


Florida State College at Jacksonville
Curriculum Proposal Form

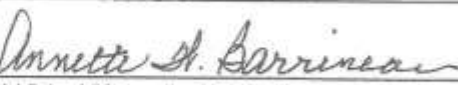
Proposal Information (Place an "X" in the box next to those that are applicable.)

Title	Entrepreneurship (6254) (T.C.) Program Replacement and Course Modification with Business Entrepreneurship (6257) (T.C.)			
	<input type="checkbox"/> New Course	<input type="checkbox"/> Modify Course	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Inactivate Course
Action(s)	<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Modify Program	<input type="checkbox"/> Other <i>Use this space to describe action.</i>


Faculty Proposal Originator(s)

Name(s)	Jon Lyon and Rick Dunham		
Telephone No.	381-3531 and 381-3653	Email	Jon.lyon@fscj.edu and Rick.dunham@fscj.edu
Signature			Date 11/17/16


Faculty Originator(s) Dean

Name(s)	Annette Barrineau		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 11/17/16

Faculty Originator(s) School Of Executive Chair/Campus President

Name(s)	Dr. Cedrick Gibson		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 11/18/16

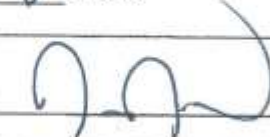
Associate Vice President or Executive Dean

Name(s)	Dr. Nancy Webster		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 5/11/17

Curriculum Committee Chair (Faculty Senate Chair)

Name(s)	Dr. John Woodard		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature	Approved via electronic vote		Date 5-18-17

Vice President of the College/Provost or Designee

Name(s)	Dr. John Wall		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 6/7/17

Curriculum Services Only	Date Received by Curriculum Services: 5-2-2017	Proposal Assigned Tracking Number: 2016-39
--------------------------	--	--

CS20150730

CURRICULUM ACTION INFORMATION

(For assistance, contact Curriculum Services at 632-3273. The curriculum package will be returned if incomplete)

1. **Identify the effective semester for implementation:** Fall Term, 2017 (20181)
This term should be a future term that would not affect current students negatively. All actions in this package will be effective during the term indicated, unless otherwise reflected. Example: Fall Term, 2012 (20131). Please refer to SACS guidelines in item 5 and Financial Aid guidelines in item 6 when selecting appropriate effective semester.
2. **Program proposals** require the following: Program Information (*Program layout for college catalog must be included-see most recent catalog for format and inclusion, you may request from Curriculum office*) OCP and workforce credit information must be included for all PSAV programs. **If applicable program layout must include information about “Record of Conviction of a Crime”, drug screen, background check, immunizations and any other information required for licensing or certifying agents.** All new programs must include information regarding Program Integrity.

All new programs and program modifications with significant changes must include a copy of the program assessment plan. Advisory committee minutes, detailing employer support for the new program or changes should also be included if applicable. Curriculum packages missing these elements if applicable to the program will be considered “incomplete” until received.

(Please “X” that you have included the following with your curriculum submission or indicate “n/a”):

<u>N/A</u>	Program Assessment Plan (required for new programs and significant program modifications)
<u>X</u>	Advisory Committee Minutes (if applicable, required for support of new program or requested changes)

Complete the following for all program submissions:

Program Title: Entrepreneurship -> Replace with: Business Entrepreneurship

Program Code: 6254 -> Replace with: 6257 (for new programs, please contact Curriculum Services for code assignment)

Degree Type: TC

School and Area (used for College Catalog): School of Business, Professional Studies and Public Safety

State CIP number: 0252070100 -> Replace with: 0552070308 Federal CIP number: 520701 -> Replace with: 520703

(New programs only, unless State requires change)

TABE SCORES (must be included for all new PSAV programs): N/A

SOC NAV# (if appropriate, assigned by MEI): N/A

Program information from most recent catalog must be included with changes identified.

Please note: If a program is no longer active or students will not be able to complete the program as originally registered, Program Inactivation form and paperwork must be submitted to Curriculum Services.

3. **Limited Access** - Limited Access programs are those that limit the admission of prospective students on the basis of capacity (i.e., the number of students whom the program can accommodate because of available seats).

