

# PROCEDURES TO AWARD CREDIT FOR MILITARY TRAINING AND OCCUPATIONS

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STATE  
UNIVERSITY  
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Board of Governors



FLORIDA DEPARTMENT OF  
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## STATEWIDE SUBJECT AREA DISCIPLINE COMMITTEE MEMBER GUIDE

Governor Ron DeSantis signed House Bill 171 (2020), Postsecondary Credit for Certain Military Personnel, on June 23, 2020. This bill amends section (s.) 1004.096, Florida Statutes (F.S.), and requires the Board of Governors (BOG) and the State Board of Education (SBE), in consultation with the Department of Veterans' Affairs (VA), to adopt regulations or rules for the uniform award of postsecondary credit or clock hours to service members and veterans of the United States Armed Forces.

The Articulation Coordinating Committee (ACC) was tasked in s.1004.096.F.S., with convening a workgroup by July 15, 2020, to develop a recommended "process for determining postsecondary course equivalencies and the minimum postsecondary credit or career education clock hours that must be awarded for courses taken and occupations held by individuals during their service in the military."

The workgroup was composed of 13 members: The Chair of the ACC, twelve academic affairs administrators and faculty from state universities, Florida College System (FCS) institutions, and career centers (appointed by the SBE), and two members representing veterans (appointed by the executive director of the Department of Veterans' Affairs). The workgroup met over the course of five months, twice monthly, and successfully established a process for prioritizing and determining postsecondary equivalencies for military experience. The [Articulation Coordinating Committee Policy Regarding the Evaluation and Awarding of Credit for Prior Military Training](#) was approved in November 2020; the BOG and SBE subsequently adopted the policy in January 2021. More information on the workgroup and the process are available on the [Postsecondary Credit for Military Courses and Occupations website](#).

This document provides an overview of the procedures for the evaluation of courses, trainings and occupations, and the identification of appropriate credit and clock hour awards, including the establishment of statewide subject area discipline committees, the procedures used to review courses, trainings and occupations, and the creation of a Statewide Credit for Military Experience Equivalency List.

## STATEWIDE SUBJECT AREA DISCIPLINE COMMITTEE FORMATION

In accordance with the ACC policy regarding the evaluation and awarding of postsecondary credit for prior military courses, trainings and occupations, the Office of Articulation has reviewed the recommended course credit and level recommendations of the American Council on Education (ACE) Military Guide for the assignment of postsecondary credit.

Based on a review of the ACE recommendations, the Office of Articulation has established discipline committees by subject area using a staggered approach for the initial implementation and recommends the creation of the following subject area discipline committees representing Florida's public postsecondary sectors for the initial round of reviews ([Appendix A](#)).

1. Business: Leadership, Management and Supervision;
2. Engineering: Electrical;
3. Hospitality;
4. Medical; and
5. Welding.

Additional committees were also identified based on the most frequently awarded courses, trainings and occupations reported to the Office of Articulation in April 2021; see [Appendix B](#). The Office of Articulation will announce additional discipline committees to conduct future reviews on at least an annual basis.

Discipline committees will be composed of no more than twelve (12) faculty representatives; four (4) faculty each from the Florida College System (FCS), school district career centers, and the State University System (SUS). Faculty representation from each postsecondary sector will be appointed by their respective Chancellor through a process established by each sector.

Faculty should be actively teaching in the identified subject area for which they are being appointed. Actively teaching is defined as faculty currently teaching



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the subject area within the current academic year. Faculty will be asked to commit to a one-year term on the discipline committee with the option to continue their participation on a yearly basis.

If a sector does not have appropriately credentialed faculty within an identified subject area, representatives from that sector will not be appointed to the discipline committee. Sectors may appoint multiple faculty from a single institution to the same discipline committee.

In accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements, primary consideration will be given to the following credentials for faculty appointed to subject area discipline committees, as listed below:

- Faculty reviewing associate degree (lower division) courses designed for transfer to a baccalaureate degree, and faculty reviewing baccalaureate (upper division) courses, must have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty reviewing graduate and post-baccalaureate courses must have earned a doctorate/terminal degree in the teaching discipline or a related discipline.<sup>1</sup>
- Faculty reviewing career and technical courses designed for the completion of career certificates and/or clock hour programs must have master's degree in the discipline or master's and 18 hours in the field.

Additionally, in accordance with standard 3.7.1., also considered for faculty teaching in technical fields will be competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

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1 SACSCOC Faculty Credentials Guidelines, 2018

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In accordance with the Council on Occupational Education (the institutional accrediting entity that recognizes school district career centers and charter career centers) consideration will be given to the following credentials for career center faculty appointed to subject area discipline committees, as listed below:

- Faculty reviewing clock hour programs (career certificate or applied technology diploma) must possess at least a high school diploma (or equivalent), expertise in the area of responsibility that is actively maintained, a record of performance that reflects work-based standards as interpreted by the institution, and additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies.<sup>2</sup>
- Faculty reviewing technical courses in an associate degree program have a minimum of an associate degree in an area that is related to the technical courses under review (if applicable).

### THE ACE MILITARY GUIDE

ACE maintains a contract with the United States Department of Defense and produces the ACE Military Guide, which is the primary source of credit recommendations for all military courses, trainings and occupations.

The [ACE Military Guide](#) includes:

- Information for all military courses, trainings and occupations evaluated by ACE.
- Multiple ways to search for courses, trainings and occupations – by service, date, ACE ID or military course number, and course, training or occupation title.
- Evaluations conducted by college and university faculty members who are actively teaching in the areas they review.

Additional information about the ACE Military Guide is available at <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>.

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2 Council of Occupational Education Accreditation Handbook (2021)

## STATEWIDE COURSE NUMBERING SYSTEM

The [Statewide Course Numbering System](#) (SCNS) contains the postsecondary courses offered by Florida's public postsecondary institutions and is housed in the Department of Education's Office of Articulation. The SCNS depends on content-area experts called Discipline Coordinators (senior faculty or administrators who are actively involved in their disciplines) to review course requests submitted by institutions to add new courses or change existing courses. SCNS staff members are assigned to a particular subset of discipline areas, so that they can become familiar with the subject areas and develop effective working relationships with their Discipline Coordinators.

To locate a course in the SCNS, click on Find a Course from the links at the top of the [SCNS website](#), and then click on Find a Statewide Course. From this point, you can search or browse statewide course detail using a variety of different options, such as discipline, prefix, course number range, various titles, or can even perform a keyword search. To view the complete SCNS Handbook, visit <https://flscns.fldoe.org/LinkUploads/SCNS%202021%20Handbook.docx.pdf>.

## STATEWIDE SUBJECT AREA DISCIPLINE COMMITTEE APPOINTMENTS

The Chancellors of the Florida College System, State University System and School District Career Centers will each appoint four (4) representatives to serve on each subject area discipline committee. These sector appointees will then be provided to the Office of Articulation in order to establish the committees.

Each Chancellor must submit names and contact information for sector appointments to the Office of Articulation by August 30, 2021; please see [Appendix C](#) for the appointment form.



## **REVIEW PROCESS OVERVIEW**

The Office of Articulation will hold a webinar for all appointed committee members to share information and instruction on the following:

- Purpose and expectations of the Subject Area Discipline Committees, including a brief review of the authorizing statute and a project overview.
- The ACE Military Guide, including information available for courses and trainings completed and occupations held by military members.
- Review of established guidelines approved by the SBE and BOG.
- Structure and use of the SCNS, including how to use the search function, review prefixes, courses, and learning outcomes.
- Process of adding new courses within the SCNS, if necessary.
- Review survey format that committee members will complete for their course, training and occupation reviews.

The Office of Articulation will provide each committee member with the following, upon assignment to a Subject Area Discipline Committee:

- A link to the survey to be completed for course and credit recommendations.
- Each course, training or occupation to be reviewed will include the course description and learning outcomes, as provided by the ACE Military Guide, with a link to the specific course, training or occupation page in the ACE Military Guide.
- A brief list of suggested courses, as identified by the Office of Articulation and SCNS staff, which may be awarded credit for military courses, trainings or occupations being reviewed by the members. Courses available at multiple colleges or universities will be identified, whenever possible.

Committee members will have the opportunity to review and submit course recommendations through an online survey format. The Office of Articulation will convene a meeting of the committee members to discuss any course, training, or occupation, based on compiled survey responses, if a majority is needed to establish a committee-wide recommendation. Should there be an even split decision, based on the survey responses, the Office of Articulation will

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convene the committee members to discuss the course, training or occupation, and establish a committee-wide recommendation.

