FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

i. Program Change Form – Modify minimum BPS age
ii. Program Change Form – Modify minimum hours for admission to BPS
iii. Program Change Form – Modify BPS core admissions requirements

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   
   
   Date: 9/30/2015

2. Signature of Academic Dean:

   
   
   Date: 9/30/2015

3. Signature of Provost:

   
   
   Date: ____________

4. Signature of Business Affairs (only for course fees):

   
   
   Date: ____________

   [ ] fee approved on ____________

   [ ] BOT approval pending

5. Signature of Curriculum Committee Chair:

   
   
   Date: ____________

6. Signature of Budget Committee Chair (only for new programs):

   
   
   Date: ____________

7. Signature of Academic Planning Committee Chair (only for new programs):

   
   
   Date: ____________

8. Signature of Faculty Senate Secretary:

   
   
   Date: ____________

Date Approved by Faculty Senate: ____________
FACULTY CURRICULUM COMMITTEE
CHANGE/DELETE PROGRAM FORM

Instructions:
- Please fill out all of the portions of the form that are specified in section B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the detailed instructions on the website.
- Please feel free to contact the committee chair with any remaining questions you might have.

A. CONTACT INFORMATION.
Name: Godfrey Gibbison Phone: 3-3596 Email: gibbisonga@cofc.edu
School: Professional Studies Department or Program: Bachelor of Professional Studies
Name and Acronym of Major: BPS

B. CATEGORY OF REVIEW. Please check all that apply, then fill out the specified parts of the form.
☐ Change Request (fill out all sections)
  ☐ Change admissions requirements
  ☐ Add an existing course to requirements or electives
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☐ Terminate Program (fill out E, G, H, and I)
  ☐ Terminate degree
  ☐ Terminate major
  ☐ Terminate concentration
  ☐ Terminate cognate

C. GENERAL INFORMATION
Number of Current Credit Hours (for existing program): ______________
Number of Proposed Credit Hours (for changed program): ______________
Catalog Year in which changes will take effect: FALL __2016 __________

D. CURRICULUM. Please list every change you are making below AND attach the current Program of Study Worksheet for this major (http://registrar.cofc.edu/program-of-study-resources/program-of-study-worksheets/index.php) with changes marked in RED. Additions should show where the course will be inserted, deletions should be noted by crossing out the course, and moves indicated with arrows. Distinguish between required and elective courses, and note any prerequisites, co-requisites, sequencing, or other restrictions. Provide the catalog description and course list exactly as they should appear in the catalog. For each new course, submit the Curriculum Committee's Course Form and a sample syllabus.

This form was last updated on 6/6/2013 and replaces all others.
E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and why you are making it.

I am requesting to change the minimum admission age for the BPS to 21. Prospective students who are between 21 and 24 years of age who have completed some college, stopped out and are fulltime employed are currently not been served by the College. These students are currently not candidates for BPS because they are below the minimum age threshold. While main campus might have a number of majors of interest to these students they are not candidates for main campus because main campus majors are not available at the times of day when these students can take classes. They are therefore not a population currently served by the College, and those who seek to complete a degree are forced to contemplate a less desirable option, such as Strayer or Limestone. Since they are not candidates for the BA or BS degrees, BPS offers the sole option for these students at the College. BPS courses are offered in the evenings (after 6:00 p.m.) on weekdays, and during the daytime on Saturdays. Many BPS courses are offered in the express terms during fall and spring semesters. Approximately 1 in 4 BPS courses are available online (in some cases face-to-face options are also offered for students who do not want online courses).

A recent study by the National Student Clearinghouse (2014) indicates that this population of students is quite significant. Approximately 31.5 million working Americans have some college and no degree. Among the individuals considered “potential completers,” that is, individuals who have completed multiple terms of enrollment with at least 2 years’ progress towards a degree, nearly 44 percent are between 20 and 23 years of age.

Our accepted definition of an adult student does not fit this population of students. Even though these students are younger than our traditional definition of adult student, they are attending college like adults, having dropped out at some point. And they are probably more likely to be able to complete college because they do not yet have the obligations associated with family life.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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<th>Student Learning Outcomes</th>
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G. IMPACT ON EXISTING PROGRAMS AND COURSES. Please describe the impact of this request on other programs and courses. If you are deleting a program, please describe the effect on all programs that will be impacted; if you are adding or changing a program, please explain any overlap with existing programs at the College.

This change will have little or no impact on the BA or BS. As noted earlier (section C) individuals between the age of 20 and 23 years make up more than 4 in 10 of the population with 60 or more hours of college credit and no degree. However, they are currently not served by the College given the options available. They most likely are employed full-time and can only complete their degree during non-traditional hours. They are not candidates for programs offered exclusively during the day-time. Since they will take most, if not all, of the courses at North Campus they will not impact existing programs or courses.

