



**BACCALAUREATE PROPOSAL  
APPLICATION Form No. BAAC-02**

Section 1007.33(5)(d), Florida Statutes, and Rule 6A-14.095, F.A.C., outline the requirements for a Florida College System baccalaureate program proposal. The completed Proposal form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). In addition, a printed version shall be mailed to the Division of Florida Colleges at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399-0400.

The proposal requires completion of the following components:

- Program summary
- Program description
- Workforce demand and unmet need
- Planning process
- Enrollment projections and funding requirements
- Student costs: tuition and fees
- Program implementation timeline
- Facilities and equipment specific to program area
- Library and media specific to program area
- Academic content
- Program termination
- Appendix tables
- Supplemental materials

Florida College System Institution Name: State College of Florida-Manatee Sarasota  
 Florida College System Institution President: Dr. Carol F. Probstfeld

**PROGRAM SUMMARY**

1.1 Program Name: **Supervision and Management**

1.2 Degree type:  Bachelor of Science  Bachelor of Applied Science

1.3	How will the program be delivered	<input type="checkbox"/> Face-to-face	<input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online only
1.4	(check all that apply): List the counties in the college's service district:	Manatee County & Sarasota County	
1.5	Degree CIP code (4 or 6 digit):	52.0201	
1.6	Anticipated program implementation date:	Fall 2019 8/15/2019	

<p>1.7 What is the primary associate degree pathway for admission to the program?</p>	<p>Associate of Science Degrees in: Multiple: Accounting Technology, Business Administration-Business Entrepreneurship, Business Administration-Management, Business Administration-Marketing, Computer Information Technology, Technology Project Management.</p>	
<p>1.8 Is the degree a STEM focus area?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>1.9 List program concentration(s) (if applicable)</p>	<p>Supervision and Management, International Business and Trade, Technology Management, Governmental/Nonprofit Accounting</p>	
<p>1.10 Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**PROGRAM DESCRIPTION**

2.1 Describe the program.

As per F.A.C. 6A-14.095(3), this Baccalaureate Proposal requests that SCF add a new BAS Degree in Supervision and Management (BAS-SM). The Bachelor of Applied Science (BAS-SM) degree in Supervision and Management is a 2+2 AS to BAS that provides graduating students with the knowledge and skills necessary for mid-level and high-level managerial positions within organizations and businesses. This degree proposal consists of a primary Supervision and Management BAS degree with four concentrations, Supervision and Management, International Business and Trade, Technology Management, and Governmental/Nonprofit Accounting. Two of the proposed concentrations are existing BAS degree programs in Technology Management (TM) and International Business and Trade (IBT) which will be transitioned into the new BAS-SM degree. This new structure of a single BAS-SM degree with four concentrations provides an improved ability of students to delay their decision on degree concentration until later in their program of study and to facilitate institutional synergies of student advising, faculty coordination, and management effort for a single BAS degree rather than separate degrees with closely related pathways.

Online delivery of the BAS-SM degree will provide flexibility for current students and working professionals with limited access to campus programs while not discouraging attendance by on-campus students. While the entire BAS-SM degree will be offered fully online, it will not preclude the offering of specific courses common to multiple concentrations in a hybrid or F2F modality where student interest exists. As the specific purpose of the degree is to serve students in Manatee and Sarasota county, this will assist in meeting the needs of students in our service area by allowing them to work and

complete their degree in the most flexible manner. The value-added nature of this degree transition is particularly suited to working professionals and owners/operators of small businesses.

The four identified concentrations in the BAS-SM consist of two existing BAS degrees that will revert to concentrations under this degree proposal in International Business and Trade and Technology Management.

The International Business and Trade concentration prepares students to become global business professionals, providing them with the knowledge, skills, and experience necessary for successful careers innovating, leading and managing in a global business environment. Employment opportunities for program graduates include information technology, manufacturing, import/export management, logistics, sales and marketing, supply chain management, international travel, hospitality, and tourism.

The Technology Management concentration provides the means for students to develop skills needed to enhance business competitiveness by leveraging information technology, assessing the impact of technology advances on business, and interacting effectively with executive management as a strategic business partner. Employment opportunities for program graduates include managerial positions in a variety of fields, including computer and information systems, higher education, manufacturing, purchasing, local government, transportation, storage and distribution, logistics, engineering, and construction.

The Supervision and Management concentration provides the student the opportunity to develop the skills to act as a first or second-line supervisor in a variety of occupations. This concentration builds on the core curriculum for students interested in a more general supervision and management career field, allowing the student to develop and apply leadership skills most suited to working with people in a variety of technology functions and projects. In addition to the specific AS degrees leading to the BAS-SM degree, this concentration would be suited for current non-BS degree holders who already hold supervisory positions to improve their skills while earning a BAS degree to increase their earning potential in their chosen field and to fill existing demand for bachelor's degree graduates.

The Governmental and Nonprofit Accounting and Financial Reporting concentration is designed to allow the AS in Accounting Technology to specialize in areas related specifically to employment in state and local government agencies and nonprofit institutions at all levels while being qualified for supervisory positions in those institutions.

Separate Associate Degree pathways will exist for students transitioning into the BAS-SM degree depending on which the specific AS degree being transferred. The primary entry into this program will come from our existing students who have completed SCF AS degrees as follows: AS degrees in Accounting Technology, Business Administration Entrepreneurship, Business Administration Management, Business Administration

Marketing, Computer Information Technology, and Technology Project Management as noted in 1.7. Students who express interest in the BAS-SM degree prior to completion of their AS degree will be advised using specific degree advising worksheets to facilitate their transition into the BAS degree, but a separate acceptance procedure into the degree will be required. Students in other AS degree programs who seek the BAS-SM degree will be advised using program advising worksheets to ensure they are course-compliant with the BAS-SM curriculum.

AA degree completers are not targeted as candidates for entry into this degree by agreement with USFSM and recognized with their Letter of Support. However, the proposed BAS-SM degree does not preclude associate in arts degree seekers from declaring pursuing the BAS-SM degree or from seeking advisement for an appropriate lower division course of study to prepare them for the BAS-SM degree. No associate in arts degree seeking students will be enrolled as upper division students upon declaring their intended baccalaureate degree program; they will be required to engage in a separate admissions process for the completion of the BAS-SM after completion of their associate degree or sixty credit hours.

### **WORKFORCE DEMAND AND UNMET NEED**

#### **3.1 Describe the career path and potential employment opportunities for graduates of the program.**

While AS degrees holders in business-related fields may be accepted into BA or BS programs, they are usually accepted on a course-by-course basis as many AS courses are offered at a lower level than the comparable 300-400 level course at a 4-year college or university. Some of these courses may only transfer as electives, including the University of South Florida Sarasota Manatee and Argosy University who are located in the SCF service area. The BAS-SM at SCF offers students currently pursuing AS degrees a seamless career path that will enhance their placement in higher-level management and supervisory positions within the business community while ensuring their previous coursework is transferrable and accepted into the BAS-SM degree concentration.

State College of Florida currently offers 29 AS degrees, with a five-year average headcount of 2,698 students. Of those degrees, the six listed in section 1.7 are expected to be the primary pathway for prospective BAS-SM students dependent on their choice of concentration. Degree completers in Accounting Technology, Business Administration Entrepreneurship, Business Administration Management, Business Administration Marketing, Computer Information Technology, and Technology Project Management are the primary AS degrees feeding into the BAS-SM degree. AS degree completers in these majors should normally successfully be able to enter the BAS-SM degree with all prerequisites satisfied. Students with sixty hours completed will complete a degree plan upon being admitted into the BAS-SM to allow to completion of their degree given their

chosen concentration. To a lesser extent, AS degree holders in Computer Programming and Analysis, Construction Management Technology, Criminal Justice Technology, Engineering Technology, Network Systems Technology, Risk Management, Insurance Services, Health Services Management may also contribute enrollments to the BAS-SM degree in one of the four identified concentrations once completing 60 hours of college credit and having an interest in working as a supervisor or manager in their career field. They too will complete a degree plan to identify any need for additional prerequisites and complete an individualized degree plan on application.

Based on 2017-2026 employment projections, the demand for mid to upper-level management is exceeding the current supply shown in Table A.1.3 by 885 jobs. Graduates from a State College of Florida BAS-SM degree program concentration would be well qualified for these positions and have the opportunity to fill these leadership and management positions in Region 18. The BAS-SM is designed to prepare graduates for career advancement in a wide variety of management positions. As many jobs require a four-year degree, the BAS-SM degree can open doors to more employment opportunities and higher compensation for graduates. Additionally, existing job vacancies can be filled by AS degreed students working on the BAS-SM. By filling these open jobs, these graduates will provide a much-needed labor force for businesses in Sarasota and Manatee counties as reflected in the letters of support from business and industry employers.

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3.2 Describe the workforce demand, supply and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from appendix tables A.1.1 to A.1.3.

Workforce demand from the Florida Department of Economic Opportunity (DEO) Employment Projections show there will be 915 openings per year in CIP 52-0201 over the next 8 years for graduates in the BAS-SM degree. Currently, only an average of 30 degrees are provided in this CIP code by USF-SM, leaving 885 potential jobs available for this degree to be filled. The BAS-SM degree at SCF would meet this need for area employers in Manatee and Sarasota counties for those degrees. (Appendix Table A.1.1, A.1.2 and A.1.3). This reflects strong unmet demand for graduates of the BAS-SM degree proposed by the State College of Florida Manatee Sarasota in Sarasota and Manatee counties.

Within Manatee and Sarasota Counties there are two local public institutions of higher education. These institutions have made no objection to this proposal and USF-SM has provide a letter of support for the SCF BAS-SM degree. The proposed BAS-SM to be offered at SCF would be unique to the area by providing a pathway to a BAS degree not offered by other area institutions targeted to AS degree graduates. The curriculum for the BAS-SM was specifically designed to achieve the objectives of the overall degree core curriculum and the four individual concentrations. In developing the curriculum for the BAS-SM, we compared the curriculum against degree offerings at the University of South Florida, Sarasota Manatee and Manatee Technical college to ensure there were minimal

overlaps. The specific letters of support for SCF to offer the BAS-SM degree reflect these curricular differences and agreement by these two institutions.

In the most recent year, area institutions have produced an average of only 30 graduates in this CIP code as shown in Table A.1.2. The difference between the annual demand and graduates produced in the most recent year is 885 positions, as is the five-year average. Demonstrably the recent total graduates reflected previously do not meet the workforce demand in Manatee and Sarasota counties. The degree BAS-SM degree will help address this workforce shortage and fill the growing employment gap across our pool of employers and small businesses in Manatee and Sarasota counties.

- 3.3 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data information, such as local economic development initiatives, emerging industries in the area or evidence of rapid growth, not reflected in the data presented in appendix tables A.1.1 to A.1.3. For proposed programs without a listed SOC linkage, provide a rationale for the identified SOC code(s).

In January 2017, the GAP Analysis for the State College of Florida was completed as part of an overall statewide GAP analysis prepared by the Center for Economic Forecasting and Analysis at Florida State University at the request of the Florida College System Council of Presidents. This analysis examined major industries and occupations by revision and projected growth in the near future, as well as potential salaries of graduates by the program, and whether new programs should be created to address the needs of evolving local economies. The largest difference, or gap, between labor demand and labor supply overall, exists in CIP 52, including CIP 52.0201-the main focus of the proposed BAS-SM degree. The BAS-SM curriculum, coupled with previous AS courses already completed by prospective graduates, provides a flexible and achievable degree pathway that meets the criteria required for graduates to fill positions in those degree fields.

The State College of Florida service area has an estimated population of 768,918 as of July 2015, showing an increase of 9.5% over the April 2010 base, or 1.7 percent annually. The civilian labor force for 2015 is estimated at 343,677 or about 45 percent of the population 16 years of age or older. A total number of households is 306,165, with an average of 2.33 persons per household. Of persons, 25 and older, about 89% have a high school diploma or higher, and about 29% have a Bachelors' degree or higher. Median annual household income is \$49,835, and median per capita income is \$30,771. The Manatee-Sarasota region is the only metro area in Florida with faster employment growth in 2016 than in 2015 according to a recent report presented to the Bradenton Area Economic Development Corporation. Manatee county development efforts, public/private partnerships, and the recent approvals of higher state sales taxes to support schools and infrastructure improvements are reasons why the county is outpacing others in Florida.

The Manatee County portion of the service district where the main campus of SCF is

located encompasses a population of approximately 342,000. There are currently over 3,400 veterans-owned businesses and 24,000 non-veteran owned businesses. The Sarasota County portion of the service district served by the SCF Venice Campus encompasses a population of 412,569, with 4,487 veteran-owned businesses and 36,328 non-veteran owned businesses. The current unemployment rate for Manatee and Sarasota counties are 2.9% and 2.8% respectively as of September 2018. While low unemployment rate is good news for job seekers, it can spell trouble for employers, and the competition to hire and retain the best talent is difficult and often employers may settle for a less qualified candidate in a tight labor market. These employees, once hired, will eventually be required to expand their education to remain qualified. The SCF BAS-SM is an ideal mechanism for employers to be able to hire under-educated employees while providing an opportunity for online educational advancement to improve their knowledge, skills, and qualifications for their positions while working. Employers in Sarasota and Manatee counties have expressed overwhelmingly the need for individuals with a Bachelors' degree in Business or Business-related field related to the occupations listed in section 3.1. Letters from specific employers are provided with this program proposal.

- 3.4 If the education level for the occupation identified by the Florida Department of Economic Opportunity presented in appendix table A.1.1 is below a bachelor's degree, provide justification for the inclusion of that occupation in the analysis.

Eight occupations within the direct CIP to SOC crosswalk are identified by the DEO as associate level occupations: General and Operations Managers (SOC: 111021) Administrative Service Managers (SOC:113011); Industrial Production Managers (SOC:113051), Construction Managers (SOC: 119021), Social and Community Services Managers (SOC: 1191151), Managers, All Other (SOC: 119199), Cost Estimators (SOC: 131051), and Management Analysts (SOC: 13111). However, the Federal Bureau of Labor Statistics lists each of these entry-level degrees as requiring Baccalaureate level degrees. The majority of Sarasota and Manatee employers hire baccalaureate graduates for these occupations if they are available.

The Bureau of Labor Statistics also notes that for 2017, the average unemployment rate for AS degree holders is 3.4 percent compared to bachelor's degrees at 2.5 percent, a .9 percentage improvement for bachelor's degree holders. More telling, the median usual weekly earnings for associates' degree holders is \$836, that of a bachelor's degree holder is \$337 per week higher at \$1173, the largest percent earnings increase for educational attainment. These higher wage differentials between the two degrees average \$17,524 for a bachelor's degree holder over the associate's degree holder; \$60,996 compared to \$43,472, a significant incentive for the additional achievement of the higher degree.



## **PLANNING PROCESS**

### 4.1 Summarize the internal planning process.

State College of Florida engaged in internal planning and reflection to create an action plan to meet the growing needs of the Manatee and Sarasota County communities. It became apparent from a collection of advisory committee that there was an additional shortfall in educational opportunities for AS degreed individuals in several areas, to include: 1) a pathway for working AS degree graduates to earn a 4-year degree in the business field, 2) a BAS-Supervision and Management Degree, and 3) a specialized BAS degree in Governmental and Non-Profit Accounting.

Analysis of the curriculum requirements, coupled with a review of related curriculum in CIP 52.0201 was examined in meetings initiated by the VP of Academic Affairs, Business and Technology Department Chairs and Advisory Committees. The final determination of these meetings suggested that it would be feasible to apply for an initial Supervision and Management BAS degree that would include a concentration for Governmental and Non-Profit Accounting and to convert two existing SCF BAS degrees in International Business and Trade and Technology Management as concentrations in the new BAS-SM degree under a single umbrella. This will result in a net decrease of one BAS degree for SCF overall. Students currently enrolled in those two existing BAS degrees will may choose either the option of completing their existing degree or opting for the new BAS-SM degree and one of the four concentrations.

The BAS-SM degree was reviewed and approved by the SCF Board of Trustees at the June meeting on June 6, 2018 after the NOI was submitted for comment to FCS and SUS institutions and the comments were received. SCF has determined that no substantive change submission is required for this degree for SACSCOC. On confirmation of FLDOE approval of this degree proposal, SCF will notify SACSCOC of the status of the two BAS degrees that were converted to concentrations and confirm no substantive change is needed.

### 4.2 Summarize the external planning process.

An advisory committee composed of professionals, government officers and employees, and CPA's was created, meeting since 2015 to identify opportunities for SCF to provide new ways for meeting needs for employers in Manatee and Sarasota counties. A plan to offer a Supervision and Management Degree has received a great deal of support from this committee. Information about the BAS-SM degree was shared in various community meetings and groups by SCF leadership, including Economic Development Agencies, various governmental entities, private businesses, and members of the community who work in the public sector. This has resulted some of the letters of support presented by community organizations, educational institutions, and businesses in Manatee and



Sarasota counties.

Given the results described from the planning process in section 4.1, a survey noted in Section 3.1 was administered to current AS degree students in the following AS programs; Accounting Technology, Business Administration, Business Entrepreneurship, Business Administration Management, Business Administration Marketing, Computer Information Technology, Computer Programming and Analysis, Construction Management Technology, Criminal Justice Technology, Engineering Technology, Health Services Management, Network Systems Technology, Risk Management & Insurance Services, and Technology Project Management. Of the students responding, 54% indicated that they were interested or strongly interested in the BAS in Supervision and Management. Written comments also support the students interested in having a BAS-SM alternative to achieve their educational and employment goals.

Meetings with the University of South Florida, Sarasota-Manatee concluded that they were not planning on offering a degree in Business Supervision or Management or a concentration in governmental/non-profit accounting and financial reporting. While USF-SM does offer a BS and BA degree with the same CIP code as the BAS-SM (52.0201), the SCF BAS Degree is not a direct comparison to these degrees and will appeal to a different target student with an existing associate in science degree that is seeking a career-focused four-year degree. Table A.1.2 shows the potential for 855 graduates annually in jobs coded to CIP 52.0201. We strongly believe there is little, if any, overlap to USF-SM degree offerings in Manatee and Sarasota counties and a large potential to provide graduates to fill these vacancies with from a SCF BAS-SM degree program. The BAS degree focuses on career-focused skills and focused on real-world skills and applicable concepts geared to the student's career path appropriate to students who have already earned a two-year AS degree or 60 credit hours of college credit. These degrees are characterized by a practical skills and technical knowledge specific to that degree area and discipline. The specific content of the SCF BAS-SM degree in the four concentrations are specifically matched to career-based criteria to meet the needs of Manatee and Sarasota county employers with value-added emphasis in supervision and management skills. SCF strongly believes this is a critical difference supporting our proposal.

No private institution with a BAS or BS degree was identified, and no information on any future plans were discovered from publicly available sources. The private institutions offering degrees in our service area offered only BA degrees focusing on academic and general education rather than on career-specific skills. Course catalogs and other searching for new degree plans on their college websites were conducted with no positive results. The BAS degree in Florida is defined as "a four-year degree designed to accommodate the unique demands for entry and advancement within specific workforce sectors. The four concentrations of SCF's BAS-SM degree focuses on career preparation aligned with the four concentrations identified in the curriculum proposal with pathways from the AS degrees listed in section 1.7.

4.3 List engagement activities; this list shall include APPRiSe, meetings, and other

forms of communication among institutional leadership regarding evidence of need, demand, and economic impact.

	Date(s)	Institution	Description of activity
APPRiSe	1/26/2016		APPRiSe Closed
SCF CAO/USFSM AVP meeting on BAS-SM at SCF.	1/19/2018	University of South Florida, Sarasota-Manatee	Meeting with Bonnie Jones, Interim Regional Vice-chancellor at the University of South Florida, Sarasota-Manatee to update her on the status on BAS-SM degree.  <a href="#">The meeting resulted in Letter of Support</a>
Cross College Alliance Quarterly Meetings	2016-2017	University of South Florida, Sarasota-Manatee, State College of Florida, Ringling College of Art and Design, Ringling College, New College of Florida, Eckerd College	Quarterly coordination/sharing meeting with regional College Presidents and CAOs. Meetings coordinate ongoing college activities and planned curriculum changes. BAS-SM ongoing degree progress shared with meeting attendees
Public universities in college's service district	2015	University of South Florida, Sarasota-Manatee	Meeting between Amy Santos and Jim Curran to discuss non-profit accounting.
Regionally accredited institutions in the college's service district	2015	University of South Florida, Sarasota-Manatee	Same meetings referenced above.  While there are in-state private universities that provide 100% online degrees available to Sarasota and Manatee county residents, as well as out of state universities, we had no discussions with these providers as they are not centered in Sarasota and Manatee County or do not have reported degree completions recorded with FLDOE.

