COMMISSION FOR HIGHER EDUCATION
Friday, February 11, 2011

DECISION ITEM A-1:   <u>Certificates in Automotive: Alternative Fuels, Electric & Hybrid Vehicle, Diesel Electronic Controls, and Truck Chassis Systems; Early Childhood Education: Child Development Associate (CDA) and Indiana Youth Development; Electronics and Computer Technology: Automation Controls; Hospitality: Culinarian, Hospitality Management, and Certified Pastry Culinarian; Human Services: Elder Care Professional, Direct Support Professional, and Substance Abuse; Medical Assisting: Medical Transcription; Paramedic: Basic Emergency Medical Studies; Public Safety: Driver/Operator, Fire Prevention and Investigation, Fire Service Administration, and Hazardous Materials; Respiratory Care: Polysomnography To Be Offered by Ivy Tech Community College of Indiana Statewide</u>

Staff Recommendation   That the Commission for Higher Education approve the Certificates in Automotive: Alternative Fuels, Electric & Hybrid Vehicle, Diesel Electronic Controls, and Truck Chassis Systems; Early Childhood Education: Child Development Associate (CDA) and Indiana Youth Development; Electronics and Computer Technology: Automation Controls; Hospitality: Culinarian, Hospitality Management, and Certified Pastry Culinarian; Human Services: Elder Care Professional, Direct Support Professional, and Substance Abuse; Medical Assisting: Medical Transcription; Paramedic: Basic Emergency Medical Studies; Public Safety: Driver/Operator, Fire Prevention and Investigation, Fire Service Administration, and Hazardous Materials; Respiratory Care: Polysomnography to be offered by Ivy Tech Community College of Indiana Statewide, in accordance with the background discussion in this agenda item and the *Abstract*, January 28, 2011; and

That the Commission recommend no new state funds, in accordance with the supporting document, *New Academic Degree Program Proposal Summary*, January 28, 2011

Background   The statute for the Commission for Higher Education gives the Commission the responsibility "to approve or disapprove … the offering on any campus of any additional associate, baccalaureate, or graduate degree, or of any additional program of two (2) semesters, or their equivalent in duration, leading to a certificate or other indication of accomplishment." The

Commission has defined "two semesters" to mean 30 semester credit hours, which is how an undergraduate full-time equivalent (FTE) is defined for purposes of reporting enrollment data and calculating enrollment change funding. Thus, the Commission has only approved programs that require at least 30 semester hours to complete.

Although the College is not required to do so, Ivy Tech voluntarily seeks authorization from the Commission to offer 20 Certificate programs, whose requirements vary from 16-21 semester hours of credit, although most (13 or 65 percent) of the Certificates require 18 semester hours, with remaining seven Certificates requiring no fewer than 16 semester hours and no more than 21. The Certificates, with the number of credit hours required for each, are grouped below under nine headings, reflecting the related associate degrees, from whose curriculum the courses comprising the Certificates will be drawn:

Automotive
- Alternative Fuels Certificate (18)
- Electric and Hybrid Vehicle Certificate (21)
- Diesel Electronic Controls Certificate (18)
- Truck Chassis Systems Certificate (18)

Early Childhood Education
- Child Development Associate (CDA) Certificate (18)
- Indiana Youth Development Certificate (18)

Electronics and Computer Technology
- Automation Controls Certificate (18)

Hospitality
- Culinarian Certificate (18)
- Hospitality Management Certificate (18)
- Certified Pastry Culinarian Certificate (18)

Human Services
- Elder Care Professional Certificate (21)
- Direct Support Professional Certificate (17)
- Substance Abuse Certificate (16)

Medical Assisting
- Medical Transcription Certificate (18)

Paramedic
- Basic Emergency Medical Studies Certificate (16.5)

Public Safety
- Driver/Operator Certificate (18)
- Fire Prevention and Investigation Certificate (18)
- Fire Service Administration Certificate (18)
- Hazardous Materials Certificate (19)

Respiratory Care
- Polysomnography Certificate (17)

This request is similar to a request from the College to approve 22 Certificate programs, all of which were below 30 semester hours. The Commission authorized those programs in October 2006. In FY2010, the College awarded a total of 542 Certificates across these 22 areas. From a state perspective, the development of quality certificate programs is an important strategy for reaching the goal of having 60 percent of Indiana's population with a postsecondary credential, i.e. a certificate or a degree. It is also important in ensuring that Indiana has a competitive workforce.