Is this program limited access? _____ Yes No

If yes, please describe criteria.

4. **Additional Program Requirements:**

(1.) **Selective Access**- Selective access programs are those that admit prospective students who meet specific admissions criteria, including, without being limited to, grade point average (G.P.A.), entrance exams, scores, letters of application, letters of reference and/or professional background criteria (e.g., criminal background check, drug screening, medical examination, and/or professional licensure or certification). **N/A**

If this program is selective access, list requirements here, or you may insert on the catalog page included in this proposal.

(2.) **Occupation and Salary** - The following information is required by the FLDOE to provide detailed information to students leading to occupation and salary (must be included for all new programs or to submit changes to existing information).

For each of your Programs of Study, take the salary information from the Florida Department of Economic Opportunity, Occupational Employment and Wages <http://www.floridawages.com/eds.php> for each Standard Occupational Code (SOC) associated with your program of study.

SOC Code: 11-2011

Job Occupation: Advertising and Promotions Managers

Entry Salary: \$60,732

Median Salary: \$104,310

SOC Code: 11-2021

Job Occupation: Marketing Managers

Entry Salary: \$66,874

Median Salary: \$113,779

SOC Code: 11-2022

Job Occupation: Sales Managers

Entry Salary: \$72,931

Median Salary: \$123,370

Questions 5-7 are for new programs, substantially modified programs only, please review questions to assure you have met compliance and questions do not apply to this proposal submission.

5. **SACS Information** is required for all new and substantially modified programs:

Please answer the following questions to determine if you should complete the **substantive change intake form**:

(1.) Does this involve development of a new degree or certificate program? **Yes**

(2.) Does this new degree or certificate program involve a contract, MOU, grant, or consortium for the development or construction of all or part of a program or certificate? (This applies whether the College is outsourcing instruction or our College is providing the instruction for another organization or company.) **No**

(3.) Will this new degree or certificate program be offered via distance education? **Yes**

(4.) Does this involve instruction of courses delivered by Florida State College at Jacksonville instructors/employees at an off-campus location? **No**

(5.) Does this involve the closure of a program or certificate? **Yes.** Per the FLDOE 2017-18 curriculum frameworks, the current Entrepreneurship technical certificate directly articulates into the Marketing Management A.S. degree. The College does not offer the Marketing Management A.S. degree; therefore, it has been determined to replace the current Entrepreneurship technical certificate with the Business Entrepreneurship T.C, which, per the FLDOE 2017-18 curriculum frameworks, directly articulates into the Business Entrepreneurship A.S. degree. Although the College does not offer the Business Entrepreneurship A.S. degree, the frameworks for the Business Entrepreneurship technical certificate more closely align with the current Business Administration A.S. degree and associated technical certificate's, all of which the College currently offers. The implementation of the Business Entrepreneurship technical certificate will be a replacement to the current Entrepreneurship technical certificate.

If you answered yes to one or more of the self-assessment questions above, please complete the **substantive change intake form** found on the College's website: <http://www.fscj.edu/district/institutional-effectiveness/coc-substantive-chg.php> and return it, along with a copy of the curriculum proposal, via e-mail to the Office of Institutional Effectiveness and Accreditation. New programs or programs that require substantive change will require more time for approval. Please factor in time in implementation date.

6. **Financial Aid** (State requires 90 days response time on all **new eligible program**). Please identify by "yes or no" if this program is eligible for Financial Aid or any other Federal Funding. If so, identify specifics.

A financial aid eligible program would be:

At a school that qualifies as an institution of higher education, the following types of programs are eligible for federal student aid purposes:

- Program leads to an associate, bachelor's, professional, or graduate degree. **No.**
- Program of at least 2 academic years in duration that is acceptable for full credit toward a bachelor's degree, **No. The Business Entrepreneurship T.C, is approximately 5 months in length.**
- Program is at minimum of 1 academic year in duration that leads to a certificate, degree, or other recognized credential and prepares students for gainful employment in a recognized occupation (at least 600 clock hours or 24 credit hours). **No. The Business Entrepreneurship T.C, is offered at 12 credit hours.**

If you answered yes to any of the above, this program must be SACS and state of Florida approved. Please make sure your effective term incorporates length of time to get appropriate approval.