5.1 **ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS**

Provide a brief explanation of the sources and amounts of revenue that will be used to start the program.

The proposed B.A.S. in Supervision and Management will be funded by tuition and existing student fees. There are no anticipated needs for any new fees to support this degree. Tuition revenue is based on planned student enrollment outlined in Table A.2 with the assumption that all the student enrollment will consist of in-state residents. Historical online enrollment at SCF from out-of-state students is less than .2 % of total enrollments given our location mid-state with a focus on in-district enrollments. No tuition increases are projected over the four years in the table.

The existing program chair for the Technology Management and International Business and Trade programs that will become concentrations under this proposal will continue to be supervising this proposed degree. All other administrative activities required will be funded from existing sources in the SCF Baccalaureate program. Additionally, the Dean of the Bradenton Campus and the Baccalaureate Programs Coordinator have been overseeing the development of the program and will continue to oversee the implementation of the program. The expenditure of an estimated 5% of the dean's annual salary and benefits are not included in the revenue and expenditure budget since this cost is already funded by the College's operating budget.

The program will be staffed with current full-time and adjunct faculty with master's and Doctoral credentials who are available to teach the upper-level courses. Additional part-time faculty will be hired to teach upper-level courses to meet the projected enrollment demand.

For program budgeting purposes, only existing program expenditures have been included thus no revenue from the Florida College System Program Fund has been included since these costs are already a component of the College's recurring operating budget.

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5.2 Provide a narrative justifying the estimated and projected program enrollments, outcomes, revenues and expenditures as they appear in Appendix Table A.2.

Enrollment projections for State College of Florida's BAS-SM degree are based on existing enrollments in the two existing degrees (IBT and TM) that will become concentrations in the new BAS-SM degree, plus projections for the two new concentrations in Supervision and Management and Governmental and Nonprofit Accounting outlined in the proposal. The TM and IBT concentrations reflect current projections for those two BAS degrees consistent with submitted Baccalaureate Accountability Reports to FLDOE, while the enrollments for the SM and GNP concentrations reflect estimates based on SCF growth patterns from previous BAS degree introductions.

Estimated Headcount for all four concentrations is noted below in Table 5.2.1.

<b>Table 5.2.1</b>	Total Estimated Enrollments BAS-SM			
	Year 1	Year 2	Year 3	Year 4
SM Concentration	16	36	66	69
GNP Concentration	7	17	29	41
TM Concentration	137*	139	140	141
IBT Concentration	64*	68	68	70
<b>Total Enrolled HC</b>	<b>224</b>	<b>260</b>	<b>303</b>	<b>321</b>

\* Includes total credit hours for existing TM and IBT enrollments from 2017-2018 BAC reports.

Estimated Enrollments for new student admissions into just the new concentrations, Supervision and Management and Government/Nonprofit Accounting under this proposal are broken out in Table 5.2.1.A

<b>Table 5.2.1.A</b>	Total Estimated Enrollments BAS-SM			
	Year 1	Year 2	Year 3	Year 4
SM Concentration	16	36	66	69
GNP Concentration	7	17	29	41
<b>Total Enrolled HC</b>	<b>21</b>	<b>53</b>	<b>95</b>	<b>110</b>

Estimated Credit hours for all four concentrations is noted below in Table 5.2.2.

<b>Table 5.2.2</b>	Total Estimated Credit Hours BAS-SM			
	Year 1	Year 2	Year 3	Year 4
Total Enrolled Credit Hours				
SM Concentration	146	328	601	628
GNP Concentration	64	155	264	373
TM Concentration	1251*	1265	1274	1283
IBT Concentration	617*	619	619	637
<b>Total Enrolled Credit Hours</b>	<b>2078</b>	<b>2366</b>	<b>2757</b>	<b>2921</b>

\* Includes total credit hours for existing TM and IBT enrollments from 2017-2018 BAC reports.

Estimated Credit hours for student admissions into just the new concentrations, Supervision and Management and Government/Nonprofit Accounting under this proposal are broken out in Table 5.2.2.A.

<b>Table 5.2.2.A</b>	Total "New" Estimated Credit Hours			
	Year 1	Year 2	Year 3	Year 4
SM Concentration	146	328	601	628
GNP Concentration	64	155	264	373

	209	482	865	1001
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During the first full academic year (2019-20) the college anticipates incurring new operational expenses for the BAS-SM upper-level courses at a projected amount of 6,397 which includes full-time and part-time faculty salaries and fringes, additional faculty & staff professional development expenditures including travel, instructional material & supplies, minor equipment, and program marketing. Due to projected enrollment growth, the college anticipates an increased operating cost of \$22,308 for 2021-22, \$35,210 for 2022-23, and \$35,210 for the year 2023-24. Total expenditures, including expenditures for existing BAS programs that will become concentrations in the new BAS-SM degree, are projected to be \$23,458. This includes full-time and part-time faculty salaries and fringes, additional faculty & staff professional development expenditures including travel, instructional material & supplies, minor equipment, and program marketing. Any future tuition increases have not been considered in these calculations given recent history of tuition freezes in Florida. No special equipment purchases are needed for this program.

State College of Florida is committed to quality education for any modality- including online. The colleges have a strong online eCertification training for online instruction and continuing professional development program for all faculty and staff. The professional development program provides for a variety of in-service training opportunities for best teaching practices, and professional enhancement opportunities for both full-time and adjunct faculty.

The projected budget (Appendix Table A.2.) adequately reflects the needed annual budget through 2021-2022 to support instruction, faculty & staff professional development, student services, and support.

**STUDENT COSTS: TUITION AND FEES**

6.1 Anticipated cost for a baccalaureate degree (tuition and fees for lower and upper division credit hours) at the proposing FCS institution (tuition and fees x credit hours).

	Cost per credit hour			Number of credit hours		Total cost
Tuition & Fees for lower division:	\$102.48	X	Credit hours	60	=	\$6,148
Tuition & Fees for upper division:	\$112.08	X	Credit hours	60	=	\$6,724
Tuition & Fees (Total):	\$107.28	X	Credit hours	120	=	\$12,874*

\*Students entering the program will be advised on opportunities to earn this degree for less than \$10,000 in specific circumstances. Special circumstances include, but are not limited to, available of SCF Foundation scholarships, work-study opportunities, public and private grants. 47.8% of SCF students are Pell Grant eligible, and the SCF Foundation offers extensive scholarships in all degree programs. These and other opportunities are available to reduce the financial burden of some students enrolling in the BAS-SM degree to less than \$10,000 in out-of-pocket costs for their degree.

6.2 Estimated cost for a baccalaureate degree (tuition and fees) at each state university in the college’s service district.

Institution Name: University of South Florida

Tuition & Fees:	\$185.92	X	Credit hours	120	=	\$22,310
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6.3 Estimated cost for a baccalaureate degree (tuition and fees) at each nonpublic institution in the college’s service district (if available) \*

Institution Name: Argosy University\*

Tuition & Fees:	570.00	X	Credit hours	120	=	\$68,400
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Institution Name: Keiser University \*\*

Tuition & Fees:	\$607.46	X	Credit hours	120	=	\$72,895
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Note:

\*From AS Degree on-ground campus Tuition Schedule:

[http://content.argosy.edu/assets/pdf/AU/Affordability/Tuition\\_and\\_fee\\_schedule.pdf](http://content.argosy.edu/assets/pdf/AU/Affordability/Tuition_and_fee_schedule.pdf)

\*\*Estimated from Keiser Net Price Calculator for Tuition website for tuition only as a direct cost of \$18,224 for 30 credit hours = \$607.46 per credit hours, exclusive of books and other fees from the estimate.

**PROGRAM IMPLEMENTATION TIMELINE**

7.1	APPRISe notice:	1/26/2016
7.2	Board of Trustees approval:	6/26/2018*
7.3	Notice of Intent:	2/7/2018
7.4	Completed proposal submission:	12/12/2018
7.5	Targeted State Board of Education consideration:	January 16, 2019
7.6	Targeted SACSCOC approval (if applicable):	N/A
7.7	Targeted initial teacher preparation program Approval (if applicable)	N/A
7.8	Targeted date upper division courses begin:	8/15/2019

\* SCF Board of Trustees approval was made at the next scheduled meeting after the public comment period on the NOI submission had expired and responses were received by SCF.



**FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA**

8.1 Describe the existing facilities and equipment that will be utilized for the program.

There are no specialized facilities and equipment that are needed for this program other than existing facilities given the online nature of the degree program. Some of this is based on the conversion of two existing BAS degrees into concentrations within the BAS-SM degree proposal as well as the online course offerings. Regardless, significant resources are available for students in the degree programs as follows:

<b>Campus</b>	<b>Total</b>	<b>Room Details</b>
<b>Bradenton</b>		
Computer Lab Classrooms allocated	3	202, 203, 218, 221
General Lecture Classrooms	7	101, 102, 103, 114, 104, 210, 214
Faculty Offices	9	126, 127, 129, 130, 131, 135, 148, 149, 150
Working Space for Adjunct Faculty	3	110, 220
Support Staff	1	125
<b>Venice</b>		
Computer Lab Classrooms allocated	1	408
General Lecture Classrooms	1	418
Faculty Offices	4	2 Bus, 2 Computer Tech
Working Space for Adjunct Faculty	1	1 Shared
Support Staff	3	3 allocated for facility
<b>Lakewood Ranch</b>		
Computer Lab Classrooms allocated	1	Shared
General Lecture Classrooms	1	Shared
No Faculty Assigned	-	
Working Space for Adjunct Faculty	1	Shared

SCF provides ample facilities for students and faculty alike. All students and faculty are granted a Microsoft Office 365 license that allows for all Microsoft Office software in a cloud-based subscription at no cost. This subscription includes installations on up to just five laptops, five tablets, and five mobile phone devices and ensures access to common tools in the online program.

Online tutoring is also offered, with up to 4 hours free for SmartThinking per student, with additional hours available for additional charges, or additional free hours in special circumstances. On-campus tutoring and test proctoring services are

available on each campus for special assistance where needed.

Online programs use the Canvas LMS, which includes the ability for students to set up synchronous web-conferences where desired. Additionally, the Skype for Business functionality in Office 365 allows for the setting up of external web-conferences between students and guest speakers where necessary.

All faculty teaching online have completed an eCertification process that consists of a 5-week asynchronous training course. This is a requirement for all new faculty at SCF who will be teaching online or blended courses or existing faculty who have never taught online. There is no cost for the course to the faculty, which is required regardless of previous teaching experience or qualifications to teach online at other institutions. A copy of this course outline is shown at [1. B.8](#). Since March of 2018, new faculty teaching online have also been required to be trained to have their online courses made fully accessible. Support for accessibility efforts and specialized training is available in SCF's online learning department. An outline of the content of this course is shown at [1.B.9](#).

8.2 Describe the new facilities and equipment that will be needed for the program (if applicable).

The current computer labs, general classrooms, and faculty offices noted in 8.1 adequately support the required upper-level courses for the B.A.S. program for the first four years of the program. All computers in the labs and faculty offices are replaced, and the required software is updated through the college technology refresh program. The college leadership is also committed to allocate additional space as needed as the program grows.

### **LIBRARY AND MEDIA SPECIFIC TO PROGRAM AREA**

9.1 Describe the existing library and media resources that will be utilized for the program.

The SCF Library has dedicated buildings on the Bradenton and Venice campuses. It shares a Learning Commons with the Academic Resource Center on the Lakewood Ranch campus. The new Bradenton library is a state-of-the-art 64,000-square-foot building. Completed February of 2018 the new Bradenton library provides traditional resources, premier online resources, textbook reserves, equipment for students to check out as well as reservable group study rooms, collaborative spaces and innovative technology (there are 6 MS Hubs as well as 50 PCs and 10 Mac stations for students to use). As a system, the Library manages a combined physical 232,700+ items (3 locations) and provides access to 120+ online databases comprised of full-text articles, ebooks, streaming videos and reference sources resulting in over 1.25 million uses. The Library also provides F2F and online information literacy instruction, virtual Chat reference

(AskALibrarian) and online Library guides and tutorials.

State College of Florida currently provides library resources and services to students in the Business Administration and Management associate degree programs through the SCF libraries and online databases, ask-a-librarian virtual reference, online guides, and tutorials.

Books, ebooks, articles, reference sources and streaming videos in business, management, information technology, leadership and other related fields of study are curated with input from faculty and librarians. Databases providing full-text content include: *Business Collection* (Gale), *Business Insights Essentials* (Gale), *Business Source Complete* (EBSCO), *Demographics Now* (Gale), *Hoover's Premium*, *JStor*, *Regional Business News* (EBSCO), *Small Business Resource Center* (Gale), *Springer Business and Management collections*, and the *Virtual Reference Library* (Gale) and EBSCO ebooks. Full-text periodicals such as *Harvard Business Review*, *HR Magazine*, and *Success* are also available through the databases. Streaming videos are available in the *FMG on Demand* database (Films Media Group), and *RefWorks* provides online citation management assistance for students.

Significant library resources have already been expended for the two BAS Degrees that will become concentrations under this BAS-SM proposal. They are documented in the Baccalaureate Enrollment Reports submitted to the FLDOE shown in Exhibits 1.B.5 and 1. B.6. As needed, new library resources will be added for the new concentrations, as the program and concentrations are reviewed and approved in the Curriculum Development and Review (CDR) process. In this process for each concentration and course, additional library resources will be acquired as needed from our existing library materials acquisition process.

9.2 Describe the new library and media resources that will be needed for the program (if applicable).

There is a dedicated library fund for all baccalaureate programs. To provide students in this program with a core body of quality resources, the following recommended purchases are planned:

The databases *Research Monitor* (\$ 5,500-discount) from EuroMonitor and Proquest's *ABI Inform* (\$6,000); Several periodical titles in e-format which are integral to the supervision & management fields (\$3,000) and additional perpetual (multi-access) licensed eBooks (\$ 6,000). Ebooks would be purchased to support specified course objectives in the curriculum with curation the collaborative effort of librarians, faculty, and the program manager. These principal resources would create the foundation for this program as well as enhance the existing business degrees.

**Library/Media Resources Needed/To Be Acquired**

Three-Volume Data Analytics Collection	Harvard Business Review	\$ 89.99
Six-volume boxed set Emotional Intelligence Series Intelligence Series	Harvard Business Review	\$ 99.99
On Leadership for Healthcare	Harvard Business Review	\$ 34.95
Three-volume set on Virtual Collaboration, Running Virtual Collaboration, Running Virtual Teams	Harvard Business Review	\$ 99.99
Conscious Capitalism Field Guide	Harvard Business Review	\$ 35.00
Human + Machine	Harvard Business Review	\$ 32.00
Developing First Time Managers eBook Library	Harvard Business Review	\$ 155.00
HBR's 10 Must Reads Box Set on Leadership, Strategy, Innovation & Change Management	Harvard Business Review	\$ 155.00
Finance Basics for Managers	Harvard Business Review	\$ 39.95
An Elected Official's Guide: The New Pension Accounting (eBook)	Gov. Fin. Officers Assn.	\$ 10.00
Gov. Acct. Auditing, and Financial e-book, Supplement eBook, and softcover		
Reporting (GAAFR). Hardcover,	Gov. Fin. Officers Assn.	\$ 279.00
An Elected Official's Guide: Audit	Gov. Fin. Officers Assn.	\$ 30.00
What Everyone Needs to Know About the New Fund Balance	Gov. Fin. Officers Assn.	\$ 30.00
Accounting for Capital Assets: A Guide for State and Local Governments for Investing in Public Funds	Gov. Fin. Officers Assn.	\$ 60.00
Investing in Public Funds	Girard-Miller (second edition)	\$ 67.75
		\$ 1,218.62

## ACADEMIC CONTENT

10.1 List the admission requirements for the program.

Admissions Requirements for the BAS-SM:

Students pursuing a BAS Degree in Supervision and Management may enter the program having completed;

- An Associate in Science Degree. At SCF, the primary degrees that articulate into the BAS-SM degree are Accounting Technology, Business Administration Business Entrepreneurship, Business Administration Management, Business Administration Marketing, Computer Information Technology, Technology Project Management.
- An Associate in Arts Degree.
- 60 College Credits, meeting the Florida General Education Requirements. Included in this must be ENC1101 and MAC2233 and STA2023 (or a course at that same or higher level.) Students without these courses will be required to complete this requirement as part of the BAS Curriculum.
- 2.0 GPA on a scale of 4.0;

Enrollment in this the BAS-SM degree program will require the student to submit a separate application for the degree. This application will be submitted to the academic department for approval prior to the student being admitted into the program.

10.2 What is the estimated percentage of upper-division courses in the program that will be taught by faculty with a terminal degree?

65%

10.3 What is the anticipated average student/teacher ratio for each of the first three years based on enrollment projections?

The average student/faculty ratio will be 18:1, with a maximum class size of 25. This practice will be maintained for the first four years.

10.4 What is the anticipated SACSCOC accreditation date, if applicable?

N/A

10.5 What is the anticipated Florida Department of Education initial teacher preparation approval date, if applicable?

N/A

10.6 What specialized program accreditation will be sought, if applicable?

N/A

10.7 What is the anticipated specialized program accreditation date, if applicable?

N/A

10.8 Are there similar programs listed in the Common Prerequisites Manual for the CIP code (and concentration, if any) proposed for this program?  Yes  No

- Business Administration and Management (52.0201)
- International Business Management (for IBT concentration) (52.1101)
- Technology Management (11.1099)

10.9 List the established common prerequisites for this CIP code (and concentration, if any) as listed in the Common Prerequisites Manual proposed for this program:

Common Prerequisites for 52.0201 & all Concentrations

Lower Level Courses	Credit Hours
ACG2021	3
ACG2071	3
CGS1000	3
ECO2013	3
ECO2023	3
MAC2233	3
STA2023	3

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10.10 Describe any proposed revisions to the established common prerequisites for this CIP (and concentration, if any).  
N/A

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10.11 List all courses required once admitted to the baccalaureate program by term, in sequence. For degree programs with concentrations, list courses for each concentration area. Include credit hours per term, and total credits for the program:

Noted below are the courses listed for the BAS-SM Degree for each concentration (concentration) below in a semester by semester plan.

