BACCALAUREATE PROPOSAL APPLICATION Form No. BAAC-02
Section 1007.33(5)(d), Florida Statutes (F.S.), and Rule 6A-14.095, Florida Administrative Code (F.A.C.), outline the requirements for Florida College System baccalaureate program proposals. The completed proposal form, incorporated in Rule 6A-14.095, F.A.C., Site Determined Baccalaureate Access, shall be submitted by the college president to the chancellor of the Florida College System at ChancellorFCS@fldoe.org.

CHECKLIST
The proposal requires completion of the following components: ☒ Institution Information ☒ Program summary ☒ Program description ☒ Workforce demand, supply, and unmet need ☒ Student costs: tuition and fees ☒ Enrollment projections and funding requirements ☒ Planning process ☒ Program implementation timeline ☒ Facilities and equipment specific to program area ☒ Library and media specific to program area ☒ Academic content ☒ Program termination ☒ Supplemental materials

FLORIDA COLLEGE SYSTEM INSTITUTION INFORMATION	
Institution Name.	Tallahassee Community College
Institution President.	Jim Murdaugh, PhD

PROGRAM SUMMARY		
1.1	Program name.	Business Administration
1.2	Degree type.	☐Bachelor of Science ☒Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	☐Face-to-face (F2F) (Entire degree program delivered via F2F courses only) ☐Completely online (Entire degree program delivered via online courses only) ☒Combination of face-to-face/online (Entire degree program delivered via a combination of F2F and online courses)
1.4	Degree Classification of Instructional Program (CIP) code (6-Digit).	52.0201
1.5	Anticipated program implementation date.	Fall 2023
1.6	What are the primary pathways for admission to the program? Check all that apply.	☒Associate in Arts (AA) ☒Associate in Science (AS) ☐Associate in Applied Science (AAS) If you selected AS/AAS, please specify the program: • A.S. Business Management
1.7	Is the degree program a STEM focus area?	☐Yes ☒No
1.8	List program concentration(s) or track(s) (if applicable).	N/A

PROGRAM DESCRIPTION

2.1 This section will serve as an **executive summary of this proposal**. We recommend providing an abbreviated program description including but not limited to the program demand current supply, and unmet need in the college's service district; primary pathways to program admission; overview of program curriculum; career path and potential employment opportunities; and average starting salary. Throughout the proposal, please include in-text references to the supplemental materials for reviewers to reference. We encourage approximately 500 words for a sufficient description.

Tallahassee Community College proposes to offer a Bachelor of Applied Science (B.A.S.) degree in Business Administration preparing students for entry-level business management and administration roles. Building from a flexible cohort model, students have the opportunity to continue their education upon graduating with their Associate of Arts (AA) and/or Associate of Science (AS) in Business Management. The TCC program is designed as a flexible cohort model with access to compressed 8-week sessions and/or 16-week sessions taught face-to-face as well as online. The program also allows students to pursue their coursework within their degree in day or evening cohort model options providing not only a flexible learning environment but also a more accessible and inclusive one. This degree appeals to non-traditional students seeking to upskill themselves for in-demand, high-skill, and high-wage workforce employability. This degree leads to a talent pool supply to the local workforce, not likely to leave the area upon earning their degrees as is usually seen with graduates from the two local universities. This will positively impact the Greater Leon County businesses with the talent required to operate in a post-pandemic globalized economy.

This program proposal is in direct response to the gap for an open access B.A.S. degree created by the upcoming program closure at Flagler College's Tallahassee campus. Additionally, the program's initiation is driven by the labor market information provided by the state of Florida and the United States Department of Labor. Not providing these non-traditional students with this point of access will contribute to a workforce shortage. Additionally, student demand is exceedingly high for acquiring this credential, and other local academic institutions cannot meet the recognized demand. Each year, several hundred students seek admission into the limited

access programs of Business Administration as transfer students to the two universities in Tallahassee. Due to the limited seats available, many students can never gain admission.

Tallahassee Community College (TCC) serves a three-county area including Leon, Gadsden, and Wakulla counties. Within our service area, there are currently three options for students who would like to pursue their degree in Business Administration. In response to Flagler College preparing to close its operations in Tallahassee, a gap is expected in educational opportunities due to the limited access programs for both Florida State University and Florida A&M University. Additionally, the two universities have provided their support for this program being offered, citing that there is a substantial workforce need that necessitates the establishment of this degree program.

This program offers courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and professional skills needed to prepare students for further education and careers in business as a bachelor's degree graduate. The College will offer an ongoing B.A.S. program, with courses each fall and spring semester. The College anticipates opening enrollment for students as early as Fall 2023, with a projected enrollment of 140 students or 4 cohorts in the first-year building towards 280 or 8 cohorts by the end of the second academic year.

The progression of cohorts added is as follows:
- Year 1:
  - Fall 2023 – 70 students (2 cohorts)
  - Spring 2024 – 140 students (4 cohorts)
- Year 2:
  - Fall 2024 – 210 students (6 cohorts)
  - Spring 2025 – 280 students (8 cohorts)

Before closing its business administration program, Flagler College-Tallahassee served approximately 115 students each semester. Additionally, 1,456 students are currently enrolled in the TCC A.A. degree track with an intended major in business administration with another 1,461 in the Business Management A.S. program. Both degree tracks provide for a natural

matriculation into the 2+2 B.A.S. program. Flagler employed a model that utilized shorter terms within the semester to allow students to take fewer courses at a time. TCC will employ a similar model to meet the needs of the existing student population that would have been motivated to attend under Flagler.

