

**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](mailto: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.	Florida Gateway College
Institution President.	Dr. Lawrence Barrett

## PROGRAM SUMMARY

1.1	Program name.	Business Administration
1.2	Degree type.	<input checked="" type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Applied Science
1.3	How will the proposed degree program be delivered? (check all that apply).	<input type="checkbox"/> Face-to-face (F2F) (Entire degree program delivered via F2F courses only) <input checked="" type="checkbox"/> Completely online (Entire degree program delivered via online courses only) <input checked="" type="checkbox"/> 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 2024
1.6	What are the primary pathways for admission to the program? Check all that apply.	<input checked="" type="checkbox"/> Associate in Arts (AA) <input checked="" type="checkbox"/> Associate in Science (AS) <input type="checkbox"/> Associate in Applied Science (AAS)  If you selected AS/AAS, please specify the program:  Business Administration (CIP 0552020102)
1.7	Is the degree program a STEM focus area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.8	List program concentration(s) or track(s) (if applicable).	Management

## 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.

The Bachelor of Science (BS) in Business Administration program is designed to offer a cost-effective higher education opportunity for students in the Florida Gateway College (FGC) service area who have neither the means nor inclination to leave home to attend a four-year college of business. The degree program enables FGC students with an Associate in Arts (AA) in Business or an Associate in Science (AS) in Business Administration to seamlessly transition into a four-year Bachelor of Science (BS) in Business Administration degree. The BS in Business Administration program addresses the high demand for skilled business professionals in the college's service district.

**Program Demand, Current Supply, and Unmet Need:** The demand for individuals with a BS in Business Administration (108 from 2023 to 2031) is strong and continues to grow in the college's service district. However, the current supply of graduates (currently 0) in the region is not adequately meeting the demand, which spans various industries, including but not limited to finance, marketing, consulting, and entrepreneurship. Employers often struggle to find qualified candidates to fill positions requiring business administration knowledge and skills. This unmet need (108) presents a significant opportunity for the college to cater to the demand and produce highly sought-after business graduates.

**Primary Pathways to Program Admission:** The BS in Business Administration program offers two pathways to admission, ensuring accessibility and flexibility for prospective students. Specifically, the college provides a transfer pathway for students who have completed an AA or AS in Business Administration degree.

**Program Curriculum Overview:** The program curriculum provides a comprehensive and well-rounded education in business administration. Students are exposed to critical areas such as accounting, finance, marketing, management, operations, and business ethics. They also gain valuable critical thinking, problem-solving, communication, and teamwork skills. The curriculum includes theoretical knowledge and practical applications. All courses and course content will comply with Florida statutes.

**Career Path and Potential Employment Opportunities:** Graduates can pursue roles such as business analyst, project manager, marketing specialist, financial analyst, human resources manager, or operations manager, or start their ventures as entrepreneurs. The degree's versatility allows graduates to adapt to various industries and organizations, including

corporations, nonprofits, government agencies, and startups. Most of these large firms require a four-year degree to be eligible for management positions, although such jobs are listed in state job projections as requiring only an associate degree.

**Average Starting Salary:** Upon graduation, students with a BS in Business Administration degree can expect competitive starting salaries. While the specific salary varies depending on location, industry, and job role, the average starting salary for business administration graduates in the college's service district is approximately \$51,172 per year.

### 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.

According to the most recent data from the Florida Department of Economic Opportunity projections, in the next eight years (2023- 2031), the projected overall growth for occupations associated with the CIP-SOC crosswalk is 8.36%. The top three projected occupational growth are Human Resources Managers at 21.4%, Transportation, Storage, and Distribution Managers at 17%, and Industrial Production Managers at 14.7%. With a total number of job openings of 108, there are no other post-secondary institutions in FGC's service area to help meet the future demand for the workforce.

## DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

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.

See Next Page.

Occupation			Number of Jobs				Salary		Education Level	
Name/Title	SOC Code	County/ Region	2023	2031	**Level Change	***Total Job Openings	Average Hourly Wage	Annualized Salary	FL	BLS
Chief Executives	11-1011	Florida Gateway College Area	93	100	7.53	63	62.59	\$ 130,187	B	B
General and Operations Managers	11-1021	Florida Gateway College Area	571	616	7.88	456	36.06	\$ 75,005	B	B
Administrative Services Managers	11-3012	Florida Gateway College Area	41	45	9.76	32	44.79	\$ 93,163	B	B
Facilities Managers	11-3013	Florida Gateway College Area	19	21	10.53	15	37.09	\$ 77,147	B	B
Industrial Production Managers	11-3051	Florida Gateway College Area	34	39	14.71	26	49.46	\$ 102,877	B	B
Transportation, Storage, and Distribution Managers	11-3071	Florida Gateway College Area	53	62	16.98	47	36.95	\$ 76,856	B	HS
Human Resources Managers	11-3121	Florida Gateway College Area	14	17	21.43	14	59.47	\$ 123,698	B	B
Construction Managers	11-9021	Florida Gateway College Area	68	71	4.41	45	39.9	\$ 82,992	B	B
Social and Community Service Managers	11-9151	Florida Gateway College Area	36	38	5.56	28	27.98	\$ 58,198	B	B
Managers, All Other	11-9199	Florida Gateway College Area	178	183	2.81	118	37.33	\$ 77,646	B	B
Human Resources Specialists	13-1071	Florida Gateway College Area	128	140	9.38	112	25.25	\$ 52,520	B	B
Logisticians	13-1081	Florida Gateway College Area	39	44	12.82	34	29.90	\$ 62,192	B	B
Project Management Specialists	13-1082	Florida Gateway College Area	78	88	12.82	63	38.56	\$ 80,205	B	B
Management Analysts	13-1111	Florida Gateway College Area	131	139	6.11	106	28.35	\$ 58,968	B	B
Business Operations Specialists, All Other	13-1199	Florida Gateway College Area	155	172	10.97	139	30.31	\$ 63,045	B	B
					Total	108	38.93	\$ 80,980		







## 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	Most Recent Year	5-year average or average of years available if less than 5 years	Difference	Difference						
DEO Total	108	0	0	108	108						
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.

Florida Gateway College is in the middle of an economically disadvantaged area labeled by the state as the North Central Rural Area of Opportunity (RAO). A significant impediment to the economic growth of RAO areas is the need for more workers with appropriate training and skill to support and advance business growth. The specialty skills from the baccalaureate degree are attractive to the major employers in this area, such as distribution centers, industrial distributors, maintenance firms, government, retail, and healthcare facilities. Most of these large firms require a four-year degree to be eligible for management positions, although such jobs are listed in state job projections as requiring only an associate degree. The FGC service area includes the counties of Baker, Columbia, Dixie, Gilchrist and Union. In Columbia County alone, 57 new businesses requested membership with the Lake City Chamber of Commerce in 2023 (Joey O’Hern, Executive Director, Lake City Chamber of Commerce, Personal Communication, 2024). While a primarily rural area, the college’s service area has seen tremendous economic growth with extremely competitive land costs and state and local incentives designed to compete aggressively for projects. The region boasts an excellent transportation infrastructure network framed by two of Florida’s major interstate roadways, I-75 and I-10, a major railway, and an Inland Port that is currently under construction in Columbia County. The Columbia County Economic Board, along with the North Florida Economic Development Partnership, is actively recruiting large businesses to explore opportunities in the area, particularly in the targeted industry clusters of manufacturing and advanced manufacturing, transportation logistics and distribution, and agribusiness related industries. Local growth in service businesses is being fueled by the influx of new residents, with a 3% increase in 2020-2023 (U.S. Census Bureau, March, 2023), and is forecast to increase the need for competent marketing, information and sales managers in the FGC Service District by 8% (Occs, 2023). Existing employees who desire to fill new management positions will be able to use the BS in Business Administration program as a means to advance their careers.

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.

The Florida Department of Commerce provides guidelines for the minimum education levels for the occupation codes associated with the BS in Business Administration degree. However, there was one conflict in the educational level the BLS provided and what local employers required. The occupation, Transportation, Storage, and Distribution Managers (11-

3071), has an educational level of bachelor's degree for the State of Florida and the BLS has a High School Diploma educational level. Below are examples of companies in FGC's service area that are actively recruiting or have recently recruited for a position that closely aligns with the career cluster.

Operations Manager, [Target Distribution Center](#), Lake City, FL (4-year degree)

Operations Manager, [Walmart Distribution Center](#), Macclenny, FL (4-year degree)

Plant Manager, [The Mulch & Soil Company](#), Cross City, FL (4-year Degree)

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

The BS in Business Administration degree can open numerous career opportunities across various industries. Graduates will possess a strong foundation in business principles and skills that can be applied in numerous professional roles. Here are some potential career paths and employment opportunities for graduates:

**Financial Analyst:** Financial analysts evaluate investment opportunities, assess financial performance, and provide recommendations on investment strategies. They analyze financial data, conduct risk assessments, prepare financial reports, and assist in budgeting and forecasting. Examples of local businesses recruiting for these positions are First Federal Bank, Ameris Bank, and TD Bank.

**Human Resources Manager:** Human resources managers oversee an organization's recruitment, selection, and hiring processes. Examples of local businesses recruiting for these positions are Lake City Medical Center, PCS of White Springs, and Ash Grove Cement Company.

**Operations Manager:** Operations managers are responsible for overseeing the day-to-day operations of a business or department. They manage resources, streamline processes, monitor quality control, and ensure operational efficiency. Local businesses recruiting for these positions include US Cold Storage, Target Distribution, and Anderson-Columbia.

**Sales Manager:** Sales managers lead sales teams, set sales targets, develop strategies, and monitor sales performance. They establish relationships with clients, negotiate contracts, and provide guidance and training to sales representatives. Local businesses recruiting for these positions include local automotive dealerships, New Millennium, and Georgia Pacific.

**Entrepreneur/Small Business Owner:** With this baccalaureate in business degree, graduates may start businesses or venture into entrepreneurship, spurring economic development in the service area.

**Project Manager:** Project managers plan, execute, and oversee organizational projects. They define project goals, create timelines, allocate resources, manage budgets, and coordinate team members to ensure successful project completion. Local businesses recruiting for these positions include HAECO, Suwannee River Water Management District, and the City of Lake City.

## 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.

	<b>Cost per credit hour</b>	<b>Number of credit hours</b>	<b>Total cost</b>
Tuition & Fees for lower division:	\$ 103.32	72	\$ 7,439
Tuition & Fees for upper division:	\$ 120.33	48	\$ 5,776
<b>Tuition &amp; Fees (Total):</b>		<b>120</b>	<b>\$ 13,215</b>

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
Not Applicable: None in Service Area			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

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
Not Applicable: None in Service Area			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

## 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	Year 2	Year 3	Year 4
5.2	Unduplicated headcount enrollment:	15	35	45	55
5.3	Program Student Credit Hours (Resident)	30	30	30	30
5.4	Program Student Credit Hours (Non-resident)	0	0	0	0
5.5	Program FTE - Resident (Hours divided by 30)	1	1	1	1
5.6	Program FTE - Non-resident (Hours divided by 30)	0	0	0	0
5.7	Total Program FTE	1	1	1	1

## 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 <sup>1</sup>	0	10	13	16
6.3	Number of Graduates Employed <sup>2</sup>		9	12	15
6.4	Average Starting Salary <sup>3</sup>		\$51,172.46	\$51,172.46	\$51,172.46

<sup>1</sup>Count of degrees awarded are based on a completion rate of 64% of all students at FGC, with the assumption of a two-year completion time for initial enrollment into the program.

