

**SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
RETREAT**

**Friday, February 6, 1998  
12 noon - 5:00 p.m.**

**AGENDA**

12 Noon..... Lunch..... Board Room

**OPEN SESSION**

Program/Catalog Changes ..... Phil Gover and Joan Kerber  
Program Review Process ..... Phil Gover and Harry Cottrell  
Adult Education Update ..... Phil Gover  
Welfare-to-Work ..... Harry Cottrell, Phil Gover, and Joan Kerber  
Marketing Plan ..... Harry Cottrell and Keith Williams  
Banner/Technology Fee Update ..... Walt Clevenger and Jami Bradley  
Facilities Utilization Board Update ..... Jami Bradley

**CLOSED SESSION (if necessary)**

Sick Leave Bank ..... Curt Devan and Jami Bradley  
Financial Projections/Tuition Increase/Internet Tuition ..... Jami Bradley  
Collective Bargaining Parameters ..... Jami Bradley

# SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February 6, 1998

The Board of Trustees of Sauk Valley Community College met in special meeting at 12 noon on Friday, February 6, 1998 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Groharing called the meeting to order at 12:30 p.m. and the following members answered roll call:

Edward Andersen	Thomas Jensen
William Simpson	Bob Thompson
B.J. Wolf	William Yemm
Richard B. Groharing	Jennifer Leake

SVCC Staff: President Richard L. Behrendt  
Vice President Jami Bradley  
Vice President Phil Gover  
Vice President Joan Kerber  
Secretary to the Board Marilyn Vinson  
Director of Grants/Planning/Institutional Research Harry Cottrell  
Dean of Information Systems Walt Clevenger  
Coordinator of Personnel Services Curt Devan

Agenda Items: During open session, the Board heard presentations on the items listed on the attached agenda.

Closed Session: At 3:45 p.m. it was moved by Member Andersen and seconded by Member Jensen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and collective negotiating matters. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Regular Session: The Board returned to regular session at 5:05 p.m.

Adjournment: Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Wolf that the Board adjourn. The next regular meeting will be held on February 23. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye. The Board adjourned at 5:06 p.m.



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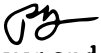

Thomas W. Jensen, Secretary

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES  
MEMORANDUM**

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DATE: 2-3-98

TO: Richard Behrendt

FROM: Phil Gover  and Joan Kerber 

SUBJECT: Status of Curricular Revisions for FY98

Sauk's Instructional Services (administrators) and Student Services (administrators and counselors) staffs met for a full-day retreat on July 30, 1997 for the purpose of curricular review and exploration (brainstorming) to improve instructional services for the SVCC service area. The group focused on catalog revisions, program facelifts, and discussion of possible new courses and programs. We believe that this activity was very beneficial for the future of the College. Delineated below is an update of where we are and where we are going regarding courses and programming at SVCC.

**1. New Degrees and Degree changes:**

**A.F.A. (Art and Music)**

**Mike Seguin**

*Status: All materials have been submitted to the ICCB for approval and inclusion in the 1998-2000 SVCC Catalog (see appendix).*

**A.E.S. (Engineering)**

**Zollie Hall**

*Status: This program has been approved by the ICCB and will be included in the 1998-2000 SVCC Catalog (see appendix).*

**A.S. (Athletic Training)**

**Phil Gover**

*Status: Approved by the Curriculum Committee in December 1997 for inclusion in the 1998-2000 SVCC Catalog. This program has been articulated as a 2+2 program with Mount St. Claire, Illinois State University, and Western Illinois University.*

**A.S. (Computer Science)**

**Zollie Hall**

*Status: Approved by the Curriculum Committee in December 1997 for inclusion in the 1998-2000 SVCC Catalog.*

**A.S. (Physical Therapy)****Rosemary Johnson/Zollie Hall**

*Status: SVCC could not justify a stand-alone program. We are exploring possible partnering to develop a shared program with Highland CC and Rock Valley College. A meeting (attended by P. Gover, Z. Hall, and R. Johnson) was held at HCC on November 19, 1997. Industry representatives were present and interested. We are waiting for Highland to report on the results of the necessary employer interest survey.*

**A.S. (Social Work)****Mike Seguin**

*Status: Approved by Curriculum Committee in November 1997 for inclusion in the 1998-2000 SVCC Catalog. This program has been articulated with W.I.U.'s Bachelor's in Social Work degree.*

**Degree Compliance with I.A.I.**

*Status: The general education core of all A.S. degree programs and all A.A. degree programs has been modified to comply with statewide curricular changes to improve transferability. In addition, the general education core of all A.A.S. degree programs has been updated to improve the continuing education options for students choosing to transfer for a bachelor's degree.*

**2. Possible elimination of A.A. and A.S. Degrees:****Anthropology****Mike Seguin**

*Status: The Curriculum Committee in October 1997 agreed to drop this degree program and remove it from the 1998-2000 SVCC Catalog. However, the College will keep currently approved anthropology courses.*

**Economics****Mike Seguin**

*Status: As there are currently six students enrolled at SVCC with an economics major, this program will be kept with the status reviewed in FY99.*

**3. Possible new A.A.S. degrees:****Community Outreach Specialist****Mike Seguin**

*Status: Department faculty agree that the current "Community Services Aide" degree will meet the needs of students to acquire employment.*

**Mortuary Science****Rosemary Johnson**

*Status: Information regarding program establishment including start-up costs, enrollment projections, and recruitment efforts were obtained from the program director at Carl Sandburg Community College for analysis. We were told that this program is very expensive to develop and operate. Since Carl Sandburg's program was approved as a statewide program, it is unlikely that Sauk could establish the need for another program so geographically close as an additional program may prove to be ineffective use of college resources. Efforts are currently being made to establish a cooperative agreement with Carl Sandburg.*

**Radiation Therapy Technology****Rosemary Johnson**

*Status: This program is no longer considered a viable program offering for SVCC. The National Association for Radiologists have determined that this program should be a four-year baccalaureate degree program. Community College Programs would not qualify for Certification.*

**Veterinary Technician****Zollie Hall**

*Status: This program has not been fully evaluated at this time and a complete study of marketability including recommendations from potential employers as well as interested students must be completed prior to a formal recommendation. Staffing limitations have precluded completion of these studies at this time but analysis with recommendations will be completed by June 1, 1998.*

