

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 183-23  
**DATE:** NOVEMBER 1, 2023  
**SUBJECT:** 2023-2024 BUDGET AMENDMENT  
CENTER FOR COMMUNITY STUDIES – ZOO NEW YORK  
SURVEY  
**GRANT PERIOD:** JULY 15, 2023 – OCTOBER 15, 2023

**WHEREAS**, the College has received funding from the Zoo New York to complete a survey to determine the level of support and opposition to potential special taxes, identify levels of community support for potential new activities, exhibits, facilities, and programs, measure local economic impact and investigate expansion of sponsorship of Zoo New York. The goal of the survey will identify the level of importance regarding various items within the Thompson Park Master Plan;

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

**INCREASE REVENUE:**

Center Comm. Studies Grant – Local Grants & Contracts	2803-3011-5410	<u>\$ 15,000.00</u>
<b>Total Revenue Increase</b>		<b>\$ 15,000.00</b>

**INCREASE EXPENDITURE:**

Center Comm. Studies Grant- Prof. P/T	2803-3011-6102	\$ 3,125.25
Center Comm. Studies Grant-Teachers Retirement	2803-3011-6202	305.02
Center Comm. Studies Grant- Social Security	2803-3011-6204	239.08
Center Comm. Studies Grant- Workers Comp.	2803-3011-6205	31.25
Center Comm. Studies Grant- Life Insurance	2803-3011-6206	3.05
Center Comm. Studies Grant- Health Insurance	2803-3011-6209	296.35
Center Comm. Studies Grant- Activity Expense	2803-3011-7202	7,000.00
Center Comm. Studies Grant- Prof. Service Fee	2803-3011-7241	<u>4,000.00</u>
		\$ 15,000.00
<b>Total Expenditure Increase</b>		<b>\$ 15,000.00</b>

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 184-23  
**DATE:** NOVEMBER 1, 2023  
**SUBJECT:** 2023-2024 BUDGET AMENDMENT  
PERKINS GRANT  
**GRANT PERIOD:** JULY 1, 2023 – JUNE 30, 2024

**WHEREAS**, funds have been received from the University of the State of New York Education Department through the Perkins Grant to fund various initiatives to enhance career and technical education and student success;

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

**INCREASE REVENUE:**

Perkins - Federal Grants & Contracts	2514-3011-5410	<u>\$ 373,856.00</u>
<b>Total Revenue Increase</b>		<b>\$ 373,856.00</b>

**INCREASE EXPENDITURE:**

Perkins – Prof F/T	2514-3011-6101	\$ 178,534.00
Perkins- Prof P/T	2514-3011-6102	10,000.00
Perkins- Student Tutors	2514-3011-6142	23,400.00
Perkins- State Employees Retirement	2514-3011-6201	8,000.00
Perkins- State Teachers Retirement	2514-3011-6202	8,000.00
Perkins- Social Security	2514-3011-6204	12,319.00
Perkins- Workers Compensation	2514-3011-6205	1,800.00
Perkins- Disability	2514-3011-6208	200.00
Perkins- Health Insurance	2514-3011-6209	30,700.00
Perkins- Supplies Instructional	2514-3011-7108	25,000.00
Perkins- Indirect Costs	2514-3011-7231	17,803.00
Perkins- Professional Service Fees	2514-3011-7241	35,500.00
Perkins- Travel	2514-3011-7250	<u>22,600.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 373,856.00</b>

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 185-23  
**DATE:** NOVEMBER 1, 2023  
**SUBJECT:** 2023-2024 BUDGET AMENDMENT  
STRATEGIC ENROLLMENT MANAGEMENT

**GRANT PERIOD:** JULY 1, 2023 – DECEMBER 30, 2023

**WHEREAS**, funds have been received from the State University of New York and the New York State Success Center (NYSSSC) to support its participating community colleges in implementing a project(s) based on the submission of their strategic enrollment management (SEM) plans;