To meet student demand, TCC's proposed degree will consist of face-to-face classes. According to the Florida Department of Economic Opportunity, there were 8,407 job openings in the Leon, Gadsden, and Wakulla Counties area (region 5) for students with Bachelor's degrees in Business. Additionally, DEO also projects an employment growth that totals 1,144 additional jobs from 2021 to 2029. The average median hourly wage ranges from $17.77 per hour to $72.19 per hour.

WORKFORCE DEMAND, SUPPLY, AND UNMET NEED

3.1 Describe the workforce demand, supply, and unmet need for graduates of the program that incorporates, at a minimum, the shaded information from Sections 3.1.1 to 3.1.4. For proposed programs without a listed Standard Occupational Classification (SOC) linkage, provide a rationale for the identified SOC code(s). If using a SOC that is not on the CIP to SOC crosswalk, please justify why the SOC aligns with the baccalaureate program.

TCC is committed to preparing students for success in a global economy by offering higher education pathways that lead to entry into their intended professional field. As we continue to rebuild and recover from the impacts of COVID-19, we are committed to ensuring that we offer impactful programs that serve to fulfill the workforce needs of the communities we serve.

Based on the current needs of the community, the graduation rates for FSU and FAMU combined do not meet the demands of the current local market. Based on the most recent available data, there is an unmet need of 574 positions based on the most recent 2021 data and a five-year average unmet need of 680 positions. Offering the B.A.S. program at TCC provides additional resources that could fill the unmet need. Local high school career academies provide seamless

matriculation into the AS Business Management pathway. Currently, three career academies in the district have a focus in (a) business management and administration, (b) finance, and (c) marketing, sales, and service. These programs allow for students to receive up to 10 hours of college credit upon completing one of these academies.

Data from the Florida Department of Economic Opportunity (DEO) presented in **Table 3.1.1** projects that there will be total of 880 total job openings between now and 2029. Wages are expected to range in average salary around $77,000 annually. The occupations include a wide range of management positions across multiple business contexts. These projections are based on the region 5 data elements.

Data presented in *Table 3.1.3* show that over the last four years both Florida A&M University and Florida State University had an average of 294 students admitted annually in their business programs (CIP code, 52.0201). Based on the 2021 FAMU and FSU 306 combined graduates and DEO reporting 880 total job openings, there is an unmet need of 574 job openings. Because many of the graduates from the local universities do not remain in Tallahassee, the need is clear and evident for TCC to offer the B.A.S. degree to meet the local workforce demand for this field, particularly with the departure of Flagler College.

Additionally, data from *Table 3.1.4* show that the supply of qualified candidates graduating from a Business Administration program do not meet the demands of the workforce. With a most recent unmet demand of 574 positions and a five-year unmet demand average of 680 positions, our program seeks to help increase the supply of qualified upskilled graduates and meet the demands of not only our service areas but also the statewide critical shortages in Business Administration.

3.1.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE DEMAND SECTION

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2021	2029	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Chief Executives	11-1011	5	631	631	0.0	310	$72.19	$ 150,155	B	B
Sales Managers	11-2022	5	333	414	24.3	310	$50.51	$ 105,061	B	B
Human Resources Manage	11-3121	5	285	294	3.2	176	$33.21	$ 69,077	B	B
Human Resources Speciali	13-1071	5	837	900	7.5	666	$23.26	$ 48,381	B	B
Logisticians	13-1081	5	50	52	4.0	36	$22.13	$ 46,030	B	B
Management Analysts	13-1111	5	6271	7,260	15.8	5543	$23.64	$ 49,171	B	B
					Total	880	$ 37.49	$ 77,979		

*Please replace the "Base Year" and "Projected Year" headers with the years reflected in the projection's portal (e.g., Base Year is 2019, Projected Year is 2027).

**Please note that the "Level Change" column in Table 3.1.1 corresponds to the "Percent Growth" employment projections data produced by the DEO.

***Please note that the "Total Job Openings" columns is preset to be divided by 8.

DEMAND: OTHER ENTITY INDEPENDENT OF THE COLLEGE – (LIST NAME OF OTHER ENTITY HERE)

3.1.2 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	*Base Year	*Projected Year	Level Change	Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
								$ -		
								$ -		
								$ -		
								$ -		
								$ -		
								$ -		
								$ -		
								$ -		
								$ -		
								$ -		
					Total	0				

*Please replace the "Base Year" and "Projected Year" headers with the corresponding years reported.

3.1.3 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION: If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

Program		Number of Degrees Awarded					
Institution Name	CIP Code	2021	2020	2019	2018	2017	5-year average or average of years available if less than 5-years
Florida A & M University	52.0201	102	135	86	75	110	101.6
Florida State University	52.0201	204	187	200	201	192	196.8
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							#DIV/0!
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							#DIV/0!
	Total	306	322	286	276	302	200

*Please replace the "Most Recent Year" through "Prior Year 4" headers with the corresponding years reported.