**4. Possible new Certificates:****Accounting Clerk****Zollie Hall**

*Status: It was determined by department faculty that the current Accounting Certificate is fully adequate to meet student and employer needs.*

**Computer Graphics (possible WAVC partnership)****Zollie Hall**

*Status: In-house discussions have been held on this program and full recommendations on proposed action is to be submitted to the Vice President of Instructional Services for possible action at the May 1988 Curriculum Committee meeting.*

**Desktop Publishing Graphics  
(possible WAVC partnership)****Zollie Hall**

*Status: In-house discussions have been held on this program and full recommendations on proposed action is to be submitted to the Vice President of Instructional Services for possible action at the May 1988 Curriculum Committee meeting.*

**Computer and Office Equipment Repair****Zollie Hall**

*Status: In-house discussions have been held on this program and full recommendations on proposed action is to be submitted to the Vice President of Instructional Services for possible action at the May 1988 Curriculum Committee meeting.*

**Electronic Software Technology****Zollie Hall**

*Status: In-house discussions have been held on this program and full recommendations on proposed action is to be submitted to the Vice President of Instructional Services for possible action at the May 1988 Curriculum Committee meeting.*

**Human Services --****Mike Seguin****Adult Services Option**

*Status: Current certificates in Human Services are considered adequate to meet the needs of students and employers.*

**Child Development (for state certification)****Mike Seguin**

*Status: State requirements currently exist which preclude the advisability of offering a certificate. Rather, an A.A.S. degree is required to be employed as a Child Care Worker if a program is to be certified by D.C.F.S. The current A.A.S. program has been modified to meet state requirements.*

**Gerontology Aide****Mike Seguin**

*Status: A review of local employers suggested that there was no labor need established for this certificate and workers would not receive additional financial reimbursement with or without such a certificate.*

**Teacher Certification Option****Mike Seguin**

*Status: The Teacher Aide Option has been revised with specific courses listed for inclusion in the 1998-2000 SVCC Catalog.*

**Substance Abuse Option****Mike Seguin**

*Status: This program will receive further research and consideration during the fall of 1998.*

**Retailing/Sales****Zollie Hall**

*Status: After research and evaluation by department faculty, it was determined that there is virtually no need for this proposed certificate as there would be no differentiation in remuneration for graduates who had obtained this certificate over those who had not. Faculty believe that the current A.A.S. degree in Marketing will serve this need.*

**Medical Records/Coding****Rosemary Johnson**

*Status: Discussions are in process with Illinois Central College and the College of Lake County to obtain data on essential curricular needs and marketability of such a program. Final recommendations are to be submitted to the Vice President of Instructional Services for possible action at the May 1998 Curriculum Committee meeting.*

**Medical Office Assistant****Zollie Hall**

*Status: This program which was titled "Medical Secretary" has been re-titled "Medical Office Assistant" to better reflect the responsibilities of the employee with this certification. This change was approved by Curriculum Committee in September 1997 for inclusion in the 1998 SVCC Catalog.*

**Home Health Aide and/or Home Care Aide****Rosemary Johnson**

*Status: Sauk's current C.N.A. Certificate will meet the needs of students and employer with slight modification. Changes reflecting this approach will appear in the 1998-2000 SVCC Catalog.*

**Phlebotomy****Rosemary Johnson**

*Status: Data is currently being assembled to provide rationale to expand phlebotomy offerings and a possible recommendation for a new certificate program. Several current courses will need to be changed from 1.6 to 1.2 classification.*

**Emergency Medical Assistant****Tom Gospodarczyk**

*Status: An E.M.T. course is being offered by Corporate and Community Services this Spring 1998 semester. E.M.T. is the first course in the three-step E.M.A. program (E.M.T., Intermediate, Paramedic = E.M.A. certificate). K.S.B. Hospital offers this program upon demand from one of their affiliated agencies. C.G.H., it is our understanding, is an associate of St. Anthony's System and sends their employees to Rockford for training. Further data is being sought and meetings will be requested with K.S.B. and C.G.H. personnel to determine whether cooperation to eliminate apparent inefficiencies are feasible.*

**Office Manager****Zollie Hall**

*Status: Department faculty question the need for a new certificate in this area. An analysis of current and potential employers will be conducted prior to a final recommendation.*

**Office Automation Specialist****Zollie Hall**

*Status: Research is being conducted to ascertain the need for this certificate. A final recommendations will be presented to the Vice President of Instructional Services for possible action at the May 1998 Curriculum Committee meeting.*

**Legal Secretary Seminars****Tom Gospodarczyk**

*Status: This is being researched as a possible non-credit offering for students who already possess a degree.*

**Optician Assistant****Rosemary Johnson**

*Status: Rosemary and Phil have been working with doctors led by Leo Skorin to determine the feasibility of offering a course at Sauk that would be team taught by Leo and his associates. We anticipate another meeting with the Drs. in February 1998 to explore the concept further and to develop a phase two followup survey of community colleges, opticians, and ophthalmologists in the region to obtain commitments on the level of involvement for student internships and actual employment for this completers of this specialized course.*

**Tractor-Trailer Training (CCS)****Tom Gospodarczyk**

*Status: Data is being gathered on the feasibility of this program. Considerations include, but are not limited to, liability, cooperative agreements, competition, costs, and potential graduate placement. The most feasible approach appears to be a leasing agreement for this program with Scott Community College in Iowa who has a similar arrangement with Black Hawk College's East Campus in Kewanee. Tom is pursuing a cooperative agreement with both Scott and Black Hawk East that would offer scheduling options for students and reduce financial exposure for the College. A final report with recommendations is to be submitted to the Vice President of Instructional Services by March 1, 1998.*

**5. Renaming of certificates and degrees:****Building Maintenance Specialist to  
Property/Real Estate Maintenance****Zollie Hall**

*Status: Change in title approved by the Curriculum Committee in September 1997 for inclusion in the 1998-2000 SVCC Catalog.*

**Industrial Maintenance Electrician to  
Electrician/Industrial Maintenance****Zollie Hall**

*Status: Department faculty determined that this proposed change in name was inappropriate. There were some changes in the courses contained in the curriculum which were submitted to the Vice President of Instructional Services and approved by the Curriculum committee in October 1997 for inclusion in the 1998-2000 SVCC Catalog.*

**Machine Tool Operator to  
Tool/Die Machinist****Zollie Hall**

*Status: A proposal is currently being considered by department faculty to establish an A.A.S. degree. A final recommendation to the Vice President of Instructional Services is anticipated in March 1998.*



