

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 100-24

DATE: JANUARY 3, 2024

SUBJECT: 2023-2024 BUDGET AMENDMENT
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)
GRANT

GRANT PERIOD: SEPTEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, funds have been received from the State University of New York’s (SUNY) Educational Opportunity Program (EOP) to provide access, academic support and financial aid to full-time, matriculated, New York State students who show promise for succeeding in college but who may not have otherwise been offered admission;

WHEREAS, the funding will support programs at Jefferson that offer academic counseling, educational and career planning, financial advisement, and financial assistance;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

Educ. Opportunity Prog (EOP) –State Grants 2618-3011-5420 \$ 105,000.00

Total Revenue Increase \$ 105,000.00

INCREASE EXPENDITURE:

Educ. Opportunity Prog (EOP) –Professional FT 2618-3011-6101 35,692.00

Educ. Opportunity Prog (EOP) –Student Tutors 2618-3011-6142 14,040.00

Educ. Opportunity Prog (EOP) –Scholarships 2618-3011-7512 \$ 55,268.00

Total Expenditure Increase \$ 105,000.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 101-24
DATE: JANUARY 3, 2024
SUBJECT: 2023-2024 BUDGET AMENDMENT
SUNY 2020 - ROUND V GRANT
GRANT PERIOD: NOVEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, the College has received funding from SUNY to expand opportunities for applied learning, create new programs aligned with community and workforce needs, and to increase adult learner enrollment;

THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

SUNY 2020 Grant– Local Grants & Contracts	2656-3011-5420	<u>\$ 292,128.00</u>
Total Revenue Increase		\$ 292,128.00

INCREASE EXPENDITURE:

SUNY 2020 Grant- Furniture	2656-3011-7002	92,128.00
SUNY 2020 Grant- Computer Equipment	2656-3011-7006	155,056.00
SUNY 2020 Grant- Audio Visual Equipment	2656-3011-7007	23,668.00
SUNY 2020 Grant- Supplies Audio Visual	2656-3011-7106	4,904.00
SUNY 2020 Grant- Supplies Computer	2656-3011-7107	1,584.00
SUNY 2020 Grant- Computer Software	2656-3011-7217	<u>\$ 14,788.00</u>
Total Expenditure Increase		\$ 292,128.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 102-24

DATE: JANUARY 3, 2024

SUBJECT: 2023-2024 BUDGET AMENDMENT
SUNY/MVCC APPRENTICESHIP PROGRAM RENZI
GRANT

GRANT PERIOD: NOVEMBER 1, 2023 – DECEMBER 31, 2027

WHEREAS, funds have been received from the State University of New York (SUNY) to support marketing activities, including industry roundtables, and curriculum development for apprenticeships;

WHEREAS, per a MOU, Mohawk Valley Community College (MVCC) will offer funding to JCC to facilitate apprenticeships in the field of business as part of the SUNY Apprenticeship Program;

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

MVCC Apprenticeship Program –State Grants	2647-3011-5420	\$ <u>16,720.00</u>
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Total Revenue Increase \$ 16,720.00

INCREASE EXPENDITURE:

MVCC Apprenticeship Program – Indirect	2647-3011-7231	1,520.00
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MVCC Apprenticeship Program- Scholarship Awards	2647-3011-7512	\$ <u>15,200.00</u>
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Total Expenditure Increase \$ 16,720.00

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 103-24
DATE: JANUARY 3, 2024
SUBJECT: 2023-2024 BUDGET AMENDMENT
SUNY WORKFORCE DEVELOPMENT TRAINING
GRANT PERIOD: SEPTEMBER 1, 2023 – AUGUST 31, 2024

WHEREAS, the College has received funding from SUNY Workforce Development to provide various trainings to employers;

THEREFORE BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

INCREASE REVENUE:

SUNY WDT Grant– Local Grants & Contracts	2701-3011-5420	\$ <u>44,934.00</u>
Total Revenue Increase		\$ 44,934.00

INCREASE EXPENDITURE:

SUNY WDT Grant- Civil Service-FT	2701-3011-6120	1,841.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	7,489.00
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	34,119.00
SUNY WDT Grant- Scholarship Awards	2701-3011-7512	\$ <u>1,485.00</u>
Total Expenditure Increase		\$ 44,934.00

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 104-24

DATE: JANUARY 3, 2024

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
Accounting, A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Accounting, A.A.S. degree program as outlined in the attached proposal.



Program Revision Proposal: Changes to an Existing Program

Form 3A
Version 2016-10-13

SUNY approval and SED registration are required for many changes to registered programs. To request a change to a registered program leading to an undergraduate degree, a graduate degree, or a certificate that does not involve the creation of a new program,¹ a Chief Executive or Chief Academic Officer must submit a **signed cover letter and this completed form** to the SUNY Provost at program.review@suny.edu.

Section 1. General Information	
a) Institutional Information	Institution's 6-digit SED Code : 274800
	Institution's Name: Jefferson Community College
	Address: <i>1220 Coffeen Street Watertown, NY</i>
b) Program Locations	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): <u>Main Campus only</u>
	List the name and address of off-campus locations (i.e., extension sites or extension centers) where courses will offered, or check here [X] if not applicable :
c) Registered Program to be Changed	Program Title: Business: Accounting
	SED Program Code : 01024
	Award(s) (e.g., A.A., B.S.): A.A.S.
	Number of Required Credits: Minimum [63] If tracks or options, largest minimum []
	HEGIS Code : 5002.00
	CIP 2010 Code : 520302
	Effective Date of Change: August 1, 2024
	Effective Date of Completion ² : May 31, 2027
d) Campus Contact	Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Telephone and email: (315) 786-2235, jfairman@sunyjefferson.edu
e) Chief Executive or Chief Academic Officer Approval	Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. <i>E-signatures are acceptable.</i> Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Signature and date:
	If the program will be registered jointly³ with one or more other institutions, provide the following information for <u>each</u> institution:
	Partner institution's name and 6-digit SED Code : Name, title, and signature of partner institution's CEO (or append a signed letter indicating approval of this proposal):

¹ To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.
² If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).
³ If the partner institution is non-degree-granting, see SED's [CEO Memo 94-04](#).

Section 2. Program Information

Section 2.1. Changes in Program Content

No changes in program content. *Proceed to Section 2.2.*

a) Check all that apply. Describe each proposed change and why it is proposed.

- Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs)
- Changes in a program's focus or design
- Adding or eliminating one or more options, concentrations or tracks
- Eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience). Adding such requirements must remain in compliance with SUNY credit cap limits.
- Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in [Section 3.47\(c\)\(1-4\) of Regents Rules](#)

The Business: Accounting AAS has not been submitted with major changes to the curriculum in several years. The proposed changes have come from several smaller changes and now constitute a major revision.

- Physical Education and a free-elective credit were removed to bring the program below the allowable credit-cap maximum. This change was done as part of a previous minor change to this program not submitted by the then VPAA.
- The two-semester sequence in Intermediate Accounting was replaced by a more general one semester course designed for those individuals going directly into the accounting field. Additional upper division coursework would be needed for any person pursuing a CPA. Also additional liberal arts credits were added in order to remove any hidden mathematics prerequisite coursework or enable a student to prepare for transfer if so desired.
- An Accounting (ACC 207) class was replaced by an Accounting or Business elective to provide students with some flexibility based upon employment goals. Additionally, this change provides space for those individuals working in the field to earn prior learning credit.
- A seminar course (capstone) was added to better prepare students for direct entry into the workforce.
- Changes to liberal arts coursework were made to meet the revised general education framework in the areas of mathematics, natural sciences, basic communication, DEISJ, critical thinking, and information literacy.

b) **Provide** a side-by-side comparison of all the courses in the existing and proposed revised program that clearly indicates all new or significantly revised courses, and other changes.

