The Office of Curriculum Services

PROGRAM AND COURSE CURRICULUM PROPOSAL

Curriculum Proposal Title:
Aviation Airframe Mechanics (5712) (W.C.) and Aviation Powerplant Mechanics (5734) (W.C.) Program and Course Inactivations

Curriculum Proposal Originator(s):
Professors Robert Crognale, John Mayes, Don Coy, Gary Davidson
PM David Dagenais
Dean Douglas Brauer

The Office of Curriculum Services Use Only
Once the Office of Curriculum Services receives a complete proposal with the required signatures, a tracking number will be assigned, and a thorough technical review will be conducted with findings communicated to the faculty members, instructional program managers or department chairs and directors or deans.

Date Received by the Office of Curriculum Services
April 4, 2019 (original format)
May 14, 2019 (revised format)

Tracking Number Assigned by the Office of Curriculum Services
2019-26
# Table of Contents

## I. Proposal Background and Summary
- Title and Actions
- Implementation Term
- Summary
- College Strategic Priorities
- Curriculum Collaborations
- Cost Analysis
- Articulation

## II. Program Information
- Framework
- Type
- School
- Identifier
- Labor Market Data
- Access
- Assessment Scores
- Support
- Occupational Completion Points (Clock Hour Only)
- Impact

## III. Program Accreditation
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Assessment
- SACSCOC Timeline School
- Specialized Assessment

## IV. Program Funding and Reporting
- Financial Aid
- Financial Aid Assessment
- Gainful Employment
- Gainful Employment Assessment

## V. Program Page
- College Catalog Layout
- Recommended Course Sequence by Term

## VI. Course Information
- Assignment
- Eligibility
- Identifier
- Impact

## VII. Course Outline
- College Layout
- Learning Outcomes and Assessment

## VIII. Addenda
- Faculty Support (Optional)
- Program Advisory Committee Meeting Minutes
- Program Inactivation (Notice to Students, District Board of Trustees Item and SACSCOS Approval)

## IX. Signatures

**Obtained by Proposal Originator(s) Prior to Submission to Curriculum Services**
- Faculty Member
- Instructional Program Manager or Department Chair
- Director or Dean

**Obtained by Curriculum Services on behalf of Proposal Originator(s)**
- Technical/Quality Review
- SACSCOC Liaison
- Associate Provost or Associate Vice President or Executive Director or Vice President of FSCJ Online and Workforce Education
- Curriculum Committee Chair
- Provost/Vice President of Academic Affairs
I. Proposal Background and Summary

All sections of the Curriculum Proposal form are required to be completed for all actions identified within the proposal. Specific questions pertaining to programs and courses are located in their respective sections of the form. Please refer to the Curriculum Committee calendar for critical dates and deadlines pertaining to the curriculum process.

Key Topics

- Title and Actions
- Implementation Term
- Summary
- College Strategic Priorities
- Curriculum Collaborations
- Cost Analysis
- Articulation
Title and Actions

Insert the title of the curriculum proposal and place an “X” in the box next to the action(s) identified within the proposal.

<table>
<thead>
<tr>
<th>Title</th>
<th>Aviation Airframe Mechanics (5712) (W.C.) and Aviation Powerplant Mechanics (5734) (W.C.) Program and Course Inactivations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action(s)</td>
<td>☐ New Program</td>
</tr>
</tbody>
</table>

Implementation Term

In the space provided, add the two-digit academic year, and then place an “X” in the box next to the requested academic term for implementation of the actions identified within the proposal. All new programs and substantially modified programs require the College’s District Board of Trustees, SACSCOC and Financial Aid approval. Please review the current Curriculum Committee calendar for critical due dates. Implementation term(s) for specific course(s) is/are also identified in the course section of this form.

| Academic Year | 2019 | Academic Term | 2198 | Academic Season | ☑ Fall | ☐ Spring | ☐ Summer |

Based on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy, many new programs are required to submit a prospectus and obtain approval from SACSCOC prior to implementation. See Program Accreditation for further information.

Summary

Provide a brief summary narrative and rationale of the actions identified within the proposal.

In the fall of 2017, the FLDOE added new college credit certificates as embedded options within the existing Aviation Maintenance Management A.S. degree. These new college credit certificates included options for Aviation Airframe Mechanics and Aviation Powerplant Mechanics. Unlike the College’s PSAV programs with the same titles and curricular content, these new college credit certificates allowed students interested in pursuing the A.S. degree the option of earning additional college credit credentials and served as mile markers towards degree completion as a whole.

Over the course of the 2017-18 academic year, faculty members, along with support from the program advisory committee members, the IPM and dean determined that student interest in the PSAV programs had completely declined; therefore, program staff and advisors successfully transitioned all existing students to the new college credit certificates.

As a result, this proposal seeks to inactivate the Aviation Airframe Mechanics (5712) (W.C.) and Aviation Powerplant Mechanics (5734) (W.C.) programs and coursework. The programs will become inactive at the end of summer term 2019 with no new enrollments beginning in the fall term 2019. The coursework within the programs will also be inactivated as it is not included in any other programs offered at the College.

Currently, there are no enrollments in the programs and all previously-enrolled students have either completed the programs or they have transferred to the college credit certificates under the same titles.
### College Strategic Priorities

Identify strategic priorities with which the actions in the proposal best align. New programs and substantially modified programs should support at least one (1) strategic priority. Please review the College’s Strategic Planning webpage in regard to the College’s strategic goal and associated strategic priorities.

<table>
<thead>
<tr>
<th>Strategic Priority</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Priority 1</td>
<td>Provide a student-centered education.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Priority 2</td>
<td>Impact community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Priority 3</td>
<td>Increase institutional capacity.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Curriculum Collaborations

Identify any business partnerships, grant requirements, or faculty collaborations that support the actions identified within the proposal. Provide a brief statement about the partnership and its collaborators:

<table>
<thead>
<tr>
<th>Collaboration Type</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Partnerships</td>
<td>Aviation Advisory Committee members are in full support of the program inactivations.</td>
<td>☒</td>
<td>No</td>
</tr>
<tr>
<td>Grant Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Collaboration</td>
<td>Aviation faculty worked in conjunction with the IPM and dean to ensure all students previously enrolled had either completed the programs as they entered and/or have been assigned the college credit programs.</td>
<td>☒</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Curriculum proposal originators are encouraged to gather additional support from their faculty discipline colleagues. See Disciplinary Faculty Support (Optional) (Addendum A) for further information.*

### Cost Analysis

Identify any new cost(s) to the College based on the actions identified within the proposal. Provide a brief cost analysis statement. Please do not include special fees in this section. Special fees attached to courses should be addressed with the Bursar’s office:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials/Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Articulation

Current **internal and external articulation agreements** are available online as a point of reference. Workforce Education and Economic Development: Internal articulations such as PSAV/Clock Hour/Workforce to Associate in Science and external articulations such as industry certifications to Associate in Science; and Liberal Arts and Sciences and Articulation: Courses intended for transfer to another institution and external upper-division articulations (2+2).

Will the actions identified within the proposal affect existing articulation agreements?

If YES, identify any existing articulation agreements designed to facilitate the timely completion of the identified action(s) within this proposal.

<table>
<thead>
<tr>
<th>Articulation Response</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Program Information

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a program (or of a course/courses within one or more programs), then complete this section prior to the Course Information section.