**Radiological Technology to  
Medical Imaging**

**Rosemary Johnson**

*Status: Department faculty have determined that this proposed change is inappropriate. Medical imaging is a separate area of study and SVCC does offer special classes devoted to this area of specialization.*

**6. Possible new cooperative agreements:**

**Dental Hygiene**

**Rosemary Johnson**

*Status: SVCC currently has a cooperative agreement with Illinois Valley Community College for students interested in this program. There is a possibility of an additional certificate in Dental Technology which might be established with Illinois Central College. Of greater significance, Rosemary and Zollie have met at Rock Valley College along with representatives from Highland Community College to determine the level of interest and the feasibility for developing a Dental Hygiene program located at Rock Valley College. Sauk and Highland students would be served through a cooperative agreement.*

**Pharmacy Technology with Rock Valley**

**Rosemary Johnson**

*Status: A cooperative agreement is in place.*

**Massage Therapy with Kishwaukee**

**Rosemary Johnson**

*Status: A cooperative agreement is in place.*

**Surgical Technician with Rock Valley**

**Rosemary Johnson**

*Status: A cooperative agreement is currently being considered and positive comments are being received with possible establishment of a cooperative agreement in Spring 1998. However, prior to cooperative agreements, the program needs to be fully developed, operational, and available to students at Rock Valley College.*

**7. Possible partnerships with WAVC**

**Phil Gover**

*Status: Included in ongoing discussions with Sterling Unit 5*

**Food Service**

**Receptionist/Office Clerk**

**Child Care**

**Welding**

**Automotive**

**8. Possible new courses in addition to those necessary for new programs:**

**(Sociology or Psychology)**

**Mike Seguin**

*Status: SOC 287 (Gerontology: Social Problems of the Aged) has been changed to PSY 287 and PSY 251 (Human Sexuality and Marriage) has been changed to SOC 251. These changes were made to improve the ease of student transferability as encouraged by the Illinois Articulation Initiative.*

**9. Possible changes:**

**Mechanical Design program to  
eliminate manual drafting**

**Zollie Hall**

*Status: Approved by the Curriculum Committee in November 1997 for inclusion in the 1998-2000 SVCC Catalog.*

**Office and Administrative Services  
program and options**

**Zollie Hall**

*Status: Title changes approved by Curriculum Committee in October 1997 for inclusion in the 1998-2000 SVCC Catalog.*

**Early Childhood A.A.S. degree as a stand-alone  
program rather than as a part of Human Services**

**Mike Seguin**

*Status: It has been recommended that this program remain under the heading of Human Services as one of three specific sub categories including; a) Early Childhood Education, b) Teacher Aide, and c) Social Service Aide. After final clarification is received from State Certification Boards, it is anticipated that recommendations can be submitted to the Vice President of Instructional Services by Spring 1998.*

**Revitalization of internship programs  
(more structure and consideration of  
block scheduling)**

**Hall/Seguin**

*Status: A number of Cooperative Educational Internships are currently being offered by SVCC including Human Services, Criminal Justice, Computer Information Systems, Accounting, Electronic Technology, Heating and Air Conditioning, Marketing, Management, and Radio/TV. Currently there is not a standardized format for such programs and a Collegewide policy would seem advisable. Tracey Simpson, SVCC Placement Director, has interviewed a number of local businesses and industries who have expressed an interest in establishing such a program with SVCC. A number of the senior institutions in our area have already established programs within our district, However, it appears that this market is ready to be expanded to provide services to our students and area businesses. Discussions are ongoing with appropriate faculty and academic administrators. We are also researching possible funding support through external grants.*

**Combination of Marketing & Management**

**Zollie Hall**

*Status: Department faculty determined that this recommendation would be counter-productive and not serve the interests of students as Sauk currently serves 20 students in each major.*

## **APPENDIX**

- \* UNIVERSITY TRANSFER PROGRAM**
  
- \* A.F.A. (ASSOCIATE IN FINE ARTS DEGREE)**
  
- \* A.E.S. (ASSOCIATE IN ENGINEERING SCIENCE DEGREE)**

## UNIVERSITY TRANSFER PROGRAMS

The associate in arts, associate in science, associate in fine arts and associate in engineering science degrees are for students planning to transfer to a four-year college or university for a baccalaureate degree.

Sauk Valley Community College is a participant of the Illinois Articulation Initiative (IAI), a statewide agreement among colleges and universities in Illinois. This effort allows transfer of the completed Illinois transferable General Education Core Curriculum between participating institutions.

The following agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter).

1. Students who have earned an Associate in Arts (AA) or an Associate in Science (AS) degree which incorporates the Illinois General Education Core Curriculum will have satisfied the lower-division general education requirements at the participating Illinois college or university to which they transfer.
2. Students who complete the General Education Core Curriculum at Sauk will have their lower-division general education requirements met upon transfer to another participating college or university in Illinois.
3. Students who have satisfactorily completed courses within the Illinois General Education Core Curriculum at Sauk should be granted credit towards fulfilling the receiving institution's comparable all-campus, lower-division general education requirement.
4. Students who have met program entry requirements and have satisfactorily completed courses described in an IAI Baccalaureate Major Curriculum Recommendation should be granted credit towards fulfilling the receiving institution's comparable lower-division requirements for that specific major.

The following IAI codes identify qualifying general education courses:

IAI C (Communications)	IAI M (Mathematics)
IAI F (Fine Arts)	IAI P (Physical Sciences)
IAI H (Humanities)	IAI S (Social/Behavioral Sciences)
IAI L (Life Sciences)	

A statewide articulation guide is being developed for lower-division courses for baccalaureate degree major fields. Ten baccalaureate major's recommendations also become effective statewide in the Summer of 98. These ten are: agriculture, art, business, criminal justice, early childhood education, elementary education, engineering, music, psychology, and secondary education. A student following a prescribed major curriculum, who has also completed the Illinois Transferable General Education Core Curriculum, will be prepared to transfer as a junior into a baccalaureate major.

See a counselor for additional information and read about the IAI on the World Wide Web - [www.iTransfer.org](http://www.iTransfer.org)

# **ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE**

The Associate in Arts (AA) and the Associate in Science (AS) degrees are designed to complete the Illinois Articulation Initiative's transferable General Education Core Curriculum and the lower-division portion of a Baccalaureate Degree.

