

<b>NEW PROGRAM APPLICATION</b>	
Notice of Intent submitted (Y/N)	Yes
<b>General Information</b>	
Institution	St. Cloud Technical College
Award	Associate in Arts
Program Name <i>(If more than 50 characters, also complete box below)</i>	Associate in Arts
Short Program Name <i>(Up to 50 characters)</i>	AA
Credit Length	60
Proposed 6-digit CIP Code	24.0101 (Liberal Arts and Sciences)
Effective Term/Year	Fall 2009
Online Delivery (Y/N)	No
Program Location(s)	St. Cloud Technical College 1540 Northway Drive St. Cloud, MN 56303
Collaborating institution(s), if any	None
Brief catalog description	This degree is intended to constitute the first two years of a baccalaureate degree program. Transferability of courses from St. Cloud Technical College (SCTC) to public higher education systems in Minnesota is enhanced by transfer agreements that are in place. Transfer standards and procedures adopted by all the public higher education systems in Minnesota ensure students' transfer rights. For more information on SCTC, visit our websites at <a href="http://www.sctc.edu">http://www.sctc.edu</a> .
Relationship to Institution Mission and Change in Award Authority	The college has proposed a mission change to become a comprehensive college and offer its own AA degree. The AA degree is designed to be the first two years, or the liberal arts portion, of a baccalaureate degree. By providing this degree, the college will better serve the transfer needs of the students within the identified six-county service area.
Special Circumstances	None
<b>Documented Need for the Program</b>	
	<i>(Provide narrative descriptions for each item. As appropriate, attach additional documentation as outlined sections below)</i>

Student Interest	During SCTC's collaboration with ARCC, rapid increases in enrollment have validated the need for the AA degree. Overall, enrollment in the AA program has grown from 473 FYE in FY 2004 to 968 FYE in FY 2009.
Supply and Demand	During the period of growth shown above, the college has developed and now offers 80 courses in all 10 goal areas of the MnTransfer Curriculum. Ninety two percent of all seats available in these courses were filled during Fall 2008. The average percent of sold seats in these courses has been 90 percent over the history of the collaborative program.
Unnecessary Duplication	The only other AA degree offered within the six-county service region is offered by St. Cloud State University. St. Cloud State University has provided a letter of support for this new program at St. Cloud Technical College. Based on the growth rate of SCTC and SCSU, we are confident that there is sufficient potential enrollment in our service area to sustain both the existing AA program at SCSU and the proposed AA program at SCTC.
External Consultation	SCTC has engaged many groups for input, comment and recommendation in pursuit of the AA degree. This began with our prior president, in the early 2000s. These early consultations lead to the partnership with Anoka-Ramsey Community College. As the program has grown, SCTC has gathered information supporting the need for a locally operated AA program. As plans have progressed, we have sought input during the various steps of the process. Regular meetings have been held with advisory committees, SCSU leadership, the SCTC Foundation, SCTC Student Senate, local organizations such as Rotary and the Chamber of Commerce, faculty, etc.
<b>Resources to Deliver the Program</b>	
	<i>(Provide narrative descriptions for each item. As appropriate, attach additional documentation as outlined sections below)</i>

