

# Everything You Wanted to Know About Creating Baccalaureate Programs... (but were afraid to ask!)



***Presented by:***

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# Developing Baccalaureate Programs

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## Development process:

- Approximately 1 ½ to 2 years to write, submit, receive State approval, and implement.
- Submit proposals in a timely manner and work closely with the Office of Academic Programs (OAP) during *each* step of the process.

# DESIGN COMMITTEE

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Establish a *Design Committee* responsible for developing the proposal and Executive Summary.

[http://www.mdc.edu/asa/documents/Baccalaureate\\_ProposalDevelopment.pdf](http://www.mdc.edu/asa/documents/Baccalaureate_ProposalDevelopment.pdf)

Suggested Membership:

- Academic Dean
- Primary Proposal Author/ Director
- Faculty (2-3)
- Campus Registrar
- Library
- Research Coordinator/Institutional Research Representative
- Department Chair/School Director
- Student Services Representative(s)

# FEASIBILITY STUDY

## (find a “niche”)

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Determine the viability of developing a baccalaureate program to meet workforce needs/demands by:

- Exploring partnerships with 4-year institutions
- Conducting surveys (industry, current student, and alumni)
- Researching existing programs/degrees
- Assessing accreditation standards
- Calculating student and institutional costs

# CURRICULUM DESIGN & DEVELOPMENT

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- ❑ Begin with the end in mind (MDC Review Process) as you design the learning curriculum
- ❑ Program Review Process:
  - [http://www.mdc.edu/asa/documents/ProgramReview\\_Process.pdf](http://www.mdc.edu/asa/documents/ProgramReview_Process.pdf)
  - [http://www.mdc.edu/asa/academic\\_programs\\_cintro.asp](http://www.mdc.edu/asa/academic_programs_cintro.asp)
- ❑ Design all components with the student in mind (accessibility, transferability, learning expectations, etc.)
- ❑ Build programs with “scope and sequence”
- ❑ Incorporate MDC Learning Outcomes and assessments

# Assessment of Current and Anticipated Resources

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- Assess and describe the current resources available at the institution
  - Library volumes/Serials
  - Classroom, teaching laboratory, office, and other space necessary for the proposed program
  - Instructional/staff personnel
  - Equipment (focusing primarily on instructional requirements)
  - Internship sites and/or clinical sites
  - Other key resources (as applicable)
- Identify and describe any new resources required

# Proposal Process

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- Quality of writing (“one voice”)

- State Guidelines:

[http://www.fldoe.org/cc/Educators/word/cc\\_bach\\_template.doc](http://www.fldoe.org/cc/Educators/word/cc_bach_template.doc)

