

BACCALAUREATE PROPOSAL APPROVAL APPLICATION**COVER SHEET (To be submitted with Proposal)****THE FLORIDA COLLEGE SYSTEM**

INSTITUTION: Miami Dade College

BACCALAUREATE DEGREE CONTACTS:

PRIMARY CONTACT:

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SECONDARY CONTACT:

Name:
Title:
Phone:
Email:

DEGREE TYPE (BS, BAS, other):

DEGREE TITLE:

TOTAL NUMBER OF CREDIT HOURS:

PROPOSED DEGREE SIX-DIGIT CIP CODE (And track, if appropriate):

IMPLEMENTATION DATE:

PROGRAM DESCRIPTION/EMPLOYMENT OPTIONS FOR GRADUATES:

(The description should be brief, but stand-alone—first line should include degree type and degree title)
(Limit 200 words)

BOARD OF TRUSTEES PROPOSAL APPROVAL DATE:_____

PRESIDENT'S SIGNATURE AND DATE (FOR PROPOSAL): (Affirms compliance and accuracy)

Signature

Date

EXECUTIVE SUMMARY

(Provide a narrative describing the program and concise summaries for Evaluation Criteria A-J of the proposal. Label section headings.) (Limit 1200 words)

MDC BACCALAUREATE PROPOSAL **EVALUATION CRITERIA**

A. PLANNING PROCESS

1. Summary of Internal Process and Meetings (Limit 800 words):
2. Summary of External Process and Meetings (Limit 800 words):

B. PROGRAM IMPLEMENTATION TIMELINE

1. Provide date or date range for each of the following activities:
 - Assessment of Need and Demand:
 - Curriculum Development:
 - Accreditation Activities:
 - Recruitment of Faculty and Staff, if needed:
 - Systems, Facilities and Resource Upgrades and Development, if needed (equipment, instructional and media materials, advising and information system upgrades, development of online resources):
 - Student Recruitment and Advising:
2. Estimated date upper division courses are to begin:

C. WORKFORCE DEMAND/UNMET NEED SPECIFIC TO PROGRAM AREA

(An analysis for the geographic region to be served)

[Guidelines for Demand and Supply](#)

http://www.fldoe.org/cc/Educators/pdf/cc_supply_demand_method2.pdf

1. Geographic region to be served: Region 23 (Miami-Dade County)
2. Number of current jobs:
3. Number of current job openings:
4. Projected number of job openings five years from current year:
5. Number of most recent graduates in the discipline area from the State University System, by institution(s) in the geographic region specified in the application:
[Degrees Awarded by State University System](#)
http://www.flbog.org/resources/iud/degrees_search.php
6. Number of most recent graduates in the discipline area from nonpublic postsecondary institutions in geographic region (if available), by institution:
7. Provide data and a one-paragraph description of the employment gap based on 2 through 6 (the gap between employment numbers needed and graduates in the programs in the geographic region). (Limit 300 words)
8. Other measures which may include brief qualitative or quantitative data/information such as local economic development initiatives or evidence of rapid growth or decline not reflected in local, state, and national data. (Limit 300 words)

D. FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA

1. Provide a brief description of the existing facilities and equipment that will be utilized for the program. (Limit 150 words)
2. Provide a brief description of the new facilities and equipment that will be needed for the program, if any. (Limit 150 words)

E. LIBRARY/MEDIA SPECIFIC TO PROGRAM AREA

1. Submit MDC CASSC Form 104 and supporting documentation and include in Appendices.
<http://www.mdc.edu/asa/documents/104InstructionalSupportMaterials.doc>

2. Provide a brief description of the existing library/media resources that will be utilized for the program. (Limit 150 words)

3. Provide a brief description of the new library/media resources that will be needed for the program, if any. (Limit 150 words)

F. ACADEMIC RESOURCES SPECIFIC TO PROGRAM AREA

1. Number of existing full-time faculty:
2. Number of existing part-time faculty:
3. Provide a brief description of the anticipated additional faculty that will be needed for the program, if any (Limit 150 words):
4. Anticipated instructional support personnel needed (list titles of personnel including administrators, advisors, librarians, lab managers, etc.):
5. As applicable, provide additional information related to academic resources. (Limit 150 words)
6. Include (in the Appendices):
 - A. Program Evaluation and Improvement
 - a. Systematic Plan of Evaluation
 - b. Annual Reports
 - c. Program Learning Outcomes
 - d. College-wide Learning Outcomes

G. COST TO STUDENTS

1. Anticipated cost for four years of study at FCS institution (tuition and fees x credit hours):
2. Estimated cost for four years of study at each state university in service district:
3. Estimated cost for four years of study at each nonpublic institution in service district, if available:

H. ACADEMIC CONTENT

What do you expect students to know and be able to do?

What do the curricula and educational experiences “add up to”?

What do you do in your classes or programs to promote the kinds of learning or development that MDC seeks?

Determine teaching strategies, educational processes or experiences that promote department and institutional level learning outcomes.

Build programs with "scope and sequence" in mind.

Learning Outcomes and Assessment

Determine pedagogies or educational experiences that develop the knowledge, understanding, habits of mind, ways of knowing and problem-solving.

