RESOLUTION NO.:   **140-23**

DATE: **MAY 3, 2023**

SUBJECT: **2022-2023 BUDGET AMENDMENT**
                                          NYS DOL CONSTRUCTION GRANT

GRANT PERIOD: **FEBRUARY 13, 2023 – FEBRUARY 12, 2024**

WHEREAS, the College has received funding from NYS Department of Labor to provide Pre-Apprentice Construction Training;

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

INCREASE REVENUE:
NYS DOL Construction Grant– Local Grants & Contracts   2563-3011-5430 $ 57,760.00

                                          Total Revenue Increase $ 57,760.00

INCREASE EXPENDITURE:
NYS DOL Construction Grant– Instructional Supplies	2563-3011-7108	$ 24,000.00
NYS DOL Construction Grant– Advertising	2563-3011-7203	15,760.00
NYS DOL Construction Grant– Prof Service Fees	2563-3011-7241	$ 18,000.00

                                          Total Expenditure Increase $ 57,760.00

JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.:   **141-23**

DATE: **MAY 3, 2023**

SUBJECT: **2022-2023 BUDGET AMENDMENT**
EDUCATIONAL OPPORTUNITY PROGRAM (EOP)
GRANT

GRANT PERIOD: **SEPTEMBER 1, 2022 – AUGUST 31, 2023**

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 $ 50,411.00

Total Revenue Increase $ 50,411.00

INCREASE EXPENDITURE:
Educ. Opportunity Prog (EOP) –Professional PT 2618-3011-6102 $ 5,035.00
Educ. Opportunity Prog (EOP) –Student Tutors 2618-3011-6142   13,176.00
Educ. Opportunity Prog (EOP) –Scholarships   2618-3011-7512 $ 32,200.00

Total Expenditure Increase $ 50,411.00

JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.:   **142-23**

DATE: **MAY 3, 2023**

SUBJECT: **2022-2023 BUDGET AMENDMENT**
                                    SUNY CHILDCARE GRANT

GRANT PERIOD: **JULY 1, 2022 – JUNE 30,2023**

WHEREAS, the College received notification of funding from the State in the amount of $96,140.00 which is more than the estimate provided at the time the budget was formulated;

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

INCREASE REVENUE:

SUNY Child Care Grant – State Grants	2602-3011-5420	$ 5,140.91
Total Revenue Increase		**$ 5,140.91**

INCREASE EXPENDITURE:

SUNY Child Care Grant – Other Fees	2602-3011-7239	$ 5,140.91
Total Expenditure Increase		**$ 5,140.91**

RESOLUTION NO.: **143-23**

DATE: **MAY 3, 2023**

SUBJECT: **2022-2023 BUDGET AMENDMENT**
SUNY WORKFORCE DEVELOPMENT TRAINING

GRANT PERIOD: **SEPTEMBER 1, 2022 – JANUARY 31, 2023**

WHEREAS, the College has received a decrease in funding from SUNY Workforce Development to provide ServSafe Training to employers;

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

DECREASE REVENUE:

SUNY WDT Grant– Local Grants & Contracts	2701-3011-5420	$	165.00
	Total Revenue Decrease	**$**	**165.00**

DECREASE EXPENDITURE:

SUNY WDT Grant- Instructional Supplies	2701-3011-7108	$	116.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231		28.00
SUNY WDT Grant- Prof. Service Fees	2701-3011-7250	$	21.00
	Total Expenditure Decrease	**$**	**165.00**

JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.   **144-23**

DATE: **MAY 3, 2023**

SUBJECT: **APPROVAL OF PROGRAM REVISIONS**
                       HOMELAND SECURITY, A.S.

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

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:	*1220 Coffeen Street Watertown, NY*
b) **Program Locations**	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): Main Campus only	
	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:	Homeland Security
	SED Program Code	39828
	Award(s) (e.g., A.A., B.S.):	A.S.
	Number of Required Credits:	Minimum [Current 63, proposed 64] If tracks or options, largest minimum [ ]
	HEGIS Code:	5505
	CIP 2010 Code:	430301
	Effective Date of Change:	August 1, 2023
	Effective Date of Completion[2]	May 31, 2026
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.** *E-signatures are acceptable.* Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Signature and date: *[signature]* April 6, 2023	
	If the program will be registered jointly[3] with one or more other institutions, provide the following information for each 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):	

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[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 hour in order to accommodate the College's INT 111 College Foundations course.

