*Note before completing this proposal that all core courses for a new program or certificate must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. In addition, the complete catalog page must be included at the end of this document.*

|  |  |
| --- | --- |
| **School or Division** | School of Health Professions |
| **Proposed by (faculty only)** | Faezeh Andrews, Terry McVannel-Erwin, Susan Patti and Pamela Peters |
| **Presenter (faculty only)** | Terry McVannel-Erwin |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date. |
| **Submission date** | 11/6/2015 |

**Section I, New Program or Certificate Information (must complete all items)**

|  |  |
| --- | --- |
| **List new program or certificate**  | Addiction Services, College Credit Certificate |
| **Describe (below) the process by which the need for the new program or certificate was identified** |
| This new certificate has been established by the Florida Department of Education and replaces the former Addiction Studies, CCC. The new CCC requires a reduction in total course hours from 39 credits to 24 credits. It was vetted by a statewide committee with representatives from the Florida College System who offer the degree and/or its related College Credit Certificates. |
| **Project (below) average enrollment for core courses** |
| 25 students |
| **Describe (below) how this projection was determined** |
| The projection is based on the enrollment in Human Services courses over the past 2 years. |
| **List (below) similar programs or certificates at other colleges and universities** |
| It is anticipated that the new Addiction Services College Credit Certificate will be offered at the following state colleges in Florida who currently offer the former Addictions Studies College Credit Certificate:* **Daytona State College:** <https://www.daytonastate.edu/CollegeCatalog/ProgramGuide.aspx?major=2007&cat=CC16&major2no=2158>
* **Miami Dade College:** <https://sisvsr.mdc.edu/ps/sheet.aspx?pgm=25026>
* **Palm Beach State College:** <http://www.palmbeachstate.edu/programs/humanservices/default.aspx>
* **St. Petersburg College:** <http://www.spcollege.edu/HUS_Social_Services/>
 |

**Section II, Personnel and Resources Needed** (add rows if necessary)

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
| 1 Faculty member (Human Services) | Full-Time | Convert current temporary full time faculty position to permanent, per faculty salary schedule for doctorate level. |
| 5 Adjunct Faculty | Part-Time, Adjunct | Use of current faculty, no additional expenses. |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
| 1 Instructional Assistant | Full-time | Use of current shared SHP staff to support educational delivery, no additional expenses. |
| 1 Staff Assistant | Full-time | Use of current shared SHP staff to support program administration, no additional expenses. |
| **Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none** |
| No changes. Same as current certificate. |
| **Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate** |
| No changes. Same as current certificate. |
| **List (below) the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate** |
| No changes. Same as current certificate. |
| **Identify (below) the funding source to be used for personnel and operating expenses** |
| No changes. Same as current certificate. |

**Section III, Justification for proposal**

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| --- |
| **Provide justification (below) for this proposed curriculum action**  |
| This new Addiction Services CCC (24 credits) has been drafted by the Florida Department of Education to replace the current Addiction Studies CCC (39 credits).  |

**Section IV, Important Dates and Endorsements Required**

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| --- |
| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Faezeh Andrews, Terry McVannel-Erwin, Susan Patti and Pamela Peters |

**nOTE:** Changes for the Fall 2016 term must be submitted to the Dropbox by the February 5, 2016 deadline and approved no later than the March 4, 2016 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Associate Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2016 or Summer 2016 term.

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| --- | --- |
| **Term in which approved action will take place** | Fall 2016 |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Dr. Marie Collins | 11/6/2015 |
| **Academic Dean or Associate Vice President** | Dr. Marie Collins | 11/6/2015 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | December 4, 2015 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Calendar* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Associate Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting**. All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

***Include complete new catalog page below.***

**Addiction Services, College Credit Certificate (CCC)**

The Addiction Services College Credit Certificate (CCC) is part of the Social and Human Services AS degree program. It is designed to prepare students for employment as addictions specialists and human services assistants, or to provide supplemental training for persons previously or currently employed these occupations.

After successful completion of the Addiction Services CCC, the student will be able to perform the following:

1. Demonstrate a general knowledge and understanding of the human services delivery system and human services occupations.
2. Understand the importance of legal, ethical, and professional responsibilities.
3. Apply case management skills in real life situations.
4. Demonstrate a general knowledge and understanding of the biological aspects of addiction.
5. Examine the theories, identification, and causes of addiction.
6. Apply an understanding of treatment knowledge.
7. Demonstrate competencies of practice using various interventions.

**Accreditation**
The Social and Human Services Program associate degree is not currently accredited by The Council for Standards in Human Services Education (CSHSE); however, students will be eligible to sit for the Human Services-Board Certified Practitioner(HS-BCP™) examination after the completion of the AS program and 3 years of work experience with a minimum of 4,500 hours.

# Attendance and Enrollment

# Many courses in the certificate are available fully online (no classroom attendance) or offered in a blended format (occasional classroom attendance). However, there are select courses that require scheduled classroom attendance. The Addiction Services certificate allows open enrollment. No additional application is required.

**Curriculum**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills. All courses must be completed with a grade of C or higher.

**Addiction Services, Certificate Program of Study**

HUS 1001 – Introduction to Human Services – 3 credits

HUS 1400 – Alcohol and Other Drug Abuse – 3 credits

HUS 2200 – Dynamics of Groups and Group Counseling – 3 credits

HUS 2302 – Basic Counseling Skills – 3 credits

HUS 2404 – Working with Alcoholics and Other Drug Abusers – 3 credits

HUS 2411 – Introduction to Chemical Dependencies – 3 credits

HUS 2428 – Treatment and Resources in Substance Abuse – 3 credits

HUS 2500 – Issues and Ethics in Human Services – 3 credits

**Total Certificate Requirements – 24 credits**