MDHE
Missouri Department of Higher Education

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☐ **PUBLIC**
☒ **INDEPENDENT**

NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW

When finished, please save and email to: he.academicprogramactions@dhe.mo.gov

Sponsoring Institution: Columbia College

Program Title: Bachelor of Science in Human Services

Degree/Certificate: BS-Bachelor of Science

If other, please list:

Options: N/A

Delivery Site: Jefferson City

CIP Classification: 44.0000

Implementation Date: 5/16/2018

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

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

Dr. Piyusha Singh, Vice President for Online Education and Interim Provost	*[signature]*	6/6/18
Name/Title of Institutional Officer	Signature	Date

MDHE New Program Proposal for Routine Review

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.

  Admissions procedures and student qualifications do not exceed regular College standards.

- Characteristics of a specific population to be served, if applicable.

  Columbia College serves traditional students in the Day Program and specializes in adult education and military education. Columbia College serves nearly 29,000 students each year in more than 30 locations.

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

  Columbia College adheres to the credential requirements set forth by HLC for all faculty members. Columbia College requires instructors to have at least a master's degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/or professional experience directly related to the course. In exceptional circumstances, special certification or extraordinary work experience may compensate the absence of certain academic credentials.

- 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 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session

- Expectations for professional activities, special student contact, teaching/learning innovation.

  Full-time faculty members are required to have 3 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide contact information to students.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
    13 students
- Percent of full time and part time enrollment by the end of five years.
    28% part-time and 72 % full-time

STUDENT ENROLLMENT PROJECTIONS

YEAR	1	2	3	4	5
Full Time	*3*	*3*	*3*	*3*	*3*

Part Time	5	6	8	9	10
Total	8	9	11	12	13

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

  It is estimated that 100% of students who begin working on an Associate degree should have the degree completed at the three-year mark. It is estimated that 100% of students who begin working on an Bachelor's degree should have the degree completed at the five-year mark.

- 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.

  Columbia College's goal is to have all students score at least in the 75th percentile on all normed tests.

- Placement rates in related fields, in other fields, unemployed.
  N/A

- Transfer rates, continuous study.
  N/A

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.
  The degree program being proposed has been approved by the Higher Learning Commission.

6. Program Structure

A. Total credits required for graduation: *120*

B. Residency requirements, if any:
   30
C. General education: Total credits:
   38-41 general education

Courses (specific courses OR distribution area and credits)

Course Number	Credits	Course Title
		Basic studies: 12 semester hours
CISS 170	3	Introduction to Computer Information Systems (or CISS 176 Introduction to Computer Science)
COMM 110	3	Introduction to Speech
ENGL 112	3	English Composition II
MATH 150	3	College Algebra or MATH 170 Finite Mathematics or

		MATH 180 Pre-calculus or MATH 201 Calculus and Analytical Geometry I or MATH 215 Differential Calculus
		Total introductory studies: 23-26 semester hours
HIST	6	*History: 6 hours*
ARTS	6	*Arts and Humanities: 6 hours*
MATH/ PHYS	5-6	*Natural Sciences and Mathematics: 5-6 hours*
ANTH/ ECON/ GEOG, POSC/ SOCI	6	*Social and Behavioral Sciences: 6 hours*
	*	*Total general education requirements: 38-41 semester hours*

D. Major requirements: Total credits: (51-54 credits) 33-36 core requirements, 12 additional, 6 ethics/ multicultural

Course Number	Credits	Course Title
		Core Requirements 33-36 semester hours
HUMS 105	3	Introduction to Human Services
HUMS 250	3	Working with Individuals
HUMS 300	3	Exploring Research
HUMS 335	3	Working with Groups
HUMS 340	3	Working with Families
HUMS 345	3	Working with Communities and Organizations
HUMS 365	3	American Social Policy
HUMS 495	3	Senior Seminar
HUMS 499	3	Internship
PSYC 101	3	General Psychology
SOCI 270	3	Minority Cultures and Relations (or ANTH 270)
ANTH 270	3	Minority Cultures and Relations (or SOCI 270)
		Choose at least 12 credits of the following:
HUMS 310	3	Military Case Work
HUMS 325	3	Case Management
HUMS 333	3	Topics
SOCI 433	3	Topics
HUMS 350	3	Social Gerontology
HUMS 375	3	Disabilities
HUMS 380	3	Substance Abuse
HUMS 385	3	Mental Health
HUMS 390	3	Child Welfare
SOCI 421	3	Class, Status and Power
		Ethics/ Multicultural: 6 semester hours
PHIL 330	3	*Ethics: 3 hours*
	3	*Multicultural Requirement: 3 hours*
	*	*Major Requirements: 51-54 semester hours*
	*	*Electives 28-34 semester hours. As the culminating Evaluative Experience, all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.*

E. Free elective credits: *28-34semester hours*

(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:
    None

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

- **Sponsoring Institution One:** Choose an institution

- **Sponsoring Institution Two:** Choose an institution

- **Other Collaborative Institutions:** Click here to enter text

- **Length of Agreement:** Click here to enter text

- **Which institution(s) will have degree-granting authority?** Click here to enter text

- **Which institution(s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?** Click here to enter text

- **What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?**
  Click here to enter text

- **Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?**
  Click here to enter text

- **What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?**
  Click here to enter text

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