Other changes that were made (incrementally) since the last registration of the program no making the program exceed the 1/3 credit revision necessitating a reregistration include
- *SUNY General Education Framework revisions*
  - *ENG 102: Literature and Composition is a Humanities General Education and a course generally expected upon transfer.*
  - *Restricted General Education courses revised: To ensure students meet the SUNY General Education Framework and the needs of transfer institutions and local employers.*
  - *All 3 courses: POL 121: Introduction to American Government , PSY 133: Introduction to Psychology , and SOC 245: Criminology will be required making it more certain graduates meet the transfer path for criminal justice. Doing this also ensures students meet the Critical Thinking competency.*
- *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.

See next page.

Current Program	Cr Hrs	Revised Program	Cr Hrs
Major Requirements	**21**	**Major Requirements**	**21**
HLS 108: Introduction to Homeland Security	3	HLS 108: Introduction to Homeland Security	3
HLS 117: Intelligence Analysis and Homeland Security	3	HLS 117: Intelligence Analysis and Homeland Security	3
Choose 4 courses from the following: HLS 109: Domestic Terrorism and Extremist Groups HLS 111: Mind of a Terrorist I HLS 114: Terrorism and Counter-Terrorism HLS 217: Mind of a Terrorist II HLS 218: Homeland Security Laws and Ethics HLS 219: Transportation and Border Security HLS 220: Homeland Security in the Private and Corporate Sectors	9	Choose 3 courses from the following: HLS 109: Domestic Terrorism and Extremist Groups HLS 111: Mind of a Terrorist I HLS 114: Terrorism and Counter-Terrorism HLS 217: Mind of a Terrorist II HLS 218: Homeland Security Laws and Ethics HLS 219: Transportation and Border Security HLS 220: Homeland Security in the Private and Corporate Sectors	9
CRJ 101: Introduction to Criminal Justice	3	CRJ 101: Introduction to Criminal Justice	3
CRJ 102: Criminal Administrative Procedures **or** CRJ 106: Introduction to Policing **or** CRJ 200: Constitutional Issues in Criminal Justice	3	CRJ 102: Criminal Administrative Procedures **or** CRJ 106: Introduction to Policing **or** CRJ 200: Constitutional Issues in Criminal Justice	3
Liberal Arts Requirements	**40**	**Liberal Arts Requirements**	**40**
ENG 101: Research and Composition	3	ENG 101: Research and Composition	3
ENG 218: Technical Writing	3	ENG 102: Literature and Composition	3
MTH 144: Elementary Statistics **or** higher *(excluding MTH 148 or MTH 149)*	3	MTH 144: Elementary Statistics **or** higher *(excluding MTH 148 or MTH 149)*	3
SOC 144: Introduction to Sociology	3	SOC 144: Introduction to Sociology	3
STA 151: Public Speaking **or** STA 211: Managing Conflict	3	STA 151: Public Speaking **or** STA 211: Managing Conflict	3
Choose two of the courses listed below: POL 121: Introduction to American Government PSY 133: Introduction to Psychology SOC 245: Criminology	6	POL 121: Introduction to American Government	3
		PSY 133: Introduction to Psychology	3
		SOC 245: Criminology	3
Laboratory Science Elective	4	Laboratory Science Elective	4
Mathematics **or** Science Elective (Gen Ed)	3	Mathematics **or** Science Elective	3

Restricted General Education Elective:
Choose TWO courses from two different areas:
• American History
  HIS 151: American History1877 to Present
• Western Civilization
  HIS 111: Western Civilization 1
  HIS 112: Western Civilization 2
  POL 127: Introduction to Western Political Thought
  PHI 101: Introduction to Philosophy
• The Arts
  ART 104: Digital Photography
• Foreign Language
  Any
	6	Restricted General Education Elective:
		Choose TWO courses from two different areas:
		• US History and Civic Engagement
		  HIS 151: American History1877 to Present
		• World History & Global Awareness
		  HIS 111: Western Civilization 1
		  HIS 112: Western Civilization 2
		
		• The Arts
		  ART 104: Digital Photography
		• World Language
		  Any
			6

POL 126: World Affairs **or** CIS 110: Introduction to Computing and Applications	3	POL 126: World Affairs **or** CIS 110: Introduction to Computing and Applications	3
		INT 111: College Foundations	1
Physical Education Requirements	**2**	**Physical Education Requirements**	**2**
Total Credits	**63**	**Total Credits**	**64**

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 be 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 <u>do not involve</u> a course or courses that satisfy one of the required content areas in the profession.

