

**JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO.: 121-23
DATE: MARCH 1, 2023
SUBJECT: 2022-2023 BUDGET AMENDMENT
LIBERTY PARTNERSHIP PROGRAM GRANT
GRANT PERIOD: SEPTEMBER 1, 2022 – AUGUST 31, 2023

WHEREAS, funds have been received from the New York State Education Department (SED) to implement a 12-month Liberty Partnership Program in conjunction with the Watertown City School District, the Watertown Family YMCA and Cornell Cooperative Extension;

WHEREAS, the Watertown Liberty Partnership Program (WLPP) will provide structured and individualized support services through a hybrid school-based, after-school, and summer program model. A total of 200 at-risk students in grades 5-12 will be served in each year of this multi-year grant;

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

INCREASE REVENUE:

Liberty Partnership Grant –State Grants	2623-3011-5420	<u>\$188,844.00</u>
	Total Revenue Increase	\$188,844.00

INCREASE EXPENDITURE:

Liberty Partnership Grant –Prof P/T	2623-3011-6102	68,880.00
Liberty Partnership Grant –Prof Adjunct	2623-3011-6103	2,000.00
Liberty Partnership Grant –State ERS	2623-3011-6201	7,950.00
Liberty Partnership Grant –State TRS	2623-3011-6202	2,433.00
Liberty Partnership Grant –Social Security	2623-3011-6204	9,948.00
Liberty Partnership Grant –Workers Comp	2623-3011-6205	1,300.00
Liberty Partnership Grant –Life Insurance	2623-3011-6206	37.00
Liberty Partnership Grant –Disability Insurance	2623-3011-6208	95.00
Liberty Partnership Grant –Health Insurance	2623-3011-6209	19,237.00
Liberty Partnership Grant –Instr Supplies	2623-3011-7108	1,000.00
Liberty Partnership Grant –Activity Expense	2623-3011-7202	516.00
Liberty Partnership Grant –Indirect Cost	2623-3011-7231	18,518.00
Liberty Partnership Grant –Prof Svc Fees	2623-3011-7241	36,500.00
Liberty Partnership Grant –Travel	2623-3011-7250	16,650.00
Liberty Partnership Grant –Workshops & Sem	2623-3011-7512	<u>\$ 3,780.00</u>

Total Expenditure Increase **\$188,844.00**

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 122-23

DATE: MARCH 7, 2023

**SUBJECT: DEACTIVATION AND DISCONTINUANCE OF PROGRAMS
INDIVIDUAL STUDIES A.A.
INDIVIDUAL STUDIES A.S.**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Individual Studies A.A. degree and the Individual Studies A.S. degree effective June 1, 2023.

BE IT FURTHER RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Individual Studies A.A. degree and the Individual Studies A.S. degree effective May 31, 2026.



Proposal to Deactivate and/or Discontinue a Program

Form 5

Version 2014-11-17

To propose to deactivate and/or discontinue a registered academic program, a campus Chief Executive or Chief Academic Officer must submit **a signed a cover letter and this completed form** to the SUNY Provost at program.review@suny.edu. This form may be modified as needed for multiple programs.

Section 1. General Information							
a) Institutional Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px 5px;">Institution's 6-digit SED Code:</td> <td style="padding: 2px 5px;">274800</td> </tr> <tr> <td style="padding: 2px 5px;">Institution's Name:</td> <td style="padding: 2px 5px;">Jefferson Community College</td> </tr> <tr> <td style="padding: 2px 5px;">Address:</td> <td style="padding: 2px 5px;"><i>1220 Coffeen Street</i></td> </tr> </table>	Institution's 6-digit SED Code :	274800	Institution's Name:	Jefferson Community College	Address:	<i>1220 Coffeen Street</i>
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Institution's Name:	Jefferson Community College						
Address:	<i>1220 Coffeen Street</i>						
b) Campus Contact	<p>Name and title: Jerilyn Fairman, Interim Vice President of Academic Affairs</p> <p>Telephone and email: (315) 786-2235, jfairman@sunyjefferson.edu</p>						
c) Chief Executive or Chief Administrative Officer Approval	<p>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</p> <p>Name and title: Dr. Daniel J. Dupee II, Administrator-in-Charge</p> <p>Signature and date:</p> <div style="background-color: #ffff00; height: 1.2em; width: 100%;"></div> <p style="background-color: #e1eef6; padding: 2px;">For programs that are registered jointly with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.</p> <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>						

