



AGENDA

Western Colorado Community College Curriculum Committee

November 11, 2014

BA (Youngblood) Room 126 3:30pm

I. Roll Call:

A. Introduction of members.

II. Old Business:

A. Minutes from meeting on Oct. 14, 2014

1. Course modifications: Early Childhood Education sent to UCC for their next meeting 11/13/14.
2. A.S. Agriculture Science. Petition/Program sheet changes has been sent to the UCC for their next meeting 11/13/14.
3. AAS Admin. Office was approved by Senate.

III. New Business:

A. Course Addition: Technology Integration

B. New Course Addition (Approved by Regis Tucci, waiting on Library)

1. TECI 245 Security Fundamentals
Ran twice as a topic class

C. Program Modification: AAS Technology Integration, Emphasis:
Network/Telecommunication Technician

1. Petition/Program sheet change: Update the program sheets to reflect the changes
 - Course addition of TECI 245 Security Fundamentals
 - Removal of TECI 110 from the program sheet

D. Program Modification: Certificate Technology Integration, Network
Technician

1. Petition/Program sheet change: Update the program sheets to reflect the changes
 - Course addition of TECI 245
 - Removal of Math 107 from the program sheet
 - Move TECI 260 Info Tech Hardware & System Software from second semester to first semester

- E. Program Modification: Certificate Technology Integration, Certified Network Technician
1. Petition/Program sheet change: Update the program sheets to reflect the changes
 - Course addition of TECI 245 Security Fundamentals
 - Removal of TECI 230 Cisco Networking III from the program sheet
- F. What is being worked on for next meeting:
1. Culinary: will add, name and number change, description change, and program sheet to reflect the changes
 2. Construction Management has a lot of changes coming

IV. Adjourn



DEPARTMENT WORKSHEET FOR PROGRAM ADDITION OR CHANGE
Colorado Mesa University Curriculum Committees

NOTE: All related course changes must be submitted on separate forms.

DEPARTMENT NAME: **WCCC: Business, Applied Science, Info Services**

If new department, please enter name:

Proposal Type: **Program Modification**

PROGRAM: Degree type: **CERT**

Program/degree Name: **Technology Integration**

Concentration/Emphasis: **Certified Network Technician**

Effective Term: **Fall**

Effective Academic Year: **2015-16**

If the proposal is to add a program, enter the required information into each text box below.

If the proposal is to modify a program, enter the applicable information into each text box below. If a text box is not applicable, type "N/A".

If the proposal is to delete, deactivate, or reactivate a program, use the Interdepartmental Change Worksheet.

Required information for each proposal for a program addition:

(see Section IV.F.C of Curriculum Manual)

a. Identifying information (see above)

b. Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs):

- 1) Identify program student learning outcomes (SLOs)
- 2) Identify linkage of program SLOs to institutional SLOs
- 3) Illustrate relationship of SLOs to proposed curriculum using curriculum map format
- 4) Identify planned assessments for the program SLO.

N/A

c. Program goals as they pertain to Colorado Mesa University's goals and objectives and Colorado Mesa University's Role and Mission.

N/A

d. Program strengths, special features, innovations, and/or unique elements.

N/A

e. External agencies, such as program accreditations, professional associations, as well as licensing requirements that have helped shape the program's curriculum (i.e., effects such as length of the program, on program content or mode of delivery, etc.). Do faculty members anticipate seeking program accreditation at appropriate date?

N/A

f. Program admissions requirements (if any beyond admission to institution).

N/A

g. Rationale and justification for the program demonstrating the demand, as evidenced by:

- (1) Employer need/demand as demonstrated by evidence such as:
 - (a) identification of several potential employers of program graduates;
 - (b) projected regional and/or statewide need for graduates from current labor market analyses and/or future workforce projections/studies (potential source: www.occsupplydemand.org/)
 - (c) surveys made by external agencies;
 - (d) letters of direct employer support may be used. Include letters indicating the availability of positions for graduates of the proposed programs, signed by individual in a senior position of authority. Page 27 of 41
- (2) Student demand as demonstrated by evidence such as surveys of potential students to answer the question: "what is the student population served by program implementation?"

N/A

h. Relationship of the proposed program to existing programs on campus and to similar programs within the state, with a rationale reflecting that proposed program demand cannot be met by another program (i.e., program implementation is not an unnecessary duplication).

N/A

i. Curriculum, including identification of new courses and the numbers, names, and sequencing of all courses, as well as demonstration of compliance with CMU's Credit Hour Policy as required by the U.S. Department of Education and articulated by the Higher Learning Commission;

N/A

j. List of faculty and their qualifications. (Is there a need for additional faculty?)

N/A

k. Description of learning resources needed for implementation. Scope and quality of library holdings, laboratories, clinical facilities, and technological support as applicable. Department's recommendations for additions to the Library's collection.

N/A

l. Intended delivery mode for program. For programs delivering any of its coursework via 1) alternative formats, 2) outsourcing, and/or 3) a consortial relationship, the program proposal must demonstrate compliance with requirements as specified by the U.S. Department of Education and articulated in the Higher Learning Commission's policies. To demonstrate this compliance, the proposing department must submit a statement from the VPAA's office.

N/A

m. For Professional, Technical or Other Programs, the justification must include:

- (1) Rationale for program to be in the PTO category.
- (2) Statement as to how the curriculum aligns to the requirements or recommendations of the nationally recognized accrediting, licensing, certifying or professional organization.
- (3) Rationale for the program to exceed 60 credit hours, if applicable.
- (4) Rationale for prescribing General Education courses, if applicable.
- (5) Rationale for prescribing Applied Studies courses, if applicable.