**Key Topics**

- Framework
- Type
- Identifier
- Labor Market Data
- Access
- Assessment Scores
- Support
- Completion Points (PSAV/Clock Hour Only)
- Impact
## Framework

The Florida Department of Education (FLDOE) classifies each program according to its discipline area/career cluster. The FLDOE compiles a curriculum framework for each program that identifies information such as program title, program hours, CIP code(s), SOC code(s), program standards and occupational completion points (PSAV only). The information requested below is assigned by the FLDOE according to the current edition of the academic year curriculum framework. The Office of Curriculum Services will assign the initial program code for all new programs. Existing programs must maintain their current program code unless previously discussed with the Office of Curriculum Services and the proposal is identified as a substantive change by the OIEA requiring SACSCOC notification.

### Type

Identify the program of study/degree type that best aligns with the actions identified within the proposal:

- **Bachelor of Science**
- **Bachelor of Applied Science**
- **Bachelor of Science in Nursing**
- **Associate in Arts**
- **Associate in Science**
- **Associate in Applied Science**
- **Technical Certificate**
- **Advanced Technical Certificate**
- **PSAV/Clock Hour/Workforce**
- **Advanced Technical Diploma**
- **Adult Studies**
- **Other** (Use this space to identify program type if not listed.)

### School

Identify the program of study/degree type that best aligns with the actions identified within the proposal:

- **Liberal Arts and Sciences**
- **Business, Professional Studies, and Public Safety**
- **Technology and Industry**
- **Health, Education, and Human Services**
- **Other** (Use this space to identify program school if not listed.)

### Identifier

Specify the program information and appropriate identification numbers that the actions within the proposal impact. The program code is assigned by the College. The program title, program hours and information for the State CIP Number are assigned by the FLDOE according to the current edition of the academic year curriculum frameworks. The information for the Federal CIP Number is assigned by the Federal Department of Education, National Center for Education Statistics...

<table>
<thead>
<tr>
<th>Program Title (Assigned by FLDOE)</th>
<th>Aviation Airframe Mechanics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Hours (Assigned by FLDOE)</td>
<td>1,350</td>
</tr>
<tr>
<td>State CIP Number (Assigned by FLDOE)</td>
<td>0647060703</td>
</tr>
<tr>
<td>Federal CIP Number (Assigned by USDOE-NCES)</td>
<td>470607</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Title (Assigned by FLDOE)</th>
<th>Aviation Powerplant Mechanics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Hours (Assigned by FLDOE)</td>
<td>1,350</td>
</tr>
<tr>
<td>State CIP Number (Assigned by FLDOE)</td>
<td>0647060801</td>
</tr>
<tr>
<td>Federal CIP Number (Assigned by USDOE-NCES)</td>
<td>470608</td>
</tr>
</tbody>
</table>

### Labor Market Data

Identify the labor market data that the actions within the proposal impact. The information for the SOC Number is assigned by the FLDOE according to the current edition of the academic year curriculum frameworks. The information for SOC NAV military programs is determined by the Service Members Opportunity Colleges. The information for specific salary range(s) for a particular SOC number is assigned by the Florida Department of Economic Opportunity, Occupational Employment and Wages. The information for estimated employment and growth is assigned by the Florida Department of Economic Opportunity, Employment Projections Data.

<table>
<thead>
<tr>
<th>Occupation Title</th>
<th>Aircraft Mechanics and Service Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC Number</td>
<td>49-3011</td>
</tr>
<tr>
<td>Entry Wage</td>
<td>$34,020</td>
</tr>
<tr>
<td>SOC NAV Number (Military &amp; Veteran Use)</td>
<td>N/A</td>
</tr>
<tr>
<td>Median Wage</td>
<td>$54,978</td>
</tr>
</tbody>
</table>
### Access

Identify the type of program access that best align(s) with the actions identified within the proposal. Program access **MUST BE** clearly identified on the catalog program page:

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limited Access:</strong></td>
<td>Programs that limit the admission of prospective students based on enrollment capacity (i.e., the number of students whom the program can accommodate because of available seats).</td>
</tr>
<tr>
<td></td>
<td>This program is limited due to FAA restrictions, faculty/student ratio requirements and class room/simulator availability.</td>
</tr>
<tr>
<td><strong>Selective Access:</strong></td>
<td>Programs 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).</td>
</tr>
<tr>
<td></td>
<td>FAA certified Repair Stations are required to have all employees complete drug screening and a criminal background check for employment. Completion of this program is intended to lead to employment in certain safety sensitive positions. To ensure your safety as well as your employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program.</td>
</tr>
<tr>
<td><strong>Open Access:</strong></td>
<td>Programs that do not limit the admission of prospective students due to available seats and/or the criteria for admission does not require specific additional standards.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**If YES, identify the specific program by title(s), code(s) and degree type(s).**

<table>
<thead>
<tr>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>This program</td>
</tr>
</tbody>
</table>

**If YES, identify the specific program by title(s), code(s) and degree type(s).**

<table>
<thead>
<tr>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA certified Repair Stations</td>
</tr>
</tbody>
</table>

**Assessment Scores**

Identify TABE assessment scores (English, Reading and Mathematics) that satisfy the exit criteria for the identified PSAV/Clock Hours/Workforce program(s). For other program types that require assessment(s), please use the space designated as "other" to identify those items specifically:

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Score</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>TABE - 9</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Reading</td>
<td>TABE - 10</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Mathematics</td>
<td>TABE – 10</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Support**

Provide information about the Program Advisory Committee support for the actions identified in the proposal. State mandated changes do not require Program Advisory Committee approval; however, documentation that indicates notification to Program Advisory Committee members is required.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Minutes (Addendum B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/11/2018</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**If YES, provide a brief summary of the Program Advisory Committee recommendations/vote and attach a copy of the meeting minutes in Addendum B.**

The PAC members support the inactivation of the two PSAV programs in full. Please see attached addendum B for summary of vote.
## Occupational Completion Points (Clock Hour Programs Only)

Identify Occupational Completion Points (OCPs) for all Clock Hour/Workforce programs that best align with the actions identified within the proposal. Provide a brief summary of each OCP. The information for OCPs is assigned by the FLDOE according to the current edition of the academic year curriculum frameworks.

| Occupational Completion Point(s) | N/A - the PSAV programs noted in this proposal are being inactivate; therefore, OCPs do not apply at this time. |

## Impact

Identify any impact based on the actions identified within the proposal. Provide a brief statement in response to each question:

### Will the actions identified within the proposal meet a specific student success, workforce, or university transfer need?

If YES, identify the specific student success, workforce and/or university transfer needs.

By inactivating the existing programs and offering the college credit certificate programs (AMT coursework via credit vs. non-credit), students now have more learning opportunities through core and/or elective coursework. Students will benefit from direct credit for the coursework instead of articulated credit as well as have financial aid barriers removed that are often associated with non-credit program and courses.

### Will additional programs of study be indirectly impacted by the actions identified within the proposal?

If YES, identify the specific program by title, program code and degree type. Also, include information about the impacted programs and the plan for addressing any concerns.

The Aviation Maintenance Administration (2365) (A.S.) degree currently includes articulated options for FSCJ – PSAV specific articulated coursework. This program will submit a future proposal to update the articulated language to include broader options for students who may transfer from other state College’s to FSCJ.

### Are currently enrolled and/or past term students affected by the actions identified within the proposal?

If YES, identify any concerns and how you plan to communicate the actions to currently enrolled and/or past term students. Include the approximate number of students impacted.

There are currently no students enrolled in either PSAV program. All students have either completed the PSAV programs and/or they have transitioned to the college credit options.

### Are the actions identified within the proposal based on student cohorts?

If YES, identify how the actions affect currently enrolled student cohorts and/or future term student cohorts.