Current Program	Cr Hrs	Proposed Program	Cr Hrs	*Attribute/s
MAJOR REQUIREMENTS	39	MAJOR REQUIREMENTS (37/39 credit hours)	38	
ACC 101: Accounting Principles 1	4	ACC 101: Accounting Principles 1	4	
ACC 102: Accounting Principles 2	4	ACC 102: Accounting Principles 2	4	
ACC 201: Intermediate Accounting 1	4	ACC 200: Intermediate Accounting Principles <i>(Note: Course does not meet requirements for CPA licensure)</i>	4	Change made to provide students with some more advanced experience in accounting. This was a suggestion from the program Advisory Board.
ACC 202: Intermediate Accounting 2	4			Replaced by Liberal Arts Elective below
ACC 207: Tax Accounting	4	ACC <i>or</i> BUS Elective	3	ACC 207 does not meet CPA licensure requirements and this change allows for flexibility in the program based on a student's interests and needs. Students could also complete an internship or apply work experience as prior learning to meet this requirement.
ACC 208: Cost Accounting	4	ACC 208: Cost Accounting	4	
ACC 209: Management Accounting	3	ACC 209: Management Accounting	3	
ACC 220: Accounting Information Systems	3	ACC 220: Accounting Information Systems	3	
BUS 112 Introduction to Business	3	BUS 112: Introduction to Business	3	
BUS 160: Spreadsheet Applications	3	BUS 160: Spreadsheet Applications	3	
BUS 211: Business Law 1	3	BUS 211: Business Law 1	3	
		BUS 157: Professional Development and Skills Seminar	1	This change provides students with skills to be career ready upon degree completion or in the event they choose to participate in an elective internship.
LIBERAL ARTS REQUIREMENTS	24	LIBERAL ARTS REQUIREMENTS (24 credit hours)	24	
MTH 125: Intermediate Algebra, MTH 155: Algebra Functions, & Modeling or higher	3	MTH 154: Quantitative Reasoning, <i>or</i> higher	3	Change made to meet revised SUNY General Education Framework

Current Program	Cr Hrs	Proposed Program	Cr Hrs	*Attribute/s
				requirement in Mathematics
Mathematics or Science Elective	3	Mathematics or Science Elective	3	
Science Elective	3	Natural Science Elective (Must meet Gen Ed)	3	Change made to meet revised SUNY General Education Framework
English Electives	6	ENG 101: Research and Composition	3	Change made to meet revised SUNY General Education Framework Communication Requirement
		English Elective (From any SUNY General Education)	3	Change made to meet revised SUNY General Education Framework
Economics Elective	3	Economics Elective	3	
		Liberal Arts Elective	3	Change made to accommodate students who might need a prereq class in English or for any student who decides to transfer to meet an additional SUNY General Education area.
Social Science Elective	3	Liberal Arts Elective (Critical Thinking General Education)	3	Change made to meet revised SUNY General Education Framework
Liberal Arts Elective	3	Liberal Arts Elective DEISJ Elective	3	Change made to meet revised SUNY General Education Framework
FREE ELECTIVE REQUIREMENTS	2	OTHER REQUIREMENTS (1 credit hour)	1	
Free Electives	2	INT 111: College Foundations or Free Elective	1	Free Electives had been reduced previously as part of a minor changed when credits were reduced in 2014. This change adds in the graduation requirement of a new student course for all new students.
Physical Education Electives	2			
Physical Education	2			Removed but not processed as part of a minor change to reduce credits in 2014
Total Credits	67	Total Credits	63	

- c) For each new or significantly revised course, **provide** a syllabus at the end of this form, and, on the **SUNY Faculty Table** provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course. NOTE: *Syllabi for all courses should be available upon request. Each syllabus should show that all work for credit is college level and of the appropriate rigor. Syllabi generally include a course description, prerequisites and corequisites, the number of lecture and/or other contact hours per week, credits allocated (consistent with [SUNY policy on credit/contact hours](#)), general course requirements, and expected student learning outcomes.*
- d) What are the additional costs of the change, if any? If there are no anticipated costs, explain why.
There will be no anticipated additional costs to offer the program.

Section 2.2. Other Changes

Check all that apply. Describe each proposed change and why it is proposed.

- Program title
- Program award
- [Mode of delivery](#)
NOTES: (1) If the change in delivery enables students to complete 50% or more of the program via distance education, submit a [Distance Education Format Proposal](#) as part of this proposal. (2) If the change involves adding an accelerated version of the program that impacts financial aid eligibility or licensure qualification, SED may register the version as a separate program.
- [Format change\(s\)](#) (e.g., from full-time to part-time), based on SED definitions, for the **entire** program
 - 1) State proposed format(s) and consider the consequences for financial aid
 - 2) Describe availability of courses and any change in faculty, resources, or support services.
- A change in the total number of credits in a certificate or advanced certificate program
- Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program. **Exception:** Small changes in the required number of credits in a licensure-qualifying program that do not involve a course or courses that satisfy one of the required content areas in the profession.

Section 3. Program Schedule and Curriculum

- a) For **undergraduate programs**, complete the *SUNY Undergraduate Program Schedule* to show the sequencing and scheduling of courses in the program. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTES: The *Undergraduate Schedule* must show **all curricular requirements** and demonstrate that the program conforms to SUNY's and SED's policies.

- It must show how a student can complete all program requirements within [SUNY credit limits](#), unless a longer period is selected as a format in Item 2.1(c): two years of full-time study (or the equivalent) and 64 credits for an associate degree, or four years of full-time study (or the equivalent) and 126 credits for a bachelor's degree. Bachelor's degree programs should have at least 45 credits of [upper division study](#), with 24 in the major.
- It must show how students in A.A., A.S. and bachelor's programs can complete, within the first two years of full-time study (or 60 credits), no fewer than 30 credits in [approved SUNY GER courses](#) in the categories of Basic Communication and Mathematics, and in at least 5 of the following 8 categories: Natural Science, Social Science, US History & Civic Engagement, Diversity: Equity, Inclusion, Social Justice, World History and Global Awareness, Humanities, the Arts and World Languages
- It must show how students can complete [Liberal Arts and Sciences \(LAS\) credits](#) appropriate for the degree.
- When a SUNY Transfer Path applies to the program, it must show how students can complete the number of SUNY Transfer Path courses shown in the [Transfer Path Requirement Summary](#) within the first two years of full-time study (or 60 credits), consistent with SUNY's [Student Seamless Transfer policy](#) and [MTP 2013-03](#).
- Requests for a program-level waiver of SUNY credit limits, SUNY GER and/or a SUNY Transfer Path require the campus to submit a [Waiver Request](#) –with compelling justification(s).

EXAMPLE FOR ONE TERM: Undergraduate Program Schedule

Term 2: Fall 20xx	Credits per classification					New	Prerequisite(s)
Course Number & Title	Cr	GER	LAS	Maj	TPath		
ACC 101 Principles of Accounting	4			4	4		
MAT 111 College Mathematics	3	M	3	3			MAT 110
CMP 101 Introduction to Computers	3						
HUM 110 Speech	3	BC	3			X	
ENG 113 English 102	3	BC	3				
Term credit total:	16	6	9	7	4		

- b) For **graduate programs**, complete the *SUNY Graduate Program Schedule*. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTE: The *Graduate Schedule* must include all curriculum requirements and demonstrate that expectations from [Part 52.2\(c\)\(8\) through \(10\) of the Regulations of the Commissioner of Education](#) are met.

SUNY Undergraduate Program Schedule (OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.)

