Item #7.1
January 24, 2020

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

Carl Sandburg College

- CNC Programmer Certificate (32 credit hours)

City Colleges of Chicago: Richard J. Daley College

- Sustainable Urban Horticulture Certificate (31 credit hours)
- Cybersecurity Associate in Applied Science (A.A.S.) degree (60 credit hours)
- Cybersecurity Certificate (30 credit hours)

City Colleges of Chicago: Wilbur Wright College

- Cybersecurity Associate in Applied Science (A.A.S.) degree (60 credit hours)
- Cybersecurity Certificate (30 credit hours)

Illinois Central College

- Health Information Technology A.A.S. degree (61 credit hours)

Kankakee Community College

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

Kishwaukee College

- Associate in General Studies (A.G.S.) degree (60 credit hours)

Lake Land College

- Court Reporting Technology A.A.S. degree (60 credit hours)

Lincoln Land Community College

- Diagnostic Medical Sonography Certificate (47 credit hours)

Moraine Valley Community College

- ESL/Bilingual Educator Certificate (30 credit hours)
- Paralegal Studies A.A.S. degree (60 credit hours)
- Paralegal Studies Certificate (42 credit hours)

BACKGROUND

Carl Sandburg College

CNC Programmer Certificate (32 credit hours)

Program Purpose: This program will prepare individuals for entry-level employment in the manufacturing industry as computerized numerical control programmers with skills in programming for machine tooling and CNC processes.

Catalog Description: The CNC Programmer Certificate program gives an overview of essential machine shop practices including machine safety, blueprint reading, and part inspection methods. CNC programming, set-up and operation will also be covered in depth. Graduates of this program will have the skills necessary for entry-level employment in a machine shop setting. Special emphasis will be placed on learning the skills necessary to transform raw material into a finished part. Students will be able to apply the techniques learned in lectures within a machine shop setting. Overall, this program is intended to introduce students to many different aspects within a machine shop setting.

Curricular Information: The curriculum includes 32 credit hours of coursework in introductory and intermediate levels of technical math, fundamentals of CNC Turn Apps, fundamentals of CNC Mill Apps, CNC Lathe set-up, CNC Mill set-up, fundamental of live tooling, live tooling set-up/operations, CNC Lath process, CNC Mill process, and a required CNC programmer internship in a manufacturing setting. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and worksite supervisor.

Justification for Credit hours required for the Certificate: This program prepares students at an advanced level for employment, and thus includes content above basic knowledge and skills. Eighty-percent of the courses included allow for hands-on learning, as well as an additional two credit hour internship course, all of which were strongly recommended by the college's program advisory committee. Furthermore, this program serves as an educational ladder opportunity for graduates of the college's related CNC Operator Certificate, which is a pre-requisite to the proposed advanced certificate program.

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 certificate program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of "CNC programmers" is expected to increase by 17.8% statewide through 2026. Local employers have identified an urgent need for skilled entry-level workers with a broad-based knowledge of the manufacturing industry. Advisory committee members worked closely with the college to develop a curriculum that would prepare students for the local work force. This program was granted temporary approval in November 2016 and has been in operation for three years.

Table 1: Employer Partners

Employer	Location
Midstate Manufacturing Corporation	Galesburg, IL
Pegasus Machine Tool, Inc.	Galesburg, IL

Table 2: Enrollments

CNC Programmer Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	12	14	16
Part-Time Enrollments:	4	5	6
Completions:	7	9	11

Financial / Budgetary Information: Two (2) existing part-time faculty are required to operate the program. The program utilizes all existing facilities. Several pieces of equipment and software updates were donated by local employers to support the program. The program is fiscally supported through student tuition and fees. No new costs are anticipated to support the program over the next three years.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
TOTAL NEW COSTS	**$0**	**$0**	**$0**

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	-	-	-	-	-	-
Existing Faculty	-	2	-	2	-	2

Richard J. Daley College
Wilbur Wright College

Cybersecurity A.A.S. degree (60 credit hours)
Cybersecurity Advanced Certificate (30 credit hours)

Program Purpose: These programs will prepare individuals for entry-level employment, and advancement opportunities, as cybersecurity specialists in a variety of settings.

Catalog Description: Cybersecurity A.A.S. degree **-** The Cybersecurity Associate in Applied Science (A.A.S.) program provides the required knowledge and skill set for students pursuing entry-level career opportunities in Cybersecurity. With a hands-on approach to learning in this program, students acquire comprehensive Cybersecurity technical knowledge and skills required in entry-level Cybersecurity jobs. The A.A.S. program courses provide an integrated education for cybersecurity professional needs and include a practical work-based learning component, configuring and administering cloud computing infrastructures and applications, and engaging in Information Security systems analysis.

Cybersecurity Advanced Certificate **-** The Cybersecurity Advanced Certificate (AC) program provides knowledge and skill set for students pursuing career opportunities in Cybersecurity. With a hands-on approach to learning in this program, students who complete the Cybersecurity Basic Certificate (BC) continue the study of essential to Cybersecurity technical knowledge and skills relating to using and administering network devices and network operating systems, and practicing ethical hacking. Students also learn to script and code to monitor, protect against, contain, respond to and recover from cyberattacks. This program serves as a transitional (stackable) credential towards the Cybersecurity A.A.S. degree and offers an enhanced skill set for current IT students and professionals in other areas.

