



## New Program Report

**Date Submitted:**

03/27/2019

**Institution**

Columbia College

**Site Information**

**Implementation Date:**

8/19/2019 12:00:00 AM

**Added Site(s):**

**Selected Site(s):**

Columbia College-Jefferson City, 3314 Emerald Lane, Jefferson City, MO, 65109

Columbia College-Kansas City, 4240 Blue Ridge Blvd., Ste 400, Kansas City, MO, 64133-1702

Columbia College-Lake Ozark, 900 College Blvd, Osage Beach, MO, 65065

Columbia College-Rolla, 550 Blue's Lake Parkway, Rolla, MO, 65401

Columbia College-Springfield, 3271 East Battlefield Road, Suite 250, Springfield, MO, 65804

Columbia College-St. Louis, 4411 Woodson Rd., St. Louis, MO, 63134

Columbia College, 1001 Rogers, Columbia, MO, 65216

Online , 1001 Rogers Street, Columbia, MO, 65216

**CIP Information**

**CIP Code:**

510000

**CIP Description:**

A general, introductory, undifferentiated, or joint program in health services occupations that prepares individuals for either entry into specialized training programs or for a variety of concentrations in the allied health area. Includes instruction in the basic sciences, research and clinical procedures, and aspects of the subject matter related to various health occupations.

**CIP Program Title:**

Health Services/Allied Health/Health Sciences, General

**Institution Program Title:**

Associate of Science in Health Services

**Degree Level/Type**

**Degree Level:**

Associate Degree

**Degree Type:**

Associate of Science

**Options Added:**

**Collaborative Program:**

N



## New Program Report

### Mode of Delivery

Current Mode of Delivery

Classroom

Online

### Student Preparation

Special Admissions Procedure or Student Qualifications required:

Admissions procedures and student qualifications do not exceed regular College standards.

Specific Population Characteristics to be served:

Columbia College serves traditional students in the Day Program and specializes in adult education and military education. Columbia College serves nearly 29,000 students each year in more than 30 locations.

### Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:

Columbia College adheres to the credential requirements set forth by HLC for all faculty members.

Columbia College requires instructors to have at least a master's degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/or professional experience directly related to the course. In exceptional circumstances, special certification or extraordinary work experience may compensate the absence of certain academic credentials.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:

Full-time faculty teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session.

Expectations for professional activities, special student contact, teaching/learning innovation:

Full-time faculty members are required to have 3 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide contact information to students

### Student Enrollment Projections Year One-Five

Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	



### New Program Report

Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0
Year 4	Full Time: 60	Part Time: 23	
Year 1	Full Time: 18	Part Time: 6	
Year 2	Full Time: 28	Part Time: 10	
Year 3	Full Time: 50	Part Time: 18	Number of Graduates: 0



## New Program Report

<b>Year 4</b>	<b>Full Time:</b> 60	<b>Part Time:</b> 23	
<b>Year 5</b>	<b>Full Time:</b> 65	<b>Part Time:</b> 26	<b>Number of Graduates:</b> 91

**Percentage Statement:**

n/a

**Program Accreditation**

**Institutional Plans for Accreditation:**

The degree program being proposed has been approved by the Higher Learning Commission.

**Program Structure**

**Total Credits:**

60

**Residency Requirements:**

15

**General Education Total Credits:**

29

**Major Requirements Total Credits:**

21

**Course(s) Added**

COURSE NUMBER	CREDITS	COURSE TITLE
CHEM 110	3	Chemistry I
HUMS 380	3	Addiction
PSYC 330	3	Developmental Psychology
HUMS 385	3	Mental Health
BIOL 230	3	Medical Terminology
HEAL 110	3	Introduction to the Health Professions
PSYC 175	3	Introduction to Theory Based Research & Writing
CHEM 109	3	Chemistry for Biological and Health Related Sciences or

**Free Elective Credits:**

12

**Internship or other Capstone Experience:**

None

**Assurances**

I certify that the program will not unnecessarily duplicate an existing program within the geographically applicable area.

I certify that the program will build upon existing programs and faculty expertise.



## New Program Report

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

### Contact Information

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Phone: 224-280-9534



PUBLIC  
 INDEPENDENT

**NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW**

*When finished, please save and email to: [he.academicprogramactions@dhe.mo.gov](mailto:he.academicprogramactions@dhe.mo.gov)*

Sponsoring Institution:

Program Title: Associate of Science in Health Services

Degree/Certificate:

If other, please list:

Options:

Delivery Site: Online, Columbia (day), Evening, Jefferson City, Springfield, St Louis, Ozarks, Rolla

CIP Classification: 51.0001

Implementation Date: 8/19/2019

Is this a new off-site location?  Yes  No

If yes, is the new location within your institution's current CBHE-approved service region?   
*\*If no, public institutions should consult the comprehensive review process*

Is this a collaborative program?  Yes  No  
*\*If yes, please complete the collaborative programs form on last page.*

Please list similar or comparable programs at Missouri public institutions of higher education.  
*\*For public institutions only*

**CERTIFICATIONS:**

- The program is within the institution's CBHE approved mission. *(public only)*
- The program will be offered within the institution's CBHE approved service region. *(public only)*
- The program builds upon existing programs and faculty expertise
- The program does not unnecessarily duplicate an existing program in the geographically-applicable area.
- The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

**AUTHORIZATION**

Dr. Piyusha Singh, Provost and Vice President for Academic Affairs Name/Title of Institutional Officer	 Signature	3/26/19 Date
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## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

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Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.