General Notes

1. Each deactivation and discontinuance must be approved by the SUNY Provost.
2. If a proposed discontinued program is the sole program in a [HEGIS disciplinary area](#) at a campus, discontinuance [requires approval of the SUNY Board of Trustees](#), but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

Definitions

Deactivation: A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.

Deactivation Effective Date: The first regular admission date for which new students will no longer be permitted to enroll in the program.

Discontinuance: A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed it.

Discontinuance Effective Date: The last graduation date for which a credential for completion of the program is awarded. (SOURCE: [Memorandum to Presidents, Vol. 83, No. 11, dated August 26, 1983](#))

Please complete Parts I, II and III.

Part I. REQUEST

Specify the request for approval by checking (X) the appropriate box(es).

- Deactivate a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II. The institution will contact the SUNY Provost at program.review@suny.edu within three years of the deactivation effective date to officially discontinue or reactivate the program.
- Deactivate and Discontinue a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II, and all continuing students will have completed the program by the later discontinuance effective date entered in the table in Part II. *NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date in the table in Part II, the campus will contact the SUNY Provost at program.review@suny.edu to revise the discontinuance effective date.*
- Discontinue a program:** The institution is prepared to discontinue the program on the discontinuance effective date entered in the table in Part II, at which time there will be no students enrolled in the program.

Part II. PROGRAM LIST

Complete the table below, expanding it as needed for more programs.

PROGRAM TITLE	AWARD (E.G., B.A.)	SED PROGRAM CODE	HEGIS CODE	<u>DEACTIVATION</u> EFFECTIVE DATE	<u>DISCONTINUANCE</u> EFFECTIVE DATE
1. Individual Studies	A.A.	80030	5699.00	June 1, 2023	May 31, 2026
2. Individual Studies	A.S.	80031	5699.00	June 1, 2023	May 31, 2026

Part III. REASON(S) FOR REQUEST(S)

Provide reason(s) for requesting each deactivation and/or discontinuance. Address local, regional and System impact and, if applicable, describe any extenuating circumstances that may require additional accommodations for enrolled students (e.g., providing a teach-out agreement with another institution).

The two transfer Individual Studies programs will be similar enough to the Liberal Arts Humanities and Social Sciences A.A. program should they be updated to meet the revised SUNY General Education in a manner that would be consistent with the other revisions currently underway. Additionally, as part of Jefferson’s Guided Pathways work we have seen enrollment in these degrees decrease. It is Jefferson’s goal to have students matriculated into a program designed specifically for their interest and transfer needs.

Since Jefferson regularly offers the coursework in these two proposed deactivated/discontinued programs, no concerns regarding student degree completion currently exists.

Jefferson does have a third Individual Studies degree, an AAS, that will be kept in order to provide a flexible option for military students and students desiring to make individual education plans. With SUNY Transfer Paths we believe the flexibility would also allow for students who wanted a transfer option to complete necessary coursework including the 7/30 general education requirements through the remaining AAS or another transfer option.