## **General Education Core Curriculum**

**37-38 Semester Hours**

### **Communications (9 semester hours)**

ENG 101      ENG 103      SPE 131

### **Mathematics (3 semester hours)**

MAT 111      MAT 203      MAT 205      MAT 221  
MAT 115      MAT 204      MAT 220      MAT 240

### **Humanities and Fine Arts (9 semester hours)**

At least one course must be selected from Humanities and one course from Fine Arts.

#### **Humanities**

##### **Foreign Language**

LAN 202      LAN 252      LAN 262

##### **Literature**

ENG 201      ENG 212      ENG 225      ENG 228  
ENG 203      ENG 215      ENG 226      ENG 230  
ENG 204      ENG 217      ENG 227

##### **Philosophy**

PHL 101      PHL 102      PHL 103

##### **Religious Studies**

ENG 220      ENG 221      PHL 104

#### **Fine Arts**

##### **Interdisciplinary Arts**

HUM 210

##### **Performing Arts**

MUS 150      MUS 201      SPE 141

##### **Visual Arts**

ART 119

**Physical and Life Sciences (7 to 8 semester hours)**

One course must be selected from Life Science and one course from Physical Science.  
At least one course must be a laboratory science course (LAB).

**Life Sciences**

BIO 104	BIO 106	BIO 131 (LAB)
BIO 105 (LAB)	BIO 123 (LAB)	

**Physical Sciences**

CHE 101 (LAB)	CHE 109	GSC 115
CHE 102	CHE 110 (LAB)	PHY 175 (LAB)
CHE 103 (LAB)	GSC 105 (LAB)	PHY 201 (LAB)
CHE 105 (LAB)	GSC 106	

**Social and Behavioral Sciences (9 semester hours)**

Courses must be selected from at least two disciplines.

**Anthropology**

SOC 115	SOC 116	SOC 117	SOC 118
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**Economics**

ECO 211	ECO 212
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**History**

HIS 131	HIS 221	HIS 240	HIS 260
HIS 132	HIS 222	HIS 241	HIS 261

**Human Geography**

GEO 122
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**Political Science**

GOV 163	GOV 164	GOV 232	GOV 261
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**Psychology**

PSY 103	PSY 200	PSY 214	PSY 287
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**Sociology**

SOC 111	SOC 112	SOC 251
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**SVCC Degree Requirements**

**4 Semester Hours**

**Orientation (1 semester hour)**

PSY 100
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**Personal Health and Development (3 semester hours)**

ART 101	MUS 131	MUS 139	MUS 215	SPE 145
ART 113	MUS 133	MUS 140	MUS 216	SPE 161
BIO 120	MUS 135	MUS 155	PED 115*	SPE 232
MUS 106	MUS 137	MUS 160	PED 123*	

\*Or any 100 level physical education course.

**Major Field Requirements**

**23-24 Semester Hours**

Competency through two, three, or four college semesters (or the high school equivalent ) in a single foreign language is required for some bachelor degrees. Therefore, community college students who intend to transfer should plan to complete the foreign language courses required by their intended four year institution prior to transferring.

Students should consult with a counselor and the four year institution to determine the specific courses appropriate for their program of study.

**Total Credit Hours for Degree**

**64 Semester Hours**



# ASSOCIATE IN FINE ARTS DEGREE - ART/MUSIC

The Associate in Fine Arts (AFA) degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor's of Fine Arts degree in music and other fine arts. Baccalaureate degree programs in the fine arts are highly structured and require many sequential courses in the major field at the lower-division level. As a result, the AFA degree does not include the entire General Education Core Curriculum. This means that students who complete the AFA degree must complete the general education requirement for the baccalaureate degree of the university to which they transfer.

## **General Education Core Curriculum**

## **28-33 Semester Hours**

### **Communications (9 semester hours)**

ENG 101      ENG 103      SPE 131

### **Mathematics (3-4 semester hours)**

MAT 111      MAT 203      MAT 205      MAT 221  
MAT 115      MAT 204      MAT 220      MAT 240

### **Humanities (6 semester hours)**

#### **Foreign Language**

LAN 202      LAN 252      LAN 262

#### **Literature**

ENG 201      ENG 212      ENG 225      ENG 228  
ENG 203      ENG 215      ENG 226      ENG 230  
ENG 204      ENG 217      ENG 227

#### **Philosophy**

PHL 101      PHL 102      PHL 103

#### **Religious Studies**

ENG 220      ENG 221      PHL 104

### **Physical and Life Sciences (7-8 semester hours)**

One course must be selected from Life Science and one course from Physical Science.  
At least one course must be a laboratory course (LAB).

#### **Life Sciences**

BIO 104      BIO 106      BIO 131 (LAB)  
BIO 105 (LAB)      BIO 123 (LAB)

#### **Physical Sciences**

CHE 101 (LAB)      CHE 109      GSC 115  
CHE 102      CHE 110 (LAB)      PHY 175 (LAB)  
CHE 103 (LAB)      GSC 105 (LAB)      PHY 201 (LAB)  
CHE 105 (LAB)      GSC 106

## **Social and Behavioral Sciences (3-6 semester hours)**

Music requires 3 hours of Social and Behavioral Science and Art requires 6 hours of Social and Behavioral Science.

### **Anthropology**

SOC 115      SOC 116      SOC 117      SOC 118

### **Economics**

ECO 211      ECO 212

### **History**

HIS 131      HIS 221      HIS 240      HIS 260

HIS 132      HIS 222      HIS 241      HIS 261

### **Human Geography**

GEO 122

### **Political Science**

GOV 163      GOV 164      GOV 232      GOV 261

### **Psychology**

PSY 103      PSY 200      PSY 214      PSY 287

### **Sociology**

SOC 111      SOC 112      SOC 251

## **SVCC Degree Requirements**

## **4 Semester Hours**

### **Orientation (1 semester hour)**

PSY 100

### **Personal Health and Development (3 semester hours)**

Art and music students should choose courses from their prospective majors which will be applied to their core requirements.

ART 101      MUS 131      MUS 139      MUS 215      SPE 145

ART 113      MUS 133      MUS 140      MUS 216      SPE 161

BIO 120      MUS 135      MUS 155      PED 115\*      SPE 232

MUS 106      MUS 137      MUS 160      PED 123\*

\*Or any 100 level physical education course.

