

## New Program Proposal Form

**Instructions:** Please complete this form for any new programs that your campus wishes to propose. According to District Board of Trustees Policy 6Hx-18-2.0, the VPAA through the curriculum process approves all new programs recommended to the President and DBOT. This document will help in the planning process in determining potential impact on budgeting, facilities and personnel and the potential benefit of the new program to the College. The approval path is outlined at the end of the form. The Office of Institutional Effectiveness (IRE) can supply employment data and projections on the desired occupation. If you would like just the employment data and report before you start the process, contact the IRE office.

### PART 1 – TO BE COMPLETED BY THE CAMPUS

1. Campus: ☒ Lake Worth ☐ Palm Beach Gardens ☐ Belle Glade ☐ Boca Raton
2. Geographic region to be served (if other than Palm Beach County):
3. Campus Contact Person: Kent Hartwig
4. Proposed Program Title: Security and Automation Systems Technician
5. Proposed Program Level: ☐ BAS ☐ AS ☐ CCC ☐ ATD ☐ ATC ☒ PSAV
6. Total Number of Credits or Clock Hours: 960 Clock Hours
7. Will the program be developed as an online program? ☐ Yes ☒ No
8. Does the program have an existing curriculum framework at <http://www.fldoe.org/Workforce/dwdframe/> ? ☒ Yes ☐ No

*If No, a curriculum framework will need to be developed and approved by the State, which can add 6-9 months to the development process.*

*The curriculum framework will provide you with detailed information on the program including equipment and facility needs, and any additional certification requirements of the program.*

9. Program description/employment options for graduates (see Curriculum Framework):  
 This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture & Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture & Construction career cluster.  
 Employment options include investigation and security agencies, electrical contractors, government agencies, large corporate agencies.
10. Planning Process

A. Summary of Internal Process and Meetings (*Limit 250 words*): Discussion was held over Trade and Industry staff meetings regarding the security and automations technician PSAV program to

provide general employability skills, certified technical and safety skills, and job-site technical skill proficiency necessary in today's job market to enter the occupation of security and automation technician. Staff was supportive of adding program to enhance occupation and meet the demand of the region. Cluster vote submitted showed .

B. Summary of External Process and Meetings (*Limit 250 words*): Met with secondary level Career Academy instructors, local industry leaders and tradesmen to discuss program. The community was supportive of adding the Security and Automation systems technician PSAV Program given the impending retirement of the baby boomer generation and the increased need for Security and Automation systems technicians over the next 5 years. Local Registered Apprenticeship training sponsors support the program, and NCCER certificates will warrant credit toward the existing Apprenticeship training program.

Industry support is very strong-

Support letter from Rick Seymour CEO Carpenter Electric- I have made contact with two associates that have great interest in supporting the development, implementation and on-going success of the program. Steve Paley is the president of ESA Florida (Electronic Security Association) and owns a Lake Worth, Fla.-based Armenti Construction and Access Control (ACAS). ACAS provides turnkey gate automation, video and access control systems to Palm Beach, Broward and Martin Counties, as well as the Miami-Dade and St. Lucie areas. In addition to the benefit of a pipeline of qualified workers to hire. Jeff Knight is a local contractor who like me already supports your electrical program and has a building automation, nurse call and fire alarm business. He is ready to jump on board. I will be reaching out to others as well.

As a next step – we would like to take this out to manufacturers like Honeywell and Interlogix (GE) to gain their support to provide the laboratory systems and other training material. Can you please give us a brief description of how you see the program developing and its needs.

#### 11. Program Implementation Timeline

Milestone	Date
Needs Assessment	January 2014
Curriculum Development*	January 2014
State and/or National Certification (if required)	NCCER Core/OSHA Safety 10
Curriculum Approval	Spring 2014
SACS-COC Substantive Change (if required)*	N/A
Hiring of Faculty/Staff	Summer 2014
Development of Online Courses (If required)	N/A
Equipment Purchases	Summer 2014
Facility Renovations (if required)	N/A
Program Marketing	Spring 2014
Program Commences	August 2014

*\*Notes –1)Development of a new curriculum framework requires 6-9 months through the state approval process; 2)If the SACS-COC substantive change process is required, 6 months must be added to the timeline*

## PART 2 – TO BE COMPLETED BY INSTITUTIONAL RESEARCH & EFFECTIVENESS

#### 12. Workforce Demand/Unmet Need Specific To Program Area (An analysis for the geographic region to be served)

- A. Occupational Titles and SOC Codes Used: 49-2098
- B. Number of current jobs (EMSI): 928
- C. Number of current job openings(EMSI): 120
- D. Projected number of job openings five years from current year (EMSI): 225
- E. Competitor Programs offered in Geographic Region to be served: 0
- F. EMSI report attached: ☒ Yes ☐ No