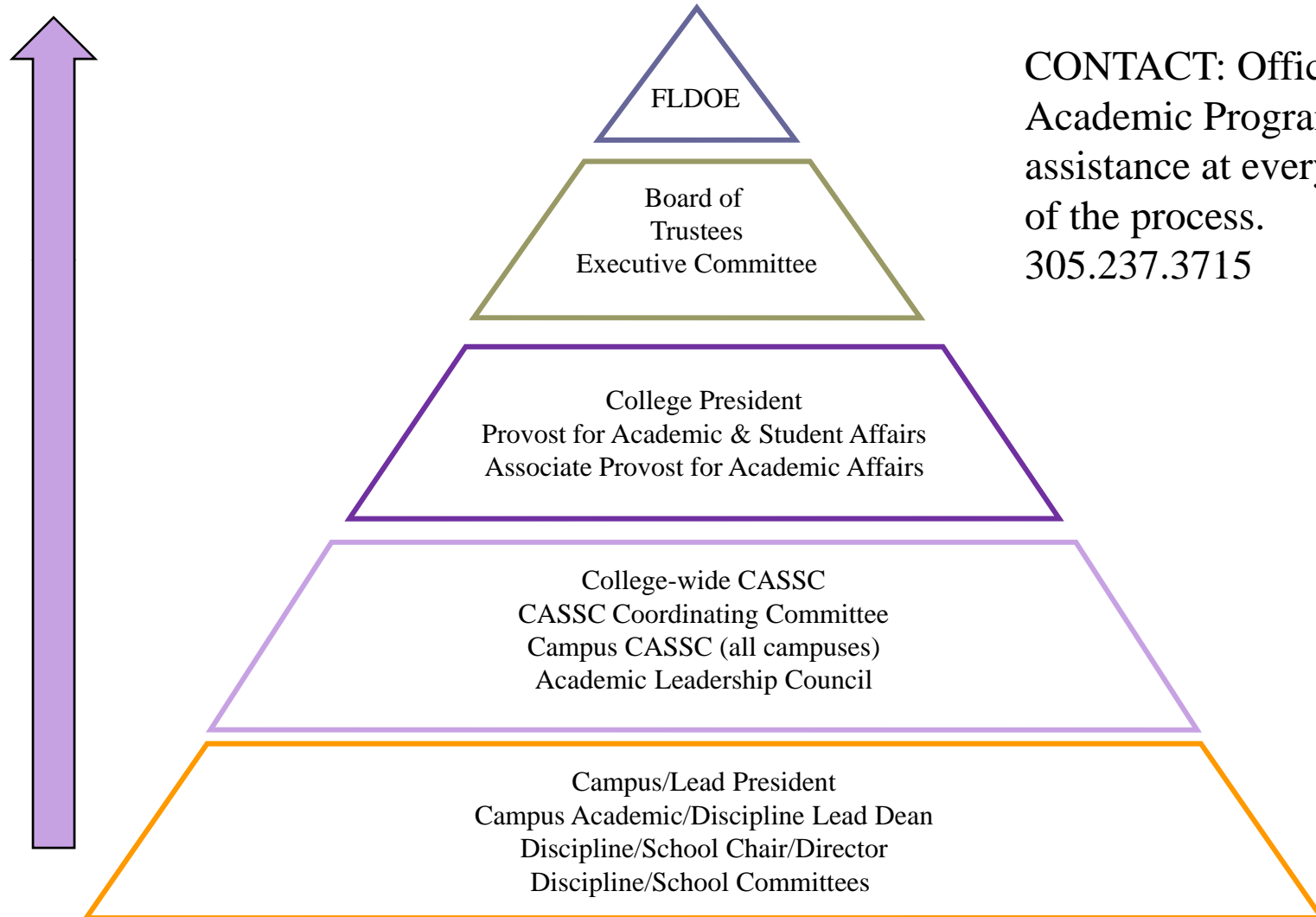
- Executive Summary
- Description of Planning Process and Time Line for Implementation
- Analysis of the Workforce Need for the Baccalaureate Program, Demand for Graduates, and Impact on Other Institutions
- Alignment with K-20 Goals and Strategic Imperatives
- Academic Content and Curriculum
- Assessment of Current and Anticipated Resources to Deliver the Program
- Enrollment, Performance, and Budget Plan
- Accreditation Plan
- Plan of Action in Case of Program Termination

# MDC Academic Approval Process Flow Chart

[http://www.mdc.edu/asa/academic\\_programs\\_cintro.asp](http://www.mdc.edu/asa/academic_programs_cintro.asp)

<http://www.mdc.edu/asa/documents/ProgramApprovalProcessFlowChart-UD.pdf>

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**CONTACT:** Office of  
Academic Programs for  
assistance at every step  
of the process.  
305.237.3715

# But wait...There's more!

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- August – December
  - State Review Process
  - Revisions...revisions...revisions...revisions...revisions...revisions!
- March – April
  - State Approval
- April – December
  - MDC Implementation
- January
  - 1<sup>st</sup> Class

# Timelines/Submission Dates

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## **State Board of Education Submission Dates:**

[http://www.fldoe.org/CC/Educators/pdf/cc\\_bach\\_timeline\\_summary.pdf](http://www.fldoe.org/CC/Educators/pdf/cc_bach_timeline_summary.pdf)

- *Baccalaureate Letter of Intent*: No later than **June 1** of the year preceding the date of implementation.
- *Baccalaureate Proposal*: No later than **August 1** of the year preceding the date of implementation.