<p>Library Resources</p>	<p>The current library is less than half the size recommended for a campus with an enrollment of approximately 12,000 learners (3,044 FYE), but SCTC recently completed the MnSCU capital bonding process which identified the library as a priority project. As part of this path to improvement, SCTC plans to significantly renovate approximately 9,000 square feet of existing building space to relocate the under-sized library. The redesign will nearly double the size of the library, bringing it up to the recommended CEFPI (<a href="http://www.cefpi.org/">http://www.cefpi.org/</a>) planning standards for a campus with an enrollment of 3044 FYE. The space for this expansion has been identified and has been incorporated into future updates to the Master Facilities Plan of 2006. This space is currently occupied by the campus nursing and dental programs. When they relocate to the Allied Health building, the existing space will be renovated for the new library. (see Appendix 5.3.9 for the pre-design plan). Dependent on funding, design of the new library will begin fall 2010, and construction will occur the summer of 2011.</p>
<p>Enrollment Projections <i>(Describe assumptions and complete table below)</i></p>	<p>The projections in the table below are based on growth rates documented over the past four years. Application data shows SCTC running slightly ahead of these projections as high demand for the AA program continues to drive the growth.</p> <p>SCTC enrollment projections continue to be conservative as careful control of the costs associated with growth has been one of SCTC's strategic goals in its collaborative AA Degree program with ARCC.</p> <p>While a slight increase in headcount and a slight decrease in percentage growth are projected over the next four years, several factors could push the growth higher:</p> <ul style="list-style-type: none"> <li>• Increased connections with SCSU are creating new opportunities for students</li> <li>• Online courses are reaching an increasing number of working adults</li> <li>• Increased retention efforts have been under development for a year and will be in place Fall 2009</li> <li>• An anticipated increase in students when SCTC is able to market its own AA degree</li> </ul>
<p>Revenues and Expenditures <i>(Describe assumptions and complete table below)</i></p>	<p>St. Cloud Technical College has been offering the transfer degree program since 2004 through a collaborative agreement with Anoka Ramsey Community College. The majority of the classes offered for this program are St. Cloud Technical College offerings. The revenues and expenditures presented below are based on the actual expenditures currently being incurred to offer these classes with a three percent inflation rate added to the non-salary costs. Revenue projections for future growth were held at the tuition rate in place for FY09. To be consistent, no increases were applied to the salary rates. As tuition increases are considered each fiscal year, salary contract settlements will be taken into consideration as appropriation allocations become known and tuition rates analyzed. A second column for each fiscal year was added to the table to account for those students currently taking AA classes, but not declaring the AA major. The first column includes those students that have declared the AA major with a five percent projected increase the first year.</p> <p>The table does not indicate cost savings that St. Cloud Technical College</p>

	<p>would realize by offering the AA degree through a mission change rather than through the collaborative arrangement with Anoka Ramsey Community College. The existing agreement splits tuition, MSCSA, and technology fees equally between Anoka Ramsey and St. Cloud Technical College. FYES are also split equally between the two campuses in addition to the actual instructional costs. For FY09, after instructional expenses and MSCSA fees, St. Cloud Technical College would have realized an additional \$192,310 in tuition and fee revenue that was instead paid to Anoka Ramsey for their portion of the collaborative agreement. St. Cloud Technical College would also recognize 88.7 additional FYEs that are currently coded to Anoka Ramsey through the agreement. The classes related to these FYEs are being offered on St. Cloud Technical College's campus and all administrative and facility costs have already been incorporated into these class offerings. Changing the college's mission to incorporate the AA degree program into St. Cloud Technical College's offerings will result in an immediate increase of approximately \$200,000 in revenue with no offsetting expenditures.</p>
<p>Faculty/Staff Projections (Describe assumptions and complete table below)</p>	<p>The projections in the chart below are based on growth rates documented over the past four years. Application data shows SCTC running ahead of these projections. SCTC's practice has been to base hiring on conservative projections and to use a flexible adjunct pool to meet additional student needs. Retirements and normal attrition are accounted for.</p> <p>For faculty needs, in the first year, no additional faculty are projected. The anticipated increase in students will be met with adjusted fill rates and a select group of larger class sizes. Hiring full-time unlimited positions in English Composition and in Mathematics are projected for year two. In the third Year, the projection is to hire in Communication Studies and History. In the fourth year, the plan is to hire in Philosophy and Music. These anticipated hires are projected to cover the anticipated growth in new students in the AA program. Currently SCTC has full-time unlimited faculty and MnTransfer courses in all ten goal areas.</p> <p>Staff needs include a projection to hire two transfer specialists and three advisors over the first four years. The advisors are part of the retention projects SCTC has been working on in response to the Chancellor's Action Plan.</p>
<p>Summarize Faculty Qualifications (Colleges only complete table below)</p>	<p>General education faculty members all hold (at minimum) master's degrees and meet MnSCU licensure requirements established for general education instructors in two-year colleges. This includes 26 full-time unlimited faculty and 24 part-time temporary faculty. A Chart of College Faculty Credentials can be found in the Proposal Document (see Section 2.2.6).</p>
<p>Technology, Equipment and Facilities</p>	<p>See Sections 2.2.7, 2.2.8, and 2.2.9 of the Proposal Document.</p>
<p>Facility Leases</p>	<p>NA</p>
<p>Summary of Collaborative Arrangements</p>	<p>See Section 2.2.11 of the Proposal Document.</p>