**Degree Pathway- BAS Supervision and Management**

**BAS Supervision and Management Concentration**

Semester 1	Title	Credit Hours
MAN 3240	Applied Organizational Behavior	3
MAN 3303	Leadership, Supervision and Management Practices	3
ISM 3930	Data Management and Analytics	3
FIN 3400	Financial Management	3
	Total Credit Hours	12

Semester 2	Title	Credit Hours
MAN 3504	Operations Management and Personnel Supervision	3
MAN 4102	Supervision, Management, and Cultural Diversity	3
ECP 3935	Contemporary Economic Problems and Policy	3
MAR 4354	Marketing and Today's Job Market	3
	Total Credit Hours	12

Semester 3	Title	Credit Hours
MAN 3503	Managerial Risk Analysis and Decision Making	3
	Elective 1	3
	Total Credit Hours	6

Semester 4	Title	Credit Hours
MAN 4534	Business Architecture and Process Modeling	3
MNA 4404 or MNA 4303	Human Resources: Employee Relations & Employment Regulations or Resources Management for Government	3
MAN 4520	Quality Management	3
	Elective 2	3
	Total Credit Hours	12

Semester 5	Title	Credit Hours
MAN 4910	Directed Research Principles and Applications	3
ISM 4382	Global Information Systems	3
MAN 4720	Strategic Management	3
	Elective 3	3
	Total Credit Hours	12

Semester 6	Title	Credit Hours
MAN 4941	Capstone Project, Internship or Practicum	3
	Elective 4	3
	Total Credit Hours	6



**BAS Technology Management Concentration**

Semester 1	Title	Credit Hours
MAN 3240	Applied Organizational Behavior	3
MAN 3303	Leadership, Supervision and Management Practices	3
ISM 3930	Data Management and Analytics	3
ETS 4515	Building Automation Systems	3
	Total Credit Hours	12

Semester 2	Title	Credit Hours
MAN 4102	Supervision, Management, and Cultural Diversity	3
ISM 4212	Database Design and Administration	3
MAN 3504	Operations Management and Personnel Supervision	3
	ELECTIVE 1	3
	Total Credit Hours	12

Semester 3	Title	Credit Hours
ISM 4382	Global Information Systems	3
MAN 3503	Managerial Risk Analysis and Decision Making	3
	Total Credit Hours	6

Semester 4	Title	Credit Hours
ETS 4536	Control Systems and Networking	3
MNA 4404 or	Human Resources: Employee Relations & Employment Regulations	3
	or	
MNA 4303	Resources Management for Government	
ISM 3324	Applications in Information Security	3
	Elective 2	3
	Total Credit Hours	12

Semester 5	Title	Credit Hours
MAN 4720	Strategic Management	3
ISM 4480	Electronic Commerce Systems and Strategies	3
	Elective 3	3
	Elective 4	3
	Total Credit Hours	12

Semester 6	Title	Credit Hours
MAN 4941	Capstone Project, Internship or Practicum	3
	Elective 5	3
	Total Credit Hours	6

**BAS International Business and Trade Concentration**

Semester 1	Title	Credit Hours
MAN 3240	Applied Organizational Behavior	3
MAN 3303	Leadership, Supervision and Management Practices	3
BUL 3322	Legal Issues in International Business	3
FIN 3400	Financial Management	3
	Total Credit Hours	12

Semester 2	Title	Credit Hours
MAN 3504	Operations Management and Personnel Supervision	3
MAN 4102	Supervision, Management, and Cultural Diversity	3
ETI 3647	Supply Chain Management	3
ISM 4382	Global Information Systems	3
	Total Credit Hours	12

Semester 3	Title	Credit Hours
MAN 4442	International Business Negotiations	3
MAN 3503	Managerial Risk Analysis and Decision Making	3
	Total Credit Hours	6

Semester 4	Title	Credit Hours
ETI 4448	Applied Project Management	3
MNA 4404 or MNA 4303	Human Resources: Employee Relations & Employment Regulations or Resources Management for Government	3
MAN 4520	Quality Management	3
	Elective 1	3
	Total Credit Hours	12

Semester 5	Title	Credit Hours
MAN 4720	Strategic Management	3
MAN 4910	Directed Research Principles and Applications	3
MAN 4570	International Procurement and Outsourcing	3
	Elective 2	3
	Total Credit Hours	12

Semester 6	Title	Credit Hours
MAN 4934	Capstone Project, Internship or Practicum	3
	Elective 3	3
	Total Credit Hours	6

**BAS Governmental/Nonprofit Accounting Concentration**

Semester 1	Title	Credit Hours
MAN 3240	Applied Organizational Behavior	3
MAN 3303	Leadership, Supervision and Management Practices	3
ACG 3101	Financial Accounting and Reporting I	3
ACG 3501	Governmental/Nonprofit Accounting I	3
	Total Credit Hours	12

Semester 2	Title	Credit Hours
MAN 3504	Operations Management and Personnel Supervision	3
MAN 4102	Supervision, Management, and Cultural Diversity	3
ACG 4501	Governmental/Nonprofit Accounting II	3
ACG 3632	Auditing Theory and Application I	3
	Total Credit Hours	12

Semester 3	Title	Credit Hours
MAN 3503	Managerial Risk Analysis and Decision Making	3
	Elective 1	3
	Total Credit Hours	6

Semester 4	Title	Credit Hours
ACG 4401	Accounting Information Systems	3
PAD 4603	Administrative Law	3
TAX 3301	Tax Exempt and Government Entities	3
	Elective 2	3
	Total Credit Hours	12

Semester 5	Title	Credit Hours
MNA 4404 or MNA 4303	Human Resources: Employee Relations & Employment Regulations or Resources Management for Government	3
MNA 4303	Management for Government	3
PAD 4142	Managing the Nonprofit Organization	3
MAN 4720	Strategic Management	3
	Total Credit Hours	12

Semester 6	Title	Credit Hours
ACG 4658	Governmental Auditing	3
MAN 4900	Capstone Project, Internship or Practicum	3
	Total Credit Hours	6

Noted below is the curriculum outline for the BAS-SM Degree Core, as well as the four individual concentrations: Concentration 1, Supervision and Management (Business Administration), Technology Management, Concentration 2 Technology Management, Concentration 3 International Business and Trade, and Concentration 4 Governmental/Nonprofit and Financial Reporting.

**BAS SUPERVISION AND MANAGEMENT**

**Core Courses**

MAN 3240 - Applied Organizational Behavior	3
MAN 3303 - Leadership, Supervision and Management Practices	3
MAN 3504 - Operations Management and Personnel Supervision	3
MAN 4102 - Supervision, Management, and Cultural Diversity	3
MAN 4720 - Strategic Management	3
MAN 4404 - Human Resources: Employee Relations and Employment Regulations	3
or	
MAN 4303 - Resources Management for Government	
MAN 3503 - Managerial Risk Analysis and Decision Making	3

**Specialization Courses**

**Concentration: Supervision and Management**

ISM 3930 - Data Management and Analytics	3
FIN 3400 - Financial Management	3
ISM 4382 - Global Information Systems	3
MAN 4534 - Business Architecture and Process Modeling	3
ECP 3935 - Contemporary Economic Problems and Policy	3
MAR 4354 - Marketing and Today's Job Market	3
MAN 4520 - Quality Management	3
MAN 4910 - Directed Research Principles and Applications	3
MAN 4941 - Capstone Project, Internship or Practicum	3

**Concentration: Technology Management**

ISM 3930 - Data Management and Analytics	3
ETS 4515 - Building Automation Systems	3
ETS 4536 - Control Systems and Networking	3
ISM 3324 - Applications in Information Security	3
ISM 4212 - Database Design and Administration	3
ISM 4382 - Global Information Systems	3
ISM 4480 - Electronic Commerce Systems and Strategies	3
MAN 4915 - Capstone Project, Internship or Practicum	3

**Concentration: International Business and Trade**

MAN 4570 - International Procurement and Outsourcing	3
ISM 4382 - Global Information Systems	3
ETI 3647 - Supply Chain Management	3
ETI 4448 - Applied Project Management	3
MAN 4520 - Quality Management	3
FIN 3400 - Financial Management	3
BUL 3322 - Legal Issues in International Business.	3
MAN 4442 - International Business Negotiations	3
MAN 4910 - Directed Research Principles and Applications	3
MAN 4934 - Capstone Project, Internship or Practicum	3

**Concentration: Governmental/Nonprofit Accounting and Financial Reporting**

ACG 3101 - Financial Accounting and Reporting I	3
TAX 3301 - Tax Exempt and Government Entities	3
ACG 3632 - Auditing Theory and Application I	3
ACG 3501 - Governmental/Nonprofit Accounting I	3
ACG 4501 - Governmental/Nonprofit Accounting II	3
ACG 4401 - Accounting Information Systems	3
PAD 4603 - Administrative Law	3
PAD 4142 - Managing the Nonprofit Organization	3
ACG 4658 - Governmental Auditing	3
ACG 4900 - Capstone Project, Internship or Practicum	3

**ELECTIVE Courses**

**Concentration: Supervision and Management**

ETI 4448 - Applied Project Management	3
ETI 3647 - Supply Chain Management	3
PAD 4142 - Managing the Nonprofit Organization	3
ISM 4212 - Database Design and Administration	3
MAN 3593 - Logistics Management	3
MAN 4570 - International Procurement and Outsourcing	3
ISM 4480 - Electronic Commerce Systems and Strategies	3

**Concentration: Technology Management**

ETI 3647 - Supply Chain Management	3
CJE 4668 - Computer Crime	3
ETI 4448 - Applied Project Management	3
ETP 3320 - Intro to Energy Technology	3
FIN 3400 - Financial Management	3
MAN 3593 - Logistics Management	3
MAN 4520 - Quality Management	3
MAN 4534 - Business Architecture and Process Modeling	3
MAN 4570 - International Procurement and Outsourcing	3
Any other Supervision and Management Course	3

**Concentration: International Business and Trade**

MAN 3593 - Logistics Management	3
ISM4480 - Electronic Commerce Systems and Strategies	3
ISM 3324 - Applications in Information Security	3
ISM 4212 - Database Design and Administration	3
ETS 4536 - Control Systems and Networking	3
ETS 4515 - Building Automation Systems	3
MAN 4534 - Business Arch. & Process Modeling	3
Any other Supervision and Management Course	3

**Concentration: Governmental/Nonprofit Accounting and Financial Reporting**

ACG 3111 - Financial Accounting and Reporting II	3
ACG 3341 - Cost Accounting	3
PAD 4204 - Public Finance	3
ETI 4448 - Applied Project Management	3
ETI 3647 - Supply Chain Management	3
MAN 4520 - Quality Management	3
MAN 4534 - Business Architecture and Process Modeling	3
PAD 4232 - Grants Adm & Resource Dev.	3

The table below notes the total credit hours required in each degree concentration.

BAS-SM Credit Hour Summary for each Upper Division Concentration				
	Credit Hours			
	Core	Specialization	Electives	Total Hours
Concentration 1- Supervision and Management	27	27	6	60
Concentration 2- Technology Management	27	24	9	60
Concentration 3- International Business & Trade	27	30	3	60
Concentration 4-Governmental/Non-Profit Accounting	27	30	3	60

Of the fifty-five unique courses that are part of the overall degree and each of the concentrations, 65.5% are existing course that are part of existing courses currently being offered at SCF, while 34.5% would be new courses at SCF which would be required to be added to our overall curriculum. All courses in the degree plans above are currently listed in the State of Florida Statewide Course-wide Numbering System (SCNS) <https://flscns.fldoe.org>.

Additionally, 65.4% of all courses listed on the degree planning above are existing SCF courses that are part of the current BAS Degrees in International Business and Trade and Technology Management that are being rolled into Concentration 2 and Concentration 3 of this BAS-SM Degree proposal.

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10.12 Is the program being proposed as a limited access program? (If yes, identify admission requirements and indicate enrollment capacity):  Yes  No



## **PROGRAM TERMINATION**

### 11.1 Plan of action if program must be terminated, including teach-out alternatives for students.

SCF has a detailed process for program discontinuation. The following steps will be taken if in the event it becomes necessary for SCF to terminate the B.A.S. in Supervision and Management program.

Based on a program review or evaluation, including a comprehensive analysis of workforce demand, enrollment data, completion rates, job placement rates, college resources, and community needs warrants program termination, the college will make a good faith effort to inform and assist affected students, faculty, administrative and support staff in a timely manner to provide minimal disruption to their course of study or professional careers.

The Baccalaureate Program Manager in the program area will develop a plan and a Teach-Out Plan for the discontinuation of the program. The plan will include the date of closure of the program and communication with students, faculty, and staff about the closing of the program.

A specific phase-out plan will commence in Spring 2019 for existing students in the current BAS degrees in International Business and Trade and Technology Management that will become new concentrations.

- a) Students who will be affected by the termination of the program will be notified and provided information about the discontinuation of the program.
- b) Existing students will be offered the option of transitioning into the new BAS-SM degree or continuing to complete their original BAS degree in a concentration of their choice, including one of the new concentrations. Alternatively, they may opt to continue under the existing BAS degrees which will continue to be offered for three years.
- c) No new students will be accepted into either the IBT or TM degree after the approval of the BAS-SM degree. New students will need to opt into one of the four concentrations in the new degree. Students will be provided with program options (if any), and how required courses within the program will be scheduled and offered so that students interested can complete their program within a specified period.

Faculty and staff related to the program will be informed about the discontinuation of the program. The college will review other potential program areas of need in which faculty are qualified to teach and provide assistance in identifying other institutions with potential employment opportunities (if needed). The nature of the proposal and the converting of the existing BAS-TM and BAS-IBT into concentrations within the BAS-SM degree will ensure that faculty teaching in the existing degrees will be qualified to teach in the new BAS-SM degree.

SCF will develop and submit a plan for discontinuation for SACSCOC approval in advance of implementation of the degrees for the degrees being discontinued. Notification of the discontinuation will be submitted to the Florida College System. Other State Colleges offering the program locally will be contacted to potentially accept students who desire to complete outside of the phase-out timeline.

**Appendix Table A.1.**

**INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION OF APPENDIX TABLE A.1.1 and A.1.1.2:** To complete the following table, use the [CIP to Standard Occupational Classification \(SOC\) crosswalk](#) of the U.S. Department of Education to identify the SOC codes for occupations associated with the proposed program's CIP code. Fill in Table A.1.1 using the employment projections data produced by the Florida Department of Economic Opportunity (DEO), pursuant to Section 445.07, F.S., for the workforce region aligned with the college's service district for each SOC code associated with the proposed program's CIP code. The employment projections data may be accessed at <http://www.floridajobs.org/labor-market-information/data-center/statistical-programs/employment-projections>. For proposed programs without a listed SOC linkage, identify the appropriate SOC codes for which the program prepares graduates. Insert additional rows as needed. The total job openings column value shall be divided by eight to reflect total annual job openings. The annualized salary shall be calculated by multiplying the average hourly wage times 40 and then multiplying that value times 52. Complete table A.1.1.2 in the same manner as A.1.1 for any additional sources of employment projections. Duplicate Table A.1.1.2 for additional sources as needed.

**DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS**

**A.1.1**

Occupation			Number of Jobs					Salary	
Name/ Title	SOC Code	County/ Region	Base Year 2018	Projected Year 2026	Level Change	Total Job Openings (divided by 8)*	Hourly Wage (\$) **	Annualized Salary	Education Level
Chief Executives	111011	18	762	789	27	58	\$67.90	141,232	Bachelor's Degree
General and Operating Managers	111021	18	2952	3402	451	312	\$44.58	92,726	Associate Degree *
Sales Managers	112022	18	448	506	58	47	\$51.15	106,392	Bachelor's Degree
Administrative Services Managers	113011	18	325	369	44	33	\$38.71	80,157	Associate Degree *
Industrial Production Managers	113051	18	217	243	26	19	\$46.56	96,845	Associate Degree *
Construction Managers	119021	18	1195	1366	171	108	\$28.33	58,926	Associate Degree *
Social and Community Service Managers	119151	18	117	135	18	13	\$38.76	80,620	Associate Degree *
Managers, All Other	119199	18	947	1068	121	85	\$40.41	84,053	Associate Degree *
Cost Estimators	131051	18	661	769	108	82	\$27.01	65,180	Associate Degree *
Management Analysts	131111	18	1341	1620	279	159	\$29.41	61,173	Associate Degree *
					Total	915	\$41.28		

Data taken 12.8.18 <http://www.floridajobs.org/workforce-statistics/data-center> Manatee/Sarasota County

\* According to Federal Bureau of Labor Statistics, each of these SOC Codes requires a *Bachelor's Degree*

\*\* Median Annual Wages



**INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION OF APPENDIX TABLE A.1.2:** To complete the following table, use the Integrated Postsecondary Education Data System of the National Center for Education Statistics to identify the number of degrees awarded by other regionally accredited postsecondary institutions in the college’s service district under the same or related CIP code(s) as the proposed program. The data center is located at <http://nces.ed.gov/ipeds/datacenter/>. Include degrees awarded for the most recent year available and for the four prior years for each program. If the program has not had degrees awarded for five years or more, add the degrees awarded for the years available, and divide by that number of years, for the average.

**SUPPLY: NATIONAL CENTER FOR EDUCATION STATISTICS, INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM**

A.1.2

A.1.2 Program		Number of Degrees Awarded					
Institution Name	CIP Code	Prior Year 4	Prior Year 3	Prior Year 2	Prior Year 1	Most Recent Year*	5-year average
University of South Florida-Sarasota-Manatee*	52.0201	33	30	24	33	30	30
Argosy University-Sarasota*	52.0201	0	0	0	0	0	0
<b>Total</b>						0	0

\* 2017 Per IPEDS

**INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION OF APPENDIX TABLE A.1.3:** To complete the following table, column A should be derived from Tables A.1.1 and A.1.1.2 and the totals in columns B and C should be derived from Table A.1.2. Input the figures in the “Total” row in Table A.1.1 and A.1.1.2 for total job openings and Table A.1.2 for most recent year and 5-year average (these figures should be same for all sources). The range of estimated unmet need should be derived from 1) subtracting the figure in column B from the figure in column A and 2) subtracting the figure in column C from the figure in column A. Add rows for additional sources as needed.

**ESTIMATES OF UNMET NEED**

A.1.3	DEMAND	SUPPLY		RANGE OF ESTIMATED UNMET NEED	
		( A ) Total Job Openings (divided by 8)	( B ) Most Recent Year**	( C ) 5-Year Average	( A-B ) Difference
DEO	915*	30	30	885	885

\*Total Openings compiled from Table A.1.1

\*\*2017

Appendix Table A.2

**INSTRUCTIONS FOR COMPLETING THE PROJECTED BACCALAUREATE PROGRAM ENROLLMENT SECTION OF APPENDIX TABLE A.2:**

To complete the following table, enter the projected enrollment information for the first four years of program implementation. Unduplicated headcount enrollment refers to the actual number of students enrolled. Full-time equivalent (FTE) refers to the full-time equivalent of student enrollment.

<b>PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>		Year 1	Year 2	Year 3	Year 4
A.2.1	Unduplicated headcount enrollment:				
A.2.1.1	Admitted Student Enrollment (First-time)	61	72	84	88
A.2.1.2	Total Admitted Student Enrollment	224	260	303	323
A.2.2	FTE Enrollment:				
A.2.2.1	Program Student Credit Hours (Resident)	2066	2366	2757	2921
A.2.2.2	Program Student Credit Hours (Non-resident)	12			
A.2.2.3	Total Program Student Credit Hours)	2078	2366	2757	2921
A.2.2.4	Program FTE (30 credits) - (Resident)	68.9	78.9	91.9	97.4
A.2.2.5	Program FTE (30 credits) - (Non-resident)	.4			
A.2.2.6	Total Program FTE	69.3	78.9	91.9	97.4

**INSTRUCTIONS FOR COMPLETING THE PROJECTED DEGREES AND WORKFORCE OUTCOMES SECTION OF APPENDIX TABLE A.2:** To complete the following table, enter the projected number of degrees awarded, the projected number of graduates employed and the projected average starting salary for program graduates for the first four years of program implementation.

<b>PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>		Year 1	Year 2	Year 3	Year 4
A.2.3	Degrees	25	31	54	71
A.2.4	Number Employed	8	10	37	47
A.2.5	Average Starting Salary*	\$ 44,672	\$ 44,672	\$ 44,672	\$ 44,672

\* Florida College System Bachelor’s Degree Completers- Supervision and Management 1105202991

<http://fldoe.org/core/fileparse.php/7592/urlt/1516BachProgram.pdf>



**INSTRUCTIONS FOR COMPLETING THE REVENUES AND EXPENDITURES SECTION OF APPENDIX TABLE A.2:** To complete the following table, enter the projected program expenditures and revenue sources for the first four years of program implementation.

<b>REVENUES AND EXPENDITURES</b>				
<b>I. PROJECTED PROGRAM EXPENDITURES</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>INSTRUCTIONAL</b>				
1. Faculty Full-Time FTE	6	7	8	8
2. Faculty Part-Time FTE	5	6	8	8
1. Faculty Full-Time Salaries/Benefits	\$ 85,897	\$ 102,218	\$ 116,820	\$ 116,820
2. Faculty Part-Time Salaries/Benefits	\$ 25,221	\$ 25,725	\$ 34,300	\$ 34,300
3. Faculty Support: Lab Assistants	N/A	N/A	N/A	N/A
<b>OPERATING EXPENSES</b>				
1. Academic Administration	0	0	0	0
2. Materials/Supplies	0	0	0	0
3. Travel	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
4. Communication/Technology	0	0	0	0
5. Library Support	\$ 14,603	\$ 16,063	\$ 19,275	\$ 19,275
6. Student Services Support	0	0	0	0
7. Professional Services	0	0	0	0
8. Accreditation	0	0	0	0
9. Support Services	\$ 4,288	\$ 4,716	\$ 5,660	\$ 5,660

CAPITAL OUTLAY				
1. Library Resources	0	0	0	0
2. Information Technology Equipment	0	0	0	0
3. Other Equipment	0	0	0	0
4. Facilities/Renovation	0	0	0	0
TOTAL PROJECTED PROGRAM EXPENDITURES	\$ 135,009	\$ 153,722	\$ 181,055	\$ 181,055
II. NATURE OF EXPENDITURES				
1. Recurring	\$ 135,009	\$ 153,722	\$ 181,055	\$ 181,055
2. Nonrecurring	0	0	0	0
TOTAL	\$ 135,009	\$ 153,722	\$ 181,055	\$ 181,055
A. REVENUE				
1. Special State Nonrecurring	0	0	0	0
2. Upper Level - Resident Student Tuition Only	\$ 190,740	\$ 217,175	\$ 253,065	\$ 268,127
Upper Level - Nonresident Student Fees Only	0	0	0	0
Upper Level - Other Student Fees	\$ 49,124	\$ 55,932	\$ 65,175	\$ 59,269
3. Contributions or Matching Grants	0	0	0	0
4. Other Grants or Revenues	0	0	0	0
5. Florida College System Program Funds	0	0	0	0
6. Unrestricted Fund Balance	0	0	0	0
7. Interest Earnings	0	0	0	0
8. Auxiliary Services	0	0	0	0
9. Federal Funds – Other	0	0	0	0
B. CARRY FORWARD	0	0	0	0
TOTAL FUNDS AVAILABLE	\$ 104,855	\$ 119,385	\$ 137,185	\$ 146,341
TOTAL UNEXPENDED FUNDS (CARRY FORWARD)	\$ 104,855	\$ 224,240	\$ 359,425	\$ 505,766

## Supplemental Materials B.1

### SUPPLEMENTAL MATERIALS

B.1 Summarize any supporting documents included with the proposal, such as meeting minutes, survey results, letters of support, and other supporting artifacts.