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 123-23

DATE: MARCH 7, 2023

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
 COMPUTER INFORMATION SYSTEM, A.S.**

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

Associate in Science

Program Name: Computer Information Systems, AS

Program Learning Outcomes

- ✓ Reviewed and either affirmed or changed

Liberal Arts Coursework

- ✓ Liberal Arts Coursework is at least 50% of program

General Education Coursework

- ✓ 30 credits total
- ✓ 7 General Education Areas required (students must have no option not to achieve)
- ✓ Communication – Written and Oral
- ✓ DEISJ
- ✓ Mathematics
- ✓ Natural Sciences

Transfer Path

- ✓ Courses included in Program

INT 111 – College Foundations

- ✓ Graduation Requirement

Curriculum Map

- ✓ Curriculum Map revised

Program Learning Outcomes

PLO 1	Develop skills in analysis and design for systems
PLO 2	Build programs using an object-oriented approach
PLO 3	Hone problem-solving skills and use algebraic methods
PLO 4	Perform quantitative analysis

Transfer Path/s: NA

Transfer Path Courses:

See <https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/>

**Computer Information Systems
Effective Fall 2023**

Current Program	Cr Hrs	Revised Program	Cr Hrs	*Attribute/s
Major Requirements		Major Requirements		
CIS 111 Operating System Environments	2	CIS 111 Operating System Environments	2	
CIS 116 Introductory Programming	3	CIS 116 Introductory Programming	3	CT
CIS 216 Advanced Programming	4	CIS 216 Advanced Programming	4	
CIS 250 Data Structures	3	CIS 250 Data Structures	3	
ACC 101 Accounting 1	4	ACC 101 Accounting 1	4	
ACC 102 Accounting 2	4	ACC 102 Accounting 2	4	
Restricted Elective ⁵ : Select from BUS, MTH, BIO, CHE, GEO, PHY, or SCI	3	Restricted Elective: Choose a course from MTH, BIO, CHE, GEO, PHY, SCI or BUS 112, BUS 131, or BUS 150	3	
Technical Elective (Any CIS or NET)		Technical Elective (Any CIS or NET)	3	
Liberal Arts Requirements		Liberal Arts Requirements		
ENG 101 Research and Composition	3	ENG 101 Research and Composition	3	LA, C, IL
ENG 102 Literature and Composition	3	ENG 102 Literature and Composition	3	LA, H
ENG 218 Technical Writing	3	ENG 218 Technical Writing	3	LA
ECO 101 Macroeconomics OR ECO 102 Microeconomics	3	ECO 101 Macroeconomics OR ECO 102 Microeconomics	3	LA, SS
Humanities Elective ¹	3	Humanities Elective ¹	3	LA, A or W
Social Science Electives ⁴	3	Humanities/Social Science Elective ²	3	LA, D
Mathematics Electives ²	11	MTH 174 Mathematical Probability and Statistics 1	3	LA, M, CT
		MTH 165 College Algebra and Trigonometry or MTH 185 Precalculus or MTH 221 Calculus 1	4	LA, M
		Mathematics elective (MTH 165 or higher)	3	LA, M
Science Electives ³	6	Lab Science elective	4	LA, N
		Science elective	3	LA, N
Free Elective Requirements		Free Elective Requirements		
Free Elective	3	Free Elective	3	

Current Program	Cr Hrs	Revised Program	Cr Hrs	*Attribute/s
Total Credits	64	Total Credits	64	
		Total Liberal Arts Credits	35	
		Total General Education Credits	32	
<p>¹Select from the areas of The Arts or Foreign Language in the SUNY General Education Course List</p> <p>²Select from the area of Mathematics in the SUNY General Education Course List</p> <p>³Select from the area of Natural Sciences in the SUNY General Education Course List</p> <p>⁴Course must be a Social Science elective from one area in the SUNY General Education Course Listing for Social Science, American History, Western Civilization, and Other World Civilizations.</p> <p>⁵Courses tailored to the career needs of the student, to be chosen in consultation with academic advisor from the Business, Science, or Mathematics offerings.</p>		<p>¹Select from the areas of The Arts or World Language in the SUNY General Education Course List</p> <p>²Course must be an elective selected from the area of Diversity: Equity, Inclusion, and Social Justice in the SUNY General Education Course Listing.</p>		

Liberal Arts Courses

Subject	NYSED Liberal Arts Category
Anthropology	Social Science
Art	Humanities
Economics	Social Science
English	Humanities
Geography	Social Science
History	Social Science
Mathematics	Mathematics
Music	Humanities
Philosophy	Humanities
Political Science	Social Science
Psychology	Social Science
Sciences (All)	Sciences/Lab Sciences
Sociology	Social Science
Speech and Theater Arts	Humanities
World Languages (All)	Humanities