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

**INCREASE REVENUE:**

SUNY SEM Grant- State Grants & Contracts	2650-3011-5420	<u>\$ 10,000.00</u>
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<b>Total Revenue Increase</b>	<b>\$ 10,000.00</b>
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**INCREASE EXPENDITURE:**

SUNY SEM Grant- Postage	2650-3011-7103	\$ 4,500.00
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SUNY SEM Grant- Prof Service Fees	2650-3011-7241	<u>5,500.00</u>
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<b>Total Expenditure Increase</b>	<b>\$ 10,000.00</b>
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**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 186-23  
**DATE:** NOVEMBER 1, 2023  
**SUBJECT:** 2023-2024 BUDGET AMENDMENT  
TRIO GRANT  
**GRANT PERIOD:** SEPTEMBER 1, 2023 – AUGUST 31, 2024

**WHEREAS**, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

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

**INCREASE REVENUE:**

TRIO Federal Grant – Student Support Services	2540-3011-5410	<u>\$ 291,222.00</u>
<b>Total Revenue Increase</b>		<b>\$ 291,222.00</b>

**INCREASE EXPENDITURE:**

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 119,278.02
TRIO – Student Support- Prof PT	2540-3011-6102	30,000.00
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	5,000.00
TRIO- Student Support- Civil Service FT	2540-3011-6120	36,989.00
TRIO – Student Support- Student Tutors	2540-3011-6142	13,000.00
TRIO – Student Support- State TRS	2540-3011-6202	8,000.00
TRIO – Student Support- Social Security	2540-3011-6204	6,962.98
TRIO – Student Support- Workers Comp	2540-3011-6205	900.00
TRIO- Student Support- Computer Equipment	2540-3011-7006	2,500.00
TRIO – Student Support- Printing	2540-3011-7104	1,500.00
TRIO – Student Support- Computer Supplies	2540-3011-7107	500.00
TRIO – Student Support- Instr. Supplies	2540-3011-7108	1,100.00
TRIO-Student Support- Office Supplies	2540-3011-7109	1,450.00
TRIO – Student Support- Indirect Cost	2540-3011-7231	26,552.00
TRIO- Student Support- Maint. Contracts	2540-3011-7236	1,890.00
TRIO – Student Support- Membership Fees	2540-3011-7238	3,000.00
TRIO - Student Support- Prof Service Fees	2540-3011-7241	1,600.00
TRIO – Student Support- Staff Development	2540-3011-7246	2,000.00
TRIO – Student Support- Travel	2540-3011-7250	14,000.00
TRIO- Student Support- Scholarship Awards	2540-3011-7512	\$ <u>15,000.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 291,222.00</b>

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 187-23

**DATE:** NOVEMBER 1, 2023

**SUBJECT:** 2022-2023 BUDGET TRANSFERS  
Year End Budget Adjustments

**WHEREAS**, modification of the 2022/2023 operating budget is necessary to redistribute funds to the proper accounts.

**NOW, THEREFORE BE IT RESOLVED**, that the 2022/2023 Jefferson Community College operating budget is hereby amended as attached, thereby complying with generally accepted accounting principles.

**JEFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO. 188-23**

**DATE: NOVEMBER 1, 2023**

**SUBJECT: APPROVAL OF PROGRAM REVISIONS  
BUSINESS ADMINISTRATION, A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves revisions to the Business Administration, 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,<sup>1</sup> 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](mailto:program.review@suny.edu).