The Office of Articulation will compile all finalized committee recommendations using the ACE Military Guide course numbers. This compiled list will include all recommendations for each ACE course number from each review committee. The list will be reviewed by the ACC for approval at their October 2021 meeting before being considered by the SBE and BOG at their next scheduled meetings.

The review of additional courses, trainings, and occupations by the subject area discipline committees will continue quarterly, and the ACC, SBE and BOG will annually approve updates to the list.

## COMMITTEE REVIEW CONSIDERATIONS AND PROCEDURES

Committee members should consider the following when evaluating courses, trainings and occupations for the award of credit and/or clock hours:

- Each military course, training or occupation will be assigned to the committee based on the course description and learning outcomes recommended by ACE. Therefore, each military course, training or occupation should be reviewed independently regardless of any previous credit and/or clock hours assigned for the same course, training or occupation.
- Courses suggested for possible awards have been identified by the Office of Articulation based on existing courses within the SCNS. Members may recommend alternative courses within the SCNS or recommend the development of a new course based on their review.
- Clock hour credit awarded may provide for advanced standing within a career certification program. Completed course credit may also be awarded.
- Whenever possible, committee members should seek to assign credit that will be beneficial to students and award courses that may be applied to general education courses and/or course or clock hour credits that may be applied toward a major or program of study.



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- Suggested credit for courses, trainings or occupations may include college credit and career credit (clock hours).

Committee members will follow the procedures outlines below to conduct their reviews.

- Complete each survey of course, training or occupation review within 2-3 weeks.
- Review the appropriate subject area learning outcomes as provided in the ACE Military Guide for all assigned courses, trainings and occupations in order to determine equivalency and alignment of the experience with the appropriate postsecondary credits or clock hours.
- Examine the recommended courses provided by the Office of Articulation to determine appropriateness of the award. Members may make recommendations for alternative courses as well.
- When appropriate, approval of multiple prefixes and course number options for the assignment of credit is acceptable.
- Respond to the survey for each course, training or occupation reviewed to the Office of Articulation for inclusion on the Statewide Credit for Military Experience Equivalency List.

Due to the nature of military experiences, specific courses, trainings or occupations may be assigned to multiple subject area discipline committees, based on learning outcomes. Each committee's credit recommendations for specific learning outcomes will be provided on the Statewide Credit for Military Experience Equivalencies List.

### COURSE REVIEW PACKETS

Committee members will receive an email containing a review packet from the Office of Articulation on a quarterly basis with courses, trainings, and/or occupations to be reviewed for the award of college and/or clock hour credit. The packet will contain the following:



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- Learning outcomes for each course, training or occupation as provided by the ACE Military Guide with the link to the specific course, training or occupation page.
- Suggested equivalent courses contained within the SCNS, as identified by the Office of Articulation and SCNS staff, which may be awarded for each military course, training or occupation being reviewed. The number of colleges and universities offering each course will be included.
- A link to the survey for course and credit recommendations.

Staff from the Office of Articulation will be available to committee members to provide assistance throughout the review process.

## **APPENDIX A: INITIAL DISCIPLINE COMMITTEES AND SUBJECT AREA CONTENT**

<b>Business: Leadership, Management and Supervision</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
LDR	Leadership Studies
MAN	Management
<b>Engineering: Electrical</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
EEE	Engineering: Electrical and Electronic
EEL	Electrical Engineering
EET	Electronic Engineering Technology
EEV	Electrical/Electronic: Vocational
<b>Hospitality</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
DIE	Dietetics
FOS	Food Science
FSS	Food Service Systems
HFT	Hospitality Management
HMV	Hospitality Management: Vocational
<b>Medical</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
BMS	Basic Medical Services
CVT	Cardiovascular Technology
EMS	Emergency Medical Services
HSC	Health Sciences
MEA	Medical Assisting Technology

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MLS	Medical Laboratory Science
MLT	Medical Laboratory Technology
NMT	Nuclear Medicine Technology
NUR	Nursing: Generic Undergraduate
OPT	Ophthalmic Technology/Vision Care
PHA	Pharmacy
PRN	Practical Nursing
PTN	Pharmacy Technician
RTE	Radiological Technology
STS	Surgical Technology Studies
<b>Welding</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
MTE	Marine Technology and Nautical
PMT	Precision Metals Technology