ESTIMATES OF UNMET NEED

3.1.4 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

CLICK HERE FOR INSTRUCTIONS FOR COMPLETING THE ESTIMATES OF UNMET NEED SECTION: If institutions do not have data available for completers in the service district, please report statewide data. You may note these are statewide figures.

	Demand	Supply		Range of Estimated Unmet Need	
	(A)	(B)	(C)	(A-B)	(A-C)
	Total Job Openings	2021	5-year average or average of years available if less than 5 years	Difference	Difference
DEO Total	880	306	200	574	680
Other Totals				0	0

3.2 Describe any other evidence of workforce demand and unmet need for graduates as selected by the institution, which may include qualitative or quantitative data and information not reflected in the data presented in Sections 3.1.1 to 3.1.4, such as local economic development initiatives, emerging industries in the area, or evidence of rapid growth.

The impact of Covid on the business community has been seen directly in the loss of employees when businesses had to adapt due to reduced traffic and transactions. The need to replace critical management-level positions will be addressed by the graduation and entry of these workers into the workforce.

The arrival of a tech-commerce giant, Amazon, to the local community is likely to generate several jobs aligned with the B.A.S. Business Administration degree. This could have a reciprocal effect of attracting other businesses to the area leading to additional unmet workforce needs in this sector.

Tallahassee Community College works collaboratively with research and economic engines to drive innovation and deliver a ready workforce. TCC is one of several community partners working with researchers to develop an action plan with the goal of generating commercial businesses centered on proprietary research occurring within the community. TCC is providing expertise in the area of workforce-ready degree credentialing, which the B.A.S. in Business Administration would be well positioned to help meet the workforce needs.

3.3 If the education level for the occupation identified by the Florida Department of Economic Opportunity (DEO) or the Bureau of Labor Statistics (BLS) presented in Sections 3.1.1 to 3.1.2 is below or above the level of a baccalaureate degree, provide justification for the inclusion of that occupation in the analysis.

All of the occupations identified by Florida's Department of Economic Opportunity (DEO) correspond to the Bachelor's degree as displayed in Sections 3.1.1

3.4 Describe the career path and potential employment opportunities for graduates of the program.

Students who graduate with an A.A. or A.S. Business Management degree would matriculate into the B.A.S. Business Administration program as a career pathway. Students from a regionally accredited institution would also be able to enroll and complete the B.A.S. There are several employment opportunities in government, business, and career/technical education. Many individuals who are currently employed in state government but have not obtained a bachelor's degree may also seek opportunities to obtain their bachelor's degree.

This will allow individuals to advance within their respective organizations. Potential employment opportunities according to FLDEO include occupations such as the following: Chief Executives, Sales Managers, Management Analysts, Human Resources Managers.

The offering of the B.A.S. in Business Administration falls within Tallahassee Community College's commitment to promoting and supporting economic mobility within the Greater Tallahassee area. Additionally, the upskilling of credentials by employees in the field is an important pathway that will draw students into the program. Moreover, earning a BAS degree can lead to graduates seeking advanced graduate degree credentials.

STUDENT COSTS: TUITION AND FEES

4.1 The Excel spreadsheets in Sections 4.1 - 4.3 are set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Complete the following table by entering the anticipated cost for a baccalaureate degree (tuition and fees for lower-division and upper-division credit hours) at the proposing FCS institution.

	Cost per credit hour	Number of credit hours	Total cost
Tuition & Fees for lower division:	$ 100.83	84	$ 8,470
Tuition & Fees for upper division:	$ 128.51	36	$ 4,626
Tuition & Fees (Total):		120	$ 13,096

☐ Select if the program will be designated such that an eligible student will be able to complete the program for a total cost of no more than $10,000 in tuition and fees. If selected, please indicate below how the institution will make up any difference above $10,000 (e.g., institutional scholarships).

Click or tap here to enter text.

4.2 Complete the following table with the estimated cost for a baccalaureate degree (tuition and fees) at each state university in the college's service district or at each state university operating on a site in the college's service district. If the institution does not provide the tuition cost per credit hour, please provide the cost information provided on the institution's website. Please complete this section even if institutions in the service district do not offer the same or a comparable baccalaureate program.

Institution Name	Cost per credit hour (Tuition & Fees)	Number of credit hours	Total cost
Florida State University	$ 215.55	120	$ 25,866
Florida Agricultural and Mechanical University	$ 151.80	120	$ 18,216
			$ -
			$ -
			$ -

4.3 Complete the following table with the estimated cost for a baccalaureate degree (tuition and fees) at each nonpublic institution in the college's service district or at each nonpublic institution operating on a site in the college's service district. If the institution does not provide the tuition cost per credit hour, please provide the cost information provided on the institution's website. Please complete this section even if institutions in the service district do not offer the same or a comparable baccalaureate program.

Institution Name	Cost per credit hour (Tuition & Fees)	Number of credit hours	Total cost
Keiser University	$ 918.67	60	$ 55,120
			$ -
			$ -
			$ -
			$ -

PROJECTED BACCALAUREATE PROGRAM ENROLLMENT

5.1 To activate the Excel spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Complete the following table by entering the projected enrollment information for the first four years of program implementation. Unduplicated headcount enrollment refers to the actual number of students enrolled. Full-time equivalent (FTE) refers to the full-time equivalent of student enrollment.

