*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 Pure and Applied Sciences |
| **Proposed by (faculty only)** | Jonathan McKenzie  Elizabeth Schott |
| **Presenter (faculty only)** | Jonathan McKenzie |
| 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** | 2/5/2016 |

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

|  |  |
| --- | --- |
| **List new program or certificate** | Scientific Workplace Preparation Certificate |
| **Describe (below) the process by which the need for the new program or certificate was identified** | |
| Looking at the Workforce Region 24 data, there will be over 100 openings for graduates with scientific laboratory skills over the next 6 years in occupations for students with this Certificate. Add to this the number of students who decide to continue their studies and complete the AS degree, and there is significant demand for a program like this.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | 2014 - 2022 | | Total Job  Openings\* | Average  Hourly  Wage ($)\*\* | Education Level | | Occupation | | Employment | | Level  Change | Percent  Change | | Code | Title | 2014 | 2022 | | 194091 | Environmental Science Technicians, Including Health | 107 | 132 | 25 | 23.4 | 61 | 18.25 | Postsecondary Vocational | | 194092 | Forensic Science Technicians | 72 | 82 | 10 | 13.9 | 34 | 21.46 | Postsecondary Vocational | | 194093 | Forest and Conservation Technicians | 31 | 34 | 3 | 9.7 | 13 | 20.57 | Postsecondary Vocational | | **Total** | | | | | | **108** |  | | |  | | | | | |  |  | | | |
| **Project (below) average enrollment for core courses** | |
| The classes in this certificate are common classes at the college, often running a close-to-full occupancy, which varies between 20 and 35. The average enrollment for these classes in the Spring of 2016 was 25 students. | |
| **Describe (below) how this projection was determined** | |
| The average enrollment was calculated using the Spring 2016 Open/Closed report (Feb. 3rd) for the classes in the certificate. | |
| **List (below) similar programs or certificates at other colleges and universities** | |
| Scientific Workplace Preparation Certificate – Eastern Florida State College | |

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

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
| None |  |  |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
| None |  |  |
| **Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none** | | |
| The College already offers all the courses and has sufficient library resources. | | |
| **Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate** | | |
| The College has all the equipment to teach the courses in the program. | | |
| **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 operating expenses. | | |
| **Identify (below) the funding source to be used for personnel and operating expenses** | | |
| Not Applicable. | | |

**Section III, Justification for proposal**

|  |
| --- |
| **Provide justification (below) for this proposed curriculum action** |
| This certificate will support a student who wishes to enter a career as a laboratory technician. |

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

|  |
| --- |
| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |

|  |  |  |  |
| --- | --- | --- | --- |
| Cindy Quehl  Donald Ransford  Donald Warren  Douglas Magomo  Elizabeth Schott  Gabriel Gaidos  George Manacheril | Helen Joan Van Glabeke  Ivana Ilic  Jaime Zlatkin  Jay Koepke  Joseph Roles  Juan Zaragoza | Kurt Donaldson  Lisa Ann McGarity  Marjorie Thrall Moller  Michael Witty  Robert Furler  Roy Hepner | Rozalind Jester  Terry Zamor  Vera Verga  William Wilcox  Yadab Paudel |

**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.

|  |  |
| --- | --- |
| **Term in which approved action will take place** | Fall 2017 |
| **Exception to term (other than Fall 2016)** | Choose an item. |
| **Provide an explanation below for the requested exception to the Fall 2016 effective date.** | |
| n/a | |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | George Manacheril | 2/4/2016 |
| **Academic Dean or Associate Vice President** | Martin McClinton | 2/4/2016 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | March 4, 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.***

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | |  | | --- | | **Scientific Workplace Preparation Certificate** | |  |   http://catalog.fsw.edu/return.gif Return to: [Programs of Study](http://catalog.fsw.edu/content.php?catoid=8&navoid=463)  **Purpose**  The Scientific Workplace Preparation Certificate is a 26 credit hour certificate that prepares students for entry-level employment in a science or engineering laboratory. It improves the student’s communication, information technology, and math skills while developing basic scientific laboratory skills. Students completing this certificate can continue their studies by enrolling in the Science and Engineering Technology AS Degree.  **Program Structure**  This Certificate is a 26 credit hour program that prepares students for entry into employment and is comprised of core courses in the AS Science and Engineering Technology degree. All courses in this certificate can be applied to the AS Degree in Science and Engineering Technology.  **Course Prerequisites**  ***Some 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.  **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. 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. |   **Scientific Workplace Preparation Certificate: 26 Credit Hours** |

* [ENC 1101 - Composition I](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=348&returnto=463), **3 credits**
* [SPC 1017 - Fundamentals of Speech Communication](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=348&returnto=463)

**OR**

[SPC 2608 - Introduction to Public Speaking](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=348&returnto=463), **3 credits**

* Any General Education Humanities Course ([PHI 2600](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=346&returnto=463#tt3076) Ethics is recommended) - **3 credits**
* Any Mathematics Course (MAT1033 Intermediate Algebra or MAT1100 Mathematical Literacy or [MAC 1105](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=348&returnto=463#tt6541) -College Algebra), **3 credits**
* Any General Education Social Sciences Course ([ECO 2023](http://catalog.fsw.edu/content.php?filter%5B27%5D=ECO&filter%5B29%5D=&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=8&expand=&navoid=462&search_database=Filter) – Principles of MicroeconomicsI recommended), **3 credits**
* [BSC 1005C - General Biology](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=7133)

**OR**

[BSC 1010 - Biological Science I](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=6093) **AND**  [BSC 1010L - Biological Science I Laboratory](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=6095)**, 4 credits**

* [CGS 1000 - Computer Literacy](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=346&returnto=463) (or CLEP CGS 1077)

**OR**

[CGS 1100 - Computer Applications for Business](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=346&returnto=463)

**OR**

Any computer course with a CGS, CIS, COP, or CTS course**, 3 credits**

* [CHM 2045 - General Chemistry I](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=6117) **AND** [CHM 2045L - General Chemistry I Laboratory](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=6123)

**OR**

[CHM 2025 - Introduction to College Chemistry](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=6115) **AND** [CHM 2025L - Introduction to College Chemistry Laboratory](http://catalog.fsw.edu/preview_course_nopop.php?catoid=8&coid=6121)**, 4 credits**