<sup>2</sup>The number of graduates employed are based on the December 2023 unemployment rate of 3.4% for Columbia County as reported by the Florida Department of Commerce: Local Area Unemployment Statistics.

<sup>3</sup>The average starting salary is based on the occupational codes’ entry salaries of the Occupational Employment and Wage Statistics for the Greater Gainesville Area from the Florida Department of Commerce.

## 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.

		2024-2025	2025-2026	2026-2027	2027-2028
7.2	Program Expenditures:	\$ 101,033.18	\$ 97,033.18	\$ 97,033.18	\$ 97,033.18
7.2.1	Instructional Expenses	\$ 92,033.18	\$ 92,033.18	\$ 92,033.18	\$ 92,033.18
7.2.2	Operating Expenses	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7.2.3	Capital Outlay	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
7.3	Revenue:	\$ 101,033.18	\$ 129,190.50	\$ 158,069.70	\$ 186,948.90
7.3.1	Upper Level - Resident Student Tuition Only	\$ 24,783.30	\$ 65,538.06	\$ 87,567.66	\$ 109,597.26
7.3.2	Upper Level - Nonresident Student Fees Only	\$ 13,217.76	\$ 35,247.36	\$ 35,247.36	\$ 35,247.36
7.3.3	Upper Level - Other Student Fees	\$ 9,688.68	\$ 28,405.08	\$ 35,254.68	\$ 42,104.28
7.3.4	Florida College System Program Funds	\$ 53,343.44	\$ -	\$ -	\$ -
7.3.5	Other Sources				
7.4	Carry Forward:				
7.4.1	Total Funds Available	\$ 101,033.18	\$ 129,190.50	\$ 158,069.70	\$ 186,948.90
7.4.2	Total Unexpended Funds (carry forward)	\$ -	\$ 32,157.32	\$ 61,036.52	\$ 89,915.72

\*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.

For the inaugural year of our program, we project a modest beginning with an estimated 15 enrollments with a five-student increase year over year. This conservative figure considers the program a fresh introduction to the market, and potential enrollees might not yet be fully aware of its value and benefits. According to a student survey completed in September 2023, 112 students responded "very likely" to the question "How likely are you to consider pursuing a Bachelor's Degree in Business if it is offered at FGC?". 15% of the student population at FGC are enrolled in the AS in Business Administration and AA with a concentration in Business Administration. By applying this percentage to the number of interested respondents or the broader student population involved in business-related studies, an estimate of 17 students is derived. The prediction is then adjusted to 15 students to account for potential overestimation due to response bias and the recognition that not all who express interest will follow through with enrollment. Initial enrollees will likely consist of early adopters, those keen on innovative opportunities, and perhaps have an existing relationship or familiarity with our institution. The number of graduates is estimated using the college-wide graduation rate of 64%, adjusted accordingly with the number of students enrolled year over year. The number of graduates employed is derived from the current unemployment rate of 3.4% for Columbia County, as reported by the Florida Department of Commerce: Local Area Unemployment Statistics. The average starting salary is based on the occupational codes' entry salaries of the Occupational Employment and Wage Statistics for the Greater Gainesville Area from the Florida Department of Commerce. The Greater Gainesville Area is used due to the lack of data for FGC's service district area and the geographical proximity.

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.

To initiate and sustain the new Bachelor of Science in Business Administration program, Florida Gateway College (FGC) has prepared a detailed financial plan outlining both projected expenses and anticipated revenue sources. The first-year expenditures include instructional costs, with one full-time faculty member at an expense of \$82,533.18 and 0.8 part-time faculty at \$9,500.00, totaling the faculty salary and benefits. Operating expenses for the year are moderate, including \$2,000.00 for travel and \$1,000.00 allocated collectively for student and other support services. The capital outlay for the first year includes \$1,000.00 for equipment, \$1,000 for library resources and \$4,000.00 for renovations, addressing the potential infrastructural needs for the new program. The projected expenses for the program's inaugural year are estimated at \$101,033.18. This figure comprises \$97,033.18 in recurring costs, mainly salaries and routine operational expenses, and \$4,000.00 in nonrecurring expenses, such as initial equipment purchases and facility upgrades. On the revenue side, FGC anticipates generating a significant portion of the program's funding from tuition and fees, with \$24,783.30 expected from resident student tuition, \$13,217.76 from nonresident student fees, and \$9,688.68 from other student fees. Additionally,

the program will receive \$53,343.44 from the Florida College System Program Funds. Notably, the plan does not rely on external funding sources such as special state nonrecurring sources, contributions, grants, or federal funds. This financial planning ensures that the total available funds of \$101,033.18 match the projected expenses, making the program financially self-sustaining. This balanced approach underlines FGC's commitment to launching and maintaining the Business Administration program effectively, ensuring it is equipped to meet its educational objectives without over-reliance on external financial support.

## 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.

On February 2, 2016, the President of FGC, Dr. Lawrence Barrett met with selected staff and administrators to report his discussions with local business leaders concerning a lack of qualified applicants for job openings in the field of business management and administration. The group discussed creating a new degree in Business to address this unmet need.

On September 9, 2016, a personal meeting occurred between Vice President of Academic Affairs and the Program Coordinator for Supply Chain and logistics to discuss combining the AS degree with an upper-level business degree. A review of potential demand was made.

On September 13, 2016, the Executive Council met to discuss the option of a 4-year degree in Business in place of launching the Bachelors of Applied Science (BAS) in Logistics. This would allow AS graduates in the golf and landscaping programs to cap their AS degree with two years of upper-level coursework in business, making them eligible for management positions. The AS graduates in the accounting program could do the same. The AA students have expressed strong interest in attending a 4-year business program.

On September 13, 2016, internal plans were made to set timeframes for program approval documentation, including Notice of Intent (NOI) and Proposal to the DOE.

On December 5, 2016, a meeting occurred with FGC's Golf and Landscaping Program director to ascertain support for such a program.

During the 2017-2018 academic year, the college began pursuing a Business Administration baccalaureate degree by submitting the NOI to the DOE. Additionally, new program approval was given by the college's Educational Affairs Committee and Board of Trustees (BOT).

In Fall 2018, Dr. Matthew Peace, Associate Dean of Academic Affairs, and Timothy Mimbs, Assistant Professor of Business were tasked with revising the NOI per the DOE guidance.

During the 2018-2019 academic year and Fall 2019, additional information was gathered to include in the NOI.

With the onset of the COVID-19 Pandemic during the Spring 2020 semester, the plans to submit the proposal for the BS in Business Administration degree were put on hold.

On May 8, 2023, Dr. Paula Gavin, Vice President of Academic Affairs, contacted Dr. Peace to restart efforts to develop a business baccalaureate degree.

On May 10, 2023, Dr. Peace contacted Professor Mimbs, and Dr. Troy Appling, Chair of Communication, World Languages, and Business, to begin working on the NOI for a proposed BS in Business Administration degree.

On May 18, 2023, Dr. Peace, Dr. Appling, and Professor Mimbs met to discuss the timeline necessary to establish the new program by Fall 2024.

On June 1, 2023, Dr. Appling and Professor Mimbs met to work on the draft of the initial posting for APPRISE, as well as the initial draft of the NOI itself.

On June 8, 2023 at the BOT meeting, Dr. Barrett discussed the college's development of a BS in Business Administration degree.

In mid-July 2023, Professor Mimbs began formulating a student needs and interest survey to be conducted via the college's electronic course evaluation survey platform.

On August 1, 2023, Dr. Appling and Professor Mimbs met to finalize the full draft of the NOI.

On August 10, 2023 at the BOT meeting, Dr. Gavin provided an update on the progress to develop the BS in Business Administration degree.

From August 27, 2023 through September 1, 2023, the FGC's Department of Institutional Effectiveness conducted a survey of all FGC students in AA, AS in Business, or AS in Agribusiness as of Fall 2023. There were 745 respondents, with 262 (35%) stating that they were somewhat likely or very likely to pursue a bachelor's degree in business if it were to be offered at FGC, and 293 (39%) stated that they were somewhat likely or very likely to continue their education (such as an MBA) after graduation.

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.

On June 22, 2016, Dr. Barrett hosted a Meeting of the Chamber Business and Economic Development Council on FGC initiatives to strengthen economic prosperity in Lake City. On October 22, 2016, a meeting occurred with the Industry Advisory Council for the Supply Chain group to discuss the Business degree as a replacement for the BAS in Logistics and to identify skills and knowledge needed by management trainees and supervisors.

On November 1, 2016, Dr. Barrett hosted meeting with Career Source Florida and the local Chamber of Commerce to discuss FGC's plans.

On December 5, 2016, a meeting occurred with the Golf and Landscaping Advisory Committee to identify skills and knowledge required by management staff and to ascertain support for such a program.

On October 30, 2018, Professor Mimbs met with the Executive Director of the Lake City Chamber of Commerce and the Columbia Economic Director regarding the BS in Business Administration degree. The ideas were met with positive feedback regarding the impact to the local workforce. The Chamber provided the retail strategies report that outlines the demographics of the county workforce and the growing trends toward white collar positions.

On November 11, 2018, Dr. Peace and Professor Mimbs met with the Director of Florida Career Source and the VP of Business Development of First Federal Bank, one of the largest private employers in Columbia County, to discuss feedback about potential courses and the impact of the degree local. The reaction regarding the degree was overwhelmingly positive and thoughtful suggestions were given about different courses that should be offered to positively impact the emerging workforce.

On January 24, 2019, Professor Mimbs met with the Columbia County School District CTE department to discuss the transition of high school students to the college level. The discussion involved the lack of affordable upper-level education in the local area and how to provide an educational service to underserved populations in the county. When approached with the possibility of having a bachelors level course in business, it was met with overwhelming approval.

On December 2, 2019, an Advisory Council was formed to discuss the possibilities of beginning a baccalaureate degree program with local businesses, including the two largest privately held companies in Columbia County, First Federal Bank of Florida and Target Distribution. The feedback from the council was that there are positions requiring a baccalaureate degree in their companies, but they find themselves recruiting outside of the local area because of the lack of qualified

candidates. The consensus was that a bachelor's program would have an instant impact on not only filling positions but also the future economic development of the area.

With the onset of the COVID-19 Pandemic during the Spring 2020 semester, the plans to resubmit the NOI for the Business Administration degree were put on hold.

On April 27, 2023, during the Business Administration Advisory Council Meeting, the topic was again broached by members of the council regarding the workforce demand for baccalaureate degrees in business administration. The council concluded the demand was being unmet due to the divestiture of Saint Leo University from the Lake City, FL campus. The recommendation from the council was to explore the possibilities of creating a BS in Business Administration degree at FGC.

On June 15, 2023, Professor Mimbs met with Jennifer Daniels of the Columbia County Economic Development Department. During the meeting, Ms. Daniels covered the economic initiatives the county is undertaking to develop the North Florida Mega Industrial Park and manage the rapid growth related to marketing initiatives undertaken by the county. Ms. Daniels explained that with the partnership with the North Florida Economic Development Council, emerging industries in the county have identified that administrative and sales occupations are going to grow. However, only 11.6% of the county possesses a bachelor's degree (below the state average), making it challenging to recruit new industries. Ms. Daniels expressed full support for a BS in Business Administration program at FGC, to increase the marketability of the county on the national stage and recruit industries into the area.