**PART 3 – TO BE COMPLETED BY THE CAMPUS**

## 13. Gap Analysis

- A. Provide data and a one-paragraph description of the employment gap based on question 12, A-F *(the gap between employment numbers needed and graduates in the programs in the geographic region). (Limit 300 words)* There are no Security and Automation systems technician PSAV Programs identified in the geographic region, and there are 120 job openings for Security and Automation systems technician .
- B. Other measures as selected by campuses, which may include brief qualitative or quantitative data/information such as local economic development initiatives or evidence of rapid growth or decline not reflected in local, state, and national data. *(Limit 300 words, provide attached documentation)* The College was selected by KBR, a construction, maintenance, and engineering conglomerate, to be their NCCER training provider. As a result, Palm Beach State College is an accredited facility for National Center for Construction Education and Research (NCCER) training. As such, the Trade and Industry Department provides a total of seven (7) education and training classes, including NCCER Core, OSHA 10, Carpentry and welding. Due to KBR being awarded a continued contract for construction for the Palm Beach County Solid Waste Authority, it is expected training will continue according to the skill levels of training participants and KBR job site demands.

## 14. Facilities And Equipment Specific To Program Area

- A. Provide a brief description of the existing facilities and equipment that will be utilized for the program (see Curriculum Framework). *(Limit 150 words)* Trade and Industry laboratories, classrooms and tools will be utilized for the Security and Automation systems technician PSAV Program. Consumables at 25.00 per student will be covered by special fees.
- B. Provide a brief description of the new facilities and equipment that will be needed for the program, if any (see Curriculum Framework). *(Limit 150 words)* N/A
- C. Do existing facilities require renovation? ☐ Yes ☒ No

If Yes, describe the renovations needed:

D. Are new facilities required? ☐ Yes ☒ No

If Yes, describe the new facilities:

E. Will the program be held off-site? ☐ Yes ☒ No

If yes, describe the site and any associated costs for rental or renovations:

15. Library/Media Specific To Program Area

A. Provide a brief description of the existing library/media resources that will be utilized for the program. *(Limit 150 words)* Existing media resources will be used.

B. Provide a brief description of the new library/media resources that will be needed for the program, if any. *(Limit 150 words)* None

16. Academic Resources Specific To Program Area

A. Number of existing full-time faculty: 0

B. Number of existing part-time faculty: 0

C. Provide a brief description of the anticipated additional faculty that will be needed for the program, if any *(Limit 150 words)*: Anticipate starting the program with an adjunct instructor with NCCER Core-Introductory Skills and Security and Automation systems technician experience will be needed. Training will be required within first six months of hire date.

D. Anticipated instructional support personnel needed *(list titles of personnel including administrators, advisors, librarians, lab managers, etc.)*: Office Assistant will assist support the program.

E. As applicable, provide additional information related to academic resources.  
*(Limit 150 words)* N/A

17. Academic Content

A. List the admission requirements for the program: TABE testing

B. Faculty credential requirements: Experience in trade or Associates degree.

C. Anticipated average student/teacher ratio in first year based on enrollment projections: 25/1

D. Summary of SACS accreditation plan and/or other specialized accreditation/certification requirement(s), as appropriate: As an Accredited Training and Education Facility for NCCER, the College's Trade and Industry Department will follow NCCER curriculum and training parameters as required.

E. Curriculum – Provide the general education and/or core and elective courses for the program. The hours must total those found in the curriculum framework (FS1007.25).

[illegible]

F. Is the program being proposed as a Limited Access program? ☐ Yes ☒ No

If yes, what are the admissions criteria?

## 18. Enrollment, Performance And Budget Plan

- A. Projected first year headcount: Unduplicated, 25 per section; duplicated, 200 per section
- B. Projected first year FTE: 31.25 per section
- C. Projected first year expenditures: (Personnel, equipment, facilities): \$27, 090.00 to \$29, 619.00 depending upon education/degree level
- D. Projected first year revenues: (FTE and special fees): \$27,090.00 tuition; special fees at \$25.00 per section are \$625.00
- E. Grants or other committed funds from employers or other funders: TBD

## 19. Supplemental Materials

*(Provide a listing of letters of support, including selected letters; graphs; tables; survey templates; etc. Links may also be included as appropriate to your documentation.)*

## Approval Process:

- ☐ Associate Dean \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Dean \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Provost \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Deans Council Date: \_\_\_\_\_
- ☐ VPAA \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Executive Leadership Council Date: \_\_\_\_\_

*When Executive Council approval has been granted, the campus may move forward the program through the curriculum process in Academic Services.*