7. Is this program identified as **gainful employment** (yes or no, include explanation)? _____ Yes No

-
8. **Course Information** (Course Information includes (if applicable) (list prefix, number and title, credit hours and contact hours. Course Outlines must be included for all new and modified courses.
- New Courses:** (SCNS website: http://scns.fldoe.org/scns/public/pb_index.jsp will assist in course number selection.) List recommended prefix/number, title, credit hours, and contact hours as appropriate. (example: ENC 1101 English Composition I 3 credit hours/3 lecture hours) **None**
 - Course Modifications:** (course outlines are located at: <http://curriculum.fscj.edu/> and may be used to insert in package so modifications can be applied. Please make sure all changes are shown on outlines.) Modifications should be shown with strike-thru and either **RED** font for add or **highlights**, but changes should be clear. **DO NOT USE "TRACK" CHANGES IN WORD.**) (example: TRA 2222 Transportation I, change title to: Transportation; credits hours from 3 to 4) **None**
 - Course Inactivations (list prefix and number of each course):** **None**

9. **Identify if this is a General Education Requirement and if required** specified Category (Communication; Humanities; Mathematics; Natural Sciences (Biological or Physical, option A or B if appropriate) or Social & Behavioral Sciences.) – **ALL GER REQUIRED COURSES MUST BE SUBMITTED TO GER-SUBCOMMITTEE FOR APPROVAL PRIOR TO SUBMISSION TO CURRICULUM COMMITTEE.** **N/A**
10. **Effectiveness:** Please describe how current and past students are affected by this change, indicating how you plan to identify and resolve individual issues and how you plan to communicate these changes to affected students.
 This change has no impact on past students. Current students who are bound under the 2016-2017 or earlier catalogs will be able to complete the Entrepreneurship technical certificate by satisfying the current program requirements in the Fall term (20171), Spring term (20172), or Summer term (20173). Beginning Fall term (20181), students pursuing the Business Entrepreneurship technical certificate will be required to satisfy the new course requirements – take MAN 2021 instead of SBM 2000.
11. **Method of Instruction:** Should this course be offered in distance learning or other unique instructional format (please specify which format)? Why or why not? For assistance, see website:
<http://www.fscj.edu/mydegree/Future-Students/Academics/Distance-Learning-and-Online-Programs.html>
 All courses in the technical certificate are existing courses and each has been approved for all instructional formats – online, hybrid, and seated.
12. **Background (answer the following questions):**
- Is this a state requirement? New programs are State approved.
 The proposed replacement technical certificate aligns more closely with the current Business Administration A.S. degree.
 - What is the requirement and why must we implement it?
 Per the FLDOE, the College may offer technical certificates that do not directly articulate into current A.S. degree offerings, as long as the courses are offered at the College. However, it has been determined to be in the best interest of students to replace the current Entrepreneurship technical certificate with the Business Entrepreneurship technical certificate as the frameworks for the replacement technical certificate more closely align with the current Business Administration A.S. degree.
 - Has history shown students need this course/program for some reason?
 Students need the opportunity to earn technical certificates in Business and the opportunity to gain the associated skill sets required by the business industry.
 - Will this meet some specific workforce, university transfer or student success need?
 Yes, yes, and yes. Completers of any level of technical certificate will have an employment advantage in the workforce over those without the technical certificate. The proposed replacement will ladder the coursework in Business Entrepreneurship technical certificate to successive certificates embedded within the AS in Business Administration and to admission to FSCJ Business baccalaureate degrees, as well as transfer degree programs.
 - Are there partners, grant requirements, faculty collaborations or other reasons leading to the development of this course/program?
No
 - Please add any additional information to provide background for this submission.
 Per the FLDOE 2017-18 curriculum frameworks, the current Entrepreneurship technical certificate directly articulates into the Marketing Management A.S. degree. The College does not offer the Marketing Management A.S. degree; therefore, it has been determined to replace the current Entrepreneurship technical certificate with the Business Entrepreneurship T.C, which, per the FLDOE 2017-18 curriculum frameworks, directly articulates into the Business Entrepreneurship A.S. degree. Although the College does not offer the Business Entrepreneurship A.S. degree, the frameworks for the Business Entrepreneurship technical certificate more closely align with the current Business Administration A.S. degree and associated technical certificate's, all of which the College currently offers. The implementation of the Business Entrepreneurship technical certificate will be a replacement to the current Entrepreneurship technical certificate

13. Rationale/need for the above action(s).

- Is there a need for this course/program in our service district?