ENROLLMENT PROJECTIONS				
	First Year	Second Year	Third Year	Fourth Year
Student headcount	1,165	1,223	1,284	1,349
Full-Year-Equivalent	580	611	642	674
Number of graduates	35	49	64	81

FACULTY/STAFF PROJECTIONS				
	First Year	Second Year	Third Year	Fourth Year
NEW Faculty/Staff FTE	0 faculty/ 2 staff	2 faculty/ 1 staff	2 faculty/ 1 staff	<u>2 faculty/1 staff</u>
EXISTING Faculty/Staff FTE	48 faculty/ 2 staff	50 faculty/ 4 staff	52faculty/ 5 staff	54 faculty/ 6 staff
<b>Faculty sufficient to cover delivery of the curriculum</b>				
Faculty Position	FT or PT	Teaching Load Year: course # (credit hours, terms) = total credit hrs	Teaching %	Other %
<i>Example - Faculty Member A</i>	<i>FT</i>	<i>2007: 600 (3, FS) 601 (3, FS) 602 (3, FS) = 18 2008: 600 (3, FS) 601 (3, FS) 602 (3, F) = 15</i>	<i>100 84</i>	<i>0 16</i>
<i>Example - Faculty Member B</i>	<i>PT</i>	<i>2007: 600 (3, FS) = 6 2008: 601 (3, FS) 602 (3, FS) = 12</i>	<i>33 67</i>	<i>0 0</i>
<b>See Appendix 5.3.12 (Faculty Assignments 08-09)</b>				

Field	Last Name	First Name	Hire date	Appoint Status	Deg	Major/Minor
Applied Comm	Borgert	Catherine	08/17/82	Full-Time Unlimited	MS	Spec Stud, Human Relat&Ed
Applied Comm	Lundblad	Julie	09/03/97	Full-Time Unlimited	MA	English
Applied Comm	Sjoberg	Joy	08/25/88	Full-Time Unlimited	MA	English
Applied Comm	Stanley	Jan	03/12/90	Full-Time Unlimited	MA	Anthropology
Atmspheric Sci	Trueman	Shawn	08/19/04	Part-Time Temp	MS	Atmas.
Ecol/Environ Sci	Clodfelter	Terry	08/23/07	Full-Time Unlimited	MA	Nat Res (MA) Exper Ed (MS)
Economics	O'Keefe	Thomas	08/18/03	Full-Time Unlimited	MBA	Business Management
Engl/Comp/Lit	Amundson-Cisse	Adelle	08/25/08	Part-Time Temp	BA	Music
Engl/Comp/Lit	Engel	Susan	08/15/88	Full-Time Unlimited	MA	Engl((MA)SpecStud,HumResDev(MS)
Engl/Comp/Lit	Glazier	Marnie	08/21/06	Part-Time Temp	MA	Threatre Arts
Engl/Comp/Lit	Kasimor	Mary	09/02/97	Full-Time Unlimited	MA	English
Engl/Comp/Lit	Kramer	Bradley	08/20/01	Full-Time Unlimited	MA	Creative Writing
Engl/Comp/Lit	Lindsey	Melissa	08/21/06	Full-Time Unlimited	MA	English
Engl/Comp/Lit	Lourey	Diane	08/21/00	Full-Time Unlimited	MS	C&I Sr. High Shool Education
Engl/Comp/Lit	Lundblad	Julie	09/03/97	Full-Time Unlimited	MA	English
Engl/Comp/Lit	McMullen	Mary	08/25/08	Part-Time Temp	MA	English & American Literature
Engl/Comp/Lit	Missaghi	Soheyl	09/03/91	Full-Time Unlimited	MA	English
Engl/Comp/Lit	Rudnitski	Delrita	09/06/88	Part-Time Temp	MA	English