N/A
### Impact (Continued)

**Will the actions identified within the proposal provide students with a teach-out plan in order to complete their program of study with minimal disruption or additional expense?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

If YES, identify the specific details of the teach-out plan, the length of time the teach-out plan will be maintained, and agreements for specific teach-out periods with other institutions.

> Because the College implemented the credit programs in the fall of 2018, students who were currently enrolled at that time were given the opportunity to change to the new program of study without disruption to their coursework. Students were also notified via letter of the pending inactivation and provided with the new program of study number and given opportunity to select the new option.

A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution’s accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

### Will the actions identified within the proposal affect students due to a program replacement and/or program inactivation?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

If YES, in Addendum C, attach a copy of the notification of program closure including alternate programs that may serve as transfer options and the length of time students have to complete their current program of study.

> Because the College implemented the credit programs in the fall of 2018, students who were currently enrolled at that time were given the opportunity to change to the new program of study without disruption to their coursework. The program will become inactive at the end of summer term 2019 with no new student enrollments beginning with the fall term 2019. The courses within the programs will also be inactivated as they are not included in any other programs offered at the College. Currently there are no enrollments in the program and all previously enrolled students have completed the program.

**For any program inactivation, the last term in which a student can enroll must be identified as the term immediately preceding the requested term for program closure (e.g., fall term 2018 = program closure; summer term 2018 = last enrollment term).**

### Will the actions identified within the proposal affect faculty and/or staff due to a program replacement and/or program inactivation?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

If YES, identify the impact on faculty and/or staff and the plan to address this impact.

> All full-time faculty are credentialed to teach the coursework within the college credit certificates.

### Will the effectiveness of the actions identified within the proposal be assessed and/or evaluated?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If YES, identify the methods of assessment and/or evaluation model you plan to utilize.

> N/A
III. Program Accreditation

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a program (or of a course/courses within one or more programs), then complete this section to determine if additional approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is required.

Key Topics

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Assessment
- SACSCOC Timeline
- Specialized Assessment
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Assessment

In order to maintain the College's continued accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), all originators are required to complete this section to determine if reporting to SACSCOC is required. Please contact the Office of Institutional Effectiveness and Accreditation (OIEA) at oiea@fscj.edu at the beginning of the proposal process to discuss the specific requirements for your proposed change to minimize the possibility of implementation delay.

If you answer YES to one or more of the questions below, complete the substantive change intake form found on the OIEA website. Timelines for the development and submission of reports to SACSCOC can also be found on the OIEA website.

Based on the information provided within the proposal, please identify if the proposal involves any of the following actions related to substantive change.

<table>
<thead>
<tr>
<th>The development of a new degree or certificate program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A contract, MOU, grant or consortium for the development of all or part of a new program or course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The inactivation of a degree or certificate program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>An increase or decrease in the total degree or certificate program hours by ≥25%?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adding or modifying coursework that requires new faculty, course content, equipment, facilities, library or other resources?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changing the program from clock hours to credit hours or vice versa?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The instruction of courses delivered by College faculty/instructors and/or employees at an off-campus location?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
</tr>
</tbody>
</table>

SACSCOC Timeline

Below is a list of common SACSCOC substantive changes and their requirements for approval. This list should serve as a guideline to help you prepare for your change. Please contact the Office of Institutional Effectiveness and Accreditation for information specific to your proposed change.

<table>
<thead>
<tr>
<th>Types of Substantive Change</th>
<th>Timeline for Contacting OIEA</th>
<th>Timeline for Submission to SACSCOC</th>
<th>Instrument to be submitted to SACSCOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Programs*</td>
<td>18 months prior to planned implementation</td>
<td>1. January 1 for implementation between July 1 – Dec. 31 2. July 1 for implementation between Jan. 1 – June 30</td>
<td>Prospectus (20+ page document describing how institution will administer change)</td>
</tr>
<tr>
<td>Altering program length by &gt;25%</td>
<td>12 months prior to planned implementation</td>
<td>1. January 1 for implementation between July 1 – Dec. 31 2. July 1 for implementation between Jan. 1 – June 30</td>
<td>Modified Prospectus (15+ page document describing how institution will administer change)</td>
</tr>
<tr>
<td>Initiating degree completion programs</td>
<td>18 months prior to planned implementation</td>
<td>1. January 1 for implementation between July 1 – Dec. 31 2. July 1 for implementation between Jan. 1 – June 30</td>
<td>Prospectus (20+ page document describing how institution will administer change)</td>
</tr>
<tr>
<td>Closure of a program</td>
<td>3-6 months prior to planned implementation</td>
<td>Immediately following internal decision to close (DBOT approval)</td>
<td>Letter of Notification. Must describe how students, faculty, and staff will be affected</td>
</tr>
<tr>
<td>Offering 25-49.9% of a program at an off-campus location</td>
<td>6 months prior to planned implementation</td>
<td>1. 3 months prior to planned implementation</td>
<td>Letter of Notification</td>
</tr>
<tr>
<td>Offering 50%+ of a program at an off-campus location</td>
<td>12 months prior to planned implementation</td>
<td>1. January 1 for implementation between July 1 – Dec. 31 2. July 1 for implementation between Jan. 1 – June 30</td>
<td>Prospectus (20+ page document describing how institution will administer change)</td>
</tr>
</tbody>
</table>

*Not all new programs will qualify for substantive change.

Specialized Assessment

Some programs may have specialized accreditation requirements that initiate a curriculum a change. If you need assistance in determining the specialized accreditation status and requirements of the program(s) affected in this proposal, please contact the Office of Institutional Effectiveness and Accreditation (OIEA) at oiea@fscj.edu.

If the program(s) identified in this proposal has/have a specialized accreditor, are the requirements of the accreditor, in whole or part, initiating this curriculum change? |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
</tr>
</tbody>
</table>

If YES, identify the title of the organization.
IV. Program Funding and Reporting

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a program (or of a course/courses within one or more programs), then complete this section to determine if additional approval from the Office of Federal Financial Aid is required.

For institutions that are **fully approved** by the U.S. Department of Education for Federal Financial Aid funding eligibility, approval is only required for new vocational programs that are greater than 24 credit hours in length or greater than 600 clock hours in length. In this scenario, Financial Aid is awarded to students in programs such as the Associate in Arts, Associate in Science or a Baccalaureate degree in conjunction with the notice to the U.S. Department of Education, Federal Financial Aid office.

For institutions that are **provisionally** approved by the U.S. Department of Education for Federal Financial Aid funding eligibility, approval is required for ALL new and modified programs regardless of credit hours in length or clock hours in length. Financial Aid will not be awarded to ANY student until the U.S. Department of Education Federal Financial Aid office approves funding. Please exercise caution when selecting an implementation term for new and/or modified programs as the approval process can take 12-18 months.

Gainful employment is applicable ONLY to the following types of programs:
- Career technical education training programs of at least one academic year in length and that lead to a clock hour/workforce certificate.
- Credentialed, non-degree programs such as credit programs requiring 24 or more credit hours or clock hour programs requiring 600 or more contact hours.

**Key Topics**

- Financial Aid
- Financial Aid Assessment
- Gainful Employment
- Gainful Employment Assessment
### Financial Aid

From the U.S. Department of Education, Office of Federal Financial Aid, in order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (associate, bachelor’s, graduate, or professional) or prepare students for "gainful employment in a recognized occupation."

The following includes the types of programs eligible to apply for Federal Financial Aid approval:

- The program leads to an associate’s, bachelor’s, professional, or graduate degree.
- The program is at least 60 credit hours (minimum 2 academic years) in duration and is acceptable as credit toward a bachelor’s degree.
- The program is at least 600 clock hours or 24 credit hours (minimum of 1 academic year) in duration and leads to a certificate, degree, or other recognized credential that prepares students for gainful employment in a recognized occupation.

