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February 3, 2015

Angelette Prichett
Research Associate
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469

Dear Ms. Prichett,

Columbia College would like to notify the Missouri Department of Higher Education of our anticipation to offer a new degree program in August 2015.

Please find enclosed proposal to offer the following program:

Bachelor of Science in Biochemistry (26.0202)
Columbia College, Columbia, MO (5040)

Columbia College appreciates the opportunity to offer higher education programs in the State of Missouri. If there are any questions or concerns regarding this proposal, please contact me at (573) 875-7500 or via email at tsmith@ccis.edu.

Sincerely,

Dr. Terry B. Smith
Executive Vice President and Dean for Academic Affairs
Columbia College

Enclosures



NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Columbia College

Program Title: Bachelor of Science in Biochemistry

Degree/Certificate: Bachelor of Science

Options: N/A

Delivery Site(s): 5040

CIP Classification: 26.0202

*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: August 2015

Cooperative Partners: N/A

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

AUTHORIZATION:

Dr. Terry B. Smith, Executive Vice President
and Dean for Academic Affairs

Name/Title of Institutional Officer

Signature

Date

Misty Bush, Director, Office of Institutional Compliance

(573) 875-7697

Person to Contact for More Information

Telephone



PROGRAM STRUCTURE

A. Total credits required for graduation: 120 semester credit hours.

B. Residency requirements, if any: Complete 24 semester hours in residency during the last 36 semester hours of coursework.

C. General education: Total credits: 38-41 semester credit hours.

Courses (specific courses OR distribution area and credits):

Course Number	Credits	Course Title

D. Major requirements: Total credits: 67 semester credit hours.

Course Number	Credits	Course Title
BIOL 110	3	Principles of Biology
BIOL 110L	2	Principles of Biology Laboratory
BIOL 112	3	Principles of Biology II
BIOL 112L	2	Principles of Biology II Laboratory
BIOL 290	3	Principles of Cell Biology
BIOL 290L	2	Principles of Cell Biology Laboratory
BIOL 342	3	Genetics
BIOL 342L	2	Genetics Laboratory
BIOL 391	3	Molecular Biology
CHEM 110	3	Chemistry I
CHEM 111L	3	Introductory Chemistry I Laboratory Experience
CHEM 112	3	Chemistry II
CHEM 112L	2	Chemistry II Laboratory
CHEM 310	3	Organic Chemistry I
CHEM 310L	2	Organic Chemistry I Laboratory
CHEM 312	3	Organic Chemistry II
CHEM 312L	2	Organic Chemistry II Laboratory
BIOL/CHEM 420	3	Biochemistry I
BIOL/CHEM 420L	2	Biochemistry I Laboratory
BIOL/CHEM 422	3	Biochemistry II
MATH 201	5	Calculus and Analytic Geometry I
PHYS 111	3	College Physics I
PHYS 111L	2	Physics I Laboratory
PHYS 112	3	College Physics II
PHYS 112L	2	Physics II Laboratory
BIOL 490	1	Senior Seminar

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E. Free elective credits: 9-12 semester credit hours in Biology/Chemistry Electives. (All courses must be completed with a grade of C or higher.) Nine to twelve hours of courses with BIOL or CHEM prefixes at or above the 200-level. Six of these hours must be in upper-level courses.
(Sum of C, D, and E should equal A.)

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

G. Any unique features such as interdepartmental cooperation: Students are required to meet 3 semester credit hours for the Multicultural Requirement. This adds an additional 3 semester hours to the sum of C, D, and E.



PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Columbia College
Program Name Bachelor of Science in Biochemistry
Date 8/2015

(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.

Columbia College admission requirements are considered "moderately selective."