Program/Track Title and Award: **Accounting A.A.S.**

- a) Indicate **academic calendar type**: [] Semester [] Quarter [] Trimester [] Other (describe):
 b) **Label each term in sequence**, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
 c) **Name of SUNY Transfer Path**, if one exists: **N/A** See [Transfer Path Requirement Summary](#) for details
 d) Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed. **Complete all columns that apply to a course.**

Term 1:								Term 2:									
See KEY.								See KEY.									
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites		
INT 111: College Foundations or Free Elective	1					x		English Elective	3	H/AR	3				varies		
ACC 101: Accounting Principles 1	4			4				Natural Science Elective	3	NS	3						
BUS 112: Intro to Business	3			3				BUS 160: Spreadsheet Applications	3			3					
ENG 101: Research & Composition	3	BC/IL	3				By Placement	ACC 102: Accounting Principles 2	4			4			ACC 101		
MTH 154: Quantitative Reasoning, or higher	3	M	3				By Placement	Economics Elective	3	SS	3	3					
Liberal Arts Elective	3		3														
Term credit totals:	17	6	9	7				Term credit totals:	16	9	9	10					
Term 3:								Term 4:									
See KEY.								See KEY.									
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites		
ACC 200: Intermediate Accounting	4			4		x		ACC 208 Cost Accounting	4			4			ACC 209		
ACC 209: Management Accounting	3			3			Pre: ACC 101 Pre/Co: BUS 160	BUS 157: Professional Development and Skills Seminar	1			1					
ACC 220: Accounting Info. Systems	3			3			ACC 101 & BUS 160	Accounting or Business Elective	3			3			varies		
BUS 211: Business Law 1	3			3				Liberal Arts Elective (Gen Ed area + Critical Thinking)	3	Any GE & CT	3						
Liberal Arts Elective (DEISJ)	3	DEI	3					Mathematics or Science Elective	3		3						
Term credit totals:	16	3	3	13				Term credit totals:	14	3	6	8					
Program Totals (in credits):		Total Credits: 63		SUNY GER: 6+		LAS: 27		Major: 38		Elective & Other: 1		Upper Division: NA		Upper Division Major: NA		Number of SUNY GER Categories: 6 + 2 Competencies	

KEY Cr: credits GER: [SUNY General Education Requirement](#) (Enter Category Abbreviation) LAS: [Liberal Arts & Sciences](#) (Enter credits) Maj: Major requirement (Enter credits) TPath: [SUNY Transfer Path](#) Courses (Enter credits) New: new course (Enter X) Co/Prerequisite(s): list co/prerequisite(s) for the noted courses Upper Division: Courses intended primarily for juniors and seniors SUNY GER Category Abbreviations: Diversity: Equity, Inclusion, Social Justice (DEI), US History (US), Communication (CM), World Language (WL), Humanities (H), Math (M), Natural Sciences (NS), Social Science (SS), The Arts (AR), World History and Global Awareness (WH)

a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.

b) **Append** at the end of this document position descriptions or announcements for each to-be-hired faculty member

(a) Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	(b) % of Time Dedicated to This Program	(c) Program Courses Which May Be Taught (Number and Title)	(d) Highest and Other Applicable Earned Degrees (include College or University)	(e) Discipline(s) of Highest and Other Applicable Earned Degrees	(f) Additional Qualifications: List related certifications and licenses and professional experience in field.
PART 1. Full-Time Faculty					
Any Full-time Faculty teaching School of Business major courses	100% (New course is approx 5% of teaching load per faculty course section)	INT 111: College Foundations	Must have MA/MS	JCC only hires faculty with degrees in the field in which there are teaching.	Must have completed required JCC training to teach INT 111
Richard Merryman	100% to program. This course would be 10% of annual teaching load.	ACC 200: Intermediate Accounting	MBA SUNY Oswego BS SUNY Oswego	Accounting/ Management	Has equivalent of a major in Accounting coursework including 9 graduate credits beyond the MBA in Accounting. Has significant coursework throughout his education in both accounting and finance. Has taught for Jefferson for over 20 years.
Part 2. Part-Time Faculty					
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 105-24

DATE: JANUARY 3, 2024

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
 Applied Business Studies, A.O.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Applied Business Studies, A.O.S. degree program as outlined in the attached proposal.



Program Revision Proposal: Changes to an Existing Program

Form 3A
Version 2016-10-13

SUNY approval and SED registration are required for many changes to registered programs. To request a change to a registered program leading to an undergraduate degree, a graduate degree, or a certificate that does not involve the creation of a new program,¹ a Chief Executive or Chief Academic Officer must submit a **signed cover letter and this completed form** to the SUNY Provost at program.review@suny.edu.

Section 1. General Information																	
a) Institutional Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Institution's 6-digit SED Code:</td> <td style="padding: 2px;">274800</td> </tr> <tr> <td style="padding: 2px;">Institution's Name:</td> <td style="padding: 2px;">Jefferson Community College</td> </tr> <tr> <td style="padding: 2px;">Address:</td> <td style="padding: 2px;">1220 Coffeen Street Watertown, NY</td> </tr> </table>	Institution's 6-digit SED Code :	274800	Institution's Name:	Jefferson Community College	Address:	1220 Coffeen Street Watertown, NY										
Institution's 6-digit SED Code :	274800																
Institution's Name:	Jefferson Community College																
Address:	1220 Coffeen Street Watertown, NY																
b) Program Locations	<p>List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): <u>Main Campus only</u></p> <p>List the name and address of off-campus locations (i.e., extension sites or extension centers) where courses will offered, or check here [<input checked="" type="checkbox"/>] if not applicable:</p>																
c) Registered Program to be Changed	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Program Title:</td> <td style="padding: 2px;">Applied Business Studies</td> </tr> <tr> <td style="padding: 2px;">SED Program Code</td> <td style="padding: 2px;">40572</td> </tr> <tr> <td style="padding: 2px;">Award(s) (e.g., A.A., B.S.):</td> <td style="padding: 2px;">A.O.S</td> </tr> <tr> <td style="padding: 2px;">Number of Required Credits:</td> <td style="padding: 2px;">Minimum [63] If tracks or options, largest minimum []</td> </tr> <tr> <td style="padding: 2px;">HEGIS Code:</td> <td style="padding: 2px;">5001.00</td> </tr> <tr> <td style="padding: 2px;">CIP 2010 Code:</td> <td style="padding: 2px;">520101</td> </tr> <tr> <td style="padding: 2px;">Effective Date of Change:</td> <td style="padding: 2px;">August 1, 2023</td> </tr> <tr> <td style="padding: 2px;">Effective Date of Completion²</td> <td style="padding: 2px;">May 31, 2026</td> </tr> </table>	Program Title:	Applied Business Studies	SED Program Code	40572	Award(s) (e.g., A.A., B.S.):	A.O.S	Number of Required Credits:	Minimum [63] If tracks or options, largest minimum []	HEGIS Code :	5001.00	CIP 2010 Code :	520101	Effective Date of Change:	August 1, 2023	Effective Date of Completion ²	May 31, 2026
Program Title:	Applied Business Studies																
SED Program Code	40572																
Award(s) (e.g., A.A., B.S.):	A.O.S																
Number of Required Credits:	Minimum [63] If tracks or options, largest minimum []																
HEGIS Code :	5001.00																
CIP 2010 Code :	520101																
Effective Date of Change:	August 1, 2023																
Effective Date of Completion ²	May 31, 2026																
d) Campus Contact	<p>Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Telephone and email: (315) 786-2235, jfairman@sunyjefferson.edu</p>																
e) Chief Executive or Chief Academic Officer Approval	<p>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. <i>E-signatures are acceptable.</i></p> <p>Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Signature and date:</p> <div style="background-color: #d9e1f2; padding: 5px; margin-top: 5px;"> <p>If the program will be registered jointly³ with one or more other institutions, provide the following information for <u>each</u> institution:</p> </div> <p>Partner institution's name and 6-digit SED Code:</p> <p>Name, title, and signature of partner institution's CEO (or append a signed letter indicating approval of this proposal):</p>																

¹ To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.
² If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).
³ If the partner institution is non-degree-granting, see SED's [CEO Memo 94-04](#).

Section 2. Program Information

Section 2.1. Changes in Program Content

No changes in program content. *Proceed to Section 2.2.*

a) Check all that apply. Describe each proposed change and why it is proposed.

- Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs)
- Changes in a program's focus or design
- Adding or eliminating one or more options, concentrations or tracks
- Eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience). Adding such requirements must remain in compliance with SUNY credit cap limits.
- Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in [Section 3.47\(c\)\(1-4\) of Regents Rules](#)

Description of Changes:

This program is increasing by one credit hours in order to accommodate the required INT 111 graduation requirement.

Other changes that were made (incrementally) since the last registration of the program not making the program exceed the 1/3 credit revision necessitating a reregistration include

- *SUNY General Education Framework revisions*
 - *Specified coursework in order to meet Communication, Mathematics, Scientific Reasoning, DEISJ Information Literacy, and Critical Thinking outcomes.*
- *Clarified the accounting course requirement.*
- *Updated numbering on two courses.*
- *Made changes to required business courses to better prepare students for post completion employment needs.*
- *Updated allowable prior learning prefixes to allow for additional certification-focused/related learning outcomes.*

b) **Provide** a side-by-side comparison of all the courses in the existing and proposed revised program that clearly indicates all new or significantly revised courses, and other changes.

Last Registered Program	Cr Hrs	Proposed Program	Cr Hrs	Rationale
Business Requirements	30	Business Requirements	24	
BUS 104 – Personal Finance	3	BUS 221 – Human Resource Management	3	Course change based upon graduate and advisory board feedback.
BUS 112 – Introduction to Business	3	BUS 112 – Introduction to Business	3	
BUS 121 – Business Financial Operations	3	BUS 121 – Business Financial Operations	3	
BUS 124 – Marketing	3	BUS 232 – Principles of Marketing	3	Name and number change since previous registration. No content change.
BUS 131 – Principles of Management	3	BUS 231 – Principles of Management	3	Number change since previous registration. No content change.
BUS 150 – Introduction to Entrepreneurship	3			
BUS 152 – Legal Issues for Small Businesses	3	BUS 211 – Business Law 1	3	Consolidation of courses resulting in decision to eliminate BUS 152.
BUS 160 – Spreadsheet Applications or OFC 246 – Integrated Business Applications	3	BUS 160 – Spreadsheet Applications	3	No longer offering the OFC course.
BUS 230 – Customer Service Relations	3	BUS 230 – Customer Service Relations or BUS 218 – Social Media and Advertising	3	Added option to meet needs of students based upon graduate and advisory board recommendation.
BUS 241 – Principles of Selling	3			Course removed to make space for SUNY General Education coursework.
Accounting Requirements	3	Accounting Requirements	3	
ACC 100 – Office Accounting or higher	3	ACC 100 – Office Accounting or ACC 101 – Accounting Principles 1	3	Clarifies the options available to students.
Business and Prior Learning Assessment Electives	20	Business and Prior Learning Assessment Electives	20	
Business or Prior Learning Assessment Professional Electives (Limited to Prefixes of PLC/PRO/ PLA)	20	Business or Prior Learning Assessment Professional Electives (Limited to Prefixes of PLC/PRO/ BOC)	20	Removed PLA as this is the prefix for a specific subject and never intended to be included. Added new prior learning professional elective code BOC.
Liberal Arts Requirements	9	Liberal Arts/General Education Requirements	15	
BUS/ 116 – Applied Business Math or MTH 125 – Intermediate Algebra or Higher	3	MTH 144 – Elementary Statistics or higher	3	Changed to accommodate a SUNY General Education Math.
ENG 100 – College Composition or ENG 101 – Research and Composition or Higher	3	ENG 101 – Research and Composition	3	Changed to accommodate a SUNY General Education Communication.

Last Registered Program	Cr Hrs	Proposed Program	Cr Hrs	Rationale
STA 151 – Public Speaking OR STA 161 – Interpersonal Communications	3			Removed as speech component is part of ENG 101 and business courses
		Gen Ed Natural Science Elective	3	Added required SUNY General Education Natural Science – Scientific Reasoning Requirement
		Critical Thinking Elective	3	Added required SUNY General Education Critical Thinking and Reasoning Requirement
		DEISJ Elective	3	Added required SUNY General Education DEISJ Requirement
		New Student Experience	1	
		INT 111 – College Foundations or Free Elective (for students who are exempted from INT 111)	1	
Total Credits	62	Total Credits	63	

- c) For each new or significantly revised course, **provide** a syllabus at the end of this form, and, on the **SUNY Faculty Table** provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course. NOTE: *Syllabi for all courses should be available upon request. Each syllabus should show that all work for credit is college level and of the appropriate rigor. Syllabi generally include a course description, prerequisites and corequisites, the number of lecture and/or other contact hours per week, credits allocated (consistent with [SUNY policy on credit/contact hours](#)), general course requirements, and expected student learning outcomes.*
- d) What are the additional costs of the change, if any? If there are no anticipated costs, explain why.
The only anticipated costs of the change will increase due only to the instructor costs for the inclusion of the INT 111: College Foundations course. This cost will be a course cost of approximately \$1030 per section.

Section 2.2. Other Changes

Check all that apply. Describe each proposed change and why it is proposed.

- Program title
- Program award
- [Mode of delivery](#)
NOTES: (1) If the change in delivery enables students to complete 50% of more of the program via distance education, submit a [Distance Education Format Proposal](#) as part of this proposal. (2) If the change involves adding an accelerated version of the program that impacts financial aid eligibility or licensure qualification, SED may register the version as a separate program.
- [Format change\(s\)](#) (e.g., from full-time to part-time), based on SED definitions, for the **entire** program
 - 1) State proposed format(s) and consider the consequences for financial aid
 - 2) Describe availability of courses and any change in faculty, resources, or support services.
- A change in the total number of credits in a certificate or advanced certificate program
- Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program. **Exception:** Small changes in the required number of credits in a licensure-qualifying program that do not involve a course or courses that satisfy one of the required content areas in the profession.

Section 3. Program Schedule and Curriculum

- a) For **undergraduate programs**, complete the *SUNY Undergraduate Program Schedule* to show the sequencing and scheduling of courses in the program. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTES: The *Undergraduate Schedule* must show **all curricular requirements** and demonstrate that the program conforms to SUNY's and SED's policies.

- It must show how a student can complete all program requirements within [SUNY credit limits](#), unless a longer period is selected as a format in Item 2.1(c): two years of full-time study (or the equivalent) and 64 credits for an associate degree, or four years of full-time study (or the equivalent) and 126 credits for a bachelor's degree. Bachelor's degree programs should have at least 45 credits of [upper division study](#), with 24 in the major.
- It must show how students in A.A., A.S. and bachelor's programs can complete, within the first two years of full-time study (or 60 credits), no fewer than 30 credits in [approved SUNY GER courses](#) in the categories of Basic Communication and Mathematics, and in at least 5 of the following 8 categories: Natural Science, Social Science, US History & Civic Engagement, Diversity: Equity, Inclusion, Social Justice, World History and Global Awareness, Humanities, the Arts and World Languages
- It must show how students can complete [Liberal Arts and Sciences \(LAS\) credits](#) appropriate for the degree.
- When a SUNY Transfer Path applies to the program, it must show how students can complete the number of SUNY Transfer Path courses shown in the [Transfer Path Requirement Summary](#) within the first two years of full-time study (or 60 credits), consistent with SUNY's [Student Seamless Transfer policy](#) and [MTP 2013-03](#).
- Requests for a program-level waiver of SUNY credit limits, SUNY GER and/or a SUNY Transfer Path require the campus to submit a [Waiver Request](#) –with compelling justification(s).