If you answer YES to one or more of the questions below, contact the College’s office of Financial Aid at financialaid@fscj.edu for assistance with the Financial Aid process.

### Financial Aid Assessment

Based on the information provided within the proposal, please answer the following questions related to financial aid.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the program lead to an associate’s, bachelor’s, professional, or graduate degree?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the program at least 60 credit hours (minimum 2 academic years) in duration and acceptable as credit toward a bachelor’s degree?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the program at least 600 clock hours or 24 credit hours (minimum of 1 academic year) in duration and leads to a certificate, degree, or other recognized credential that prepares students for gainful employment in a recognized occupation?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If YES, identify the specific program by title(s), code(s) and degree type(s).

- Aviation Airframe Mechanics (5712) (W.C.)
- Aviation Powerplant Mechanics (5734) (W.C.)

### Gainful Employment

The following educational programs offered by Domestic Public and Domestic Nonprofit Institutions are Gainful Employment programs:

- Non-degree programs, including all certificate programs. Certificate programs include undergraduate certificate programs, post-baccalaureate certificate programs, graduate certificate programs, and postgraduate certificate programs. Note that awarding students one or more certificates as part of a degree program does not create Gainful Employment programs based upon the awarding of the certificate(s).
- Teacher certification programs, including programs that result in a certificate awarded by the institution and those where the institution itself does not provide a certificate but that consist of a collection of course work necessary for the student to receive a State professional teaching credential or certification.
- Approved "Comprehensive Transition Programs" for students with intellectual disabilities.

If you answer YES to one or more of the questions below, contact the College’s office of Financial Aid at financialaid@fscj.edu for assistance with the Financial Aid process as it relates to Gainful Employment.

### Gainful Employment Assessment

Based on the information provided within the proposal, please answer the following questions related to financial aid.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the program a career technical education training program of at least one academic year in length and that leads to a clock hour/workforce certificate?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the program a credentialed, non-degree program such as a credit program requiring 24 or more credit hours or clock hour program requiring 600 or more contact hours?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the program a teacher certification program that results in a certificate awarded by the institution and/or a program for which the institution itself does not provide a certificate but that consists of a collection of course work necessary for the student to receive a State professional teaching credential or certification?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the program an approved &quot;Comprehensive Transition Program&quot; for students with intellectual disabilities?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If YES, identify the specific program by title(s), code(s) and degree type(s).

- Aviation Airframe Mechanics (5712) (W.C.)
- Aviation Powerplant Mechanics (5734) (W.C.)
V. Program Page

In the space below, please insert a copy of the College Catalog program page. To illustrate the actions identified within the proposal, program(s) layout must use red font to add information and the strike-through feature to remove information. Please follow the College Catalog program page template for design consistency. A copy of the current College Catalog may be accessed online as a point of reference.

Key Topics

- College Catalog Layout
- Recommended Course Sequence by Term
Aviation Airframe Mechanics (5712) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

Student Alert: This program is preparing for inactivation with no new student enrollments beginning with the fall term 2019 (2198) pending approval from the College's DBOT and SACSCOC. For more information, please contact Instructional Program Manager David Dagenais at (904) 317-3821 or David.W.Dagenais@fscj.edu.

This is a Limited Access program.

Mission/Purpose

The mission of the Aviation Airframe Mechanic program is to serve the air transportation industry with highly trained individuals having the knowledge and skills for an entry-level technician in the aviation maintenance industry. The program produces qualified airframe technicians ready to perform aviation maintenance through practical training and education on Federal Aviation Administration standard methods, techniques, and skills via realistic experience with aircraft, avionics, engines, and their subsystems.

A minimum grade of "C" or better must be achieved in all professional coursework.

The Program

This Federal Aviation Administration (FAA)-approved program prepares you for a rewarding career in the commercial and general aviation industries. Instruction consists of academic as well as laboratory training designed to prepare you for the FAA written, oral and practical certificate examinations for the Airframe Mechanic rating. With this rating, you will be qualified for a position as an aviation maintenance technician with the FAA Airframe Rating. Note: It is recommended that students pursue both the airframe and powerplant ratings for maximum employment potential.

FAA certified maintenance technicians have the important responsibility of keeping aircraft and their equipment working safely and efficiently. They service, repair and overhaul various aircraft components and systems including airframes, landing gear, and electrical and hydraulic systems. Aviation maintenance technicians employed by the airlines perform either line maintenance work (for example, routine maintenance, servicing, or emergency repairs at airline terminals) or major repairs and periodic inspections at an airline's overhaul base. Aviation maintenance technicians in general aviation perform maintenance and repair tasks similar to those performed by airline mechanics, and they may work on small piston-engine or larger turbine-powered aircraft, depending on the specialty of business where employed.

Application Procedure

FAA certified Repair Stations are required to have all employees complete drug screening and a criminal background check for employment. Completion of this program is intended to lead to employment in certain safety sensitive positions. To ensure your safety as well as your employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program. Call the Aviation Maintenance department for instructions on
completing these requirements. Some students are required to take the TABE exams prior to enrolling and meet the target scores prior to graduation in this program unless the students currently possess equivalent ACT, SAT, or PERT scores within the past two years or an A.A., A.S., or bachelor's degree.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. In order to earn the Workforce Certificate, students must achieve or surpass the designated exit score(s) on the TABE (see fscj.edu/assessment/available-assessments/tabe/tabe-certificate) or qualify for a TABE waiver (see bit.ly/TABEwaiver). Students with prior coursework, test scores or licensing may qualify for a TABE waiver and can visit or contact any College Assessment and Certification Center (fscj.edu/assessment) to have the waiver processed and added to their individual student record. For students who do not meet the required TABE scores and need assistance in order to meet the exit requirement(s), the College offers remediation through the Applied Academics for Adult Education (8525) (N.C.) program. Remediation consists of tutoring, referral to online resources and/or completion of the following coursework in Reading, Mathematics and Language:

- **AAE 0001A - Comprehensive Skills in Reading, Mathematics and Language (Face-to-Face)** Contact Hours: 32.
- or **AAE 0001N - Comprehensive Skills in Reading, Mathematics and Language (Online)** Contact Hours: 32.

Students interested in this program should be advised by the instructor or Program Manager before enrolling in coursework.

**Need More Information? Contact:**

Program Department at (904) 317-3824 or Patricia.H.Conway@fscj.edu
Program Advisor at (904) 779-4200

**More Information Online**

- Career Information from the FAA: faa.gov/mechanics/become/

**Applied Academics for Adult Education (AAE)**

---

Students who have satisfactory test scores are not required to take the following courses:

- **AAE 0001A - Comprehensive Skills in Reading, Mathematics and Language (Face-to-Face)** Contact Hours: 32.
- or **AAE 0001N - Comprehensive Skills in Reading, Mathematics and Language (Online)** Contact Hours: 32.

**Curriculum**
Aviation Maintenance General Technician Coursework

Contact Hours: 450

*A minimum grade of "C" or better is required in all Aviation Maintenance General Technician coursework.

**Note:** These courses are required and prepare students to pursue a career in aviation maintenance, repair and overhaul operations.

- **AMT 0701 - Aviation Maintenance Technology General I** Contact Hours: 112.5
- **AMT 0702 - Aviation Maintenance Technology General II** Contact Hours: 112.5
- **AMT 0703 - Aviation Maintenance Technology General III** Contact Hours: 112.5
- **AMT 0704 - Aviation Maintenance Technology General IV** Contact Hours: 112.5

*General courses are identical between Airframe and Powerplant programs of study and only need to be completed once for both programs.

