## NEW program or Certificate PROPOSAL FORM

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| ACADEMIC AREA: | School of Health Professions |
| PROPOSEd by: | Stacey Brown, MA, LMHC |
| PRESENTER: | Stacey Brown, MA, LNHC |
| SUBMISSION DATE: | 2/6/2014 |
| select one: | NEW CERTIFICATE PROGRAM |
| Program OR CERTIFICATE Name: | human services assistant |

### SECTION I

**program or certificate Description:**

Attach the proposed catalog page with program information, along with samples of curricula for similar programs or certificates at other institutions.

In accordance with the Florida department of education Curriculum Framework for the AS degree in Human Services:  
  
This certificate program is part of the Human Services AS degree program (1351150400).   
  
A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment (Rule 6A-14.030, F.A.C.).  
  
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.   
  
This College Credit Certificate program is designed to be the first educational step to a professional career in Human Services as Human Service Assistants, Social Service Aides or Case Management Aides (SOC 21-1093),or other positions that are a part of the social services delivery. It will provide credit course work and field experience for those employed in human service occupations as well as those who seek to enter the profession without experience.  
  
The College Credit Certificate will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable student’s to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.  
  
Through a twenty seven (27) credit hour program, students will demonstrate knowledge of the human services system, specifically how it affects practice and policy as well as the roles of human service workers in various settings. Students must be able to demonstrate knowledge of human development from birth to senescence, understand adaptive and maladaptive patterns of behavior and have an understanding of various treatment modalities and therapeutic interventions.  
  
Students must develop effective interpersonal communication with clients, co-workers and supervisors. They must be able to demonstrate assessment, evaluation, problem solving and referral and crisis intervention skills as well as a working knowledge of legal and ethical issues related to human services.

**similar programs or programs at other colleges/universities:**

SEE ATTACHED DOCUMENT WITH LINKS TO SIMILAR PROGRAMS AT PALM BEACH STATE.

**DESCRIBE THE PROCESS BY WHICH THE NEED FOR THE NEW PROGRAM or certificate WAS IDENTIFIED:**

EDISON’S HUMAN SERVICES PROGRAM WAS INITIALLY DEVELOPED WITH A FOCUS IN THE AREA OF ADDICTION STUDIES TO MEET COMMUNITY NEEDS. THE PROPOSAL FOR THIS CCC WAS DELAYED WHILE THE COLLEGE AWAITED SACS CLEARANCE. Many students are interested in a generalized aspect of human services in addition to the addiction studies area. EDISON STUDENTS HAVE SHOWN CONSISTENT INTEREST AND ENROLLMENT IN HUS COURSES WHICH LEAD TO THIS CCC.

**PROJECT AVERAGE ENROLLMENT FOR CORE COURSES:**

BASED ON REPORTS FROM THE REGISTRAR, THE HUMAN SERVICES ASSOCIATE OF SCIENCE DEGREE PROGRAM HAS APPROXIMATELY 180 STUDENTS ENROLLED AND ON TRACK TO MEET THE REQUIREMENTS OF THIS CERTIFICATE.

**DESCRIBE HOW THIS PROJECTION WAS DETERMINED:**

REPORT REQUESTED FROM COORDINATOR, STUDENT INFORMATION SYSTEMS.

### SECTION II

**LIST PERSONNEL RESOURCES REQUIRED FOR IMPLEMENTATION IN ADDITION TO EXISTING RESOURCES:**

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| --- | --- | --- |
| FACULTY POSITION(S) (LIST DISCIPLINE) | FULL TIME OR ADJUNCT? | tOTAL ANNUAL EXPENSES |
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|  |  |  |
|  |  |  |
|  | | |
| **staff POSITION(S) (List title)** | **FULL TIME OR part time?** | **tOTAL ANNUAL EXPENSES** |
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**Describe library resources needed to support this program or certificate. Explain rationale for response, even if answer is none:**

No additional library resources are needed to support this certificate beyond those already in existance.

**Describe technology, facility, laboratory, or other resources needed to support this program or certificate:**

NO ADDITIONAL technology, facility, laboratory or other RESOURCES ARE NEEDED TO SUPPORT THIS CERTIFICATE BEYOND THOSE ALREADY IN EXISTANCE.

**list estimated annual amount required for educational materials/supplies or other operating expenses for implementation:**

EXPENSES WILL BE BASED ON THE COLLEGE’S MOST CURRENT WAGE AND SALARY SCHEDULE FOR ADJUNCT FACULTY. NO expenses BEYOND THOSE REQUIRED FOR TEACHING DIDACTIC COURSES (NO LABS/CLINICALS REQUIRED)

**identify the funding source to be used for personnel and operating expenses:**

humanservices personnel and operating budget

### SECTION III

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

The CCC credits transfer fully into the A.S. degree.  
  
A wide range of individuals at different points in their careers can take advantage of these programs, from high school graduates to those who already have degrees but want specialized education in this field.  
  
1 - The Human Services Assistant CCC will enhance the professional credentialing of students who graduate from the Edison State College AS in Human Services thus improving their marketability and range of focus in the field.  
  
2 - Additionally, students who are not interested in pursuing the associate of science degree program but would like to pursue the CCC may do so to add to their professional credentialing thus improving their marketability and range of focus in the field of human services.  
  
3 - Another benefit of offering this CCC to provide certification to students who would prefer to pursue a general human services focus rather than and/or in addition to the addiction studies focus.

**nOTE:**Changes for the Fall 2014 Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2014

na

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIRs / PROGRAM COORDINATOR ENDORSEMENT:**

 2/6/2014

**DEAN ENDORSEMENT:**

 2/7/2014

**DEANS’ COUNCIL Review – verified by:**

 3/17/2014

**sacs liasion endorsement:**

 PLEASE SELECT TODAY’S DATE

*All new programs or certificates may require*

*pre-approval from SACS prior to implementation.*

**FOR CURRICULUM COMMITTEE MEETING DATE: March 28, 2014**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents