

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC Resolution No. 2018 - 05**

**SUBJECT: Approval of the Associate of Science in Business Administration
in Division of Business at the Community College**

WHEREAS, pursuant to D.C. Official Code §38-1202.06(3), the Board of Trustees is authorized to establish or approve policies and procedures governing admissions, curricula, programs, graduation, the awarding of degrees, and the general policy for the components of the University; and

WHEREAS, pursuant to DCMR §8B DCMR 308.1, new associate, baccalaureate, and graduate degree programs may be added to the University curricula upon recommendation by the Faculty Senate and the President and after approval by the Board; and

WHEREAS, the proposed Associate of Science in Business Administration Degree Program (“Proposed Program”) is designed to provide a clear pathway to the flagship by ensuring that all courses will be transferrable; students will now be allowed to complete courses that were not available to them in other programs, and eliminate courses that were not transferrable to the flagship or other institutions; courses specified in the Proposed Program will replace courses that do not transfer and allow students to take fewer courses to complete a bachelor’s degree; and

WHEREAS, community and public service is emphasized in all courses included in the Proposed Program’s curriculum, the program will provide students with skills, knowledge, and credits to explore options for transfer into baccalaureate programs. The Economics of Personal Finance is required in the course with emphasis on helping students understand why financial literacy is crucial to success and the role it plays in our daily lives; and

WHEREAS, the University proposes to establish the Proposed Program, based in the Division of Business at the Community College, the Proposed Program has been submitted for review and recommendation to all required levels of the faculty and administration, and the Proposed Program has been favorably recommended by the Chief Community College Officer and the President.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the University hereby approves the adoption and implementation of the Associate of Science in Business Administration in accordance with the proposal attached hereto as **Appendix A**.

Submitted by the Academic and Student Affairs Committee

May 31, 2018

Approved by the Board of Trustees

June 26, 2018



Christopher D. Bell
Chairperson of the Board

FISCAL IMPACT STATEMENT

TO: The Board of Trustees
FROM: Managing Director of Finance *David L. Franklin*
DATE: May 25, 2018
SUBJECT: Associate of Science (AS) in Business Administration

Conclusion

The projected financial impact resulting from the implementation of the Associate of Science degree (AS) in Business Administration in the Division of Business in the Community College is positive. There is considerable revenue potential and no expected additional cost, since the proposed AS degree relies entirely on existing continuing full-time and adjunct faculty resources in the Business Technology Program at the Community College.

Background

Recipients of the Bachelor's in Business Administration (BBA) in Management in the School of Business and Public Administration will have an opportunity to apply for a variety of high-income jobs in the DC metropolitan region and the nation. Graduates of the AS in Business Administration will have an opportunity for seamless enrollment in the BBA in Management. The ability to enroll in the BBA without losing any credits will reduce the time and cost for business majors who choose to enroll in the four-year BBA program.

Financial Impact

The students enrolled in the AS in Business Administration will be supported by existing full-time faculty and adjuncts teaching business courses at the Community College. There will be no need to increase the faculty to accommodate the students in this program. The enrollment in the AS in Business Administration will include students currently matriculating in the Business Technology program as well as new first-time-in-college and transfer students who seek an AS Business transfer program that guarantees acceptance into the junior year of the BBA in Management. The costs associated with the AS program will be absorbed within the existing budget of the Community College's business program.

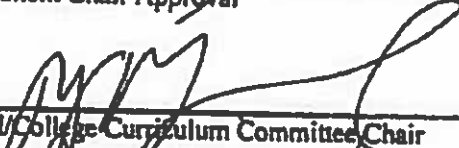
This request has been approved based upon the information provided. There are no anticipated risks at this time.

Transmittal Form

Type of Review Requested: Create the Associate of Science in Business Administration.