On June 20, 2023, Professor Mimbs met with Donna Creamer of the recently created Gilchrist County Economic Development Department. Only 10% of Gilchrist County residents possess a bachelor's degree, which is below the state average. Ms. Creamer stated that the county is enhancing its infrastructure to attract industries. However, attracting organizations that require an educationally diverse workforce is challenging, given limited educational resources. Ms. Creamer supported FGC's initiative in developing a BS in Business Administration degree, stating that it would only aid in the region's economic development.

On June 21, 2023, Professor Mimbs met with Darryl Register of the Baker County Economic Development Department. Mr. Register stated that economic initiatives by the county have recruited three major companies to locate in Baker County over the next five years. The projected workforce demand will be over 1000 jobs. Mr. Register also voiced support for a BS in Business Administration degree to retain the talent pool in the county. He stated that the area attracts industries seeking to relocate to inexpensive land and resources, but meeting their workforce needs is problematic. By beginning the program, he can better recruit industries and develop small businesses through job growth.

On June 27, 2023, the Business Administration Advisory Council met to review the FGC service area findings and potential concentrations for the bachelor's degree. The consensus from the advisory council is that the purpose of the proposed bachelor's degree should be to elevate the

workforce and retain post-secondary students in the area. The goal is to have a post-secondary institution in the five-county service district offer a bachelor's degree both in person and online. This would offer flexibility for students that may be employed full-time, but still allow in-person learning to occur.

On July 6, 2023, Professor Mimbs met with the Executive Director of the Lake City Chamber of Commerce, Joey O'Hern, to discuss the possibilities of the bachelor's degree and the impact on the community. Mr. O'Hern expressed enthusiasm in the possibilities for the program and the role the Chamber will be able to provide to support students. Representing more than 500 businesses and 2500 members, the Chamber hosts a variety of professional development seminars for young professionals to retain talent in the area. Mr. O'Hern stated that a BS in Business Administration degree will empower students with skills that align with local industries and encourages them to remain in the area, contributing to its economic and social growth ultimately supporting the initiatives he has been trying to develop.

On July 18, 2023, Professor Mimbs met with the Advisory Council via Microsoft Teams to discuss the potential classes to be offered in the BS program, and what courses would best prepare students for success in the local business environment. The Advisory Council was given a list of potential courses for the program, and members gave individual feedback through voting and discussion.

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): Click or tap here to enter text.

Institution(s): Click or tap here to enter text.

Activity Descriptions and Outcomes:

There are no public universities in the College's Service District

9.3.2 Regionally Accredited Institutions in College's Service District

Date(s): Click or tap here to enter text.

Institution(s): Click or tap here to enter text.

Activity Descriptions and Outcomes:

There are no regionally accredited universities in the College's Service District

9.3.3 Institutions outside of College's Service District (If applicable)

Date(s): 1/17/19

Institution(s):

Activity Descriptions and Outcomes:

Dr. Barrett requested a meeting to discuss FGC's intention to develop a BS in Elementary Education degree. Attending the meeting from Saint Leo University (SLU) were Ms. Markham, Area Director and Ms. Ballew, College of Education Instructor, and from FGC, Dr. Barrett, Dr. Gavin, Dr. Dopson and Dr. Carswell. SLU representatives had clarifying questions which were answered. A discussion of the BS in Business Administration degree was also discussed, as well as upcoming articulation agreements. The meeting ended with Ms. Ballew stating that she would like to discuss FGC's plans with other SLU representatives and would request a meeting, which would include them in the discussion. However, no follow-up meetings were requested. During the Spring 2023 semester, the Saint Leo center on FGC's campus closed with no further discussion about the business program.

Date(s): 7/28/23

Institution(s): Florida Colleges and Universities

Activity Descriptions and Outcomes:

Dr. Peace submitted information in Florida's Academic Program Pre-Proposal Recognition System (APPRISe) to notify Florida colleges and universities of FGC's intent to begin the approval process for the BS in Business Administration degree. There were no comments stated.

Date(s): 9/14/23

Institution(s): Florida Colleges and Universities

Activity Descriptions and Outcomes:

Dr. Peace submitted the Notice of Intent to the Division of Florida Colleges. No alternative proposals or objections were received.

Date(s): 2/28/24

Institution(s): University of Florida

Activity Descriptions and Outcomes:

Dr. Barrett contacted the Provost of UF regarding FGC's proposal to offer a BS in Business Administration. As of 3/6/24 no response has been received. See Appendix F.

## PROGRAM IMPLEMENTATION TIMELINE

10.1	Indicate the date the notice was initially posted in APPRiSe.	July 28, 2023
10.2	Indicate the date of District Board of Trustees approval.	November 9, 2023
10.3	Indicate the date the Notice of Intent (NOI) was submitted to DFC.	September 14, 2023
10.4	Indicate the date the completed proposal was submitted to DFC.	January 2, 2024
10.5	<p>Indicate the date the proposal is targeted for State Board of Education (SBOE) consideration.</p> <p>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 <a href="#">next SBOE meeting</a>.</p>	March 27, 2024
10.6	Indicate the date the program is targeting for SACSCOC approval (if applicable).	June 2024
10.7	Indicate the date the program is targeting initial teacher preparation program approval (if applicable).	Not Applicable
10.8	Indicate the targeted date that upper-division courses are to begin.	August 19, 2024



## FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA

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

Classrooms or Learning Spaces: Students will have access to modern classrooms equipped with the latest technology to support interactive learning, including Smartboards, projectors, and audio-visual systems for presentations. Spaces are designed to facilitate both traditional lectures and collaborative activities, mimicking modern corporate environments. Computer Labs and Technology: The program offers computer labs with software essential for business analytics, financial modeling, market research, and other business-related activities. This includes access to industry-standard software like Microsoft Office Suite, statistical analysis tools, and financial databases. Campus-wide high-speed Wi-Fi ensures students can work seamlessly on projects and communicate with their peers and faculty. Collaboration and Meeting Spaces: The program offers access to collaboration spaces and meeting rooms where students can discuss group projects, connect with peers, or meet with faculty.

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

The physical facilities at Florida Gateway College (FGC) are well-equipped to support the introduction of the Bachelor of Science in Business Administration program. The college boasts modern classrooms with the necessary technology for effective learning, such as smartboards, projectors, and high-speed internet access. The dedicated Business Program building at FGC includes two classrooms and a computer lab that can facilitate business-related software training and research activities. The library and resource center provide ample space and resources for students to engage in independent study and research, which is essential for a business administration program. Additionally, FGC's facilities are designed to accommodate an increase in student enrollment, ensuring that the introduction of the new program will not strain existing resources.

For the new Business Administration program, FGC plans to provide specialized equipment and software relevant to modern business education. This includes access to business simulation software, financial analysis tools, and database management systems. Additionally, computer labs will be equipped with the latest industry-standard accounting, marketing analytics, and project management software. The program will also have access to online resources and databases essential for business research and case study analyses. These resources are crucial for providing a practical, hands-on learning experience in business administration.

The proposed change is anticipated to have a minimal negative impact on the physical facilities and equipment used by existing programs and services at FGC. The addition of the Business Administration program has been planned to integrate seamlessly with the current resource allocation. Class schedules and room assignments will be managed to ensure that all programs have adequate access to necessary facilities. The utilization of existing computer labs and library resources will be scheduled to maintain equitable access for all students. The college's infrastructure, including its digital and physical resources, is

designed to be flexible and adaptable, ensuring that the introduction of new programs enhances the overall educational environment without detrimentally impacting existing services.

### LIBRARY AND MEDIA SPECIFIC TO PROGRAM

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

See Appendix A: Library Resources

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

Not Applicable (See Appendix A: Library Resources)

### 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**

Conferred AA or AS, Business Administration degree (60 credit hours) with a minimum 2.5 grade point average (GPA) on a 4.0 scale

Grade of "C" or better in all Gordon Rule general education courses and business prerequisite courses.

Completed ACG 2021, ACG 2071, CGS 1570, ECO 2013, ECO 2023, and MAC 2233. All students, including native associate degree graduates, are required to apply for baccalaureate level admission through a separate admission process in order to be considered for admission into an upper division program at FGC.

FGC students who follow the AA in Business Administration or General Business program pathways will have at most 1-2 credit hours in excess of 120 credits hours to complete the BS in Business Administration program. This is due to choice of science class (3 or 4 credits) in the AA and BS. Students can reduce this to exactly 120 credits by choosing 3-credit hour science classes.

FGC students who follow the AS in Business Administration program pathways will have at most 1-3 credit hours in excess of 120 credits hours to complete the BS in Business Administration program. This is due to choice of science classes (3 or 4 credits) in the AS and BS and the 4-credit hour MAC 2233 course.

Students can reduce this to one credit hour of excess of 120 credits by choosing 3-credit hour science classes.

The primary degree pathway for many baccalaureate programs is often defined by a preferred associate degree. Example: The primary pathway to the Baccalaureate of Science Degree in Nursing is an Associate in Science degree in Nursing. Students should possess the necessary requirements for admission to the upper division level of FGC for the program.

Fully complete and submit by the priority processing date:

FGC Application for Admission as a baccalaureate student;

Official transcript reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, or a signed and notarized home school affidavit attesting to the student’s successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES). If previously provided and deemed acceptable for re-admission, this does not need to be submitted again;

Official transcripts from a regionally accredited college or university indicating that the applicant has earned an Associate in Science (AS), Associate in Arts (AA), or higher degree with a GPA of 2.0 or higher, if the degree was not earned at FGC. Admission to some FGC baccalaureate programs requires specific degrees. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);

Registration and award of financial aid is contingent upon receipt and evaluation of official transcripts from all other institutions previously attended (with the exception of Florida Gateway College or Lake City Community College). Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);

Students should meet with an advisor regarding program admission requirements and deadlines specific to their baccalaureate program of intent.

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

25%

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

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
5:1	12:1	15:1

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).

N/A

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.

The proposal is most in line with CIP 52.0201 Track 1; however, STA 2023 will not be a prerequisite for admission into the program. STA 2023 will be required during the first semester of upper division work. Therefore, the prerequisites will be ACG 2021, ACG 2071, CGS 1570, ECO 2013, ECO 2023, and MAC 2233 as indicated in 13.1.

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 AA Degree	
<b>Term 1</b>	<b>Course Title</b>	<b>Credit Hours</b>
MAN 3025	Concepts of Management (pc)	3
ENT 3004	Principles of Entrepreneurship (pc)	3
MAN 4504	Operations Management (pc)	3
GEB 2214	Business Communication (elect)	3
MAN 2300	Introduction to Human Resources Management (elect)	3
	Total Term Credit Hours	15
<b>Term 2</b>	<b>Course Title</b>	<b>Credit Hours</b>
GEB 3123	Business Writing (pc)	3
FIN 3403	Business Finance (pc)	3
MAN 4301	Human Resources Management (pc)	3
BUL 2241	Business Law (elect)	3
MAR 2011	Principles of Marketing (elect)	3
	Total Term Credit Hours	15
<b>Term 3</b>	<b>Course Title</b>	<b>Credit Hours</b>
BUL 4310	Legal Environment of Business (pc)	3
GEB 3434	Ethical Issues for Business (pc)	3
MAR 3023	Marketing Management (pc)	3
ACG 4173	Managerial Financial Analysis (pc)	3
MAN 3240	Organizational Behavior (conc)	3
	Total Term Credit Hours	15
<b>Term 4</b>	<b>Course Title</b>	<b>Credit Hours</b>
MAN 3353	Managerial Theory (conc)	3
MAN 3583	Project Management (conc)	3
MAN 4120	Leadership and Group Dynamics (conc)	3
MAN 4162	Customer Relations for Managers (conc)	3
MAN 4720	Strategic Management (conc)	3
	Total Term Credit Hours	15
<b>Term 5</b>	<b>Course Title</b>	<b>Credit Hours</b>
	Total Term Credit Hours	0
<b>Term 6</b>	<b>Course Title</b>	<b>Credit Hours</b>
	Total Term Credit Hours	0
	<b>Program Total Credit Hours:</b>	<b>60</b>

Note: Florida public institution AA graduates enter the BS program with at least 36 credit hours of general education completed. The civic literacy requirement would also have been met in the AA program.