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: Homeland Security A.S.

a) Indicate **academic calendar type**: [X] 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: Criminal Justice 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:			See KEY.					Term 2:			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: New Student Seminar	1					X		ENG 102: Literature and Composition	3	H	X				
CRJ 101: Introduction to Criminal Justice	3			X	X			HLS 117: Intelligence Analysis and Homeland Security	3			X			
HLS 108: Introduction to Homeland Security	3			X				HLS Elective	3			X			
ENG 101: Research and Comp.	3	CM/IL	X					SOC 245: Criminology	3	SS	X	X	X		
SOC 144: Introduction to Sociology	3	SS/DEI	X	X	X			POL 121: Introduction to American Government	3	SS	X				
MTH 144: Elementary Statistics *or* higher *(excluding MTH 148/149)*	3	M	X		X			Physical Education Elective	1						
Term credit totals:	16	9	9	9	9			Term credit totals:	16	9	9	9	6		

Term 3:			See KEY.					Term 4:			See KEY.				
Course Number & Title	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**	**Course Number & Title**	**Cr**	**GER**	**LAS**	**Maj**	**TPath**	**New**	**Co/Prerequisites**
HLS Elective	3			X				HLS Elective	3			X			
CRJ 102: Criminal Administrative Procedures *or* CRJ 106: Introduction to Policing *or* CRJ 200: Constitutional Issues in Criminal Justice	3			X	X (CRJ 102)			Restricted General Education Elective *(area 2)*	3	AR/US/ WH/WL	X				
POL 126: World Affairs *or* CIS 110: Introduction to Computing and Applications	3	Varies	Varies					STA 151: Public Speaking *or* STA 211: Managing Conflict	3	H	X				
Laboratory Science	4	NS	X					MTH/SCI Elective	3	M/NS	X				
Restricted General Education Elective *(area 1)*	3	AR/US/ WH/WL	X					PSY 133: Introduction to Psychology	3	SS/ CT	X		X		
								Physical Education Elective	1						
Term credit totals:	16	7-10	7-10	6	3			Term credit totals:	16	12	12	3	3		

Program Totals (in credits):	**Total Credits: 64**	**SUNY GER: 37+**	**LAS: 37+**	**Major: 27**	**Elective & Other: 6**	**Upper Division: NA**	**Upper Division Major: NA**	**Number of SUNY GER Categories:**
								8 + 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 Public Services Area of Interest major courses	100% (New course is approx 6% 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
Part 2. Part-Time Faculty					
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					

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: *1220 Coffeen Street Watertown, NY*
b) **Program Locations**	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): Main Campus only
	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: Addiction Studies
	SED Program Code 35775
	Award(s) (e.g., A.A., B.S.): A.A.S.
	Number of Required Credits: Minimum [Current 63, Proposed 61] If tracks or options, largest minimum [ ]
	HEGIS Code: 5506
	CIP 2010 Code: 511501
	Effective Date of Change: August 1, 2023
	Effective Date of Completion[2] December 31, 2026
d) **Campus Contact**	Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs and Chief Academic Officer
	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.** *E-signatures are acceptable.* Name and title: Jerilyn Fairman, Interim Vice President for Academic Affairs Signature and date:
	If the program will be registered jointly[3] with one or more other institutions, provide the following information for each 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):

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[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: Changes that are being proposed include
- *The program will decrease by 2 credit hours.*
- *Inclusion of the newly required INT 111: College Foundations course for all new students.*
- *SUNY General Education Framework revisions*
  - *Program is newly required to meet the SUNY General Education Framework*
- *Revisions to meet current employment needs*
  - *It was determined that the HUS 214: Special Issues in Drugs and Crime was not needed within this program.*
- *A change to the title of one course has been made.   The content did not have any significant changes.*