Curricular Information: Cybersecurity A.A.S. degree - This curriculum includes 15 credit hours of required general education, 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 fundamentals of programming, introductory and advanced operating systems, operating systems server, networking essentials, introductory and advanced internetworking, cloud computing and services, information security essentials, cybercrime and incident response, scripting for cybersecurity, ethical hacking, a required field project or internship in cybersecurity, and information technology electives specifically related to cybersecurity.

Cybersecurity Advanced Certificate – This curriculum includes a subset of the required courses from within the proposed degree totaling 27 credit hours and an additional three (3) credit hours in related IT electives.

Assessment of student learning in both programs will be achieved through evaluation of the student's performance on either the comprehensive field project or the internship experience. The program will prepare graduates for industry credentialing in CompTIA Server+, Cloud+, and CySA+, with additional options for credentialing offered within the available electives. The proposed programs provide a continued educational ladder opportunity for students completing the College's recently approved Basic-level Certificate in Cybersecurity.

Accrediting Information: The college plans to seek optional program accreditation through the Accreditation Board for Engineering and Technology (ABET) once at least one class of students has graduated the programs.

Justification for Credit hours required: NA.

Supporting Labor Market Data (including employer partners): Labor market information provided by the college supports the interest in and the need for a degree program in this field of study. According to the Illinois Department of Employment Security (IDES), employment growth in related cybersecurity occupations is expected to increase statewide between 6.6 – 22.9% through the year 2026.

Table 1: Employer Partners

Employer	Location
Accenture	Chicago, IL
OnShore Security	Chicago, IL
SDI Presence LLC	Chicago, IL
Trustwave	Chicago, IL

Table 2: Projected Enrollments (Combined)

Cybersecurity AAS degree	First Year	Second Year	Third Year
Full-Time Enrollments:	8	20	24
Part-Time Enrollments:	4	40	16
Completions:	-	8	26

Cybersecurity Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	10	24	32
Part-Time Enrollments:	4	10	16
Completions:	-	7	16

Financial / Budgetary Information: The programs will require one (1) existing full-time and one to two (1-2) new part-time faculty the first year. Qualified faculty will hold at least a Bachelor's degree, with a Master's degree preferred, in an IT Cybersecurity-focus area, hold at least one year related work experience and two years of teaching experience. All facilities are adequately in place to support the program and will share existing resources with the Information Technology programs currently being offered. Some new equipment purchases and software licenses have been budgeted for during the first three years. The programs will otherwise be supported fiscally through student tuition and fees.

Table 3: Financial Information (Combined)

	First Year	Second Year	Third Year
Faculty Costs	$29,000	$59,994	$154,945
Administrator Costs	0	0	0
Other Personnel costs	0	0	0
Equipment Costs	$5,500	$12,000	$10,000
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other (Software licenses)	$13,250	$13,250	$13,250
TOTAL NEW COSTS	**$47,750**	**$85,244**	**$178,195**

Table 4: Faculty Requirements (Combined)

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

Richard J. Daley College

Sustainable Urban Horticulture Certificate (31 credit hours)

Program Purpose: This program will prepare individuals for employment in horticulture where sustainable and green technologies are utilized.

Catalog Description: The Sustainable Urban Horticulture certificate program is designed to provide students with cutting edge opportunities in the area of green technologies. Topics include green roofs, xeriscaping, rain gardens, and other new and emerging technologies in the green industry.

Curricular Information: The curriculum consists of 31 credit hours of career and technical education, including instruction in basic horticulture, horticultural plant science, managing urban green space, urban horticultural floral design, green house crop production, soil fertility assessment, management of plant and animal invasion, sustainable farming practices, and a required work-based learning experience in sustainable horticulture. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and worksite supervisor.

Justification for Credit hours required for the Certificate: The college worked closely with advisory committee members and local employers to development a program that would adequately prepare students for entry-level employment in this new and emerging field, which includes a required practicum/internship experience of at least 375 hours (5 credit hours).

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 certificate program in this field of study. According to the Illinois Department of Employment Security (IDES), growth in the employment horticulture workers is expected to increase by 5.25% statewide through 2026. The college indicates a continued strong interest in the need for workers trained in green technologies locally, throughout the district.