13.7.2	Program of Study for Students with AS/AAS Degree	
<b>Term 1</b>	<b>Course Title</b>	<b>Credit Hours</b>
MAN 3025	Concepts of Management (pc)	3
ENT 3004	Principles of Entrepreneurship (pc)	3
MAN 4504	Operations Management (pc)	3
STA 2023	Elementary Statistics (ge)	3
	Any Humanities General Education Course (ge)	3
	<b>Total Term Credit Hours</b>	<b>15</b>
<b>Term 2</b>	<b>Course Title</b>	<b>Credit Hours</b>
GEB 3123	Business Writing (pc)	3
FIN 3403	Business Finance (pc)	3
MAN 4301	Human Resources Management (pc)	3
SPC 2608	Public Speaking (ge)	3
	Any Science General Education Course (ge)	3
	<b>Total Term Credit Hours</b>	<b>15</b>
<b>Term 3</b>	<b>Course Title</b>	<b>Credit Hours</b>
BUL 4310	Legal Environment of Business (pc)	3
GEB 3434	Ethical Issues for Business (pc)	3
MAR 3023	Marketing Management (pc)	3
ACG 4173	Managerial Financial Analysis (pc)	3
MAN 3240	Organizational Behavior (conc)	3
	<b>Total Term Credit Hours</b>	<b>15</b>
<b>Term 4</b>	<b>Course Title</b>	<b>Credit Hours</b>
MAN 3353	Managerial Theory (conc)	3
MAN 3583	Project Management (conc)	3
MAN 4120	Leadership and Group Dynamics (conc)	3
MAN 4162	Customer Relations for Managers (conc)	3
MAN 4720	Strategic Management (conc)	3
	<b>Total Term Credit Hours</b>	<b>15</b>
<b>Term 5</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Total Term Credit Hours</b>	<b>0</b>
<b>Term 6</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Total Term Credit Hours</b>	<b>0</b>
	<b>Program Total Credit Hours:</b>	<b>60</b>

Note: FGC Business Administration AS graduates will enter the BS with at least 25 credit hours of general education completed assuming all necessary program prerequisites have been met. The civic literacy requirement would also have been met in the AS program.

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.

## PROGRAM TERMINATION

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

Florida Gateway College will make every effort to assist affected students, faculty and staff, so that they experience a minimal amount of disruption. If the college decides to discontinue the program, no additional students will be admitted into the program for the upcoming Fall semester. Currently, enrolled students will have two years to complete the requirements for graduation. All campus offices will be notified as soon as the college makes the decision to discontinue the program. All students enrolled in the program will be contacted individually and advised of the steps needed to complete the program at Florida Gateway College or at another accredited partner institution.

Every effort would be made to give students who have completed at least 50% of the program the opportunity to complete the program prior to its discontinuation. Students who have completed less than 50% of the program or are unable to complete the requirements for graduation within a two-year period, will be advised of similar Business Administration programs throughout the state. The Registrar, Admission and Advising Office and all other offices will work together to make the transition as easy as possible for all students.

## 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.

Appendix A: Library Resources

Appendix B: Letters of Support from Community and Business Leaders

Appendix C: Meeting Minutes (Educational Affairs Committee and Board of Trustees)

Appendix D: Student Survey Results

Appendix E: Substantive Change Notification for SACSCOC

Appendix F: Email from Florida Gateway College to the University of Florida

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.

N/A



# Appendix A: Library Resources

## Library and Learning Resources

FGC's Wilson Rivers Library and Media Center is a 37,000 square foot facility that opened in 2012. The facility provides electronic and wireless access to digital information, spaces for collaborative learning, an information commons, quiet areas for individual study, and space for art and cultural events.

The library staff consists of 2.5 Master of Library and Information Science (MLIS) professionals, two paraprofessional library technicians with numerous years of experience, an office assistant, and student workers who assist with circulation and public service. Library staff is available on site to assist students during regular operating hours. The Ask-a-Librarian virtual reference service is available 10am-midnight to accommodate traditional and distance learning students.

The Coordinator of Library Services (CLS) provides reference, library, and informational services to library users on campus or at distance learning sites. The CLS also coordinates library orientations for both traditional and distance learning students. FGC's online Library Skills Assessment offers instruction on the library's comprehensive services and educational opportunities. Library orientations can be customized to meet the needs of specific programs. Orientation is also provided in a traditional format in classrooms as requested by faculty.

The Coordinator of Library Resources (CLR) coordinates the use of complex, statewide, automated systems for library operations such as serials, circulation, reports and statistics, and technical services. Additionally, the CLR manages library resources, including serials, electronic resources, and the physical collections on campus or at distance learning sites.

The library owns more than 35,000 physical items and more than 150,000 ebooks, ensuring service both to on-campus students and distance learners. Library collections include a wide range of databases with access to thousands of full text journals, online reference books, newspapers, and statistical data through a formal agreement with the Florida Virtual Campus (FLVC) a service of the 40 institutions that make up the Florida College System (FCS) and State University System (SUS). FLVC reports database and text use for each college and university. The 40 FLVC institutions also share resources through Uborrow, allowing students to request books and journal articles from the vast libraries throughout the state.

The FGC Library has numerous resources dedicated to Business, with highlights listed below. These resources are shared through the Florida Virtual Campus Library Services. Within the databases are housed many full text journals. The majority are peer-reviewed, and are always labeled so.

Academic OneFile (Gale)	(Gale)	(NewsBank)
Academic Search Complete (EBSCO)	Business Source Complete (EBSCO)	General OneFile (Gale)
Access World News Research Collection (NewsBank)	Consumer Reports.org (EBSCO)	GreenFILE (EBSCO)
America's News (NewsBank)	CQ Researcher Plus Archive (CQ Press)	JSTOR
Business Collection (Gale)	Florida Newspapers	MasterFILE Premier (EBSCO)
Business Insights: Essentials		Oxford Reference Online
		Regional Business News (EBSCO)

Sage Skills (Student Success  
and Business Skills)  
Salem Online

Small Business Resource  
Center (Gale)  
Springer eJournal Collection

Statista (Statista, Inc.)

Any new physical resources bought by the Florida Gateway College Library can be shared with any SUS or FCS library through interlibrary loan. The same is true of resources owned by SUS and FCS Libraries. The library will budget \$5,000 for the first year to add ebooks, books, and journals to the collection. Another \$1,000 will be added to the budget for subsequent years to supplement and update the educational resources for the program.

# Appendix B: Letters of Support



# FIRST FEDERAL BANK

December 8, 2023

To Whom It May Concern,

I am pleased to fully support the proposed Bachelor of Science in Business Administration at Florida Gateway College. As an advocate for educational advancement I know this program will be a significant asset to our region.

Florida Gateway College's commitment to academic excellence is well-known, and a program of this caliber will directly address the local need for business professionals who are well-versed in modern business strategies and practices.

The prospect of our future business leaders gaining their education locally, with the potential for hands-on experience with our community's companies, is exciting. This program will benefit students, local businesses, and the broader community by developing a skilled and knowledgeable workforce.

I look forward to the opportunities for collaboration and growth that the Bachelor of Science in Business Administration will undoubtedly bring.

Warm regards,

Gigi Witt Register  
Senior Vice President/Capital Solutions Division President

To Whom It May Concern

I am writing to express my enthusiastic support for the proposed Bachelor of Science in Business Administration program at Florida Gateway College. As a business owner, employer, and a committed community member, I have witnessed the growing demand for well-educated business professionals with a solid academic foundation and practical skills to thrive in the dynamic business landscape.

The business sector in North Florida has shown remarkable growth over the past number of years. Yet, we need more local talent with the comprehensive business understanding that a dedicated bachelor's degree program can provide. Introducing a Bachelor's degree in Business Administration will bridge this gap and serve as a catalyst for innovation and economic development in our region.

The program's focus on core business principles, combined with advanced coursework in management, finance, marketing, and entrepreneurship, aligns with the needs of our local businesses. It will produce graduates ready to contribute meaningfully to our workforce, whether they join established companies, entrepreneurial ventures, or non-profit organizations.

I firmly believe that Florida Gateway College's reputation for academic excellence and its strategic location position it uniquely to offer this degree program successfully. The potential for partnerships with local businesses, including Express Employment Professionals, provides an excellent opportunity for students to engage with the business community, which can enhance their learning experience and employment prospects upon graduation.

I look forward to the positive impact that the Bachelor of Science in Business Administration will have on our community and the futures of the students who will benefit from it. Please feel free to contact me if I can provide further information or support for this important initiative.

Thank you for considering this proposal. I am eager to see how this program will shape the future of our community's economic landscape.

Sincerely,

Matthew S. Smith



**Chamber Builders:**

Anderson Columbia  
Co., Inc.

Carlisle Construction

Charles Perry  
Partners Inc.

City of Lake City

Columbia County

Core Civic

First Federal Bank

Florida Power and  
Light

Florida Gateway  
College

HAECO

HCA Florida  
Lake City Hospital

Lake City Hotels

Lettering.com

Meridian Behavioral  
Healthcare, Inc.

Millennium Bank

North Florida Mega  
Industrial Park

Nutrien

Odom, Moses &  
Company/  
Raymond James

SunStop Stores

VyStar Credit Union

July 13, 2023

To Whom It May Concern:

I am thrilled to express my utmost support for the proposed bachelor's in science Degree in Business Administration, which is currently being submitted to the Florida College System.

As a proud graduate of Florida Gateway College and a resident of Columbia County, I have witnessed firsthand the remarkable impact the college has had on many of my peers and our community. I firmly believe that the introduction of this proposed degree program will only further enhance these positive outcomes.

In recent years, our community has experienced significant growth and development. With this growth comes an increased demand for higher education and specialized knowledge in fields such as business administration. By offering a bachelor's degree in business administration, Florida Gateway College recognizes the evolving needs of our community and aims to meet those needs by providing accessible and relevant educational opportunities.

A bachelor's in science Degree in Business Administration will equip students with the necessary skills and knowledge to succeed in the dynamic business world. It will enable them to develop a strong foundation in essential business principles, including management, finance, marketing, and entrepreneurship. These skills are crucial for individuals seeking to enter or advance in the business sector, contribute to the local economy, and drive innovation and growth in our five-county service area.

In conclusion, I wholeheartedly endorse and support the initiatives undertaken by Florida Gateway College in their pursuit of a bachelor's in science Degree in Business Administration. I firmly believe that this program will play a crucial role in meeting the educational needs of our community, fostering economic growth, and empowering individuals to achieve their professional aspirations. By expanding educational opportunities and investing in the future of our community, Florida Gateway College is taking a commendable step towards ensuring a prosperous and vibrant future for all.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joey O'Hern".

Joey O'Hern, Executive Director  
Lake City – Columbia County Chamber of Commerce



June 28, 2023

To Whom it May Concern:

I am honored to express my enthusiastic support for the proposed Bachelor of Science Degree in Business Administration, which is currently under consideration by the Florida College System.