Section 1. General Information	
<b>a) Institutional Information</b>	Institution's 6-digit <a href="#">SED Code</a> : <b>274800</b>
	Institution's Name: Jefferson Community College
	Address: 1220 Coffeen Street Watertown, NY
<b>b) Program Locations</b>	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit <a href="#">SED Code</a> ): Main Campus only
	List the name and address of <a href="#">off-campus locations</a> (i.e., <a href="#">extension sites or extension centers</a> ) where courses will offered, <b>or check here [ X ] if not applicable</b> :
<b>c) Registered Program to be Changed</b>	Program Title: Business Administration
	<a href="#">SED Program Code</a> : 01027
	<a href="#">Award(s)</a> (e.g., A.A., B.S.): A.A.S.
	Number of Required Credits: Minimum [60 after revision] If tracks or options, largest minimum [ ]
	<a href="#">HEGIS Code</a> : 5004.00
	<a href="#">CIP 2010 Code</a> : 52.0201
	Effective Date of Change: August 1, 2024
	Effective Date of Completion <sup>2</sup> : May 31, 2027
<b>d) Campus Contact</b>	Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Telephone and email: (315) 786-2235, <a href="mailto:jfairman@sunyjefferson.edu">jfairman@sunyjefferson.edu</a>
<b>e) Chief Executive or Chief Academic Officer Approval</b>	<b>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. E-signatures are acceptable.</b> Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs <b>Signature and date:</b>
	<b>If the program will be registered jointly<sup>3</sup> with one or more other institutions, provide the following information for each institution:</b>
	Partner institution's name and 6-digit <a href="#">SED Code</a> :  Name, title, and signature of partner institution's CEO (or <b>append</b> a signed letter indicating approval of this proposal):

<sup>1</sup> To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.  
<sup>2</sup> 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).  
<sup>3</sup> 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 decreasing by four credit hours in order to allow for less time to completion and improve outcomes.*

*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 liberal arts courses work in order to meet mathematics, DEISJ, and Critical Thinking outcomes.*
- *Clarified the "appropriate mathematics course" language to specify a specific level of mathematics achievement.*
- *Updated numbering on two courses.*
- *Increased options in the Speech elective area.*
- *Removed Physical Education.*
- *Made changes to required business courses to better prepare students for post completion employment needs.*
- *The number of required Homeland Security restricted elective courses was reduced to meet the needs of transfer institutions and employers. Additionally, the specificity helps with resource allocating and course planning.*



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.

Currently Registered Program	Cr Hrs	Revised Program	Cr Hrs	Reason for Change
		<b>NEW STUDENT EXPERIENCE</b>	<b>1</b>	
		INT: 111 College Foundations <i>or</i> BUS 157: Professional Development and Skills Seminar	1	INT 111 is required for all new students. Exempted students will take BUS 157
<b>BUSINESS REQUIREMENTS</b>	<b>30</b>	<b>BUSINESS REQUIREMENTS</b>	<b>27</b>	
BUS 112: Introduction to Business	3	BUS 112: Introduction to Business	3	
BUS 116: Applied Business Mathematics <i>or</i> <b>Appropriate Mathematics Course</b>	3	BUS 116: Applied Business Mathematics <i>or</i> <b>MTH 125 Intermediate Algebra <i>or</i> Higher</b>	3	Clarifies the appropriate mathematics course requirement
BUS <b>124</b> : Marketing	3	BUS <b>232</b> : Marketing	3	Course number change. No change to course.
BUS <b>131</b> : Principles of Management	3	BUS <b>231</b> : Principles of Management	3	Course number change. No change to course
BUS 150: Intro to Entrepreneurship	3	BUS 150: Intro to Entrepreneurship	3	
BUS 211: Business Law 1	3	BUS 211: Business Law 1	3	
BUS 127: Management Communications <i>or</i> BUS 275: Business Internship	3	BUS 127: Management Communications <i>or</i> BUS 275: Business Internship <i>or</i> <b>BUS 290: Capstone in Business Studies</b>	3	Allows for an additional choice
<b>Business Elective</b> ACC, BUS, CUL, ECO, HOS, HRM, OFC	<b>3</b>	<b>BUS 160: Spreadsheet Applications</b>	<b>3</b>	Specified business to meet employer request for a focused spreadsheet course..
Restricted Business Elective ACC, BUS, CUL, ECO, HOS, HRM, OFC	3	Restricted Business Elective: ACC, BUS, CUL ECO, <b>HCM</b> , HOS, HRM, <b>PLA</b> , Elective	3	
Restricted Business Elective ACC, BUS, CUL, ECO, HOS, HRM, OFC	3	Restricted Business Elective: ACC, BUS, CUL ECO, <b>HCM</b> , HOS, HRM, <b>PLA</b> , Elective	3	
<b>ACCOUNTING</b>	<b>8</b>	<b>ACCOUNTING</b>	<b>8</b>	
ACC 101: Accounting Principles 1	4	ACC 101: Accounting Principles 1	4	
ACC 102: Accounting Principles 2	4	ACC 102: Accounting Principles 2	4	
<b>COMPUTER INFORMATION SYSTEMS REQUIREMENT</b>	<b>3</b>			
<b>CIS 110: Introduction to Computing with Microcomputers</b>	<b>3</b>			Replaced by the BUS 160 above.
<b>LIBERAL ARTS</b>	<b>21</b>	<b>LIBERAL ARTS</b>	<b>21</b>	
<b>Mathematics <i>or</i> Science Elective</b>	3	<b>MTH 144: Elementary Statistics <i>or</i> MTH 174: Mathematical Probability and Statistics I</b>	3	Requires a SUNY General Education Mathematics course
Science Elective	3	Natural Science Elective (selected from SUNY General Education list)	3	Requires a SUNY General Education Natural Science course
ENG 101: Research and Composition	3	ENG 101: Research and Composition	3	