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 Submitted Program	Cr Hrs	Proposed Program	Cr Hrs
Major Requirements	**36**	**Major Requirements**	**33**
HUS 101: Introduction to Human Services	3	HUS 101: Introduction to Human Services	3
HUS 103: Introduction to Alcohol and Nicotine Studies	3	HUS 103: Introduction to Alcohol and Nicotine Studies	3
HUS 107: Case Management Practice in Human Services	3	HUS 107: Case Management Practice in Human Services	3
HUS 126: Introduction to Substance Abuse	3	HUS 126: Introduction to Substance Abuse	3
HUS 201: Introduction to Helping Skills (Concurrent enrollment with HUS 240)	3	HUS 201: Introduction to Helping Skills (Concurrent enrollment with HUS 240)	3
HUS 202: Introduction to Group Counseling	3	HUS 202: Introduction to Group Counseling	3
HUS 203: Substance Abuse Counseling	3	HUS 203: Substance Abuse Counseling	3
HUS 210: Professional Codes of Conduct	3	HUS 210: Issues in Ethics in the Helping Professions	3
HUS 204: Substance Abuse and Dual Diagnosis	3	HUS 204: Substance Abuse and Dual Diagnosis	3
HUS 214: Special Issues in Drugs and Crime	3	HUS 214: Special Issues in Drugs and Crime	3
HUS 226: Concepts of Chemical Dependency	3	HUS 226: Concepts of Chemical Dependency	3
HUS 240: Human Services Practicum 1	3	HUS 240: Human Services Practicum 1	3
Liberal Arts Requirements	**25**	**Liberal Arts Requirements**	**25**
ENG 101: Research and Composition	3	ENG 101: Research and Composition	3
ENG 102: Literature and Composition	3	ENG 102: Literature and Composition	3
Laboratory Science Elective *(BIO 106: Human Biology recommended)*	3	Laboratory Science Elective *(BIO 106: Human Biology recommended)*	4
MTH 144: Elementary Statistics **or** MTH 174: Mathematical Probability and Statistics 1	3	MTH 144: Elementary Statistics **or** MTH 174: Mathematical Probability and Statistics 1	3
PSY 133: Introduction to Psychology	3	PSY 133: Introduction to Psychology	3
PSY 235: Abnormal Psychology	3	PSY 235: Abnormal Psychology	3
STA 161: Interpersonal Communication	3	STA 161: Interpersonal Communication	3
Liberal Arts Elective	3	Liberal Arts Elective (Must meet DEISJ)	3
	3	**Other Requirements**	**1**
		INT 111: College Foundations *(Students who are exempted would complete one credit of free elective)*	1
Physical Education Requirements	**2**	**Physical Education Requirements**	**2**
Physical Education	2	Physical Education	2
Total Credits	**63**	**Total Credits**	**61**

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.
It is anticipated the cost for this program will decrease as two fewer credits will be required.

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 <u>do not</u> <u>involve</u> 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: <mark>Addiction Studies A.A.S</mark>

a) Indicate **academic calendar type**: [X] 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: Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
INT 111 – New Student Seminar	1						
HUS 101 – Intro. To Human Services	3			X			
ENG 101 – Research and Composition	3	CM/IL	X				
PSY 133 – Intro. To Psychology	3	SS/CT	X				
HUS 103 – Intro. To Alcohol and Nicotine Studies	3			X			
MTH 144/174 – MTH 144 or 174 Statistics	3	M	X				
Term credit totals:	**16**	9	9	6			

Term 2: Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
ENG 102 – Literature and Composition	3	H	X				
HUS 107 – Case Mgmt. in Human Services	3			X			
HUS 126 – Intro. To Substance Abuse	3			X			
Laboratory Science	4	NS	X				
STA 161 – Interpersonal Communication	3	H	X				
Term credit totals:	**16**	10	10	6			

Term 3: Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
HUS 201 – Introduction To Helping Skills	3			X			
HUS 240 – Human Service Field Practicum 1	3			X			
HUS 210 – Issues in Ethics in the Helping Professions	3			X			
HUS 204 – Substance Abuse and Dual Diagnosis	3			X			
Physical Education	1						
Term credit totals:	**13**	0	3	12			

Term 4: Course Number & Title	Cr	GER	LAS	Maj	TPath	New	Co/Prerequisites
HUS 202 – Intro. To Group Counseling	3			X			
HUS 203 – Substance Abuse Counseling	3			X			
HUS 226 – Concepts of Chemical Dependency	3			X			
Liberal Arts Elective (must be DEISJJ)	3	DEI	X				
PSY 235 – Abnormal Psychology	3	SS	X				
Physical Education	1						
Term credit totals:	**16**	6	6	9			

Program Totals (in credits):	Total Credits: 61	SUNY GER: 25	LAS: 25	Major: 33	Elective & Other: 3	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 Public Services major courses	100% (New course is approx 6% 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
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.   **146-23**

DATE: **MAY 3, 2023**

SUBJECT: **DEACTIVATION OF PROGRAM**
                                    CRIMINAL JUSTICE CERTIFICATE

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Criminal Justice Certificate effective August 1, 2023.