## **Music Core Requirements**

## **32-35 Semester Hours**

### **Music Theory (12 semester hours)**

MUS 111      MUS 112      MUS 211      MUS 212

### **Music Literature/History (3 semester hours)**

MUS 150

### **Keyboard Skills (4 semester hours)**

MUS 171      MUS 172      MUS 173      MUS 174

### **Aural Skills ( 4 semester hours)**

MUS 181      MUS 182      MUS 283      MUS 284

### **Ensemble (4 semester hours)**

MUS 106      MUS 140      MUS 160      MUS 216

MUS 139      MUS 155      MUS 215

**Applied Instructions (8 semester hours)**

MUS 131      MUS 133      MUS 135      MUS 137

**Total Credit Hours for AFA - Music Degree**

**64 Semester Hours**

**Art Core Requirements**

**24 Semester Hours**

**Art History I and II (6 semester hours)**

ART 120      ART 121

**Drawing I and II (6 semester hours)**

ART 113      ART 114

**Two-Dimensional Design (3 semester hours)**

ART 101

**Three-Dimensional Design (3 semester hours)**

ART 102

**Life/Figure Drawing (3 semester hours)**

ART 213

**Additional Requirement (3 semester hours)**

ART 122

**Elective Studio Art Courses**

**9 Semester Hours**

Select from at least two media in consultation with an art department advisor.

ART 203      ART 219      ART 250

**Total Credit Hours for AFA - Art Degree**

**65 Semester Hours**

# ASSOCIATE IN ENGINEERING SCIENCE DEGREE

Baccalaureate engineering programs are highly structured in order to meet the standards established by the Accreditation Board for Engineering and Technology (ABET) required for candidates seeking state of Illinois registration as a professional engineer. Community college students are strongly encouraged to complete an Associate in Engineering Science degree prior to transferring to a four-year institution.

To transfer as a junior into a baccalaureate engineering program, students must complete a minimum of 60 semester credit hours to a maximum of 68 semester credit hours, including all of the essential prerequisite courses. Students with fewer than 68 semester credit hours at the time of transfer are unlikely to complete the baccalaureate degree within two years after transfer. Since admission is highly competitive, completion of the suggested courses does not guarantee admission.

## General Education Core Curriculum

## 29-32 Semester Hours

### **Communications (6 semester hours)**

ENG 101      ENG 103

### **Humanities/Fine Arts (3-6 semester hours)**

Students are encouraged to select at least one course in either the humanities/fine arts or the social behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. If two courses are selected in a field, a two semester sequence in the same discipline is recommended.

#### **Humanities**

##### **Foreign Language**

LAN 202      LAN 252      LAN 262

##### **Literature**

ENG 201      ENG 212      ENG 225      ENG 228  
ENG 203      ENG 215      ENG 226      ENG 230  
ENG 204      ENG 217      ENG 227      ENG 230

##### **Philosophy**

PHL 101      PHL 102      PHL 103

##### **Religious Studies**

ENG 220      ENG 221      PHL 104

#### **Fine Arts**

##### **Interdisciplinary Arts**

HUM 210

##### **Performing Arts**

MUS 150      MUS 201      SPE 141

##### **Visual Arts**

ART 119

**Social and Behavioral Sciences (3-6 semester hours)**

**Anthropology**

SOC 115      SOC 116      SOC 117      SOC 118

**Economics**

ECO 211      ECO 212

**History**

HIS 131      HIS 221      HIS 240      HIS 260  
HIS 132      HIS 222      HIS 241      HIS 261

**Human Geography**

GEO 122

**Political Science**

GOV 163      GOV 164      GOV 232      GOV 261

**Psychology**

PSY 103      PSY 200      PSY 214      PSY 287

**Sociology**

SOC 111      SOC 112      SOC 251

**Science (5 semester hours)**

CHE 105

**Mathematics (12 semester hours)**

MAT 203      MAT 204      MAT 205

**Required Prerequisite Courses**

**21 Semester Hours**

**Mathematics (3 semester hours)**

MAT 211

**Science (15 semester hours)**

PHY 211      PHY 212      PHY 213

**Computer Programming (3 semester hours)**

MAT 150

**Engineering Specialty Courses**

**13-19 Semester Hours**

BIO 105      CHE 201      EGR 103      PHY 222  
CHE 106      CHE 202      PHY 221      PHYS 246\*

**SVCC Degree Requirements**

**1 Semester Hour**

**Orientation (1 semester hour)**

PSY 100

**Total Credit Hours for Degree**

**67-69 Semester Hours**

\*PHYS 246 is offered via distance learning.

2/98

# **Sauk Valley Community College**

## **Program Review Process**

### **Institutional Effectiveness Review**

**“Education is the best single means of improving the quality of people’s lives.”**

*--from SVCC’s Mission Statement*

Traditionally, program evaluation has primarily been an internal evaluation of past performance. While this function is highly important to fulfill the College’s “strategic,” “operational,” and “assessment” plans, program evaluation needs to be more externally oriented and focused on the future. Hence, SVCC’s Institutional Effectiveness Review (IER) process is designed to promote continuous educational improvement which ensures that the College will meet the present and future needs of our students as well as those of the communities and employers of the Sauk Valley district.

According to Dr. Richard L. Alfred of the University of Michigan Community College Consortium, “an effective college of tomorrow is one that provides efficient educational programs and services that anticipate and respond to external and internal needs and result in outcomes that meet or exceed student goals, as well as employer and community expectations.” The end result of SVCC’s IER will be improvement of the quality of people’s lives in the Sauk Valley.

The IER is designed to compile quantitative data as well as qualitative observations to assure continual refinement of programs, services, and facilities for maximum student growth. The data-gathering process which includes obtaining input from currently enrolled students, SVCC graduates, general education and major specific faculty, guidance counselors, workforce members, area employers, and community members has been employed to provide information on programming efficiency and effectiveness. The IER process will not be used to rank programs, faculty, students, or groups of students. The process has been expressly formatted to establish a safe climate for inquiry and summative recommendations will be compiled for program enhancement purposes only.

Specifically, the central purpose of the Institutional Effectiveness Review includes the responsibility to:

- Fulfill the College’s mission and move toward its vision, through the provision of high quality programs and services, and to provide the range of offerings that is appropriate for the Sauk Valley community.
- Cultivate excellence through continuous improvement.
- Initiate constructive change.
- Modify and update programs and services.

