*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 Business and Technology |
| **Proposed by (faculty only)** | Prof. Andrew Blitz |
| **Presenter (faculty only)** | Prof. Andrew Blitz |
| 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** | 11/23/2015 |

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

|  |  |
| --- | --- |
| **List new program or certificate** | Engineering Technology Support Specialist |
| **Describe (below) the process by which the need for the new program or certificate was identified** | |
| This is the 18 credit hour (primary) Engineering Technology Support Specialist certificate in the state inventory (CIP 0615000007) under the Manufacturing career cluster.  This program is funded by and required per the most recent Statement of Work modification made to the Xcel-IT (TAACCCT) grant as approved by the US Department of Labor. It is comprised of learning outcomes directly tied to current industry needs as identified via three separate focus group meetings (conducted in support of the Americas Gateway project) and two separate Site Selection Group Competitive Community Assessment reports, commissioned by the Florida Heartland Regional Economic Development Initiative, Inc. (FHREDI), covering the rural counties in FSW’s service area. These reports both document that the current regional workforce training needs are not currently being completely met, particularly in the areas the Engineering Technology Support Specialist program is designed to meet.  This program also allows SoBT to begin to expand into the manufacturing cluster area, an area that is new to the college and is growing. | |
| **Project (below) average enrollment for core courses** | |
| 15-25 students per term for the first year. | |
| **Describe (below) how this projection was determined** | |
| Based on projections made in support of the Statement of Work modification to the existing TAACCCT grant. | |
| **List (below) similar programs or certificates at other colleges and universities** | |
| Polk State College: Engineering Technology Support Specialist CCC, Engineering Technology AS  Miami Dade College: Advanced Manufacturing AS, Industrial Management Technology AS  Palm Beach State College: Engineering Technology AS, Industrial Management Technology AS  Florida State College at Jacksonville: Engineering Technology CCC, Engineering Technology AS | |

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

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
| Prof. Vincent Butler | F/T | $4842.00, grant funded through 8/2017 |
| Prof. Andrew Blitz | F/T | $4842.00, grant funded through 8/2017 |
| Prof. Cynthia Orndoff | F/T | $4842.00, grant funded through 8/2017 |
| Prof. Theresa Proverbs | Adjunct | $4500.00, grant funded through 8/2017 |
|  |  |  |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
| No additional impact |  |  |
|  |  |  |
| **Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none** | | |
| Some additional print and electronic resources will be required in the library. The estimated cost is $7500 for the initial investment. Ongoing expenses are expected to be minimal, but are to be determined. Funding is provided by the Xcel-IT grant. | | |
| **Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate** | | |
| Resources are significant and include training simulators, hand-held testers, oscilloscopes, calipers, micrometers, small hand tools, and the like. There is a set-aside of $307,200 in the Xcel-IT grant to cover this capital investment.  In addition, there is the need for suitable lab space. FSW has two suitable options for space over the next two years. The first option is to lease space at the Glades County Training Center and the second is to configure space on the Hendry Glades campus in C building. While the first option is preferable, both are suitable and funding is provided by the grant. | | |
| **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 additional in the first two years. | | |
| **Identify (below) the funding source to be used for personnel and operating expenses** | | |
| Xcel-IT grant, Perkins grant, Fund 10. | | |

**Section III,Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| There is a bona-fide industry demand for this new workforce credential. In addition, it is required by the Statement of Work modification to the existing Xcel-IT TAACCCT grant. |

**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).** |
| Prof. Andrew Blitz  Prof. Vincent Butler |

**nOTE:**Changes for the Fall 2016term 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 theSpring2016 or Summer2016 term.

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

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Prof. Andrew Blitz | 11/23/2015 |
| **Academic Dean or Associate Vice President** | Dr. John Meyer | 11/23/2015 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | February 5, 2016 |

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.***

**Engineering Technology Support Specialist, CCC**

**Purpose**

This program is part of the Manufacturing career cluster.

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 A.S. degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Engineering Technology Support Specialist 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 for entry level positions in manufacturing, agricultural processing, and related industrial employers performing operation, maintenance, and diagnosis of equipment and processes.

The purpose of this program is to prepare students for initial employment with an occupational title or to provide supplemental training for persons previously or currently employed in these occupations with cross-functional skills necessary for advancement in various industrial occupations.

**Program Structure**

This program is a planned sequence of instruction consisting of 18 credit hours of Engineering Technology courses including CAD, electronics, quality assurance, manufacturing processes, safety, and precision measurement.

**Course Prerequisites**

***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Certificate Completion/Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

**Engineering Technology Support Specialist Certificate Requirements: 18 credit hours**

EET 1084C – Introduction to Electronics – 3 credits

ETD 1320 – Computer Aided Drafting – 3 credits

ETI 1110C – Introduction to Quality Assurance – 3 credits

ETI 1420C – Manufacturing Processes and Materials - 3 credits

ETI 1701 – Industrial Safety – 3 credits

ETM 1010 – Mechanical Measurement and Instrumentation – 3 credits

**Total Certificate Requirements: 18 Credit Hours**

**Information is available online at:** [**www.fsw.edu/academics**](http://www.fsw.edu/academics) **or on the School of Business and Technology Home Page at:** [**www.fsw.edu/sobt**](http://www.fsw.edu/sobt)**.**