Currently Registered Program	Cr Hrs	Revised Program	Cr Hrs	Reason for Change
Economics Elective	3	Economics Elective	3	
Liberal Arts Elective	3	PSY: 133 Intro to Psychology	3	Requires a course meeting the Critical Thinking Competency
Liberal Arts Elective	3	DEISJ Elective	3	Requires a SUNY General Education DEISJ course
STA 151: Public Speaking	3	STA 151: Public Speaking <i>or</i> STA 161: Interpersonal Communication	3	Allows for additional course option
Physical Education Requirements	2			
Physical Education	2			Physical Education has been removed in a local change previously to ensure students could complete in under 64 credits.
<b>Total Credits</b>	<b>64</b>	<b>Total Credits</b>	<b>60</b>	

- 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 additional costs as the program will decrease in credits as a result of these changes.*

## 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:** **Business Administration 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 <i>or</i> BUS 157: Professional Development and Skills Seminar	1					X		BUS 231: Principles of Management	3			3			
ENG 101: Research & Composition	3	CM/IL	3					Restricted Business Elective	3			3			
BUS 112: Intro. to Business	3			3				STA 151: Public Speaking <i>or</i> STA 161: Interpersonal Communication	3	H	3				
BUS 160: Spreadsheet Applications	3			3		X		MTH 144: Elementary Statistics <i>or</i> MTH 174: Mathematical Probability and Statistics	3	M	3				
PSY 133: Introduction to Psychology	3	SS/CT	3			X		DEISJ Elective	3	DEI	3				
BUS 116: Applied Business Math <i>or</i> MTH 125: Intermediate Algebra <i>or</i> higher	3			3											
Term credit totals:	16	6	6	9				Term credit totals:	15	9	9	6			
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 101: Accounting Principles 1	4			4				ACC 102: Accounting Principles 2	4			4			
BUS 150: Introduction to Entrepreneurship	3			3				BUS 211: Business Law	3			3			
BUS 232: Marketing	3			3				Economics Elective	3	SS	3	3			
Natural Science Elective	3	NS	3					Restricted Business Elec	3			3			
								BUS 127: Management Communications <i>or</i> BUS 275: Business Internship <i>or</i> BUS 290: Capstone in Business Studies	3			3			
Term credit totals:	13	3	3	10				Term credit totals:	16	3	3	16			
<b>Program Totals (in credits):</b>		<b>Total Credits: 60</b>	<b>SUNY GER: 21</b>	<b>LAS: 21</b>	<b>Major: 41</b>	<b>Elective &amp; Other: 1</b>	<b>Upper Division: NA</b>	<b>Upper Division Major: NA</b>	<b>Number of SUNY GER Categories: 6 + 2 Competencies</b>						

**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)



**JEFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO. 189-23**

**DATE: NOVEMBER 1, 2023**

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

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves revisions to the Nursing, 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,<sup>1</sup> 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](mailto:program.review@suny.edu).