(6) Explanation as to how a transfer student with an AA degree in the discipline of that program can graduate by completing only an additional 60 hours.

N/A

n. Enrollment Projections, Table 1. (at end of this document)

o. Physical Capacity Estimates, Table 2. (at end of this document)

p. Program Costs – Projected Expense and Revenue Estimates, Table 3. (at end of this document)

Required information for a program modification:

If change to program name, enter new name:

If change to the concentration/emphasis, enter:

Is there a revision to the program sheet? **Yes**

In addition to providing all of the above information, also accomplish the following:

1. Discuss the proposal with all departments affected by the program
2. If this proposal is for a program addition, complete the three CDHE tables at the end of this document.
3. If this proposal is for a program addition, submit complete program sheet. If this proposal is for a program modification, submit current program sheet marked up with all proposed changes.
4. Submit this completed form to the Library's Curriculum Committee representative a week prior to the published proposal submission deadline.
5. Obtain departmental approval according to department-specific procedures.

* The most up-to-date program sheets are available as Word documents at R:\Curriculum\Program Sheets for Curriculum Program Modifications.

PROPOSED AND PREPARED BY:

Name: **Jack Yon**

Date: **10/28/2014**

Email: **jyon@coloradomesa.edu**

Phone: **255-2609**

REVIEWED BY DEPARTMENT'S CURRICULUM COMMITTEE REPRESENTATIVE:

Name: **Carolyn Ferreira-Lillo**

Date: **11/2/2014**

APPROVED BY DEPARTMENT HEAD:

Name: **John Sluder**

Date: **11/2/2014**

APPROVED BY DIRECTOR OF TEACHER EDUCATION (REQUIRED FOR TEACHING PROGRAMS)

Name:

Date:

For Graduate Curriculum Committee: submit this form to the GCC Chair.

For Undergraduate Curriculum Committee: submit this form to Academic Affairs via email at UCC_Chair@coloradomesa.edu.

For WCCC Curriculum Committee: submit this form to the WCCC CC Chair.

TABLE 1: ENROLLMENT PROJECTIONS

Name of Program: _____

Degree Title _____

Name of Institution: _____

DEFINITIONS:

Academic year is the period beginning July 1 and concluding June 30.

Headcount projections represent an unduplicated count of those students officially admitted to the program and enrolled at the institution during the academic year.

FTE is defined as the full-time equivalent number of those students majoring in the program, regardless of the classes enrolled, during the academic year.

Program graduate is defined as a student who finishes all academic program requirements and graduates with a formal award within a particular academic year.

SPECIAL NOTES:

To calculate the annual headcount enrollment, add new enrollees to the previous year headcount and subtract the number who graduated in the preceding year. Adjust by the anticipated attrition rate.

To calculate FTE, multiply the number of students times the projected number of credit hours degree seeking students will be typically enrolled in per year and divide by 30.

The data in each column is the annual **unduplicated** number of declared program majors. Since this table documents program demand, course enrollments are not relevant and shall not be included in the headcount or FTE data.

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Full Implementation
1-a	In-state Headcount						
1-b	Out-of-State Headcount						
2	Program Headcount						
3-a	In-state FTE						
3-b	Out-of-State FTE						
4	Program FTE						
5	Program Graduates						

Signature of Governing Board Officer

Date

TABLE 2: PHYSICAL CAPACITY ESTIMATES

Name of Program: _____

Name of Institution: _____

Purpose: This table documents the physical capacity of the institution to offer the program and/or the plan for achieving the capacity. Complete A or B.

Part A

I certify that this proposed degree program can be fully implemented and accommodate the enrollment projections provided in this proposal without requiring additional space or renovating existing space during the first five years.

Governing Board Capital Construction Officer _____
Date

Part B

	Column 1	Column 2	Column 3		Column 4		Column 5	Column 6
ASSIGNABLE SQUARE FEET	TOTAL NEEDED	AVAILABLE	RENOVATION		NEW CONSTRUCTION		LEASE/RENT	REVENUE SOURCE*
TYPE OF SPACE			Immed	Future	Immed	Future		
Classroom								
Instructional Lab								
Offices								
Study								
Special/General Use								
Other								
TOTAL								

* Capital Construction Fund (CCF), Research Building Revolving Fund (RBRF), Gift (GIFT), Grant (GR), Auxiliary Fund (AUX)

Attach a narrative describing the institutional contingency plan that addresses the space requirements of the proposed program or alternative delivery options, in the event that the request for capital construction or renovation is not approved.

Governing Board Capital Construction Officer _____
Date

TABLE 3 – PROJECTED EXPENSE AND REVENUE ESTIMATES

All cost and revenue projections should be in constant dollars (do not include an inflation factor).

		ESTIMATED AMOUNT IN DOLLARS (PV)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Operating Expenses:						
1	Faculty					
2	Financial Aid specific to program					
3	Instructional Materials					
4	Program Administration					
5	Rent/Lease					
6	Other Operating Costs					
7	Total Operating Expenses					
Program Start-Up Expenses						
8	Capital Construction					
9	Equipment Acquisitions					
10	Library Acquisitions					
11	Total Program Start-Up Exp.					
TOTAL PROGRAM EXPENSES						
Enrollment Revenue						
12	General Fund: State Support					
13	Cash Revenue: Tuition					
14	Cash Revenue: Fees					
Other Revenue						
15	Federal Grants					
16	Corporate Grants/Donations					
17	Other fund sources *					
18	Institutional Reallocation **					
TOTAL PROGRAM REVENUE						

** If revenues are projected in this line, please attach an explanation of the specific source of the funds. If reallocated, the specific departments and the impact the dollars will have on the departments that will provide the reallocated dollars.