As a lifelong county resident, a local business owner for more the 25 years and the Executive Director of the Baker County Chamber of Commerce and the Baker County Economic Development Commission for the past 16 years, I have strong ties to the local business community and a unique understanding of the challenges that local businesses face.

The greatest of these challenges, without a doubt, is having a quality workforce available that will allow businesses to thrive and grow.

This is more important now than it has ever been for us. In recent months our efforts to attract new industry to Baker County have yielded commitments from 4 expanding companies that will make significant investments to build new facilities here. This will lead to more than 1000 new, high wage, jobs being created here over the next 5 to 7 years. These companies will provide many great opportunities for those that obtain this proposed Business Administration degree.

In conclusion, I wholeheartedly endorse the dedicated efforts of Florida Gateway College as they strive to create a specialized degree program tailored to fulfill the unique requirements of the community and support economic growth within the five-county service area.

If additional information is desired, please don't hesitate to contact me.

Sincerely,

Darryl Register  
Executive Director



## *Gilchrist County Economic Development*

209 SE 1<sup>st</sup> Street  
Trenton, FL 32693  
(352) 463-4638

[www.DiscoverGilchrist.com](http://www.DiscoverGilchrist.com)

July 6, 2023

Timothy Mimbs  
Associate Professor of Business Administration  
Business Administration Department  
Florida Gateway College

RE: Gilchrist County Letter of Support for the Proposed Bachelor of Science Degree in Business Administration

I am delighted to express my enthusiastic endorsement for the proposed Bachelor of Science Degree in Business Administration, currently being presented to the Florida College System. As an individual with significant professional experience and a deep connection to the community and the college, I am honored to provide this letter of support.

Throughout my career, I have actively contributed to the growth and development of various businesses, gaining valuable insights into workforce requirements. This firsthand knowledge has enabled me to witness the evolving demands of the business sector and recognize the critical need for well-rounded professionals in business administration.

Furthermore, my strong ties to the community and close association with the college have given me a comprehensive understanding of the region's educational landscape. I have witnessed firsthand the aspirations and ambitions of students pursuing higher education, particularly in business administration. The proposed Bachelor of Science Degree in Business Administration will catalyze their success, enabling them to acquire the necessary skills and knowledge to thrive in their careers.

Additionally, I have closely observed the economic development initiatives within the five-county service area. As industries continue to evolve and adapt to a rapidly changing global landscape, it is crucial to have educational programs that align with the workforce's demands. Introducing this degree program would address the community's immediate needs and contribute significantly to the region's long-term economic growth and prosperity.

In conclusion, I wholeheartedly support Florida Gateway College's endeavors to establish a degree pathway designed to meet the community's requirements and foster economic development in the five-county service area. The proposed Bachelor of Science Degree in Business Administration will play a pivotal role in shaping the future of aspiring professionals, empowering them to excel in the dynamic business world.

Looking forward to Florida Gateway College's newest program.

Sincerely,

*Donna Creamer*

Visit Gilchrist TDC Executive Director  
Discover Gilchrist Economic Director  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32693  
(352) 463-4638  
[dcreamer@gilchrist.fl.us](mailto:dcreamer@gilchrist.fl.us)



# Appendix C: Meeting Minutes

**MINUTES  
FLORIDA GATEWAY COLLEGE  
DISTRICT BOARD OF TRUSTEES**

**November 9th, 2023**

**5:00 pm, Regular Meeting  
Union County School Board Office**

- I. Call to Order**  
The regular meeting of the District Board of Trustees was called to order November 9, 2023 at 5:00 p.m. by Chairperson David Crawford.

All votes were unanimous unless stated otherwise.
- II. Pledge of Allegiance**  
Ms. Zamaria Granado led the board in the Pledge of Allegiance.
- III. Audience of Any Citizen**  
Mr. Stew Lilker Addressed the Board.
- IV. Approval of Minutes**  
**Ms. Kathryn McInnis made a motion to approve the October 12, 2023 Board meeting minutes. Dr. Jim Surrency seconded the motion and the motion carried unanimously on a voice vote.**
- V. Student Government Report**  
Ms. Zamaria Granado, SGA President updated Board members on recent events. SGA traveled to Tallahassee this week to attend a Florida College System SGA meeting. Recent events include a Billiards Tournament, Karaoke, Tie-Dye Day, a Coffee and Donut Day and two trivia days in November. Lastly, SGA will be hosting a canned food drive for Thanksgiving.

<b>VI.</b>	<b>Presentation of Consent Agenda</b>
	<ul style="list-style-type: none"><li>A. *Personnel Matters</li><li>B. *Routine Contracts and Agreements</li><li>C. *Surplus Property</li><li>D. *Approval of Program Changes</li><li>E. *Approval of New Courses</li><li>F. *Approval of New Programs</li><li>G. *Approval of Revised Policy 6Hx12:9-22, Student Scholarships</li></ul>
	<p><b>Mr. Lindsey Lander made a motion to approve the Consent Agenda consisting of items “A” through “G”. Mr. Chuck Brannon seconded the motion and the motion carried unanimously on a voice vote.</b></p>

**VII. Academic Affairs**

Dr. Paula Gavin, Vice President of Academic Affairs started her report by going over events taking place. We had two Brain Bowl meets in October, Second Chance Pell faculty and Staff hosted two Career Day's at Columbia Correctional Institution this week. Our STEM faculty will volunteer their time to provide extra tutoring during extended hours for Fall finals.

Dr. Gavin continued by noting, we extended an invitation to North Florida College's Nursing Program to use our simulation lab since their campus suffered severe damage during the hurricane. Our LPN and RN students who are expected to graduate in December participated in interview sessions where students could choose a real or mock interview. More than ten nursing students were offered a job on the spot.

Lastly, our NCLEX pass rates are continuing to rise. We had our CAPTE reconsideration on October 24<sup>th</sup> and we will inform Board members of that decision as soon as we know.

**VIII. Student Affairs and Public Information**

Mr. Anthony Cardenas, Vice President of Student Affairs and Public Information started his report by giving updates in our Athletic department. The FGC women's and men's cross-country teams are headed to the NJCAA national championships in Huntsville, Alabama. The women's team has achieved the number twelve ranking in the nation. He invited Board members to the men's basketball game tonight at 7:00 pm in the Howard Center.

He continued by saying we have completed the interview process for our new Transfer and Career Advisor position, an offer has been made. The advising office has had more than 735 students seeking guidance since October 30<sup>th</sup>. On November 2<sup>nd</sup> the FGC Dixie County location became a Pearson-approved testing site for the G.E.D. program.

**IX. Enrollment and Marketing**

Ms. Kacey Schrader, Dean of Enrollment and Marketing, reported on Spring registration. Registration started on October 30<sup>th</sup> and we are currently up 8% in headcount and up 8% in credit hours. Final numbers for the Fall semester, we are up 1.7% headcount and 5% in credit hours.

She continued by stating, we awarded in its entirety the Fall Open Door Grant in Financial Aid for eligible CTE programs and are currently taking applications for the Spring semester. Our Spring Dual Enrollment Articulation meeting is scheduled for November 16<sup>th</sup>. We also have One Stop Enrollment Day scheduled for November 30<sup>th</sup>.

Ms. Schrader ended her report by saying the Fall Commencement Ceremony is scheduled for December 14<sup>th</sup> at 6:30, with 145 students signed up to walk which is our biggest Fall commencement yet. FGC will be participating in the Lake City Christmas parade on December 9<sup>th</sup>, the theme is "Twas the night before Christmas".

**X. Business Services**

Ms. Michelle Holloway, Vice-President of Business Services requested Board consideration of the following items:

- A. \* Budget Amendment Number Four (4) Restricted Current Fund (Fund 2) Fiscal Year 2023-2024

**Ms. Kathryn McInnis made a motion to approve Budget Amendment Number Four (4) Restricted Current Fund (Fund 2) Fiscal Year 2023-2024. Ms. Suzanne Norris seconded the motion and the motion carried unanimously.**

- B. \* Budget Amendment Number Four (4) Capital Outlay Plan for Unexpected Plant Fund (7)  
Budget Fiscal year 2023-2024

**Mr. John Medina made a motion to approve Budget Amendment Number Four (4) Capital Outlay Plan for Unexpected Plant Fund (Fund 7) Budget Fiscal Year 2023-2024. Ms. Renae Allen seconded the motion and the motion carried unanimously.**

**XI. President's Report**

A. General Information

Dr. Barrett began his report by thanking the Superintendent of the Union County School Board for hosting us tonight. Mike Ripplinger, Union County School Superintendent thanked everyone for coming as well as the great working partnership with Florida Gateway College.

Dr. Barrett continued by saying last week several FGC staff members traveled to Tallahassee to meet with the Department of Corrections to work out some details with the Second Chance Pell Program. On December 12<sup>th</sup> at 10:00 am at Columbia Correctional Institution we will hold a graduation ceremony for this program with 60 graduates. The consultant for our Charter School was unable to make today's meeting for her presentation but will attend the next meeting on January 11, 2024.

President Barrett informed the Board he will be out of the office the first week of December for the SACS Trustee and Annual Conference in Orlando, where he will be reviewing about 44 colleges' accreditation. For the 2<sup>nd</sup> consecutive time FGC has been recognized by the Aspen Institute as one of the top 150 Community Colleges in the nation. FGC will now go on to compete for the top prize as being the number one Community College in the nation. We have 8 graduates from our Dixie County GED program and will be holding a ceremony in Dixie County in December.

Lastly, our Performing Arts Center has been closed for major renovations for several months but they are close to completion now. We are bringing back the FGC Entertainment Series. We have several events booked, "Let it Be" a Beatles cover group will be on March 9<sup>th</sup>, "Sean of the South" will be on April 6<sup>th</sup>, The Mascot Singer Dancer, will be on February 23<sup>rd</sup>.

Dr. Barrett introduced Danny Kail, architect for the Stem II Building. Mr. Kail gave a brief presentation of the proposed building. He provided blueprints for the building and land and reviewed them. This building is 20,000 square feet and will house the Anatomy and Physiology Program as well as the Nursing Program.

**XIII. Topics for Future Meetings**

**XIV. Inspect Warrant Register**

**XV. Set Time for the Next Meeting**

January 11, 2024

5:00 pm Regular Meeting

Location meeting: Florida Gateway College

Board Room Administration Bldg. 1

**The meeting adjourned at 5:46 pm**

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Mr. David Crawford, Chair

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Dr. Lawrence Barrett, Secretary

**AGENDA ITEM: VI.F.**

**Agenda Item F: Approval of New Programs**

The College requests Board approval to offer the following new programs, which have been approved by the FGC Educational Affairs Committee and are being proposed to increase the variety of program offerings and to meet the needs of the community. Effective Date of implementation: Fall 2024

**Business Administration B.S (BSBA):** The Bachelor of Science in Business Administration is a comprehensive program designed to equip students with the essential skills, knowledge, and competencies required to thrive in diverse and dynamic business environments. The BSBA program is for students who have already received an Associate in Science or an Associate in Arts degree and are interested in pursuing further education.

**ADVISORY COUNCIL MEETING MINUTES—APRIL 2023**

**Date:** 4/25/2023

**Time:** 11:00 am

**Location:** Building 1: Conference Room

**Attendees:**

Timothy Mimbs

Gigi Register

Cecelia Larramore

Lance Drawdy

Joseph Shadle

Matthew Smith

Troy Appling

**Introduction**

The meeting was called to order at 11:00 by Timothy Mimbs. The agenda was reviewed and approved.