## **APPENDIX B: ADDITIONAL DISCIPLINE COMMITTEES AND SUBJECT AREA CONTENT**

<b>Automotive</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
AER	Automotive Mechanics
ARR	Autobody Repair and Refinishing
DIM	Diesel, Hybrid and Alternative Fuels
TRA	Transportation and Logistics
<b>Aviation</b>	
Course Prefix	Course Prefix Title
AMT	Aviation Maintenance Technology
ASC	Aviation Science
ATF	Aviation Technology
ATT	Aviation Technology: Theory
AVM	Aviation Maintenance
AVS	Avionics
EAS	Aerospace Engineering
<b>Behavioral Science</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
CLP	Clinical Psychology
DEP	Developmental Psychology
EAB	Experimental Analysis of Behavior
HUS	Human Services
INP	Industrial and Applied Psychology
MHS	Mental Health Services
PCO	Psychology for Counseling

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PSY	Psychology
SOW	Social Work
<b>Business: General</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
ACG	Accounting: General
ACO	Accounting: Occupational/Technical Variable Paced
APA	Applied Accounting
BUL	Business Law
COM	Communication
FIN	Finance
GEB	General Business
HUS	Human Services
ISM	Information Systems Management
MAR	Marketing
MKA	Marketing Applications
MNA	Management: Applied
PAD	Public Administration
SBM	Small Business Mgmt: Occupational/Technical Variable Paced
SCM	Supply Chain Management
TRA	Transportation and Logistics
<b>Communications</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
COM	Communication
ENC	English Composition
ENG	English General
JOU	Journalism

## PROCEDURES TO AWARD CREDIT FOR MILITARY TRAINING AND OCCUPATIONS

LIT	Literature
MMC	Mass Media Communication
RTT	Radio/Television Technology
RTV	Radio-Television
SPC	Speech Communication
TCN	Telecommunications
<b>Computer Science</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
CET	Computer Engineering Technology
CGS	Computer General Studies
CIS	Computer Science and Information
COP	Computer Programming
CTS	Computer Technology and Skills
ISM	Information Systems Management
OTA	Office Technology Applications
<b>Criminal Justice</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
CCJ	Criminology and Criminal Justice
CJB	College Application in Criminal Justice
CJC	Corrections
CJD	Criminal Justice Development
CJE	Law Enforcement
CJK	Criminal Justice Basic Training (AAS or Vocational)
CJL	Law and Process
DSC	Domestic Security



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Education	
Course Prefix	Course Prefix Title
ADE	Adult Education
EBD	Education: Emotional/Behavioral Disorders
EDF	Education: Foundations and Policy Studies
EDG	Education: General
EME	Education: Technology and Media
Engineering: General	
Course Prefix	Course Prefix Title
CGN	Civil Engineering
EGM	Engineering Science
EGN	Engineering: General
EGS	Engineering: Support
EMA	Materials Engineering
ENU	Engineering: Nuclear
EOC	Ocean Engineering
ETG	Engineering Technology: General
ETI	Engineering Technology: Industrial
ETP	Engineering Technology: Power
ETS	Engineering Technology: Specialty
EVR	Engineering: Environmental
Engineering: Mechanical	
Course Prefix	Course Prefix Title
EML	Engineering: Mechanical
ETM	Engineering Technology: Mechanical

# PROCEDURES TO AWARD CREDIT FOR MILITARY TRAINING AND OCCUPATIONS

Fire Fighting	
Course Prefix	Course Prefix Title
FES	Fire and Emergency Services
FFP	Fire Fighting and Protection
Healthcare Administration	
Course Prefix	Course Prefix Title
HIM	Health Information Management
HSC	Heath Sciences
Humanities	
Course Prefix	Course Prefix Title
HUM	Humanities
IDS	Interdisciplinary Studies and Honors
PHI	Philosophy
Mathematics	
Course Prefix	Course Prefix Title
MAC	Mathematics: Calculus and Precalculus
MAD	Mathematics: Discrete
MAP	Mathematics Applied
MAT	Mathematics
MGF	Mathematics-General and Finite
MTB	Mathematics-Technical and Business
QMB	Quantitative Methods in Business
STA	Statistics
Military Science/History	
Course Prefix	Course Prefix Title
AMH	American History
MSL	Military Science Leadership