EXAMPLE FOR ONE TERM: Undergraduate Program Schedule

Term 2: Fall 20xx	Credits per classification					New	Prerequisite(s)
Course Number & Title	Cr	GER	LAS	Maj	TPath		
ACC 101 Principles of Accounting	4			4	4		
MAT 111 College Mathematics	3	M	3	3			MAT 110
CMP 101 Introduction to Computers	3						
HUM 110 Speech	3	BC	3			X	
ENG 113 English 102	3	BC	3				
Term credit total:	16	6	9	7	4		

- b) For **graduate programs**, complete the *SUNY Graduate Program Schedule*. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTE: The *Graduate Schedule* must include all curriculum requirements and demonstrate that expectations from [Part 52.2\(c\)\(8\) through \(10\) of the Regulations of the Commissioner of Education](#) are met.

SUNY Undergraduate Program Schedule (*OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.*)

Program/Track Title and Award: **Applied Business Studies A.O.S.**

- a) Indicate **academic calendar type**: [] Semester [] Quarter [] Trimester [] Other (describe):
 b) **Label each term in sequence**, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
 c) **Name of SUNY Transfer Path**, if one exists: N/A See [Transfer Path Requirement Summary](#) for details
 d) Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed. **Complete all columns that apply to a course.**

Term 1:								Term 2:									
See KEY.								See KEY.									
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites		
INT 111: College Foundations	1					x		ACC 100: Office Accounting <i>or</i> ACC 101: Accounting Principles 1	3			3					
BUS 112: Introduction to Business	3			3				BUS 231: Principles of Management	3			3					
BUS 160: Spreadsheet Applications	3			3				Natural Science Elective	3	NS	3						
ENG 101: Research and Composition	3	C/IL	3				By placement	DEISJ Course	3	DEI							
MTH 144: Elementary Statistics or higher	3	M	3				By placement	Business or Prior Learning Credit Professional Elective	3			3					
Business or Prior Learning Credit Professional Elective	3			3													
Term credit totals:	16	6	6	9				Term credit totals:	15	6	3	9					
Term 3:								Term 4:									
See KEY.								See KEY.									
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites		
BUS 121: Business Financial Operations	3			3				BUS 221: Human Resource Management	3			3					
BUS 211: Business Law 1	3			3				BUS 232: Marketing	3			3					
BUS 218: Social Media and Advertising <i>or</i> BUS 230: Customer Service Relations	3			3				Business or Prior Learning Credit Professional Elective	3			3					
Critical Thinking Elective	3	CT						Business or Prior Learning Credit Professional Elective	3			3					
Business or Prior Learning Credit Professional Elective	3			3				Business or Prior Learning Credit Professional Elective	3			3					
Business or Prior Learning Credit Professional Elective	2			2													
Term credit totals:	17	3		14				Term credit totals:	15			15					
Program Totals (in credits):		Total Credits: 63		SUNY GER: 15		LAS: 9+		Major: 47		Elective & Other: 1		Upper Division: NA		Upper Division Major: NA		Number of SUNY GER Categories: 4 + 2 Competencies	

KEY Cr: credits GER: [SUNY General Education Requirement](#) (Enter Category Abbreviation) LAS: [Liberal Arts & Sciences](#) (Enter credits) Maj: Major requirement (Enter credits) TPath: [SUNY Transfer Path](#) Courses (Enter credits) New: new course (Enter X) Co/Prerequisite(s): list co/prerequisite(s) for the noted courses Upper Division: Courses intended primarily for juniors and seniors SUNY GER Category Abbreviations: Diversity: Equity, Inclusion, Social Justice (DEI), US History (US), Communication (CM), World Language (WL), Humanities (H), Math (M), Natural Sciences (NS), Social Science (SS), The Arts (AR), World History and Global Awareness (WH)

- a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.
- b) **Append** at the end of this document position descriptions or announcements for each to-be-hired faculty member

All Courses referenced below are new to the program but are NOT new and not significantly revised JCC courses.
 Information provided due to the quantity of changes to the program.

(a)	(b)	(c)	(d)	(e)	(f)
Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	% of Time Dedicated to This Program	Program Courses Which May Be Taught (Number and Title)	Highest and Other Applicable Earned Degrees (include College or University)	Discipline(s) of Highest and Other Applicable Earned Degrees	Additional Qualifications: List related certifications and licenses and professional experience in field.
PART 1. Full-Time Faculty					
Any Full-time Faculty teaching School of Business major courses	100% (New course is approx 5% of teaching load per faculty course section)	INT 111: College Foundations	Must have MA/MS	JCC only hires faculty with degrees in the field in which there are teaching.	Must have completed required JCC training to teach INT 111
Various Mathematics Faculty	20%	MTH 144: Elementary Statistics or higher (Not new courses only new to program)	Must have MA/MS	All faculty teaching statistics have either significant master-level coursework in Statistics or degrees in Applied Mathematics/Statistics	Faculty teaching statistics have been employed and teaching these courses for in excess of 5 years. All faculty teaching these courses also work within the College's Center for Community Studies.
Business/Accounting Faculty	20%	BUS 221: Human Resource Management	Must have MA/MS	JCC only hires Business faculty with degrees in Business and Accounting faculty with degrees in accounting	
Business/Accounting Faculty	20%	BUS 160: Spreadsheet Applications	Must have MA/MS	JCC only hires Business faculty with degrees in Business and Accounting faculty with degrees in accounting	
Business Faculty	20%	BUS 211: Business Law 1	Must have MA/MS	JCC only hires Business faculty with degrees in Business and Accounting faculty with degrees in accounting	

DEISJ Faculty	10%	DEISJ Course	Must have MA/MS	Multiple	All faculty permitted to teach DEISJ courses must complete Jefferson's DEISJ online course for faculty prior to teaching DEISJ courses.
Psychology Faculty	20%	PSY 133: Introduction to Psychology	Must have MA/MS or higher.	One FT faculty member has a PhD in Social Psychology.	All current PSY faculty have taught PSY for many years.
Communication Faculty	20%	STA 161: Interpersonal Communication	M.Ed	Education w/concentration in Speech/Communication	Faculty member teaching this course has taught the course for Jefferson for over 15 years.
Part 2. Part-Time Faculty					
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 106-24

DATE: JANUARY 3, 2024

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
Zoo Technology, A.A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees approves revisions to the Zoo Technology, A.A.S. degree program as outlined in the attached proposal.



Program Revision Proposal: Changes to an Existing Program

Form 3A
Version 2016-10-13

SUNY approval and SED registration are required for many changes to registered programs. To request a change to a registered program leading to an undergraduate degree, a graduate degree, or a certificate that does not involve the creation of a new program,¹ a Chief Executive or Chief Academic Officer must submit a **signed cover letter and this completed form** to the SUNY Provost at program.review@suny.edu.

Section 1. General Information	
a) Institutional Information	Institution's 6-digit SED Code : 274800
	Institution's Name: Jefferson Community College
	Address: <i>1220 Coffeen Street Watertown, NY</i>
b) Program Locations	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): <u>Main Campus only</u>
	List the name and address of off-campus locations (i.e., extension sites or extension centers) where courses will offered, or check here [X] if not applicable:
c) Registered Program to be Changed	Program Title: Zoo Technology
	SED Program Code : 22243
	Award(s) (e.g., A.A., B.S.): A.A.S.
	Number of Required Credits: Minimum [64] If tracks or options, largest minimum []
	HEGIS Code : 5403.00
	CIP 2010 Code : 010302
	Effective Date of Change: August 1, 2024
	Effective Date of Completion ² : May 31, 2027
d) Campus Contact	Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Telephone and email: (315) 786-2235, jfairman@sunyjefferson.edu
e) Chief Executive or Chief Academic Officer Approval	Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. <i>E-signatures are acceptable.</i> Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Signature and date:
	If the program will be registered jointly³ with one or more other institutions, provide the following information for <u>each</u> institution:
	Partner institution's name and 6-digit SED Code : Name, title, and signature of partner institution's CEO (or append a signed letter indicating approval of this proposal):

¹ To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.
² If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).
³ If the partner institution is non-degree-granting, see SED's [CEO Memo 94-04](#).

Section 2. Program Information

Section 2.1. Changes in Program Content

No changes in program content. *Proceed to Section 2.2.*

a) Check all that apply. Describe each proposed change and why it is proposed.