		Year 1 (2023-2024)	Year 2 (2024-2025)	Year 3 (2025-2026)	Year 4 (2026-2027)
5.2	Unduplicated headcount enrollment:	140	280	280	280
5.3	Program Student Credit Hours (Resident)	3150	7350	8400	8400
5.4	Program Student Credit Hours (Non-resident)				
5.5	Program FTE - Resident (Hours divided by 30)	105	245	280	280
5.6	Program FTE - Non-resident (Hours divided by 30)	0	0	0	0
5.7	Total Program FTE	105	245	280	280

PROJECTED DEGREES AND WORKFORCE OUTCOMES

6.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Complete the following table by entering the projected number of degrees awarded, the projected number of graduates employed, and the projected average starting salary for program graduates for the first four years of program implementation. Please note the "Year 1" column in the "Count of Degrees Awarded" row (6.2) is not likely to have any graduates taking into account length of time to degree completion.

		Year 1	Year 2	Year 3	Year 4
6.2	Count of Degrees Awarded	0	70	100	100
6.3	Number of Graduates Employed	N/A	70	100	100
6.4	Average Starting Salary	N/A	$ 76,587	$ 76,587	$ 76,587

REVENUES AND REVENUES AND EXPENDITURES

7.1 The Excel spreadsheet below is set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

Complete the following table by entering the projected program expenditures and revenue sources for the first four years of program implementation.

		2023-2024	2024-2025	2025-2026	2026-2027
7.2	Program Expenditures:	$ 177,142.00	$ 263,213.00	$ 349,284.00	$ 349,284.00
7.2.1	Instructional Expenses	$ 162,142.00	$ 243,213.00	$ 324,284.00	$ 324,284.00
7.2.2	Operating Expenses	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
7.2.3	Capital Outlay	$ 5,000.00	$ 10,000.00	$ 15,000.00	$ 15,000.00
7.3	Revenue:	$ 294,684.00	$ 639,262.90	$ 719,157.60	$ 719,157.60
7.3.1	Upper Level - Resident Student Tuition Only	$ 269,684.00	$ 629,262.90	$ 719,157.60	$ 719,157.60
7.3.2	Upper Level - Nonresident Student Fees Only				
7.3.3	Upper Level - Other Student Fees				
7.3.4	Florida College System Program Funds	$ 25,000.00	$ 10,000.00	$ -	
7.3.5	Other Sources				
7.4	Carry Forward:				
7.4.1	Total Funds Available	$ 294,684.00	$ 639,262.90	$ 719,157.60	$ 719,157.60
7.4.2	Total Unexpended Funds (carry forward)	$ 117,542.00	$ 376,049.90	$ 369,873.60	$ 369,873.60

*Please replace the "Year 1" through "Year 4" headers with the corresponding years reported.

ENROLLMENT PROJECTIONS AND FUNDING REQUIREMENTS

8.1 Provide a narrative justifying the estimated program enrollments and outcomes as they appear in Sections 5.1 – 6.1.

Enrollment for the program is based on current enrollment of Flagler College's Business Administration program of 115 students. Based on a 35:1 teacher/student ratio, the numbers discussed in *Tables 5.1-6.1* reflect a growing total of 4 cohorts or 140 students in the first year and growing to a total of eight by the end of the second year. The FTE calculated for years 1 and 2 reflect the growth in the program between semesters to reach our goal of 8 cohorts.

- Year 1:
    - Fall 2023 – 70 students (2 cohorts)
    - Spring 2024 – 140 students (4 cohorts)
- Year 2:
    - Fall 2024 – 210 students (6 cohorts)
    - Spring 2025 – 280 students (8 cohorts)

This means that TCC will graduate at least 70 students by the end of year two and 70 students every semester thereafter. These numbers are based on the current Flagler model and the pathways of matriculating students that have earned their AA or AS in Business Management. This will eliminate the gap and supports the need for the TCC B.A.S. program in response to the upcoming closure of the Flagler-Tallahassee business administration program.

Additionally, as discussed in Workforce and Unmet Demand section of the proposal, the data presented in *Table 3.1.3* show that the number of FAMU and FSU students graduating with Business Administration (CIP 52.0201) over the last four years does not meet the current workforce demand. Additionally, TCC currently has more than 2,000 A.A. and A.S. enrolled students seeking an academic and professional pathway towards Business Administration providing a demand for access to Business Administration programs that can serve the educational needs of the diverse population of students who seek to enter the field of business. Offering the B.A.S. program at Tallahassee Community College provides the opportunity for students an additional access point to their intended field of study while partnering with FAMU and FSU to increase the number of students graduating who can meet the increased workforce demands in Business.

Finally, data from *Table 3.1.4* show that the supply of qualified candidates graduating from a Business Administration program does not meet the demands of the workforce. With a most recent unmet demand of 574 positions and a five-year average of 680 positions, our program seeks to help increase the supply of qualified upskilled graduates and meet the demands of not only our service areas but also the statewide critical shortages in Business related fields.

Our program model is based on 1) the current Flagler model, 2) the current workforce and unmet demand for Business Administration employees, and 3) the available resources for

ensuring our students have the opportunity to engage in a meaningful program experience that most effectively positions them for management and administration roles with the knowledge, skills, and abilities to be competitive in current workforce demand.

