

**Florida SouthWestern State College District Board of Trustees
Agenda Item Summary**

Meeting Date: 2/2/2021

1. **Title:** Approval to close the Engineering Technology Support Specialist Certificate
2. **Action Requested/Purpose:** Approval to close the Engineering Technology Support Specialist Certificate Program in the School of Business and Technology.
3. **Fiscal Impact:** ☐ Yes ☐ No ☒ N/A
4. **Funding Source:** Amount: \$
5. **Administration Recommendation:** The administration recommends the closure of the Engineering Technology Support Specialist Certificate.

6. Agenda Item Type:


- ☒ Action Item
☐ Consent Agenda
☐ Information Only
☐ Board Requested Information/Report

7. Requirement/Purpose (Include Citation)

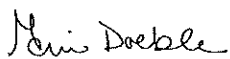
- ☐ Statute
☐ Administrative Code
☐ Other

8. Background Information: FSW intends to close the Engineering Technology Support Specialist Certificate. The last active enrollment in this program was in the academic year 2018-2019. There is no active enrollment in this certificate program. Efforts made to improve enrollment were unsuccessful. The faculty and administration of the School of Business and Technology endorse the program closure and it has been approved by the College's Curriculum Committee.

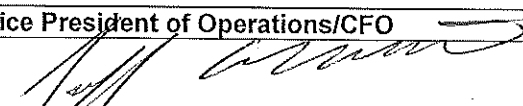
Requested by:


 Dr. Eileen DeLuca, Provost

Funding Verified by:


 Vice President of Operations/CFO

Approved for Agenda by:


 President

Fall 2021 - 4. Paralegal, Engineering, & Architecture

1 2020-2021 Proposal Routing

General Catalog Information

Hierarchy Owner*

4. Paralegal, Engineering, & Architecture

Proposed By*

John Montoya

Type of Proposal*

☐ New Course ☐ New Program/Certificate ☐ Change of Course
☐ Program/Certificate Change ☐ Discontinue Course ☐ Discontinue Program
☐ Catalog Retention/Deletion ☐ Information Item ☐ Memo ☐ Resubmit Tabled Item

If Applicable,
Choose the
Exception Term

If "Exception",
provide an
explanation for the
requested exception
to the effective
date.*

Not applicable

Steps for Fall 2021 - 4. Paralegal, Engineering, & Architecture

Originator		Status: <i>Approved</i>
Participants	Activity	
<input checked="" type="checkbox"/> William VanGlabek 10/13/2020 11:27 PM	Required Participation: <i>100% required</i> Required for Approval: <i>100% required</i> Date Completed: <i>10/13/2020 11:27 PM</i> Changes: <i>No</i> Comments: <i>Yes</i>	

Department Chair / Program Coordinator / Director		Status: <i>Approved</i>
Participants	Activity	
<input checked="" type="checkbox"/> Mary Conwell 10/14/2020 5:31 PM	Required Participation: <i>100% required</i> Required for Approval: <i>100% required</i> Date Completed: <i>10/14/2020 5:31 PM</i> Changes: <i>No</i> Comments: <i>No</i>	

Academic Dean		Status: <i>Force Rejected</i>
Participants	Activity	
Jennifer Baker	Required Participation: <i>100% required</i>	
<input checked="" type="checkbox"/> Debbie Psihountas 10/15/2020 11:15 AM	Required for Approval: <i>100% required</i>	
<input checked="" type="checkbox"/> Jeffrey Peterman (System Administrator) 10/15/2020 2:28 PM	Date Completed: <i>10/15/2020 2:28 PM</i> Changes: <i>No</i> Comments: <i>Yes</i>	