Ivy Tech has developed these programs in an attempt to attract new students, who are primarily interested in acquiring immediate workplace skills, short of a full-year, 30+ semester hour Technical Certificate or an associate degree. In each case, the Certificate curriculum prepares students to earn a nationally recognized, third-party certification. For example, the Fire Prevention and Investigator Certificate will prepare someone for successfully taking the National Fire Protection Association's Fire Inspector I and II certification exams. Short-term certificates can also be a way of allowing students to earn a marketable credential, which they can also apply toward an associate degree, should they wish to return to college for further career advancement.

A key strategy in attracting new students to the College is to ensure that they are eligible for financial aid, from both federal and state sources, and this is why Ivy Tech seeks approval for these programs. At the federal level, students are not eligible for financial aid unless they are enrolled in a program that has been approved by the "state authorizing agency," which is the Commission for Higher Education. The State Student Assistance Commission (SSACI) has a similar requirement. While normally only students enrolled in associate degree and above programs would be eligible for state financial aid, the SSACI statute includes a provision that specifically allows Ivy Tech students enrolled in Certificate programs to be eligible for state aid.

If the Commission approves these programs, they will be listed in the Commission's Academic Program Inventory (API), just like any other degree program, and Ivy Tech will report enrollment and completion data for each one of the 20 Certificates and each site within the Ivy Tech system, as part of the College's annual Student Information System (SIS) submission. By the fifth year of operation, Ivy Tech anticipates a total of 1,531 students to be enrolled in these Certificate programs, of which approximately 80 percent will attend part time. It is also expected that over 600 students will complete these programs each year.

All of the coursework needed to support these programs has been drawn from the existing inventory of Ivy Tech courses, which have been developed for Technical Certificate or associate degree programs offered by the College.

Supporting Documents

(1) *Abstract - Certificates in Automotive: Alternative Fuels, Electric & Hybrid Vehicle, Diesel Electronic Controls, and Truck Chassis Systems; Early Childhood Education: Child Development Associate (CDA) and Indiana Youth Development; Electronics and Computer Technology: Automation Controls; Hospitality: Culinarian, Hospitality Management, and Certified Pastry Culinarian; Human Services: Elder Care Professional, Direct Support Professional, and Substance Abuse; Medical Assisting: Medical Transcription; Paramedic: Basic Emergency Medical Studies; Public Safety: Driver/Operator, Fire Prevention and Investigation, Fire Service Administration, and Hazardous Materials; Respiratory Care: Polysomnography To Be Offered by Ivy Tech Community College of Indiana Statewide*, January 28, 2011

(2) *New Academic Degree Program Proposal Summary –* January 28, 2011

Abstract

Certificates in
Alternative Fuels, Electric & Hybrid Vehicle, Diesel Electronic Controls, Truck Chassis Systems; Child Development Associate (CDA), Indiana Youth Development, Automation Controls, Culinarian, Hospitality Management, Certified Pastry Culinarian, Elder Care Professional, Direct Support Professional, Substance Abuse, Medical Transcription, Basic Emergency Medical Studies, Driver/Operator, Fire Prevention and Investigation, Fire Service Administration, and Hazardous Materials, Polysomnography

To Be Offered by Ivy Tech Community College of Indiana Statewide

January 28, 2011

Objectives: To allow individuals to access targeted, short-term workforce training.

