



PUBLIC

INDEPENDENT

**NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW**

*When finished, please save and email to: [he.academicprogramactions@dhe.mo.gov](mailto:he.academicprogramactions@dhe.mo.gov)*

**Sponsoring Institution:**

**Program Title:** Business

**Degree/Certificate:**

**If other, please list:**

**Options:**

**Delivery Site:** State Technical College of Missouri, One Technology Drive, Linn, MO 65051

**CIP Classification:** 52.0201

**Implementation Date:** 8/24/2021

**Is this a new off-site location?**  Yes  No

**If yes, is the new location within your institution's current CBHE-approved service region?**

*\*If no, public institutions should consult the comprehensive review process*

**Is this a collaborative program?**  Yes  No

*\*If yes, please complete the collaborative programs form on last page.*

**Please list similar or comparable programs at Missouri public institutions of higher education.**

*\*For public institutions only*

See attached MDHEWD College and Degree Search results for AS business programs and State Tech AS in Business College and Degree Search Summary.

**CERTIFICATIONS:**

- The program is within the institution's CBHE approved mission. *(public only)*
- The program will be offered within the institution's CBHE approved service region. *(public only)*
- The program builds upon existing programs and faculty expertise
- The program does not unnecessarily duplicate an existing program in the geographically-applicable area.
- The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

**AUTHORIZATION**

Janet B. Clanton	<i>Janet B. Clanton</i>	9/30/2020
Name/Title of Institutional Officer	Signature	Date

## **PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS**

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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.  
There are no special admissions procedures or student qualifications required for this program. Students will be admitted to this program using the State Technical College of Missouri standard admissions requirements.
- 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. State Tech's Board of Regents Employment Policies state that, "Technical faculty requirements are a minimum of a bachelor's degree in an appropriate area and three years of appropriate business/industrial experience." Faculty in this program will be required to have earned a Master of Business Administration or closely related degree. Technical faculty members are also required to obtain and maintain Career & Technical Educator certification by the Missouri Department of Elementary & Secondary Education.
- 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.  
The estimated percentage of credit hours that will be taught by full-time faculty is 73%, which is based on full-time instructors teaching the core curriculum and select program requirement and general education requirement classes.
- Expectations for professional activities, special student contact, teaching/learning innovation.  
None planned at this time.

### **3. Enrollment Projections**

- Student FTE majoring in program by the end of five years.  
85 FTE students
- Percent of full time and part time enrollment by the end of five years.  
80% full-time and 20% part-time

### **STUDENT ENROLLMENT PROJECTIONS**

YEAR	1	2	3	4	5
Full Time	22	40	40	58	75
Part Time	6	10	10	14	19
Total	28	50	50	72	94

#### 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.  
Based on State Tech’s current graduation rate of 73%, we project 20 graduates at three and five years after implementation.
- Special skills specific to the program.  
General business
- Proportion of students who will achieve licensing, certification, or registration.  
Not applicable.
- 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.  
85% pass rate on end-of-program technical skill assessment. 70% pass rate on general education end-of-program assessment.
- Placement rates in related fields, in other fields, unemployed.  
90% placement in related fields. 9% placement in other fields. 1% unemployed.
- Transfer rates, continuous study.  
75%

#### 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 rationale.

We will research program accreditation by the Accreditation Council for Business Schools and Programs (ACBSP). Please refer to <https://acbsp.org/>. Because the final decision has not been reached to seek ACBSP accreditation(s), an accreditation timeline has not been developed.

#### 6. Program Structure

A. Total credits required for graduation: 60

B. Residency requirements, if any:

The State Tech 2020-21 College Catalog states that, “To graduate from State Technical College of Missouri with an A.A.S. degree, a student is required to have earned a minimum of 32 credit hours in technical education from State Technical College of Missouri. The 32 credit hours in technical education must meet the requirements of the degree being sought.”