Table 1: Employer Partners

Employer	Location
Chicago Botanical Garden	Glencoe, IL
Chicago Farmworks/Heartland Alliance	Chicago, IL

Chicago Park District	Chicago, IL
Chicago Public School	Chicago, IL
Chicas Hermana - Incubator	Chicago, IL
Christy Metals	Northbrook, IL
Christy Webber Landscaping	Chicago, IL
Common Threads	Chicago, IL
Enlace/North Lawndale Greening Committee	Chicago, IL
Farmers Fridge	Chicago, IL
Fed Ex	Chicago, IL
Fishery	Chicago, IL
Gardeneers	Chicago, IL
Garfield Produce	Chicago, IL
Gethsemane Garden Center	Chicago, IL
Gotham Greens	Chicago, IL
Growing Home	Chicago, IL
Headwater Farm	Oak Park, IL
Heartland Alliance	Chicago, IL
Herban Produce	Chicago, IL
Hoot Blossom Farm	Washington Island, WI
Ice Cold Justice	Chicago, IL
Incubator - Nodding Onion Farm	Chicago, IL
Jesse Brown VA	Chicago, IL
Midwest Foods	Chicago, IL
Opportunity Knocks	River Forest, IL
Patchwork Farms/Urban Growers Collective	Chicago, IL
Prairie Wind Farm	Grayslake, IL
Revolution Brewing	Chicago, IL
Sugar Beet Coop	Oak Park, IL
Talking Farm	Skokie, IL
Big Green	Chicago, IL
University of Illinois Extension	Urbana, IL
Urban Edible	Chicago, IL
WCH Youth Farm	Chicago, IL
Whole Foods	Chicago, IL

Table 2: Projected Enrollments

Sustainable Urban Horticulture Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	13	10	12
Part-Time Enrollments:	10	10	7
Completions:	16	15	13

Financial / Budgetary Information: One (1) existing full-time faculty is required to operate the program. The program utilizes all existing facilities. Qualified faculty hold a Bachelor's degree in Agriculture, Horticulture or a closely related field, have at least 3-5 years of work experience in sustainable agriculture, can demonstrate experience of developing and working from a crop plan, and have two years teaching experience. No new equipment will be necessary to support the program as many donations of materials and supplies are made by local employers. Resources will be shared with existing horticulture programs offered through the Arturo Velasquez Institute satellite campus. The program will be fiscally supported through student tuition and fees. No new costs are anticipated to support the program over the next three years.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
TOTAL NEW COSTS	**$0**	**$0**	**$0**

Table 4: Faculty Requirements

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

Rationale for requesting Permanent Approval: After operating the program for a period of four (4) years, the college maintains there is a strong continued interest by students and local employers for training in this developing field. Employers in all areas of industry from agriculture to business to retail look for workers who have sustainable and green technologies skills. The program has been successful with steady enrollments, completions and placements during the temporary period. The college continues to evaluate coursework and content to keep the curricula updated and relevant to current industry needs. *The college therefore requests permanent approval of this program.*

Illinois Central College

Health Information Technology A.A.S. degree (61 credit hours)

Program Purpose: This program will prepare individuals for entry-level employment as health information technicians in a variety of settings.

Catalog Description: Maintaining health information is a critical component in the delivery of quality healthcare services and promoting healthcare to the public. As a health information technology professional, you will use a variety of techniques, including data collection, data analysis, coding, protection of health information in electronic and traditional formats, and managing the revenue cycle. These tasks may be performed for healthcare providers, government agencies, insurance companies, consulting firms, vendors, and other traditional and non-traditional settings.

Curricular Information: The curriculum consists of 20 credit hours of required general education and 41 credit hours of career and technical education. The career and technical component of the curriculum includes coursework in computer applications, introductory pharmacology, disease processes, principles of health information technology, management for health information, law and ethics in health information technology, healthcare reimbursement methodologies, alternate healthcare settings, computer use in health information technology, statistics for health information management, medical terminology, introductory and intermediate levels of ICD-10-CM and ICD-10-PCS Coding, introductory current procedural terminology (CPT) coding, a required work-based learning experience in coding, and a required professional practicum in health information technology.

Assessment of student learning will be achieved through evaluation of the student's performance during the workplace learning experiences by program faculty and worksite supervisors as well as with practice industry credentialing exams. The program will prepare graduates for taking the Registered Health Information Technician (RHIT) certification exam. This credential is optional for entry-level employment in Illinois.

Justification for Credit hours required for the degree: The program includes both general education and career and technical content that meets the standards for both program accreditation and preparation for industry credentialing.

Accrediting Information: The curriculum was designed according to guidelines of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The college will apply for program accreditation once all appropriate state approvals have been received.

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 health information technology and medical coding occupations is expected to increase by an average of between 3 - 7% statewide through 2026. Currently, there only two community colleges with CAHIIM-accredited programs.

Table 1: Employer Partners

Employers	Location
Heartland Clinic	Peoria, IL
Unity Point Hospital	Peoria, IL
OSF St. Francis Medical Center	Peoria, IL
Compliance Services	Morton, IL

Table 2: Projected Enrollments

Health Info Tech AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	5	10	10
Part-Time Enrollments:	5	10	15
Completions:	0	5	5

Financial / Budgetary Information: One (1) new full-time and two (2) existing part-time faculty will be necessary to implement the program. Qualified faculty must hold at least a Bachelor's degree in Health Information Management, a current RHIT credential, and have two years related working experience. No new costs, except for faculty expenditures, are anticipated to implement the proposed program. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	$75,739	$33,600	$75,739
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	0	0	0
TOTAL NEW COSTS	**$75,739**	**$33,600**	**$75,739**

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	1	1
Existing Faculty	0	2	1	2	1	2

Kankakee Community College

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

Background: Kankakee Community College was granted authority to offer these programs under temporary approval status in Fall 2013. The college was a part of a consortium of colleges who received a U.S. Department of Labor TAACCT (Trade Adjustment Assistant & Community College Training) Grant to develop various levels of manufacturing programs. The consortium of colleges, known statewide as the Illinois Network for Advanced Manufacturing (INAM) developed these programs according to local need and statewide transferability of technical skills resulting in an Associate's degree and 18 related Certificate programs. Certificate programs were developed for both basic and advanced technical skill levels and all provided an educational ladder into other specialized certificate areas and the degree. These programs have been in operation since Spring 2014 and the college is seeking permanent approval status.