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	Institution's 6-digit SED Code:	**274800**
	Institution's Name:	Jefferson Community College
	Address:	*1220 Coffeen Street, Watertown, NY 13601*
b) Campus Contact	Name and title: Jerilyn Fairman, Interim Vice President of Academic Affairs and Chief Academic Officer Telephone and email: (315) 786-2235 jfairman@sunyjefferson.edu	
c) Chief Executive or Chief Administrative Officer Approval	**Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.** Name and title: Signature and date:	
	For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.	
	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):	

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).

[X] **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	DEACTIVATION EFFECTIVE DATE	DISCONTINUANCE EFFECTIVE DATE
1. Criminal Justice	Cert	01038	5505	August 1, 2023	
2. Agribusiness	A.S.				

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).

Criminal Justice Certificate
- *Enrollment*
  - *The CRJ Certificate has fluctuated from a high of six students five years ago to as low as one student 3 years ago and currently has four students enrolled in spring 2023.*
  - *One of the students will complete the certificate in May 2023 while the others are just beginning the requirements.*
  - *Jobs associated with criminal justice locally require no higher education background or an associate's degree or higher.*
- *If continued, the certificate needs significant revision requiring conversations significant conversations between the College and employers.*
- *Deactivating the program will give the College time to determine whether to revise the program or discontinue it and perhaps replace with shorter term employer-focused microcredentials.*
- *The College sees no local, regional, or system impact to this deactivation.*

Agribusiness A.A.S.
- *Enrollment*
    - *The faculty have reviewed the enrollment, retention, and graduation statistics as art of the College's yearly Annual Program Statistics review.*
    - *Since 2017, enrollment in the program has declined by 84% and as of Spring 2023, only four students are matriculated in the program.*
- *While agriculture is a lead economic driver for the region this program has failed to get the interest that was projected.*
- *Jefferson Community College requests the program be deactivated while it discusses the future with local economic agencies and employers and determines whether to reconfigure or discontinue the degree.*
- *Students in the program will be taught out through the offering of courses that meet the needs of other programs and with the use of directed study courses.*

Both requests have been approved through Jefferson's full governance process.

JEFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.   **147-23**

DATE: **MAY 3, 2023**

SUBJECT: **DEACTIVATION OF PROGRAM**
                                        AGRI-BUSINESS A.A.S.

BE IT RESOLVED, that the Jefferson Community College Board of Trustees
hereby approves the deactivation of the Agri-Business A.A.S. degree effective
August 1, 2023.

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	Institution's 6-digit SED Code:	**274800**
	Institution's Name:	Jefferson Community College
	Address:	*1220 Coffeen Street, Watertown, NY 13601*
b) Campus Contact	Name and title: Jerilyn Fairman, Interim Vice President of Academic Affairs and Chief Academic Officer Telephone and email: (315) 786-2235 jfairman@sunyjefferson.edu	
c) Chief Executive or Chief Administrative Officer Approval	**Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.** Name and title: Signature and date:	
	For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.	
	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):	

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).

[X]   **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	DEACTIVATION EFFECTIVE DATE	DISCONTINUANCE EFFECTIVE DATE
1. Criminal Justice	Cert	01038	5505	August 1, 2023	
2. Agribusiness	A.S.				

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).

Criminal Justice Certificate
- *Enrollment*
    - *The CRJ Certificate has fluctuated from a high of six students five years ago to as low as one student 3 years ago and currently has four students enrolled in spring 2023.*
    - *One of the students will complete the certificate in May 2023 while the others are just beginning the requirements.*
    - *Jobs associated with criminal justice locally require no higher education background or an associate's degree or higher.*
- *If continued, the certificate needs significant revision requiring conversations significant conversations between the College and employers.*
- *Deactivating the program will give the College time to determine whether to revise the program or discontinue it and perhaps replace with shorter term employer-focused microcredentials.*
- *The College sees no local, regional, or system impact to this deactivation.*

Agribusiness A.A.S.