## **MDC Submission (CASSC Calendar):**

- For planning assistance, refer to the CASSC website:
  - <http://www.mdc.edu/cassc/>
  - [http://www.mdc.edu/cassc/documents/2008-09\\_Calendar\\_CASSC\\_and\\_ALC.pdf](http://www.mdc.edu/cassc/documents/2008-09_Calendar_CASSC_and_ALC.pdf)

# IMPLEMENTATION TIMELINE

## (JANUARY START DATE)

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- July-December
  - Administrative/Resources (July 1–Budget)
    - Faculty hiring
    - Library acquisitions
    - Facilities renovations
    - Equipment procurement
  - Student Services
    - Program codes
    - Degree audits
    - Marketing campaigns/Recruitment
    - Admission criteria
    - Publications
  - Academic Affairs
    - Course syllabi
    - Course selection
    - Textbook selection
    - On line (Angel) course development

Additional processes, as appropriate

# Information/Assistance

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**For step-by-step assistance:**

**MDC: Curriculum Development (Academic and Student Affairs)**

**Website:**

**[http://www.mdc.edu/asa/academic\\_programs\\_cintro.asp](http://www.mdc.edu/asa/academic_programs_cintro.asp)**

Follow links to:

Add a new program

Select a degree: BAS

**STATE: State Baccalaureate Proposal Approval Process**

Baccalaureate Program Proposal Application Template

**[http://www.fldoe.org/cc/Educators/bach\\_app.asp](http://www.fldoe.org/cc/Educators/bach_app.asp)**

# INFORMATION/ASSISTANCE

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- Course Competencies:

CT&D Workshop (CTD 0555):

<http://www.mdc.edu/ctd/catalog/workshops/ctd0555.htm>

# Web Resources

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## □ State Links

### ■ Baccalaureate Proposal Approval Process

- [http://www.fldoe.org/CC/Educators/word/cc\\_bach\\_template.doc](http://www.fldoe.org/CC/Educators/word/cc_bach_template.doc)
- [http://www.fldoe.org/CC/Educators/pdf/cc\\_bach\\_timeline\\_summary.pdf](http://www.fldoe.org/CC/Educators/pdf/cc_bach_timeline_summary.pdf)

### ■ Performance, Enrollment and Budget Plan (Excel Spreadsheet)

- [http://www.fldoe.org/cc/Educators/Excel/bacc\\_budget\\_08-09.XLS](http://www.fldoe.org/cc/Educators/Excel/bacc_budget_08-09.XLS)

# More Links

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## □ Other State Sites

- Florida Academic Counseling & Tracking for Students (FACTS)

<http://www.facts.org/>

- Statewide Course Numbering System (SCNS)

<http://scns.fldoe.org/>

# Even More Links...

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- Labor Market Statistics

<http://www.labormarketinfo.com/>

- Miami Dade College Catalog

<http://www.mdc.edu/catalog>

- Bloom's Taxonomy

<http://www.nwlink.com/~donclark/hrd/bloom.html>

- Guidelines for Board of Trustees Agenda Items

<http://www.mdc.edu/asa/documents/BoardItemsGuidelines.ppt>

# CASSC Forms

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<http://www.mdc.edu/asa/forms.asp#curriculum>

- Program (CASSC Form 103)
- Course (CASSC Form 102)
- Course Competencies Template (Form 112)
- Instructional Support Materials (CASSC Form 104)
- Course User Fee (CASSC Form 109)
- Baccalaureate Curriculum Guide/Program Sheet (Form 119) <http://www.mdc.edu/asa/documents/119BS-BASProgramSheetForm.doc>

# Office of Academic Programs

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# GOOD LUCK!



It will all be worth it in the end

- *Welcome to the Bachelor of Applied Science Proposal Page*

<http://www.mdc.edu/asa/BAS-Proposals.htm>

[CLICK HERE TO ACCESS THIS PRESENTATION ON THE WEB](#)

Or use this link :

[http://www.mdc.edu/asa/documents/Conference\\_Day\\_2009\\_Developing\\_a\\_BAS.ppt](http://www.mdc.edu/asa/documents/Conference_Day_2009_Developing_a_BAS.ppt)