Signature of Governing Board Financial Officer

Title

Date



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Date

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Governing Board Capital Construction Officer Date

Part B

	Column 1	Column 2	Column 3		Column 4		Column 5	Column 6
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Governing Board Capital Construction Officer Date

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TOTAL PROGRAM REVENUE						

** If revenues are projected in this line, please attach an explanation of the specific source of the funds. If reallocated, the specific departments and the impact the dollars will have on the departments that will provide the reallocated dollars.

Signature of Governing Board Financial Officer

Title

Date



2014-2015 2015-2016 PETITION/PROGRAM SHEET

Degree: Associate of Applied Science

Major: Technology Integration

Emphasis: Network/Telecommunication Technician

About This Emphasis . . .

Students enrolled in Technology Integration learn a multitude of skills to help prepare them to enter a variety of careers related to computer systems, computer system administration and networking, electronics, and telecommunications engineering. Students begin the program studying basic core classes including communications, electronics information technology hardware and software, and Cisco Systems Network training.

In the second year, students select an area of emphasis from three choices – telecommunications engineering, network technician, or certified electronics technician. The course work in this associate of applied science program is aligned with national and international certifications including Cisco, A+/N+, CET, and Convergent Technology Professional (CTP), and Voice over Internet Protocol (VoIP). Program content has been structured to give a basic education to all graduates entering this field. Emphasis has been placed on providing a common core of training for all students due to the convergence of the communication industries.

Network Technician coursework teaches students valuable Internet technology skills, including networking, Web design, IT Essentials, Cabling, Java and UNIX. The curriculum covers a broad range of topics from basics on how to build a network to how to build a website and more complex IT concepts such as applying advanced troubleshooting tools.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/wccc/programs.html.

All CMU associate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

- 1. Apply business communication using listening, verbal and written, and electronic forms that are needed for entry level employment. (Communication Fluency)
2. Apply Mathematical and applied physics concepts for industry to meet employment requirements. (Quantitative Fluency)
3. Research, evaluate, synthesize and apply information/data relevant to business, sciences, and technical careers. (Critical Thinking)
4. Demonstrate knowledge of terminology, symbols, business practices, and principles and application of associated technical skills. (Specialized Knowledge)
5. Perform the necessary applied skill sets to fulfill the needs of entry level employment. (Applied Learning)
6. Demonstrate ethical, civic, and work place responsibility as part of professional behavior. (Specialized Knowledge)

NAME: _____ STUDENT ID # _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this program sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor _____ Date _____ 20__

Signature of Department Head _____ Date _____ 20__

Signature of Registrar _____ Date _____ 20__

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- Minimum of 62 semester hours total (A minimum of 16 taken at CMU in no fewer than two semesters).
- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- A student must follow the CMU graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.
- When filling out the program sheet a course can be used only once.
- See the “Undergraduate Graduation Requirements” in the catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (Minimum 16 semester hours) See the current catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No	Title	Sem.hrs	Grade	Term/Trns
Communication (6 semester hours)				
ENGL 111	English Composition	3	_____	_____
ENGL 112	English Composition	3	_____	_____
-OR-				
ENGL 111	English Composition and	3	_____	_____
SPCH 101	Interpersonal Communication or	3	_____	_____
SPCH 102	Speechmaking	3	_____	_____
Mathematics : (Minimum 3 semester hours)				
MATH 108	Technical Mathematics (or higher)	4	_____	_____

Course No	Title	Sem.hrs	Grade	Term/Trns
Social Sciences, Natural Science, Fine Arts or Humanities, or Selected Applied Studies Courses* (Minimum 6 semester hours)				
_____	_____	3	_____	_____
_____	_____	3	_____	_____

OTHER LOWER DIVISION REQUIREMENTS

Wellness (2 semester hours)				
KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____

ASSOCIATE OF APPLIED SCIENCE: TECHNOLOGY INTEGRATION – NETWORK/TELECOMMUNICATION TECHNICIAN REQUIREMENTS

(44 semester hours)

Core Classes

PROS 117	Electronics I	3	_____	_____
TECI 132	Intro to IT Hardware and System Software	3	_____	_____
TECI 170	Intro to Communications	3	_____	_____
TECI 180	Cisco Networking I	4	_____	_____
TECI 185	Cisco Networking II	4	_____	_____
TECI 230	Cisco Networking III	4	_____	_____
TECI 235	Cisco Networking IV	4	_____	_____
TECI 245 Security Fundamentals 3				
TECI 260	Information Technology Hardware & System Software	3	_____	_____
TECI 265	Advanced IT Hardware & System Software	3	_____	_____
TECI 290	Certification:	1	_____	_____
TECI 292	Capstone in Technical Engineering and Economics	4	_____	_____
TECI 110	Applied Physics	3	_____	_____
TECI 251	Personal and Professional Leadership Development	2	_____	_____
TECI 240	VoIP Fundamentals	3	_____	_____

*Please see your advisor for requirements specific to this program.