- Cumulative change from SED's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits for associate degree programs, 40 credits for bachelor's degree programs)
- Changes in a program's focus or design
- Adding or eliminating one or more options, concentrations or tracks
- Eliminating a requirement for program completion (such as an internship, clinical placement, cooperative education, or other work or field-based experience). Adding such requirements must remain in compliance with SUNY credit cap limits.
- Altering the liberal arts and science content in a way that changes the degree classification of an undergraduate program, as defined in [Section 3.47\(c\)\(1-4\) of Regents Rules](#)

The change for Zoo Technology are:

- The program title was changed in 2012 but the revision did not include the changes to the prefixes that also took place.
- The Mathematics elective was written so as to exclude mathematics for elementary teachers courses.
- Changes were made to liberal arts courses to meet the revised SUNY General Education Framework.
- A free elective credit was designated as INT 111: College Foundations as part of Jefferson's New Student Experience graduation requirement.

b) Provide a side-by-side comparison of all the courses in the existing and proposed revised program that clearly indicates all new or significantly revised courses, and other changes.

Most Recently Registered Program	Cr Hrs	Proposed Program	Cr Hrs	Rationale
Major Requirements	25	Major Requirements	25	
AMG 114: Domestic Animal Industries	2	ZOO 114: Domestic Animal Industries	2	Prefix change. No content change
AMG 115: Zoo 1- Evolution of Zoos	1	ZOO 115: Zoo 1- Evolution of Zoos	1	Prefix change. No content change
AMG 116: Zoo Clinical 1	1	ZOO 116: Zoo Clinical 1	1	Prefix change. No content change
AMG 118: Animal Ethics & Welfare	1	ZOO 118: Animal Ethics & Welfare	1	Prefix change. No content change
AMG 125: Zoo 2- Record Keeping and Regulations	1	ZOO 125: Zoo 2- Record Keeping and Regulations	1	Prefix change. No content change
AMG 126: Zoo Clinical 2	2	ZOO 126: Zoo Clinical 2	2	Prefix change. No content change
AMG 205: Behavioral Husbandry	1	ZOO 205: Behavioral Husbandry	1	Prefix change. No content change
AMG 215: Zoo 3- Exhibit Design & Maintenance	1	ZOO 215 Zoo 3- Exhibit Design & Maintenance	1	Prefix change. No content change
AMG 216: Zoo Clinical 3	2	ZOO 216: Zoo Clinical 3	2	Prefix change. No content change
AMG 220: Zoo Conservation	2	ZOO 220: Zoo Conservation	2	Prefix change. No content change
AMG 225: Zoo 4- Action Project Experience	1	ZOO 225 Zoo 4- Action Project Experience	1	Prefix change. No content change
AMG 226: Zoo Clinical 4	2	ZOO 226: Zoo Clinical 4	2	Prefix change. No content change
AMG 250: Introduction to Veterinary Science	2	ZOO 250: Introduction to Veterinary Science	2	Prefix change. No content change
AMG 275: Animal Management Internship 1	3	ZOO 275: Animal Management Internship 1	3	Prefix change. No content change

Most Recently Registered Program	Cr Hrs	Proposed Program	Cr Hrs	Rationale
AMG 276: Animal Management Internship 2	3	ZOO 276: Animal Management Internship 2	3	Prefix change. No content change
Computer Science Requirements	3	Computer Science Requirements	3	
CIS 110: Introduction to Computing	3	CIS 110: Introduction to Computing	3	
Liberal Arts Requirements	34	Liberal Arts Requirements	34	
BIO 121: Animal Nutrition	2	BIO 121: Animal Nutrition	2	
BIO 122: Aquarium Science	2	BIO 122: Aquarium Science	2	
BIO 217: Vertebrate Biology 1	4	BIO 217: Vertebrate Biology 1	4	
BIO 218: Vertebrate Biology 2	4	BIO 218: Vertebrate Biology 2	4	
BIO 223: Animal Behavior	3	BIO 223: Animal Behavior	3	
Restricted Biology elective**	4	Restricted Biology elective ¹	4	
ENG 101: Research and Composition	3	ENG 101: Research and Composition	3	
ENG 102: Literature and Composition or ENG 218: Technical Writing	3	ENG 102: Literature and Composition or STA 151: Public Speaking	3	Change results in students meeting Humanities General Education Area
STA 151: Public Speaking	3	SOC 144: Introductory Sociology	3	Change results in students meeting DEISJ General Education Area
Social Science elective	3	PSY 133: Introduction to Psychology	3	Change results in students meeting Critical Thinking General Education Competency
MTH 144: Elementary Statistics or higher	3	Restricted Mathematics Elective ²	3	Specifies allowed MTH courses and disallows Mathematics for Elementary Teachers courses
Free Elective Requirements	2	Other Requirements	2	
Free elective(s)	2	INT 111: College Foundations and/or Free elective(s) ³	2	INT 111 is now a graduation requirement for most students
Total Credits	64	Total Credits	64	
** Choose from BIO 111: Survey of Cell Biology, BIO 112: Survey of Ecology and Evolution, BIO 131: Principles of Biology 1: Cell and Molecular Diversity, BIO 132: Principles of Biology: Evolution, Diversity, and Ecology		¹ Choose from BIO 111: Survey of Cell Biology, <i>or</i> BIO 112: Survey of Ecology and Evolution, <i>or</i> BIO 131: Principles of Biology 1: Cell and Molecular Diversity, <i>or</i> BIO 132: Principles of Biology: Evolution, Diversity, and Ecology ² Choose from MTH 144: Elementary Statistics, <i>or</i> MTH 154: Quantitative Reasoning, <i>or</i> MTH 165: College Algebra and Trigonometry, <i>or</i> MTH 174: Mathematical Probability and Statistics 1, <i>or</i> MTH 185: Precalculus, <i>or</i> MTH 221: Calculus 1 ³ Most new students are required to complete INT 111 as a graduation requirement		

- c) For each new or significantly revised course, **provide** a syllabus at the end of this form, and, on the **SUNY Faculty Table** provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course. NOTE: *Syllabi for all courses should be available upon request. Each syllabus should show that all work for credit is college level and of the appropriate rigor. Syllabi generally include a course description, prerequisites and corequisites, the number of lecture and/or other contact hours per week, credits allocated (consistent with [SUNY policy on credit/contact hours](#)), general course requirements, and expected student learning outcomes.*
- d) What are the additional costs of the change, if any? If there are no anticipated costs, explain why.
There are no anticipated changes expected in the cost of the program..

Section 2.2. Other Changes

Check all that apply. Describe each proposed change and why it is proposed.

- Program title
 Program award
 [Mode of delivery](#)

NOTES: (1) *If the change in delivery enables students to complete 50% or more of the program via distance education, submit a [Distance Education Format Proposal](#) as part of this proposal.* (2) *If the change involves adding an accelerated version of the program that impacts financial aid eligibility or licensure qualification, SED may register the version as a separate program.*

- [Format change\(s\)](#) (e.g., from full-time to part-time), based on SED definitions, for the **entire** program
- 1) State proposed format(s) and consider the consequences for financial aid
 - 2) Describe availability of courses and any change in faculty, resources, or support services.
- A change in the total number of credits in a certificate or advanced certificate program
- Any change to a registered licensure-qualifying program, or the addition of licensure qualification to an existing program. **Exception:** Small changes in the required number of credits in a licensure-qualifying program that do not involve a course or courses that satisfy one of the required content areas in the profession.