- *Enrollment*
  - *The faculty have reviewed the enrollment, retention, and graduation statistics as art of the College's yearly Annual Program Statistics review.*
  - *Since 2017, enrollment in the program has declined by 84% and as of Spring 2023, only four students are matriculated in the program.*
- *While agriculture is a lead economic driver for the region this program has failed to get the interest that was projected.*
- *Jefferson Community College requests the program be deactivated while it discusses the future with local economic agencies and employers and determines whether to reconfigure or discontinue the degree.*
- *Students in the program will be taught out through the offering of courses that meet the needs of other programs and with the use of directed study courses.*

Both requests have been approved through Jefferson's full governance process.

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**	Institution's 6-digit SED Code:	**274800**
	Institution's Name:	Jefferson Community College
	Address:	*1220 Coffeen Street, Watertown, NY 13601*
b) **Campus Contact**	Name and title: Jerilyn Fairman, Interim Vice President of Academic Affairs and Chief Academic Officer Telephone and email: (315) 786-2235 jfairman@sunyjefferson.edu	
c) **Chief Executive or Chief Administrative Officer Approval**	==Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.== Name and title: Signature and date:	
	For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.	
	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):	

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.

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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.

[X]　**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	DEACTIVATION EFFECTIVE DATE	DISCONTINUANCE EFFECTIVE DATE
1.　Addiction Studies	Certificate	38901	5506	August 1, 2023	December 2026
2.　Early Childhood	Certificate	40430	5503	August 1, 2023	December 2026
3.　Teaching Assistant	Certificate	30514	5503	August 1, 2023	December 2026
4.　Fire Protection Technology	Certificate	35162	5507	August 1, 2023	December 2026
5.　Fire Protection Technology	A.A.S.	29206	5507	August 1, 2023	December 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).

Addiction Studies Certificate
Jefferson Community College has been studying enrollment, retention, and graduation rates within the Addiction Studies Certificate.
- This certificate was created as a cohorted one year (fall, spring summer) option using 8 week online courses and was developed upon request of local employers to meet a need for addiction counselors.　At the time it was believed that employers would need their staff to complete the entire certificate in order to sit for the CASAC-T exam. While this was initially true what is now taking place is that individuals are presenting only needing a small subset of the coursework and due to the way the CASAC-T educational hours work it is not feasible for Jefferson to continue to offer the certificate.

- With enrollment in the Addiction Studies AAS also decreased this has become a strain on available resources and resulted in many courses for this cohorted program running with enrollment of no more than 3-5 students.
- Matriculation in this credential has been very low (ranging between a high of 11 in 2018 to 3 in this current semester).
- The College is choosing to move the credential into a 2-3 smaller flexible microcredentials designed to meet the needs, experience, and background of the local workforce.
- The courses will continue to be offered to complete the current cohort of students matriculated in the certificate. If needed coursework will also be offered in a directed study format.

It is recommended that this certificate be deactivated and then discontinued.

Early Childhood Certificate
- This certificate was developed in order to provide training to those individuals employed in the field. It was communicated by employers that a credential earned would lead to upward mobility within the childcare field. .
- The enrollment plan for this certificate has never been realized and wages remain low locally.
- Through discussions with local employers it was determined that shorter, more flexible microcredentials would better meet the current needs.
    - Jefferson also has a workforce program (containing one for-credit course already) and has two non-credit courses offered through Coursera, both designed to assist individuals in opening an in-home daycare that would align well with the planned microcredentials.
    - Microcredentials could also provide a cost effective way to benefit those already in the field that need additional training/credits.
    - Statistics from Childcare Workers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov) state a growth of 6% percent from 2021-2031.
    - Verification of hours needed in this field can be found at https://wnychildren.org/nys-ocfs-training-requirements.

Teacher Assistant Certificate
- Enrollment
    - In the last few years the enrollment has decreased in this certificate.
- Certification
    - Jefferson has been in communication with our local BOCES certifying officer over the past several years.
    - In order to sit for the Teacher Assistant exam How to Become a Teacher Assistant | Educational Operations (boces.com), individuals need only a high school diploma to work as a Level 1 Teacher Assistant. For level two or higher individuals need nine credit hours of higher education courses.
    - The current Teacher Assistant Certificate is beyond what is needed.
- Given the relatively low pay for the field Jefferson believes a 9-12 credit microcredential would better meet the requirements for this level of advancement.