Based on national trends and the data available on the Charleston region, we expect this change to increase the number of students enrolled in the BPS by approximately 50 students in the next three years. There is significant capacity to handle new BPS enrollments. Several BPS courses and courses offered in support of the program could manage twice as many students before the full capacity is reached, necessitating additional sections. If this change is implemented by fall 2016, it is expected to have a cumulative impact on BPS revenue of approximately $800,000 by FY2019, and a sustained annual addition to revenue of over $500,000 when matured in FY2020.

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Additional Students</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>$101,250</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>$303,750</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>$506,250</td>
</tr>
<tr>
<td>Cumulative</td>
<td>50</td>
<td>$820,125</td>
</tr>
</tbody>
</table>

This form was last updated on 6/6/2013 and replaces all others.
H. COSTS ASSOCIATED WITH THE REQUESTED ACTION. List all of the new costs or cost savings (including new faculty/staff requests, library, or equipment) associated with your request.

I. CHECKLIST

☐ I have completed all relevant parts of the form.

☐ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ I have attached a Course Form for each newly-created or modified course.

☐ (For proposals that affect other departments in any way) I have attached an acknowledgement from the relevant department.

☐ I have provided the complete curriculum for the program, concentration, emphasis, etc., including the description and course list, exactly as it should appear in the catalog.

☐ I have submitted one Signature Form that lists all of the different forms I am submitting.

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1 Assuming 22.5 credit hours per year (including summer), and $450 per credit hour tuition rate.

II Assuming in steady state this change will increase enrolment by 50 students, students will take on average 3 years to complete their degree and 10 percent attrition (BPS retention is over 90%).
Instructions:
- Please fill out all of the portions of the form that are specified in section B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the detailed instructions on the website.
- Please feel free to contact the committee chair with any remaining questions you might have.

A. CONTACT INFORMATION.

Name: Godfrey Gibbson           Phone: 3-3596       Email: gibbison@cofc.edu
School: Professional Studies    Department or Program: Bachelor of Professional Studies
Name and Acronym of Major: BPS

B. CATEGORY OF REVIEW. Please check all that apply, then fill out the specified parts of the form.

☐ Change Request (fill out all sections)
  ☒ Change admissions requirements
  ☐ Add an existing course to requirements or electives
  ☐ Add a new course to requirements or electives (attach completed course form for each)
  ☐ Delete courses from requirements or electives
  ☐ Add or modify concentration*
  ☐ Add or modify cognate*

*Note: Only concentrations and cognates requiring 18 or more credit hours will be tracked in Banner and Degree Works and noted on the transcript.

☐ Terminate Program (fill out E, G, H, and I)
  ☐ Terminate degree
  ☐ Terminate major
  ☐ Terminate concentration
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C. GENERAL INFORMATION

Number of Current Credit Hours (for existing program): __________
Number of Proposed Credit Hours (for changed program): __________
Catalog Year in which changes will take effect: FALL __2016_______

D. CURRICULUM. Please list every change you are making below AND attach the current Program of Study Worksheet for this major (http://registrar.cofc.edu/program-of-study-resources/program-of-study-worksheets/index.php) with changes marked in RED. Additions should show where the course will be inserted, deletions should be noted by crossing out the course, and moves indicated with arrows. Distinguish between required and elective courses, and note any prerequisites, co-requisites, sequencing, or other restrictions. Provide the catalog description and course list exactly as they should appear in the catalog. For each new course, submit the Curriculum Committee's Course Form and a sample syllabus.

This form was last updated on 6/6/2013 and replaces all others.
Students who apply to the BPS are required to present earned college credits that fulfill the following core requirements:

<table>
<thead>
<tr>
<th>BPS Core (existing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral and Written Communication (6-7 credits)</td>
</tr>
<tr>
<td>- English 101 or English 110</td>
</tr>
<tr>
<td>- Public Speaking (COMM 104 or Equivalent)</td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts (6 credits)</td>
</tr>
<tr>
<td>- Art History/Music App/Theatre App (choose 1)</td>
</tr>
<tr>
<td>- Philosophy/Religious Studies/Ethics/Literature (choose 1)</td>
</tr>
<tr>
<td>History (3 credits)</td>
</tr>
<tr>
<td>- History – US/European/World (choose 1)</td>
</tr>
<tr>
<td>Social and Behavioral Sciences (6 credits)</td>
</tr>
<tr>
<td>- Psychology/Sociology/Anthropology/Political Science/Economics or Geography (choose 2 courses from 2 different disciplines)</td>
</tr>
<tr>
<td>Natural Science (8 credits, 2 lecture/lab combinations)</td>
</tr>
<tr>
<td>- Chemistry/Physics/Biology/Astronomy or Geology</td>
</tr>
<tr>
<td>Mathematics (6 credits)</td>
</tr>
<tr>
<td>- Statistics (Math 104 or 250)</td>
</tr>
<tr>
<td>- One additional Math course beyond college algebra</td>
</tr>
</tbody>
</table>

The following change to the admissions requirement is being proposed (see highlighted areas):

<table>
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<th>BPS Core (proposed)</th>
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<tr>
<td>Natural Science/Mathematics (12 credits)</td>
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<td>- Statistics (Math 104 or 250)</td>
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<td>- One additional Math course beyond college algebra</td>
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<td>- An additional 3 hours to be fulfilled by either an additional MATH or natural science or Logic</td>
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E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and why you are making it.