#### B1.1 Letters of Support- Organizations and Community Leaders

- [Sarasota County Economic Development Corporation](#)
- [Manatee County Redevelopment & Economic Opportunity Department](#)
- [Venice Area Chamber of Commerce](#), Venice, FL
- [City of Sarasota, FL](#)
- [City of North Port, FL](#)
- [Office of Housing and Community Development](#), Sarasota, FL
- [Sarasota County](#)
- [Bradenton Area Economic Development Corporation](#), Bradenton, FL
- [Manatee County Parks & Recreation](#), Bradenton, FL
- [Manatee East Exchange Club](#), Bradenton, FL

#### B1.2 Letters of Support- Universities and Colleges

- [University of South Florida-Sarasota Manatee, FL](#)
- [Manatee Technical College, Bradenton, FL](#)

#### B1.3 Letters of Support- Businesses

- [Atlanta Braves Spring Training](#), North Port, FL
- [Venice Regional Bayfront Health](#), Venice, FL
- [Purvis Gray and Company](#), Bradenton, FL
- [Fly PGD](#), Punta Gorda Airport, Punta Gorda, FL
- [Creative Consulting Associates](#), Sarasota, FL
- [Port Manatee](#), Bradenton, FL
- [Career Course Suncoast](#), Bradenton, FL
- [Cortez Heating and Air Conditioning](#), Bradenton, FL
- [Bay Systems](#), Sarasota, FL

#### 1.B.4: Advisory Committee Minutes: BAS-SM Committee

[1.B.4.1](#) Notes of Meeting- 11-4-14 Supervision/Management/Nonprofit Accounting Concentration

[1.B.4.2](#) Notes of Meeting- 4-11-2017 Supervision/Management/Nonprofit Accounting Concentration

[1.B.4.3](#) Notes of Meeting- 4-12-2018 Supervision/Management/Nonprofit Accounting Concentration

#### 1.B.5: Baccalaureate Enrollments- Technology Management

[1.B.5.1](#)- 2016-17 Baccalaureate Enrollment Report- TM

[1.B.5.2](#)- 2015-16 Baccalaureate Enrollment Report- TM

1.B.6: Baccalaureate Enrollment Reports- International Business and Trade (IBT)

[1.B.6.1](#)- 2016-17 Baccalaureate Enrollment Report- IBT

[1.B.6.2](#)- 2015-16 Baccalaureate Enrollment Report- IBT

[1.B.7](#): PPT Presented at SCF President's Advisory Committee

[1.B.8](#): Faculty eCertification Requirements for Teaching Online

[1.B.9](#): Online Faculty Accessibility Training

B.2 List any objections or alternative proposal received from other postsecondary institutions for this program.

- [B.2.1 Rebuttal by SCF](#)- Objections from Other Institutions
- B.2.2 Letter of Objection, Keiser University
- B.2.3 Keiser University Estimated Price for Attending Keiser University
- B.2.4 Keiser University Tuition, Fees, and Living Cost Analysis

## B1.1 Letters of Support- Organizations and Community Leaders

### Sarasota County EDC



1680 Fruitville Road Suite 402 Sarasota, Florida 34236  
(t) 941.309.1200 • (f) 941.309.1209 • www.edcsarasotacounty.com

April 11, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

RE: BAS in Supervision & Management

Dear Dr. Probstfeld,

The Economic Development Corporation of Sarasota County supports the efforts of the State College of Florida, Manatee-Sarasota to pursue the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.

As the county's oldest higher education institution, SCF has enjoyed a long and successful partnership with the county, community organizations and employers, in meeting the demands of our local workforce. With the growth that is occurring in Sarasota County, especially around the college's Venice Campus, the demands for more training and education will continue to increase and the implementation of this program will support the increasing needs of growing companies for well-educated supervisors and managers.

We are proud to join you in supporting the proposed BAS Supervision and Management degree.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Huey".

Mark Huey  
President & CEO  
Economic Development Corporation of Sarasota County

MH/abc

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#### *The Founders*

Buchanan Automotive Group • Casco Lifestyle Properties • Coldwell Banker Residential Real Estate, Inc. • Gulf Coast Community Foundation  
Halfacre Construction Company • Kerkering, Barberio & Co. • Michael Saunders & Company • Osprey Real Estate Services, LLC  
RE/MAX Alliance Group • Sarasota Association of Realtors® • Schroeder-Manatee Ranch, Inc. • SunTrust • Verizon • Wagner Realty  
Williams Parker Harrison Dietz & Geizen • WilsonMiller-Stantec, Inc.

Manatee County REC



Redevelopment & Economic  
Opportunity Department  
Economic Development Division  
1112 Manatee Avenue West Ste 300  
Bradenton, FL 34205  
Phone: (941) 748-4501 ext. 6832

May 3, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

RE: BAS in Supervision & Management

Dear Dr. Probstfeld:

It is with great pleasure that I write to express the unwavering support of Manatee county government's economic development division for the State College of Florida, Manatee-Sarasota to pursue the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.

As the county's oldest higher education institution, SCF has enjoyed a long and successful partnership with the county, community organizations and employers, in meeting the demands of our local workforce. With the college's expansion to Parrish, the demands for more training and education will continue to grow and the implementation of this program will undoubtedly contribute to our economic climate. The proposed bachelor's program would enhance and expand training opportunities for our clients and our employers.

We are proud to join you in supporting the proposed BAS Supervision and Management degree.

Sincerely,

A handwritten signature in blue ink that reads "Karen Stewart".

Karen Stewart, CECD  
Economic Development Official  
Manatee County Government

Venice Area Chamber of Commerce



AND BETTER BUSINESS DEPARTMENT

597 TAMiami TRAIL SOUTH • VENICE, FLORIDA 34285-2927

PHONE (941) 488-2236 • FAX (941) 484-5903 • WEBSITE: WWW.VENICECHAMBER.COM • EMAIL: VCHAMBER@VENICECHAMBER.COM

April 12, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

RE: BAS in Supervision & Management

Dear Dr. Probstfeld:

The Venice Area Chamber of Commerce supports the efforts of the State College of Florida, Manatee-Sarasota to pursue the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.

SCF has enjoyed a long and successful partnership with the regional Chambers of Commerce and employers, in meeting the demands of our local workforce. With the growth that is occurring in greater Sarasota County, especially around SCF's Venice Campus, the demands for more training and education will continue to increase.

The implementation of this BAS in Supervision and Management program will undoubtedly contribute to a positive economic climate for years to come. SCF has demonstrated its support of local workforce training needs.

We are proud to join you in supporting the proposed BAS Supervision and Management degree.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Lehner".

Kathy Lehner  
President/CEO, Venice Area Chamber of Commerce



City of Sarasota



**April 17, 2018**

**Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207**

**Subject: Bachelor's of Applied Science (BAS) in Supervision and Management**

**Dear Dr. Probstfeld:**

**It is with great excitement that I express support to pursue the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.**

**As a leader in the governmental finance sector, I believe the implementation of this BAS in Supervision and Management Program will contribute positively to recruiting and retaining a high quality workforce to serve the Citizens in the Sarasota-Manatee area.**

**I am proud to join you in supporting the proposed BAS in Supervision and Management degree.**

**Sincerely,**

A handwritten signature in black ink, appearing to read "John Lege", with a long horizontal flourish extending to the right.

**John Lege, CGFO, CPFO  
Assistant City Manager  
City of Sarasota, Florida**



City of North Port



September 7, 2016

Dr. Carol Probstfeld  
President  
State College of Florida  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

Dear Dr. Probstfeld,

On behalf of the City of North Port, I would like to express our strong support of your institution's consistent and pioneering work in providing our regional workforce meaningful career pathways to not only be skilled and competitive in today's global economy, but also contribute to our local economy's growth. The proposed Bachelor of Applied Science (BAS) Management and Supervision umbrella program with 2 tracts (BAS in Technology Management and BAS International Business and Trade) will be an exemplary and welcomed addition to your course offerings by the City and our employers.

Providing advanced workforce degrees such as these will enable the region to attain a broader pool of talent for our employers. In addition, having the right talent will allow us the ability to recruit new employers to our area, by demonstrating that our regional educational institutions provide the necessary training and degrees to meet workforce demands.

We appreciate the opportunity to extend our support of your proposed expansion plans, and we look forward to being included in your future announcements and programs.

Sincerely,

A handwritten signature in black ink that reads "Ruth A. Buchanan".

Ruth A. Buchanan, MBA, CEcD  
Economic Development Program Manager  
City of North Port



Achieve Anything

[www.cityofnorthport.com](http://www.cityofnorthport.com)

Economic Development Office: 941.429.7029, 4970 City Hall Boulevard, North Port, FL 34286

OHCD, City of Sarasota



111 South Orange Avenue • Sarasota, FL 34236  
941/951-3640 • Fax 941/951-3647

October 30, 2015

Dr. Amy Santos, Associate Professor  
Chair, Department of Business/Technology  
Co-Director, BAS Programs, Business/Technology  
State College of Florida  
5840 26th St. W.,  
Bradenton, FL 34207

Dear Dr. Santos:

Having worked with you for the past several months on a potential baccalaureate degree program focusing on governmental accounting, I wish to take this opportunity to express my enthusiasm about the idea. I have an Associate Degree, and my major was Accounting. Since obtaining that degree I went on to take some courses in pursuit of my Bachelor's Degree. However, due to circumstances beyond my control, I have had to work full-time and have not finished my undergraduate degree.

Fortunately, I have a job that is very interesting and work with people who share their knowledge freely. Still, it is my goal to finish my undergraduate degree. A colleague of mine who is the Manager of Accounts Payable/Receivable at Sarasota County finished her degree after having worked in governmental accounting for over 20 years. She ended up majoring in Business Administration, although that does not really relate to her job specifically.

A curriculum focused on Governmental Accounting would be a welcome opportunity for those of us who have jobs in government or work with non-profits, yet wish to complete our undergraduate studies. Additionally, it would pique the interest of students who already want to study accounting and pave the way for the next generation of governmental employees.

Hopefully all involved in the decision-making process will come to the conclusion that many persons will take advantage of this baccalaureate program should it come to fruition.

Sincerely,

Cindy Emshoff  
OHCD Finance Manager



Sarasota County



**SARASOTA COUNTY**  
"Dedicated to Quality Service"

**BOARD OF COUNTY COMMISSIONERS**

1660 Ringling Blvd., Sarasota, FL 34236  
phone: 941-861-5344 fax: 941-861-5987

September 21, 2016

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
P.O. Box 1849  
Bradenton, FL 34206

Re: Technology Management Track

Dear Dr. Probstfeld:

I am writing on behalf of the Sarasota Board of County Commissioners to express our support for the State College of Florida, Manatee-Sarasota (SCF) to create the Bachelor of Applied Science degree in Management and Supervision with two tracks, Technology Management and International Business and Trade.

SCF has our continued support and we welcome implementation of this education opportunity in our community. It is our hope that the creation of this high-quality program will increase the knowledge and diversify the skillset of the workforce in Sarasota and Manatee Counties.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Maio".

Alan Maio  
Chairman

c: Sarasota County Commission

## Bradenton Area Economic Development Corporation



Lakewood Ranch at the McClure Center | 4215 Concept Court, Bradenton, FL 34211 | Phone +1.941.803.9030

### PACESETTER INVESTORS

SunTrust Bank

### LEADERSHIP INVESTORS

Benderick Development Company, LLC  
Bright House Networks  
Fifth Third Bank of Florida  
Hancock Bank  
Herald-Tribune Media Group  
IMG Academy  
Lakewood Ranch Commercial  
Manatee Chamber of Commerce  
Sarasota Bradenton International Airport  
Synovus Bank  
The Mosaic Company  
University of South Florida, Sarasota-Manatee

### TRUSTEE INVESTORS

Air Products & Chemicals, Inc.  
Anna Maria Island Chamber of Commerce  
Bank of America/Merrill Lynch  
BB&T Banking, Insurance & Investments  
Beall's Inc.  
Blake Medical Center  
Blalock Waters, P.A.  
C1 Bank  
Cadence Bank  
CASTO  
Christopher, Smith, Leonard, Bristow & Stanell, P.A.  
CORE Construction Services of Florida, LLC  
Fawley/Bryant Architects  
FELD Entertainment, Inc.  
1<sup>st</sup> Choice Industries/1<sup>st</sup> Choice Interiors & Displays/The Ranch Grill  
FPL  
Grimes Goebel Grimes Hawkins Gladfelter & Galvano, PL  
Halfacre Construction Company  
It Works!  
Manatee Healthcare System  
Manatee Technical College  
Mauldin & Jenkins, LLC, CPA's  
Michael Saunders & Company  
Miller Enterprises, Inc.  
Palmetto Companies, Inc.  
Porges, Hamlin, Knowles & Hawk, P.A.  
Rice's Appliance -TV & Outdoor Power Products  
Shinn & Company, LLC  
SouthTech  
TECO Peoples Gas  
Tropicana Products  
Vecenergy Resources  
Wills A. Smith Construction  
ZNS Engineering, L.C.

### PARTNERS

Bradenton Area Convention & Visitors Bureau  
Career Source Suncoast  
City of Bradenton  
City of Palmetto/Palmetto CRA  
Manatee County Government  
Port Manatee  
Town of Longboat Key

September 7, 2016

Dr. Carol F. Probstfeld  
President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

Dear Dr. Probstfeld,

On behalf of the Bradenton Area Economic Development Corporation, I am pleased to support your application to continue to offer Bachelor of Applied Science (BAS) degrees in Technology Management and in International Business & Trade.

The importance of the Technology Management degree program cannot be overstated. Technology affects all companies in one way or another. It is critically important to provide existing and potential new employers with a talent pool that has expertise in this area.

The International Business & Trade degree complements the EDC's focus on recruitment of global companies as well as foreign direct investment (FDI) in our community.

We value the relationship that we have with the State College of Florida and enthusiastically support the Bachelor of Applied Science (BAS) degree programs in Technology Management and in International Business & Trade.

Sincerely,

Sharon Hillstrom  
President & CEO

THINK GLOBAL. THINK BRADENTON AREA.

Anna Maria • Bradenton • Bradenton Beach • Ellenton • Holmes Beach • Lakewood Ranch • Longboat Key • Palmetto • Parrish

Manatee County Park & Resources Department



Parks & Natural Resources Department  
5502 33<sup>rd</sup> Avenue Drive West  
Bradenton, FL 34209  
Phone: (941) 742-5923  
[www.myanatee.org](http://www.myanatee.org)

May 17, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

RE: Bachelor's in Applied Science in Supervision & Management

Dear Dr. Probstfeld,

The Manatee County Parks & Natural Resources Department fully supports the efforts of State College of Florida Manatee-Sarasota in pursuing the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.

I believe the implementation of this type of degree program will offer a stronger local workforce and provide Manatee County with a larger selection of up and coming qualified candidates to fill positions at the local government level.

You have my full support on the proposed BAS in Supervision and Management degree program.

Sincerely,

A handwritten signature in blue ink that reads "Charlie Hunsicker".

Charlie Hunsicker, Director  
Parks & Natural Resources  
Manatee County Government

Manatee East Exchange Club



May 16, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

RE: BAS in Supervision and Management

Dear Dr. Probstfeld,

The Manasota East Exchange Club supports the efforts of the State College of Florida, Manatee-Sarasota to pursue the implementation of a program for a Bachelor's of Applied Science (BAS) in Supervision and Management.

SCF has enjoyed a long and successful partnership with the Manasota East Exchange Club, Manatee River Business Exchange Club, and the Sarasota Business Exchange Club in meeting the demands of our local workforce and with this workforce getting larger and the demand for workers increasing the need for programs that provide training in and education on supervision and management skills just continues to increase.

SCF has demonstrated its support of local workforce training needs and the implementation of this program continues that trend.

We are proud to join you in supporting the proposed BAS in Supervision and Management degree.

With appreciation,

  
Ann S. Johnson  
Secretary  
Manasota East Exchange Club



***B1.B Letters of Support- Universities and Colleges***

University of South Florida, Sarasota Manatee letter of support\*



July 18, 2018

Carol F. Probstfeld, Ph.D.  
President  
State College of Florida, Manatee-Sarasota  
P. O. Box 1849  
Bradenton, Florida 34206

Dear President Probstfeld,

Thank you for the opportunity to review the proposed Bachelor of Applied Science in Supervision and Management Degree at State College of Florida, Manatee-Sarasota. The University of South Florida has no concerns regarding this proposal. At this time we do not see any conflict with USF programs and do not plan to offer an alternative proposal for this program.

Please do not hesitate to contact me if we can help in any way.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ralph C. Wilcox", with a stylized flourish at the end.

Ralph C. Wilcox, Ph.D.  
Provost and Executive Vice President

Office of the Provost and Executive Vice President for Academic Affairs  
University of South Florida · 4202 East Fowler Avenue, CGS 401 · Tampa, Florida 33620-6100  
(813) 974-2154 · FAX (813) 974-5093 · <http://www.acad.usf.edu>

\* Note from Johnny Prugh, Special Assistant to the President, University of South Florida. "USF Tampa is happy to provide a letter, and please note that our process is for our Provost to provide letters of support for these types of requests."

Manatee Technical College



April 11, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

RE: BAS in Supervision & Management

Dear Dr. Probstfeld:

Manatee Technical College (MTC) supports the efforts of the State College of Florida, Manatee-Sarasota to pursue the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.

As the county's oldest higher education institution, SCF has enjoyed a long and successful partnership with our school as well as with community organizations and employers, in meeting the demands of our local workforce. The demands for more training and education continue to increase and the implementation of this program will undoubtedly contribute to a positive economic climate. Adding another rung to the business career ladder will help all of our students see the career progression that is possible within our own region.

MTC values the collaborative partnership that we have enjoyed over the years and welcomes the opportunity in supporting you with the proposed BAS Supervision and Management degree.

Sincerely,

Doug Wagner  
Executive Director, Adult Career and Technical Education/MTC  
Wagnerd@manateeschools.net  
941/751-6550 ext. 2057

DW/sv



B1.3 Letters of Support- Businesses  
Atlanta Braves Spring Training Facility



Dear Dr. Probstfeld:

The Atlanta Braves enthusiastically support The State College of Florida in its pursuit of offering a baccalaureate degree in Supervision and Management. The Atlanta Braves are in the process of building our new spring training facility adjacent to the State College of Florida's Venice Campus. Once moved into our new state of the art facility the Braves will be a part of this community for years to come.

As the oldest and largest institution of higher education in the area, The State College of Florida has a longstanding reputation for excellence in education and for meeting the workforce needs of the Sarasota-Manatee area. To this end, there continues to be a need for highly qualified managers at the baccalaureate level due to the continued economic growth in the area.

The development of the proposed baccalaureate degree will assist in both developing talent individuals to meet the needs of continued growth in the area, and in keeping local talent in the area who would otherwise had to leave the area to pursue an educational opportunity such as this.

Best Regards,

A handwritten signature in blue ink, appearing to read "Michael Dunn".

Michael Dunn  
Vice President of Florida Operations  
Atlanta Braves



**MAILING:**  
PO BOX 7640  
NORTH PORT, FL 34290

**ATLANTA BRAVES SPRING TRAINING FACILITY**  
**SPRINGTRAINING@BRAVES.COM**  
P:(941)-413-5000  
F:(941)-413-5019

**SHIPPING:**  
14906 TAMiami TRAIL- SUITE A  
NORTH PORT, FL 34287

Venice Regional Bayfront Health



May 1, 2018

Dear Dr. Probstfeld,

Venice Regional Bayfront Health enthusiastically supports The State College of Florida in its pursuit of offering a baccalaureate degree in Supervision and Management. As a partner in the business community The State College of Florida has provided Venice Regional Bayfront Health with many outstanding graduates over the years. SCF graduates have consistently performed in a manner that has helped Venice Regional Bayfront Health to pursue our mission—to provide compassionate, high quality health care.