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF APPLIED SCIENCE WITH A MAJOR IN TECHNOLOGY INTEGRATION, EMPHASIS IN NETWORK/TELECOMMUNICATION TECHNICIAN

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

First Semester		Hours
MATH 108	Technical Mathematics	4
PROS 117	Electronics I	3
TECI 132	Intro to IT Hardware & Sys Software	3
TECI 251	Personal/Professional Leadership Dev.	2
TECI 180	Cisco Networking I	<u>4</u>
		16

Second Semester		Hours
ENGL 111	English Composition	3
<u>General Education Social Sciences, Natural Science, Fine Arts, or Humanities or Selected Applied Studies Courses</u>		<u>3</u>
TECI 110	Applied Physics	3
KINE 100	Health and Wellness	1
TECI 185	Cisco Networking II	4
TECI 260	Info Tech Hardware/System Software	3
KINA	Activity	<u>1</u>
		15

Third Semester		Hours
ENGL 112	English Composition or SPCH 101/102	3
<u>General Education Social Sciences, Natural Science, Fine Arts, or Humanities or Selected Applied Studies Courses</u>		<u>3</u>
TECI 170	Introduction to Communications	3
TECI 230	Cisco Networking III	4
TECI 265	Adv. IT Hardware & Sys Software	<u>3</u>
		16

Fourth Semester		Hours
General Education Social Sciences, Natural Science, Fine Arts, or Humanities or Selected Applied Studies Courses		3
TECI 235	Cisco Networking IV	4
TECI 240	VoIP Fundamentals	3
<u>TECI 245</u>	<u>Security Fundamentals</u>	<u>3</u>
TECI 290	Certification:	1
TECI 292	Capstone in Tech Engineering/Economics	<u>4</u>
		15

POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)

6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).



DEPARTMENT WORKSHEET FOR PROGRAM ADDITION OR CHANGE
Colorado Mesa University Curriculum Committees

NOTE: All related course changes must be submitted on separate forms.

DEPARTMENT NAME: **WCCC: Business, Applied Science, Info Services**

If new department, please enter name:

Proposal Type: **Program Modification**

PROGRAM: Degree type: **CERT**

Program/degree Name: **Technology Integration**

Concentration/Emphasis: **Certified Network Technician**

Effective Term: **Fall**

Effective Academic Year: **2015-16**

If the proposal is to add a program, enter the required information into each text box below.

If the proposal is to modify a program, enter the applicable information into each text box below. If a text box is not applicable, type "N/A".

If the proposal is to delete, deactivate, or reactivate a program, use the Interdepartmental Change Worksheet.

Required information for each proposal for a program addition:

(see Section IV.F.C of Curriculum Manual)

a. Identifying information (see above)

b. Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs):

- 1) Identify program student learning outcomes (SLOs)
- 2) Identify linkage of program SLOs to institutional SLOs
- 3) Illustrate relationship of SLOs to proposed curriculum using curriculum map format
- 4) Identify planned assessments for the program SLO.

c. Program goals as they pertain to Colorado Mesa University's goals and objectives and Colorado Mesa University's Role and Mission.

d. Program strengths, special features, innovations, and/or unique elements.

e. External agencies, such as program accreditations, professional associations, as well as licensing requirements that have helped shape the program's curriculum (i.e., effects such as length of the program, on program content or mode of delivery, etc.). Do faculty members anticipate seeking program accreditation at appropriate date?

f. Program admissions requirements (if any beyond admission to institution).

g. Rationale and justification for the program demonstrating the demand, as evidenced by:

- (1) Employer need/demand as demonstrated by evidence such as:
 - (a) identification of several potential employers of program graduates;
 - (b) projected regional and/or statewide need for graduates from current labor market analyses and/or future workforce projections/studies (potential source: www.occsupplydemand.org/)
 - (c) surveys made by external agencies;
 - (d) letters of direct employer support may be used. Include letters indicating the availability of positions for graduates of the proposed programs, signed by individual in a senior position of authority. Page 27 of 41
- (2) Student demand as demonstrated by evidence such as surveys of potential students to answer the question: "what is the student population served by program implementation?"

h. Relationship of the proposed program to existing programs on campus and to similar programs within the state, with a rationale reflecting that proposed program demand cannot be met by another program (i.e., program implementation is not an unnecessary duplication).

i. Curriculum, including identification of new courses and the numbers, names, and sequencing of all courses, as well as demonstration of compliance with CMU's Credit Hour Policy as required by the U.S. Department of Education and articulated by the Higher Learning Commission;

j. List of faculty and their qualifications. (Is there a need for additional faculty?)

k. Description of learning resources needed for implementation. Scope and quality of library holdings, laboratories, clinical facilities, and technological support as applicable. Department's recommendations for additions to the Library's collection.

l. Intended delivery mode for program. For programs delivering any of its coursework via 1) alternative formats, 2) outsourcing, and/or 3) a consortial relationship, the program proposal must demonstrate compliance with requirements as specified by the U.S. Department of Education and articulated in the Higher Learning Commission's policies. To demonstrate this compliance, the proposing department must submit a statement from the VPAA's office.

m. For Professional, Technical or Other Programs, the justification must include:

- (1) Rationale for program to be in the PTO category.
- (2) Statement as to how the curriculum aligns to the requirements or recommendations of the nationally recognized accrediting, licensing, certifying or professional organization.
- (3) Rationale for the program to exceed 60 credit hours, if applicable.
- (4) Rationale for prescribing General Education courses, if applicable.
- (5) Rationale for prescribing Applied Studies courses, if applicable.
- (6) Explanation as to how a transfer student with an AA degree in the discipline of that program can graduate by completing only an additional 60 hours.

n. Enrollment Projections, Table 1. (at end of this document)

o. Physical Capacity Estimates, Table 2. (at end of this document)

p. Program Costs – Projected Expense and Revenue Estimates, Table 3. (at end of this document)

Required information for a program modification:

If change to program name, enter new name:

If change to the concentration/emphasis, enter:

Is there a revision to the program sheet? **Yes**

In addition to providing all of the above information, also accomplish the following:

1. Discuss the proposal with all departments affected by the program
2. If this proposal is for a program addition, complete the three CDHE tables at the end of this document.
3. If this proposal is for a program addition, submit complete program sheet. If this proposal is for a program modification, submit current program sheet marked up with all proposed changes.
4. Submit this completed form to the Library's Curriculum Committee representative a week prior to the published proposal submission deadline.
5. Obtain departmental approval according to department-specific procedures.

