

Item #8.1
March 26, 2021

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

Black Hawk College

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

Frontier Community College

- Certified Medical Assistant A.A.S. degree (71 credit hours)
- Medical Assistant Certificate (39 credit hours)
- Electrical Distribution Systems A.A.S. degree (65 credit hours)

BACKGROUND

Black Hawk College
Cybersecurity A.A.S. degree (60 credit hours)

Program Purpose: The program will prepare individuals for entry-level employment in cybersecurity, assessing the security needs of computer and network system, making recommendations for system safeguarding solutions, and managing the implementation, auditing and maintenance of security devices, systems and procedures for all levels of business/industry.

Catalog Description: Cybersecurity is a vital component of “best practices” for businesses, industry, and government, and the demand for trained professionals in the field will continue to grow. The Cybersecurity program at Black Hawk College is designed to prepare individuals with the knowledge and skills for a successful career in this important and dynamic arena. Cybersecurity professionals are tasked with protecting information confidentiality, integrity, and availability by configuring and maintaining network routers, firewalls and intrusion-detection systems, detecting and minimizing security vulnerabilities, maintaining secure remote communication and implementing corporate security policy. Students in the program will gain hands-on experience in these skills, as well as broad background training that includes computer hardware, networking, operating systems, and programming and scripting courses. Course content is shaped by an Advisory board made up of local IT and business professionals, who regularly review the curriculum and offer input, to ensure the program maintains relevance with industry trends. Students who complete the Cybersecurity AAS degree will have served an internship to enhance classroom training with real-world experience. They will also have the opportunity to earn several industry certifications, including CompTIA A+, Network+ and Security+ and Cisco CCNA. Interested students are encouraged to contact an advisor or faculty member for more information.

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 introductory information security, computer hardware, Windows server, C Programming, scripting for system administrators, Linux I, Cisco 1 and 2, shell programming, network defense, ethical hacking and security, IT professional skills, and a required internship in network security. The curriculum was development according to National Security Administration (NSA) Center for Academic Excellence standards and will prepare individuals for achieving such industry certification as a CISCO Certified Network Administrator (CCNA), CompTIA A+ hardware, CompTIA Security+, CompTIA Network+, and CompTIA Linux+. 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.

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 court reporting occupations are expected increase regionally by 17.3% through 2025, and between 4.6-10.5% statewide through 2026.

Table 1: Employer Partners

Employers	Location
Martin Engineering	Neponset, IL
Sedona Group	Moline, IL
CIPAFILTER	East Moline, IL
Modern Woodmen of America	Rock Island, IL
Shared IT	Bettendorf, IA
RSM	Davenport, IA

Table 2: Projected Enrollments

Cybersecurity AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	10	20	20
Part-Time Enrollments:	5	10	10
Completions:	-	10	20

Financial / Budgetary Information: Two (2) existing full-time, one (1) new part-time, and four (4) existing part-time faculty will be required to implement the program. Qualified teaching faculty will hold at least a Bachelor's degree in Computer Technology or a closely related area, currently industry certifications in CompTIA Network+, Security+, and Linux+; as well as in related CISCO and Microsoft areas, have at least two years 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 new equipment and upgrades planned during year three. The program will be fiscally supported through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$14,112	\$14,400	\$74,700
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	\$15,000
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (software maint agreements)	\$3,000	\$3,500	\$4,000
TOTAL NEW COSTS	\$17,112	\$17,900	\$93,000

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	0	1	1	2
Existing Faculty	2	4	2	5	2	6

Frontier Community College
Certified Medical Assistant A.A.S. degree (71 credit hours)
Medical Assistant Certificate (39 credit hours)

Program Purpose: These programs will prepare individuals for entry-level employment as medical assistants in a variety of allied healthcare settings.

Catalog Description: Certified Medical Assistant A.A.S. degree – This program prepares students to perform clerical duties and to assist in clinical situations normally associated with medical offices, clinics, dental offices, hospitals, and other health-related settings. Responsibilities may include scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, keeping financial records, preparing patients for examinations, taking vital signs, assisting with first aid, and collecting and processing specimens, among others. The program provides depth and breadth in conceptual, professional, and medical skills. Upon completion of the degree, students may take the CCMA/CMAA exam through the National Healthcareer Association to become a Certified Medical Assistant. Students are also eligible to sit for the Certified Phlebotomy Technician and Certified EKG Technician tests. The program offers both certificate and degree options.

Catalog Description: Medical Assistant Certificate –This program is a stackable credential within the Certified Medical Assistant (CMA) degree program. Students successfully completing the CMA certificate may finish the A.A.S. degree by completing additional coursework.

Curricular Information: The curriculum consists of 16 credit hours of general education coursework and 55 credit hours of career and technical education coursework. The career and technical component includes instruction in medical front office, medical terminology, clinical procedures, anatomy for medical assisting, pharmacology for medical assisting, human pathophysiology, introductory ICD-10-CM, ICD-10-CM for Medical Office, ICD-10-CM for Health Agencies, medical data management, medical funding applications, applied legal/medical concepts, HIPAA for allied health, ethics in the medical community, and a required work-based learning experience in medical assisting. Students will also be given practice credentialing exams for assessment purposes. Graduates of the program will be prepared for optional, but preferred, industry credentialing as a Certified Medical Assistant (CMA) and the Certified Clinical Medical Assistant (CCMA) through the National Healthcareer Association. The Certificate curriculum requires a 39 credit hour sub-set of coursework required in the proposed degree. This includes nine (9) credit hours of general education coursework and 30 credit hours of career and technical education coursework. Assessment of student learning for both programs will be achieved through evaluation of the student’s performance during the work-based learning component by program faculty and work place supervisor.