Responsibilities of the Business Administration Advisory Council: Timothy Mimbs provided an overview of the responsibilities of the Business Administration Advisory Council, which include advising on curriculum development, industry trends, and program improvement.

**Current State of the Program**

- **A.S. Degree** Timothy Mimbs presented the current status of the A.S. Degree program, highlighting key achievements and challenges.
- **College Credit Certificates** Cecelia Larramore discussed the current status of College Credit Certificate programs, emphasizing their relevance in meeting student and industry needs.

#### **New College Credit Certificate**

- **Business Development and Entrepreneurship CCC** Troy Appling introduced the proposal for a new College Credit Certificate in Business Development and Entrepreneurship. The council discussed the curriculum, target audience, and potential benefits of this certificate.

#### **Revised College Credit Certificate**

- **Business Management CCC** Timothy Mimbs presented the proposed revisions to the Business Management College Credit Certificate. The council reviewed the changes and discussed their impact on program outcomes.

#### **New A.S. Degree**

- **Industrial Management Technology A.S.** Troy Appling introduced the proposal for a new A.S. Degree program in Industrial Management Technology. The council discussed the program's objectives, prerequisites, and potential career opportunities for graduates.

**New BS Degree in Business Administration** Timothy Mimbs introduced the proposal for a new Bachelor of Science (BS) Degree program in Business Administration. The council discussed the potential benefits of introducing this program, including meeting the demand for advanced education in the field of business administration, attracting a wider range of students, and enhancing the institution's reputation.

**Future Action Items** The floor was opened for discussion on future action items. Council members shared their thoughts and suggestions for program improvements, collaborations with local industries, and potential outreach activities.

Timothy Mimbs summarized the key points discussed during the meeting and outlined the action items moving forward:

1. Review and finalize the curriculum for the Business Development and Entrepreneurship CCC.
2. Incorporate feedback on the revised Business Management CCC and proceed with the revisions.
3. Continue to develop and refine the Industrial Management Technology A.S. program proposal.
4. Explore opportunities for industry partnerships and internships for program students.
5. Plan outreach activities to promote the programs within the community.
6. Further explore the feasibility of introducing the BS Degree in Business Administration, including curriculum development, accreditation, and resource allocation

## ADVISORY COUNCIL MEETING MINUTES—JUNE 2023

**Date:** 6/27/2023

**Time:** 2:00 pm

**Location:** Microsoft Teams

### Attendees:

Timothy Mimbs

Gigi Register

Cecelia Larramore

Lance Drawdy

Troy Appling

Matthew Smith

### 1. Introduction

- The meeting was called to order by Timothy Mimbs
- The purpose of the meeting, focusing on the Bachelor's in Business Administration program, was outlined.

### 2. Bachelor's in Business Administration

#### a. Process

- Timothy Mimbs discussed the enrollment and administrative process for the Bachelor's in Business Administration program.
- Key admission requirements and application timelines were highlighted by Troy Appling.

#### b. Participation

- The current student participation statistics in the program were presented.
- Discussed trends in enrollment and factors affecting student choices.

#### c. Courses

- Timothy Mimbs provided an overview of the core and elective courses offered in the program.
- Emphasized the importance of curriculum relevance to current business practices.

#### d. Concentrations

- The meeting discussed various concentration options available within the program.
- Members debated the potential of introducing new concentrations based on industry demands.

#### e. Future Actions

- Proposed future actions to enhance the program were discussed.
- Ideas included updating course content, increasing industry collaboration, and marketing strategies to attract more students.

### 3. Adjournment

- With no further business to discuss, Timothy Mimbs moved to adjourn the meeting.
- The motion was seconded by Lance Drawdy and the meeting was adjourned at 3:15 pm.

# Appendix D: Student Survey Results

**Florida Gateway College**  
**FGC Bachelor of Science in Business Administration Degree Interest Survey**

1 - What is your current degree pathway?					
Response Option	Weight	Frequency	Percent	Percent Responses	Means
Associate in Arts (AA Degree)	(1)	372	65.96%		<p>1.27</p>
Associate in Science (AS Degree) Business Administration	(2)	57	10.11%		
Associate in Science (AS Degree) Agribusiness	(3)	35	6.21%		
Other degree track	(0)	100	17.73%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
564/1514 (37.25%)	1.27	0.59			



# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

### 2 - What are your career goals after you complete your education?

**Response Rate** 458/1514 (30.25%)

- Im not sure yet
- Doctorate of Veterinary Medicine
- nursing
- Work
- to get more education and pursue an a business.
- To work as an RN in the ER
- To be a Funeral Directoe
- Hoping to manage a business
- Become a veterinarian to eventually open up my own clinic.
- Become an elementary educator
- Supply chain management
- I will then go on to teach more students in the world !
- Rn program
- Own my own consulting firm
- To go into women's health
- BS Library Science or Gen Ed
- Registered nursing
- Education
- As of now I don't know where my career goals are.
- Become a nurse
- Hospice Nurse
- Be a mlt
- Anthropology and archaeology research
- Maybe get a higher education then find a stable job
- Transfer to a university to study Business
- Work in nursing
- have a PHD in plant and animal genetics.
- Medical school
- Open a small business
- Wound/Ostomy Nurse
- My goal is to get a Bachelor's degree to become an Applied Behavior Analysis (ABA) therapy.
- Undecided
- Building my own company
- Continue onto a bachelors degree in marketing or business.
- Find a career specific to Agribusiness in the Dairy Industry
- Bachelor's Degree in Business Administration
- to become a PA
- To have a successful career.
- I plan only going into the medical field or some Lab work for researching
- Go into a bachelor's degree and keep on growing from there.
- To have my RN license
- Go after my bachelors
- Become a successful OBGYN
- no idea
- open a living facility
- I AM NOT SURE
- n/a
- Open a food truck
- None
- Doctor
- To get a job that allows me to travel.
- To get a job in a field I am specialized in
- Go to a university to study animal science with a specialty in the beef industry
- Start my own business
- RN
- unknown
- RN
- Either work in the police department with a K-9 unit or become at veterinarian assistant
- I will be going to get my RN license.

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- I will persue a career as an RN at UF Gainesville
- Find a job and move
- Academic Advisor
- Dermatologist
- Getting my bachelors in psychology. Then moving up to my masters after I get a good job.
- Work
- Maintain current career
- I substitute teach at the middle and high school part time so I am leaning towards education
- Either go to UF to earn a Bachelors in Civil Engineering, Sante Fe to learn a trade, or some other vocational school.
- my goals are first to get real world experience in the business world. My top goal is to have a business of my own.
- To get a job
- go work as a nurse
- Graduate as a RN, Pass the state test & go back to get my BSN
- Business
- To eventually own and run my own business
- Become a Golf Course Superintendent
- I plan to become an aerospace or civil engineer and work specifically for the Army Corps of Engineers.
- Bachelor's degree, position advancement within my current employer
- Get bachelor's and start career
- Career in Social work
- Nursing
- teacher
- Something in the psychology field.
- better job
- To become a Veterinarian
- I am going to pursue nursing
- Registered nurse at military high school that I graduated from
- Accounting management
- I wanna go to the nba
- Office management in a local, reputable, established business. City, County, or other government related jobs would be ideal.
- Obtain a PsyD in Psychology
- Contractor/Business Owner
- I want to become a teacher
- Transfer to University
- Working with the State of Florida
- To become a Teacher
- Medical field
- undecided
- To get a Bachelors degree in psychology
- transfer to university
- Bachelors Degree in Elementary Education
- To go to law school and become a lawyer.
- work as pre-k
- Teaching at an elementary school
- physician
- business management
- Do go on to a university or to start my own business.
- Registered Nurse
- Nursing
- I want to start my own business in pressure washing
- Invest and create businesses
- Park ranger
- Build my own business
- Registered Nurse
- entrepreneurship
- work as an elementary teacher
- My goals are to persue a Superintendent position, and hopefully later in life, a director's position while also pushing anyone starting this path on the right direction.
- Business Marketing
- Physical therapy
- Work in an office type job
- I plan to attend four year university online to earn my BA in Agribusiness Management or Soil Science with a minor in Agronomy

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- Golf Course Superintendent
- working as an RN
- Become an Registered Nurse
- to further my career in anyway wether that be continuing my education for a bigger degree or finding side classes to help my career path
- Own a successful business
- My goal is to find work I can do from home on-line to add quality back to my life somehow. My disabilities interfere with me getting a job.
- to do hair on the side while playing flag professionally
- Pharmacist
- To Find a full time job with good benefits for my kids
- start working as a nurse
- Going to nursing school
- Teaching ASL
- To get hired to an occupation with high job security and room for career advancement while also making average or above average annual income early on.
- Psychology/Mental Health
- Business Owner
- Registered Nurse
- I would like to finish my AA, and major in Elementary education.
- Promoting at my current place of employment at FDOT.
- nursing
- Get a master's in engineering.
- Transfer to a four year university to continue my athletics and academic career.
- mechanic/graphic design artist
- To continue in my current field of work but move forward within the same company.
- To work in the sports media field
- not sure
- Go to a University
- I want to work as a software architect or a freelance CAD professional.
- Furthering my career at my golf course.
- To accelerate
- to receive my RN and further my education in receiving a BSN
- Become a sales representative
- Sonography
- To go to another college to pursue a career in Art.
- Work in medical field
- Work as an intern while getting my bachelors degree to get experience for my electrical engineer pathway
- Veterinarian
- work as an RN
- I'm not entirely sure still
- Pursue a career with my degree in hopes to live a comfortable life.
- Education
- Business Admin
- psychology
- Pursue a career in law or public communications.
- Finding a job, getting a degree
- Cosmetology
- I do not know exactly, but i'm thinking about becoming a counselor.
- I plan to take classes to become an SLPA.
- to become an adminastior at Shands.
- Starting my own business
- Try to get a job that I like.
- My goal is to become an elementary school teacher.
- earn my aa
- To become a teacher and help kids
- enter nursing school
- I plan to be a physical therapist.
- gardening
- gunsmithing
- To be a vet
- Accounting
- Nursing degree
- Pursue bachelors degree

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- Archeology
- Registered Nurse
- Pursue a career that utilizes my current skills in my area of current area of employment
- After completing my AA, I plan to complete my Bachelor's in Business Administration and work in the business/finance field.
- To become a Kindergarten teacher.
- Paramedic
- To work on a real estate license, and to get a degree in aeronautical engineering furthering the degree to astronautical engineering.
- go to uf and start pursuing my bachelors in animal science.
- I plan to use my degree as a foundation to start the career of a cosmetologist and nail technician.
- I hope to be a biomedical engineer and work at a hospital or research facility.
- Undecided
- My career goal after completing my education is to become a golf course superintendent
- Become a Nurse.
- none
- work and pursue a career
- Veterinarian
- I don't know yet
- BBA Bachelor's Business Administration
- Marine Bio/Eco
- Physical Therapy
- Going to a 4-year university and eventually medical school
- To be a teacher.
- Hospice/Palliative care RN
- Hospitality
- Project Manager
- I would like to do the nursing program here at FGC. The Registered nursing course.
- to be a peds nurse practitioner
- Become a Nurse Practitioner
- Become an elementary school teacher.
- Art teaching and then starting my own shop like "Painting with a twist" (It is a very fun version of a painting class).
- construction management
- Elementary School Teaching
- I plan to work in the entertainment industry.
- Agriculture Teacher
- I would like to be in the NBA or do psychology
- to get a masters
- End of Life care for elderly RN
- Pursue a career in acting or history
- becoming a Mechanical and Aerospace Engineer
- Become a registered nurse, and possible APRN
- To become a comptroller or CPA.
- be a nurse practitioner
- grow my business
- i hope to become an RN and get my BSN and work in labor and delivery in the hospital
- My career goals after completing my education is to possibly become a phycologist or therapist.
- Find a job I enjoy
- to start my career as a nurse and travel as a nurse
- to further career
- To become a nurse.
- get a job in the business field
- career in mechanics or construction
- Work in the ER department
- phone technician
- nursing
- After I get my AA degree I want to get a Bachelor's degree in teaching.
- nursing
- nursing
- Nurse Practitioner with Advanced Hospice Certification allowing me to edge closer into opening a Hospice Unit.
- Be able to work in the sports medicine field.
- I would like to continue my education into a bachelor's degree in either Water Management, Forestry, or Horticulture.
- Work in a career field that peaks my interest.