Engl/Comp/Lit	Sjoberg	Joy	08/25/88	Full-Time Unlimited	MA	English
Engl/Comp/Lit	Spring	Rosamond	08/25/08	Full-Time Unlimited	MA	American Lit; Indian Stud
Engl/Comp/Lit	Turner	Darcy	08/21/06	Part-Time Temp	MA	English
Engl/Comp/Lit	Weseloh	Harold	08/04/98	Full-Time Unlimited	MA	English
Engl/Comp/Lit	Wenz	Karen	08/25/08	Part-Time Temp	MA	English
Geography	Watson	Cortney	06/10/02	Part-Time Tem	BA	Geography and French
Math (Applied)	Kruger	Charles	01/12/04	Part-Time Temp	MS	Mathematics
Math (Develop)	Aeshliman	Simone	09/15/08	Part-Time Temp	BS	Mathematics
Math (Develop)	Jarvinen	James	08/27/07	Part-Time Temp	MS	Education
Math (Develop)	Schelonka	Rachael	06/16/03	Part-Time Temp	MS	Teaching and Learning
Math (Develop)	Spillum	Jason	08/21/06	Part-Time Temp	MA	Mathematics
Math (Develop)	Stangler	Mary	09/17/74	Full-Time Unlimited	BS	Mathematics
Mathematcs	Jahnke	Robin	07/04/95	Full-Time Unlimited	MS	Elect. Engr.
Mathematics	Latterell	Robert	08/19/02	Part-Time Temp	MS	Teach Algebra
Mathematics	Maresh	Rayner	12/11/06	Part-Time Temp	MS	Math; C&I (midd/Jr High Educ)
Mathematics	Mergen	Jeffery	08/28/00	Part-Time Temp	MS	Mathematics
Mathematics	Blanchette	Kevin	01/11/05	Full-Time Unlimited	MS	Mathematics
OralComm/Spch	Opatz-Osgood	Clare	12/01/93	Full-Time Unlimited	MA	Communication
Philosophy	Kapitzke	Robert	08/23/07	Full-Time Unlimited	PhD	Religion (A)Study of Relig(PhD)
Phys Education	Fischer	Jason	09/20/07	Part-Time Temp	MS	Physical Education
Physics	Jahnke	Robin	07/04/95	Full-Time Unlimited	MS	Elect. Engr.
Poli Sci/Law	Reigstad	Gregory	09/07/82	Part-Time Temp	MA	Pol Sci; Urban&RegStudies
Psychology	Aysta	Alaine	01/08/07	Full-Time Unlimited	MA	Education Psychology
Psychology	Hnatko	Alan	08/13/79	Full-Time Unlimited	MS	Counseling Psychology
Psychology	Kleckner	Thomas	08/21/06	Part-Time Temp	MS	Counseling
Psychology	Kluger	Gerianne	09/02/97	Full-Time Unlimited	MS	Community Counseling
Psychology	Kuhlman	Ruth	08/23/07	Part-Time Temp	MS	Counseling
Psychology	Schlicht	Susan	08/17/98	Full-Time Unlimited	Ed.D.	Spec Ed (MS) Educ Admin (EdD)
Reading(Devel)	Oliver	Sharon	07/01/88	Full-Time Unlimited	MA	Reading
Reading(Devel)	Berreau	Linda	08/25/08	Part-Time Temp	MS	Spec. Ed.; C&I, Rdg & Lang Arts
Reading(Devel)	Glazos	Suzanne	09/05/01	Part-Time Temp	MS	Curriculum & Instruction specialized Reading & Language Arts
Sociology	Foster	Scott	09/03/96	Full-Time Unlimited	MA	Sociology
Sociology	Knickerbocker	Vicky	01/08/07	Part-Time Temp	MS	Social Work
Sociology	Kraipowich	Jennifer	11/12/03	Full-Time Unlimited	MS	Social Responsibility
Sociology	Lourey	Jessica	06/11/07	Full-Time Unlimited	MA	English(MA) Soc Respons (MS)

<b>Proposed New Credential Field(s)</b>	
Faculty education required	
Occupational/professional experience required	
<b>Curriculum Description</b>	
	<i>(Provide narrative descriptions for each item. As appropriate, attach additional documentation)</i>
Program-specific admission requirements	See Section 2.3.1 in the Proposal Document.
Conceptual framework, goals and objectives	See Section 2.3.2 in the Proposal Document.
Program learning outcomes—"Graduates will be able to _____"	See Section 2.3.3 in the Proposal Document.
Evidence of a program assessment and continuous improvement plan	See Section 2.3.4 in the Proposal Document.