It is with this in mind that we offer our support for a baccalaureate degree that will provide our healthcare facilities with more highly skilled employees, qualified to supervise and manage others. Qualified management is a continuous need, and the opportunity to educate individuals from our own community to take these positions will assist in maintaining the economic growth of the area, as well as prevent talented individuals from leaving the community to gain this education. Venice Regional Bayfront Health also looks forward to having the opportunity to hire these graduates, as we continue to grow.

Thus, it is our earnest desire to lend our support to The State College of Florida in their pursuit of offering this degree.

Sincerely,

A handwritten signature in blue ink that reads "Bob Hite".

Bob Hite  
Marketing Director  
Venice Regional Bayfront Health

540 The Rialto • Venice, FL 34285  
[www.VeniceRegional.com](http://www.VeniceRegional.com) • 941-485-7711

Purvis Gray and Company



April 25, 2018

Dr. Carol Probstfeld, President

State College of Florida, Manatee-Sarasota

5840 26<sup>th</sup> Street West

Bradenton, FL 34207

Subject: Bachelor's of Applied Science in Governmental and Non-Profit Accounting

Dear Dr. Probstfeld:

I am a senior audit manager and certified public accountant (CPA) with Purvis Gray and Company, LLP, a state-wide CPA firm founded in 1946 employing about seventy-five professionals and support staff with offices in Sarasota, Ocala, Gainesville and Tallahassee. We currently audit five Florida counties, over twenty-five Florida municipalities, eight Florida district school boards, numerous special districts and forty not-for-profit organizations. I work in the Lakewood Ranch office of the firm and have been with them for ten years. I started my accounting career in Chicago in 1974 with a Big 8 accounting firm, worked in Albuquerque, New Mexico from 1979 to 1998 including twelve years as an audit partner, and moved to Bradenton with my family in 1998.

Most of my audit experience has been with state and local governments and not-for-profit (NPO) organizations. I have noticed that many of my current clients are having a very difficult time finding individuals with accounting degrees and experience with governmental and NPO accounting to replace those who have recently retired or to fill openings for those who have advanced.

I have been a speaker on governmental accounting and auditing topics for the Florida Government Finance Officers Association (FGFOA) chapters and also for continuing professional education sessions for Purvis Gray. I also have been serving since 2014 on the Accounting and Financial Reporting subcommittee of the FGFOA School of Governmental Finance Committee. The Committee holds a week long School of Government for state and local government accounting and finance employees every year. This School also provides courses to help individuals take the exam to become a Certified Government Finance Officer (CGFO).

**Certified Public Accountants**

P.O. Box 23999 • 222 N.E. 1st Street • Gainesville, Florida 32602 • (352) 378-2461 • FAX (352) 378-2505  
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542  
443 East College Avenue • Tallahassee, Florida 32301 • (850) 224-7144 • FAX (850) 224-1762  
5001 Lakewood Ranch Blvd. N., Suite 101 • Sarasota, Florida 34240 • (941) 907-0350 • FAX (941) 907-0309  
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Punta Gorda, Florida 33982  
[www.flypgd.com](http://www.flypgd.com)



(941) 639-1101  
(941) 639-4792 Fax  
[airport@flypgd.com](mailto:airport@flypgd.com)

April 25, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-  
Sarasota 5840 26th Street West  
Bradenton, FL 34207

Subject: Bachelor's of Applied Science (BAS) in Governmental

Accounting

Dear Dr. Probstfeld:

It is with great pleasure that I write to express the unwavering support of Charlotte County Airport Authority for the State College of Florida, Manatee-Sarasota to pursue the implementation of a Bachelor's of Applied Science (BAS) in Governmental Accounting.

As our region continues to grow and our employers become more globally competitive, the need for our career pathways to increase is paramount to a successful employment climate. Providing the bachelor's degree will be yet another rung in the career ladder in business that you have successfully created for our region. As you can see in our 2018-19, more and more positions are requiring a higher educational degree. The proposed bachelor's program would enhance and expand training opportunities for our employees.

Charlotte County Airport Authority has provided our employees with tuition assistance, leading them to greater self-sufficiency and economic prosperity.

We are proud to join you in supporting the proposed BAS Governmental Accounting.

Sincerely,

A handwritten signature in blue ink that reads "Sandy Cauley".

Sandy Cauley,  
Director of Finance  
Charlotte County Airport Authority



Creative Consulting Associates



**CREATIVE CONSULTING ASSOCIATES, LLC**

6522 43rd Ct. E., Sarasota, FL 34243

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5640 26<sup>th</sup> Avenue West  
Bradenton, FL 34207

April 20, 2018

Re: BAS Degree in Supervision and Management

Dear Dr. Probstfeld,

It is with great pleasure that I send this letter in support of the BAS Degree in Supervision and Management.

As a Chief Human Resources Officer of many organizations, including 16 years at State College of Florida, and a former professor of graduate programs in the business school at Webster University, I can attest to the great need for leaders with this degree. My experience with many supervisors and managers with bachelors' and masters' degrees in other disciplines, has shown me the need for the curriculum offered by this degree.

I also have seen the need for accountants who have chosen an accounting profession with certification other than Certified Public Accounting (CPA), such as certification as a Certified Management Accountant (CMA). These require course work in supervision and management such as those included in the new BAS in Supervision and Management degree proposed by State College of Florida, Manatee-Sarasota.

As you are well aware, there is a need for professional accountants in all types of businesses in for-profit, nonprofit and governmental institutions. My experience as an HR professional for all types of businesses has demonstrated that recruiting professionals with strong accountant training and skills is in great demand and one of the most difficult positions to fill.

I am happy to provide my strong support for this program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Margaret Beck', written over a light blue horizontal line.

Margaret (Peg) Beck, MBA, SPHR, SHRM-SCP  
HR Consultant  
Creative Consulting Associates, LLC

Port Manatee



August 31, 2016

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
P.O. Box 1849  
Bradenton, FL 34206

**Re:** BAS in International Business & Trade

Dear Dr. Probstfeld:

This letter is in support of the International Business & Trade baccalaureate program having been planned to support our community. I am confident that the State College of Florida will provide a high quality program like the existing associate programs that have been offered for over 55 years and the other baccalaureate programs for the past eight. The need is great as there are few choices for our employees to obtain this level education locally and we have specifically not required the degree for advancement because of the limited availability to obtain the degree.

Port Manatee appreciates the College's involvement of the community from the start with this degree program. The curriculum is reflective of the global world in which we live, and more importantly the needed for a highly trained workforce to make companies in Manatee and Sarasota Counties competitive. With the international component and the additional option of Maritime Management, this program will enhance both our present workforce but also help us recruit new talent in the years ahead.

In my assessment, a number of current employees over the next five years would enroll in such a program. Completion of the program will enhance their promotion capability within our company, and prepare them for positions such as marketing and trade development. In a tough economic climate, it is key that we obtain the best and brightest, and allow our current employees ongoing professional development.

Finally, our company will offer support to State College of Florida by serving of related advisory committees and helping to ensure the program stays cutting edge and is meeting both our needs, but the needs of the broader community. This is an exciting venture, and we are happy to be included and welcomed at the table to steer the program into the future.

We appreciate the State College of Florida pursuing this program and wish for its success as it will fill a need for our community. It is thus with pleasure that I offer our support for the International Business & Trade program.

Sincerely,

Carlos Buqueras  
Executive Director

career Source Suncoast



Adam Kendall GFFB  
Chairman

Christy Cardillo  
Vice Chair

Eric Troyer  
Treasurer

Ted Ehrlichman  
President & CEO

April 11, 2018

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

Subject: Bachelor's of Applied Science (BAS) in Supervision & Management

Dear Dr. Probstfeld:

It is with great pleasure that I write to express the unwavering support of CareerSource Suncoast for the State College of Florida, Manatee-Sarasota to pursue the implementation of a Bachelor's of Applied Science (BAS) in Supervision and Management.

The college and CareerSource Suncoast have enjoyed a long and successful partnership in meeting the demands of our local employers and building an educated workforce. As our region continues to grow and our employers become more globally competitive, the need for our career pathways to increase is paramount to a successful employment climate. Providing the bachelor's degree will be yet another rung in the career ladder in business that you have successfully created for our region. As you can see in our 2018-19 Regional Demand Occupations list, more and more positions are requiring a higher educational degree. The proposed bachelor's program would enhance and expand training opportunities for our clients and our employers.

CareerSource Suncoast has provided hundreds of residents with tuition assistance to SCF, leading them to greater self-sufficiency and economic prosperity. We look forward to adding the Supervision & Management bachelor's degree to our training list.

We are proud to join you in supporting the proposed BAS Supervision and Management degree.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted Ehrlichman", with a long horizontal flourish extending to the right.

Ted Ehrlichman  
President & CEO

Cortez Heating & Air



Date: September 7, 2016

To: SCF  
PO Box 1849  
Bradenton, FL 34206

Attn: Dr. Carol Probstfeld

Re: BS Technology Management

We employ about 50 people, in Florida, in commercial air conditioning serves business. Technology education is critical to our current and future performance.

It would be a great benefit to our headquarters community if local interns and graduates were readily available.

Sincerely,

Mark M Anderson  
President



## Bay Systems



September 8, 2016

Dr. Carol Probstfeld  
State College of Florida  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

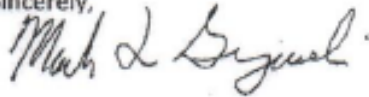
Dear Dr. Probstfeld:

We would like to commend you on the addition of a BAS Management and Supervision umbrella program with TM and IBT as concentration tracts.

We are confident that SCF will provide a high-quality program, which is needed by our community and is not currently offered. SCF has our continued support and we will work with SCF to implement this program in our community.

Should the opportunity present itself, we would hire/promote graduates of this program.

Sincerely,



Mark Gerszewski  
Bay Systems, Inc.

### 1.B.4.1 Notes of Meeting- 11-4-14 Supervision/Management/Nonprofit Accounting Concentration

Supervision/Management with Governmental/Nonprofit Accounting Concentration

NOTES OF MEETING – 11-4-14

SARASOTA, FLORIDA

#### Participants:

Dr. Amy Santos, State College of Florida  
Christopher H. Lyons, City of Sarasota  
Cindy Emshoff, OHCD, Sarasota Government

The meeting started with a discussion about “workforce degrees” and how they differ from other traditional degrees. Amy Santos explained how the focus is on preparing students to enter the workforce upon graduation. Therefore, the curriculum must include experiential learning, field experiences such as internships, and interactive activities so students can practice what they have learned.

The discussion continued with a description of the proposed concentration in governmental/nonprofit accounting as part of a supervision/management BAS Degree.

Mr. Lyons and Ms. Emshoff explained the importance of establishing relationships with other institutions so students could continue their education if they choose to. It might also be important to have at least one in-person event per year (perhaps on a Saturday) that students can attend to share ideas and challenges with one another and with faculty. An Advisory Committee should also attend the event and welcome the students, serve as speakers on special topics, etc. Mr. Lyons discussed some of the courses and topics that he recommends should be included in the curriculum for this program.

#### Courses:

**Core** Intermediate Accounting 1 & 2

**Core** Principals of Management 1 & 2

**Core** Communication/Writing

Financial Management – cover ratios & formulas

Governmental Budgeting 1 & 2 (focus on statutes)

**Core** Governmental Accounting 1 & 2

NOTE: Govt Acct 2 should include reporting segment (i.e. CAFR)

Florida Legal – i.e. Sunshine Law regulations

Contracts/Purchasing/Procurement

Public Sector Auditing

Speech

Grants Management

Information Technology Systems – specific to Accounting systems

## **1.B.4.2 Notes of Meeting- 4-11-2017 Supervision/Management/Nonprofit Accounting Concentration**

### JOINT MEETING

AS Accounting Technology Program/BAS Supervision and Management (Governmental/Nonprofit Accounting Concentration)

Advisory Committee Meeting

Minutes

April 11, 2017

### **BAS Portion of the Minutes:**

Attendees: Steven Botelho, Cindy Emshoff, Judy Hangartner, Chris Laney, Bert A. Martinez, Dr. Amy Santos

The meeting began at 12:15 pm.

Dr. Amy Santos updated the committee members on the status of the Letter of Intent for the new Governmental Non-Profit Accounting degree. The Letter of Intent was reviewed by the VP of Academics and returned for revisions due to changes in requirements at the state level. Once the revised Letter is submitted, it will take approximately 100 days for the various approvals to take place. During that time, Dr. Santos will continue to work out the details of the program. The new expected start date for the program will be Fall 2018.

After a lengthy discussion of the proposed curriculum for the program, Advisors expressed desire to change the required Non-Profit Management course to one of the elective courses and replace it with a requirement to take a Public Finance course instead. Concerns were expressed that there might not be sufficient coverage of budgeting and revenue forecasting.

Dr. Santos assured advisors that budget and revenue forecasting will be included as part of the Government and Non-Profit Accounting I & II courses. The advisors also suggested a name change for the required Federal Taxation course, to possibly State, and Local Government Tax Issues, or something similar. Dr. Santos agreed to use the proposed name or a similar one and ensure that State and Local Government Tax issues are discussed in the course.

Due to a lack of time, the remaining items on the agenda were tabled to the next meeting.

The meeting adjourned at 1:30 pm.

### **1.B.4.3 Notes of Meeting- 4-12-2018 Supervision/Management/Nonprofit Accounting Concentration**

AS Accounting Technology/Accounting Applications Certificate  
Advisory Committee Meeting  
Minutes  
April 12, 2018

**Attendees:** Cindy Emshoff, Debbie Underwood, John Lege, Kevin Gillen, Maggie Daniell, Peg Beck, Steven Botelho, Tammy Boggs, Dr. Amy Santos, Bill Culver, Judy Hangartner, Merville Webber, Nancy Brown

The meeting began at 12:30 pm.

Dr. Santos opened with a discussion of the B.A.S. degrees currently in place within the Business and Technology Department, and changes that will be occurring to add new degrees.

Dr. Santos welcomed everyone, and members introduced themselves.

Judy Hangartner, Assistant Professor of Accounting, presented an update of changes and opportunities within the A.S. Accounting Technology Program, which included:

- Changes to the Florida Department of Education Curriculum Frameworks, which include: 1) broadening the scope of internship opportunities to include participation on business clubs, and service learning projects, 2) adding a Personal Finance requirement in the program.
- Retention rates for the A.S. Accounting Technology program are up from a few years ago.
- A call for internship opportunities from participants for A.S. Accounting Technology students.
- Change in QuickBooks course to QuickBooks Online version beginning in Fall, 2018.

Bill Culver, Assistant Professor of Information Technology, discussed the current technology programs, including the many certificates available.

Dr. Santos introduced the new summer cohort program for the Accounting Certificate (27 credit hours). The credits articulate directly into the A.S. Accounting Technology program, as well as the new B.A.S. in Supervision and Management (Government/Non-Profit Specialty). A flyer of the program was distributed.

Dr. Santos explained the changes to B.A.S. programs, and distributed course listings of four B.A.S. degrees, asking for members to make final suggestions and comments via email before the end of April. The four degrees to be reviewed:

- B.A.S. Supervision and Management (No Specialty)
- B.A.S. Supervision and Management (Government/Non-Profit Accounting)
- B.A.S. Supervision and Management (Technology Management)
- B.A.S. Supervision and Management (International Business and Trade)

To facilitate the discussion of suggestions and changes, Dr. Santos will create a discussion group so members can share their ideas. Dr. Santos also requested letters to be mailed to SCF in support of the new specializations being added (Supervision and Management, and Government/Non-Profit Accounting). The letters are a very important requirement of the application for final approval by the State. Dr. Santos agreed to send a sample letter to members via email. Members were asked to also provide her with contacts at organizations that may be interested in partnering for the success of the programs. Many ideas for organization partnerships were discussed and members agreed to email Dr. Santos contact information for various organizations.

- The meeting adjourned at 2:00 pm.

**1.B.5.1- 2016-17 Baccalaureate Enrollment Report- TM**

**BACCALAUREATE ACCOUNTABILITY REPORT  
Form No. BAAC-03  
Supplemental Form**

Section 1007.33(5)(h), Florida Statutes, requires a Florida College System institution to annually report its status on specified performance and compliance indicators. The completed Baccalaureate Accountability Report form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org).

The accountability report requires completion of the following components:

- Program summary
- Program description
- Startup costs, enrollment projections and funding requirements
- Maintaining the college's primary mission
- Appendix tables

Florida College System Institution Name: State College of Florida, Manatee-Sarasota  
 Florida College System Institution President: Dr. Carol Probstfeld

PROGRAM SUMMARY		
1.1	Program Name:	Technology Management
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science <input checked="" type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online only
1.4	List the counties in the college's service district:	
1.5	Degree CIP code (6 digit):	11.1099
1.6	Anticipated program implementation date:	
1.7	What is the primary associate degree pathway for admission to the program?	AA
1.8	Is the degree a STEM focus area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):	
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Incorporated in Rule 6A-14.095 Site Determined Baccalaureate Access Effective August 2015

## PROGRAM DESCRIPTION

### 2.1 Describe indicators of success, such as surveys of graduates and employers.

The Bachelor of Applied Science in Technology Management Program is designed to help the student develop the skills needed to enhance business competitiveness by leveraging information technology, assessing the impact of technology advances on business and interacting effectively with executive management as a strategic business partner.

Of the twenty degrees awarded in this year, 35% opted to complete their capstone experience by completing an internship with a local employer. Each reflected the value of the internship experience with an employer review, and non-internship students conducted original research in their field that was reviewed by other graduates in the program.

As noted below in 3.1, SCF has proposed this existing Technology Management Degree be folded into a new BAS-SM degree as a separate concentration, along with our current International Business as a separate concentration, and a new concentration in non-governmental accounting, under the overall umbrella of a top-level BAS in Supervision and Management degree. The shared core courses in this program will provide additional options and specialties for potential new graduates in this program.

---

## START UP COSTS, ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

### 3.1 Provide a narrative comparing projected and actual degree program enrollments, outcomes, revenues and expenditures as they appear in Appendix Tables C.1 and C.2.

New Student Enrollment for 2016-17 was 27 students. Credit hours decreased by 216 credit hours, with program FTE declining from 42.3 to 34.7. Projections for 2017-2018 expect a return to 2015-16 levels. There were 20 graduates for the TM program, with the new student increase providing an expectation of future increases. Ten graduates reported full-time employment in this degree, and while no specific wage was provided for SCF graduates, students across Florida report a \$50,308 annual salary for this degree field.

Program expenditures (\$92, 888) were less than projections (\$117,917) primarily due to reduction of Faculty Part-time Salaries by \$9,985 and program support services of \$1,966, primarily based on better course rotation scheduling and faculty assignment. Total funds available (\$646,818) were not exceeded with a carry forward balance of \$553,928.

SCF is currently seeking approval of a new BAS degree in Supervision and Management (BSS-SM). The program proposal has proposed this existing Technology Management Degree be folded into the new BAS-SM degree as a separate concentration, along with our current International Business and Trade. We strongly believe that this program revision and the availability of concentrations will with common coursework encourage additional enrollments for students overall with a more relevant curriculum and increases in the flexibility of their degree in the search for potential employment. This will affect future reporting as the program either teaches out or allows students to choose whether to complete this degree or to opt into the new BAS-SM degree.

**MAINTAINING THE COLLEGE'S PRIMARY MISSION**

- |      |  |   |  |
|------|--|---|--|
| 4.1  | Has the college maintained as its primary mission the responsibility for responding to community needs for postsecondary academic education and career degree education? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.2  | Has the college maintained as its primary mission the provision of associate degrees that provide access to a university?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.3  | Has the college maintained an open-door admission policy for associate-level degree programs and workforce education programs?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.4  | Has the college continued to provide outreach to underserved populations?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.5  | Has the college continued to provide developmental education (also referred to as remedial education)?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.6  | Has the college continued to comply with all provisions of the statewide articulation agreement relating to 2- and 4-year public degree-granting institutions?           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.7  | If the response was "No" to any of the above questions, provide an explanation below:<br>(Insert text here)  |   |  |
| 4.8  | Has this degree program resulted in the termination of a related associate degree program?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 4.9  | If yes to 4.8, provide an explanation below:<br>(Insert text here)   |   |  |
| 4.10 | Has the college maintained Level II Southern Association of Colleges and Schools Commission on Colleges accreditation?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
-

**INSTRUCTIONS FOR COMPLETING THE PROJECTED AND ACTUAL BACCALAUREATE PROGRAM ENROLLMENT SECTIONS OF APPENDIX TABLE C.1:** To complete the following table, use available annualized data for each column. For example, use data from the most recently completed academic year for headcounts, enrollments and degrees. For number employed, average starting salary and continued education, use the most current Florida Education and Training Placement Information Program (FETPIP), (s. 1008.39, F.S.). These data are available at <http://fldoe.org/accountability/fl-edu-training-placement-info-program/fl-college-system-reports.stml>.