Quantification of performance goals should be included wherever possible.

### 1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

*Admissions procedures and student qualifications do not exceed regular College standards.*

- Characteristics of a specific population to be served, if applicable.

*Columbia College serves traditional students in the Day Program and specializes in adult education and military education. Columbia College serves nearly 29,000 students each year in more than 30 locations.*

### 2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

*Columbia College adheres to the credential requirements set forth by HLC for all faculty members. Columbia College requires instructors to have at least a master's degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/or professional experience directly related to the course. In exceptional circumstances, special certification or extraordinary work experience may compensate the absence of certain academic credentials.*

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

*Full-time faculty teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session*

- Expectations for professional activities, special student contact, teaching/learning innovation.

*Full-time faculty members are required to have 3 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide contact information to students.*

### 3. Enrollment Projections

- Student FTE majoring in program by the end of five years.  
*91 Students*
- Percent of full time and part time enrollment by the end of five years.  
*28% part-time and 72 % full-time*

## STUDENT ENROLLMENT PROJECTIONS

YEAR	1	2	3	4	5
Full Time	18	28	50	60	65
Part Time	6	10	18	23	26
Total	24	38	68	83	91

### 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

Percent Graduates at 3 Years: 72%

Percent Graduates at 5 Years: 80%

- Special skills specific to the program.  
N/A
- Proportion of students who will achieve licensing, certification, or registration.  
N/A
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

*Columbia College's goal is to have all students score at least in the 75th percentile on all normed tests.*

- Placement rates in related fields, in other fields, unemployed.  
N/A
- Transfer rates, continuous study.  
N/A

### 5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide rationale.  
*The degree program being proposed has been approved by the Higher Learning Commission. The College does not have a plan to get specialized accreditation, there does not appear to be an applicable organization at this point.*

### 6. Program Structure

- A. Total credits required for graduation: 60
- B. Residency requirements, if any:  
15
- C. General education: Total credits:  
29 general education



*Courses (specific courses OR distribution area and credits)*

Course Number	Credits	Course Title
		<b>General Education Requirements: 29 semester hours</b>
BIOL 108	3	Human Biology
BIOL 108L	2	Human Biology Laboratory
COLL 133	3	Foundations Seminar
COMM 110	3	Public Speaking
ENGL 133W	3	First Year Writing Seminar
MATH 106	3	Intermediate Algebra (or higher)
PSYC 101	3	General Psychology
	9	Choose a total of 9 semester hours from core course in at least three areas below: <ul style="list-style-type: none"> <li>• Goal I – Civic Engagement</li> <li>• Goal II – Creative Thinking &amp; Experience</li> <li>• Goal III – Ethical Reasoning</li> <li>• Goal VIII – Global Awareness</li> <li>• Goal IX – Environmental Stewardship</li> </ul>
		<b>Total general education requirements: 29 semester hours</b>

D. Major requirements: Total credits: (31-32 credits) 21 major area requirements, 10-12 electives

Course Number	Credits	Course Title
		<b>Major Area Requirements 21 semester hours</b>
CHEM 109 or CHEM 110	3	Chemistry for Biological and Health Related Sciences or Chemistry I
BIOL 230	3	Medical Terminology
HEAL 110	3	Introduction to the Health Professions
HUMS 385	3	Mental Health
HUMS 380	3	Addiction
PSYC 175	3	Introduction to Theory Based Research & Writing
PSYC 330	3	Developmental Psychology
		<b>Major Area Electives 10-12 semester hours</b>
		<i>In addition to the requirements above, complete 10-12 hours from courses from BIOL, numbered above 110, HUMS, PSYC, or SOCI.</i>
		<b>Total semester hours: 60-62 semester hours</b>

E. Free elective credits: 0 semester hours, 10-12 major area electives, noted above.

*(sum of C, D, and E should equal A)*

F. Requirements for thesis, internship or other capstone experience:

*None*

G. Any unique features such as interdepartmental cooperation:

*None*

**7. Need/Demand**

Student demand

Market demand

Societal demand

I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

*On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.*

**COLLABORATIVE PROGRAMS**

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- **Sponsoring Institution One:**
- **Sponsoring Institution Two:**
- **Other Collaborative Institutions:**
- **Length of Agreement:**
- **Which institution(s) will have degree-granting authority?**
- **Which institution(s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?**
- **What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?**
- **Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?**
- **What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?**

*Please save and email this form to: [he.academicprogramactions@dhe.mo.gov](mailto:he.academicprogramactions@dhe.mo.gov)*