C. General education: Total credits:

19

*Courses (specific courses OR distribution area and credits)*

Course Number	Credits	Course Title
	3	Written Communication
	3	Oral Communication

	3	Mathematics
	4	Science with Lab
	3	Social Science
	3	Technical Literacy

D. Major requirements: Total credits: 41

Course Number	Credits	Course Title
BUS 150	3	Business Principles
BUS 162	3	Business Law
BUS 170	3	Principles of Macroeconomics
BUS 172	3	Principles of Microeconomics
	6	Approved Business Electives
COM 102	3	English Composition II: Writing the Research Paper
COM 211 or MAT 119	3	Technical Writing OR Elementary Statistics
COM 280	3	American Literature: 1865 to Present
COM 290	3	Introduction to Theatre
PHY 103 & 104	4	Environmental Science with Lab
PSC 101	3	American Government
	3	Approved Humanities Elective
COM 125	1	Job Search Strategies

E. Free elective credits: 0 electives with no approval requirements  
(sum of C, D, and E should equal A)

F. Requirements for thesis, internship or other capstone experience:  
none

G. Any unique features such as interdepartmental cooperation:  
Business Administration, Communication, Mathematics, Science, and Social Science Departments will all cooperate to teach courses for the students in this program.

## 7. Need/Demand

Student demand

Market demand

Societal demand

I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

***On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.***

## COLLABORATIVE PROGRAMS – Not Applicable

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- **Sponsoring Institution One:**
- **Sponsoring Institution Two:**
- **Other Collaborative Institutions:**
- **Length of Agreement:**
- **Which institution(s) will have degree-granting authority?**
- **Which institution(s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?**
- **What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?**
- **Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?**
- **What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?**

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**BUSINESS ASSOCIATE OF SCIENCE DEGREE****MDHEWD COLLEGE & DEGREE SEARCH / PROGRAM INVENTORY SUMMARY**Documentation:

The MDHEWD College and Degree Search / Program Inventory includes Associate of Science (AS) business programs offered by nine colleges or universities at 25 locations statewide. (See attached search results.)

- Five colleges/universities with 11 locations statewide use the 52.0201 CIP code like State Tech's proposed Associate of Science in Business program.
- Additionally, four colleges/universities with 14 locations statewide use the 52.0101 CIP code.

There are no programs in Central Missouri with CIP code 52.0201 like the AS in Business program that State Tech is proposing.

For CIP code 52.0101, there is only one AS business program located within 30 minutes of Linn at Columbia College in Jefferson City; there are only two AS business programs located within 60 minutes of Linn at Columbia College in Columbia and Rolla.

## **ASSOCIATE OF SCIENCE IN BUSINESS PROGRAM STRUCTURE**

As the 2020-21 school year started on August 25, State Tech had a total of 216 students still in the enrollment funnel for our existing Business Administration Associate of Applied Science program. The proposed Associate of Science in Business program is designed to offer these students the opportunity to attend State Tech and earn a more transferable business degree.

Business Administration, Communication, Mathematics, Science, and Social Science Departments will all cooperate to teach courses for the students in this program.

The mode of delivery will be in the classroom.

## BUSINESS

*Classification of Instructional Programs – 52.0201*

### *Associate of Science Degree*

<b>CORE CURRICULUM</b>			<b>Credit Hours</b>
BUS	150	Business Principles	3
BUS	162	Business Law	3
BUS	170	Principles of Macroeconomics	3
BUS	172	Principles of Microeconomics	3
Electives		Approved Business Electives	6
COM	102	English Composition II: Writing the Research Paper	3
COM	211	Technical Writing	3
OR			
MAT	119	Elementary Statistics	3
<b>SUB-TOTAL</b>			<b>24</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
		Written Communication	3
		Oral Communication	3
		Mathematics	3
		Science with Lab	4
		Social Science	3
		Technical Literacy	3
<b>SUB-TOTAL</b>			<b>19</b>
<b>PROGRAM REQUIREMENTS</b>			
COM	280	American Literature: 1865 to Present	3
COM	290	Introduction to Theatre	3
PHY	103/104	Environmental Science with Lab	4
PSC	101	American Government	3
Elective		Approved Humanities Elective	3
<b>SUB-TOTAL</b>			<b>16</b>
<b>GRADUATION REQUIREMENTS</b>			
COM	125	Job Search Strategies	1
<b>SUB-TOTAL</b>			<b>1</b>
<p>It is a graduation requirement of the Business program for students to earn a grade of “C” or better in all courses with a BUS or ACC prefix.</p>			
<b>PROGRAM TOTAL</b>			<b>60</b>