- Increase the College's understanding of the value and contribution of each program and service.
- Plan for the future based on the assessment of the Sauk Valley community and employer needs.
- Reflect on student (both current and graduates) input related to their experiences at SVCC.
- Drive budget allocation decisions.
- Give programs and services the qualitative and quantitative data needed for continuous improvement.
- Plan for meeting current and identified future needs of students and the Sauk Valley community.
- Analyze program and service data in the context of the assessment, accreditation, and SVCC's unique mission.
- Establish consistency in standards of "Institutional Effectiveness Review" procedures.
- Meet and exceed the reporting requirements established by the SVCC Board of Trustees, the ICCB, the IBHE, and the NCA.

The Institutional Effective Review Team's report will address:

- Needs - both present and future,
- Cost Effectiveness - both present and projected,
- Quality - assessment of student learning of program skills, basic skills, workplace skills, General Education Competencies, and services, and
- Information - supply input toward accomplishment of the College's strategic plan, operational plan, assessment plan, and accreditation activities.



<b>PQP - Program Review Schedule</b>					
<b>Division</b>	<b>FY 1998</b>	<b>FY 1999</b>	<b>FY 2000</b>	<b>FY 2001</b>	<b>FY 2002</b>
<b>ARTS, SOCIAL SCIENCE AND P.E.</b>	Art	Physical Education Adult Ed/Academic Skills	Social Science Anthropology Economics Geography History Political Science Psychology Sociology	Humanities Art Foreign Language Music Philosophy Speech Theatre English Human Services	Criminal Justice
<b>BUSINESS, TECHNOLOGY AND NATURAL SCIENCE</b>	Business (AS) Building Maintenance Specialist Office and Administrative Services	Heating, Refrigeration, Air Conditioning Quality Control and Assurance Machine Tool Operator Mechanical Design Accounting Banking	Business - Marketing	Business-Management Natural Science Biology Chemistry Earth Science Physics Manufacturing Technology	Mathematics Computer Information Systems Electronics Industrial Maintenance Electrician
<b>HEALTH CAREERS EDUCATION</b>	Radiology Technology	Clinical Laboratory Sciences	AND LPN Nurse Assistant		
<b>CORPORATE AND COMMUNITY SERVICES</b>		Corporate and Community Services			
<b>OTHER</b>	Learning Assistance Center Information Systems	Instructional Technology Center	Grants, Planning, and Institutional Research	Counseling Auxiliary Services Resource Development Marketing and Public Relations Safety and Security	Admissions and Records Learning Resource Center Building and Grounds Business Office

# **ADULT EDUCATION UPDATE**

## **ORAL REPORT**

**DR. PHIL GOVER**

# **Welfare-to-Work Summary**

## **Background Information**

In August 1996, President Clinton signed the Personal Responsibility and Work Opportunity Reconciliation Act, a comprehensive welfare reform bill, which eliminated the Aid to Families with Dependent Children (AFDC) Program, the Jobs Opportunities and Basic Skills (JOBS) Training Program, and the Emergency Assistance Program. The legislation replaced the previous welfare program with the establishment of a new program called TANF, or Temporary Assistance to Needy Families.

The TANF provisions substantially changed the nation's welfare system from one in which cash assistance was provided on an entitlement basis to a system which primarily focuses on moving recipients to work and promoting family responsibility, accountability, and self-sufficiency. Adult welfare recipients are expected to become self-sufficient within a 60 month period of time. This five years has been established as the maximum cap that an adult may receive TANF benefits.

In August 1997, the President signed the Balanced Budget Act of 1997. This legislation amended certain TANF provisions and authorized the Secretary of Labor to provide Welfare-to-Work grants to States for transitional employment assistance to move the hard-to-employ TANF welfare recipients into unsubsidized jobs and economic self-sufficiency. The core value of the Welfare-to-Work grants is "work first"; however, the regulations in the Federal Register state that basic education, vocational education, and workplace skills training are acceptable supplementary services. The Federal work requirement, under the Welfare-to-Work Grant, is 20 hours per week.

## **SVCC Involvement in Welfare-to-Work Initiatives Planning**

Sauk Valley Community College initiated discussions this last summer on these new Welfare-to-Work initiatives and grant monies. The discussions began with SVCC staff meeting with Department of Human Services (DHS, formerly Public Aid) staff to see how the College could "join hands" with DHS in the Welfare-to-Work initiatives. From these discussions sprang a series of Welfare-to-Work meetings with community representatives from: DHS, JTPA, Whiteside Area Vocational Center, Illinois Education and Training Center, Unit 5 Community Services, Kreider Services, and SVCC. This group of community members held five meetings at SVCC to discuss the proper local response to the Welfare-to-Work initiatives. During the time of these meetings, a second Welfare-to-Work grant program through the Department of Human Services (DHS) was announced. In response we developed a Welfare-to-Work transition plan which had a 20 hour per week work component at the center of all training programs, but also provided educational services to ensure that TANF recipients transitioned into careers that resulted in economic self-sufficiency, instead of moving individuals from dead-end welfare to dead-end jobs. (See attachment.) In addition SVCC staff attended other related meetings at both the local and state level.

## Results of Local Discussions on Welfare-to-Work Initiatives

The results of the local discussions can best be described through addressing each grant source separately.

### Department of Labor Allocated Welfare-to-Work Grant

This is the primary source of money authorized through the Balanced Budget Act. Each local JTPA program had monies allocated to them, for which they had to prepare a grant plan. Only JTPA local offices could submit grant applications. The two local JTPA offices submitted their plans for \$175,000 and \$210,000. The final eligibility criteria restricted the funds only to hardest-to-serve TANF recipients, which is about 250 people, combined, within the two local JTPA regions. Neither of these grant proposals include the level of educational services which the College had envisioned and which met the Federal guidelines. However, the College is a partner in these programs through providing education and support services which will assist TANF recipients obtain employment that leads to self-sufficiency. Although welfare reform has been painted as a program that permits significant local options and innovations, the reality is that the federal government has provided very narrow parameters for program operations.