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Natural Science	
Course Prefix	Course Prefix Title
BSC	Biological Sciences
CHM	Chemistry
CHS	Chemistry: Specialized
GEO	Geography: Systematic
IPM	Integrated Pest Management
MCB	Microbiology
MET	Meteorology
OCB	Biological Oceanography
OCC	Chemical Oceanography
OCE	Ocean Engineering
PHY	Physics
PHZ	Physics (Continued)
Physical Education/Fitness	
Course Prefix	Course Prefix Title
APK	Applied Kinesiology
ATR	Athletic Training
HLP	Health/Leisure/Physical Education
LEI	Leisure
PEM	Phys. Edu. Acts. (Gen.)-Perform. Centrld., Land (Revised)
PEN	Physical Edu. Activities (Gen.)-Water, Snow, Ice
PEQ	Phys. Edu. Acts. (Profnl.)-Water, Snow, Ice
Social Sciences	
Course Prefix	Course Prefix Title
ANT	Anthropology

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AMH	American History
GEA	Geography: Regional Areas
GEO	Geography: Systematic
GIS	Geography: Information Science
HIS	General History and Historiography
INR	International Relations
INS	International Studies
ISS	Interdisciplinary Social Sciences
LIS	Library and Information Studies
MTE	Marine Technology and Nautical Science
NSC	Naval Science
PAD	Public Administration
PAF	Public Affairs
POS	Political Science
<b>Student Life Skills</b>	
<b>Course Prefix</b>	<b>Course Prefix Title</b>
SLS	Student Life Skills



# PROCEDURES TO AWARD CREDIT FOR MILITARY TRAINING AND OCCUPATIONS

## APPENDIX C: STATEWIDE SUBJECT AREA DISCIPLINE COMMITTEE APPOINTMENT FORM

The Office of Articulation will collect appointees for the Statewide Subject Area Discipline Committees from the Chancellors of the Florida College System, State University System and School District Career Centers. Each Chancellor will provide four (4) faculty members to serve on each subject area discipline committee.

Please indicate the sector represented by checking the appropriate box below.

- ☐ Florida College System  
☐ School District Career Centers  
☐ State University System

Faculty members for each subject area discipline committee should be active in the subject area, hold appropriate educational credentials for the academic level at which they currently teach and be willing to serve on the committee for at least one year.

Faculty appointed to a discipline area may be active in any of the identified prefixes within a discipline committee.

	Faculty Member Name	Institution	Discipline Subject Committee	Email Address
1.				
2.				
3.				
4.				

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**FACULTY APPOINTMENTS ARE DUE TO THE OFFICE OF ARTICULATION BY  
AUGUST 30, 2021.**



## APPENDIX D: SAMPLE OF COURSE INFORMATION FOR REVIEW

**Discipline Committee Assignment:** Leadership/Management; Including  
Decision-Making/Problem Solving

**ACE Course ID:** AR-0702-0030

**ACE Course Title:** Structures Self Development (SSD) 1

**ACE Military Guide Course Link:** <https://militaryguide.acenet.edu/>

### **ACE Military Guide Course Description:**

Upon completion of the course, the student will be able to

- support team members in promoting organizational goals
- utilize effective communication and interpersonal skills
- apply strategies of critical thinking to develop solutions
- collaborate with others to accomplish the organization's goals and objectives
- provide support to members to advance their leadership development.

### **Learning Outcomes:**

Competency in supervision. Topics include:

- |                        |                          |
|------------------------|--------------------------|
| • Coaching             | • Development            |
| • Communication skills | • Mentoring              |
| • Conflict management  | • Personnel coordination |
| • Counseling           | • Quality control        |
|                        | • Team building          |

**ACE Credit Recommendations:** 3 hours in lower-division supervision

# PROCEDURES TO AWARD CREDIT FOR MILITARY TRAINING AND OCCUPATIONS

## SCNS Course Description:

### **MANX001: Introduction to Management**

THIS COURSE IS DESIGNED TO PROVIDE AN INTRODUCTION TO MANAGEMENT AND ITS BASIC FUNCTIONS. TOPICS INCLUDE HUMAN RELATIONS, ENTREPRENEURSHIP, GOAL SETTING AND PLANNING, DECISION MAKING AND MOTIVATION, AND COUNSELING IN PROBLEM SITUATIONS.