Program Purpose: The A.A.S. degree will prepare individuals for entry-level employment and advancement opportunities as front-line supervisors or managers in manufacturing for a variety of specialized manufacturing employers.

There are two levels of Advanced Certificate programs which will prepare individuals for entry-level employment and/or advancement opportunities in the specialty areas of machine tool, manufacturing welding, industrial maintenance, or manufacturing TWDL (transportation/distribution/warehousing/logistics).

Catalog Description: The 63-credit Manufacturing Technology A.A.S. program is designed to prepare students for the modern manufacturing environment. This program will prepare students for employment with companies that have implemented team oriented design, production, quality, and maintenance systems within the manufacturing environment. American manufacturers are increasingly using high-tech equipment that involves multiple, integrated systems. It is crucial that these companies be able to recruit and employ individuals who know how to operate, troubleshoot, and maintain high-tech equipment. To achieve an AAS degree, students will select one of four fields of specialization – Industrial Maintenance, Machine Tool, Transportation/Warehousing/Distribution/Logistics (TWDL), and Welding.

Advanced Welding Certificates

Intermediate Manufacturing Welding Certificate: The Intermediate Manufacturing Welding Certificate curriculum is designed to develop within the student practical skills in drafting, tungsten inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing. Such entry-level Manufacturing Welding job titles include, but are not limited to: Manufacturing Welder Technician, Production Welder/Fitter and Fabricator.

Manufacturing Welding II – Advanced Certificate: The curriculum builds on the Manufacturing Welding I certificate and is designed to introduce practical skills in drafting, tungsten inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing.

Program Note: Certificate prerequisite – The student must complete the Manufacturing Production Certificate and the Manufacturing Welding I Certificate.

Advanced Machine Tool Certificates

Intermediate Manufacturing Machine Tool Certificate: The Intermediate Manufacturing Machine Tool Certificate curriculum is designed to develop within the student practical skills in drafting, metallurgy, fabrication, drilling, lathe operations, and milling for an entry-level position in the manufacturing machine tool industry. Such entry-level Industrial Maintenance job titles include, but are not limited to: Machine Operator, Tool and Die Maker, CNC Operator and Machinist.

Manufacturing Machine Tool II - Advanced Certificate: The Manufacturing Machine Tool II Advanced Certificate curriculum is designed to develop practical skills in drafting, metallurgy, fabrication, drilling, lathe operations, and milling for an entry-level position in the Manufacturing Machine Tool industry. Such entry-level Industrial Maintenance job titles include, but are not limited to: Machine Operator, Tool and Die Maker, CNC Operator and Machinist. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Advanced Industrial Maintenance Certificates

Intermediate Manufacturing Industrial Maintenance Certificate: The Intermediate Manufacturing Industrial Maintenance Certificate curriculum is designed to develop within the student practical skills in drafting, welding, troubleshooting and repairing electrical circuits, precision measurement, welding and machine tool for an entry-level position in the Manufacturing Industrial Manufacturing industry. Such Industrial maintenance job titles include, but are not limited to: Industrial Maintenance Technician Trainee, Industrial Maintenance Service Technician Trainee, and Industrial Maintenance PLC Technician Trainee. Students are required to purchase a minimum set of components and/or tools in some courses.

Manufacturing Industrial Maintenance II - Advanced Certificate: The Manufacturing Industrial Maintenance II Advanced Certificate curriculum is designed to develop within the student practical skills in drafting, welding, troubleshooting and repairing electrical circuits, precision measurement, welding and machine tool. Such Industrial maintenance job titles include, but are not limited to: Industrial Maintenance Technician Trainee, Industrial Maintenance Service Technician Trainee, and Industrial Maintenance PLC Technician Trainee. Students are required to purchase a minimum set of components and/or tools in some courses. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Advanced Manufacturing TWDL Certificates

Intermediate Manufacturing Transportation, Warehousing, Distribution, and Logistics (TWDL) Certificate: The Intermediate Manufacturing Transportation/Warehousing/ Distribution/Logistics (TWDL) Certificate curriculum is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems with practical skills in rigging, forklift operation, lubrication, and computer programs for an entry-level position in the Manufacturing TWDL industry. Such supply chain and transportation entry-level job titles include, but are not limited to:

Analyst Trainee, Management Trainee, and First Line Supervisor Trainee. The curriculum also includes practical skills in.