*Attribute Key (Use all that apply)

Code	Curriculum Map	Category Name	Other Requirements
LA		Liberal Arts	
TP		Transfer Path	<i>Liberal Arts Requirements</i>
M	M&QR[#]	Mathematics and Quantitative Reasoning	AOS = 0 Credits
N	NS[#]	Natural Science and (Scientific Reasoning)	AAS = 1/3 of total credits
C	Comm[#]	Communication - Written and oral	AS = 1/2 of total credits
D	DEISJ[#]	Diversity: Equity, Inclusion, and Social Justice	AA = 3/4 of total credits
A	Arts	The Arts	<i>General Education Requirements</i> <i>4 Required areas +</i>
H	Hum	Humanities	
S	SS	Social Sciences	
U	US&CE	US History and Civic Engagement	
W	WH&GA	World History and Global Awareness	AOS = Infused 4 required
L	WL	World Languages	AAS = 20 credits
CT	Crit Thinking	Critical thinking and Reasoning	AS/AA = 30 credits
IL	Info Lit	Information Literacy	

**JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION NO. 124-23

DATE: MARCH 7, 2023

**SUBJECT: APPROVAL OF PROGRAM REVISIONS
CRIMINAL JUSTICE, A.S.**

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

Associate in Science

Program Name: Criminal Justice

Program Learning Outcomes

- ✓ Reviewed and either affirmed or changed

Liberal Arts Coursework

- ✓ Liberal Arts Coursework is at least 50% of program

General Education Coursework

- ✓ 30 credits total
- ✓ 7 General Education Areas required (students must have no option not to achieve)
- ✓ Communication – Written and Oral
- ✓ DEISJ
- ✓ Mathematics
- ✓ Natural Sciences

Transfer Path

- ✓ Courses included in Program

INT 111 – College Foundations

- ✓ Graduation Requirement

Curriculum Map

- ✓ Curriculum Map revised

Program Learning Outcomes

PLO 1	Read, understand, and interpret written information and prepare written reports
PLO 2	Apply laws, policies, procedures, and directives in criminal-justice settings
PLO 3	Communicate effectively
PLO 4	Understand the organizational structure of criminal justice agencies

Transfer Path/s: Criminal Justice A.S.

Transfer Institutions:

- Columbia College, Criminal Justice Administration B.A.
- Franklin University, Public Safety Management B.S.
- Keuka College, Criminal Justice Systems B.S.
- SUNY Canton, Emergency Management B.T.
- SUNY Empire State College, various degrees
- SUNY Potsdam, Criminal Justice B.A.

Transfer Path Courses:

CRJ 101 – Introduction to Criminal Justice
CRJ 102 – Criminal Administrative Procedure
CRJ 106 – Introduction to Policing
CRJ 105 –Introduction to Corrections
SOC 245 – Criminology
PSY 133 – Introduction to Psychology
SOC 144 – Introduction to Sociology
MTH 144 – Introduction to Statistics
MTH 174 – Mathematical Probability and Statistics 1