Institutions Offering Course: FCS:   SUS:

### **MANX020: Principles of Management**

THE FUNDAMENTAL MANAGEMENT TASKS SOME OF WHICH ARE DECISION MAKING, SUPERVISION, STRATEGY FORMULATION, EFFECTIVE COMMUNICATIONS, ORGANIZATION, LEADERSHIP, AND ETHICAL INTERACTIONS ARE DEVELOPED AND DISCUSSED STARTING WITH THE CONCEPTS OF THE BEHAVIORAL SCIENCES.

Institutions Offering Course: FCS:   SUS:

### **MNAX345: Basic Supervision Skills**

PRACTICAL APPLICATIONS IN THE MAJOR PRACTICES OF MODERN SUPERVISION, INCLUDING LEADERSHIP, COMMUNICATION, MOTIVATION, PERFORMANCE APPRAISAL, STAFFING, TRAINING AND EMPLOYEE DEVELOPMENT, FACTORS INVOLVED IN SAFETY, AND TIME MANAGEMENT. COURSE INFORMATION: 1. THE STUDENT WILL UNDERSTAND MAJOR SUPERVISION STYLES AND BE ABLE TO DETERMINE WHICH STYLE IS APPROPRIATE IN GIVEN BUSINESS SITUATIONS. 2. THE STUDENT WILL DEVELOP KNOWLEDGE OF THE PROCEDURES FOR RECRUITING, HIRING, AND TRAINING, EMPLOYEES. 3. THE STUDENT WILL DEVELOP KNOWLEDGE OF THE SUPERVISOR'S ROLE IN DEALING WITH INFORMAL GROUPS, CONFLICT, DISCIPLINE, PROBLEM EMPLOYEES, COMMUNICATIONS, AND DELEGATION. 4. THE STUDENT WILL DEVELOP KNOWLEDGE OF THE SUPERVISOR'S ROLE IN RELATION TO OUTSIDE INFLUENCES OF LABOR UNIONS, OSHA REQUIREMENTS, AND GOVERNMENT REGULATED EMPLOYMENT PRACTICES.

Institutions Offering Course: FCS:   SUS:

## **APPENDIX E: SAMPLE SURVEY QUESTIONS**

The Office of Articulation will be using a survey to conduct the review of courses, trainings and occupations to determine postsecondary credit or clock hour awards for the Statewide Credit for Military Experience Equivalency List.

The following questions will be included in the distributed surveys:

- Faculty Member Name
- Subject Area Discipline Committee
- The credit or clock hour recommendations for course AR-0702-0030 are as follows:
  - MANX001:
  - MANX020:
  - MNAX345:
  - Other (please specify):
  - New SCNS Course (please propose course prefix/number/title):
  - None
- If a clock hour course recommendation option is available, include option of full clock hour award, or number of clock hours or advanced standing, that would be awarded.
- Please provide any additional comments or justifications to support the choice of credit assigned.

## APPENDIX F: IMPLEMENTATION TIMELINE

**JULY 2021**

- Identification of Statewide Subject Area Discipline Committees by the Office of Articulation in partnership with the FCS, SUS and CTE.

**AUGUST 2021**

- Sector appointees to discipline committees are due to the Office of Articulation by 8/30/2021.
- Office of Articulation staff develop review materials, including course identification and surveys for discipline committee members.

**SEPTEMBER -  
OCTOBER 2021**

- Discipline committee member introductory webinar and trainings.
- Discipline committee members review courses for award of college and/or clock hour credit and complete survey providing recommendations.
- Office of Articulation develops initial credit award list.

**OCTOBER -  
JANUARY 2021**

- Initial presentation to the ACC for approval during October meeting.
- Initial presentation to the SBE and BOG for final approval.

**JANUARY 2022  
AND BEYOND**

- Office of Articulation provides additional courses and occupations for review and credit recommendations to discipline committee members on a quarterly basis.
- Additions to the military credit equivalency list are approved annually by the ACC, BOG and SBE.