Professional Coursework

Contact Hours: 900

*A minimum grade of "C" or better is required in all Professional coursework.

- **AMT 0712 - Aviation Maintenance Technology Airframe I** Contact Hours: 225
- **AMT 0713 - Aviation Maintenance Technology Airframe II** Contact Hours: 225
- **AMT 0714 - Aviation Maintenance Technology Airframe III** Contact Hours: 225
- **AMT 0717 - Aviation Maintenance Technology Airframe IV** Contact Hours: 225

Total Contact Hours: 1,350
Aviation Powerplant Mechanics (5734) (W.C.)

Workforce Certificate (PSAV/Clock Hour program)

Student Alert: This program is preparing for inactivation with no new student enrollments beginning with the fall term 2019 (2198) pending approval from the College's DBOT and SACSCOC. For more information, please contact Instructional Program Manager David Dagenais at (904) 317-3821 or David.W.Dagenais@fscj.edu.

This is a Limited Access program.

Mission/Purpose

The mission of the Aviation Powerplant Mechanic program is to serve the air transportation industry with highly trained individuals having the knowledge and skills for an entry-level technician in the aviation maintenance industry. The program produces qualified powerplant technicians ready to perform aviation maintenance through practical training and education on Federal Aviation Administration standard methods, techniques, and skills via realistic experience with aircraft, engines, and their subsystems.

The Program

This FAA-approved program prepares students for a rewarding career in the general and commercial aviation industries. Instruction consists of academic as well as laboratory training designed to prepare students for the FAA written, oral, and practical certificate examinations for the powerplant rating. Students will be qualified for a position as an aviation maintenance technician certified to work on aircraft powerplants and their systems. Note: It is recommended that students pursue both the airframe and powerplant ratings for maximum employment potential.

FAA certified maintenance technicians have the important responsibility of keeping aircraft powerplants and their equipment working safely and efficiently. They service, repair, and overhaul various aircraft components and systems including propellers and fuel and ignition systems. Aviation maintenance technicians employed by the airlines perform either line maintenance work (for example, routine maintenance, servicing, or emergency repairs at airline terminals) or major repairs and periodic inspections at an airline's overhaul base. Aviation maintenance technicians in general aviation perform maintenance and repair tasks similar to those performed by airline mechanics, and they may work on small piston-engine or larger turbine-powered aircraft, depending on the specialty of the business where employed.

A minimum grade of "C" or better must be achieved in all professional coursework.

Application Procedure

FAA certified repair stations are required to have all employees complete drug screening and a criminal background check for employment. Completion of this program is intended to lead to employment in certain safety sensitive positions. To ensure your safety as well as your employability in the widest possible manner, all students are required to submit drug screening and criminal background check results to the Aviation Department prior to enrolling in the program. Call the Aviation Maintenance Department for instructions on
completing these requirements. Some students are required to take the TABE exams prior to enrolling and meet the target scores prior to graduation in this program unless the students currently possess equivalent ACT, SAT, or PERT scores within the past two years or an A.A., A.S. or bachelor's degree.

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. In order to earn the Workforce Certificate, students must achieve or surpass the designated exit score(s) on the TABE (see fscj.edu/assessment/available-assessments/tabe/tabe-certificate) or qualify for a TABE waiver (see bit.ly/TABEwaiver). Students with prior coursework, test scores or licensing may qualify for a TABE waiver and can visit or contact any College Assessment and Certification Center (fscj.edu/assessment) to have the waiver processed and added to their individual student record. For students who do not meet the required TABE scores and need assistance in order to meet the exit requirement(s), the College offers remediation through the Applied Academics for Adult Education (8525) (N.C.) program. Remediation consists of tutoring, referral to online resources and/or completion of the following coursework in Reading, Mathematics and Language:

- **AAE 0001A - Comprehensive Skills in Reading, Mathematics and Language (Face-to-Face)** Contact Hours: 32.
  - or **AAE 0001N - Comprehensive Skills in Reading, Mathematics and Language (Online)** Contact Hours: 32.

Students interested in this program should be advised by the instructor or Program Manager before enrolling in coursework.

For further information regarding testing, call (904) 779-4129.

**Need More Information? Contact:**

Pat Conway, Cecil Center, (904) 317-3824 or Patricia.H.Conway@fscj.edu, or Program Advisor at (904) 779-4200

**Applied Academics for Adult Education (AAE)**

Students who have satisfactory test scores are not required to take the following courses:

- **AAE 0001A - Comprehensive Skills in Reading, Mathematics and Language (Face-to-Face)** Contact Hours: 32.
  - or **AAE 0001N - Comprehensive Skills in Reading, Mathematics and Language (Online)** Contact Hours: 32.

**Curriculum**

**Aviation Maintenance General Technician Coursework**

Contact Hours: 450
A minimum grade of "C" or better is required in all Professional coursework.

**Note:** These courses are required and prepare students to pursue a career in aviation maintenance, repair and overhaul operations.

- *AMT 0701 - Aviation Maintenance Technology General I*  Contact Hours: 112.5
- *AMT 0702 - Aviation Maintenance Technology General II*  Contact Hours: 112.5
- *AMT 0703 - Aviation Maintenance Technology General III*  Contact Hours: 112.5
- *AMT 0704 - Aviation Maintenance Technology General IV*  Contact Hours: 112.5

*General courses are identical between Airframe and Powerplant programs of study and only need to be completed once for both programs.

**Professional Coursework**

Contact Hours: 950

A minimum grade of "C" or better is required in all Professional coursework.

- **AMT 0821 - Aviation Maintenance Technology Powerplant I**  Contact Hours: 225
- **AMT 0822 - Aviation Maintenance Technology Powerplant II**  Contact Hours: 225
- **AMT 0823 - Aviation Maintenance Technology Powerplant III**  Contact Hours: 225
- **AMT 0824 - Aviation Maintenance Technology Powerplant IV**  Contact Hours: 225

**Total Contact Hours: 1,350**
VI. Course Information

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a course or courses, then complete this section.

Key Topics

- Assignment
- Identifier
- Eligibility
- Impact
The Florida Department of Education (FLDOE) compiles a curriculum framework for each program that includes curriculum benchmark standards required for the course(s) identified within a program. Not all course(s) are included within a program as some may be identified as electives. The FLDOE classifies each course according to its discipline area and prefix. Course information is maintained via the State Course Numbering System (SCNS). The organizational schema for SCNS utilizes a three-letter prefix and four-digit identification. The first digit denotes the course level (freshman, sophomore, etc.) and is recommended by each institution, while the three-letter prefix and three-digit number are utilized for categorization of content. Each course number may include a lab code ("L") that denotes a laboratory or a combination code ("C") that denotes a combination lecture/laboratory course.

### Identifier

Identify the course(s) that are affected by the actions identified within the proposal. Include course prefix/number and course title. Include the implementation term for each course. Carefully consider any impact a new, modified, inactivated or reactivated course may have on current and/or future term students.