* The most up-to-date program sheets are available as Word documents at R:\Curriculum\Program Sheets for Curriculum Program Modifications.

PROPOSED AND PREPARED BY:

Name: **Jack Yon**

Date: **10/28/2014**

Email: **jyon@coloradomesa.edu**

Phone: **255-2609**

REVIEWED BY DEPARTMENT'S CURRICULUM COMMITTEE REPRESENTATIVE:

Name: **Carolyn Ferreira-Lillo**

Date: **11/2/2014**

APPROVED BY DEPARTMENT HEAD:

Name: **John Sluder**

Date: **11/2/2014**

APPROVED BY DIRECTOR OF TEACHER EDUCATION (REQUIRED FOR TEACHING PROGRAMS)

Name:

Date:

For Graduate Curriculum Committee: submit this form to the GCC Chair.

For Undergraduate Curriculum Committee: submit this form to Academic Affairs via email at UCC_Chair@coloradomesa.edu.

For WCCC Curriculum Committee: submit this form to the WCCC CC Chair.

TABLE 1: ENROLLMENT PROJECTIONS

Name of Program: _____

Degree Title _____

Name of Institution: _____

DEFINITIONS:

Academic year is the period beginning July 1 and concluding June 30.

Headcount projections represent an unduplicated count of those students officially admitted to the program and enrolled at the institution during the academic year.

FTE is defined as the full-time equivalent number of those students majoring in the program, regardless of the classes enrolled, during the academic year.

Program graduate is defined as a student who finishes all academic program requirements and graduates with a formal award within a particular academic year.

SPECIAL NOTES:

To calculate the annual headcount enrollment, add new enrollees to the previous year headcount and subtract the number who graduated in the preceding year. Adjust by the anticipated attrition rate.

To calculate FTE, multiply the number of students times the projected number of credit hours degree seeking students will be typically enrolled in per year and divide by 30.

The data in each column is the annual **unduplicated** number of declared program majors. Since this table documents program demand, course enrollments are not relevant and shall not be included in the headcount or FTE data.

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Full Implementation
1-a	In-state Headcount						
1-b	Out-of-State Headcount						
2	Program Headcount						
3-a	In-state FTE						
3-b	Out-of-State FTE						
4	Program FTE						
5	Program Graduates						

Signature of Governing Board Officer

Date

TABLE 2: PHYSICAL CAPACITY ESTIMATES

Name of Program: _____

Name of Institution: _____

Purpose: This table documents the physical capacity of the institution to offer the program and/or the plan for achieving the capacity. Complete A or B.

Part A

I certify that this proposed degree program can be fully implemented and accommodate the enrollment projections provided in this proposal without requiring additional space or renovating existing space during the first five years.

_____ Date _____
Governing Board Capital Construction Officer

Part B

	Column 1	Column 2	Column 3		Column 4		Column 5	Column 6
ASSIGNABLE SQUARE FEET	TOTAL NEEDED	AVAILABLE	RENOVATION		NEW CONSTRUCTION		LEASE/RENT	REVENUE SOURCE*
TYPE OF SPACE			Immed	Future	Immed	Future		
Classroom								
Instructional Lab								
Offices								
Study								
Special/General Use								
Other								
TOTAL								

* Capital Construction Fund (CCF), Research Building Revolving Fund (RBRF), Gift (GIFT), Grant (GR), Auxiliary Fund (AUX)

Attach a narrative describing the institutional contingency plan that addresses the space requirements of the proposed program or alternative delivery options, in the event that the request for capital construction or renovation is not approved.

_____ Date _____
Governing Board Capital Construction Officer

TABLE 3 – PROJECTED EXPENSE AND REVENUE ESTIMATES

All cost and revenue projections should be in constant dollars (do not include an inflation factor).

		ESTIMATED AMOUNT IN DOLLARS (PV)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Operating Expenses:						
1	Faculty					
2	Financial Aid specific to program					
3	Instructional Materials					
4	Program Administration					
5	Rent/Lease					
6	Other Operating Costs					
7	Total Operating Expenses					
Program Start-Up Expenses						
8	Capital Construction					
9	Equipment Acquisitions					
10	Library Acquisitions					
11	Total Program Start-Up Exp.					
TOTAL PROGRAM EXPENSES						
Enrollment Revenue						
12	General Fund: State Support					
13	Cash Revenue: Tuition					
14	Cash Revenue: Fees					
Other Revenue						
15	Federal Grants					
16	Corporate Grants/Donations					
17	Other fund sources *					
18	Institutional Reallocation **					
TOTAL PROGRAM REVENUE						

** If revenues are projected in this line, please attach an explanation of the specific source of the funds. If reallocated, the specific departments and the impact the dollars will have on the departments that will provide the reallocated dollars.

Signature of Governing Board Financial Officer

Title

Date



Award: Technical Certificate
Program of Study: Technology Integration
Specialization: Certified Network Technician

About This Certificate . . .