Clientele to be Served: Younger students seeking a quick start toward employment as a means of supporting further higher education, adult students who are underemployed or preparing to enter/re-enter the workforce, and currently employed individuals seeking skills upgrade.

Curriculum: The certificates require between 16 and 27 credit hours to complete. See attached curriculum and course descriptions.

Employment Possibilities: Certificate completers may seek employment in areas of certification. See attached.

AUTOMOTIVE TECHNOLOGY

Electric and Hybrid Vehicle Certificate*

AUTC	103	Principles of Alternative/Renewable Energies	3
AUTC	107	Engine Principles & Vehicle Service	3
AUTC	109	Engine Performance I	3
AUTC	113	Electricity and Electronics	
AUTC	123	Electricity and Electronics II	3
AUTC	210	Hybrid Systems	3
AUTC	260	Advanced Hybrid/Electic Vehicle Tech	3

TOTAL CREDITS   21

* Prepares students for the ASE A-6 Automotive Electrical/Electronic
Systems Exam, the New H-9 Transit Bus Hybrid Vehicle Exam and the
NAFTC First Responder and the NAFTC First Responder Hybrid
Electric Vehicle Safety Training

AUTOMOTIVE TECHNOLOGY

Alternative Fuels Certificate*

AUTC	103	Principles of Alternative/Renewable Energies	3
AUTC	104	Liquid Propane Gas	3
AUTC	106	Compressed natural Gas	3
AUTC	107	Engine Principles & Vehicle Service	3
AUTC	111	Alternative Fuels Installation/Application	3
AUTC	152	Diesel Engine Theory	3

TOTAL CREDITS   18

* Prepares students for the ASE F-1 Alternate Fuels Exam and
the CSA CNG Fuel System Inspector Exam.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF TECHNOLOGY
AUTOMOTIVE TECHNOLOGY

DIESEL ELECTRONIC CONTROLS CERTIFICATE*

AUTC	109	Engine Performance I	3
AUTC	113	Electrical and Electronics I	3
AUTC	123	Electrical and Electronics II	3
AUTC	209	Engine Performance II	3
TRCK	219	Diesel Engine Performance	3
TRCK	224	HT Electrical Systems	3

TOTAL CREDITS   18

* Leads to taking the ASE Medium/Heavy Truck Technician T-6
Electrical/Electronic Systems Exam, employment, and or completion of an
associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF TECHNOLOGY
AUTOMOTIVE TECHNOLOGY

TRUCK CHASSIS SYSTEMS

AUTC	113	Electrical and Electronics I	3
AUTC	121	Braking Systems	3
TRCK	100	Diesel Preventative Maintenance	3
TRCK	101	Steering and Suspension Systems	3
TRCK	105	Powertrain Service	3
TRCK	121	Braking Systems	3

TOTAL CREDITS   18

*

Leads to taking the ASE Medium/Heavy Truck Technician T-5
Suspension and Steering and T-8 Preventive Maintenance Inspection
Exams, employment, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF EDUCATION
EARLY CHILDHOOD EDUCATION

CHILD DEVELOPMENT ASSOCIATE (CDA) CERTIFICATE*

ECED	100	Introduction to Early Childhood Education	3
ECED	101	Health, Safety, and Nutrition	3
ECED	103	Curriculum in Early Childhood Classroom	3
ECED	105	CDA Process	3
ECED	120	Child Growth and Development	3
ENGL	111	English Composition	3

TOTAL CREDITS   18

* Leads to taking the National Child Development Associate
Certification Exam, employment in an early childhood education
profession, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF EDUCATION
EARLY CHILDHOOD EDUCATION

YOUTH DEVELOPMENT CERTIFICATE*

ECED	115	Indiana Youth Development (IYD) Process	3
ECED	120	Child Growth and Development	3
ECED	130	Developmentally Appropriate Guidance in a Cultural Context	3
ECED	200	Family-Teacher Partnerships	3
ECED	223	School Age Programming	3
ENGL	111	English Composition	3