Accrediting Information: The curriculum was developed according to industry standards under the guidelines of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assistant Education Review Board (MAERB), and competencies set forth by the National Healthcareer Association for medical assistants. Accreditation is optional but allows graduates of the program to sit for the CMA/CCMA credentialing exams.

Justification for Credit hours required: The curricula were both designed to meet the competencies required to sit for the CMA/CCMA credentialing exams. General education requirements and the required internship were developed according to competencies and local employer/program advisory committee input.

Supporting Labor Market Data (including employer partners): Labor market information provided by the college supports the interest in and the need for a program in this field of study. According to the Illinois Department of Employment Security (IDES), growth of 13.4% for “medical assistants” is expected statewide through the year 2026. Lincoln Trail College, another Illinois Eastern Community College, currently offers the same Certified Medical Assistant A.A.S. degree and Medical Assistant Certificate. The proposed programs at Frontier Community College will offer students of the District who are not geographically close to Lincoln Trail College with additional options in allied health career programs.

Table 1: Employer Partners

Employer	Location
Fairfield Memorial Hospital	Fairfield, IL
Hamilton Memorial Hospital	McLeansboro, IL
Wabash General Hospital	Mt. Carmel, IL
Clay County Hospital	Flora, IL
Aperion Care	Fairfield, IL
Fairfield Community Health Center	Fairfield, IL
Horizon Healthcare	Fairfield, IL
Good Samaritan Hospital	Mt. Vernon, IL
Albion Community Health Center	Albion, IL

Table 2: Projected Enrollments

Certified Medical Assistant AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	7	10	14
Part-Time Enrollments:	3	5	6
Completions:	-	8	12

Item #8.1
March 26, 2021

Medical Assistant Certificate	First Year	Second Year	Third Year
Full-Time Enrollments:	4	5	7
Part-Time Enrollments:	2	3	4
Completions:	5	6	8

Financial / Budgetary Information: The program will require one (1) existing full-time faculty the first year with one (1) additional new part-time faculty in the second year. Qualified faculty will hold at least an Associate’s degree in Medical Assisting or Nursing, a current CMAA credential (or RN license), five years related work experience, and one year teaching experience preferred. All facilities are adequately in place to support the program. These 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	0	0	0
Other Personnel costs (adjunct)	0	\$5,000	\$5,000
Equipment Costs	0	0	0
Library/LRC Costs	0	0	0
Facility Costs*	0	0	0
Other	0	0	0
TOTAL NEW COSTS	\$0	\$5,000	\$5,000

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	1	0	0
Existing Faculty	1	0	1	0	1	1

Frontier Community College
Electrical Distribution Systems A.A.S. degree (65 credit hours)

Program Purpose: This program will prepare individuals for employment as electrical distribution technicians for both above and below ground systems.

Catalog Description: The Electrical Distribution Systems Degree Program prepares individuals to build, repair, and maintain both overhead and underground electrical distribution systems, all while emphasizing safe work practices and critical thinking. Students will learn to climb wooden pole structures, operate equipment, and perform pole-top rescues. Program completers will also graduate with a Class A CDL and Chemical Application and Flagger Certifications. The program offers both Certificate and Degree options.

Curricular Information: The curriculum consists of 17 credit hours of general education coursework and 48 credit hours of career and technical education coursework. The career and technical component includes instruction in electrical distribution systems, residential and commercial wiring, climbing skills, pole framing and construction specifications, setting and replacing poles, equipment operation, flagging and traffic control, transformer theory and installation, conductor installation, service and metering, rubber glove and underground distribution, fusing, substation and voltage regulation, distribution systems maintenance, ag chemical application, truck driver training, and a required work-based learning experience in electrical distribution technology. Assessment of student learning will be achieved through evaluation of

Item #8.1
March 26, 2021

the student’s performance during the work-based learning component by program faculty and work place supervisor.

Accrediting Information: NA.

Justification for Credit hours required: The curricula was designed based on the requirements to complete the existing Electrical Distribution System Certificate plus additional content and skills the advisory committee felt critical to function as an electrical line technician. General education requirements and the required internship were developed according to local employer/program advisory committee input.

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), growth of 11% for “electrical line installers/repairers” is expected statewide through the year 2026. Frontier Community College also currently offers an Electrical Distribution Systems Certificate. The proposed degree program will offer students and graduates of the Certificate with an educational ladder opportunity.

Table 1: Employer Partners

Employer	Location
City of Fairfield Electric Distribution Department	Fairfield, IL
Wayne White Electric Cooperative	Fairfield, IL
Mt. Carmel Public Utility	Mt. Carmel, IL
Tri-County Electric Cooperative	Salem, IL
Ameren	Mt. Vernon, IL
Brownstown Electric Supply	Brownstown, IN
Norris Electric Cooperative	Newton, IL
KS Smith Electric Inc.	Mt. Carmel, IL
Fairfield Community High School	Fairfield, IL
Vectren	Evansville, IN

Table 2: Projected Enrollments

Electrical Distribution Systems AAS	First Year	Second Year	Third Year
Full-Time Enrollments:	18	20	22
Part-Time Enrollments:	5	6	6
Completions:	-	17	20

Financial / Budgetary Information: The program will require one (1) existing full-time faculty the first year with one (1) additional new part-time faculty in the second year. Qualified faculty will hold at least an Associate’s degree in Electrical Distribution Systems or closely related field, have at least 6 years related work experience, and one year teaching experience preferred. All facilities are adequately in place to support the program. These programs will otherwise be supported fiscally through student tuition and fees.

Table 3: Financial Information

	First Year	Second Year	Third Year
Faculty Costs	\$0	\$3,500	\$3,500
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

Item #8.1
March 26, 2021

TOTAL NEW COSTS	\$0	\$3,500	\$3,500
------------------------	------------	----------------	----------------

Table 4: Faculty Requirements

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