Students enrolled in Technology Integration learn a multitude of skills to help prepare them to enter a variety of careers related to computer systems, computer system administration and networking, and Cisco Systems Network training. This certificate program prepares students with the entry level skills and knowledge requisite to work on networks in a CISCO environment. Through this certificate, students have the opportunity to obtain the skills necessary to test for the industry certification CCNA. In addition, the courses are part of the AAS TECI Networking Emphasis degree. The CISCO program provides students with a skill set sought by employers hiring network engineer technicians.

The coursework in this certificate is aligned with national and international certifications including Cisco (CCENT/ICND1/ICND2/CCNA), A+/N+. Program content has been structured to give an entry level education to all graduates entering this field. Emphasis has been placed on providing a common core of training for all students due to the convergence of the communication industries.

The Cisco CCNA certification for network associates validates the ability to install, configure, operate, and troubleshoot medium-sized routed and switched networks, and implement and verify connections to remote sites in a wide-area network (WAN) Network technician coursework teaches students valuable Internet technology skills, including networking, IT Essentials, Cabling. The curriculum covers a broad range of topics from basics on how to build a network, and more complex IT concepts such as applying advanced troubleshooting tools.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>.

All CMU certificate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Apply business communication using listening, verbal and written and electronic forms that are needed for entry level employment. (Communication Fluency)
2. Apply mathematical and applied physics concepts for industry to meet employment requirements. (Quantitative Fluency)
3. Research, evaluate, synthesize and apply information/data relevant to business, sciences and technical careers. (Critical Thinking)
4. Demonstrate knowledge of terminology, symbols, business practices, and principles and application of technical skills. (Specialized Knowledge)
5. Perform the necessary applied skill sets to fulfill the needs of entry level employment. (Applied Learning)
6. Demonstrate ethical, civic and work place responsibility as part of professional behavior. (Specialized Knowledge)

NAME: _____ **STUDENT ID #** _____

LOCAL ADDRESS AND PHONE NUMBER: _____

_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this program sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor _____ Date _____ 20__

Signature of the Department Head _____ Date _____ 20__

Signature of Registrar _____ Date _____ 20__

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- ~~48-17~~ semester hours total.
- 2.00 cumulative GPA or higher in all CMU coursework and a “C” or better must be achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- When filling out the program sheet a course can be used only once.
- See the “Undergraduate Graduation Requirements” in the catalog for additional graduation information.

TECHNICAL CERTIFICATE: Certified Network Technician

(~~48-17~~ semester hours)

Course No	Title	Sem.hrs	Grade	Term
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Core Classes

TECI 132	Intro to IT Hardware and System Software	3	_____	_____
TECI 180	Cisco Networking I	4	_____	_____
TECI 185	Cisco Networking II	4	_____	_____

TECI 245 Security Fundamentals 3

TECI 230	Cisco Networking III	4	_____	_____
TECI 251	Personal and Professional Leadership Development	2	_____	_____
TECI 290	Certification: CCENT	1	_____	_____

~~48-17~~

POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. You must turn in your “Intent to Graduate” form to the Registrar’s Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).



DEPARTMENT WORKSHEET FOR PROGRAM ADDITION OR CHANGE
Colorado Mesa University Curriculum Committees

NOTE: All related course changes must be submitted on separate forms.

DEPARTMENT NAME: **WCCC: Business, Applied Science, Info Services**

If new department, please enter name:

Proposal Type: **Program Modification**

PROGRAM: Degree type: **CERT** Program/degree Name: **Technology Integration**
Concentration/Emphasis: **Network Technician**

Effective Term: **Fall** Effective Academic Year: **2015-16**

If the proposal is to add a program, enter the required information into each text box below.

If the proposal is to modify a program, enter the applicable information into each text box below. If a text box is not applicable, type "N/A".

If the proposal is to delete, deactivate, or reactivate a program, use the Interdepartmental Change Worksheet.

Required information for each proposal for a program addition:

(see Section IV.F.C of Curriculum Manual)

a. Identifying information (see above)

b. Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs):

- 1) Identify program student learning outcomes (SLOs)
- 2) Identify linkage of program SLOs to institutional SLOs
- 3) Illustrate relationship of SLOs to proposed curriculum using curriculum map format
- 4) Identify planned assessments for the program SLO.

N/A

c. Program goals as they pertain to Colorado Mesa University's goals and objectives and Colorado Mesa University's Role and Mission.

N/A

d. Program strengths, special features, innovations, and/or unique elements.

N/A

e. External agencies, such as program accreditations, professional associations, as well as licensing requirements that have helped shape the program's curriculum (i.e., effects such as length of the program, on program content or mode of delivery, etc.). Do faculty members anticipate seeking program accreditation at appropriate date?

N/A

f. Program admissions requirements (if any beyond admission to institution).

N/A

g. Rationale and justification for the program demonstrating the demand, as evidenced by:

- (1) Employer need/demand as demonstrated by evidence such as:
 - (a) identification of several potential employers of program graduates;
 - (b) projected regional and/or statewide need for graduates from current labor market analyses and/or future workforce projections/studies (potential source: www.occsupplydemand.org/)
 - (c) surveys made by external agencies;
 - (d) letters of direct employer support may be used. Include letters indicating the availability of positions for graduates of the proposed programs, signed by individual in a senior position of authority. Page 27 of 41
- (2) Student demand as demonstrated by evidence such as surveys of potential students to answer the question: "what is the student population served by program implementation?"

N/A

h. Relationship of the proposed program to existing programs on campus and to similar programs within the state, with a rationale reflecting that proposed program demand cannot be met by another program (i.e., program implementation is not an unnecessary duplication).

