in Law, and a Bachelor's degree in Paralegal Studies, at least two years of related work experience, and one year teaching experience preferred. Facilities are in place to adequately support the program. Costs associated with applying for program accreditation have been budgeted over the first three years of implementation. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	**Second Year**	**Third Year**
Faculty Costs	$110,000	$118,000	$126,000
Administrator Costs	0	0	0
Other Personnel Costs	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	$13,000	$6,000	$5,000
Facility Costs*	0	0	0
Other (media subscriptions/incidentals)	$3,000	$1,500	$1,000
TOTAL NEW COSTS	$126,000	$125,500	$132,000

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	1	1	0	0	2
Existing Faculty	3	1	3	2	4	2

Kishwaukee College
Medical Assistant Certificate (31.5 credit hours)

Program Purpose: This program will prepare individuals for entry-level employment or advancement as a medical assistant. The program will prepare graduates for the credential of Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA).

Catalog Description: The Medical Assistant Certificate prepares students for entry-level careers in physicians' offices, clinics and other medical settings. Students who complete this program will have the knowledge and skills necessary to perform clinical techniques including sterilizing and maintaining equipment, obtaining vital signs and medical histories, examination rook procedures, performing routine laboratory procedures, administering medication, and other daily operations in a clinical setting.

Curricular Information: The curriculum requires five (5) credit hours of general education content in biological science and 26.5 credit hours of career and technical education coursework in medical terminology, basic human structure and function, medical insurance and coding, medical law and ethics, pharmacology for the medical office, introductory through advanced levels of clinical medical assisting, administrative medical office procedures, customer service and a required practical learning experience in a clinical setting. The program was developed according to Core Competencies for Medical Assistants according to the Medical Assisting Educational Review Board (MAERB). Graduates of the program will be prepared for optional credentialing through the American Association of Medical Assistants (AAMA) as Certified Medical Assistants (CMA). Assessment of student learning will be achieved through evaluation of the student's obtainment of each of the MAERB Core Competencies and through evaluation of the student's performance during the work-based learning experience by program faculty and worksite supervisor.

Accrediting Information: The college plans to seek program accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB) once the program has been in operation for one year and graduated a class of students.

Justification for Credit hours required: The proposed certificate must meet requirements for program accreditation and industry credentialing through course content that exceeds 30 credit hours, including a required general education course in biological science for five (5) credit hours.

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), growth in the employment of "medical assistants" is expected to increase by 13.4% statewide through the year 2026. Locally, employers support the program which focuses more on the clinical skills of medical assisting, and indicate a strong preference for individuals who can obtain their certificate credential. While 24 community colleges have similar Certificates approved, no neighboring districts currently offer the program.

Table 1: Employer Partners

Employer	Location
Northwestern Medicine-Kishwaukee Hospital	DeKalb, IL
DaVita Dialysis	DeKalb, IL
Rochelle Community Hospital	Rochelle, IL
Swedish American Clinic	Rochelle, IL

Table 2: Projected Enrollments

Medical Assistant Certificate	First Year	Second Year	Third Year

Full-Time Enrollments:	10	10	10
Part-Time Enrollments:	0	0	0
Completions:	8	9	9

Financial / Budgetary Information: The program will require one (1) new full-time and two (2) new part-time faculty the first year. Qualified faculty will hold either a Bachelor's degree in a related Health Science field or an Associate's degree in Medical Assisting, and a current Certified Medical Assistant credential, three (3) years of related occupational experience and one year teaching experience. All facilities are adequately in place to support the program. Funds for faculty and equipment are budgeted for each of the first three years. The program will otherwise be supported fiscally through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	$25,000	$50,000	$51,375
Administrator Costs	0	0	0
Other Personnel costs	0	0	0
Equipment Costs	$40,000	$3,000	$3,000
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (specify)	0	0	0
TOTAL NEW COSTS	**$65,000**	**$53,000**	**$54,375**

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	1	0	0	0	0	0
Existing Faculty	0	3	1	3	1	3

Kishwaukee College
Technology & Manufacturing A.A.S. degree (60 credit hours)

Program Purpose: The program will prepare individuals for entry-level employment in industrial maintenance within industries and for employers that use automated engineering technology, computer-aided design technology, and general manufacturing technology.

Catalog Description: This degree is intended to prepare students for the diverse field of industrial maintenance. Using an interdisciplinary approach students learn key concepts necessary to successfully construct, install, repair, and maintain a host of electrical and mechanical industrial processes and applications. Critical skills include print reading, industrial safety, electrical troubleshooting, preventative maintenance practices, welding, machining, and automated systems diagnosis and repairs.

Curricular Information: The curriculum requires 17 credit hours of general education coursework, and 43 credit hours of required career and technical education coursework. The career and technical component includes instruction in technical graphics/CAD, PLC systems, metrology, manufacturing safety, manufacturing processes, fundamentals of welding, and fabrication. Students will have the option of specializing in the areas of automated engineering technology, computer-aided design, industrial electronics or welding. Practical and work-based learning experiences are available, however not required as it is anticipated many students will already be employed in related fields. Assessment of student learning will be achieved through evaluation of a student's educational portfolio, containing artifacts of educational achievement towards learning outcomes.