8.2 Provide a brief explanation of the sources and amounts of revenue that will be used to start the program as well as expenditures as they appear in Section 7.1.

Tallahassee Community College is financially prepared to establish this program. The existing facilities are sufficient to support the addition of the program including office space for instructors. Expenditures include faculty positions for the program. Two full-time faculty members will be hired for the 2023-2024 with additional adjuncts added as needed. One additional full-time faculty member will be hired for 2024-2025 to coincide with the growth in the program. If necessary, an additional faculty member will be hired for 2025-2026. This new program will be funded through a combination of student tuition and fee revenue dollars. Program revenue is based on student enrollment tuition and fees. Based on the information in 7.1, the program revenue is expected to increase, and the program revenue will be sufficient to maintain costs.

PLANNING PROCESS

9.1 Summarize the internal planning process. In timeline format, please describe the steps your institution took in completing the internal review and approval of the baccalaureate program. For example, summarize actions taken by the academic department proposing the degree, any non-academic departments, the college-wide curriculum committee, the college president, the Board of Trustees and any other areas.

Our internal planning process timeline includes multiple meetings incorporating all stakeholders and levels of leadership. The meetings are documented below:

Activity	Date	Attendees	Description of Activity
Executive Team Meeting	Jan 26, 2022	President, Executive Team Members	Reviewed the workforce demand and current update from Flagler-Tallahassee about closing the program in December 2021. Discussed degree planning.
Faculty Forum	Feb 15, 2022	All Faculty, Deans, Associate Deans, Provost	Reviewed the workforce demand and current update from Flagler-Tallahassee about closing the program in

			December 2021. Discussed degree planning
Business A.S. Degree Advisory Committee Meeting	March, 2022	Business faculty and Advisory Committee Members	Reviewed the workforce demand and current update from Flagler-Tallahassee about closing the program in December 2021. Discussed degree planning, course development, and skills that are needed.
Education Degree Planning Workgroup	May 3, 2022 May 12, 2022 May 26, 2022 June 14, 2022 June 26, 2022 July 19, 2022 August 2, 2022	General Education faculty with teacher certifications, Dean and Associate Dean Business Industry and Technology, Provost	Degree planning and course development.
Academic Planning Committee Meeting	October 2022	Faculty, Deans, Associate Vice President	New Program Proposal Presentation and voting.
Board of Trustees Meeting	November 2022	TCC Board of Trustees Meeting	Finalized proposal for approval

Click or tap here to enter text.

9.2 Summarize the external planning process with the business and industry community. In timeline format, please describe your institution's interactions and engagements with external stakeholders, including but not limited to industry advisory boards meetings, discussions with advisory committees, briefings from local businesses, consultations with employers, and conducting paper and online surveys.

Our external planning process includes multiple meetings with TCC leadership, stakeholders, and our University partners from the our community service area. The meetings are documented below:

Activity	Date	Attendees	Description of Activity

Articulation Meeting with Flagler College-Tallahassee	December 16, 2021	Provost Stringer, Dean Riggs of Flagler College-Tallahassee	TCC was informed that Flagler's Tallahassee campus was no longer accepting students into the Business program. There were approximately 100 students who had received a notice during the week of December 16th that the Business program was not accepted any students. Discussed future of remaining programs.
Articulation Meeting with Flagler College-Tallahassee	January 13, 2022	Provost Stringer and Dean Riggs of Flagler College-Tallahassee	Meeting to discuss next steps about closing the gap for students unable to get into the Limited Access Business programs at FSU and FAMU. Also discussed the vision of the new Flagler University President and direction for remaining Education programs.
Leadership Meeting with Presidents	February 15, 2022	President Murdaugh of TCC and President Delaney of Flagler	The two Presidents met to discuss the future of Flagler in Tallahassee. Timeline of next steps.
Leadership Meeting with FSU Provost and TCC Provost	March 4, 2022	Provost Clark (FSU) and Provost Stringer (TCC)	Regular meeting with the Provost. Discuss Flagler in Tallahassee closing program and solicited support for TCC proposing a BS in Education and in Business.
Leadership Meeting with FAMU Provost and TCC Provost	March 4, 2022	Provost Edington (FAMU) and Provost Stringer (TCC)	Regular meeting with the Provost. Discuss Flagler in Tallahassee closing program and solicited support for TCC proposing a BS in Education and in Business.
Leadership Meeting with Presidents	March 30, 2022	President of TCC and President of Flagler	President Murdaugh and President Delaney met to finalize next steps and the

			timeline of closing remaining programs at the Flagler-Tallahassee campus.
Leadership Meeting with Flagler Provost and TCC Provost	March 30, 2022	Provost of Flagler and Provost of TCC	Provosts met to discuss next steps and timelines related to the future of Flagler at the closing of the Business program in Tallahassee. Also, discussed Flagler supporting TCC to propose a BS in Elementary Education.

Click or tap here to enter text.

9.3 List external engagement activities with public and nonpublic postsecondary institutions. This list shall include meetings and other forms of communication among external postsecondary institutions regarding evidence of need, demand, and economic impact.