Time-to-degree completion plan	See Section 2.3.5 in the Proposal Document.
Career pathways	NA
Skill standards	NA
Program accreditation	See Section 2.3.6 in the Proposal Document.
Industrial or professional certification requirements	NA
Transferability of credit	See Section 2.3.7 in the Proposal Document.

### Curriculum Design

Program Component	Course Number/Title	Credits	Existing or New
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#### GENERAL EDUCATION

### AA degree (Proposed)

Minimum of 60 semester credits

<u>Minnesota Transfer Curriculum</u>	40 Cr.
<u>Technical Electives</u>	Up to 16 Credits Allowed
<u>Wellness Requirement</u>	2 credits from the wellness course list
<u>General Education Electives</u>	To bring total to 60 credits

Minnesota Transfer Curriculum		
1. Communicaitons (written)	4 credits	Analytical Writing
Communications (oral)	3 credits	One of these three: Intro to communication Studies or Interpersonal Communication or Public Speaking
2. Critical Thinking	3 credits	One course from the area
3. Natural Sciences	7 credits (1 lab)	Two courses from two different disciplines
4. Math/Logical Thinking	3 credits	One course from area
5. History/Social Behavioral Sciences	9 credits	Three courses from three different disciplines
6. Humanities/Fine Arts	9 credits	Three courses from three different disciplines
7. Diversity	6 credits	Diversity & Social Justice

		Plus second course from area	
8. Global Perspective	3 credits	One course from area	
9. Ethics/Civic Responsibility	3 credits	One course from area	
10. People and the Environment	3 credits	One course from area	

**Wellness courses:**

Life Fitness	2 credits
Weightlifting	1 credit
Health Psychology	3 credits
Walking	1 credit

**Proposed Anoka Ramsey Transition Plan**

For 2009-2010, ARCC is continuing to offer the same courses on the SCTC campus that they have been offering. The transition plan is under discussion between Lori Kloss, SCTC, and Mike Seymour, Anoka Ramsey's VP of Administration Interim VP of Academic Affairs.

**Graduate Program Proposals Only**

*(Provide narrative descriptions for each item. As appropriate, attach additional documentation)*

**All graduate programs**

Evidence of External Review	
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**Doctoral programs only—Institutional Readiness**

Evidence of Organization of Graduate Education	
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Evidence of Institutional Capacity to Deliver Doctoral Level Education	
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Accreditation Status, Higher Learning Commission	
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**Evidence Required (Attachments)**

**ALL Programs**

1. Curriculum committee minutes documenting recommendation; include committee membership  
***See Section 5.2.1 in the Proposal Document.***
2. Student interest data  
***See Section 5.2.2 in the Proposal Document.***
3. Information on wages, employment level, occupations, summary of supply/demand data  
***See Section 5.2.3 in the Proposal Document.***



4. Faculty vitae (if available) or proposed qualifications/credentials  
**See Section 5.2.4 in the Proposal Document.**
5. Institutional policy on double counting, if applicable  
**See Section 5.2.5 in the Proposal Document.**
6. Time-to-Degree plan.  
**See Section 5.2.6 in the Proposal Document.**
7. Copies of consortial and/or articulation agreements, if applicable.  
**See Section 5.2.7 in the Proposal Document.**
8. Justification for exceeding approved program credit lengths, if applicable.  
**NA**
9. Business, industry, labor, or professional support, as appropriate.  
**See Section 5.2.9 in the Proposal Document.**

**Graduate Programs Only.** External review findings

**Doctoral Programs Only.** Graduate school organizational chart, policies and procedures, graduate education leadership. Communication with HLC.

*(Provide authorization by all member institutions for consortial programs)*

<b>Contact Information</b>			
	Name	Email	Phone
Contact Person	<i>Lynette Olson</i>	<i>lolson@sctc.eu</i>	<i>320-308-5030</i>
<b>Authorization</b>			
	Name	Signature	Date
Chief Academic Officer	<i>Phil Schroeder</i>		
President	<i>Joyce Helens</i>		