Manufacturing Transportation, Warehousing, Distribution, and Logistics (TWDL) II - Advanced Certificate: The Manufacturing Transportation/Warehousing/Distribution/Logistics (TWDL) II Advanced Certificate is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems. Such supply chain and transportation entry-level job titles include, but are not limited to: Analyst, Management Trainee, and First Line Supervisor. The curriculum also includes practical skills in rigging, forklift operation, lubrication, and computer programs. The core competencies of manufacturing logistics taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation’s front-line production and material handling workers.

Curricular Information: The A.A.S. degree curriculum consists of 15 credit hours of general education coursework, and 48 credit hours of required career and technical education coursework. The career and technical component includes instruction in introductory manufacturing and safety, quality and measurement, manufacturing processes, introductory manufacturing maintenance, lean and quality overview, industrial safety and specialized content in one of the areas of welding, machine tool, industrial maintenance or TWDL. The CTE component includes a required internship in one of the focused manufacturing technology areas. Assessment of student learning is achieved through evaluation of the student’s performance on a comprehensive project and during the work-based learning component by a worksite supervisor and faculty member.

Each Advanced Certificate program includes a subset of the A.A.S. degree content and will apply towards the completion of the degree curriculum. The Certificates will also prepare individuals for various Manufacturing Skill Standards Council (MSSC) certifications including Safety, Quality Practices & Measurement, Manufacturing Processes & Production, Maintenance Awareness, Certified Logistics Associate, and Certificate Logistics Technician. Certificates range in credit hours from 31 – 45 credits required for completion.

Accrediting Information: N/A.

Justification for Credit hours required: The college worked closely with local employers to develop stackable curricula that prepare for entry-level and/or advanced employment across the four focus areas, as well as to meet MSSC criteria for specific industry certifications. The credit hours of the degree and certificates represents content that will achieve both for program graduates.

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 of employment in the Manufacturing industry is expected to increase by 2.7%, and for the TWDL industry 5% statewide through 2026. Locally, growth in employment of related occupations is anticipated to increase as well.

Table 1: Employer Partners

Employer	Location
Electron Beam Technologies, Inc.	Kankakee, IL
Nucor Steel	Bourbonnais, IL
Peddinghaus Corporation	Bradley, IL
Shoup Manufacturing	Kankakee, IL
VanFab Inc	Union Hill, IL
BASF US	Kankakee, IL
Sherwin Williams Company	Kankakee, IL

Dow Chemical Company	Kankakee, IL
Sun Chemical Corporation	Kankakee, IL
Simplex, USA	Kankakee, IL
CSL Behring	Bradley, IL
Pactiv Corporation	Manteno, IL
Ring Container	Kankakee, IL
Van Drunen Farms	Momence, IL
Momence Packaging Company	Momence, IL
Urban Farm LLC	Manteno, IL
Plochman Inc	Manteno, IL
FutureCeuticals	Momence, IL
J.R. Short Milling Co.	Kankakee, IL
Kmart Distribution Center	Manteno, IL
Yoshino America Corporation	University Park, IL

Table 2: Projected Enrollments

Manufacturing Technology AAS	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	42	41	39
Part-Time Enrollments:	-	-	-
Completions:	2	2	3

Advanced Welding Certificates	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	6	5	5
Part-Time Enrollments:	-	-	-
Completions:	4	3	11

Advanced Machine Tool Certificates	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	2	2	9
Part-Time Enrollments:	-	-	-
Completions:	3	1	6

Adv Industrial Maintenance Certificates	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	8	8	6
Part-Time Enrollments:	-	-	-
Completions:	3	5	2

Adv Manufacturing TWDL Certificates	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	2	1	1
Part-Time Enrollments:	-	-	-
Completions:	-	1	1

Financial / Budgetary Information: The programs, to date, require one (1) existing full-time and 11 existing part-time faculty for operation. The Faculty Chart indicates the addition of the part-time faculty over the first three years of operation. Qualified faculty will hold a Bachelor's degree in Manufacturing or a closely related field; at least three years of related occupational experience, one year teaching experience, and professional credentialing (as appropriate). All facilities are adequately in place to support the program. The programs benefit from donations of equipment and materials from local employers. Because the programs have been in operation under temporary status, no new costs are anticipated for the next three years. The programs will otherwise be supported fiscally through student tuition and fees.

Table 3: Financial Information

	First Year	**Second Year**	**Third Year**
Faculty Costs	$0	$0	$0
Administrator Costs	-	-	-

Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
TOTAL NEW COSTS	**$0**	**$0**	**$0**

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	4	0	0
Existing Faculty	1	3	1	7	1	11

Rationale for requesting Permanent Approval: After operating the programs for approximately five (5) years, the college maintains there is a continued need for training programs in the four focused areas of manufacturing technology at a variety of training levels. The college has a well-established relationship with many local manufacturing employers within the district and surrounding areas who continue to promote educational opportunities with new and existing hires. The college was also recently granted permanent approval for 10 Basic-level Certificates, which are directly related to these Advanced Certificates and the A.A.S. degree. The college continues to evaluate coursework and content to keep the curricula updated and relevant to current industry needs. *The college therefore requests permanent approval of these programs.*

Kishwaukee College

Associate in General Studies degree (60 credit hours)

Kishwaukee College is seeking approval to offer a 60 credit hour Associate in General Studies (A.G.S.) degree. The A.G.S. degree is designed for students who want to complete an individualized associate degree that provides educational options beyond those available in other degree programs. To ensure that certain standards are met, the college will require students to establish a formal degree plan with an academic advisor and participate in the college assessment process for appropriate course placement in English and Math. The 60 credits in the degree are comprised of a minimum of 21 credits in general education and 39 credits in electives.