9.3.1 Public Universities in College's Service District
Date(s): March 4, 2022 Institution(s): Florida State University and Florida A&M University Activity Descriptions and Outcomes: The focus for this meeting was to discuss the closing of the Flagler-Tallahassee education programs and to solicited support for TCC to offer a BS in Elementary Education to fill the gap in need for the program. Part of this discussion focused on how each of the two university's offer the program. We propose that offering the B.A.S. degree in Business Administration at TCC will provide access to a Bachelor's program that fills the gap left by Flagler's program closure. We received verbal support, and an official letter of support.
9.3.2 Regionally Accredited Institutions in College's Service District
Date(s): December, January, February, March 2022 Institution(s): Flagler College-Tallahassee Activity Descriptions and Outcomes: As discussed in the meeting timeline, several meetings occurred with Flagler College – Tallahassee to discuss TCC proposing a new baccalaureate degree in Business and Education due to the closing of Flagler's program. The meetings resulted in support for TCC to propose new baccalaureate degree in Business and Education.
9.3.3 Institutions outside of College's Service District (If applicable)
Date(s): Click or tap here to enter text. Institution(s): Click or tap here to enter text. Activity Descriptions and Outcomes: Click or tap here to enter text.

10.1	Indicate the date the notice was initially posted in APPRiSe.	June 2022
10.2	Indicate the date of District Board of Trustees approval.	November 2023
10.3	Indicate the date the Notice of Intent (NOI) was submitted to DFC.	June 2022
10.4	Indicate the date the completed proposal was submitted to DFC.	November 2023
10.5	Indicate the date the proposal is targeted for State Board of Education (SBOE) consideration. Please note that from the date the DFC receives the finalized proposal, the Commissioner has 45 days to recommend to the SBOE approval or disapproval of the proposal. Please take into account the date you plan to submit the proposal in accordance with the next SBOE meeting.	April 2023
10.6	Indicate the date the program is targeting for SACSCOC approval (if applicable).	July 2023
10.7	Indicate the date the program is targeting initial teacher preparation program approval (if applicable).	N/A
10.8	Indicate the targeted date that upper-division courses are to begin.	August 2023

FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA

11.1 Describe the existing facilities and equipment that the students in the program will utilize.

Tallahassee Community College offers a main campus within the city of Tallahassee, a Center for Innovation, the Florida Public Safety Institute, the Ghazvini Center for Healthcare Education, the Wakulla Environmental Institute, and two service centers in Gadsden and Wakulla counties. The main campus, comprised of eight different academic buildings, is the proposed location to house the Business program. The main campus also offers academic support buildings for the Library and Learning Commons respectively. In the Learning Commons, students may receive tutoring and academic success coaching, attend workshops and study reviews, and receive other helpful resources: https://www.tcc.fl.edu/academics/academic-divisions/learning-commons/

 There are no specialized facilities or equipment needed for this program other than those facilities that already exist. All classroom buildings on the main campus are equipped with smart classroom technologies including a projector and speakers. For online course offerings, the College is supported by TCC Online , a team dedicated to ensuring that students, faculty, and administration receive support and resources for Canvas and other online learning modalities.

11.2 Describe the new facilities and equipment that will be needed for the program (if applicable).

The existing facilities and equipment located on Tallahassee Community College's main campus are shared among academic divisions and programs unless there is a program need for specific resources.

LIBRARY AND MEDIA SPECIFIC TO PROGRAM

12.1 Describe the existing library and media resources that will be utilized for the program.

The Tallahassee Community College Library is a comprehensive academic resource for students. The services provided include an "Ask a Librarian" feature, citation assistance, and research appointments. Other features of the main campus Library are study rooms, access to printing services, research guides, databases, and information literacy resources. The Library is equipped with tablets, laptops, headsets, webcams, and computer stations for student and faculty use. Librarians offer information literacy sessions to classes and provide embedded academic support as requested by faculty.

Existing TCC Library business databases will be utilized including ERIC (EBSCO), Business Insights, Regional Business News, and Entrepreneurship. In addition, the library has several refereed journals to aid in researching topics in business more in depth. Other databases and research guides can be found here: https://tcc.fl.libguides.com/databases/business

Discipline-specific learning resources have been identified for the Business Administration, B.A.S. program. The referred journals listed below are a sample of available resources for students:
- The Secured Lender (National Commercial Finance Association)
- BizEd (AACSB International)
- Business Education Digest (National Association of Teacher Educators of Business Education)
- Decision Analysis (Online)
- Enterprise Information Systems
- Journal of Applied Management Studies
- Journal of Business and Management
- Journal of Business Economics
- Journal of Business, Society, and Government
- Academy of Banking Studies Journal
- American Banker
- Financial Markets and Portfolio Management
- International Review of Accounting, Banking, and Finance
- Journal of Applied Financial Research
- Money Management
- Wall Street Journal

A complete listing can be found here: Business & Economics Refereed Journals

12.2 Describe the new library and media resources that will be needed for the program (if applicable).

Library and media resources needed for this program are already a part of the resources used for the A.S. in Business Management. This includes full-text journals specific to the scholarly topics within the field of Business. No new library and/or media resources are needed at the time of start up for this program.