<b>Appendix Table C.1 ACTUAL AND PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>			
		Reporting Year (2016-17)	Projected Year (2017-18)
C.1.1	Headcounts for:		
<b>C.1.1.1</b>	<b>Student Enrollment (First Time)</b>	27	28
<b>C.1.1.2</b>	<b>Total Student Enrollment</b>	114	137
C.1.2	FTE Enrollment:		
<b>C.1.2.1</b>	<b>Program Student Credit Hours (Resident)</b>	1029	1239
<b>C.1.2.2</b>	<b>Program Student Credit Hours (Non-Resident)</b>	12	12
<b>C.1.2.3</b>	<b>Total Program Student Credit Hours</b>	1041	1251
<b>C.1.2.4</b>	<b>Program FTE (30 credits) - (Resident)</b>	34.3	41.3
<b>C.1.2.5</b>	<b>Program FTE (30 credits) - (Non-Resident)</b>	.4	.4
<b>C.1.2.6</b>	<b>Total Program FTE</b>	34.7	41.7
<b>ACTUAL AND PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>			
		Reporting Year (2016-17)	Projected Year (2017-18)
<b>C.1.2.7</b>	<b>Degrees</b>	20	20
<b>C.1.2.8</b>	<b>Number Employed</b>	*	*
<b>C.1.2.9</b>	<b>Average Starting Salary</b>	*	*
<b>C.1.2.10</b>	<b>Number Continuing Education</b>	*	*



**INSTRUCTIONS FOR COMPLETING THE EXPENDITURES AND REVENUES SECTIONS OF APPENDIX TABLE C.2:** To complete the following table, use available annualized data for expenditures and revenues as concentrated and reported by the college for each column. Projected data for the reporting year shall reflect the data submitted in the previous year’s baccalaureate accountability report and shall be determined in the same manner used to develop the projections in the baccalaureate degree proposal. Actual data shall reflect actual expenditures and revenues as maintained by the college after program implementation for each column.

<b>Appendix Table C.2 EXPENDITURES AND REVENUES</b>			
<b>Program Expenditures</b>		<b>Reporting Year (2016-17)</b>	<b>Projected Year (2017-18)</b>
<b>INSTRUCTIONAL</b>			
<b>C.2.1</b>	<b>Faculty Full-time FTE</b>	4	4.8
<b>C.2.2</b>	<b>Faculty Part-time FTE</b>	4	4.8
<b>C.2.3</b>	<b>Faculty Full-time Salaries/Benefits</b>	58,410	70,092
<b>C.2.4</b>	<b>Faculty Part-time Salaries/Benefits</b>	17,150	20,580
<b>C.2.5</b>	<b>Faculty Support: Lab Assistants, etc.</b>	0	0
<b>OPERATING EXPENSES</b>			
<b>C.2.6</b>	<b>Academic Administration</b>	0	0
<b>C.2.7</b>	<b>Materials / Supplies</b>	0	0
<b>C.2.8</b>	<b>Travel</b>	0	0
<b>C.2.9</b>	<b>Communication / Technology</b>	0	0
<b>C.2.10</b>	<b>Library Support</b>	11,503	13,804
<b>C.2.11</b>	<b>Student Services Support</b>	0	0
<b>C.2.12</b>	<b>Professional Services</b>	0	0
<b>C.2.13</b>	<b>Accreditation</b>	0	0
<b>C.2.14</b>	<b>Support Services</b>	5,825	6,990
<b>CAPITAL OUTLAY</b>			
<b>C.2.15</b>	<b>Library Resources</b>	0	0
<b>C.2.16</b>	<b>Information Technology Equipment</b>	0	0
<b>C.2.17</b>	<b>Other Equipment</b>	0	0
<b>C.2.18</b>	<b>Facilities / Renovation</b>	0	0
<b>C.2.19</b>	<b>TOTAL PROGRAM EXPENDITURES</b>	92,888	111,466
<b>NATURE OF EXPENDITURES</b>			

<b>C.2.20</b>	<b>Recurring</b>	92,888	111,466
<b>C.2.21</b>	<b>Nonrecurring</b>	0	0
<b>C.2.22a</b>	<b>TOTAL</b>	92,888	111,466
<b>C.2.22b</b>	<b>Cost per FTE (C.22a/C1.2.6)</b>	2,677	2,673
<b>SOURCES OF FUNDS</b>			
<b>REVENUE</b>			
<b>C.2.23</b>	<b>Special State Non-Recurring</b>	0	0
<b>C.2.23a</b>	<b>Upper Level - Resident Student Tuition Only</b>	150,713	180,856
<b>C.2.23b</b>	<b>Upper Level - Non-Resident Student Tuition Only</b>	2,904	3,485
<b>C.2.23c</b>	<b>Upper Level - Other Student Fees</b>	17,431	20,917
<b>C.2.24</b>	<b>Contributions or Matching Grants</b>	0	0
<b>C.2.25</b>	<b>Other Grants or Revenues</b>	0	0
<b>C.2.26</b>	<b>Florida College System Program Funds</b>	21,380	25,656
<b>C.2.27</b>	<b>Unrestricted Fund Balance</b>	0	0
<b>C.2.28</b>	<b>Interest Earnings</b>	1,324	1,589
<b>C.2.29</b>	<b>Auxiliary Services</b>	0	0
<b>C.2.30</b>	<b>Federal Funds - Other</b>	0	0
<b>CARRY FORWARD</b>			
<b>C.2.31</b>	<b>TOTAL FUNDS AVAILABLE</b>	646,816	786,431
<b>C.2.32</b>	<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	553,928	674,965

1.B.5.2- 2015-16 Baccalaureate Enrollment Report- TM

**BACCALAUREATE ACCOUNTABILITY REPORT**  
Form No. BAAC-03  
Supplemental Form

Section 1007.33(5)(h), Florida Statutes, requires a Florida College System institution to annually report its status on specified performance and compliance indicators. The completed Baccalaureate Accountability Report form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org).

The accountability report requires completion of the following components:

- Program summary
- Program description
- Startup costs, enrollment projections and funding requirements
- Maintaining the college's primary mission
- Appendix tables

Florida College System Institution Name: State College of Florida, Manatee-Sarasota  
Florida College System Institution President: Dr. Carole Probstfeld

**PROGRAM SUMMARY**

1.1	Program Name:	Technology Management
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science <input checked="" type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online only
1.4	List the counties in the college's service district:	
1.5	Degree CIP code (6 digit):	11.1099
1.6	Anticipated program implementation date:	
1.7	What is the primary associate degree pathway for admission to the program?	AA
1.8	Is the degree a STEM focus area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.9	List program concentration(s) (if applicable):	
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Incorporated in Rule 6A-14.095 Site Determined Baccalaureate Access Effective August 2015

**PROGRAM DESCRIPTION**

2.1 Describe indicators of success, such as surveys of graduates and employers.  
The Bachelor of Applied Science in Technology Management Program is designed to help the student develop the skills needed to enhance business competitiveness by leveraging

## BAS-SM Degree Proposal State College of Florida, Manatee Sarasota

information technology, assessing the impact of technology advances on business and interacting effectively with executive management as a strategic business partner.

One indicator of success was a partnership with local employers to offer internships in the area of import/export to students in their final semester. Two students successfully completed the internship and graduated.

Another indicator is the receipt of letters of support for the program this year. The letters were sent to our College President from businesses in our area that either employ and/or have offered internships to our students. In addition, the program's faculty has maintained their qualifications and certifications through the college's faculty development program.

### START UP COSTS, ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

- 3.1 Provide a narrative comparing projected and actual degree program enrollments, outcomes, revenues and expenditures as they appear in Appendix Tables C.1 and C.2.

For this program, total enrollment matched our projections and total program FTE surpass it. This result point to (as stated in last year's report) the assignment of new program directors who have worked to create program completion pathways, and have worked to design processes to better capture the required information for future reports. We also exceeded the number of degrees awarded when compared to projections; again this could have resulted from an effort on the part of the program directors to identify the pathway to completion and use it to evaluate and advise students about selecting appropriate courses.

Total program revenues and total program expenditures increased; increase in revenues outpaced the increase in expenditures. This scenario suggests a more successful and effective program management effort overall.

### MAINTAINING THE COLLEGE'S PRIMARY MISSION

- |     |  |   |  |
|-----|--|---|--|
| 4.1 | Has the college maintained as its primary mission the responsibility for responding to community needs for postsecondary academic education and career degree education? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.2 | Has the college maintained as its primary mission the provision of associate degrees that provide access to a university?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.3 | Has the college maintained an open-door admission policy for associate-level degree programs and workforce education programs?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.4 | Has the college continued to provide outreach to underserved populations?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.5 | Has the college continued to provide developmental education (also referred to as remedial education)?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.6 | Has the college continued to comply with all provisions of the statewide articulation agreement relating to 2- and 4-year public degree-granting institutions?           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.7 | If the response was "No" to any of the above questions, provide an explanation below:<br>(Insert text here)  |   |  |
| 4.8 | Has this degree program resulted in the termination of a related associate degree program?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 4.9 | If yes to 4.8, provide an explanation below:   |   |  |

4.10 Has the college maintained Level II Southern Association of Colleges and Schools Commission on Colleges accreditation?  Yes  No

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**INSTRUCTIONS FOR COMPLETING THE PROJECTED AND ACTUAL BACCALAUREATE PROGRAM ENROLLMENT SECTIONS OF APPENDIX TABLE C.1:** To complete the following table, use available annualized data for each column. For example, use data from the most recently completed academic year for headcounts, enrollments and degrees. For number employed, average starting salary and continued education, use the most current Florida Education and Training Placement Information Program (FETPIP), (s. 1008.39, F.S.). These data are available at <http://fldoe.org/accountability/fl-edu-training-placement-info-program/fl-college-system-reports.stml>.

**INSTRUCTIONS FOR COMPLETING THE EXPENDITURES AND REVENUES SECTIONS OF APPENDIX TABLE C.2:** To complete the following table, use available annualized data for expenditures and revenues as concentrated and reported by the college for each column. Projected data for the reporting year shall reflect the data submitted in the previous year's baccalaureate accountability report and shall be determined in the same manner used to develop the projections in the baccalaureate degree proposal. Actual data shall reflect actual expenditures and revenues as maintained by the college after program implementation for each column.

<b>Appendix Table C.1 ACTUAL AND PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>			
		Reporting Year (2015-16)	Projected Year (2016-17)
C.1.1	Headcounts for:		
<b>C.1.1.1</b>	<b>Student Enrollment (First Time)</b>		0
<b>C.1.1.2</b>	<b>Total Student Enrollment</b>	86	126
C.1.2	FTE Enrollment:		
<b>C.1.2.1</b>	<b>Program Student Credit Hours (Resident)</b>	1245	1450
<b>C.1.2.2</b>	<b>Program Student Credit Hours (Non-Resident)</b>	24	0
<b>C.1.2.3</b>	<b>Total Program Student Credit Hours</b>	1269	1450
<b>C.1.2.4</b>	<b>Program FTE (30 credits) - (Resident)</b>	41.5	48.3
<b>C.1.2.5</b>	<b>Program FTE (30 credits) - (Non-Resident)</b>	0.8	0
<b>C.1.2.6</b>	<b>Total Program FTE</b>	42.3	48.3
<b>ACTUAL AND PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>			
		Reporting Year (2015-16)	Projected Year (2016-17)
<b>C.1.2.7</b>	<b>Degrees</b>	12	15
<b>C.1.2.8</b>	<b>Number Employed</b>	10	13
<b>C.1.2.9</b>	<b>Average Starting Salary</b>	\$50,308.00	\$50,308.00
<b>C.1.2.10</b>	<b>Number Continuing Education</b>	1	3

<b>Appendix Table C.2 EXPENDITURES AND REVENUES</b>			
<b>Program Expenditures</b>		<b>Reporting Year (2015-16)</b>	<b>Projected Year (2016-17)</b>
<b>INSTRUCTIONAL</b>			
<b>C.2.1</b>	<b>Faculty Full-time FTE</b>	3	3
<b>C.2.2</b>	<b>Faculty Part-time FTE</b>	2	2
<b>C.2.3</b>	<b>Faculty Full-time Salaries/Benefits</b>	58,682	62,790
<b>C.2.4</b>	<b>Faculty Part-time Salaries/Benefits</b>	27,135	29,035
<b>C.2.5</b>	<b>Faculty Support: Lab Assistants, etc.</b>	0	0
<b>C.2.6</b>	<b>Academic Administration</b>	0	0
<b>C.2.7</b>	<b>Materials / Supplies</b>	251	0
<b>C.2.8</b>	<b>Travel</b>	0	269
<b>C.2.9</b>	<b>Communication / Technology</b>	0	0
<b>C.2.10</b>	<b>Library Support</b>	0	0
<b>C.2.11</b>	<b>Student Services Support</b>	0	0
<b>C.2.12</b>	<b>Professional Services</b>	0	0
<b>C.2.13</b>	<b>Accreditation</b>	0	0
<b>C.2.14</b>	<b>Support Services</b>	7,791	8,336
<b>CAPITAL OUTLAY</b>			
<b>C.2.15</b>	<b>Library Resources</b>	16,343	17,487
<b>C.2.16</b>	<b>Information Technology Equipment</b>	0	0
<b>C.2.17</b>	<b>Other Equipment</b>	0	0
<b>C.2.18</b>	<b>Facilities / Renovation</b>	0	0
<b>C.2.19</b>	<b>TOTAL PROGRAM EXPENDITURES</b>	110,202	117,917
<b>NATURE OF EXPENDITURES</b>			
<b>C.2.20</b>	<b>Recurring</b>	110,202	117,917
<b>C.2.21</b>	<b>Nonrecurring</b>	0	0
<b>C.2.22a</b>	<b>TOTAL</b>	110,202	117,917
<b>C.2.22b</b>	<b>Cost per FTE (C.22a/C1.2.6)</b>	882	842
<b>SOURCES OF FUNDS</b>			

<b>REVENUE</b>			
<b>C.2.23</b>	<b>Special State Non-Recurring</b>	0	0
<b>C.2.23a</b>	<b>Upper Level - Resident Student Tuition Only</b>	116,144	107,136
<b>C.2.23b</b>	<b>Upper Level - Non-Resident Student Tuition Only</b>	9,944	10,416
<b>C.2.23c</b>	<b>Upper Level - Other Student Fees</b>	10,341	9,357
<b>C.2.24</b>	<b>Contributions or Matching Grants</b>	53,203	0
<b>C.2.25</b>	<b>Other Grants or Revenues</b>	0	0
<b>C.2.26</b>	<b>Florida College System Program Funds</b>	17,282	17,870
<b>C.2.27</b>	<b>Unrestricted Fund Balance</b>	0	0
<b>C.2.28</b>	<b>Interest Earnings</b>	352	80
<b>C.2.29</b>	<b>Auxiliary Services</b>	0	0
<b>C.2.30</b>	<b>Federal Funds - Other</b>	0	0
<b>CARRY FORWARD</b>			
<b>C.2.31</b>	<b>TOTAL FUNDS AVAILABLE</b>	563,266	597,923
<b>C.2.32</b>	<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	453,064	480,006



IBT BACC Supplementary Report 2016-7

**BACCALAUREATE ACCOUNTABILITY REPORT**  
Form No. BAAC-03  
Supplemental Form

Section 1007.33(5)(h), Florida Statutes, requires a Florida College System institution to annually report its status on specified performance and compliance indicators. The completed Baccalaureate Accountability Report form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org).

The accountability report requires completion of the following components:

- Program summary
- Program description
- Start up costs, enrollment projections and funding requirements
- Maintaining the college's primary mission
- Appendix tables

Florida College System Institution Name: State College of Florida, Manatee-Sarasota  
Florida College System Institution President: Dr. Carol Probstfeld

**PROGRAM SUMMARY**

1.1	Program Name:	International Business and Trade	
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science	<input checked="" type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face	<input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online only
1.4	List the counties in the college's service district:		
1.5	Degree CIP code (6 digit):	52.1101	
1.6	Anticipated program implementation date:		
1.7	What is the primary associate degree pathway for admission to the program?	AA	
1.8	Is the degree a STEM focus area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
1.9	List program concentration(s) (if applicable):		
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Incorporated in Rule 6A-14.095 Site Determined Baccalaureate Access Effective August, 2015

**PROGRAM DESCRIPTION**

2.1 Describe indicators of success, such as surveys of graduates and employers. The Bachelor of Applied Science in International Business and Trade (IBT) Program prepares students to become global business professionals, providing them with

## BAS-SM Degree Proposal State College of Florida, Manatee Sarasota

knowledge, skills, and experience necessary for successful careers innovating, leading, and managing in a global business environment.

As noted below in 3.1, SCF has proposed this existing International Business and Trade Degree be folded into a new BAS-SM degree as a separate concentration, along with our current Technology Management as a separate concentration, and a new concentration in non-governmental accounting, under the overall umbrella of a top-level BAS in Supervision and Management degree. The shared core courses in this program will provide additional options and specialties for potential new graduates in this program.

Another indicator is the receipt of letters of support for the program. The letters were sent to our College President from businesses in our area that either employ and/or have offered internships to our students. In addition, the program's faculty has maintained their qualifications and certifications through the college's faculty development program.

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### START UP COSTS, ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

- 3.1 Provide a narrative comparing projected and actual degree program enrollments, outcomes, revenues and expenditures as they appear in Appendix Tables C.1 and C.2.

SCF is currently seeking approval of a new BAS degree in Supervision and Management (BSS-SM). The program proposal has proposed this existing International Business and Trade be folded into the new BAS-SM degree as a separate concentration, along with our current Technology Management. We strongly believe that this program revision and the availability of concentrations will with common coursework encourage additional enrollments for students overall with a more relevant curriculum and increases in the flexibility of their degree in the search for potential employment. This will affect future reporting as the program either teaches out or allows students to choose whether to complete this degree or to opt into the new BAS-SM degree.

New Student Enrollment for 2016-17 was 29 students, with total student enrollment raising to 66 students. Overall credit hours increased by 30 credit hours, with program FTE increasing to 19.6. There were 7 graduates for the IBT program, with the new student increase providing an expectation of future increases. There were no FLDOE students reporting for SCF, however, thirteen graduates reported full-time employment in this degree at an average wage of \$47,168 annually.

Program expenditures (\$44,051) were under projections (\$54,508), primarily due to reduced Part-time Faculty expenditures. Library expenditures from the previous year supported increased access to online students but did not require additional expenditures. Program support services was also decreased slightly to \$2,741 as well, but it is still an ongoing need for the program. Total funds available (\$229,939) were not exceeded with a carry forward balance of \$185, 888.

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### MAINTAINING THE COLLEGE'S PRIMARY MISSION

- 4.1 Has the college maintained as its primary mission the responsibility for responding to community needs for postsecondary academic  Yes  No

**BAS-SM Degree Proposal State College of Florida, Manatee Sarasota**

---

education and career degree education?

- 4.2 Has the college maintained as its primary mission the provision of associate degrees that provide access to a university?  Yes  No
- 4.3 Has the college maintained an open-door admission policy for associate-level degree programs and workforce education programs?  Yes  No
- 4.4 Has the college continued to provide outreach to underserved populations?  Yes  No
- 4.5 Has the college continued to provide developmental education (also referred to as remedial education)?  Yes  No
- 4.6 Has the college continued to comply with all provisions of the statewide articulation agreement relating to 2- and 4-year public degree-granting institutions? Yes  No
- 4.7 If the response was "No" to any of the above questions, provide an explanation below:  
(Insert text here)
- 4.8 Has this degree program resulted in the termination of a related associate degree program?  Yes  No
- 4.9 If yes to 4.8, provide an explanation below:  
(Insert text here)
- 4.10 Has the college maintained Level II Southern Association of Colleges and Schools Commission on Colleges accreditation?  Yes  No
-

INSTRUCTIONS FOR COMPLETING THE PROJECTED AND ACTUAL BACCALAUREATE PROGRAM ENROLLMENT SECTIONS OF APPENDIX TABLE C.1: To complete the following table, use available annualized data for each column. For example, use data from the most recently completed academic year for headcounts, enrollments and degrees. For number employed, average starting salary and continued education, use the most current Florida Education and Training Placement Information Program (FETPIP), (s. 1008.39, F.S.). These data are available at <http://fldoe.org/accountability/fl-edu-training-placement-info-program/fl-college-system-reports.stml>.