<table>
<thead>
<tr>
<th>Prefix/Number</th>
<th>Title</th>
<th>Effective Term (e.g., Fall 2018 (2188))</th>
<th>Dept ID</th>
<th>New</th>
<th>Modify</th>
<th>Inactivate</th>
<th>Reactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 0701</td>
<td>Aviation Maintenance Technology General I</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0702</td>
<td>Aviation Maintenance Technology General II</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0703</td>
<td>Aviation Maintenance Technology General III</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0704</td>
<td>Aviation Maintenance Technology General IV</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0712</td>
<td>Aviation Maintenance Technology Airframe I</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0713</td>
<td>Aviation Maintenance Technology Airframe II</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0714</td>
<td>Aviation Maintenance Technology Airframe III</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0717</td>
<td>Aviation Maintenance Technology Airframe IV</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0821</td>
<td>Aviation Maintenance Technology Powerplant I</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0822</td>
<td>Aviation Maintenance Technology Powerplant II</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0823</td>
<td>Aviation Maintenance Technology Powerplant III</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMT 0824</td>
<td>Aviation Maintenance Technology Powerplant IV</td>
<td>Fall Term 2019 (2198)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Department ID is to be added by academic administrators for instructional payment.
## Eligibility

Identify any eligibility requirement(s) that may be associated with a course action identified within the proposal:

<table>
<thead>
<tr>
<th>Gordon Rule of Writing Requirement?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If YES, identify the specific course prefix/number and course title, and address any concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The following statement must be added to each communication course identified as “Gordon Rule” eligible: This course fulfills the “Gordon Rule” writing requirement and must be completed with a grade of “C” or higher (pursuant to State Board of Education Rule 6A-10.030).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per State Board of Education Rule 6A-10.030(a) a College student must successfully complete the following: Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gordon Rule of Computation Requirement?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If YES, identify the specific course prefix/number and course title, and address any concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The following statement must be added to each mathematics course identified as “Gordon Rule” eligible: This course fulfills the “Gordon Rule” computation requirement and must be completed with a grade of “C” or higher (pursuant to State Board of Education Rule 6A-10.030).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per State Board of Education Rule 6A-10.030(b) a College student must successfully complete the following: Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework that may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earn Credit More Than Once?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If YES, identify the specific course prefix/number and course title, and address any concerns.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Impact

Identify any impact that the actions identified within the proposal may have on another course(s) (e.g., prerequisite or corequisite changes). Provide a brief summary statement in the space below:

<table>
<thead>
<tr>
<th>Will additional course(s) be impacted by the actions identified within the proposal?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If YES, identify the specific course prefix/number and course title, and address any concerns.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VII. Course Outline(s)

In the space below, please insert a copy of the current College course outline(s). To illustrate the actions identified within the proposal, course outline(s) must use red font to add information and the strike-through feature to remove information. Please follow the College course outline template for design consistency. A copy of the current College course outline(s) may be accessed online as a point of reference.

Key Topics

✓ College Layout

✓ Learning Outcomes and Assessment
The following courses will be inactivated at the end of summer term 2019 with no new enrollments beginning in the fall term 2019. The courses are not offered within any other programs at the College and currently do not have students enrolled.

- AMT 0701 - Aviation Maintenance Technology General I  Contact Hours: 112.5
- AMT 0702 - Aviation Maintenance Technology General II  Contact Hours: 112.5
- AMT 0703 - Aviation Maintenance Technology General III  Contact Hours: 112.5
- AMT 0704 - Aviation Maintenance Technology General IV  Contact Hours: 112.5
- AMT 0712 - Aviation Maintenance Technology Airframe I  Contact Hours: 225
- AMT 0713 - Aviation Maintenance Technology Airframe II  Contact Hours: 225
- AMT 0714 - Aviation Maintenance Technology Airframe III  Contact Hours: 225
- AMT 0717 - Aviation Maintenance Technology Airframe IV  Contact Hours: 225
- AMT 0821 - Aviation Maintenance Technology Powerplant I  Contact Hours: 225
- AMT 0822 - Aviation Maintenance Technology Powerplant II  Contact Hours: 225
- AMT 0823 - Aviation Maintenance Technology Powerplant III  Contact Hours: 225
- AMT 0824 - Aviation Maintenance Technology Powerplant IV  Contact Hours: 225
VIII. Addenda

Identify any addenda that will enhance the proposal submission.

Key Topics

✓ Faculty Support (Optional)

✓ Program Advisory Committee Meeting Minutes

✓ Notice to Students of Program Inactivation
ADDENDUM A
Faculty Support (Optional)

**Faculty Support**
Curriculum proposal originator(s) are strongly encouraged to solicit support from faculty members and to gather feedback through discussion at disciplinary, departmental and/or programmatic meetings prior to proposal submission to the Office of Curriculum Services at curriculum@fscj.edu. Please note that obtaining additional faculty members’ support is highly recommended but not required as part of the signatory process.

**Faculty Correspondence**
Was the proposal submitted electronically to faculty members for review and feedback?  
If YES, please provide the date of the electronic correspondence.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Faculty Meeting(s)**
Was a disciplinary, departmental and/or programmatic meeting held to review the actions identified in the proposal? If YES, please provide the date of the meeting.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>04/02/2019</td>
<td></td>
</tr>
</tbody>
</table>

If a vote was taken during the meeting, please provide the number of faculty votes for “yes,” “no,” or “abstention.”

<table>
<thead>
<tr>
<th></th>
<th># Yes Votes</th>
<th># No Votes</th>
<th># Abstention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Provide a summary of the reasons that the disciplinary council, departmental and/or programmatic committee decided to support or not to support the proposal.

All Faculty agree that it is in the best interest of the students to offer the program as credit vs. PSAV non-credit. Since all students are being enrolled in the credit program, it will only lead to confusion on behalf of the students to retain the PSAV programs in the college catalog.

**Faculty Review and Comments**
A summary of faculty members’ comments appears below; comments may also be submitted anonymously.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If additional space is required for faculty comments, please insert additional pages as needed.
ADDENDUM B
Program Advisory Committee Meeting Minutes

Notice to Program Advisory Committee Members
On 5/11/2018, an electronic vote was conducted in which Advisory Committee members were asked to vote in response to the program/course modifications. All Advisory Committee members voted in full support of the changes with a “YES” vote.

- Jeff Richardson
- Matt Eaton
- Juan Blanco
- Max Suter
- Marge Pitts
- John Leenhous

On May 11, 2018, at 12:29 PM, Dagenais, David W. <David.W.Dagenais@fscj.edu> wrote:

Good Morning Advisory Committee Members,

When we conducted our meeting last week, even though we discussed the curriculum modifications listed below, we forgot to ask for a vote of concurrence. Please review the statements below and provide your vote of support as soon as you can. If you have any questions I’ll be glad to answer any questions you may have.

Thanks for your support.
David

The 2018-19 FLDOE curriculum frameworks for the Aviation Maintenance Management Associate in Science now includes two College credit certificates: one in Aviation Airframe Mechanic and Aviation Powerplant Mechanic. The College currently offers the PSAV (workforce certificate) versions of these programs and has determined that in order to better serve students it would be advantageous to modify the existing AMM program to embed the new certificates beginning with the fall term 2018. As part of the development of the new certificates, the College will phase out (inactivate) the existing PSAV programs and provide students the opportunity to select the credit options as their program of study. Existing students who move from the PSAV programs to the credit programs will be awarded credit via an existing articulation agreement for coursework already complete.

As a valued advisory committee member please kindly provide your feedback and/or cast your “YES” or “NO” vote to designate support of these curricular actions.

David W. Dagenais
Aviation Program Manager
Aviation Center of Excellence
Florida State College at Jacksonville
13450 Lake Fretwell St.
Jacksonville, FL 32221
904-317-3821 PH. 904-317-3838 FAX dwdagena@fscj.edu

May 12, 2018, at 11:46 AM, Jeff Richardson UTAS <Jeff.Richardson@utas.utc.com> wrote:

Thank you for the excellent presentation and discussion of these curricula at the meeting. I vote yes on both.