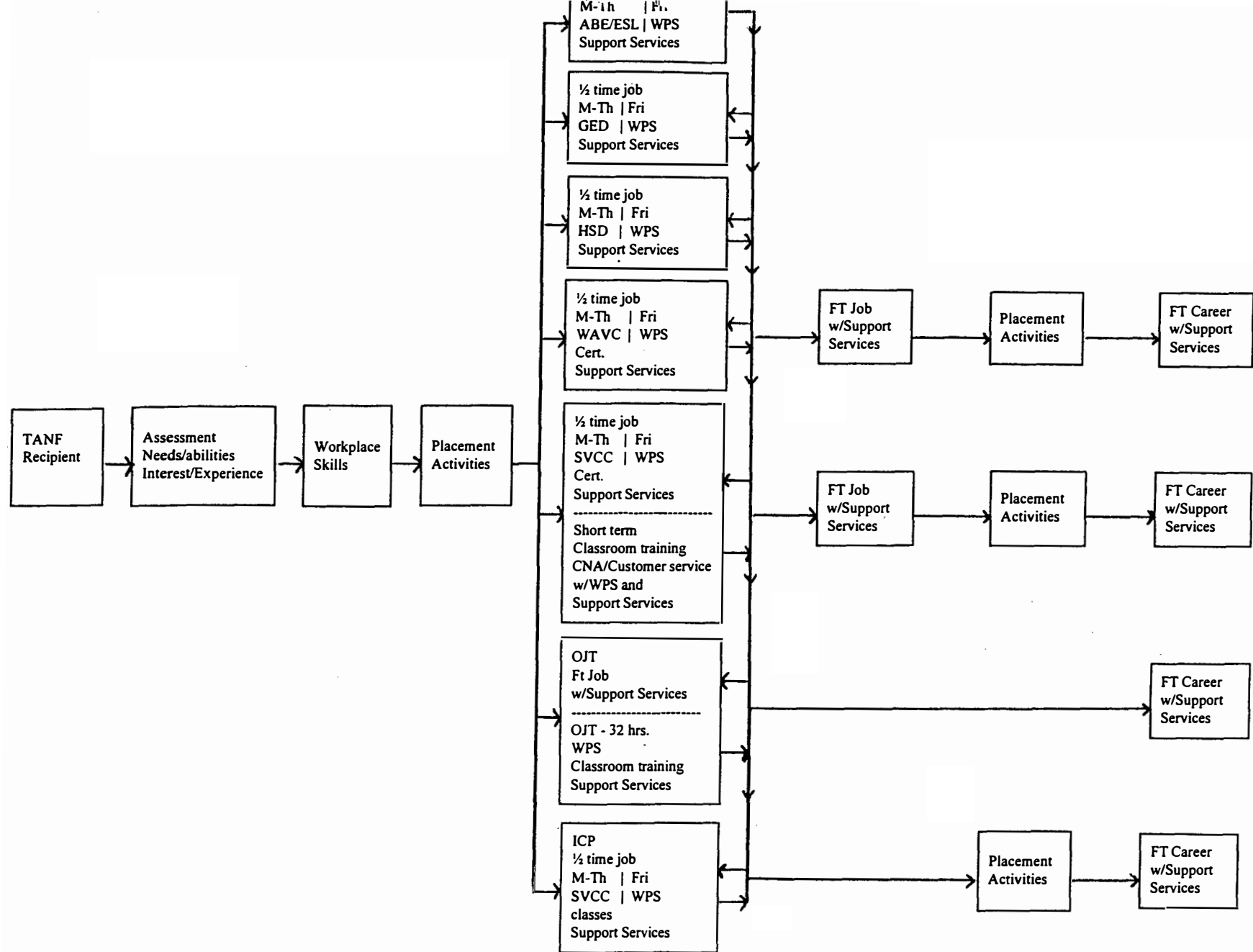
### Department of Human Services Grant

These funds were made available through the Illinois Department of Human Services. Although there is approximately \$17 million dollars available statewide, there was no information on the dollar levels for local projects. Again, the eligibility criteria for TANF recipient participation was very strict as the target of the funding was for the hardest-to-serve. This resulted in only about 300 local TANF recipients being eligible for this program. In addition, this program only provides **reimbursement funding** to the agency **after** the TANF recipient has completed the program and the has been employed for three months. College staff believed that this type of funding was exposing the College for possible financial risk, and hence decided not submit a grant proposal. Both local JTPA offices, as well as Kreider Services, have submitted proposals. SVCC is a “no-risk” partner within these proposals as a provider of educational services for TANF recipients.

### Department of Labor Competitive Grant

The Balanced Budget Act provides 25% of the total Welfare-to-Work funding through a competitive grant process. The minimum award for these grant proposals is for at least \$1 million. The focus is “work first.” Obviously this program is targeted toward urban areas. Dale Broadway, of Best, Inc., calculated that for his region a one million dollar program would equate to \$85,000 for each eligible TANF recipient! It is not anticipated that local agencies will apply for this funding.

At this point SVCC is an active partner in the Welfare-to-Work initiatives. The College will provide educational and support services to TANF recipients as determined by those agencies who are administrating the grants. Furthermore, the College is ready and willing to provide any additional educational services needed by TANF recipients during their transition to self-sufficiency.



# **MARKETING PLAN**

**January, 1998**

**SEE ATTACHED DOCUMENT**

## BANNER

## Together We Made It Happen!!!

In September of 1995 the Board of Trustees approved the purchase of a new institutional hardware and software system. The system consisted of the following modules:

- a. Finance
- b. Student Records
- c. Financial Aid
- d. Human Resources and Payroll
- e. Enrollment Management

<u>Module</u>	<u>Training</u>	<u>Cut Over (Planned)</u>	<u>Actual</u>
Finance	January 1996	July 1,1996	July 1,1996
Student Records	June 1996	April 1, 1997 (In time for Summer and Fall registration)	April 1, 1997
Financial Aid	September 1996	April 1, 1997 (In time for Summer and Fall registration)	April 1, 1997
Human Resources and Payroll	April 1997	October 1997- January 1998	January 1, 1998

During the week of January 26 - 30, 1998, the College's 1997 W2s were run. This was the last requirement of the old mainframe system. The College is in the process of trying to sell the mainframe. Because of the age of the equipment, the only buyers who might be interested are those who sell or maintain older equipment and parts. At the February or March Board meeting, I will ask for approval to dispose of the mainframe equipment.

# What's Next?

In next several months the following initiatives will be prioritized and approved by the President's Council.

A. The College has two additional modules to implement:

- Enrollment management module (one of the original five)
- Web product for Students and Financial Aid module (The Banner Steering Committee substituted the Web module for the telephone interface module, which was included in the original specification. The Steering Committee felt that this product was more futuristic in design and would be of more benefit to future and present students).