1. List the admission requirements for the program:
2. Faculty credentials – Estimated percentage of upper division courses in the program to be taught by faculty with a terminal degree:
 - a. [The Principles of Accreditation 3.4.5](#), Southern Association of Colleges and Schools (SACS)
 - b. Include in the Appendices: Faculty Roster (SACS Grid).
3. Anticipated average student/teacher ratio in first year based on enrollment projections as stated in the [Enrollment, Performance, and Budget Plan](#) (Excel). Form is to be included in the Appendices.
<http://www.fldoe.org/cc/Educators/Excel/bacc-budget2.xls>
4. Summary of SACS accreditation plan, Florida Teacher Education Program Approval plan, and/or other specialized accreditation plan(s), as appropriate: MDC is designated as a Level 2 institution by SACS.
Describe plans for applying for any additional accreditation options.
5. Curriculum (Course listing format: Course Number [e.g. MAC 1105], Course Title, # of Credits)
 - a. Are there similar programs listed in the **Common Prerequisites Counseling Manual (CPCM)** for the CIP code (and track, if appropriate) you are proposing? (Yes/No) [Common Prerequisites Manual](http://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educator_s/Advising_Manuals/Common_Prerequisite_Manual/CommonPrerequisiteManual_Catalog2009!/ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3iDEEtPfx9TQwN380BXA093QzMzc6dQIy8nc6B8JLK8pZ8BUN7C38_M19_AIswcn25zM_1wkH1AFTiAowFUHmaCRYCLIdAEdw8vA29nQ09jMzR5LPbjITfW9_PIZ03VL8iNMMj01HUEAIMp0Kk!/)
[http://facts23.facts.org/florida/facts/Home Page/Counselors and Educator s/Advising Manuals/Common Prerequisite Manual/CommonPrerequisiteManual_Catalog2009!/ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3iDEEtPfx9TQwN380BXA093QzMzc6dQIy8nc6B8JLK8pZ8BUN7C38_M19_AIswcn25zM_1wkH1AFTiAowFUHmaCRYCLIdAEdw8vA29nQ09jMzR5LPbjITfW9_PIZ03VL8iNMMj01HUEAIMp0Kk!/?](http://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educator_s/Advising_Manuals/Common_Prerequisite_Manual/CommonPrerequisiteManual_Catalog2009!/ut/p/c5/04_SB8K8xLLM9MSSzPy8xBz9CP0os3iDEEtPfx9TQwN380BXA093QzMzc6dQIy8nc6B8JLK8pZ8BUN7C38_M19_AIswcn25zM_1wkH1AFTiAowFUHmaCRYCLIdAEdw8vA29nQ09jMzR5LPbjITfW9_PIZ03VL8iNMMj01HUEAIMp0Kk!/)

- b. If specific courses are listed in the CPCM or as determined appropriate for new programs, list lower division common prerequisites required. If no prerequisites are required for the program, state "No prerequisites."
- c. List all courses required for the final two years of the baccalaureate program by term, in sequence.
- d. Submit a 4-year curriculum guide/program sheet. Include credit hours per term and total credits for the program. ([CASSC FORM 119](#))
 - i. For degree programs with concentrations, there may be more than one sequence showing courses that are the same and/or different per concentration area.
- e. List specific Associate of Science and/or Associate of Applied Science programs offered at your MDC that are aligned with the program, as applicable.
- f. Is the program being proposed as a Limited Access program? (Yes/No) If yes, complete the following form and include it in the appendix for consideration. [Limited Access Request Form](#)
http://www.fldoe.org/cc/Educators/word/cc_bach_limited_access_form.doc

I. ENROLLMENT, PERFORMANCE AND BUDGET PLAN

1. Complete [Enrollment, Performance, and Budget Plan](#) form. (Excel format) <http://www.fldoe.org/cc/Educators/Excel/bacc-budget2.xls> (include the form in the Appendices).
2. Provide a budget narrative justifying the estimated and projected program expenditures as they appear in Section III of the **Enrollment, Performance, and Budget Plan** form. Include start-up costs, required faculty, library resources, facility renovations/remodeling, classroom, teaching laboratory, office, and any other type of space that is necessary for the proposed program, equipment, focusing primarily on instructional requirements, internship sites and/or clinical sites, if appropriate, key resources, and other anticipated operational costs to develop and maintain the program over a four-year period. State funding for baccalaureate program approved pursuant to [Section 1007.33](#),

Florida Statutes, shall be as provided in the General Appropriations Act. (Limit 400 words)

J. PLAN OF ACTION IF PROGRAM MUST BE TERMINATED

(Limit 200 words)

Describe provisions the College will make, including student "train out," in the event a program needs to be discontinued while students are still enrolled in the program.

K. APPENDICES/SUPPLEMENTAL MATERIALS (Maximum of 20 printed pages, excluding CASSC forms).

1-3. Include Appendices 1 - 3 from LETTER OF INTENT and add the following:

4. Faculty Roster (SACS Grid).
5. Program Evaluation and Improvement

Begin with the end in mind as you design the learning curriculum

- Program Review Process

http://www.mdc.edu/asa/academic_programs_cintro.asp

http://www.mdc.edu/asa/documents/ProgramReview_Process.pdf

Develop the learning outcomes, assessment strategies, and learning strategies around the learner (student). Design all components with the student in mind.

- a. Systematic Plan of Evaluation
- b. Annual Reports
- c. Program Learning Outcomes
- d. College-wide Learning Outcomes