Jeff Richardson

On May 12, 2018, at 6:54 AM, Matt Eaton <general1954@gmail.com> wrote:

I vote yes.
On Sat, May 12, 2018, 9:52 AM Juan Blanco <n1855dd@yahoo.com> wrote:

Yes on both

Juan Blanco

On May 11, 2018, at 2:34 PM, Max Suter <madmaxx@retusgroup.com> wrote:

David,

I vote yes.

Max Suter
Office (904) 384-4445
Fax (904) 384-2229
Mobile (904) 614-1717

I vote YES in support of the curriculum modifications.

Marge Pitts
Human Resources
Neptune Tech Services, Inc.

My vote is yes to both changes.

John Leenhouts
President & CEO
ADDENDUM C
Program Inactivation

Notice to Students of Program Inactivation

Date

Student Name
Address
City, State, Zip

Dear Student Name:

We care about you and your success at Florida State College at Jacksonville, which is why you are receiving this important communication regarding your program of study. The College administration, faculty, staff and advisory committee, have decided to inactivate the Aviation Airframe Mechanic (5712) (PSAV) and Aviation Powerplant Mechanic (5734) (PSAV) programs. These program inactivations will be effective at the end of summer term 2019 with no new enrollments beginning with the fall term 2019. If you are not currently an active student within these programs of study, please contact a student success advisor at 904-779-4200 to update your College record.

Students will have until the end of summer term 2019 to complete their coursework within the existing Aviation Airframe Mechanic (5712) (PSAV) and Aviation Powerplant Mechanic (5734) (PSAV) programs; however, students will have the option of selecting the Aviation Airframe Mechanics (6115) (T.C.) or Aviation Powerplant Mechanics (6117) (T.C.) programs if they wish to continue their curricular studies as well as earn credit toward the Aviation Maintenance Management (2150) (A.S.) degree program.

Please note that beginning in the fall term 2019 the course(s) within the Aviation Airframe Mechanic (5712) (PSAV) and Aviation Powerplant Mechanic (5734) (PSAV) programs (see below) will no longer be offered as part of the College’s current inventory.

- AMT 0701 - Aviation Maintenance Technology General I  Contact Hours: 112.5
- AMT 0702 - Aviation Maintenance Technology General II  Contact Hours: 112.5
- AMT 0703 - Aviation Maintenance Technology General III  Contact Hours: 112.5
- AMT 0704 - Aviation Maintenance Technology General IV  Contact Hours: 112.5
- AMT 0712 - Aviation Maintenance Technology Airframe I  Contact Hours: 225
- AMT 0713 - Aviation Maintenance Technology Airframe II  Contact Hours: 225
- AMT 0714 - Aviation Maintenance Technology Airframe III  Contact Hours: 225
- AMT 0717 - Aviation Maintenance Technology Airframe IV  Contact Hours: 225
- AMT 0821 - Aviation Maintenance Technology Powerplant I  Contact Hours: 225
- AMT 0822 - Aviation Maintenance Technology Powerplant II  Contact Hours: 225
- AMT 0823 - Aviation Maintenance Technology Powerplant III  Contact Hours: 225
- AMT 0824 - Aviation Maintenance Technology Powerplant IV  Contact Hours: 225
Please contact your instructional program manager as soon as possible so that they can assist you in ensuring that your records are up-to-date and to discuss changing your program of study to one of the options noted above. Additionally, our student success advisors can provide you with suggestions concerning other program options to assist you in making your future academic and career decisions.

We wish you continued success as you complete your program of study at Florida State College at Jacksonville and are here to assist you. Please let us how we can support you in meeting your educational goals.

Sincerely,

David W. Dagenais
Program Manager FAA Certification A&P School
Aviation Center of Excellence
Florida State College at Jacksonville
13450 Lake Fretwell St., ACE-H0112
Jacksonville, FL 32221
Phone: 904-317-3821
Email: david.w.daganais@fscj.edu

CC: File
Notice to College District Board of Trustees

CS will submit to the DBOT for approval.

Notice to/from SACSCOC

OIEA will submit to the SACSOC for approval.
IX. Signatures

Signatures of the faculty member(s), instructional program manager(s) or department chair(s) and dean(s) must be obtained prior to submission to the Office of Curriculum Services at curriculum@fscj.edu.

The Office of Curriculum Services will obtain signatures of the SACSCOC Accreditation Liaison, Associate Provost or Vice President of Online and Workforce Education, Curriculum Committee Chair (Faculty Senate President) and the Provost/Vice President of Academic Affairs.

**Signatures Obtained by Proposal Originator(s)**

- Faculty Member(s)
- Instructional Program Manager(s) or Department Chair(s)
- Director(s) or Dean(s)

**Signatures Obtained by Curriculum Services on behalf of Proposal Originator(s)**

- Technical and Quality Review
- SACSCOC Liaison
- Associate Provost or Associate Vice President or Executive Director or Vice President of FSCJ Online and Workforce Education
- Curriculum Committee Chair
- Provost/Vice President of Academic Affairs
Faculty Members are encouraged to gather additional support from their disciplinary faculty colleagues. Please review the Faculty Support (Optional) (Addendum A) for further information.

Instructional Program Manager –or– Department Chair

Name(s)  David Dagenais
Title(s)  PM
Provisions  Support  Do Not Support  Support with Conditions Noted
Comments
Signature  SEE ORIGINAL BELOW FROM RETIRED FORM  Date

Director –or– Dean

Name(s)  Dr. Douglas Brauer
Title(s)  Dean
Provisions  Support  Do Not Support  Support with Conditions Noted
Comments
Signature  SEE ORIGINAL BELOW FROM RETIRED FORM  Date

NOTE: The original submission included a retired program inactivation form. Copies of the original submission form are found on pages 38 – 42.

Should the technical review process conducted by the Office of Curriculum Services result in findings that may cause significant modification to the original proposal, then revised signatures of support from the faculty member(s), instructional program manager(s) or department chair(s) and dean(s) may be requested and/or required.
### Office of Curriculum Services Technical and Quality Review

<table>
<thead>
<tr>
<th>Provisions</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Review Complete</td>
<td>RN</td>
<td>4/5/2019</td>
</tr>
<tr>
<td>Quality Review Complete</td>
<td>RN</td>
<td>5/13/2019</td>
</tr>
</tbody>
</table>

**Comments**

5/13/2019: Per conversation with IPM, converted information as submitted on retired program inactivation form to new standard template form. Requested signatures from faculty to indicate support of these inactivations.

### SACSCOC Accreditation Liaison

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Dr. Marie F. Gnage</th>
</tr>
</thead>
</table>

**Provisions**

- [ ] Does not constitute a substantive change; no further information required.
- [ ] Possibly constitutes a substantive change; liaison will request further information.
- [x] Constitutes a substantive change; liaison will request further information.

**Comments**

The closure of the two W.C. programs are substantive changes. The Accreditation Liaison will seek SACS approval of the closures.

**Signature**

Date: 5/14/19

*The SACSCOC Accreditation Liaison must review to determine if the proposal constitutes a substantive change that is a significant modification or expansion in the nature and scope of an accredited institution. See Program Accreditation for further information.*

### Associate Provost Baccalaureate, Career and Technical Education

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Dr. Sheri Litt</th>
</tr>
</thead>
</table>

| Title(s) | Associate Provost Baccalaureate, Career and Technical Education |

**Provisions**

- [x] Support
- [ ] Do Not Support
- [ ] Support with Conditions Noted

**Comments**

**Signature**

Date: 5/16/19
**Curriculum Committee Chair (Faculty Senate President)**

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Dr. John Woodward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Recommend</td>
</tr>
<tr>
<td></td>
<td>☐ Do Not Recommend</td>
</tr>
<tr>
<td></td>
<td>☐ Recommend with Conditions Noted</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>5/16/19</td>
</tr>
</tbody>
</table>

Once the proposal has been presented to the Curriculum Committee and a recommendation has been made, the Office of Curriculum Services will forward the proposal along with any supporting documentation to the Provost/Vice President of Academic Affairs with a request for review and signature.