<b>Appendix Table C.1 ACTUAL AND PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>			
		Reporting Year (2016-17)	Projected Year (2017-18)
C.1.1	Headcounts for:		
C.1.1.1	<b>Student Enrollment (First Time)</b>	29	10
C.1.1.2	<b>Total Student Enrollment</b>	66	64
C.1.2	FTE Enrollment:		
C.1.2.1	<b>Program Student Credit Hours (Resident)</b>	588	595
C.1.2.2	<b>Program Student Credit Hours (Non-Resident)</b>	0	0
C.1.2.3	<b>Total Program Student Credit Hours</b>	588	617
C.1.2.4	<b>Program FTE (30 credits) - (Resident)</b>	19.6	20.5
C.1.2.5	<b>Program FTE (30 credits) - (Non-Resident)</b>	0	0
C.1.2.6	<b>Total Program FTE</b>	19.6	20.5
<b>ACTUAL AND PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>			
		Reporting Year (2016-17)	Projected Year (2017-18)
C.1.2.7	<b>Degrees</b>	7	9
C.1.2.8	<b>Number Employed</b>	*	*
C.1.2.9	<b>Average Starting Salary</b>	*	*
C.1.2.10	<b>Number Continuing Education</b>	*	*

**INSTRUCTIONS FOR COMPLETING THE EXPENDITURES AND REVENUES SECTIONS OF APPENDIX TABLE C.2:** To complete the following table, use available annualized data for expenditures and revenues as concentrated and reported by the college for each column. Projected data for the reporting year shall reflect the data submitted in the previous year’s baccalaureate accountability report and shall be determined in the same manner used to develop the projections in the baccalaureate degree proposal. Actual data shall reflect actual expenditures and revenues as maintained by the college after program implementation for each column.

<b>Appendix Table C.2 EXPENDITURES AND REVENUES</b>			
<b>Program Expenditures</b>		<b>Reporting Year (2016-17)</b>	<b>Projected Year (2017-18)</b>
<b>INSTRUCTIONAL</b>			
<b>C.2.1</b>	<b>Faculty Full-time FTE</b>	2	2.4
<b>C.2.2</b>	<b>Faculty Part-time FTE</b>	1	1.2
<b>C.2.3</b>	<b>Faculty Full-time Salaries/Benefits</b>	27,487	33,259
<b>C.2.4</b>	<b>Faculty Part-time Salaries/Benefits</b>	8,071	9,766
<b>C.2.5</b>	<b>Faculty Support: Lab Assistants, etc.</b>	0	0
<b>OPERATING EXPENSES</b>			
<b>C.2.6</b>	<b>Academic Administration</b>	0	0
<b>C.2.7</b>	<b>Materials / Supplies</b>	0	0
<b>C.2.8</b>	<b>Travel</b>	0	0
<b>C.2.9</b>	<b>Communication / Technology</b>	0	0
<b>C.2.10</b>	<b>Library Support</b>	5,752	6,960
<b>C.2.11</b>	<b>Student Services Support</b>	0	0
<b>C.2.12</b>	<b>Professional Services</b>	0	0
<b>C.2.13</b>	<b>Accreditation</b>	0	0
<b>C.2.14</b>	<b>Support Services</b>	2,741	3,317
<b>CAPITAL OUTLAY</b>			
<b>C.2.15</b>	<b>Library Resources</b>	0	0
<b>C.2.16</b>	<b>Information Technology Equipment</b>	0	0
<b>C.2.17</b>	<b>Other Equipment</b>	0	0
<b>C.2.18</b>	<b>Facilities / Renovation</b>	0	0
<b>C.2.19</b>	<b>TOTAL PROGRAM EXPENDITURES</b>	44,051	53,302

<b>NATURE OF EXPENDITURES</b>			
<b>C.2.20</b>	<b>Recurring</b>	44,051	53,302
<b>C.2.21</b>	<b>Nonrecurring</b>	0	0
<b>C.2.22a</b>	<b>TOTAL</b>	44,051	53,302
<b>C.2.22b</b>	<b>Cost per FTE (C.22a/C1.2.6)</b>	2,248	2,600
<b>SOURCES OF FUNDS</b>			
<b>REVENUE</b>			
<b>C.2.23</b>	<b>Special State Non-Recurring</b>	0	0
<b>C.2.23a</b>	<b>Upper Level - Resident Student Tuition Only</b>	75,356	91,181
<b>C.2.23b</b>	<b>Upper Level - Non-Resident Student Tuition Only</b>	1,452	1,757
<b>C.2.23c</b>	<b>Upper Level - Other Student Fees</b>	8,716	10,546
<b>C.2.24</b>	<b>Contributions or Matching Grants</b>	0	0
<b>C.2.25</b>	<b>Other Grants or Revenues</b>	0	0
<b>C.2.26</b>	<b>Florida College System Program Funds</b>	10,690	12,935
<b>C.2.27</b>	<b>Unrestricted Fund Balance</b>	0	0
<b>C.2.28</b>	<b>Interest Earnings</b>	662	801
<b>C.2.29</b>	<b>Auxiliary Services</b>	0	0
<b>C.2.30</b>	<b>Federal Funds - Other</b>	0	0
<b>CARRY FORWARD</b>			
<b>C.2.31</b>	<b>TOTAL FUNDS AVAILABLE</b>	229,939	303,108
<b>C.2.32</b>	<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	185,888	249,806

**BACCALAUREATE ACCOUNTABILITY REPORT**  
**Form No. BAAC-03**  
**Supplemental Form**

Section 1007.33(5)(h), Florida Statutes, requires a Florida College System institution to annually report its status on specified performance and compliance indicators. The completed Baccalaureate Accountability Report form shall be submitted by the college president to the Chancellor of the Florida College System at [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org).

The accountability report requires completion of the following components:

- Program summary
- Program description
- Start up costs, enrollment projections and funding requirements
- Maintaining the college's primary mission
- Appendix tables

Florida College System Institution Name: State College of Florida, Manatee-Sarasota  
Florida College System Institution President: Dr. Carole Probstfeld

**PROGRAM SUMMARY**

1.1	Program Name:	International Business and Trade
1.2	Degree type:	<input type="checkbox"/> Bachelor of Science <input checked="" type="checkbox"/> Bachelor of Applied Science
1.3	How will the program be delivered (check all that apply):	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Hybrid <input checked="" type="checkbox"/> Online only
1.4	List the counties in the college's service district:	_____
1.5	Degree CIP code (6 digit):	52.1101
1.6	Anticipated program implementation date:	_____
1.7	What is the primary associate degree pathway for admission to the program?	AA
1.8	Is the degree a STEM focus area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.9	List program concentration(s) (if applicable):	_____
1.10	Will the program be designated such that an eligible student will be able to complete the program for a total cost of no more than \$10,000 in tuition and fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Incorporated in Rule 6A-14.095 Site Determined Baccalaureate Access Effective August, 2015

**PROGRAM DESCRIPTION**

2.1 Describe indicators of success, such as surveys of graduates and employers.  
The Bachelor of Applied Science in International Business and Trade (IBT) Program prepares students to become global business professionals, providing them with knowledge, skills, and experience necessary for successful careers innovating, leading, and managing in a global business environment.

## BAS-SM Degree Proposal State College of Florida, Manatee Sarasota

One indicator of success was a partnership with local employers to offer internships in the area of import/export to students in their final semester. Two students successfully completed the internship and graduated.

Another indicator is the receipt of letters of support for the program this year. The letters were sent to our College President from businesses in our area that either employ and/or have offered internships to our students. In addition, the program's faculty has maintained their qualifications and certifications through the college's faculty development program.

### START UP COSTS, ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

- 3.1 Provide a narrative comparing projected and actual degree program enrollments, outcomes, revenues and expenditures as they appear in Appendix Tables C.1 and C.2.

For this program, total enrollment fell slightly below our projections (55 versus 62) but total program FTE surpass the projections (14.2 versus 18.6). This minor discrepancy in total enrollment could be the result of (as stated in last year's report) having new program directors in place who have worked to create program completion pathways and have worked to design processes to better capture the required information for future reports.

We also fell below expectations in the actual versus projections of degrees awarded; again this could have resulted from an effort on the part of the program directors to identify the pathway to completion and use it to evaluate and advise students about selecting appropriate courses.

Total program revenues increased and outpaced an increase in total program expenditures; a scenario that might suggest a more successful and effective program management effort.

### MAINTAINING THE COLLEGE'S PRIMARY MISSION

- |     |  |   |  |
|-----|--|---|--|
| 4.1 | Has the college maintained as its primary mission the responsibility for responding to community needs for postsecondary academic education and career degree education? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.2 | Has the college maintained as its primary mission the provision of associate degrees that provide access to a university?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.3 | Has the college maintained an open-door admission policy for associate-level degree programs and workforce education programs?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.4 | Has the college continued to provide outreach to underserved populations?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.5 | Has the college continued to provide developmental education (also referred to as remedial education)?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4.6 | Has the college continued to comply with all provisions of the statewide articulation agreement relating to 2- and 4-year public degree-granting institutions?           | Yes                                     | <input type="checkbox"/> No            |
| 4.7 | If the response was "No" to any of the above questions, provide an explanation below:<br>(Insert text here)  |   |  |
| 4.8 | Has this degree program resulted in the termination of a related associate degree program?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 4.9 | If yes to 4.8, provide an explanation below:   |   |  |



(Insert text here)

- 4.10 Has the college maintained Level II Southern Association of Colleges and Schools Commission on Colleges accreditation?  Yes  No
- 

**INSTRUCTIONS FOR COMPLETING THE PROJECTED AND ACTUAL BACCALAUREATE PROGRAM ENROLLMENT SECTIONS OF APPENDIX TABLE C.1:** To complete the following table, use available annualized data for each column. For example, use data from the most recently completed academic year for headcounts, enrollments and degrees. For number employed, average starting salary and continued education, use the most current Florida Education and Training Placement Information Program (FETPIP), (s. 1008.39, F.S.). These data are available at <http://fldoe.org/accountability/fl-edu-training-placement-info-program/fl-college-system-reports.stml>.

**INSTRUCTIONS FOR COMPLETING THE EXPENDITURES AND REVENUES SECTIONS OF APPENDIX TABLE C.2:** To complete the following table, use available annualized data for expenditures and revenues as concentrated and reported by the college for each column. Projected data for the reporting year shall reflect the data submitted in the previous year's baccalaureate accountability report and shall be determined in the same manner used to develop the projections in the baccalaureate degree proposal. Actual data shall reflect actual expenditures and revenues as maintained by the college after program implementation for each column.

<b>Appendix Table C.1 ACTUAL AND PROJECTED BACCALAUREATE PROGRAM ENROLLMENT</b>			
		Reporting Year (2015-16)	Projected Year (2016-17)
C.1.1	Headcounts for:		
<b>C.1.1.1</b>	<b>Student Enrollment (First Time)</b>	0	
<b>C.1.1.2</b>	<b>Total Student Enrollment</b>	55	64
C.1.2	FTE Enrollment:		
<b>C.1.2.1</b>	<b>Program Student Credit Hours (Resident)</b>	558	595
<b>C.1.2.2</b>	<b>Program Student Credit Hours (Non-Resident)</b>	0	0
<b>C.1.2.3</b>	<b>Total Program Student Credit Hours</b>	558	595
<b>C.1.2.4</b>	<b>Program FTE (30 credits) - (Resident)</b>	18.6	19.8
<b>C.1.2.5</b>	<b>Program FTE (30 credits) - (Non-Resident)</b>	0	0
<b>C.1.2.6</b>	<b>Total Program FTE</b>	18.6	19.8
<b>ACTUAL AND PROJECTED DEGREES AND WORKFORCE OUTCOMES</b>			
		Reporting Year (2015-16)	Projected Year (2016-17)
<b>C.1.2.7</b>	<b>Degrees</b>	6	10
<b>C.1.2.8</b>	<b>Number Employed</b>	8	*
<b>C.1.2.9</b>	<b>Average Starting Salary</b>	*	*
<b>C.1.2.10</b>	<b>Number Continuing Education</b>	*	*

<b>Appendix Table C.2 EXPENDITURES AND REVENUES</b>			
<b>Program Expenditures</b>		<b>Reporting Year (2015-16)</b>	<b>Projected Year (2016-17)</b>
<b>INSTRUCTIONAL</b>			
<b>C.2.1</b>	<b>Faculty Full-time FTE</b>	1	1
<b>C.2.2</b>	<b>Faculty Part-time FTE</b>	1	1
<b>C.2.3</b>	<b>Faculty Full-time Salaries/Benefits</b>	25,514	29,086
<b>C.2.4</b>	<b>Faculty Part-time Salaries/Benefits</b>	11,798	13,450
<b>C.2.5</b>	<b>Faculty Support: Lab Assistants, etc.</b>	0	0
<b>C.2.6</b>	<b>Academic Administration</b>	0	0
<b>C.2.7</b>	<b>Materials / Supplies</b>	0	124
<b>C.2.8</b>	<b>Travel</b>	109	0
<b>C.2.9</b>	<b>Communication / Technology</b>	0	0
<b>C.2.10</b>	<b>Library Support</b>	0	0
<b>C.2.11</b>	<b>Student Services Support</b>	0	0
<b>C.2.12</b>	<b>Professional Services</b>	0	0
<b>C.2.13</b>	<b>Accreditation</b>	0	0
<b>C.2.14</b>	<b>Support Services</b>	3,388	3,862
<b>CAPITAL OUTLAY</b>			
<b>C.2.15</b>	<b>Library Resources</b>	7,005	7,986
<b>C.2.16</b>	<b>Information Technology Equipment</b>	0	0
<b>C.2.17</b>	<b>Other Equipment</b>	0	0
<b>C.2.18</b>	<b>Facilities / Renovation</b>	0	0
<b>C.2.19</b>	<b>TOTAL PROGRAM EXPENDITURES</b>	47,814	54,508
<b>NATURE OF EXPENDITURES</b>			
<b>C.2.20</b>	<b>Recurring</b>	47,814	54,508
<b>C.2.21</b>	<b>Nonrecurring</b>	0	0
<b>C.2.22a</b>	<b>TOTAL</b>	47,814	54,508
<b>C.2.22b</b>	<b>Cost per FTE (C.22a/C1.2.6)</b>	869	908
<b>SOURCES OF FUNDS</b>			
<b>REVENUE</b>			
<b>C.2.23</b>	<b>Special State Non-Recurring</b>	0	0
<b>C.2.23a</b>	<b>Upper Level - Resident Student Tuition Only</b>	52,085	46,678
<b>C.2.23b</b>	<b>Upper Level - Non-Resident Student Tuition Only</b>	0	0

<b>C.2.23c</b>	<b>Upper Level - Other Student Fees</b>	4,638	4,077
<b>C.2.24</b>	<b>Contributions or Matching Grants</b>	23,132	0
<b>C.2.25</b>	<b>Other Grants or Revenues</b>	0	0
<b>C.2.26</b>	<b>Florida College System Program Funds</b>	7,750	7,786
<b>C.2.27</b>	<b>Unrestricted Fund Balance</b>	0	0
<b>C.2.28</b>	<b>Interest Earnings</b>	158	35
<b>C.2.29</b>	<b>Auxiliary Services</b>	0	0
<b>C.2.30</b>	<b>Federal Funds - Other</b>	0	0
<b>CARRY FORWARD</b>			
<b>C.2.31</b>	<b>TOTAL FUNDS AVAILABLE</b>	180,877	191,639
<b>C.2.32</b>	<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	133,063	137,131

### B.7.1 PPT for SCF President's Advisory Council



The slide is split into two sections. On the left, a dark grey vertical bar contains the text "BAS in Supervision and Management" in white. On the right, a white background contains four blue rounded rectangular boxes with white text, followed by a bulleted list. The boxes contain the following text: "Merges our existing BAS in Technology Management and International Business and Trade into the new degree.", "2+2 program consisting of 120 credit hours overall.", "Pathway for A.S. degree holder completers.", and "Umbrella Degree in Supervision and Management with four tracks". The bulleted list includes: "• Supervision and Management", "• Technology Management", "• Governmental/Non-profit Accounting and Financial Reporting", and "• International Business and Trade".

## Meets the Need

- A BAS-SM at SCF aligns with other FCS institutions in major Florida population centers in Manatee and Sarasota counties.
- Eight other FCS Institutions currently offer the BAS-SM Degree in their local areas.
- Allows currently working students to continue to increase their earning potential and improve their job skills.

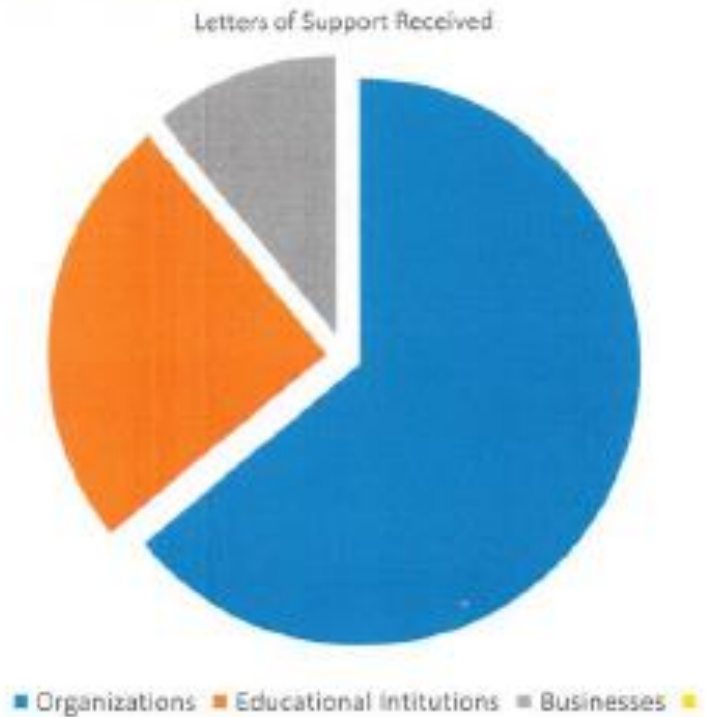


## Timeline for Action/Approval

Due Dates	Actions
Feb 7, 2018	Notice of Intent Filed with FLDOE
Ends April 9, 2018	60 Day Review Period by SUS
Ends May 9, 2018	30 Day Review from Private Colleges
After May 18, 2018	SCF Submits Formal Baccalaureate Proposal
30 Days after submission	FLDOE notifies SCF of Deficiencies & Correction/Addition Period
75 Days after submission	Proposal reviewed by DFC, Recommends Approval/Disapproval



## Letters of Support



## Student Interest

In a survey sent to 1066 students enrolled in our target Business and Technology courses at SCF, 582 students responded.

- 51% of students noted they would be Strongly Interested or Interested in this degree.
- Some student comments provided.
  - "This could really open up new windows of opportunities."
  - "I am a working business major and this would be something that I would look to do. I would like to further my business major degree without transferring."
  - "I would love to have another option than International Business and Health Care Administration."

