



Missouri Department of Higher Education

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OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): State Fair Community College
Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

Program Title: General Studies - AA

Degree/Certificate: Associate of Arts

Institution Granting Degree: State Fair Community College

Delivery Site(s): Library/Learning Resource Center, former Kemper Military Academy Campus

Mode of Program Delivery: face-to-face

Geographic Location of Student Access: 701 Third Street, Boonville, MO 65233

CIP Classification: 24.0101

Implementation Date: Fall 2012

Semester and Year

Cooperative Partners: N/A

AUTHORIZATION

Dr. Brent Bates, Vice President, Educational and Student Support Services

[Handwritten Signature]

5/16/2012

Name/Title of Institutional Officer

Signature

Date

Dr. Brent Bates

660-596-7252

Person to Contact for More Information

Telephone



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STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	200	211	221	232	244
Part Time	50	52	55	58	61
Total	250	263	276	290	305

Will enrollment be capped in the future? No

Market Demand and Societal Needs: Students who want to earn an Associate of Arts (AA) degree have the opportunity to earn a Bachelor's degree at the institution of their choice. About two-thirds of the credits in the AA degree are general education and the remaining one-third of the credits can be related directly to the student's major they are pursuing at the Bachelor's level. The AA degree gives the students the flexibility they need for successful transfer. This degree requires a minimum of 64 credit hours. An individual with an associate's degree earns on average \$625 a week, which is on average of \$125 more than individuals without some form of a college education (<http://www.bls.gov/opub/ted/2003/mar/wk1/art04.htm>).

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Form SE - Student Enrollment Projections



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PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name State Fair Community Collge
Program Name General Studies - AA
Date July 6, 2012

(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.)

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.
The Associate of Arts (AA) degree is designed for students who wish to earn a bachelor's degree after transfer.

Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
Faculty are required to have a master's degree with at least 18 hours of graduate hours in the specialized area being taught.
- 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.
N/A
- Expectations for professional activities, special student contact, teaching/learning innovation.
Initially, we will staff this site with adjunct faculty, with no full-time faculty assignments until the site grows.

Enrollment Projections

- Student FTE majoring in program by the end of five years.
At the end of five years the FTE is expected to be around 305 students.
- Percent of full time and part time enrollment by the end of five years.
80 percent FTE and 20 percent PTE

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Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
At the end of year three a projected graduation goal would be 25 of the estimated 276 students and at the end of year five a projected graduation goal of 40 of the estimated 305 students.
- Special skills specific to the program.
None
- 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.
Students will complete the same institutional and discipline outcomes assessments as Sedalia campus students. We project 80% scoring above the 50th percentile on the college exit exam.
- Placement rates in related fields, in other fields, unemployed.
N/A
- Transfer rates, continuous study.
80% transfer rate

Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.
State Fair Community College courses and degrees are accredited through the Higher Learning Commission (HLC), a Commission of the North Central Association of Colleges and Schools (NCA).

Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and method of surveys.
We currently do not administer alumni surveys.
- Expected satisfaction rates for employers, including timing and method of surveys.
N/A

Quality Assurance for Off-Site Programs:

The Kemper campus is going to be managed and relate as closely as possible to the State Fair Community College-Sedalia. This is the goal of State Fair Community College to provide the consistency throughout the different campuses. This goal makes the learning experience more enjoyable and adaptable for the students. The Kemper campus will have a site coordinator, which will report to the VP of Educational and Student Support Services.

The program guidelines will be following the guidelines that have already been established by State Fair Community College-Sedalia.

- A. Faculty Qualifications: State Fair Community College holds their faculty to high standards before and after they have been hired for a particular job. State Fair Community College expects their faculty to have a master's degree with at least 18 graduate hours in the specific area being taught. Most faculty at the Boonville site have on-the-job training in addition to the education that they have previously received. This experience gives the students insight that is needed to prepare them for upper-level college courses or the knowledge to use in the workforce. The Kemper campus will currently not have any full-time faculty.

- B. Support Services: The Kemper campus will employ two part-time academic advisors that will be accessible to students every week. All first-time students attend New Student Orientation, which explains the use of the student portal and student support services, including the online library system, the online enrollment system, and many other tools to make their time at Kemper run as smoothly as possible. Along with the services that have been shown to the students, the site coordinator and the other staff will be trained in financial aid, advising, and other administrative functions to help the students as needed. Finally, college staff from support offices will regularly travel to Boonville to provide services to students and staff.