Day Program: The primary factors considered in the admissions process are overall high school or secondary school performance (grades) and performance on standardized tests such as the ACT or SAT I (test scores). Admission is generally granted to students who rank in the top half of their graduating class or who score at the 50th percentile or above on the ACT, SAT I, HiSET or equivalent. Students must also have a cumulative minimum high school grade point average of 2.5. Columbia College accepts college credit from these programs: CLEP, Advanced Placement (AP), International Baccalaureate (IB), Dual Credit, Proficiency Exams, DANTES, and Credit for Prior Learning.

Evening Program: Columbia College wants to make the admission process as streamlined as possible. If you have a high school diploma; HiSET or equivalent; or previous college experience, complete the printable application or apply online and send transcripts from high school and all colleges and universities you have attended. The Admissions Office will consider your overall high school performance, HiSET or equivalent scores, and any college coursework. Your academic past is important, but so are your life accomplishments, so personal letters of recommendation and resumes are welcome additions to your application file. New freshmen requirements include minimum 50th percentile class rank or test score (ACT, SAT, HiSET or equivalent) and 2.0 cumulative grade point average. Freshman applicants who graduated from high school more than two years ago typically are not required to submit ACT or SAT scores. Transfer students must have earned a minimum 2.0 cumulative grade point average.

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If you have accrued more than 24 college credits, your high school transcript will not likely be required. There is a \$35 application fee, which is nonrefundable.

Online Campus: Current students enrolled at Columbia College, may take online courses without readmission to the Columbia College Online Campus. Students who have never attended the Online Campus, can apply for admission at the campus nearest them. Remote students not near a Columbia College campus can apply online for admission. Students may be admitted upon presentation of any one of the following: high school; diploma; successful completion of the HiSET or equivalent; evidence of satisfactory college work.

Nationwide Campus: Students may be admitted upon presentation of any of the following: high school diploma; successful completion of the HiSET or equivalent; evidence of satisfactory college work. Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.

- *Characteristics of a specific population to be served, if applicable. Columbia College serves traditional students at its Day Campus. Columbia College specializes in adult education and military education. Our top military education and adult continuing education opportunities are available at 35 campuses nationwide. With smaller class sizes and flexible class schedules, we make earning your college degree as convenient as it can possibly be around your daily business and family obligations. We serve nearly 29,000 students each year in 13 states, with 18 campuses being conveniently located on military bases.*

2. Faculty Characteristics

- *Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate. Faculty must have a minimum of a master's degree in the appropriate field including at least three courses directly related to the content area; many of the faculty members have doctorates or other terminal degrees. All faculty teaching for Columbia College at off-campus locations are part-time adjuncts. A core of recurring faculty teaches on a regular basis and almost all teach in at least two of the five sessions per year.*

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- 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 can teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, but 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 5 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 their contact information to their students.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
(Please see attached Student Enrollment Projections)
- Percent of full time and part time enrollment by the end of five years.
(Please see attached Student Enrollment Projections)

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
Associate 3 Year Mark – 100% Bachelor's 3 Year Mark – 10%
Associate 5 Year Mark – 100% Bachelor's 5 Year Mark – 100%

(NOTE: The above percentages are estimates because Columbia College does not track how many students graduate with an Associate or Bachelor's degree specifically based on the time they begin their coursework. However, it is estimated that 100% of students who begin working on an Associate degree should have the degree completed at the three year mark and 10% of students should have a Bachelor's degree completed at the three year mark. It is estimated that 100% of students who begin working on an Associate's degree should have the degree completed within five years and 100% of students should have a Bachelors degree completed at the five year mark.)

- Special skills specific to the program.
(Please see attached Student Enrollment Projections)

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- Proportion of students who will achieve licensing, certification, or registration.
(Please see attached Student Enrollment Projections)
- 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 a rationale.
The degree program being proposed has been submitted to the the Higher Learning Commission for approval.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*
N/A
- Expected satisfaction rates for employers, including timing and method of surveys.
N/A

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.
Please find Institutional Characteristics at Attachment 1.