TOTAL CREDITS   18

* Leads to taking the Indiana Youth Development Certification Exam, employment in an early childhood education profession, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF TECHNOLOGY
ELECTRONICS AND COMPUTER TECHNOLOGY

AUTOMATION CONTROLS CERTIFICATE*

EECT	101	Introduction to Electronics and Projects	3
EECT	112	Digital Fundamentals	3
INDT	104	Fluid Power Basics	3
INDT	205	Programmable Controllers I	3
INDT	206	Programmable Controllers II	3
TECH	104	Computer Fundamentals for Technology	3

TOTAL CREDITS   18

* Leads to employment as a PLC and/or industrial maintenance technician.
  Certificate credits apply to an associates degree. Completion of the associates
  degree is required to sit for the Instrumentation Systems and Automation Society
  (ISA) Certification Exam.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
HOSPITALITY

CULINARIAN CERTIFICATE*

HOSP	101	Sanitation and First Aid	3
HOSP	102	Basic Food Theory and Skills	3
HOSP	103	Soups, Stocks, and Sauces	3
HOSP	104	Nutrition	3
HOSP	105	Introduction to Baking	3
HOSP	108	Human Relations Management	3

TOTAL CREDITS   18

* Leads to National Certification as a Certified Culinarian through the
American Culinary Federation, employment, and/or completion of an
associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
HOSPITALITY

HOSPITALITY MANAGEMENT CERTIFICATE*

HOSP	101	Sanitation and First Aid	3
HOSP	104	Nutrition	3
HOSP	108	Human Relations Management	3
HOSP	201	Purchasing/Cost Control	3
HOSP	280	Co-op/Internship	3
MATH	118	Concepts in Mathematics	3

TOTAL CREDITS 18

* Leads to National Certification in ManageFirst Professional
with 800 hours of work experience in the field, employment,
and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
HOSPITALITY

CERTIFIED PASTRY CULINARIAN CERTIFICATE*

HOSP	101	Sanitation and First Aid	3
HOSP	104	Nutrition	3
HOSP	105	Introduction to Baking	3
HOSP	108	Human Relations Management	3
HOSP	208	Cakes, Icings, and Fillings	3
HOSP	213	Classical Pastries and Chocolates	3

TOTAL CREDITS   18

* Leads to National Certification as a Certified Pastry Culinarian
through the American Culinary Federation, employment, and/or
completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
HUMAN SERVICES

ELDER CARE PROFESSIONAL*

HUMS	101	Introduction to Human Services	3
HUMS	108	Psychology of Aging	3
HUMS	114	Social Services in Long-Term Care	3
HUMS	124	Activity Director Basic	6
HUMS	140	Loss and Grief	3
PSYC	101	Introduction to Psychology	3

TOTAL CREDITS   21

* Leads to certification as an Indiana Health Care Associate Activity's Director and Social Services designee, employment, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
HUMAN SERVICES

DIRECT SUPPORT PROFESSIONAL*

HUMS	116	Introduction to Disabilities	3
HUMS	117	Foundations of Direct Support Professionals	2
HUMS	123	Health and Wellness/Disabilities	3
HUMS	126	Community Integration	3
HUMS	127	Positive Personal Support	3
HUMS	128	Disability Support Teams	3

TOTAL CREDITS   17

* Leads to various levels of certification as a Disability Support
Professional, employment, and/or completion of an associate's degree.
Successful completion of the Foundations of Direct Support Professionals
course leads to certification as a Disability Support Specialist and qualifies
a person to be employed in a state disability agency.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
HUMAN SERVICES

SUBSTANCE ABUSE*

HUMS	113	Problems of Substance Abuse in Society	3
HUMS	200	Substance Abuse Internship	4
HUMS	208	Treatment Models of Substance Abuse	3
HUMS	209	Counseling Issues in Substance Abuse	3
HUMS	210	Issues of Substance Abuse in Family Systems	3