## Projected Annual Unmet Workforce Demand for New Jobs

CIP Code		Manatee and Sarasota Counties
52.0201	Business Administration and Management, General	355
Related CIPs		
52.0304	Financial Managers	22
52.1011	Human Resource Managers	5
52.1011	Human Resource Specialists	33
52.1401	Marketing Research Analysts & Marketing Specialists	28
19.0203	Marketing Managers	39
44.0503	Medical and Health Services Managers	17
52.0801	Personal Financial Advisors	30
09.0900	Public Relations and Fundraising Managers	2
52.0804	Securities and Financial Services Sales Agents	17
52.1151	Training & Development Specialists	18
<b>Total:</b>		<b>566 Jobs</b>

## Financial Impact: BAS-SM

Total Financial Impact of BAS-SM	All Tracks			
Total Project Tuition and Fees	\$ 230,504	\$ 265,181	\$ 309,038	\$ 327,397
Total Projected Expenditures	\$ 127,943	\$ 148,722	\$ 176,055	\$ 176,055
Projected Net Revenue	\$ 102,561	\$ 116,460	\$ 132,983	\$ 151,342
Cumulative Return	\$ 102,561	\$ 219,021	\$ 352,004	\$ 503,346
Supervision & Management, Government/Nonprofit Acct.				
Total "New" Financial Impact	Tracks Only.			
Total Project Tuition and Fees	\$ 23,458	\$ 54,056	\$ 96,893	\$ 112,192
Total Projected Expenditures	\$ 6,397	\$ 22,308	\$ 35,210	\$ 35,210
Projected Net Revenue	\$ 17,061	\$ 31,748	\$ 61,682	\$ 76,981
Cumulative Return	\$ 17,061	\$ 48,809	\$ 110,491	\$ 187,472



## Credit Hour Impact: BAS-SM

### Total Estimated Credit Hours BAS-SM

Total Enrolled Credit Hours	Year 1	Year 2	Year 3	Year 4
Supervision & Management	146	328	601	628
Governmental/NonProfit & Fin Rept	64	155	264	373
Technology Management	1247	1265	1274	1283
International Business and Trade	601	619	619	637
<b>Total Enrolled Credit Hours</b>	<b>2057</b>	<b>2366</b>	<b>2757</b>	<b>2921</b>

### Total "New" Estimated Credit Hours BAS-SM

Year 1      Year 2      Year 3      Year 4

## Community Support

### Organizations

- **Letters of Support- Organizations and Community Leaders**
  - Sarasota County Economic Development Corporation
  - Manatee County Redevelopment & Economic Opportunity Department
  - Venice Area Chamber of Commerce, Venice, FL
  - City of Sarasota, FL
  - City of North Port, FL
  - Office of Housing and Community Development, Sarasota, FL
  - Bradenton Area Economic Development Corporation, Bradenton, FL
  - Manatee County Parks & Recreation

### Education & Businesses

- **Letters of Support- Educational Institutions**
  - University of South Florida-Sarasota Manatee
  - Manatee Technical College, Bradenton, FL
- **Letters of Support- Businesses**
  - Atlanta Braves Spring Training, North Port, FL
  - Purvis Gray and Company, Bradenton, FL
  - Fly PGD, Punta Gorda Airport, Punta Gorda, FL
  - Creative Consulting Associates, Sarasota, FL
  - Port Manatee, Bradenton, FL
  - Career Source Suncoast, Bradenton, FL

### **B.8.1. Faculty eCertification Requirements for teaching Online**

#### **Current Practice to Qualify to Teach Online or Blended**

1. Instructor is academically certified to teach that course.
  2. Instructor has completed the SCF Faculty eCertification Course
    - a. This is required regardless of past teaching experience here, at other colleges, or any other reason.
- OR
- The instructor has previously taught online at SCF, using Angel, and has completed the Canvas Endorsement Course. (This was a mechanism to provide existing faculty tools to convert their Angel courses to Canvas and is no longer active.)
3. In rare, or unusual circumstances for an instructor with demonstrated experience in Canvas, the eCert Course may be taken concurrently with a scheduled online course.

#### **Canvas Requirements for Face 2 Face (F2F) Instructors**

##### Required:

1. The course must be published
2. The course syllabus must be posted in Canvas
3. The instructor's contact information must be posted in Canvas
4. The instructor's office hours information must be posted in Canvas
5. The instructor must forward Canvas class mail to their SCF Mail

##### Recommended:

1. An instructor photo be posted to the instructor profile

## **General Outline- eCertification Level 2**

### **Requirements:**

1. Instructor has completed the SCF Faculty eCertification Course
2. Instructor completes 1-Day Quality Matters Face-2-Face "How to Apply the QM Rubric"
3. Instructor adapts a current online course they teach to align with the QM Rubric
4. Instructor completes an Institution Level QM Review of their course with 2 other participants using the QM Course Review Website.

### **Reward:**

1. IF a faculty member is promotion eligible, they may receive an internal waiver for the 3 graduate credit hour requirement for their Promotion Notebook

## 1.B.8 Online Faculty Accessibility Training

Since March of 2018, new faculty teaching online have also been required to be trained to have their online courses made fully accessible.

# ACCESSIBILITY COURSE OUTLINE

## OVERVIEW

Engaging in this course will help instructors understand civil rights issues surrounding accessibility and empower instructors to design learning experiences that promote inclusive learning environments. Instructors will learn about the principles of Universal Design for Learning (UDL) and accessibility guidelines and standards. These important aspects of accessibility will enable instructors to address challenges and reduce barriers faced by students related to access, success, and completion.

## MODULE 1: WEEK 1

### MODULE 1 OVERVIEW

This module will create a foundational understanding of the importance of accessible design. After completing this module, faculty will be able to describe the ways in which universal design impacts students and their learning experiences.

### CONTENT

- ✓ Definitions of Accessibility, Accommodations, Disabilities
- ✓ Data related to higher education students with disabilities
- ✓ The Laws- ADA and Section 504
- ✓ Cases- Section 504 and ADA Higher Ed Lawsuits
- ✓ Legal Section 508 Responsibilities for faculty and staff
- ✓ Perspectives on Inclusion – the shift to Universal Design
- ✓ Invisible and Visible- describes the necessity of inclusive pedagogy
- ✓ Invisible Disabilities Stories
- ✓ SCF Accommodation process
- ✓ Disability Services
- ✓ Academic Freedom and Accessibility
- ✓ Balancing Academic Freedom and Accessibility
- ✓ Proactive Course Design
- ✓ Universal Design
- ✓ Universal Design for Learning
- ✓ **Assessment: Why Accessibility? Quiz**
- ✓ **Assessment: Accessibility Matters Discussion**
- ✓ **Assessment: Responding to a student request assignment**

## MODULE 2: WEEK 2

### OVERVIEW

Module 2 presents the components of accessible design aligned with Section 508 and the Web Content Accessibility Guidelines (WCAG) 2.0 Guidelines.

### MODULE CONTENT

- ✓ Section 508 Standards and Web Content Accessibility Guidelines (WCAG) 2.0 Guidelines
- ✓ Headings and List Structure
- ✓ Use of Color
- ✓ Text Formatting
- ✓ Animations, Visual Effects
- ✓ Hyperlinks
- ✓ Keyboard Navigation
- ✓ **Assessment- Text and Navigation Quiz**
- ✓ Tables
- ✓ Images
- ✓ Equations
- ✓ **Assessment- Images Quiz**
- ✓ Captions
- ✓ Transcripts
- ✓ Audio Descriptions
- ✓ **Assessment – Multimedia Quiz**
- ✓ Activities and Assessments
- ✓ **Assessment- Course Assignments Quiz**
- ✓ **Assessment: Final Project Blog**

*Section B2.*

**B.2.1 Rebuttal by SCF- Objections from Other Institutions**

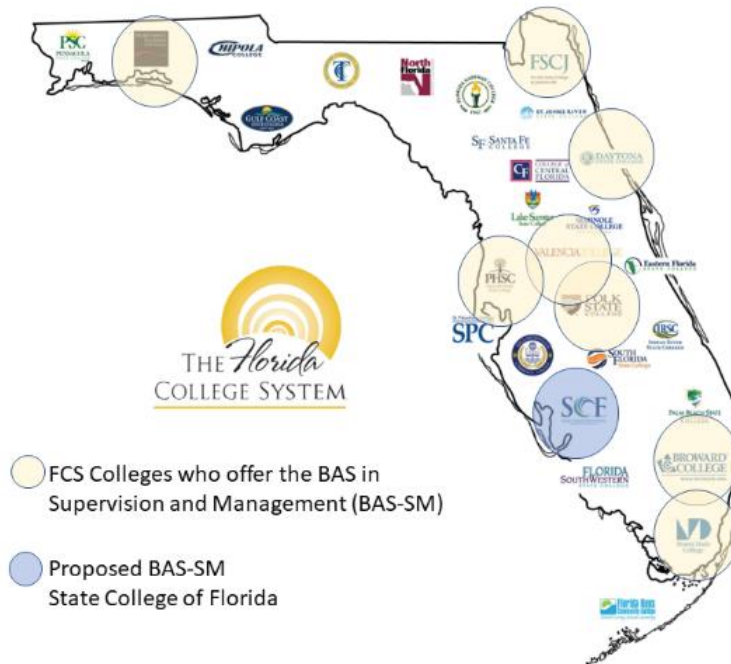
Discussion: A letter of objection was provided from Dr. Michelle I. Morgan, Campus President for Keiser University to Madeline Pumariega, Chancellor of the Florida College System to the SCF BAS-SM Proposal. Along with the letter was an attachment noting the original notice of intent submitted by SCF for this proposal that included an A.A. and an A.S. Degree pathway for students to enter the BAS-SM degree. Subsequent to our original submission, in discussions with the University of South Florida, we amended our original NOI submission to remove the A.A. degree pathway, and to focus solely on the A.S. degree as the focus of enrolling students in the proposed BAS-SM according to the schedule attached:

Timelines and Actions	Date
SCF Submits original NOI to FLDOE	Feb 7, 2018
After discussions with USF, SCF revises NOI removing A.A. to BAS-SM pathways from the proposal	Feb 21, 2018
SCF provides revised version to FLDOE, replacing the original NOI	Feb 22, 2018
FLDOE provides copy of revised NOI to USF	March 26, 2018
SCF receives confirmation that new version of the SCF NOI would be shared with Dr. Ed Moore, President of the Independent Colleges and Universities of Florida (ICUF), and Mr. Sam Ferguson, Executive Director of the Commission for Independent Education (CIE) for feedback.	March 26, 2018
Letter of Objection was received by Keiser University to original NOI containing A.A. pathway, not revised NOI with that removed.	March 28, 2018



Based on this timeline, and other factors, SCF presents the following points in rebuttal to this Letter of Objection:

- The second paragraph of the Letter of Objection only refers to the A.A. to BAS pathway, which has been removed from the NOI. Only a specific A.S. degree pathway to the BAS-SM degree is currently being proposed, negating the objection.
- The third paragraph of the Letter of Objection notes Keiser University’s Business Administration Degree that provides student on campus and online opportunities to concentrate in Business Administration. While Keiser University has a state-wide scope across Florida, there is no particular concentration within



the SCF service district counties of Manatee and Sarasota counties. The equivalent BAS-SM degree is offered by eight other FCS colleges that currently offer the BAS-SM at their institutions; Northwest Florida State College, Palm Beach State College, Pasco-Hernando State College, Polk State College, Broward College, Daytona State College, Florida State College at Jacksonville, Miami-Dade College, and Valencia State College. The map at right shows the locations of these institutions across Florida as yellow circles, with SCF in blue.

The SCF proposal would be the last major population center other than Tallahassee that is not served by their local state college with a BAS-SM degree to assist businesses, non-profits, and governmental institutions to locate graduates to fill open positions in Manatee and Sarasota County. The long list of supporters of this degree documented by letters of support from Manatee and Sarasota county governmental entities and other organizations document that need.

Both our local publicly supported institutions, the University of South Florida- Sarasota-Manatee, and Manatee Technical College, both have offered letters of support to this degree. While Keiser University does offer an opportunity for students across Florida in general business, including this area, the support of our local governments, economic development offices, educational partners, and businesses and industry strongly speak to the need for this program for the residents of Manatee and Sarasota counties. The differences in accessibility of the proposed SCF BAS-SM degree for Manatee and Sarasota County residents from Keiser University is marked. Our affordable tuition will allow prospective students to afford to complete their 4-year degree while working without being unduly burdened by student loan debt.

Further, the SCF BAS Degree is not a direct comparison to the BA degree in Management offered by

Keiser University and will appeal to a different target student- one focused on a career emphasis. BA degrees focus more on academia and general education rather than on career-focused skills such as the BAS degrees. The specific content of the SCF BAS-SM degree in the four concentrations are specifically career-based to meet the needs of Manatee and Sarasota county employers. SCF strongly believes this is a critical difference supporting our proposal.

- Paragraph four addresses the contents of the NOI as they relate to job demand for graduates of the proposed BAS-SM degrees. Both Figure A.1.1 and Section 3.1's data submitted follow the specific directions and actions provided in the instructions for completing Form BAAC-01. For the purposes of this application, Keiser University operates across the whole of Florida- in eight other different areas that overlap with a state college. There is no comparability in identifying any Manatee and Sarasota county graduate area that can be assigned out of their collective pool. Our target audience for the BAS-SM degree is current A.S. graduates that are currently employed and are looking to advance their credentials to better fulfill their current jobs, as well as for new A.S. graduates to continue to work towards the bachelor's degree credential that is the de-facto standard for anything other than first-line supervision.
- Paragraph five asserts that new positions in this degree field are filled by incumbents within a firm and are trained with promotion in mind. We agree. This degree, with its four concentrations, is designed to support that working adult to provide the educational background for these current employees to be considered for promotion- part of their work-performance and educational attainment. Once employed by a firm, employees advance by a combination of work experience and acquiring increased educational advancement. The SCF BAS-SM degree provides that direct potential for our students by being able to accomplish the increased education concurrently at an affordable price at a local institution with extensive community contact.
- A comparison of the out-of-pocket costs for tuition and fees on a per-credit-hour basis noted in section 4.3 indicates that Keiser University's tuition is estimated at \$607 per credit hour for direct costs of tuition alone, a difference of \$485 per credit hour. This would increase the cost of a typical Florida in-state resident taking the 60-hour upper division A.S to BAS-SM by \$29,122 over that two-year period.

While the Letter of Objection by Keiser University closes with an appeal to consider the costs of duplicate programs by a taxpayer-supported institution, it does not take into account the costs borne by the individual Florida taxpayer attempting to earn a Bachelor's degree in Manatee and Sarasota counties, and the burden of the student loan debt that would be incurred by a student trying to earn their degree at a private university. As noted above, we also disagree with the supposition that the SCF BAS-SM degree would duplicate any Keiser University degree. The proliferation of BAS-SM degrees at FCS institutions across Florida's major population centers speaks clearly of the public policy advantage of approving this application for SCF's BAS-SM.

For the above reasons, SCF rejects the argument that the approval of this BAS-SM Degree should be rejected.



## B.2.2 Letter of Objection, Keiser University

### KEISER UNIVERSITY

*Sarasota*  
6151 Lake Osprey Drive  
Sarasota, FL 34240  
Telephone: 941 907-3900  
Fax: 941 907-2128

March 15, 2018

Ms. Madeline Pumariega, Chancellor  
Florida Department of Education  
Florida College System  
325 W. Gaines Street  
Tallahassee, FL 32399-0400

Dear Ms. Pumariega,

Keiser University is in receipt of the notification received by the Division of Florida Colleges regarding the February 1, 2018, Notice of Intent (NOI) from State College of Florida to develop a Bachelor of Applied Science degree in Supervision and Management. Pursuant to Section 1007.33(5)(b), Florida Statutes, Keiser University objects to the proposed Bachelor of Applied Science degree program in Supervision and Management at State College of Florida.

The University's objection is grounded in the fact that there are currently at least three regionally accredited colleges and universities offering this or similar degree programs in the Sarasota-Manatee area, one of which is Keiser University. In addition, Keiser University also offers transfer options for graduates of State College of Florida who have earned an Associate of Arts degree through its Bachelor of Arts degree program in Business Administration – Management Concentration, or who have earned an Associate of Science or Associate of Applied Science degree by way of its, Bachelor of Science Degree program in Interdisciplinary Studies – Business Administration concentration.

Keiser University's Bachelor of Arts degree in Business Administration – Management Concentration offers the program and courses that State College of Florida is proposing to bring into the same market. While labeled as a more general degree program, the courses within the Management Concentration of Keiser University's Business Administration degree are specifically targeted toward the areas of Management and Supervision. By any standards, Keiser University has a robust curriculum that fully prepares its graduates with the knowledge, skills, and abilities needed to face the rigors and demands of today's workplace. It is also offered both on campus and online to maximize access to the program for those who are looking to pursue their degree whether they are full-time students or working professionals.

The data provided within State College of Florida's Notice of Intent is indicative of the fact that educational demand statistics are often inflated beyond current *real* demand for education when attempting to draw correlations with workforce demand statistics. One is not necessarily a reflection of the other, as is in this case. While there is certainly a demand in Region 18 for employees in the area of Business, the projections provided in the occupational areas represented in Figure A.1.1. and those noted in Section 3.1 of the NOI do not translate to the educational

Your time and consideration to Keiser University's objection to the February 1, 2018 Notice of Intent by State College of Florida for a Bachelor of Science degree in Supervision and Management is appreciated.

Sincerely,



Michele I. Morgan, DBA  
Campus President/Associate Vice Chancellor

cc: ~~Mr. Marshall Criser, III, Chancellor, State University System of Florida~~  
Dr. Ed Moore, President, Independent Colleges and Universities of Florida  
Mr. Samuel Ferguson, Executive Director, Commission for Independent Education  
Dr. Arthur Keiser, Chancellor, Keiser University

B.2.3- Keiser University Estimated Price for Attending Keiser University, 5/7/2018. (in lieu of published per-credit hour tuition on <https://www.keiseruniversity.edu/financial-services/tuition/> )

**Estimated Net Price for Attending Keiser University**

5/7/2018 11:50:47 AM

The information provided is an estimate of the costs associated with a freshman student attending Keiser University, full time, for one academic year, using the input you have provided.

Institutional Information			
School	: Keiser University	Award Year	: 2017 - 2018
Campus	: Keiser University - Sarasota		
Degree Level	: Bachelor of Arts		
Program	: Business Administration - Management		
Your Information			
U.S. Citizen?	: Yes	Age	: 22
Financial Aid?	: Yes	Marital Status	: Single
Have Children?	: No	Housing Status	: On my own or with a roommate or spouse
Dependency Status	: Dependent	State	: Florida
		Income	: \$0
Parent Information			
Marital Status	: Married / Remarried	Family Size	: 1
# in College	: 1	State	: Florida
		Income	: \$40,000
		<b>Total Income</b>	<b>: \$40,000</b>

Estimated Financial Planning Information			
<b>Direct Costs</b>		<b>Indirect Costs</b>	
For attending Keiser University		Estimated living expenses used to calculate potential financial aid eligibility. (These are NOT funds paid to Keiser University)	
Tuition	\$18,224.00	Room and Board	\$7,872.00
Application Fee	\$0.00	Transportation	\$2,624.00
Book Fees	\$1,600.00	Personal	\$4,056.00
Other Fees	\$880.00		
<b>Total Direct Costs</b>	<b>\$20,704.00</b>	<b>Total Indirect Costs</b>	<b>\$14,552.00</b>
Cost of Attendance (COA)			
<b>Total Direct Costs + Total Indirect Costs</b>			<b>\$35,296.00</b>
This amount is used to calculate potential financial aid eligibility.			
Expected Family Contribution (EFC)			
EFC			<b>\$10,326.00</b>
Estimated Grants			
Federal Pell Grant		\$0.00	
<b>Total Estimated Grants</b>			<b>\$0.00</b>
Direct Cost Balance			
<b>Total Direct Cost (paid to Keiser University) - Total Estimated Grants</b>			<b>\$20,704.00</b>
Balance may be covered with cash, loans, military benefits, or by other means.			

Not all students receive financial aid. Approximately 81% of students enrolled at Keiser University - Sarasota receive federal financial aid. Students may also be eligible for student loans and work-

study. Your Keiser University Financial Planning specialist can help you determine for which financial aid you may qualify.

This calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on price of attendance and financial aid provided to students in a previous year. Price of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <https://fafsa.ed.gov/>

The estimate provided is based upon an incoming freshman student entering their first term and registering as a full time student.

The estimated costs are for a full academic year for the program selected.

The estimated amount for the Federal Pell Grant was based upon an Expected Family Contribution (EFC) that was derived using the answers to the questions you were asked.

## B.2.4- Keiser University Tuition, Fees, and Living Cost Analysis:

<https://www.collegetuitioncompare.com/edu/135081/keiser-university-ft-lauderdale/tuition/> 5/7/2018

Home › Colleges › Florida › Fort Lauderdale › Keiser University-Ft Lauderdale

### 2018 Tuition, Fees, and Living Costs Analysis

Undergraduate   Graduate   Per Credit Hour

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For academic year 2017-2018, undergraduate tuition & fees at Keiser University-Ft Lauderdale is \$19,224. The undergraduate 2018-2019 estimated tuition & fees at Keiser University-Ft Lauderdale is \$20,120 . This cost is estimated based on the cost change rate of last year.

#### Tuition & Fees Keiser University-Ft Lauderdale 2017-2018 Academic Year (Undergraduate)

Year	Tuition & Fees	OFF Campus Room & Board, Other Expenses
2016-2017	\$18,368	\$15,816
2017-2018	\$19,224	\$18,978
Change % 2017-2018	4.66%	19.99%
2018-2019	\$20,120	\$22,772

\*\*\*The estimated 2018-2019 costs are based on the costs change rate of last year.