**Provost/Vice President of Academic Affairs**

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Dr. John Wall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Approve</td>
</tr>
<tr>
<td></td>
<td>☐ Do Not Approve</td>
</tr>
<tr>
<td></td>
<td>☐ Approve with Conditions Noted</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Once the proposal has been reviewed by the Provost/Vice President of Academic Affairs and an approval decision has been determined with corresponding signature support, the proposal will be returned to the Office of Curriculum Services for systems input and updates that include the PeopleSoft Course Catalog, the College Catalog, official Course Outlines and the State Course Numbering System (SCNS). Upon completion of systems input and updates, the Office of Curriculum Services will notify via email correspondence the Office of Admissions and Records, the Office of Financial Aid, the College’s web team, Curriculum Committee members, faculty members, instructional program managers or department chairs, and directors or deans of proposal completion.

In order to maintain consistent record keeping, the Office of Curriculum Services requests confirmation via return email receipt of completed proposal actions from the Office of Admissions and Records and the Office of Financial Aid.

Should a proposal require District Board of Trustees (DBOT) and/or SACSCOC approval prior to implementation, the Office of Curriculum Services will notify the appropriate departments via email correspondence.
The following pages represent the original program inactivation request which was submitted on a previously retired form. The information has been included as reference only. The faculty, IPM and dean have worked directly with Curriculum Services to update the content to the latest approved proposal form.
Proposal 2019-26

PROGRAM INACTIVATION FORM

(All information must be completed for inactivation to be approved.)

Date Submitted: 04/02/2019

Program of Study Name: Aviation Powerplant Mechanic

Program of Study (POS) Number: 5734

*Inactivation Effective Term: 2198/ Fall 2019

*NOTE: Effective term recommended for inactivation must be decided based on students transferred to another comparable program, no students in program or opportunity for student to complete existing program (which means future term). Please check Orion to assure students will not be negatively impacted based on this action. From Orion Main Menu: AD SO BA, then enter program ID and effective term. Program cannot be inactivated during term students have entered.

Campus: Cecil Aviation Center

Dean/Program Manager: David Dagenais

Program Inactivation due to:

- State Mandate
- CPR Targeted
- Low Enrollment
- Low Completion
- Low Placement
- X Other (describe below)

Teach-out Plans (Required by SACSCOC) (all information must be provided): A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information (all areas must be completed):

1. An explanation of how affected parties (students, faculty, and staff) will be informed of the impending closure. There are currently no students enrolled in this program. All students who were enrolled were transitioned to Aviation Maintenance Management (2150) in Fall 2018 term.

2. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense (copy of letter to students required).
   Any student who was in this program have had their courses articulated to program 2150

3. Signed copies of teach-out agreements with other institutions, if any must be attached.
   Indicate: yes X no

4. How faculty and staff will be redeployed or helped to find new employment.
   All full time faculty have been fully credentialed to teach the same courses as credit.
5. Brief Description of Reasons for Program Inactivation:
A decision was made to offer the aviation maintenance AMT courses as credit vice non-credit in order for the students to benefit from direct credit for the course work instead of articulated credit and to remove financial aid barriers that are associated with non-credit courses.

Does this program currently have students enrolled? yes X no
(If yes, support documents must be included regarding student notification.)

Inactivation approved by the program’s advisory Board? X yes X no

Any financial impact to College or loss of faculty? yes X no
If you answered yes above, please explain below:

Please indicate how students were notified (if appropriate). (Copy of letter sent to students must be included.)

Program Student Options:

_____ Option 1  Appropriate POS for student transfer:

_____ Option 2  Specified period of time for program completion: Terms
(Identify program range (example: 20131-20132) to allow time for students to complete program.)

End term program for study: Term

End term for program-specific courses: Term

Program removed from catalog and marketing pages: Month/Day/Year

APPROVALS (all signatures are required):

Program Manager: [Signature]  Date: 3/02/2019
Campus Dean: [Signature]  Date: [Signature]
Campus President: NA  Date: 
Executive Dean: [Signature]  Date: 
AVP, Educational Programs: [Signature]  Date: 
Vice President of the College: [Signature]  Date: 

After signed by the Vice President of the College, please return to Curriculum Services. For college-wide programs, attach a list of individuals who participated in the development of the inactivation plan.
PROGRAM INACTIVATION FORM

(All information must be completed for inactivation to be approved.)

Date Submitted: 04/02/2019

Program of Study Name: Aviation Airframe Mechanic

Program of Study (POS) Number: 5712 *Inactivation Effective Term: 2198/ Fall 2019

*NOTE: Effective term recommended for inactivation must be decided based on students transferred to another comparable program, no students in program or opportunity for student to complete existing program (which means future term). Please check Orion to assure students will not be negatively impacted based on this action. From Orion Main Menu: AD SO BA, then enter program ID and effective term. Program cannot be inactivated during term students have entered.

Campus: Cecil Aviation Center Dean/Program Manager: David Dagenais

Program Inactivation due to:  

________ State Mandate

________ CPR Targeted ______ Low Enrollment

____ Low Completion

____ Low Placement

__X____ Other (describe below)

Teach-out Plans (Required by SACSCOC) (all information must be provided): A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution’s accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information (all areas must be completed):

1. An explanation of how affected parties (students, faculty, and staff) will be informed of the impending closure. There are currently no students enrolled in this program. All students who were enrolled were transitioned to Aviation Maintenance Management (2150) in Fall 2018 term.

2. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense (copy of letter to students required). Any student who was in this program have had their courses articulated to program 2150

3. Signed copies of teach-out agreements with other institutions, if any must be attached.

   Indicate: _____ yes  __X____ no

4. How faculty and staff will be redeployed or helped to find new employment.

   All full time faculty have been fully credentialed to teach the same courses as credit.
5. Brief Description of Reasons for Program Inactivation:
A decision was made to offer the aviation maintenance AMT courses as credit vice non-credit in order for the student to benefit from direct credit for the course work instead of articulated credit and to remove financial aid barriers that are associated with non-credit courses.

Does this program currently have students enrolled? ___ yes ___ no
(If yes, support documents must be included regarding student notification.)

Inactivation approved by the program’s advisory Board? ___ yes ___ no

Any financial impact to College or loss of faculty? ___ yes ___ no
If you answered yes above, please explain below:

Please indicate how students were notified (if appropriate). (Copy of letter sent to students must be included.)

Program Student Options:

___ Option 1    Appropriate POS for student transfer: ____________________________

___ Option 2    Specified period of time for program completion: ___________ Terms
(Identify program range (example: 2013-20132) to allow time for students to complete program.)

End term program for study: ___________ Term

End term for program-specific courses: ___________ Term

Program removed from catalog and marketing pages: ____________________________ Month/Day/Year

APPROVALS (all signatures are required):

Program Manager: ____________________________ Date: 4/26/2019

Campus Dean: ____________________________ Date: 5/6/2019

Campus President: ____________________________ Date: ____________

Executive Dean: ____________________________ Date: ____________

AVP, Educational Programs: ____________________________ Date: ____________

Vice President of the College: ____________________________ Date: ____________

After signed by the Vice President of the College, please return to Curriculum Services. For college-wide programs, attach a list of individuals who participated in the development of the inactivation plan.

Revised 2014_06_03CS