TOTAL CREDITS   16

* Leads to NADAC Counselor in Training certification, employment, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
MEDICAL ASSISTING

MEDICAL TRANSCRIPTION CERTIFICATE*

ENGL	111	English Composition	3
HLHS	101	Medical Terminology	3
HLHS	105	Medical Law and Ethics	3
MEAS	135	Medical Word Processing and Transcription	3
MEAS	215	Advanced Medical Terminology	3
MEAS	235	Advanced Transcription	3

TOTAL CREDITS   18

* Leads to taking the American Association of Medical Transcriptionist Exam, employment in a medical assisting profession, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
PARAMEDIC

BASIC EMERGENCY MEDICAL STUDIES CERTIFICATE*

APHY	101	Anatomy and Physiology I	3
COMM	1XX	Communication Elective	3
ENGL	111	English Composition	3
PARM	102	Emergency Medical Technician - Basic Training	7.5

TOTAL CREDITS 16.5

* Leads to Indiana Emergency Medical Technician Basic Skills Certification and National Registry Basic Written Certification, employment, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
PUBLIC SAFETY

DRIVER/OPERATOR CERTIFICATE*

FIRE	102	Fire Apparatus and Equipment	3
FIRE	103	Fire Fighting Strategy and Tactics	3
FIRE	109	Fire Department Specifications	3
FIRE	201	Fire Protection Systems	3
FIRE	204	Fire Service Hydraulics	3
PSAF	120	First Responder	3

TOTAL CREDITS   18

* Leads to taking the National Fire Protection Association Driver/ Operator
Exam, Indiana Department of Homeland Security First Responder
Certification Exam, Fire Officer Strategy and Tactics Exam, and/or
employment in a fire science profession, and/or completion of an associates
degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
PUBLIC SAFETY

FIRE PREVENTION AND INVESTIGATION CERTIFICATE*

FIRE	104	Building Construction Fire Service	3
FIRE	105	Fire /Arson Investigation	3
FIRE	108	Fire Inspection/Code Enforcement	3
FIRE	201	Fire Protection Systems	3
FIRE	202	Fire Service Management	3
PSAF	120	First Responder	3

TOTAL CREDITS   18

* Leads to taking the National Fire Protection Association Inspector I & Inspector II, the National Fire Protection Association Investigator I, the National Fire Protection Association Officer I & Officer II Certification Exams, employment in an arson, insurance adjuster, fire investigator or other fire science professions, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
PUBLIC SAFETY

FIRE SERVICE ADMINISTRATION CERTIFICATE*

FIRE	109	Fire Department Specifications	3
FIRE	202	Fire Service Management	3
BUSN	105	Principles of Management	3
POLS	112	State and Local Government	3
POLS	220	Public Administration	3
PSAF	121	Risk Management	3

TOTAL CREDITS   18

* Leads to taking a National Fire Protection Association Fire Officer I and Fire
Officer II Certification Exams, employment in a fire science profession,
and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF PUBLIC AND SOCIAL SERVICES
PUBLIC SAFETY

HAZARDOUS MATERIALS CERTIFICATE*

HAZM	200	EPA Regulations	3
HAZM	201	Contingency Planning	3
HAZM	203	Sampling Procedures	3
PSAF	115	Hazmat Awareness and Operations	3
PSAF	117	Hazardous Materials Technician	4
PSAF	121	Risk Management	3

TOTAL CREDITS   19

* Leads to taking the National Fire Protection Association Awareness, Operations and/or Technician Certification Exams, employment in a public safety related profession, and/or completion of an associates degree.