Section 3. Program Schedule and Curriculum

- a) For **undergraduate programs**, complete the **SUNY Undergraduate Program Schedule** to show the sequencing and scheduling of courses in the program. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTES: *The Undergraduate Schedule must show **all curricular requirements** and demonstrate that the program conforms to SUNY's and SED's policies.*

- *It must show how a student can complete all program requirements within [SUNY credit limits](#), unless a longer period is selected as a format in Item 2.1(c): two years of full-time study (or the equivalent) and 64 credits for an associate degree, or four years of full-time study (or the equivalent) and 126 credits for a bachelor's degree. Bachelor's degree programs should have at least 45 credits of [upper division study](#), with 24 in the major.*
- *It must show how students in A.A., A.S. and bachelor's programs can complete, within the first two years of full-time study (or 60 credits), no fewer than 30 credits in [approved SUNY GER courses](#) in the categories of Basic Communication and Mathematics, and in at least 5 of the following 8 categories: Natural Science, Social Science, US History & Civic Engagement, Diversity: Equity, Inclusion, Social Justice, World History and Global Awareness, Humanities, the Arts and World Languages*
- *It must show how students can complete [Liberal Arts and Sciences \(LAS\) credits](#) appropriate for the degree.*
- *When a SUNY Transfer Path applies to the program, it must show how students can complete the number of SUNY Transfer Path courses shown in the [Transfer Path Requirement Summary](#) within the first two years of full-time study (or 60 credits), consistent with SUNY's [Student Seamless Transfer policy](#) and [MTP 2013-03](#).*
- *Requests for a program-level waiver of SUNY credit limits, SUNY GER and/or a SUNY Transfer Path require the campus to submit a [Waiver Request](#)—with compelling justification(s).*

EXAMPLE FOR ONE TERM: Undergraduate Program Schedule

Term 2: Fall 20xx	Credits per classification						
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Prerequisite(s)
ACC 101 Principles of Accounting	4			4	4		
MAT 111 College Mathematics	3	M	3	3			MAT 110
CMP 101 Introduction to Computers	3						
HUM 110 Speech	3	BC	3			X	
ENG 113 English 102	3	BC	3				
Term credit total:	16	6	9	7	4		

- b) For **graduate programs**, complete the **SUNY Graduate Program Schedule**. If the program has separate tracks or concentrations, complete a **Program Schedule** for each one.

NOTE: The **Graduate Schedule** must include all curriculum requirements and demonstrate that expectations from [Part 52.2\(c\)\(8\) through \(10\) of the Regulations of the Commissioner of Education are met.](#)

SUNY Undergraduate Program Schedule (OPTION: You can paste an Excel version of this schedule AFTER this line, and delete the rest of this page.)

Program/Track Title and Award: Zoo Technology A.A.S.

- a) Indicate **academic calendar type**: [] Semester [] Quarter [] Trimester [] Other (describe):
 b) **Label each term in sequence**, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
 c) **Name of SUNY Transfer Path, if one exists**: **N/A** See [Transfer Path Requirement Summary](#) for details
 d) Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed. **Complete all columns that apply to a course.**

Term 1:								Term 2:							
See KEY.								See KEY.							
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/ Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/ Prerequisites
INT 111: College Foundations/ Free Elective	1					x		BIO 121: Animal Nutrition	2		2	2			Pre: BIO 111 or higher
Biology Elective ¹	4	NS	4	4			BIO 131/132 has HS or BIO 111/112 Pre-Req	BIO 217: Vertebrate Biology 1	4	NS	4	4			Pre: BIO 111 or higher
CIS 110: Introduction to Computing & Applications	3							ENG 102: Literature and Composition <i>or</i> STA 151: Public Speaking	3	HUM	3				Pre: ENG 101 (for ENG 102)
ENG 101: Research & Composition	3	BC/IL	3				By Placement	SOC 144: Introduction to Sociology	3	SS/DEI	3			*	
ZOO 114: Domestic Animal industries	2			2				ZOO 125: Zoo 2: Record Keeping and Regulations	1			1			Pre: ZOO 114, 115, 116 and BIO 111 or higher Pre-Co: ZOO 126 & (BIO 217 or BIO 218)
ZOO 115: Zoo 1: Evolution of Zoos	1			1			Pre-co: ZOO 116	ZOO 126: Zoo Clinical 2	2			2			Pre: ZOO 114, 115, 116 and BIO 111 or higher Pre-Co: ZOO 125, 205 & (BIO 217 or BIO 218)
ZOO 116: Zoo Clinical 1	1			1			Pre-co: BIO 111 or higher and ZOO 114	ZOO 205: Behavioral Husbandry	1			1			Pre: ZOO 114, 115 and BIO 111 or higher
Free Elective	1														
Term credit totals:	16	7	10	8				Term credit totals:	16	10	12	10			

Notes

¹Choose from BIO 111: Survey of Cell Biology, *or* BIO 112: Survey of Ecology and Evolution, *or* BIO 131: Principles of Biology 1: Cell and Molecular Diversity, *or* BIO 132: Principles of Biology: Evolution, Diversity, and Ecology

* New course in program, but not new course

Term 3:								Term 4:									
See KEY.								See KEY.									
Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/ Prerequisites	Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/ Prerequisites		
BIO 122: Aquarium Science	2		2	2				BIO 223: Animal Behavior 3	3		3	3			Pre: BIO 111 or higher		
BIO 218: Vertebrate Biology 2	4	NS	4	4			Pre: BIO 111 or higher	Mathematics Elective ²	3	M	3				By Placement		
ZOO 118: Animal Ethics and Welfare	1			1			Pre: ZOO 114	PSY 133: Introduction to Psychology	3	SS/CT	3			*			
ZOO 215: Exhibit Design and Maintenance	1			1			Pre: ZOO 126	ZOO 225: Zoo 4: Action Project Experience	1			1			Pre: ZOO 215, 216 & (BIO 217 or 218)		
ZOO 216: ZOO Clinical 3	2			2			ZOO 125, 126 Pre-Co: BIO 217 or 218 Co-Req: ZOO 215	ZOO 226: Zoo Clinical 4	2			2			Pre: ZOO 215, 216, 220 & (BIO 217 or 218) Pre-Co: ZOO 250		
ZOO 220: ZOO Conservation	2			2			Pre: BIO 217 or higher	ZOO 250: Introduction to Veterinary Science	2			2			Pre: ZOO 215, ZOO 216, or BIO 131 Co-Req ZOO 226		
ZOO 275: Animal Management Internship 1	3			3			Pre: ZOO 125 & ZOO 126	ZOO 276: Animal Management Internship 2	3			3			Pre: ZOO 125 & ZOO 126		
Term credit totals:	15	4	6	15				Term credit totals:	17	6	9	11					
Program Totals (in credits):		Total Credits: 64		SUNY GER: 27		LAS: 37		Major: 44		Elective & Other: 2		Upper Division: NA		Upper Division Major: NA		Number of SUNY GER Categories:	
																6 + 2 Competencies	

KEY Cr: credits **GER:** [SUNY General Education Requirement](#) (Enter Category Abbreviation) **LAS:** [Liberal Arts & Sciences](#) (Enter credits) **Maj:** Major requirement (Enter credits) **TPath:** [SUNY Transfer Path](#) Courses (Enter credits) **New:** new course (Enter X) **Co/Prerequisite(s):** list co/prerequisite(s) for the noted courses **Upper Division:** Courses intended primarily for juniors and seniors **SUNY GER Category Abbreviations:** Diversity: Equity, Inclusion, Social Justice (DEI), US History (US), Communication (CM), World Language (WL), Humanities (H), Math (M), Natural Sciences (NS), Social Science (SS), The Arts (AR), World History and Global Awareness (WH)

Notes

²Choose from

MTH 144: Elementary Statistics, *or* MTH 154: Quantitative Reasoning, *or* MTH 165: College Algebra and Trigonometry, *or* MTH 174: Mathematical Probability and Statistics 1, *or* MTH 185: Precalculus, *or* MTH 221: Calculus 1

* New course in program, but not new course

a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.

b) **Append** at the end of this document position descriptions or announcements for each to-be-hired faculty member