ACADEMIC CONTENT

13.1 List the admission requirements for the proposed baccalaureate program and describe the process for each admission pathway as reported in section 1.6, including targeted 2+2 agreements, academic GPA, test scores, fingerprints, health screenings, background checks, signed releases, and any other program requirements (as applicable).

Admission requirements for the B.A.S. Business Administration (CIP 52.0201 – Track 1) are listed below:

- Acceptance to Tallahassee Community College as a degree-seeking student with all required admissions documents such as residency received by the TCC admissions navigator team.
- Conferred Associate of Arts degree from a regionally accredited institution including the following provisions: Students must complete the State mandated 36 hours of general education core prior to applying: Communications - 9 hours; Mathematics – 6-9 hours; Social Sciences – 6-9 hours; Humanities – 6-9 hours; Natural Sciences – 6-9 hours; International/Intercultural requirements – 6 hours; and Gordon Rule courses.
- Conferred Associate of Science degree in Business Management from a regionally accredited institution including the following provisions: Students must complete the State mandated 21 hours of general education core prior to applying: Communications - 3 hours; Mathematics – 9 hours; Social Sciences – 3 hours; Humanities – 3 hours; Natural Sciences – 3 hours; Core Business Management Courses – 39 hours.
- Common pre-requisites for the Track 1 (CIP 52.0201) degree include: CGS 2100, STA 2023, ACG 2022, ACG 3301, ECO 2023, ECO 2013, and MAC 2233. For students entering from the A.S. degree, the common pre-requisites, except for ACG 3301, are included in their core program courses. For students entering from the A.A. degree, the common pre-requisites are built into their academic map designated as "1000/2000 Level A.S. Business Management Course".
- Please see the TCC Catalog for General Education requirements.
    - Maintain a minimum 2.5 overall grade point average on a 4.0 scale
    - Complete a B.A.S. in Business Administration application
    - Meet with an advisor prior to registering for courses

Students will be required to submit a separate application for this degree program after receiving the AA or AS degree. The application will be submitted to and reviewed by the College prior to the student beginning the program.

13.2 What is the estimated percentage of upper-division courses in the program that will be taught by faculty with a terminal degree?

In accordance with the requirements set forth by the Principles of Accreditation, [Southern Association of Colleges and Schools and Commission on Colleges (SACSCOC)](), 3.5.4 at least 25% of the course hours in each major at the baccalaureate level are taught by faculty members holding an appropriate terminal degree usually the earned doctorate, or the equivalent of the terminal degree. TCC will strive to hire faculty who hold a doctorate degree to teach the baccalaureate level courses

13.3 What is the anticipated average student/teacher ratio for each of the first three years based on enrollment projections?

Year 1	Year 2	Year 3
25:1	25:1	25:1

13.4 What specialized program accreditation will be sought, if applicable? What is the anticipated specialized program accreditation date, if applicable?

N/A

13.5 If there are similar programs listed in the Common Prerequisites Manual (CPM), list the established common prerequisites courses by CIP code (and track, if any).

The CIP code for this program (52.0201) has two tracks. Tallahassee Community College will be establishing the program for Track 1 which includes the following:
- CGSX100 or demonstrated competency
- MAC2233
- ECO 2023
- ECO 2013
- ACG3301
- ACG2022
- STA2023

13.6 Describe any proposed revisions to the established common prerequisites for this CIP (and track, if any).

☒ My institution does not anticipate proposing revisions to the common prerequisite manual.

☐ My institution does anticipate proposing revisions to the common prerequisite manual, as summarized below.

Click or tap here to enter text.

13.7 The Excel spreadsheets below are set up with predefined formulas. To activate the spreadsheet, right click within the spreadsheet, go to "Worksheet Object", and then "Open". To exit, save any changes and exit out of the spreadsheet. Alternatively, double click anywhere on the table. To exit the spreadsheet, single click anywhere outside of the table.

For each primary pathway identified in Section 1.6, list all courses required once admitted to the baccalaureate program by term, in sequence. Include credit hours per term and total credits for the program. Please note what courses fulfill general education (ge), program core (pc), elective requirements (elec), and what courses apply to concentrations (conc), if applicable, by including the provided abbreviations in parentheses following each course title.

13.7.1	Program of Study for Students with A.S. Degree	
Term 1	**Course Title**	**Credit Hours**
	General Education Communications A.A. Course (GE)	3
	General Education Humanities A.A. Course (GE)	3
BUL3310	Legal Environment (PC)	3
ECO3223	Financial Markets, Banking, & Monetary Policy (PC)	3
GEB3213	Advanced Communications in Business (PC)	3
	Total Term Credit Hours	15
Term 2	**Course Title**	**Credit Hours**
	General Education Social Science A.A. Course (GE)	3
	General Education Science A.A. Course (GE)	3
FIN3400	Principles of Financial Management (PC)	3
ISM3011	Introduction to MIS (PC)	3
ACG3024	Financial Statement Analysis for Managers (PC)	3
	Total Term Credit Hours	15
Term 3	**Course Title**	**Credit Hours**
	General Education Social Science A.A. Course (GE)	3
	General Education Social Science a.A. Course (GE)	3
QMB3250	Quantitative Methods for Business Decisions (PC)	3
MAN4301	Human Resource Management (PC)	3
	Business Elective Course (Elec)	3
	Total Term Credit Hours	15
Term 4	**Course Title**	**Credit Hours**
GEB4356	International Business (PC)	3
MAN3240	Organizational Behavior (PC)	3
MAN4952	Senior Capstone Project (PC)	3
	Business Elective Course (Elec)	3
	Business Elective Course (Elec)	3
	Total Term Credit Hours	15
Term 5	**Course Title**	**Credit Hours**
	Total Term Credit Hours	0
Term 6	**Course Title**	**Credit Hours**
	Total Term Credit Hours	0
	Program Total Credit Hours:	60