ICCB Administrative Rules for A.G.S. programs specify that proposals meet three degree intentions. The first is that the proposal must show that it is a liberal studies program. The college responds that the program requires 21credit hours of coursework in communications, mathematics, social sciences, life sciences, and humanities/fine arts.

The second intent is to meet needs of non-traditional and veteran students that are not met by other programs. Through the A.G.S. degree, Kishwaukee College will provide a broad array of courses so that non-traditional and veteran students are allowed considerable freedom in designing and pursuing a course of study that meets their individualized learning goals. Students collaborate with an advisor to develop a master academic plan of study. Changes to this plan must be agreed upon by the student and the academic advisor.

The third intent is to provide a capstone program for graduates of career and technical certificate programs. The A.G.S. degree will provide an educational ladder opportunity for individuals who have completed or are currently pursuing existing certificate programs, and those who are currently working in settings where a degree is needed for salary/career advancement.

Further, because some certificates do not naturally lead to an associate degree, the college's proposal allows students to utilize the A.G.S. to reach this threshold, meeting a key need with employers that are looking to hire employees with a two-year degree credential. The A.G.S. degree will provide a capstone for six specific certificate programs at Kishwaukee College including CNC Production Technician, Precision Machining Technician, Therapeutic Massage, Esthetics, Basic Welding Technician, and Advanced Welding Technician.

The college anticipates enrollment of students of diverse ages and backgrounds, mostly students with non-traditional educational goals. The A.G.S. is designed for students earning a two-year degree for career advancement and personal growth. The program is designed to serve a multitude of student populations, including but not limited to students whose employers are requiring a degree for advancement, displaced workers fulfilling additional educational/career goals while seeking a degree for improved employment opportunities, or veterans seeking to return to the workforce by earning an associate degree that allows awarding of credit for military experience.

Lake Land College

Court Reporting Technology A.A.S. degree (60 credit hours)

Program Purpose: This program will prepare individuals for entry-level employment as court reporters or captioners in official or freelance settings.

Catalog Description: Court Reporting Technology features a comprehensive study of a high-tech, potentially well-paying profession in one of two specializations. The court reporting profession prepares students for careers in the judicial setting as either official or freelance court reporters. The captioning specialization prepares students for careers providing captioning for broadcast television and internet programs working with the deaf or hard-of-hearing population providing instantaneous text translation in education, civic, and corporate settings. Students will have the ability to apply skills and knowledge learned for entry-level employment. They will demonstrate proficient skills in the use of real-time technology and implement professional skills in preparing accurate, instantaneous text translations.

Curricular Information: The curriculum consists of 15 credit hours of required general education and 45 credit hours of career and technical education. The career and technical component includes coursework in introductory court reporting/CART, speedbuilding levels I-VIII, speedbuilding labs I-VIII, machine shorthand, medical and legal terminology, proofreading skill development, courtroom procedures, court reporting technology, CSR prep and a required work-based learning component. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and worksite supervisor, as well as with practice industry credentialing exams. The program will prepare graduates for taking the Registered Professional Reporter (RPR) certification exam, through the National Court Reporters Association (NCRA). This credential is required for entry-level employment in Illinois.

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

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), overall growth in employment of "court reporters" is expected to increase by an average of 3% statewide through 2026. Currently, there is only one other community college offering a similar degree program.

Table 1: Employer Partners

Employers	Location
Champaign County Courthouse	Urbana, IL
19th Judicial Circuit Court	Grayslake, IL
5th Judicial Circuit Court	Charleston, IL
2nd Judicial Circuit Court	Benton, IL
Alaris Litigation Services	St. Louis, MO
Holly Wingstrom, Freelance Court Reporter	Monticello, 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) new part-time faculty will be necessary to implement the program. Qualified faculty must hold at least an Associate's degree in Court Reporting Technology, a current RPR credential, and have one year related working experience. No new costs, except for faculty expenditures, are anticipated to implement the proposed program. The program will share resources with the existing Legal Office Administration program and be otherwise fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	$12,600	$15,750	0
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	0	0	0
TOTAL NEW COSTS	**$12,600**	**$15,750**	**$0**

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

Lincoln Land Community College

Diagnostic Medical Sonography Certificate (47 credit hours)

Program Purpose: This program will prepare individuals for entry-level positions as diagnostic medical sonographers, sonography technicians and ultrasound technicians in a variety of allied health environments.

Catalog Description: This program prepares students for an occupation in the professional field of diagnostic medical sonography (ultrasound). The first semester of this program begins in August and this certificate must be taken in its entirety to meet completion requirements. Students are involved in approximately 1,216 contact hours of clinical experience during the 18-month program. National certification as a sonographer requires graduates to pass various specialty exams administered by the American Registry for Diagnostic Medical Sonography.