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- Work for a veterinary clinic or run a vet clinic
- N/A
- to work as Doctor of Veterinary Medicine
- To gain some experience in the field and then become a travel physical therapist.
- Agribusiness, Vet tech, something related to those.
- Get into a Nursing Program, once completed go for a BSN.
- Work for family business
- To become a Nurse With my Msn
- undecided
- I want to have my own Restaurant
- Unsure
- pursue a nursing career
- Elementary education
- to earn my bachelor's degree or maybe go into vet tech
- become a teacher
- Become a locomotive engineer by first becoming a freight conductor.
- not sure yet
- I plan to transfer to Saint Leo University where I will obtain my teaching degree and become a kindergarten teacher.
- Nursing
- become a nurse
- Become a certified teacher
- I hope to work for NASA as either an aerospace engineer or some sort of scientist.
- I plan to find a job in early childhood education and figure out what else I want to do with my life.
- After completing my education my career goal is to be the best Registered Nurse in hospice and palliative care for people in the end stage of life.
- Becoming a equine nutritionist and therapist
- Go further to obtain Bachelor's in English
- Golf Course Superintendent
- idk
- Education
- Pharmacy
- To become either a character designer or an animator.
- I am looking into going to esthetician school
- To get a job as an elementary educator.
- Radiologist
- Obtain a BA degree in Business Administration. Become a Project Manager at my job
- Work in the medical field using tech such as x-rays, MRIs, and CT scans.
- To become an instructor in music at some level in education
- Get a steady job and pursue a career in some form of business.
- I plan to go into the plant science field.
- To become a Flight Nurse in the Healthcare Field.
- Merchant seamen/ business owner/ police officer
- To go to the Registered Nurse Program
- Travel Nursing
- working at UF of shands
- Go to UNF after this semester
- Nursing
- Physical Therapist
- Becoming a special education teacher and eventually an administrator
- become a anesthesiologist
- Get a job
- ER
- Completing my degree for my current job.
- Further my education and get a Bachelor's in Education to become a teacher
- Continue college to be an athletic trainer
- Get a job as a game developer and make my own games on the side.
- To get a job in the computer science industry as a programmer or a cyber security specialist.
- After transferring and graduating from UNF, My career Goals include musical performances (playing saxophone in a successful big band like "The Gordan Goodwin Jazz Band" or getting a contract under a record company like "Blue Note Records Recordings") or writing/arranging Wind Ensemble pieces and Jazz Charts.
- I want to teach physical training.
- Work in a zoological field, whether it be as a zookeeper, animal specialist, trainer, or tech I would be more than happy with any field that involves animal care.
- pharmacist

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- Going into the Nursing field to become a Travel Nurse or a Nurse Practitioner
- Unsure.
- work in a hospital
- Meteorology
- rn
- AA
- Massage Therapy school than continuing with my bachelors
- teaching
- To get a job as a PTA in sports medicine
- travel nurse
- To become a dermatologist
- not sure
- become a translator
- Human Resources Manager
- Teach
- To become an upper-level employee at a business.
- Planning on going to chosmotolgy school
- To be a registered nurse
- Zoologist
- I want to continue college and earn my Bachelor's degree.
- Great paying Career
- Praying I can open up my own daycare for animals
- To further my education.
- Physical therapy
- After I complete my education, my career goal is to become a Labor and Delivery Nurse.
- being a registered nurse
- Strive to become a Superintendent
- Civil Lawyer
- teacher
- to get a bachelor degree and a job
- I want to be a dentist.
- RN program
- To go into nursing and become an RN
- To get a job in my career field.
- Meteorology
- To be a teacher
- Therapist thats also specializes in art therapy
- radiology
- To own my family buisness
- I plan to go into the medical field.
- RN
- To get an intership through ULTA BEAUTY wearhouse where I have formerly worked and to get a position in the HR department.
- Get a job
- Medical field
- find a stable job
- To get a job in a veterinarian field
- find a job with my degree
- I am currently in school earning a degree to further my education.
- I am not sure yet
- ag teacher
- After my AA Degree I'm going to start working towards a bachelors in wildlife conservation. Then start working for the Dept. of Conservation.
- After getting my AA I will then decide what career path I would want to take.
- Be a Teacher
- Go to a university and get my bachelors
- open a farm to table restaurant
- physical therapy
- working in schools.
- I want to make lots of money and be a travel nurse , or school nurse
- Most likely going into the corporate business sector with a major international airline.
- Transfer to UF and start Dental School
- Start a job as a registered nurse

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- Get a job as Registered Nurse.
- To become a therapist and photographer
- To become an operations manager.
- to become a Dental hygienist
- Industrial manufacturing/ business,logistics management
- IT
- to become a mechanical engineer
- To teach then open my own daycare
- To get a good paying job
- Become a Veterinarian
- Run a Successful HVAC Business
- To be working as a social worker, and/or therapist for adolescence.
- Become a registered nurse
- RN to Bachelors in Nursing
- To get my Bachelor's Degree
- get a job
- Form a business
- Transfer
- To be an administrator.
- to get my prerequisites for pharmacy school
- I want to go on to start my own business
- Keep working hard.
- social work
- Business Administration
- To work as aa lawyer at a law firm!
- Currently, I do not have any career goals set for after I complete my education.
- Get my BSN in Nursing
- rn
- be a l&d nurse
- Medical Doctor
- Registered nurse
- I plan on working as a forensic psychologist.
- Being a Registered Nurse
- RN and Ultrasound Tech
- to get in the physical therapy assistant program and FGC.
- I want to be a nurse.
- I plan on going into the nursing industry
- I would like to continue my education in the nursing field.
- good paying job
- Law Enforcement
- I am not yet sure
- Continue my education and get my bachelor's degree
- Nursing and furthering a career in it is my goal.
- rn
- to become a RN
- I plan on going into nursing school
- Nurse
- own a business or run one
- Physical Therapy
- become a dentist
- get a job and make lots of money
- hopefully get a decent paying job
- To become a Physical Therapist Assistant.
- Nursing
- A business degree.
- To become a sports journalist.
- I am still unsure of what career I would like to pursue.
- Attend the University of Florida to get my degree in psychology
- not sure
- Get a job in Cybersecurity.
- to be a teacher

# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- Neuroscience
- Unsure
- Cardiothoracic Surgeon
- I plan to become an art teacher.
- Maybe a chiropractor, but i am not sure yet.
- i dont know
- meteorologist
- Getting my nursing degree
- Work for a law firm.
- to become a nicu nurse
- To be a traveling nurse for five years
- Nursing
- Human Resources Manager or Director
- Transferring to a medical program
- I plan on going to Sante Fe to start the Nuclear Med program.
- transfer to a university
- physical therapy
- yes
- Going into nursing school
- I plan to become an oral surgeon.
- Ministry
- Agriculture Education Teacher
- To open a business that specializes in wound care.
- To continue playing football or move back to basketball
- After I get I AA, I plan on getting my Bachelor's degree in Elementary Education. After getting my Bachelor's degree, I plan on getting a job at a local elementary school as a 3rd or 4th grade teacher.
- Register Nurse
- Probably to become a game show host.
- Not sure yet
- Become a Registered Nurse
- I'm not sure yet.
- I'm Not decided yet.
- become a macanical engeenir
- Work from home or have the ability to travel while working
- I hope to get a degree in cosmetology and one day run my own hair business.



Florida Gateway College  
 FGC Bachelor of Science in Business Administration Degree Interest Survey

3 - Do you plan to pursue a Bachelor's degree?						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Yes	(1)	383	67.91%		1.59	
No	(2)	29	5.14%			
Unsure at this time	(3)	152	26.95%			
				0 25 50 75 100	Question	
Response Rate	Mean	STD				
564/1514 (37.25%)	1.59	0.88				

4 - How important are the following factors to you when considering a Bachelor's degree?						
Reputation and accreditation of the institution						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Not Important At All	(1)	5	0.95%		4.32	
Slightly Unimportant	(2)	9	1.71%			
Neutral	(3)	88	16.76%			
Somewhat Important	(4)	135	25.71%			
Very Important	(5)	288	54.86%			
				0 25 50 75 100	Question	
Response Rate	Mean	STD				
525/1514 (34.68%)	4.32	0.88				

4 - How important are the following factors to you when considering a Bachelor's degree?						
Quality and expertise of the faculty						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Not Important At All	(1)	3	0.57%		4.52	
Slightly Unimportant	(2)	4	0.76%			
Neutral	(3)	60	11.45%			
Somewhat Important	(4)	106	20.23%			
Very Important	(5)	351	66.98%			
				0 25 50 75 100	Question	
Response Rate	Mean	STD				
524/1514 (34.61%)	4.52	0.77				

4 - How important are the following factors to you when considering a Bachelor's degree?						
Availability of scholarships and financial aid						
Response Option	Weight	Frequency	Percent	Percent Responses	Means	
Not Important At All	(1)	6	1.14%		4.56	
Slightly Unimportant	(2)	2	0.38%			
Neutral	(3)	61	11.62%			
Somewhat Important	(4)	80	15.24%			
Very Important	(5)	376	71.62%			
				0 25 50 75 100	Question	
Response Rate	Mean	STD				
525/1514 (34.68%)	4.56	0.80				

Florida Gateway College  
 FGC Bachelor of Science in Business Administration Degree Interest Survey

4 - How important are the following factors to you when considering a Bachelor's degree?					
Opportunities for hands-on learning and practical experience					
Response Option	Weight	Frequency	Percent	Percent Responses	Means
Not Important At All	(1)	9	1.71%		4.42
Slightly Unimportant	(2)	6	1.14%		
Neutral	(3)	69	13.09%		
Somewhat Important	(4)	114	21.63%		
Very Important	(5)	329	62.43%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
527/1514 (34.81%)	4.42	0.88			

4 - How important are the following factors to you when considering a Bachelor's degree?					
Flexibility of class schedules					
Response Option	Weight	Frequency	Percent	Percent Responses	Means
Not Important At All	(1)	3	0.57%		4.55
Slightly Unimportant	(2)	3	0.57%		
Neutral	(3)	54	10.25%		
Somewhat Important	(4)	107	20.30%		
Very Important	(5)	360	68.31%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
527/1514 (34.81%)	4.55	0.75			

4 - How important are the following factors to you when considering a Bachelor's degree?					
Networking and internship opportunities					
Response Option	Weight	Frequency	Percent	Percent Responses	Means
Not Important At All	(1)	6	1.15%		4.29
Slightly Unimportant	(2)	9	1.72%		
Neutral	(3)	103	19.73%		
Somewhat Important	(4)	116	22.22%		
Very Important	(5)	288	55.17%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
522/1514 (34.48%)	4.29	0.92			