Justification for Credit hours required for the degree: N/A.

Accrediting Information: N/A.

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 manufacturing-related occupations is expected to increase by an average of 2.7% statewide through 2026. The college provide multiple letters of support from local employers interested in program graduates. It is important to note the college currently offers stand-alone programs in automated engineering technology, CAD technology, electronics, welding and industrial maintenance, and that the proposed curriculum combines aspects of the existing content into a more marketable & relevant training program.

Table 1: Employer Partners

Employers	Location
3M	DeKalb, IL
Auto Meter Products	Sycamore, IL
Barnes International	Rockford, IL
Blount International	Oregon, IL
Cain Millwork	Rochelle, IL
Crest Foods	Ashton, IL
Custom Welding & Repair	DeKalb, IL
Dawn Equipment Company	Sycamore, IL
FPE Automation	Elk Grove Village, IL
H R Phillips Refrigeration	Aurora, IL
Ideal Industries	DeKalb, IL
Ingersoll Cutting Tool	Rockford, IL
Omron Automation Americas	Hoffman Estates, IL
R&D Thiel	Belvidere, IL
Sauber Manufacturing	Virgil, IL

Simpson Technologies	Aurora, IL
SK Hand Tool, Inc.	Sycamore, IL
Swenson Spreaders	Lindenwood, IL
Tarryn T Design	DeKalb, IL
Walt LTD	DeKalb, IL
William E. Hanna Surveyors	DeKalb, IL

Table 2: Projected Enrollments

Technology & Manufacturing AAS	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	12	18	24
Part-Time Enrollments:	8	8	16
Completions:	0	12	18

Financial / Budgetary Information: Two (2) existing full-time faculty and 11 existing part-time faculty will be necessary to implement the program. Qualified faculty will hold a Bachelor's degree in Manufacturing Technology, Electronics Technology, Computer-Aided Design Technology or a closely related field, at least three years of related work experience, and one year teaching experience preferred. Facilities and equipment are in place to adequately support the program. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	**Second Year**	**Third Year**
Faculty Costs	0	0	0
Administrator Costs	$1,000	$1,500	$2,000
Other Personnel Costs	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (student competition)	0	0	0
TOTAL NEW COSTS	$1,000	$1,500	$2,000

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	0	0	0	0	0
Existing Faculty	2	11	2	11	2	11

McHenry County College
Entrepreneurial Agriculture A.A.S. degree (60 credit hours)

Program Purpose: The program will prepare individuals for entry-level employment on farms of various sizes, types and production models, as well as prepare individuals interested in pursuing their own farming operations, or to assume ownership of a family farm.

Catalog Description: The A.A.S. in Entrepreneurial Agriculture provides students with the foundations necessary to be successful farmers/business owners in the changing economies of agriculture. Students learn foundational skills in agriculture (primarily vegetable and fruit production), alongside critical business skills, marketing and entrepreneurial skills. Having a base in both technical farming skills and entrepreneurial skills will equip students to succeed in agriculture and local/regional food markets by taking advantage of agricultural trends and the growing opportunity in local/regional foods.

Curricular Information: The degree program requires 15 credit hours of general education coursework and 45 credit hours of required career and technical education coursework. Career and technical coursework includes instruction in introduction to agriculture, plant science, soil science, plant problem diagnosis, fruit and vegetable crops, regional agriculture marketing, horticulture mechanics, introduction to business, introduction to entrepreneurship, entrepreneurship planning, professional selling, integrated office applications, a required agriculture practicum, and a required internship. Assessment of student learning will be achieved through evaluation of the student's performance during the practical learning and internship experiences.

Justification for Credit hours required for the degree: N/A.

Accrediting Information: N/A.

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 agriculture-related occupations is expected to increase by an average of 5.8% statewide through 2026. Eleven community colleges offer a related A.A.S. degree in agri-business or agriculture management, but no neighboring colleges offer this program.

Table 1: Employer Partners

Employers	Location
Alden Hills Organic	Alden, IL
Van Laar's Fruit Farm	Capron, IL
Hazzard Free Farm	Grayslake, IL
Brook Popcorn Farm	Harvard, IL
Middlebury Farms	Harvard, IL
Midnight Sun Farms	Harvard, IL
Piscasaw Gardens	Harvard, IL
Twin Gardens	Harvard, IL
Royal Oak Farm	Harvard, IL
Wild Roots Farm	Harvard, IL
Sandbox Organics	Hebron, IL
Purewater Aquaponics	Lake Zurich, IL
Hasselman Farm	Marengo, IL
Broadview Farm & Garden	Marengo, IL
Bartman Family Farm	Marengo, IL
AquaVerde Aquaponics	McHenry, IL
Nichols Farm & Orchard	Richmond, IL
Goebberts Farm & Garden	South Barrington, IL