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	15	15	16	16	17
Part Time	6	6	7	7	8
Total	21	21	23	23	25

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

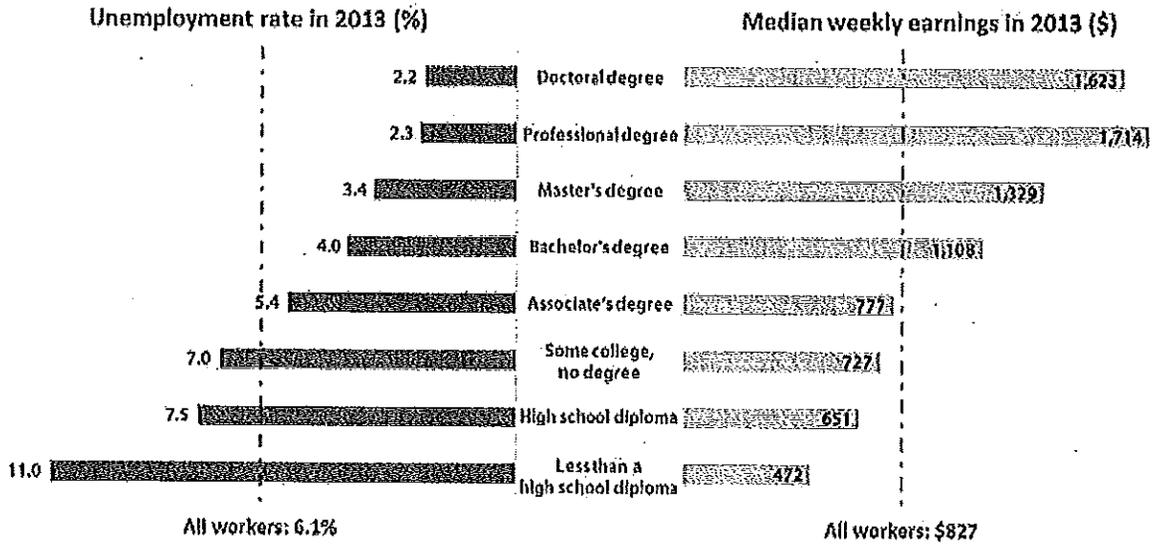
The calculations for the projected enrollments for the Bachelor of Science in Biochemistry degree were calculated based on actual enrollments for the Bachelor of Science in Chemistry program during the 2013-2014 Academic Year. There were a total of 15 students enrolled full-time in the Bachelor of Science in Chemistry program during the 2013-2014 Academic Year and this is reflected in the enrollment projections for Year 1. An increase of approximately 3% was applied for each projected year. The same methodology was used to determine the part-time projected enrollment. There were a total of 6 students enrolled in the Bachelor of Science in Chemistry program during the 2013-2014 Academic Year and this was reflected in the enrollment projections for Year 1. An increase of approximately 3% was applied for each projected year.

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

The Bachelor of Science degree in Biochemistry is designed to provide a strong foundation in the core aspects of biology and chemistry to further student understanding of the mechanisms that underlie biological processes of single cellular life as well as the integration of tissues and systems of multicellular life. Students in Biochemistry will learn to critically assess scientific results through statistical analyses, develop scientific writing and oral presentation skills, and develop laboratory skills. The goal of the Biochemistry program at Columbia College is to prepare students for advanced study in Biochemistry, Molecular Biology, and Life Sciences as well as medical, veterinary, dental, or forensic fields. The degree also prepares students for a variety of careers in industrial, agricultural, or clinical settings. Students will provided back to their community and gain personal satisfaction, and potential increase of income. Students earning the degree are providing a long-term investment for society. Education will allow for improvements, advancements, and sustainability, which will result in a return of investment for society as a whole.



Earnings and unemployment rates by educational attainment



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: Current Population Survey, U.S. Bureau of Labor Statistics, U.S. Department of Labor

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Form SE - Student Enrollment Projections