Department Curriculum Committee Chair Approval 11/08/17
Date


Department Chair Approval 11/6/17
Date



School/College Curriculum Committee Chair 11/13/17
Date


School/College Dean /Director 11/14/17
Date

Faculty Senate Academic Policy Committee Chair Date

President of the Faculty Senate Date

N/A
Chief Academic Officer Date


University President 5.30.18
Date

Board of Trustees Chair Date

MEMORANDUM

Date: May 23, 2018

To: Ronald Mason Jr., JD, President

From: Tony E. Summers, Chief Community College Officer



Re: Proposal for Associate in Science Programs

This document reviews our request to advance the program propels for Business Management and Hospitality and Tourism to the Academic Affairs Committee of the UDC Board of Trustees for review and approval.

The programs are a joint effort between the University and the Community College. The programs are designed as an educational pathway from the community college to the university without loss of college credit from the associate degree program to the bachelorette. The proposed programs provide students an integrated, institution wide approach to student success, based on intentionally designed, clear, coherent and structured educational experiences, informed by evidence, that guide each student effectively from their point of entry through to attainment of high-quality post-secondary credentials and careers with value in the labor market. The proposed program will therefore increase the academic preparation of students transitioning from the community college to the university without loss of academic credit.

The proposed programs will provide DCPS and Charter School students a defined academic pathway thus heightening the community college's reputation and credibility for providing a clean and dedicated road map for completion of an Associate Degree with a guaranteed transition to a bachelor's degree without loss of credit. With the limitations placed on the number of semesters students are eligible to receive financial aid, academic pathways from the community college to the university are growing in importance.

(Please refer to timeline on page 2.)

**PROPOSALS SUBMITTED TO FACULTY SENATE – STILL AWAITING APPROVAL
BUSINESS ADMINISTRATION**

DATE OF SUBMISSION	ITEM SUBMITTED	FEEDBACK RECEIVED TO DATE
May 8, 2017	AAS in Business Technology sent to Faculty Senate	
May 9, 2017	AAS in Business Technology, presented course changes at Faculty Senate meeting	We were informed that the proposals were submitted too late for consideration in May and was resubmitted in fall 2017 as AS in Business Administration
November 14, 2017	New Program Submitted - AS in Business Administration; presented program changes at Faculty Senate meeting; letter of support from Dr. Sepehri, Dean of Business was included.	Faculty Senate correspondence received 1/9/2018. All concerns addressed no movement as of 5/1/2018

**PROPOSALS SUBMITTED TO FACULTY SENATE – STILL AWAITING APPROVAL
HOSPITALITY AND TOURISM MANAGEMENT**

DATE OF SUBMISSION	ITEM SUBMITTED	FEEDBACK RECEIVED TO DATE
May 8, 2017	AAS in Hospitality and Tourism Management sent to Faculty Senate	
May 9, 2017	AAS in Hospitality and Tourism Management; presented program changes at Faculty Senate meeting; letter of support from Dr. Sepehri, Dean of Business was included.	We were informed that the proposals were submitted too late for consideration in May and was resubmitted in fall 2017 Faculty Senate correspondence received 10/17/2017 and 1/9/2018. All concerns addressed no movement as of 5/1/2018
October 17, 2017	All Division of Business proposals presented in May 2017 were forwarded to Dr. Connie Webster in the Office of the CAO	Continued to work on them until retirement, then handed off to Dr. Carl Moore
November 14, 2017- RESUBMITTED	AAS in Hospitality and Tourism Management presented course changes at Faculty Senate meeting	Faculty Senate correspondence received 1/9/2018. All concerns addressed no movement as of 5/1/2018

Since the programs were initially submitted to the Faculty Senate in 2017, the 45-day period for recommendations to the Chief Academic Officer has passed with no definitive action. We believe there is support to move the programs forward based on the following facts:

- The proposed programs were developed by a committee comprised of Community College and University representation;
- The programs will be supported by the University's Dean of the School of Business and Public Administration (SBPA). The programs were reviewed, approved and supported by a letter of recommendation from the Dean to the Faculty Senate;
- The Programs were reviewed and approved by Community College Curriculum Committees and the Faculty Senate;
- The American Association of Community Colleges and Achieving the Dream endorses the development and approval of Pathway programs to increase the transition of students from community college to the university without loss of credit.