Originator		Status: <i>Relaunched</i>

Participants

✓ William VanGlabek 10/20/2020 1:42 PM

Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
10/20/2020 1:42 PM

Changes: *No*
Comments: *No*

Originator

Status: *Approved*

Participants

✓ William VanGlabek 10/20/2020 1:43 PM

Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
10/20/2020 1:43 PM

Changes: *No*
Comments: *No*

Department Chair / Program Coordinator / Director

Status: *Approved*

Participants

✓ Mary Conwell 10/20/2020 5:16 PM

Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
10/20/2020 5:16 PM

Changes: *No*
Comments: *No*

Academic Dean

Status: *Approved*

Participants

✓ Jennifer Baker 10/27/2020 12:43 PM

✓ Debbie Psihountas 10/21/2020 11:13 AM






Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
10/27/2020 12:44 PM

Changes: *No*
Comments: *No*

Registrars Office-Curriculum Coordinator + AdvisingStatus: *Approved***Participants****▲ Registrar Office + Advising** **Jeffrey Peterman** * 10/27/2020 3:29 PM**Activity****Required Participation:***100% required***Required for Approval:***100% required***Date Completed:***10/27/2020 3:29 PM***Changes:** *No***Comments:** *Yes***Agenda:** *Yes*** Agenda Administrator***Academic Dean + Office of Accountability (AASPIRE)**Status: *Approved***Participants** **Jennifer Baker** 10/29/2020 3:18 PM **D'ariel Barnard** 10/27/2020 4:26 PM **Debbie Psihountas** 10/28/2020 1:26 PM **Joseph Van Gaalen** 10/29/2020 2:45 PM**Activity****Required Participation:***100% required***Required for Approval:***100% required***Date Completed:***10/29/2020 3:18 PM***Changes:** *No***Comments:** *Yes***Curriculum Committee**Status: *Approved***Participants****▲ Curriculum Committee** **Sheila Seelau** * 11/8/2020 3:40 PM**Activity****Required Participation:***100% required***Required for Approval:***100% required***Date Completed:***11/8/2020 3:40 PM***Changes:** *No***Comments:** *Yes***Agenda:** *Yes*** Agenda Administrator***Provost**Status: *Approved*

Participants

✓ Eileen DeLuca 11/23/2020 1:58 PM

Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
11/23/2020 1:58 PM

Changes: *No*
Comments: *No*

Office of Accountability (AASPIRE)

Status: *Approved*

Participants

✓ D'ariel Barnard 11/25/2020 12:58 PM

✓ Joseph Van Gaalen 12/1/2020 12:47 PM

Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
12/1/2020 12:47 PM

Changes: *No*
Comments: *No*

Office Of the Registrar-Curriculum Coordinator

Status: *Approved*

Participants

✓ Jeffrey Peterman 1/4/2021 3:41 PM

Activity

Required Participation:
100% required

Required for Approval:
100% required

Date Completed:
1/4/2021 3:41 PM

Changes: *No*
Comments: *No*

Attachments for Fall 2021 - 4. Paralegal, Engineering, & Architecture

Teach Out Engineering Tech Support Specialist.docx (uploaded by William VanGlabek
, 10/13/2020 11:24 pm) discontinuedccc.docx (uploaded by Jeffrey
Peterman, 10/16/2020 4:38 pm)

Comments for Fall 2021 - 4. Paralegal, Engineering, & Architecture

Sheila Seelau

11/8/2020 3:40 pm [Reply](#)

1) Please work with Team AASPIRE to complete all necessary documentation for SACSCOC, due by 12/31/2020.

2) A separate Course Discontinuation Proposal is required for each affiliated course to be discontinued. Running an Impact Report for each course is required as part of this process to ensure that course discontinuations do not affect other programs, certificates, or courses.

D'ariel Barnard

10/27/2020 4:26 pm [Reply](#)

Please note, this program closure will also require a notification letter with the brief teach out plan to SACSCOC by December of this year for the catalogue implementation of Fall2021.

Jeffrey Peterman

10/27/2020 3:29 pm [Reply](#)

On behalf of Advising Committee, I am approving this as we were missing the discontinuation proposal. it is in the approval process now.

Jeffrey Peterman

10/15/2020 2:28 pm [Reply](#)

Jeffrey Peterman is force rejecting for Jennifer Baker per Dr. Psihountas

Debbie Psihountas

10/15/2020 11:15 am [Reply](#)

There is a correction needed in the document - I will get with Professor Montoya to modify and we will upload a corrected document. Thank you

William VanGlabek

10/13/2020 11:27 pm [Reply](#)

This is an action from John Montoya