Terre Vitae Farms	Woodstock, IL
Hidden Hive Flowers	Woodstock, IL

Table 2: Projected Enrollments

Entrepreneurial Agriculture AAS	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	5	8	10
Part-Time Enrollments:	5	7	10
Completions:	0	8	15

Financial / Budgetary Information: Two (2) existing and one (1) new full-time faculty, plus two (2) new and two (2) existing part-time faculty will be necessary to implement the program. Qualified faculty will hold a Bachelor's degree in Agriculture or closely related field, at least four years of work experience, and one year teaching experience preferred. Facilities are in place to adequately support the program. Sizable equipment purchases will also be required to implement the program. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	**Second Year**	**Third Year**
Faculty Costs	$95,000	$105,000	$105,000
Administrator Costs	0	0	0
Other Personnel Costs	0	0	0
Equipment Costs	$85,000	$15,000	$15,000
Library/LRC Costs	$2,000	$500	$500
Facility Costs*	0	0	0
Other (student competition)	0	0	0
TOTAL NEW COSTS	$182,000	$120,500	$120,500

Table 4: Faculty Requirements

	First Year		**Second Year**		**Third Year**	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	1	2	0	1	0	0
Existing Faculty	2	2	3	4	3	5

Waubonsee Community College
Paralegal A.A.S. degree (60 credit hours)
Paralegal Post-Associate degree Certificate (30 credit hours)

Program Purpose: The A.A.S. degree program will prepare individuals for entry-level employment as paralegals and legal assistants.

The Post-Associate degree Certificate program will prepare individuals whom already have an associate's degree for entry-level employment as a paralegal or legal assistant.

Catalog Description: Paralegal AAS degree: This degree is an educational experience focusing on the practical skills needed to succeed as a paralegal. This program includes legal fundamentals and core paralegal skills as well as substantive topics of law, including torts, contracts, business organization and corporate law. Paralegals and legal assistants play an integral role in assisting lawyers and their clients with a variety of tasks. From conducting research and preparing legal documents for hearings, trials or corporate meetings to being involved in courts, law firms and government agencies, paralegals and legal assistants are part of an important, fast-paced team within the legal system.

Paralegal Post-Associate degree Certificate: Paralegals play an integral role in assisting lawyers and their clients with a variety of tasks including conducting research and preparing legal documents for hearings or trials to being involved in courts, law firms and government agencies. The certificate program focuses on the essential competencies required in the paralegal profession. Research, writing, technology and legal principals across a variety of areas of law will be emphasized. This certificate is intended for a student who already earned an A.A. or A.S. degree from an accredited educational institution.

Curricular Information: The A.A.S. degree curriculum consists of 18 credit hours of general education and 42 credit hours of required career and technical education. The career and technical component includes instruction in introduction to paralegal, introductory and intermediate legal research and writing, legal technology, criminal law, professional responsibility and legal ethics, a required work-based learning experience, and technical electives in the areas of environmental law, immigration law, real estate law, family law, and tort/injury and insurance law. Assessment of student learning will be achieved through evaluation of a portfolio containing artifacts of the student's educational achievements.

The Certificate program includes a subset of the A.A.S. degree requiring 30 credit hours of career and technical coursework in introduction to paralegal, introductory and intermediate legal research and writing, legal technology, criminal law, professional responsibility and legal ethics, and a choice of technical electives, including the work-based learning experience, from the same related areas of study.
Justification for Credit hours required: N/A.

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 one class of students has graduated.

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. Currently, there are only 12 community colleges statewide offering a paralegal degree program.

Table 1: Employer Partners

Employers	Location

Circuit Clerk of Kendall County	Yorkville, IL
Kane County Circuit Court	St. Charles, IL
Immigration Law Office of Jeremy Lime	Aurora, IL
Van A. Larson, P.C.	Batavia, IL
Administrative Office of the IL Courts	Chicago, IL
Immigration Law Office of Moises Barraza	Aurora, IL
Gil Law Group, P.C.	Aurora, IL
American Bar Association	Chicago, IL
The County of DuPage	Wheaton, IL

Table 2: Projected Enrollments

Paralegal AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	6	6	6
Part-Time Enrollments:	12	12	12
Completions:	-	10	10

Paralegal Post-Assoc degree Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	5	5	5
Part-Time Enrollments:	10	10	10
Completions:	5	8	10

Financial / Budgetary Information: The programs will require one (1) new and one (1) existing part-time faculty the first year. Qualified faculty will hold a Juris Doctorate in Law, and at least an Associate's degree in Paralegal Studies, at least two years of related work experience, and two years teaching experience preferred. Facilities are in place to adequately support the program. The program will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	$24,750	$25,500	$26,250
Administrator Costs	0	0	0
Other Personnel costs	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (specify)	0	0	0
TOTAL NEW COSTS	**$24,750**	**$25,500**	**$26,250**

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	1	0	1	0	1
Existing Faculty	0	1	0	2	0	3