Section 1. General Information	
<b>a)</b> <b>Institutional Information</b>	Institution's 6-digit <a href="#">SED Code</a> : <b>274800</b>
	Institution's Name: Jefferson Community College
	Address: <i>1220 Coffeen Street Watertown, NY</i>
<b>b)</b> <b>Program Locations</b>	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit <a href="#">SED Code</a> ): <u>Main Campus only</u>
	List the name and address of <a href="#">off-campus locations</a> (i.e., <a href="#">extension sites or extension centers</a> ) where courses will offered, <b>or check here [ X ] if not applicable:</b>
<b>c)</b> <b>Registered Program to be Changed</b>	Program Title: Nursing
	<a href="#">SED Program Code</a> : 00826
	<a href="#">Award(s)</a> (e.g., A.A., B.S.): A.A.S.
	Number of Required Credits: Minimum [64] If tracks or options, largest minimum [ ]
	<a href="#">HEGIS Code</a> : 5208.10
	<a href="#">CIP 2010 Code</a> : 513801
	Effective Date of Change: August 1, 2024
	Effective Date of Completion <sup>2</sup> : May 31, 2027
<b>d)</b> <b>Campus Contact</b>	Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Telephone and email: (315) 786-2235, <a href="mailto:jfairman@sunyjefferson.edu">jfairman@sunyjefferson.edu</a>
<b>e)</b> <b>Chief Executive or Chief Academic Officer Approval</b>	<b>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></b> Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs <b>Signature and date:</b>
	<b>If the program will be registered jointly<sup>3</sup> with one or more other institutions, provide the following information for <u>each</u> institution:</b>
	Partner institution's name and 6-digit <a href="#">SED Code</a> :  Name, title, and signature of partner institution's CEO (or <b>append</b> a signed letter indicating approval of this proposal):

<sup>1</sup> To propose changes that would create a new program, Form 3B, [Creating a New Program from Existing Program\(s\)](#), is required.  
<sup>2</sup> 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).  
<sup>3</sup> 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 Revision to meet SUNY Gen Ed Framework of an externally accredited program. This program prepares graduates for licensure and as such needs approval.
- 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](#)

#### *Summary of Changes:*

- *SUNY General Education Framework revisions*
  - *Replace PSY 233: Lifespan Development with MTH 174: Mathematical Probability and Statistics in order to meet the SUNY General Education Mathematics requirement.*
- *Changes the ALH 145: Introduction to Medical Terminology into a less restrictive course choice in order to accommodate the required College Foundations course for students entering Jefferson. Students exempted from the requirement due to previous college experience could choose wither the ALH 145 or ALH 140: Dosage Calculations for Nurses and Other Healthcare Professionals*



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.