Yes. The approval of this proposal will provide students with the opportunity to earn technical certificates in Business that are ladderred to a degree plan.

- How will this impact student success for upper division instruction or job placement?

It is expected that student retention and persistence will increase and student completion-to-degree will also increase. An increase in persistence and student success in degree completion at the AS level will lead to an increase in matriculation/enrollment in the Business Bachelor degree programs at FSCJ. With an increased degree completion comes increased employment potential. An increased student degree completion translates to increased student success. With additional students completing an AS in Business Administration it is expected there will be an increase in applications and enrollment in upper division courses and programs to meet the workforce demand.

- If the College already has a similar course/program, why are we developing this program/course and what are the differences between the programs and courses? Yes. The current Entrepreneurship technical certificate will be replaced by the proposals Business Entrepreneurship technical certificate

- How many students and what businesses or transfer institutions will benefit? Does this course/program support a College goal or initiative?

This program is currently available.

- Please add any additional information to provide rationale for this submission.

Per the FLDOE 2017-18 curriculum frameworks, the current Entrepreneurship technical certificate directly articulates into the Marketing Management A.S. degree. The College does not offer the Marketing Management A.S. degree; therefore, it has been determined to replace the current Entrepreneurship technical certificate with the Business Entrepreneurship technical certificate which, per the FLDOE 2017-18 curriculum frameworks, directly articulates into the Business Entrepreneurship A.S. degree. Although the College does not offer the Business Entrepreneurship A.S. degree, the frameworks for the Business Entrepreneurship technical certificate more closely align with the current Business Administration A.S. degree and associated technical certificate's, all of which the College currently offers. The implementation of the Business Entrepreneurship technical certificate will be a replacement to the current Entrepreneurship technical certificate

- 14. Others Programs Impacted:** Programs or courses affected by this proposal: Identify other existing programs of study or courses that this proposal will affect, and explain how they will be affected. (Program title, program code, required or elective). N/A

- 15. Articulations:** If there are existing internal or external (inter-institutional) articulation agreements that will be impacted by this proposal request, please identify and contact as appropriate: Any current articulation agreements referencing the Entrepreneurship technical certificate. will be updated to reflect the proposed Business Entrepreneurship technical certificate.

- Courses intended for transfer and External Upper division articulations (2+2): Contact Liberal Arts Department at 632-3170.
- Internal articulations (PSAV to AS) and external articulations (Industry certification to AS): Contact Workforce Development at 632-3363 to update agreement. Copies of active internal and external agreements can be found here - <https://www.dropbox.com/sh/o39aqev4wqlbny8/AAC2KS5TnxuhIUBTDYfoxvGfa?dl=0>

- 16. Financial Information:** Special fees: A Special Fee Request form must be completed and sent to Finance, Attention: Controller. http://www.fccj.org/campuses/mccs/business_services/financial/forms/pdf/special-fee-request.pdf Budget and Department must be filled in for all new programs and courses. Please contact the Director of Budget and Financial Planning at 632-3142 with any budget questions. None recommended at this time.

Budget number: 401064

Department: Business

Must be provided for all NEW programs or curriculum package will not go for recommendation.

17. **Fiscal Notes:** This response must include specific information on the financial impact to students and the institution. This section should be concise, unless there are special circumstances related to the course/program. Please answer the following questions. *If answer yes, explanation must be included.

- Will there be unusual costs to students? **No**
- Are faculty salaries to teach course/program higher or lower than standard rates? **No**
- Will additional staff or faculty be required, and if so, what are the costs to the institution? **No**
- Will the institution have to purchase additional equipment, supplies, software, and/or materials not currently owned by the College? **No**
- Are there grant or business partnerships that will provide funds to establish the course/program? **No**
- Will business partnerships cover the course/program costs? **No**

18. **Evaluation:** This response requests specific information on how you will assess the effectiveness of the course/program as it benefits students and the college. This section is also concise but should address the following: **credit transfer course:** review of student enrollment, completion and grades, as well as students' ability to move to higher level courses if applicable; **credit or non-credit workforce:** review of student enrollment, completion, job placement, as well as business involvement in development, revision and evaluation of the course/program and student success; and **adult education courses** should include the same information as credit transfer courses but should also include job placement analysis.