Students must have a current physical, show proof of immunization, and pass a drug screen and fingerprint background check prior to the start of the program. Students must also show proof of certification for health care providers from the American Heart Association. This program is conducted on a limited-enrollment basis. Admission to this program involves additional procedures.

Curricular Information: The curriculum includes 32 credit hours of required career and technical education and 15 credit hours of clinical practicum. Career and technical coursework includes instruction in fundamentals of sonography, introductory and advanced abdominal sonography, introductory and advanced obstetrics and gynecology sonography, introductory and advanced ultrasound physics and instrumentation, introductory and advanced vascular sonography, an advanced sonography seminar, and introductory through advanced levels of clinical practicum. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and worksite supervisor. The program was designed according to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) guidelines for diagnostic medical sonography programs and will prepare graduates for Registered Diagnostic Medical Sonographer (RDMS) credentialing through the American Registry for Diagnostic Medical Sonography (ARMDS).

Justification for Credit hours required for the Certificate: The program includes both general education and career and technical content that meets accreditation and credentialing requirements as required by industry for entry-level employment.

Accrediting Information: The program was developed according to CAAHEP guidelines which will allow graduates to sit for ARDMS credentialing. The process for program accreditation may begin once all appropriate state-level approvals have been received.

Supporting Labor Market Data (including employer partners): 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 "diagnostic medical sonographers" is expected to increase by 12% statewide through 2026.

Table 1: Employer Partners

Employer	Location
HSHS St. John's Hospital	Springfield, IL
Springfield Clinic	Springfield, IL
St. Mary's Hospital	Decatur, IL
Passavant Area Hospital	Jacksonville, IL
Abraham Lincoln Memorial Hospital	Lincoln, IL
Southern Illinois University School of Medicine	Springfield, IL
Taylorville Memorial Hospital	Taylorville, IL
St. Francis Hospital	Litchfield, IL
Memorial Medical Center	Springfield, IL
Memorial Physician Services	Springfield, IL

Table 2: Projected Enrollments

Diagnostic Medical Sonography Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	8	8	10
Part-Time Enrollments:	-	-	-
Completions:	-	6	8

Financial / Budgetary Information: Two (2) new full-time faculty will be required to operate the program. The program utilizes all existing facilities shared with current allied health programs. Qualified faculty will hold a minimum of an Associate's degree in Diagnostic Medical Sonography (the Program Director must hold a Bachelor's degree), current ARDMS registration with specialty certifications as appropriate, a minimum of two years full-time work experience in diagnostic medical sonography and one year teaching experience preferred.

While some equipment will be budgeted for over the first three years of operation, one local employer donated three sonographic scanners offsetting the implementation costs significantly. Costs of consumable resources (such as ultrasound gel) and accreditation fees have also been budgeted over the first three years of operation. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	$52,471	$53,520	$54,590
Administrator Costs	$75,099	$76,600	$78,133
Other Personnel costs	-	-	-
Equipment Costs	$23,091	$1,130	$1,130
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (Supplies/Accreditation)	$6,500	$6,500	$6,500
TOTAL NEW COSTS	**$157,161**	**$137,750**	**$140,354**

Table 4: Faculty Requirements

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	2	-	-	-	-	-
Existing Faculty	-	-	2	-	2	-

Moraine Valley Community College

ESL and Bilingual Educator Certificate (30 credit hours)

Program Purpose: This program will prepare individuals for teaching in ESL/Bilingual early childhood education classrooms.

Catalog Description: This program prepares students to function in the role of lead teacher or teacher in an ESL or Bilingual childcare center or a K-12 setting. This program provides students with the basic foundation of childcare/adolescent terminology, information on growth and development of a child, observation experiences, and techniques and skills for working with the ESL or Bilingual child.

Curricular Information: The curriculum includes nine (9) credit hours of required general education, and 21 credit hours of career and technical education. Career and technical coursework includes instruction in introduction to early childhood education, growth and development/young child, introduction to the foundations of reading, language and linguistics, foundations of bilingual education, cross-cultural studies and a practicum in bilingual education. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and worksite supervisor. The program was developed according to the Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) and will prepare individuals for the proposed Gateways to Opportunities ESL/Bilingual Educator endorsement. The college is a part of a pilot project to offer this curriculum towards their proposed credential. The courses in the proposed curriculum will also apply towards the college's existing Early Childhood Education A.A.S. degree and the existing Gateways to Opportunity's Illinois Director's Credential.

Justification for Credit hours required for the Certificate: 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 certificate program in this field of study. According to the Illinois Department of Employment Security (IDES), employment of pre-school, kindergarten and special education teachers for that age group is expected to increase by an average of 5.4% statewide through 2026. A study conducted by the Illinois State Board of Education concluded that 12% of all vacant teacher positions were in ESL/Bilingual classrooms with the greatest demand in bilingual special education. Local employers have identified an urgent need for early childhood education teachers with ESL/Bilingual training. Advisory committee members worked closely with the college to develop a curriculum that would serve as an INCCRRA pilot program to prepare students for the local work force, State credentialing and for future ISBE ESL/Bilingual Educator endorsement.