B. The College has a number of functions that we are studying but that were not implemented because they were not on the critical path toward eliminating the old IBM 4381 legacy system (mainframe).

C. Upgrading to Banner 2000

- Moving from a menu-oriented system to a process-control system

D. Instructional Technology Initiatives

- Internet-based courses
- Web-based courses
- Mult-media equipped classrooms
- Technology across the curriculums

E. Partnership Initiatives

- Compressed Video Infrastructure--Area High Schools
- Community Network--SVonline



Sauk Valley Community College  
Update-Five Year Technology Spending Plan  
01/30/98

	Budget FY96-FY00	Actual FY 96	Actual FY 97	Budgeted FY98	Remaining FY99-FY00
<b>Telephone</b>					
Lease Purchase	\$202,500	\$170,274	\$11,855	\$6,583	\$13,788
Wiring	60,000	66,461	0	0	(6,461)
Subtotal	262,500	236,735	11,855	6,583	7,327
<b>Cable</b>					
(non Site & Construction)	210,000	153,867	(1,040)	0	57,173
<b>Instructional Equipment</b>					
Internet Server	18,500	18,927	0	0	(427)
Digital Dish	13,500	10,605	0	0	2,895
Terminal Server	15,000	0	0	0	15,000
Subtotal	47,000	29,532	0	0	17,468
<b>Institution System</b>					
Software:					
Banner	265,284	265,283		0	1
IS Training & Travel	24,300	0		0	24,300
User Training	166,740	75,650	75,650	0	15,440
Banner Travel	29,000	8,300	22,769	5,091	(7,160)
Conversion-contractual	30,000	0		4,230	25,770
Registration(web)	32,000	0	25,000	0	7,000
Conversion/P-T & Temp.	50,000	7,702	22,959	20,000	(661)
Other	0	4,561	3,291	20	(7,872)
Subtotal	597,324	361,496	149,669	29,341	56,818
Maintenance (dual System)	84,773	0	42,513	48,641	(6,381)
Hardware (Hewlett-Packard)	174,000	143,921	58,772	0	(28,693)
Other Equipment:					
Network cards	15,200	98		0	15,102
Node Software	19,608	1,663	15,395	0	2,550
Compiler	10,000	0		0	10,000
Hubs & Router	70,000	0		0	70,000
Admin Server	35,500	0		0	35,500
Microcomputers	41,000	18,232	36,989	11,200	(25,421)
Other	0	974		0	(974)
Subtotal	191,308	20,967	52,384	11,200	106,757
Subtotal Institution System	1,047,405	526,384	303,338	89,182	128,501
Contingency	75,000				75,000
Total Technology	\$1,641,905	\$946,518	\$314,153	\$95,765	\$285,469
Accum. Technology Expend.		\$946,518	\$1,260,671	\$1,356,436	

# TECHNOLOGY FEE UPDATE

TECHNOLOGY FEE VENDOR	FISCAL YEAR: 1997 PURPOSE	CATEGORY	AMOUNT SPENT	TOTAL	REVENUE COLLECTED
Unique/Apple	* Computers/Monitors (12)	English	\$27,862		\$83,452
Unique	Server	English	\$9,105		
Unique	Printer	Acad. Skills	\$1,798		
	Sampling Items	Chemistry	\$1,792		
Wolfram	Mathematica Software	Math	\$2,201		
	Hematology Analyzer	Clinical Lab	\$9,248		
Unique	Computers (20) with trade-in	OAS Lab	\$22,500		
				-----	
**NET TECHNOLOGY REVENUE	TECH FEE TOTAL EXPENDED			\$74,506	
	* Replaced 12 computers-monitors Write Place				
	Moved 12 computers from Write Place to Reading Center				
CARRIED OVER TO FY98					\$8,946

\*\*\*\*\*

TECHNOLOGY FEE VENDOR	FISCAL YEAR: 1998 PURPOSE	CATEGORY	AMOUNT SPENT	AMOUNT ALLOCATED	TOTAL
Apple Computer	* Computers (6)	English	\$11,784		\$93,493
Unique	Monitors (9)	English	\$6,705		
Scientific Supply Co.	48 Microscopes (38%)	Biology	\$20,391		
TECH FEE TOTAL EXPENDED			-----		\$38,880
Library Corporation, Inc.	Library Circulation System (22%)	LRC		\$14,580	
	ITC Equipment	ITC		\$7,147	
Instructional Service Council will meet in February to allocate				\$35,000	
TECH FEE ALLOCATED				-----	\$56,727
					=====
TOTAL TECH FEE ALLOCATED OR SPENT					\$95,607
	* Replaced 6 computers-monitors Write Place				
	Moved 6 computers from Write Place to Reading Center				
PROJECTED CARRY-OVER TO FY99					\$6,832
**GROSS TECHNOLOGY FEE REVENUE					

**Sauk Valley Community College Board Retreat  
Facilities Utilization Board Update  
February 6, 1998**

**Members: Jami Bradley, Joan Kerber, Phil Gover, Doris Cox, Marilyn Vinson & Kris Murray**

**Purpose - To study campus utilization and make recommendations for improvements to President's Council**

**Driving Forces:**

Bookstore - space constraints and ADA deficiencies  
Corporate & Community Service - space constraints  
Fire Marshal - Life Safety deficiencies  
Budget - need to increase operational efficiency  
Poor utilization rate - inability to qualify for state CDB funds  
Statewide Initiatives - technology and partnering  
Strategic Plan:

#60 - Develop a master plan for effective space utilization of the campus....  
#62 - Maximize productive uses of all campus facilities.

**Overview/Timeline:**

5/97 Survey completed by dept. heads - (form provided by Architect)  
7/97 Walkabout - by President's Council  
10/97 "The List" - starting point for input  
11/97-2/98 Interviews with individuals/departments for input  
12/97-1/98 Utilization Consultant - Jim Tegtmeier  
3/98 Meet with Architects  
4/98 Recommendations

**Possible Sources of Funds:**

- Protection, Health and Safety Levy - to correct life safety and ADA deficiencies
- Technology Enhancement Grant - infrastructure improvements to classrooms
- Building Bond Proceeds - rental revenue to remodel T-1 and Fund Balance to complete items that were in the original plans but never completed
- Bonds