See <https://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/>

**Criminal Justice AS
Fall 2023**

Current Program	Cr Hrs	Revised Program	Cr Hrs	*Attribute/s
Major Requirements	18	Major Requirements	19	
CRJ 101: Introduction to Criminal Justice	3	CRJ 101: Introduction to Criminal Justice	3	TP
CRJ 102: Criminal Administrative Procedures	3	CRJ 102: Criminal Administrative Procedures	3	TP
CRJ 224: Criminal Justice Report Writing	3	CRJ 224: Criminal Justice Report Writing	3	
CRJ 233: Basic Firearms	3	CRJ 233: Basic Firearms or CRJ 207: Community Corrections	3	
CRJ Elective	6	CRJ 211: Practicum in Criminal Justice	3	
		CRJ Elective	3	If CRJ 105 or 106 completed, then TP
		INT 111: College Foundations	1	
Liberal Arts Requirements		Liberal Arts Requirements	40	
ENG 101: Research and Composition	3	ENG 101: Research and Composition	3	LA, C, IL
ENG 102: Literature and Composition	3	ENG 102: Literature and Composition	3	LA, H
STA 151: Public Speaking or STA 211: Managing Conflict	3	STA 151: Public Speaking or STA 211: Managing Conflict	3	LA, H
PSY 133: Intro to Psychology	3	PSY 133: Intro to Psychology	3	LA, S, TP, CT
PSY 235: Abnormal Psychology	3	PSY 235: Abnormal Psychology	3	LA, S
POL 121: Intro to American Government or POL 122: State and Local Government	3	POL 121: Intro to American Government or POL 122: State and Local Government	3	LA, S
SOC 144: Intro to Sociology	3	SOC 144: Intro to Sociology	3	LA, D , S, TP
SOC 244: Social Problems or SOC 245: Criminology or SOC 246: Juvenile Delinquency	3	SOC 244: Social Problems or SOC 245: Criminology or SOC 246: Juvenile Delinquency	3	LA, S, TP
MTH 144: Elementary Statistics or higher (Except MTH 148/MTH 149)	3	MTH 144: Elementary Statistics or higher (Except MTH 148/MTH 149)	3	LA, M, TP (If MTH 144 or MTH 174 is completed)
Lab Science	4	Lab Science	4	LA, N

Current Program	Cr Hrs	Revised Program	Cr Hrs	*Attribute/s
Science or Mathematics Elective	3	Science or Mathematics Elective	3	LA
Choose One Course from Two of the Following areas:	6	Choose One Course from Two of the Following areas:	6	
American History (HIS 150 or HIS 151)	3	US History and Civic Engagement (HIS 150 or HIS 151)	3	If chosen LA, D , U, S
PHI 101: Introduction to Philosophy	3	PHI 101: Introduction to Philosophy	3	If chosen LA, H
The Arts (ART 104)	3	The Arts (ART 104)	3	If chosen LA, A, H
Foreign Language (ARA, ASL, FRE, GER, ITA, LAT, SPA)	3	World Language (ARA, ASL, FRE, GER, ITA, LAT, SPA)	3	If chosen LA, L, H
Computer Science Requirement	3	Computer Science Requirement	3	
CIS 110: Introduction to Computing and Applications	3	CIS 110: Introduction to Computing and Applications	3	
Physical Education Requirements	2	Physical Education Requirements	2	
PED 192 – Physical Conditioning	1	PED 192: Physical Conditioning	1	
Physical Education Elective	1	Physical Education Elective	1	
Total Credits	63	Total Credits	64	
		Total Liberal Arts Credits	40	
		Total General Education Credits	37	

Liberal Arts Courses

Anthropology	Social Science
Art	Humanities
Economics	Social Science
English	Humanities
Geography	Social Science
History	Social Science
Mathematics	Mathematics
Music	Humanities
Philosophy	Humanities
Political Science	Social Science
Psychology	Social Science
Sciences (All)	Sciences/Lab Sciences
Sociology	Social Science
Speech and Theater Arts	Humanities
World Languages (All)	Humanities

*Attribute Key (Use all that apply)

Code	Curriculum Map	Category Name	Other Requirements
LA		Liberal Arts	
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D	DEISJ[#]	Diversity: Equity, Inclusion, and Social Justice	AA = 3/4 of total credits
W	WH&GA	World History and Global Awareness	<i>General Education Requirements</i> 4 Required areas +
s	SS	Social Sciences	
H	HUM	Humanities	
A	Art	The Arts	
L	WL	World Languages	AOS = Infused 4 required
U	US&CE	US History and Civic Engagement	AAS = 20 credits
CT	Crit Thinking	Critical thinking and Reasoning	AS/AA = 30 credits
IL	Info Lit	Information Literacy	