Table 1: Employer Partners

Employer	**Location**
Kensington Schools	Burr Ridge, IL
Kinder Care, Inc.	Lombard, IL

Table 2: Projected Enrollments

ESL/Bilingual Educator Certificate	**First Year**	**Second Year**	**Third Year**
Full-Time Enrollments:	5	6	7
Part-Time Enrollments:	10	11	12
Completions:	6	7	8

Financial / Budgetary Information: One (1) existing full-time and one (1) existing part-time faculty will be required to operate the program. Qualified faculty must hold a Master's degree in Education or closely related field, two years of work experience with bilingual students, and two years teaching experience. The program utilizes all existing facilities. No new equipment will be necessary to support the program. Resources will be shared with existing early childhood education programs. The program will be fiscally supported through student tuition and fees. No new costs are anticipated to support the program over the next three years.

Table 3: Financial Information

	First Year	**Second Year**	**Third Year**
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
TOTAL NEW COSTS	**$0**	**$0**	**$0**

Table 4: Faculty Requirements

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

Moraine Valley Community College

Paralegal Studies A.A.S. degree (60 credit hours)

Paralegal Studies Certificate (42 credit hours)

Program Purpose: The A.A.S. degree program will prepare individuals for entry-level employment as paralegals and legal assistants. The Paralegal 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 Studies AAS degree - This degree prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program aims to develop 21st century paralegals focused on access to justice, current trends in the law, and continuous learning and professional development. The program does so by developing paralegals' skills in writing, research, and technology, which will result in exceptional support and assistance to those employing our graduates. The program also develops paralegals' substantive and procedural paralegal skills in areas such as bankruptcy law, civil law, criminal law, family law, real estate law, and probate law, which will result in a value-added contributor to the legal support team. Finally, the program develops paralegals' ethical and professional competencies, which will result in invaluable assistance to lawyers in the pursuit of access to justice for all citizens.

Paralegal Studies Certificate - This certificate prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The programs goals and objectives are identical to those of the Paralegal Studies A.A.S. degree except it is suited to completes of the Associate in Science, Associate in Arts, Associate in Engineering Science, Associate in Applied Science, or Associate in General Studies degrees. Degree holders need to meet with an academic advisor to determine eligibility for the program and if needed develop a bridge program to satisfy the Paralegal Studies A.A.S. general education requirements.

Curricular Information: Paralegal Studies A.A.S. degree – The curriculum consists of 21 credit hours of general education and 39 credit hours of required career and technical education. The career and technical component includes instruction in business law, introduction to paralegal studies, introductory and advanced research and writing for paralegals, civil litigation for the paralegal, law office administration for paralegals, law office technology for paralegals, a required work-based learning experience in paralegal, and technical electives in the areas of immigration law, real estate law, family law, criminal law, bankruptcy law, insurance law and evidence for paralegals. Assessment of student learning will be achieved through evaluation of a portfolio containing artifacts of the student's educational achievements.

Paralegal Studies Certificate – This curriculum includes a subset of the A.A.S. degree requiring 42 credit hours of career and technical coursework in business law, introduction to paralegal studies, introductory and advanced research and writing for paralegals, civil litigation for the paralegal, law office administration for paralegals, law office technology for paralegals, the work-based learning experience, and a choice of technical electives from the same related areas of study.

Justification for Credit hours required: Regarding the A.A.S. degree, the American Bar Association (ABA) requires that general education coursework meets a minimum of 18 credit hours selected from at least three categories. MVCC has opted to allow general education coursework to be selected from four categories so students can choose to meet the human diversity requirement with a specific course or to select a foreign language. This increases the amount of general education by 3 credit hours. Regarding the Certificate, the core requirements mirror those of the degree and meet the standards outlined by the 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 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 13 community colleges statewide offering a paralegal degree program.

Table 1: Employer Partners

Employers	Location
CNH Inc.	Burr Ridge, IL
Argonne National Laboratory Legal	Lemont, IL
Kiswani Law, P.C.	Hickory Hills, IL
Codilis & Associates, P.C.	Burr Ridge, IL

Table 2: Projected Enrollments

Paralegal Studies AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	6	6	6
Part-Time Enrollments:	15	15	15
Completions:	-	5	5

Paralegal Studies Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	4	4	4
Part-Time Enrollments:	10	10	10
Completions:	5	5	8

Financial / Budgetary Information: The programs will require two (2) new part-time faculty the first year, with one additional full-time faculty added starting the second 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 programs. Costs associated with applying for program accreditation have been budgeted over the first three years of implementation. The programs will otherwise be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	$33,000	$120,000	$144,000
Administrator Costs	0	0	0
Other Personnel Costs	0	0	0
Equipment Costs	0	0	0
Library/LRC Costs	$16,500	$15,750	$16,540
Facility Costs*	0	0	0
Other	0	0	0
TOTAL NEW COSTS	**$49,500**	**$135,750**	**$160,540**

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