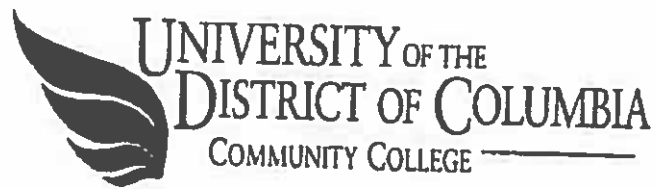
The University of the District of Columbia Community College is the only community college in the Nation's Capital. Currently the community college offers 26 degree programs, with only four Associate in Arts/Science Programs. Majority of our offerings that are Associate in Applied Science programs are not designed to fully transfer from the community college to the university. Thus, a majority of our student losses credits in the transfer process. Our goal is to create a seamless pathway for transitioning.

We respectfully request the proposed Associate in Science Degree programs in Business Management and Hospitality & Tourism to be advanced to the Academic Affairs Committee of the UDC Board of Trustees for review and approval.

Thank you.

Appendix A

PROPOSAL FOR NEW ACADEMIC PROGRAM



**PROPOSAL FOR ASSOCIATE IN SCIENCE IN BUSINESS
ADMINISTRATION**

Submitted by

Sonnie Abebaku, Assistant Professor, Division of Business
Albert Pearsall III, Assistant Professor, Division of Business
Scott King, Director, Division of Business

March, 2017

A PROPOSAL FOR COURSE CHANGES

A. Type of review requested

This request is to add a Pathway program designed as an Associate of Science (AS) in Business Administration, to the Division of Business at the Community College.

B. Description of proposed course changes

The changes being requested are as follows:

1. OADM104C Intro to Business will be accepted into the BBA program as a Business Elective.
2. BSEF214C Economics of Personal Finance will be accepted into the BBA program as a General Elective.

Rationale: Acceptance of these courses into the BBA program would help to align the program so that no credits are lost in the transition from the Associate to the Bachelor level. That would mean that 100% for the courses in the AS would transfer into the BBA program at the Flagship.

C. Feasibility of course changes

1. Demonstration of need (including internal and external supporting data).
Based on the past programs of study, students in the Business Technology program have lost approximately nine to twelve credits upon transferring to the Van Ness campus. This translates into more money and more time in school. With the new BBA and the new AS programs, this would eliminate the need for student to take additional courses.

2. Congruence with academic unit objectives and university mission.

The mission of the academic unit is to provide training to meet the needs of the workforce in the District of Columbia and surrounding areas. The UDD-CC Business Technology program was developed to fully support the mission of the Community College to serve the City's residents by integrating workforce preparation, employability, skill development, quality education, and employer linkages. Therefore, if the program is going to prepare students to meet the demands of the workforce, we must provide quality programs that meet the needs of the growing market. The primary objective is to develop a highly reputable program that graduates professionals who are prepared to start a career in some aspect of business.

3. Avoidance of duplication or overlap with existing courses or programs.

Although some of the courses are the same as the AAS degree, there is no conflict since these are separate degree tracks. Additional courses are taught as part of the AAS degree.

4. Relationship with other programs/departments/schools/colleges is currently in effect.

The proposed changes for the AS in Business Administration do not impact the UDC-CC negatively. However, these changes will ensure that the courses taken in the two year program are transferrable to Van Ness while strengthening the articulation between to two programs.

5. Standards of relevant accrediting agencies and/or professional societies, if appropriate.

The changes requested will help the program meet the standards of accreditation; they will enhance the program by eliminating duplication and providing more current and up-to date information.

6. The number of students immediately affected if relevant.

There are approximately 150 students currently enrolled in the Business Technology Program at the Community College. The changes will not have a negative impact on program completion for these students since it will apply to those students entering the program as of August 2018. The changes will only enhance their preparation in specific areas. The changes do not create additional courses for the students to take.

7. Effect on student development, employment or program effectiveness, if relevant.

The changes will make the programs more effective and student development will be enhanced. .

8. Adequacy and appropriate qualifications of current faculty and support staff.

The current faculty has the experience and qualifications to teach the courses proposed. However, it is projected there will be a need for additional faculty members to support the growing number of students who will be majoring in Business Administration.