**Humanities and Fine Arts:** There appears to be no specific reason that this requirement has this built-in rigidity, except that the proposal for the BPS was developed based on a plan for the now defunct DegreeSC idea. Students often present with 6 credit hours from two different disciplines as required. However, in several cases the student either has completed six hours among this set (Art History/Music App/Theatre App) or this set (Philosophy/Religious Studies/Ethics/Literature), resulting in students having to complete at least one additional course in order to complete their degree. This does not appear to have been the intention of the committee when the program was developed.

**Science/Mathematics:** This change is intended to bring the BPS core into alignment with the requirements for the AA and AS degrees as South Carolina technical colleges. It is intended to create a smoother pathway from the associates to the bachelor's degree. By bringing the BPS into alignment with the requirements for the two-year degree, there is greater incentive for technical college students who are interested in the BPS to complete their two-year degree at the technical college because there will be no additional core requirements beyond the two-year degree. There is every indication that the BPS committee intended for the program to create the opportunity for a 2+2 opportunity for Trident Technical College students and this modification to the admission requirements will create this intended opportunity.

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This change will have no impact on the BA or BS degrees. First, transfer students who have earned 24 credit hours at a regionally accredited institution can already apply to the College. Students in this population who are seeking a BA or BS major and find the College an attractive option already have access to the College. The specific targets of this change are prospective students who are not able to access (due to the time when classes are offered) or are not interested in a BA or BS major. Therefore they are currently excluded from the College. Second, the BPS application has been separated from the BA and BS application. Students who apply for the BPS will not be able to “transfer” to the BA or BS. They will have to reapply and be reevaluated by BA/BS application committee. Since successful applicants will take most, if not all, of the courses at North Campus they will not impact existing programs or courses in the BA and BS of programs.

This change is not expected to significantly modify BPS enrolment. The main benefit of this change is that it will facilitate the creation of 2+2 agreement with Trident Tech and other SC Technical colleges because it simplifies the transferability of credits from the AA and AS to the BPS. A secondary but important benefit is that it reduces the time to degree (and cost of degree) for the population already applying to the program.

H. COSTS ASSOCIATED WITH THE REQUESTED ACTION. List all of the new costs or cost savings (including new faculty/staff requests, library, or equipment) associated with your request.

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FACULTY CURRICULUM COMMITTEE
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E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and why you are making it.

I am requesting to change the minimum number of prior credit hours completed for admission to BPS from 60 hours to 30 hours.

There are two reasons for requesting this change. First, a recent study by the National Student Clearinghouse (2014) indicates that the population of students with “some college” is quite significant. Approximately 31.5 million working Americans have some college and no degree. Only 3.8 million of the 31.5 million individuals have the equivalent of 2+ years of college credit completed. The vast majority of the prospect pool, attended college for multiple semesters but earned fewer than 60 credit hours. In other words, only just over 10 percent of prospective students have earned 60 or more hours of college credit, which is a part of the current BPS admission requirement. When the additional BPS criterion of 24 years is added to the admission criteria, the prospective population dwindles by 45 percent.

If we apply these percentages to the number of individuals in the Charleston region who have completed “some college,” and assuming only about 50 percent of prospective students have a 2.6 or higher GPA, the potential pool of students in Charleston region is between 2,500 and 3,000. That is to say, when the current BPS admission criteria are applied to the prospect pool of approximately 100,000 individuals in this region, the resulting actual prospect pool is fewer than 3000 individuals. This is a very thin recruitment pool, especially since the College operates in a very crowded adult degree completion market and there are less expensive options. There are at least 12 institutions offering viable options to these students.

The fact that only 150 students have applied for the BPS program with 79 enrolling over the past two years is directly related to this issue. The combination of admissions criteria leaves only the thinnest possible pool of prospective students.

The second reason for requesting this change is that it is a way to respect the students who have been recruited to the program and who selected the College of Charleston. Considerable effort goes into convincing students that they should rearrange their entire lives and return to college at age 40 (BPS students are on average 38 years of age) and complete a degree. At the same time we deny them the chance to be called a Professional Studies student because they have earned fewer than 60 hours. It takes from them their only attachment to the College and denies them their identity.

Students tend to stop-in and stop-out of college and attend part-time in some instances. Achieving 30 hours of college credit is a quarter of the way to completing a degree, and for some students it represents two years of study. It is worth noting that nearly one-third of the students enrolled in BPS are CofC stop-outs.

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<td>$354,375</td>
</tr>
<tr>
<td>3</td>
<td>25</td>
<td>$607,500</td>
</tr>
<tr>
<td>Cumulative</td>
<td>60</td>
<td>$1,002,375$</td>
</tr>
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$^2$ Assuming in steady state this change will increase enrollment by 60 students, students will take on average 3 years to complete their degree and 10 percent attrition (BPS retention is over 90%).