This program will continue to be reviewed using current methods in place by the college, including monitoring enrollment, student progress, and graduation rates, as well as conducting surveys of students. Assessment data, goals, and plans for improvement for this program will be integrated into the annual program review and strategic planning.

19. Do you feel that this proposal will have any special impact on the recruitment and retention of disadvantaged students? **No.** If so, please explain.

20. Answer the following (if appropriate). Earn credit how many times: **N/A**
Writing Requirements course: _____ Yes **X** No
Grading Method or any special instructions (if other than standard): **N/A**

According to APM 09-0304-Curriculum Approval Process. The curriculum package with appropriate attachments must be e-mailed to curriculum@fscj.edu when finalized. If you have any questions, please call 632-3273. The curriculum services office is located at Administrative Offices, 301K. Our fax number is 632-3043.

~~Entrepreneurship (6254) (T.C.)~~ ← replace with Business Entrepreneurship (6257) (T.C.)

Technical Certificate

Mission/Purpose

The **Business** Entrepreneurship technical certificate provides the opportunity for students to gain the knowledge and skills required to be successful in opening up a small business including the development of a business plan, knowledge of the application for SBA and bank loans, basic accounting principles, and marketing strategies. A minimum grade of “C” or better must be achieved in all professional core courses.

Need More Information? Contact:

Sandra Beck, Downtown Campus, (904) 633-8380/5949 or sbeck@fscj.edu	REMOVE
Kent Campus Business Department, (904) 381-3704 or kentbusiness@fscj.edu	REMOVE
Janice Hall, North Campus, (904) 766-6705 or janice.hall@fscj.edu	REMOVE
Melissa Armstrong, Kent Campus, (904) 381-3772 or asbusiness@fscj.edu	ADD

Curriculum

Professional Courses

Credit Hours: 12

A minimum grade of “C” or better is required in all Professional Core courses.

ACG 2021 - Financial Accounting Credit Hours: 3

GEB 1011 - Introduction to Business Credit Hours: 3

MAR 2011 - Principles of Marketing Credit Hours: 3

~~SBM 2000 - Small Business Management Credit Hours: 3~~ ←REMOVE:

MAN 2021 – Principles of Management Credit Hours: 3 ←ADD:

Total Credit Hours: 12 / Program Length: 5 Months

Entrepreneurship (6254) (T.C.)

Technical Certificate

Student Alert: This program is pending SACSCOC approval for inactivation effective fall term 2017. No new students are being enrolled at this time. Students interested in an Entrepreneurship pathway should refer to the [Business Entrepreneurship \(6257\) \(T.C.\)](#) program.

Mission/

The Entrepreneurship technical certificate provides the opportunity for students to gain the knowledge and skills required to be successful in opening up a small business including the development of a business plan, knowledge of the application for SBA and bank loans, basic accounting principles, and marketing strategies. A minimum grade of “C” or better must be achieved in all professional core courses.

Need More Information? Contact:

Sandra Beck, Downtown Campus, (904) 633-8380/5949 or sbeck@fscj.edu	REMOVE
Kent Campus Business Department, (904) 381-3704 or kentbusiness@fscj.edu	REMOVE
Janice Hall, North Campus, (904) 766-6705 or janice.hall@fscj.edu	REMOVE
Melissa Armstrong, Kent Campus, (904) 381-3772 or asbusiness@fscj.edu	ADD

Curriculum

Professional Courses

Credit Hours: 12

A minimum grade of “C” or better is required in all Professional Core courses.

ACG 2021 - Financial Accounting Credit Hours: 3
GEB 1011 - Introduction to Business Credit Hours: 3
MAR 2011 - Principles of Marketing Credit Hours: 3
SBM 2000 - Small Business Management Credit Hours: 3:

Total Credit Hours: 12 / Program Length: 5 Months