COLLEGEWIDE CURRICULUM OF RECORD
SCHOOL OF HEALTH SCIENCES
RESPIRATORY CARE

POLYSOMNOGRAPHY CERTIFICATE*

RESP	250	Beginning Polysomnography	3
RESP	251	Intermediate Polysomnography	3
RESP	252	Polysomnography Directed Practice I	3
RESP	253	Neurophysiology of Sleep	2
RESP	254	Intermediate Polysomnography II	3
RESP	255	Polysomnography Directed Practice II	3

TOTAL CREDITS 17

* Leads to eligibility requirements to sit for the Board of Registered
Polysomnographic Technology (BRPT) exam. A minimum of 6 to 18
months work experience in the field is also required to sit for the exam.

Career Certificates Awarded Statewide as of end of term 2009-10

2007-08	348
2008-09	483
2009-10	542

New Certificates Submitted for CHE Approval: **Projected Graduates:**

Program	Certificate Title	Total Credit Hours	Certification Title	2011	2012	2013	2014	2015
Automotive Technology	Electric and Hybrid Vehicle	21	ASE A-6 Automotive Electrical/Electronic Systems, New H-9 Transit Bus Hybrid Vehicle, NAFTC First Responder, and NAFTC First Responder Hybrid Electric Vehicle Safety Training	6	18	30	30	30
Automotive Technology	Alternative Fuels	18	ASE F-1 Alternate Fuels and CSA CNG Fuel System Inspector	6	18	22	22	25
Automotive Technology	Diesel Electronic Controls	18	ASE Medium/Heavy Truck Technician T-6 Electrical/Electronic Systems	6	15	15	15	15
Automotive Technology	Truck Chassis Systems	18	ASE Medium/Heavy Truck Technician T-5 Suspension and Steering and T-8 Preventive Maintenance Inspection	6	15	15	15	15
Early Childhood Education	Child Development Associate (CDA)	18	National Child Development Associate Certification	18	50	60	60	60
Early Childhood Education	Youth Development	18	Indiana Youth Development Certification	8	16	30	30	30
Electronics and Computer Technology	Automation Controls	18	Prepares for immediate empolyment as a PLC tech and begins preparation for ISA (Instrumentation Systems & Autommation)exam	6	15	20	25	25
Human Services	Elder Care Professional	21	Indiana Health Care Associate Activity's Director and Social Services Designee	0	12	24	24	24
Human Services	Direct Support Professional	17	Disability Support Professional	0	15	30	35	35
Human Services	Substance Abuse	16	NADAC Counselor in Training	6	12	18	25	25
Hospitality	Culinarian	18	National Certification as a Certified Culinaria through the Ameida Culinary Federation.	0	6	15	15	15
Hospitality	Hospitality Management	18	National Certification in ManageFirst Professional with 800 hours of work experience in the field	0	6	15	15	15
Hospitality	Certified Pastry Culinarian	18	National Certification as a Certified Pastry Culinarian through the American Culinary Federation	0	6	15	15	15
Medical Assisting	Medical Transcription	18	American Association of Medical Transcriptionist	0	15	30	30	30
Paramedic	Basic Emergency Medical Studies	16.5	Indiana Emergency Medical Technician Basic Skills Certification and National Registry Basic Written Certification	50	100	100	100	100
Public Safety	Driver/Operator	18	National Fire Protection Association Driver/Operator Exam, Indiana Department of Homeland Security First Responder Certification Exam, Fire Officer Strategy and Tactics Exam	0	18	24	24	24
Public Safety	Fire Prevention and Investigation	18	National Fire Protection Association Inspector I & Inspector II, National Fire Protection Association Investigator I, the National Fire Protection Association Officer I & Officer II Certification	0	18	24	24	24
Public Safety	Fire Service Administration	18	National Fire Protection Association Fire Officer I and Fire Officer II Certification	0	18	24	24	24
Public Safety	Hazardous Materials	19	National Fire Protection Association Awareness, Operations and/or Technician Certification	0	20	25	30	30
Respiratory Care	Polysomnography	17	Leads to eligibility requirements to sit for the Board of Registered Polysomnographic Technology (BRPT)	0	5	10	10	10
	TOTALS			**112**	**398**	**546**	**568**	**571**