<b>Last Registered Program</b>	<b>Cr Hrs</b>	<b>Revised Program</b>	<b>Cr Hrs</b>	<b>Reason</b>
<b>Major Requirements</b>	<b>40</b>	<b>Major Requirements</b>	<b>39</b>	
NUR 111: Basic Needs	7	NUR 111: Basic Needs	7	
NUR 112A: Maternal & Newborn Health	3.5	NUR 112A: Maternal & Newborn Health	3.5	
NUR 112B: Medical/Surgical 1	3.5	NUR 112B: Medical/Surgical 1	3.5	
NUR 212: Pharmacology	3	NUR 212: Pharmacology	3	
NUR 231A: Medical/Surgical 2	5	NUR 231A: Medical/Surgical 2	5	
NUR 231B: Psychosocial Nursing	5	NUR 231B: Psychosocial Nursing	5	
NUR 232: Medical/Surgical 3	10	NUR 232: Medical/Surgical 3	10	
NUR 234: Seminar in Nursing	2	NUR 234: Seminar in Nursing	2	
ALH 145: Introduction to Medical Terminology	1			Embedded as an alternate course below for students exempted from New Student College Foundations Course
<b>Liberal Arts Requirements</b>	<b>24</b>	<b>Liberal Arts Requirements</b>	<b>25</b>	
BIO 202: Microbiology	4	BIO 202: Microbiology	4	
BIO 251: Anatomy & Physiology 1	4	BIO 251: Anatomy & Physiology 1	4	
BIO 252: Anatomy & Physiology 2	4	BIO 252: Anatomy & Physiology 2	4	
ENG 101: Research & Composition	3	ENG 101: Research & Composition	3	
PSY 133: Introduction to Psychology	3	PSY 133: Introduction to Psychology	3	
PSY 233: Lifespan Development	3	MTH 174: Mathematical Probability & Statistics 1	3	Change made (1) to comply with SUNY GE Framework changes and (2) prepare students for mathematics in the field or to ready for a BSN. New course to program, but not new course to Jefferson)
SOC 144: Introductory Sociology	3	SOC 144: Introductory Sociology	3	
		<b>Restricted Elective Requirements</b>		
		INT 111: College Foundations <i>or</i> ALH 110: Dosage Calculations for Nurses and Other Healthcare Professionals <i>or</i> ALH 145: Introduction to Medical Terminology	1	New students must complete the required INT 111: College Foundations course. Students who are exempted would take one of the ALH courses in substitution. New courses to program, but not new courses at Jefferson.
<b>Total Credits</b>	<b>64</b>	<b>Total Credits</b>	<b>64</b>	

- 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 is no anticipated change to the cost of this 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:** **Nursing 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: NA/AAS Degree 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 <i>or</i> ALH 110: Dosage Calculations for Nurses and Other Healthcare Professionals <i>or</i> ALH 145: Introduction to Medical Terminology	1					X (some)		NUR 112A: Maternal and Newborn Health	3.5			3.5			
NUR 111: Nursing 1- Basic Needs	7			7				NUR 112B: Medical/Surgical 1	3.5			3.5			
BIO 251: Anatomy and Physiology 1	4	NS	4	4				BIO 252: Anatomy and Physiology 2	4	NS	4	4			
ENG 101: Research and Composition	3	CM/IL	3	3				MTH 174: Mathematical Probability and Statistics	3	M/CT	3			X	
PSY 133: Introduction to Psychology	3	SS/CT	3	3											
Term credit totals:	18	10	10	17				Term credit totals:	14	7	7	11			
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
NUR 212: Pharmacology 3	3			3				NUR 232: Medical/Surgical III	10			10			
NUR 231A: Medical/Surgical II 5	5			5				NUR 234: Seminar in Nursing	2			2			
NUR 231B: Psychosocial Nursing	5			5				SOC 144: Introduction to Sociology	3	SS/DEI	3	3			
BIO 202: Microbiology	4	NS	4	4											
Term credit totals:	17	4	4	17				Term credit totals:	15	3	3	12			
<b>Program Totals (in credits):</b>		<b>Total Credits: 64</b>	<b>SUNY GER: 24</b>	<b>LAS: 24</b>	<b>Major: 54</b>	<b>Elective &amp; Other: 1</b>	<b>Upper Division: NA</b>	<b>Upper Division Major: NA</b>	<b>Number of SUNY GER Categories: 5 + 2 Competencies</b>						

**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)



**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 190-23

**DATE:** NOVEMBER 1, 2023

**SUBJECT:** **RATIFICATION OF CONTRACTS**  
Bujanow, Victor  
Community College Survey of Student Engagement  
Credo Community Center  
New York State Office for People with Development  
Disabilities (OPWDD)  
North Carolina State University  
State University of New York (SUNY) Research Foundation

**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)*

**Community College Survey of Student Engagement**  
*(services agreement, survey administration – students, faculty, race/ethnicity)*

**Credo Community Center**  
*(clinical agreement, nursing program)*

**New York State Office for People with Development Disabilities (OPWDD)**  
*(grant amendment, Direct Support Professional training)*

**North Carolina State University**  
*(services agreement, PACE Climate Survey)*

**State University of New York (SUNY) Research Foundation**  
*(funding agreement, SBDC)*

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