Additionally the College is finding an increase in the number of individuals employed as Teaching Assistants who would like to be credentialed as teachers. These students are stepping right into one of the College's Childhood Education degrees as this career goal is fundable as an advancement by schools who support upward mobility (financially).

The coursework in the certificate is offered every semester and as such the five currently matriculated students should have no challenges in completing the requirements.

It is recommended from the discipline area faculty that this certificate be deactivated and discontinued, and one micro-credential be created to assist students in reaching the Teaching Assistant Level 2 or higher.

Fire Protection Technology Certificate and Fire Protection Technology AAS Degree
Jefferson Community College faculty have been discussing the Certificate and AAS Degree for several years.
- Both were developed in response to a local request.
- Neither has produced the enrollments that were initially anticipated.
- When developed it was believed firefighting in the region might move from the current volunteer to largely a paid occupation. This has not happened and locally there remains only two paid employers (Watertown City and Fort Drum) and neither has significant on-going need for new employees.
- While these programs provide students the opportunity to sit for the national certification exam, feedback from graduates is the coursework is largely repetitive of what must be completed once an individual is hired in a paid company and as such contributes to unnecessary debt for many.
- Additionally, students in the program must be a member of a local volunteer station in order to participate in some required coursework which is an impediment for those wishing to enroll from out of the area and leads to challenges with recruitment and enrollment.

Currently there is one student in the Certificate and seven in the degree program. The College has developed a plan to be able to teach out these students over the next two to three years.

All of these requests have been approved through Jefferson's full governance process.

RESOLUTION NO.   **149-23**

DATE: **MAY 3, 2023**

SUBJECT: **DEACTIVATION AND DISCONTINUANCE OF PROGRAM TEACHING ASSISTANT CERTIFICATE**

BE IT RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Teaching Assistant Certificate effective August 1, 2023.

BE IT FURTHER RESOLVED, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Teaching Assistant Certificate effective December 2026.

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	Institution's 6-digit SED Code:	**274800**
	Institution's Name:	Jefferson Community College
	Address:	*1220 Coffeen Street, Watertown, NY 13601*
b) Campus Contact	Name and title: Jerilyn Fairman, Interim Vice President of Academic Affairs and Chief Academic Officer Telephone and email: (315) 786-2235 jfairman@sunyjefferson.edu	
c) Chief Executive or Chief Administrative Officer Approval	<mark>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</mark> Name and title: Signature and date:	
	For **programs that are registered jointly** with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.	
	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):	

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 (SOURCE: *Memorandum to Presidents, Vol. 83, No. 11,* dated August 26, 1983)

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

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

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- The College is choosing to move the credential into a 2-3 smaller flexible microcredentials designed to meet the needs, experience, and background of the local workforce.
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It is recommended that this certificate be deactivated and then discontinued.

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- This certificate was developed in order to provide training to those individuals employed in the field. It was communicated by employers that a credential earned would lead to upward mobility within the childcare field. .
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Currently there is one student in the Certificate and seven in the degree program. The College has developed a plan to be able to teach out these students over the next two to three years.

All of these requests have been approved through Jefferson's full governance process.

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.

<table>
<tr><td colspan="3">Section 1. General Information</td></tr>
<tr><td rowspan="3">a)
Institutional Information</td><td>Institution's 6-digit <u>SED Code</u>:</td><td><strong style="color:red">274800</td></tr>
<tr><td>Institution's Name:</td><td>Jefferson Community College</td></tr>
<tr><td>Address:</td><td>*1220 Coffeen Street, Watertown, NY 13601*</td></tr>
<tr><td>b)
Campus Contact</td><td colspan="2">Name and title: Jerilyn Fairman, Interim Vice President of Academic Affairs and Chief Academic Officer

Telephone and email: (315) 786-2235 jfairman@sunyjefferson.edu</td></tr>
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JEFFERSON COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION NO.: **153-23**

DATE: **MAY 3, 2023**

SUBJECT: **RATIFICATION OF CONTRACTS**
Associated Builders & Contractors – Empire Chapter
EAB Global Inc.
Hospice of Jefferson County
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:

Associated Builders & Contractors – Empire Chapter
(construction training, amended agreement)

EAB Global Inc.
(communication platform software license, student retention)

Hospice of Jefferson County
(clinical agreement, nursing program)

State University of New York
(participating institution agreement, IBM Statistics Software)

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