(a) Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	(b) % of Time Dedicated to This Program	(c) Program Courses Which May Be Taught (Number and Title)	(d) Highest and Other Applicable Earned Degrees (include College or University)	(e) Discipline(s) of Highest and Other Applicable Earned Degrees	(f) Additional Qualifications: List related certifications and licenses and professional experience in field.
PART 1. Full-Time Faculty					
Any Full-time Faculty teaching School of STEM courses	100% (New course is approx 5% of teaching load per faculty course section)	INT 111: College Foundations	Must have MA/MS	JCC only hires faculty with degrees in the field in which there are teaching.	Must have completed required JCC training to teach INT 111
Psychology Faculty (New course in program, but not new course)	20%	PSY 133: Introduction to Psychology	Must have MA/MS or higher.	One FT faculty member has a PhD in Social Psychology.	All current PSY faculty have taught PSY for many years.
Sociology Faculty (New course in program, but not new course)	20%	SOC 144: Introduction to Sociology	Must have MA/MS or higher.	Both FT faculty have Masters in Sociology with one ABD.	All current SOC faculty have taught SOC at JCC for many years.
Part 2. Part-Time Faculty					
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: **107-24**

DATE: **JANUARY 3, 2024**

SUBJECT: **ACADEMIC CALENDAR FALL 2024**

WHEREAS, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

WHEREAS, the Academic Calendar Workgroup has proposed an academic calendar for the Fall 2024 semester as described in a memorandum dated December 12, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for Fall 2024 as developed and recommended by the Academic Calendar Workgroup.

JEFFERSON COMMUNITY COLLEGE
Watertown, New York

ACADEMIC CALENDAR

FALL SEMESTER 2024

Faculty Report Back	Monday, August 19
Instruction Begins	Monday, August 26
Labor Day (No Classes)	Monday, September 2
Recess (No Classes)	Monday, October 14
Professional Development Day	Tuesday, October 15
Classes Resume	Wednesday, October 16 (Monday Schedule)
Mid-Semester Grades Due	Friday, October 18-Noon
Last Day for Withdrawal	Tuesday, November 12
Thanksgiving Recess Begins	Sunday, November 24 - 5 p.m.
Classes Resume	Monday, December 2 - 8 a.m.
Instruction Ends	Wednesday, December 11
Reading Day	Thursday, December 12
Examinations	Friday, December 13 - Thursday, December 19
Final Grades Due	Monday, December 23-10 a.m.

*All students must be registered for their class(es) prior to the first scheduled meeting of the second week of class(es).

The schedule for Saturday and off-campus classes may vary.

ad
11/21/23

kjf 12/20/23

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 108-24

DATE: JANUARY 3, 2024

SUBJECT: **JOB TITLE AND CLASSIFICATION**
Provost, Vice President for Academic Affairs and Student Affairs

BE IT RESOLVED, that pursuant to Section 201.7 (a) of the New York State Department of Civil Service Rules and Regulations, the Board of Trustees of Jefferson Community College determines the position of:

Provost, Vice President for Academic Affairs and Student Affairs

be classified as professional service as defined in Section 6306 of Education law.

Job Title: *Provost, Vice President of Academic Affairs & Student Affairs*
Department: President's Office
Pay Grade: MC 9
FLSA Status: Exempt

GENERAL PURPOSE:

The Provost, Vice President of Academic and Student affairs serves as the Chief Academic Officer of the institution and is responsible for administrative leadership for all academic activities of the College including planning, development, implementation and assessment of credit, non-credit and workforce curricula and instruction, academic policies, the College's library, full and part-time academic division faculty and staff, and institutional and programmatic accreditation.

As the Chief Student Affairs Officer of the college, the Provost, Vice President of Academic and Student Affairs provides leadership, vision, direction and advocacy for student affairs and enrollment services to support completion and student success. The Provost, Vice President of Academic and Student Affairs oversees four areas: Instruction and Assessment, Academic Initiatives, Student Affairs, and Enrollment Services.

NATURE AND SCOPE OF DUTIES:

- Serves as the Chief Academic Officer and Chief Student Affairs Officer of the College; and serves as Officer in Charge in the absence of the College President.
- Provides leadership, direction, and evaluation in the development, implementation, revision, and assessment of the College's academic courses, programs, and affiliated academic and enrollment services consistent with applicable regulations of SUNY, NYS Education Department, the US Department of Education, and the College's accreditors.
- Oversees and guides the development, planning, approval, and implementation of innovative programs, courses, and support services to meet the diverse and future needs of students, the College and the community.
- Is committed to authentic leadership and the achievement of strategic objectives, and data-based decision-making in accordance with organizational strategic goals and research-informed and recognized high impact and best practice standards.
- Leads academic divisions, student affairs, and enrollment services in the development, dissemination, implementation, and evaluation of a systematic and results-focused academic plan as a key component of the College's comprehensive strategic plan and directs purposeful research, data evaluation & analysis to demonstrate effectiveness and a commitment to continuous improvement, learning and student success.

- Provides general oversight of budgets, supporting the academic departments, the library, student affairs, and enrollment services and has specific oversight of the administrative budget supporting the Provost, Vice President's office and general instructional activities.
- Acts as liaison to SUNY's Office of the Provost, New York State Education Department, and the Middle States Commission on Higher Education (MSCHE) and is responsible for the College's accreditation activities including those related to the Middle States Commission on Higher Education and Accreditation Commission for Education in Nursing (ACEN).
- Advances an inclusive collaborative culture and climate focused on continuous improvement.
- Reviews candidates for academic, student affairs and enrollment service positions in consultation with the appropriate supervisor and recommends appointments to the President.
- Supervises the Associate Vice Presidents and provides oversight and evaluation of the personnel associated with them.
- Maintains senior administrative oversight library services and supervises the Director of the College Library.

EDUCATION AND EXPERIENCE

- Master's Degree in an academic discipline, Education, Academic Administration, or equivalent required. Doctorate degree preferred.
- Ten (10) years of demonstrated leadership in academic administration including evaluation and development of faculty, curriculum/program development and assessment, planning, fiscal management, and resource allocation.
- Full-time teaching experience at the post-secondary level.
- Evidence of a thorough understanding of community colleges.
- Outstanding communication and organizational skills.
- Demonstrated track record of collaboration leading to results.

KNOWLEDGE, SKILLS AND ABILITIES:

The incumbent for this position will be a highly collaborative leader who has held increasingly responsible, broad administrative and financial operations management roles in a community college or other public higher education institution of similar scope and complexity. In addition, the incumbent will also demonstrate the proven ability to work effectively with various constituencies. Success will require proven technical expertise, outstanding organizational, interpersonal, oral and written communication skills, and strong consultative instincts combined with the ability to act decisively when necessary.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Mostly sedentary work that requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly.
- Flexible schedule to include regular evening and weekend activities.
- Valid driver's License to meet appropriate travel requirements.

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 109-24

DATE: JANUARY 3, 2024

SUBJECT: **RATIFICATION OF CONTRACTS**
Bujanow, Victor
C & S Architects & Engineers
CITEC
Dormitory Authority – State of New York
Inceptia
Motimatic
Onondaga Community College (Health Consortium)
Onondaga Community College (SBDC)
QUESTAR III BOCES
State University of New York

WHEREAS, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, copies of which are attached hereto:

Bujanow, Victor
(instruction, Notary Public course)

C & S Architects & Engineers
(design services, welding program)

CITEC
(project management training, workforce development)

Dormitory Authority – State of New York
(grant agreement, nursing program manikins)

Inceptia
(services agreement addendum, repayment counseling)

Motimatic
(recruitment campaign, enrollment services)

Onondaga Community College (Health Consortium)
(data sharing agreement, Health Consortium)

Onondaga Community College (SBDC)
(partnership agreement, Watertown SBDC)

QUESTAR III BOCES

(articulation agreement, public service academic programs)

State University of New York

(grant agreement, SUNY Apprenticeship Program)

THEREFORE, BE IT RESOLVED, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.