9. Adequacy of current facilities (Proposed offices, classrooms, labs, etc.), supplies and equipment, and library and technical resources.

The changes being requested will not necessitate a change in facilities, supplies, equipment, and other resources at this time.

10. Estimated costs, available funds, and probable funding sources.

The changes in the business courses will enhance the program and require no additional supplies, equipment, or resources.

11. Identify additional needs, if any.

None

E. Proposed date of implementation. Fall 2018

APPENDIX

Program Requirements and Electives:

General Education Requirements:

	<u>Credits</u>
English Composition I & II	6
Discovery Writing	3
Intermediate Algebra of Higher	3
Finite Math or Higher	3
Natural Science	4
Computer Applications in Business (with lab)	3
Public Speaking	3
Principles of Psychology	3
Introduction to Social Ethics	3
Discovery Diversity	3

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General Business Requirements:

Business Communications	3
Principles of Macroeconomics	3
Principles of Microeconomics	3
Principles of Accounting	6
Legal Environment of Business	3
Business Statistics	3
Introduction to Business	3
Economics of Personal Finance	3

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First Year seminar:

1

Total Semester Hours Required for Degree:

62

Suggested Curriculum

Course Number	Course Title	Credits
<u>Freshman Year</u>		
<u>Fall Semester</u>		
ENGL-111C	English Composition I	3
MATH-xxx	Intermediate Algebra or Higher	3
OADM120C	Computers for Business	3
OADM104C	Introduction to Business	3
SPCH115C	Public Speaking	3
FSEM-101C	First Year Seminar	1
		16
<u>Spring Semester</u>		
ENGL-112C	English Composition II	3
MATH-xxx	Finite Math of Higher	3
BLPC214C	Legal Environment of Business	3
OADM-208C	Business Communications	3
PSYC201C	Principles of Psychology	3
		15
<u>Sophomore Year</u>		
<u>Fall Semester</u>		
PHIL108C	Intro to Social Ethics	3
ECON -201	Principle of Macroeconomics	3
ACCT -201	Principles of Accounting	3
BSEF214C	Economics of Personal Finance	3
IGED210C	Discovery Writing	3
		15
<u>Spring Semester</u>		
SCI xxxx	Natural Science w/Lab	4
IGED270C	Discovery Diversity	3
ECON202C	Principles of Microeconomics	3
BSEF220C	Business Statistics	3
ACCT -202	Principles of Accounting II	3
		16

Abbreviated Course Syllabi for New Courses

COURSE TITLE: Economics of Personal Finance

COURSE NUMBER: BSEF214C

CREDIT HOURS: 3 SEMESTER CREDIT HOURS

PREREQUISITE(S) None

COURSE DESCRIPTION: This is an introductory course that will cover strategies to effectively establish and manage financial plans to achieve life goals and objectives. The course will explore managing personal budget, expenses and debt; saving and investing money for the future; and planning for unexpected financial contingencies. *This course is developed and delivered through sponsorship by the Guardian Life Insurance Company of America, based on the Guardian's Money Management for Life™ initiative and has been made available to qualified students at minimal financial cost.*

COURSE OBJECTIVES: Upon completion of this course, students should be able to:

- SLO-1. Understand the knowledge and skills needed to manage your money today and plan for your financial future
- SLO-2. Understand the importance of developing personal financial goals and implement a personal budget
- SLO-3. Learn about the importance of time value of money situations associated with personal financial decisions
- SLO-4. Appreciate how to implement plans for making personal financial and career decisions
- SLO-5. Appreciate the importance of tax strategies to financial health
- SLO-6. Understand commonly used financial services and various types of savings plans
- SLO-7. Understanding credit and the advantages and disadvantages of using consumer credit
- SLO-8. Understand risk management, financial planning and insurance
- SLO-9. Understanding investing basics: stocks, bonds, mutual funds, and other investment strategies
- SLO-10. Appreciate insurance and the career paths in the Insurance and Financial Services Industry
- SLO-11. Appreciate the importance of retirement and estate planning
- SLO-12. Collaborate with classmates in group or team assignments to enhance learning