N/A

i. Curriculum, including identification of new courses and the numbers, names, and sequencing of all courses, as well as demonstration of compliance with CMU's Credit Hour Policy as required by the U.S. Department of Education and articulated by the Higher Learning Commission;

N/A

j. List of faculty and their qualifications. (Is there a need for additional faculty?)

N/A

k. Description of learning resources needed for implementation. Scope and quality of library holdings, laboratories, clinical facilities, and technological support as applicable. Department's recommendations for additions to the Library's collection.

N/A

l. Intended delivery mode for program. For programs delivering any of its coursework via 1) alternative formats, 2) outsourcing, and/or 3) a consortial relationship, the program proposal must demonstrate compliance with requirements as specified by the U.S. Department of Education and articulated in the Higher Learning Commission's policies. To demonstrate this compliance, the proposing department must submit a statement from the VPAA's office.

N/A

m. For Professional, Technical or Other Programs, the justification must include:

- (1) Rationale for program to be in the PTO category.
- (2) Statement as to how the curriculum aligns to the requirements or recommendations of the nationally recognized accrediting, licensing, certifying or professional organization.
- (3) Rationale for the program to exceed 60 credit hours, if applicable.
- (4) Rationale for prescribing General Education courses, if applicable.

(5) Rationale for prescribing Applied Studies courses, if applicable.

(6) Explanation as to how a transfer student with an AA degree in the discipline of that program can graduate by completing only an additional 60 hours.

N/A

n. Enrollment Projections, Table 1. (at end of this document)

o. Physical Capacity Estimates, Table 2. (at end of this document)

p. Program Costs – Projected Expense and Revenue Estimates, Table 3. (at end of this document)

Required information for a program modification:

If change to program name, enter new name:

If change to the concentration/emphasis, enter:

Is there a revision to the program sheet? **Yes**

In addition to providing all of the above information, also accomplish the following:

1. Discuss the proposal with all departments affected by the program
2. If this proposal is for a program addition, complete the three CDHE tables at the end of this document.
3. If this proposal is for a program addition, submit complete program sheet. If this proposal is for a program modification, submit current program sheet marked up with all proposed changes.
4. Submit this completed form to the Library's Curriculum Committee representative a week prior to the published proposal submission deadline.
5. Obtain departmental approval according to department-specific procedures.

* The most up-to-date program sheets are available as Word documents at R:\Curriculum\Program Sheets for Curriculum Program Modifications.

PROPOSED AND PREPARED BY:

Name: **Jack Yon**

Date: **10/28/2014**

Email: **jyon@coloradomesa.edu**

Phone:

REVIEWED BY DEPARTMENT'S CURRICULUM COMMITTEE REPRESENTATIVE:

Name: **Carolyn Ferreira-Lillo**

Date: **11/2/2014**

APPROVED BY DEPARTMENT HEAD:

Name: **John Sluder**

Date: **11/2/2014**

APPROVED BY DIRECTOR OF TEACHER EDUCATION (REQUIRED FOR TEACHING PROGRAMS)

Name:

Date:

For Graduate Curriculum Committee: submit this form to the GCC Chair.

For Undergraduate Curriculum Committee: submit this form to Academic Affairs via email at UCC_Chair@coloradomesa.edu.

For WCCC Curriculum Committee: submit this form to the WCCC CC Chair.

TABLE 1: ENROLLMENT PROJECTIONS

Name of Program: _____

Degree Title _____

Name of Institution: _____

DEFINITIONS:

Academic year is the period beginning July 1 and concluding June 30.

Headcount projections represent an unduplicated count of those students officially admitted to the program and enrolled at the institution during the academic year.

FTE is defined as the full-time equivalent number of those students majoring in the program, regardless of the classes enrolled, during the academic year.

Program graduate is defined as a student who finishes all academic program requirements and graduates with a formal award within a particular academic year.

SPECIAL NOTES:

To calculate the annual headcount enrollment, add new enrollees to the previous year headcount and subtract the number who graduated in the preceding year. Adjust by the anticipated attrition rate.

To calculate FTE, multiply the number of students times the projected number of credit hours degree seeking students will be typically enrolled in per year and divide by 30.

The data in each column is the annual **unduplicated** number of declared program majors. Since this table documents program demand, course enrollments are not relevant and shall not be included in the headcount or FTE data.

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Full Implementation
1-a	In-state Headcount						
1-b	Out-of-State Headcount						
2	Program Headcount						
3-a	In-state FTE						
3-b	Out-of-State FTE						
4	Program FTE						
5	Program Graduates						

Signature of Governing Board Officer

Date

TABLE 2: PHYSICAL CAPACITY ESTIMATES

Name of Program: _____

Name of Institution: _____

Purpose: This table documents the physical capacity of the institution to offer the program and/or the plan for achieving the capacity. Complete A or B.

Part A

I certify that this proposed degree program can be fully implemented and accommodate the enrollment projections provided in this proposal without requiring additional space or renovating existing space during the first five years.

_____ Date _____
 Governing Board Capital Construction Officer

Part B

	Column 1	Column 2	Column 3		Column 4		Column 5	Column 6
ASSIGNABLE SQUARE FEET	TOTAL NEEDED	AVAILABLE	RENOVATION		NEW CONSTRUCTION		LEASE/ RENT	REVENUE SOURCE*
TYPE OF SPACE			Immed	Future	Immed	Future		
Classroom								
Instructional Lab								
Offices								
Study								
Special/ General Use								
Other								
TOTAL								

* Capital Construction Fund (CCF), Research Building Revolving Fund (RBRF), Gift (GIFT), Grant (GR), Auxiliary Fund (AUX)

Attach a narrative describing the institutional contingency plan that addresses the space requirements of the proposed program or alternative delivery options, in the event that the request for capital construction or renovation is not approved.

