



NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Crowder College

Program Title: Information Technology

Degree/Certificate: Certificate (C1 - >=1 year but < 2 yr)

Options: NA

Delivery Site(s): Crowder College in Neosho, and online

CIP Classification: 11.0103

*CIP code can be cross-referenced with programs offered in your region on MDHE's program inventory higher.mo.gov/ProgramInventory/search.jsp

Implementation Date: Fall 2016

Cooperative Partners: NA

*If this is a collaborative program, form CL must be included with this proposal

AUTHORIZATION:

Dr. Glenn Coltharp, VP for Academic Affairs

Name/Title of Institutional Officer	Signature	Date
Dr. Adam Morris		417-455-5740
Person to Contact for More Information		Telephone



PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Crowder College
Program Name Information Technology Certificate
Date March 21, 2016

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview; etc. Please note if no special preparation will be required.
None
- Characteristics of a specific population to be served, if applicable.
Not Applicable

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
Associate of Applied Science in Information Technology or closely related field
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
Full time faculty teach 30 credit hours in one year (2 Semesters). The certificate is composed of 18 hours of I.T. Credits, therefore the estimated percentage of credit hours assigned to full time faculty is approximately 56%.
- Expectations for professional activities, special student contact, teaching/learning innovation.
Guest Speakers are arranged each semester from industry. Once in the certificate phase a field trip will be fulfilled to applicable industry. Local Industry partners submit drawings for students to study and make real life changes to drawings.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.

12

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

- Percent of full time and part time enrollment by the end of five years.
60% full time enrollment and 40% part time enrollment is the prediction for the five year outlook.

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
Three year prediction is 11 Graduates, and the five year prediction is 20.
- Special skills specific to the program.
N/A
- Proportion of students who will achieve licensing, certification, or registration.
N/A
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
It is anticipated that students will pass above the 80th percentile on the ETS proficiency exam
- Placement rates in related fields, in other fields, unemployed.
The expected opportunity for placement of graduates from I.T. program into the work specific or closely related field is 95%.
- Transfer rates, continuous study.
Crowder College awards the AAS degree as a workforce preparation degree. Students seeking to transfer to a baccalaureate degree program in Information Technology or a related field may wish to pursue additional coursework as electives. The college will pursue articulation agreements with institutions who award such a degree and maintain this information for students.

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**
Crowder College plans to seek program accreditation with the appropriate agencies.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Through the office of Career Services, Crowder College uses the Perkins 180-day follow-up survey/questionnaire that is sent to all career and technical program graduates.

- Expected satisfaction rates for employers, including timing and method of surveys. Through the office of Career Services, Crowder College conducts its own employer satisfaction survey 300 days after students graduate. We anticipate an 80% or higher satisfaction rate.

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.

Crowder College is accredited by the Missouri Department of Elementary and Secondary Education and the Coordinating Board for Higher Education. The college is also fully accredited by the Higher Learning Commission a member of the North Central Association. Crowder College provides opportunities for people to pursue associate degrees, certificate and diploma programs, plus continuing education to include: a program of Arts and Sciences directed toward transfer to baccalaureate degree granting institutions and to general intellectual enrichment, career education leading to economic self reliance both developmental and honors education to allow greater opportunity to fully exercise each individual's academic potential, endeavors to enrich life through cultural and a vocational opportunity, and partnerships with business, industry and others designed to support a great quality of life and an economic base in the community.

E. Free elective credits:

None

(Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience:

Students will be required to participate in internships.

G. Any unique features such as interdepartmental cooperation:

None



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	3	5	7	10	12
Part Time	1	3	4	6	8
Total	4	8	11	16	20

Please provide a rationale regarding how student enrollment projections were calculated:

Based on feedback from our industry partners, and students the Information Technology certificate is a career that is needed in our service area.

Provide a **rationale** for proposing this program, including **evidence of market demand and societal need supported by research**:

According to the Occupational Outlook Handbook <http://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm> in this field is expected to grow 12% from 2014 to 2024. I.T. jobs will be necessary as this field is ever changing requiring staffing to meet those demands. Students entering this field should have good opportunities for employment, and better than average wages.

The mission of Crowder College is to build a civil, serving, literate, learning community of responsible citizens. We view the college as having an activate role in economic and social development through continuing education and customized training, directed toward improving work skills and productivity, creating a more desirable work and social environment, and adding to the general quality of life within the region. This new program will add skilled workers to this career field, and meet a growing need in the community.

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635



Program Duplication:

There are no accredited associate degrees similar to this one offered in our service region by any other community colleges. There is no duplication of effort by other community colleges.

www.dhe.mo.gov • info@dhe.mo.gov

205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635