13.7.2	Program of Study for Students with A.A. Degree	
Term 1	**Course Title**	**Credit Hours**
	1000/2000 Level A.S. Business Management Course (PC)	3
	1000/2000 Level A.S. Business Management Course (PC)	3
	1000/2000 Level A.S. Business Management Course (PC)	3
BUL 3310	Legal Environment (PC)	3
ECO3223	Financial Markets, Banking & Monetary Policy (PC)	3
	Total Term Credit Hours	15
Term 2	**Course Title**	**Credit Hours**
	1000/2000 Level A.S. Business Management Course (PC)	3
	1000/2000 Level A.S. Business Management Course (PC)	3
	1000/2000 Level A.S. Business Management Course (PC)	3
FIN3400	Principles of Financial Management (PC)	3
GEB3213	Advanced Communications in Business (PC)	3
	Total Term Credit Hours	15
Term 3	**Course Title**	**Credit Hours**
	1000/2000 Level A.S. Business Management Course (PC)	3
	1000/2000 Level A.S. Business Management Course (PC)	3
ISM3011	Introduction to MIS (PC)	3
MAN3025	Principles of Management (PC)	3
QMB3250	Quantitative Methods for Business Decisions (PC)	3
	Total Term Credit Hours	15
Term 4	**Course Title**	**Credit Hours**
MAN4301	Human Resource Management (PC)	3
GEB4356	International Business (PC)	3
MAN3240	Organizational Behavior (PC)	3
ACG3024	Financial Statement Analysis for Managers (PC)	3
MAN4952	Senior Capstone Project (PC)	3
	Total Term Credit Hours	15
Term 5	**Course Title**	**Credit Hours**
	Total Term Credit Hours	0
Term 6	**Course Title**	**Credit Hours**
	Total Term Credit Hours	0
	Program Total Credit Hours:	60

13.8 Indicate whether the program is being proposed as a limited or restricted access program.

☐Limited Access
☐Restricted Access
☒N/A

Provide additional information (e.g., enrollment capacity, admissions requirements, etc.) if the program is being proposed as a limited or restricted access program.

Click or tap here to enter text.

PROGRAM TERMINATION

14.1 Provide a plan of action if the program is terminated in the future, including teach-out alternatives for students.

A "teach-out" procedure is included in the College's academic planning process. This procedure is SACSCOC compliant and includes the following steps:
- Once program termination has been determined, TCC will stop accepting new students to the program.
- TCC will develop a timeline and schedule for continuation of courses needed by currently enrolled students.
- TCC will notify currently enrolled students, in writing, of the schedule of courses and last semester being offered.
- TCC will work with individual students on an academic plan to assure opportunity to complete the program or to assist in transfer to a program at another institution.
- Faculty teaching in the program will be assigned to other programs for which they are qualified to teach, will be offered the opportunity to take up to 18 hours of graduate credit in a related field for which TCC needs qualified faculty, or, if no other alternative exists, will be terminated in accordance with TCC policy, Collective Bargaining Agreement, as well as state and federal laws governing such termination.
- TCC will notify appropriate state agencies of the program termination.

SUPPLEMENTAL MATERIALS

15.1 Summarize any supporting documents included with the proposal, such as meeting minutes, survey results, letters of support, and other supporting artifacts. Throughout the proposal, please include in-text references to the supplemental materials for reviewer reference.

Click or tap here to enter text.

TCC has received letter of support from the current three institutions that offer the B.S. program in Business Administration. Each letter in its entirety is included in the supplementary documentation portion of this proposal.

On August 18, 2022, our college received a letter of support from Florida A&M University of TCC's plan to fill the gap created by Flagler ending its business program in Tallahassee. As the letter states, "We have reviewed your request and extend this letter of support for the proposed Bachelor of Applied Science in Business Administration. While we do offer a Bachelor of Business Administration degree, we believe that workforce demand substantiates the need for additional graduates."

On September 7, 2022, our college received a letter of support from Florida State University's provost. The letter states, "I support TCC's development of the Business Administration BAS degree."

On September 14,2022, our college received a letter of support from Flagler College whose program is being terminated at their Tallahassee location. As the letter states, "On Behalf of Flagler College, I am pleased to write this letter in support if TCC's efforts to establish bachelor degree programs in Business. As you know, Flagler College and Tallahassee Community College have enjoyed a strong 2+2 partnership in this area for the last 20 years. As Flagler reexamines its tole in this partnership, we are very eager that the programs continue to exist to the fulfill the needs of the capital city region."

15.2 List any objections or alternative proposals for this program received from other postsecondary institutions. If objections or alternative proposals were received, institutions are welcome to submit a rebuttal and include any necessary supporting documentation.

Tallahassee Community College has not received nor are we aware of any alternative proposals or objections to this program.