_____ Date _____
 Governing Board Capital Construction Officer

TABLE 3 – PROJECTED EXPENSE AND REVENUE ESTIMATES

All cost and revenue projections should be in constant dollars (do not include an inflation factor).

		ESTIMATED AMOUNT IN DOLLARS (PV)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Operating Expenses:						
1	Faculty					
2	Financial Aid specific to program					
3	Instructional Materials					
4	Program Administration					
5	Rent/Lease					
6	Other Operating Costs					
7	Total Operating Expenses					
Program Start-Up Expenses						
8	Capital Construction					
9	Equipment Acquisitions					
10	Library Acquisitions					
11	Total Program Start-Up Exp.					
TOTAL PROGRAM EXPENSES						
Enrollment Revenue						
12	General Fund: State Support					
13	Cash Revenue: Tuition					
14	Cash Revenue: Fees					
Other Revenue						
15	Federal Grants					
16	Corporate Grants/Donations					
17	Other fund sources *					
18	Institutional Reallocation **					
TOTAL PROGRAM REVENUE						

** If revenues are projected in this line, please attach an explanation of the specific source of the funds. If reallocated, the specific departments and the impact the dollars will have on the departments that will provide the reallocated dollars.

Signature of Governing Board Financial Officer

Title

Date



2014-2015 2015-2016 PETITION/PROGRAM SHEET

Award: Technical Certificate
Program of Study: Technology Integration
Specialization: Network Technician

About This Certificate . . .

Students enrolled in Technology Integration learn a multitude of skills to help prepare them to enter a variety of careers related to computer systems, computer system administration and networking, electronics, and telecommunications engineering.

Students select an area of specialization from two choices – telecommunications VoIP technician, or network technician. The coursework in this certificate is aligned with national and international certifications including Cisco, A+/N+, CET, and Convergent Technology Professional (CTP).

Network technician coursework teaches students valuable internet technology skills, including networking, Web design, IT Essentials, Cabling, Java and UNIX. The curriculum covers a broad range of topics from basics on how to build a network to how to build a website and more complex IT concepts such as applying advanced troubleshooting tools.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/wccc/programs.html

All CMU certificate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

- 1. Apply business communication using listening, verbal and written and electronic forms that are needed for entry level employment. (Communication Fluency)
2. Apply mathematical and applied physics concepts for industry to meet employment requirements. (Quantitative Fluency)
3. Research, evaluate, synthesize and apply information/data relevant to business, sciences and technical careers. (Critical Thinking)
4. Demonstrate knowledge of terminology, symbols, business practices, and principles and application of technical skills. (Specialized Knowledge)
5. Perform the necessary applied skill sets to fulfill the needs of entry level employment. (Applied Learning)
6. Demonstrate ethical, civic and work place responsibility as part of professional behavior. (Specialized Knowledge)

NAME: _____ STUDENT ID # _____

LOCAL ADDRESS AND PHONE NUMBER: _____
_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this program sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Advisor _____ Date _____ 20

Signature of Department Head _____ Date _____ 20

Signature of Registrar _____ Date _____ 20

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- 2.00 cumulative GPA or higher in all CMU coursework
- "C" or better in each course which comprises the area of emphasis or specialization.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head.
- See the "Undergraduate Graduation Requirements" in the catalog for additional graduation information

Technical Certificate: Technology Integration – Network

Technician (31 Semester Hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course No	Title	Sem.hrs	Grade	Term/Trms
TECI 132	Intro to IT Hardware & System Software	3	_____	_____
TECI 170	Intro to Communications	3	_____	_____
TECI 180	Cisco Networking I	4	_____	_____
Course No	Title	Sem.hrs	Grade	Term/Trms

TECI 185	Cisco Networking II	4	_____	_____
TECI 230	Cisco Networking III	4	_____	_____
TECI 235	Cisco Networking IV	4	_____	_____
<u>TECI 245</u>	<u>Security Fundamentals</u>	<u>3</u>	_____	_____
TECI 251	Personal & Professional Leadership Development	2	_____	_____
TECI 260	Info Technology Hardware & System Software	3	_____	_____
TECI 290	Certification:	1	_____	_____
MATH 107	Career Mathematics	3	_____	_____

SUGGESTED COURSE SEQUENCING FOR THE TECHNICAL CERTIFICATE WITH A PROGRAM OF STUDY IN TECHNOLOGY INTEGRATION - SPECIALIZATION IN NETWORK TECHNICIAN

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

First Semester	Hours
MATH 107 <u>Career Mathematics</u>	3 <u>3</u>
TECI 132 Intro to IT Hardware & Sys Software	3
<u>TECI 260 Info Tech Hardware & System Software</u>	<u>3</u>
TECI 180 Cisco Networking I	4
TECI 185 Cisco Networking II	4
TECI 251 Personal & Professional Leadership Dev.	2
	16

Second Semester	Hours
TECI 170 Introduction to Communications	3
TECI 230 Cisco Networking III	4
TECI 235 Cisco Networking IV	4
<u>TECI 245 Security Fundamentals</u>	<u>3</u>
TECI 260 Info Tech Hardware & System Software	3
TECI 290 Certification:	1
	15

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POLICIES:

- It is your responsibility to determine whether you have met the requirements for your degree. Please see the Catalog for a complete list of graduation requirements.
- You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
- This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
- Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
- Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)

6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).