4 - How important are the following factors to you when considering a Bachelor's degree?					
Career placement services and alumni network					
Response Option	Weight	Frequency	Percent	Percent Responses	Means
Not Important At All	(1)	8	1.53%		4.19
Slightly Unimportant	(2)	8	1.53%		
Neutral	(3)	124	23.71%		
Somewhat Important	(4)	122	23.33%		
Very Important	(5)	261	49.90%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
523/1514 (34.54%)	4.19	0.95			

**Florida Gateway College**  
**FGC Bachelor of Science in Business Administration Degree Interest Survey**

**5 - How likely are you to consider pursuing a Bachelor's Degree in Business if it is offered at FGC?**

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Very Unlikely	(1)	120	21.90%		<p>3.03</p>
Somewhat Unlikely	(2)	64	11.68%		
Neutral	(3)	158	28.83%		
Somewhat Likely	(4)	94	17.15%		
Very Likely	(5)	112	20.44%		
				0 25 50 75 100	Question
<b>Response Rate</b>	<b>Mean</b>	<b>STD</b>			
548/1514 (36.2%)	3.03	1.41			

**6 -**

Response Option	Weight	Frequency	Percent	Percent Responses	Means
General business knowledge	(1)	365	70.06%		
Specializations or concentrations within the field	(2)	266	51.06%		
Practical application of business concepts	(3)	284	54.51%		
Internship or work experience opportunities	(4)	314	60.27%		
Networking opportunities with professionals in the business industry	(5)	270	51.82%		
Potential for career advancement	(6)	339	65.07%		
				0 25 50 75 100	
<b>Response Rate</b>	521/1514 (34.41%)				

**7 - How likely are you to pursue further education (e.g., Master's degree, MBA) after completing a Bachelor's degree in Business?**

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Very Unlikely	(1)	90	16.82%		<p>3.17</p>
Somewhat Unlikely	(2)	61	11.40%		
Neutral	(3)	163	30.47%		
Somewhat Likely	(4)	109	20.37%		
Very Likely	(5)	112	20.93%		
				0 25 50 75 100	Question
<b>Response Rate</b>	<b>Mean</b>	<b>STD</b>			
535/1514 (35.34%)	3.17	1.34			

**Florida Gateway College**  
**FGC Bachelor of Science in Business Administration Degree Interest Survey**

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**8 - Please provide any additional feedback or suggestions regarding a Bachelor's degree in Business.**

<b>Response Rate</b>	58/1514 (3.83%)
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# Florida Gateway College

## FGC Bachelor of Science in Business Administration Degree Interest Survey

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- I'm unsure right now but I will look forward to this degree.
- Also a medical lab science degree or clinical/ mlt would be great to have instead of going to Santa fe
- It would be nice if the school were to offer a Bachelor's Degree in BA.
- I would Love to stay at FGC for 4 years.
- N/A
- Thank you
- I haven't thought about a degree in Business but I wouldn't mind taking a class that would introduce me to it or teach me I could possibility change career path
- no
- I don't want to switch colleges. I like FGC. I was told that FGC does not have a lot to become a psychiatrist
- I would attend FGC if a BA in Agribusiness was offered. As of now I have applied and been accepted to LSU.
- Associates in Arts is the degree I am going for at this time.
- None
- This is a great idea for a bachelor's degree to be offered at FGC.
- I wanted a business focused degree when I first signed up for classes. Would be a nice addition/opportunity.
- n/a
- I think this program would be a great addition to FGC, and a lot of students would find it useful.
- N/A
- N/A
- N/A
- Will this be a part of FGC or St Leo?
- NA
- It's not for me personally, but I would do it if there was mostly practical, hands-on learning.
- Is it available? I will be checking in with my counselor and am interested.
- I will not need one for my career path as, I want to get my Master's Degree in Nursing.
- N/A
- Business is not my thing. I will definitely not be pursuing a bachelor's degree in business
- Im not going for business.
- A Bachelor's degree in business isn't relevant to my career plans.
- I think it is a good idea.
- I am currently on my last semester for my AA, with my focus being in Business Administration. Perhaps a Bachelors of Arts Business Administration course would be beneficial, so more AA classes count towards a Bachelor's degree? (My advisor suggested an AA study plan when I started college, but I wish I would have done AS instead. Too many extra courses to switch over now)
- seems like a good program but intrested in another field
- N/A
- N/A
- would like to find the financial resources that would help an elderly student pursue their goals in obtaining a college degree.
- Business degree can be very broad because there are so many businesses, and new unheard inventions.
- na
- I'm not very interested in business unless it will help me in psychology.
- n/a
- Make it Happen
- N/A
- N/A
- I think the acquisition of materials needs to be a focus
- This is a class that has to be pushed in order to ensure all walks of life at fgc are aware of this upcoming opportunity.
- Just keep on trying.
- I think there should be a bachelors degree because it can give people more opportunities after their AA or any other degrees and would help people to not have to transfer to another university or college.
- I don't have anything.
- None
- N/A
- I feel this would be a good opportunity.
- Even though I am not pursuing a degree in that field, it woud be great to have more degree opportunities.
- It would be amazing to have this available at FGC
- I think this is a great idea, just not for me. I think other business majors would love this opportunity
- I believe that this could be a practical degree for any person to get. Getting this degree would allow many individuals to get better jobs and thus have higher quality of life.
- N/A
- n/a
- i don't have any
- For the Professor to also be somewhat flexible with the course would be wonderful
- pop up for survey very annoying

# Appendix E: Substantive Change Prospectus (SACSCOC)

# Substantive Change Cover Sheet

Submit to SACSCOC,  
Substantive Change, 1866  
Southern Lane, Decatur, GA  
30033. One copy only;  
electronic media preferred.  
Do not email submissions  
or send copies to staff.


**Note:**

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

## INSTITUTIONAL INFORMATION

INSTITUTION (NO ABBREVIATIONS PLEASE)	CITY + STATE/PROVINCE
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## SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input type="radio"/> No
2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction?	<input type="radio"/> Yes	<input type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input type="radio"/> No
If ANY are "Yes" the institution is on <b>SUBSTANTIVE CHANGE RESTRICTION</b> . Additional and/or different requirements may apply; consult policy.		

## SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY)	SUBMISSION DATE
SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)	INTENDED IMPLEMENTATION

### OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory*

1.	
2.	
3.	
4.	
5.	There are more than 5 sites in this submission → <input type="radio"/>

### PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

*Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.*

1.	
2.	
3.	
4.	
5.	There are more than 5 programs in submission → <input type="radio"/>

SUBMITTED	FOR OFFICE USE
I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.	
SUBMITTING LIAISON or CEO NAME	EMAIL ADDRESS

Revised 04/07/2023

[Check for current version](#)

# Common Content A

## 2. List of Programs Offered by the Institution

Degree / Program	FLDOE CIP	Federal CIP	Hours	Hr Type
Early Childhood Education, B.S.	1101312100	13.1210	120	S
Elementary Education, B.S.	1101312021	13.1202	120	S
Nursing, B.S.	1105138012	51.3801	121	S
Water Resources Management, B.A.S.	1100302052	03.0205	121	S
Associate in Arts	1192401010	92.4010	60	S
Agribusiness Management, A.S.	1101010100	01.0101	60	S
Environmental Science Technology, A.S.	1703010401	03.0104	64	S
Computer Information Technology, A.S.	1511010307	11.0103	60	S
Computer Programming and Analysis, A.S.	1511020101	11.0201	60	S
Digital Media And Design, A.S.	1611080103	11.0801	60	S
Cybersecurity, A.S.	1511100308	11.1003	60	S
Early Childhood Education, A.S.	1413121004	13.1210	60	S
Criminal Justice Technology, A.S.	1743010302	43.0103	60	S
Health Information Technology, A.S.	1351070700	51.0707	70	S
Physical Therapist Assistant, A.S.	1351080601	51.0806	74	S
Emergency Medical Services Technology, A.S.	1351090402	51.0904	73	S
LPN to RN Bridge: Traditional Full-Time, A.S.	1351380100	51.3801	72	S
LPN-RN Bridge Track: Fast-Track Part-Time, A.S.	1351380100	51.3801	72	S
Registered Nursing , A.S.	1351380100	51.3801	72	S
Business Administration, A.S.	1552020102	52.0201	60	S
Operations Management Technology, A.S.	1652020501	52.0205	60	S
Automotive Service Management Technology, A.A.S.	0615080300	15.0803	68	S
Advanced Certificate in Horticulture, C.C.C.	0101060505	01.0605	30	S
Horticulture, C.C.C.	0101060504	01.0605	18	S
Environmental Science Technician, C.C.C.	0703010407	03.0104	33	S
Water Quality Technician, C.C.C.	0703010404	03.0104	18	S
Video Production, C.C.C.	0609070210	09.0702	12	S
Animation, C.C.C.	0610010507	10.0105	15	S
Computer Office Specialist with Programming, C.C.C.	0511020103	11.0201	18	S
Computer Support Specialist with Programming, C.C.C.	0511020200	11.0202	33	S
Video Game Design, C.C.C.	0611080304	11.0803	24	S
Network Infrastructure, C.C.C.	0511100114	11.1001	21	S
Early Childhood Inclusion Specialization, C.C.C.	0413121000	13.1210	12	S
Automotive Service Technology, Basic, C.C.C.	0615080301	15.0803	24	S
Automotive Technology, C.C.C.	0615080302	15.0803	44	S
Child Care Center Management, C.C.C.	0419070906	19.0709	12	S
Child Development Early Intervention Specialization, C.C.C.	0419070904	19.0709	36	S
Infants and Toddlers Specialization, C.C.C.	0419070907	19.0709	12	S
Preschool Specialization, C.C.C.	0419070908	19.0709	12	S
Criminal Justice Technology Specialist, C.C.C.	0743010304	43.0103	24	S
Homeland Security Specialist, C.C.C.	0743010306	43.0103	9	S
Multimedia Design, C.C.C.	0650010208	50.0102	15	S
Emergency Medical Technician, C.C.C.	0351090415	51.0904	12	S



Paramedic, C.C.C.	0351090405	51.0904	42	S
Educator Preparation Institute, C.C.C.	5551399990	13.9999	24	S
Accounting Technology Operations, C.C.C.	0552030203	52.0302	18	S
Accounting Technology Specialist, C.C.C.	0552030204	52.0302	12	S
Accounting Technology Management, C.C.C.	0552030205	52.0302	27	S
Business Management, C.C.C.	0552070101	52.0701	24	S
Business Development & Entrepreneurship, C.C.C.	0552070306	52.0703	25	S
Medical Coder/Biller, A.T.D.	0351071400	51.0714	37	S
Cosmetology, O.C.	0612040102	12.0401	1200	C
Facial Specialty, O.C.	0612040806	12.0408	220	C
Nail Specialty, O.C.	0612041005	12.0410	180	C
Correctional Basic Recruit, O.C.	0743010200	43.0102	420	C
Law Enforcement to Corrections Basic Recruit, O.C.	0743010205	43.0102	198	C
CMS Law Enforcement - Basic Recruit, O.C.	0743010700	43.0107	770	C
Correctional Officer to Law Enforcement Basic Recruit, O.C.	0743010702	43.0107	518	C
Fire Science Apparatus Operator, O.C.	0743020302	43.0203	80	C
Firefighter Minimum Standards, O.C.	0743020304	43.0203	492	C
Firefighter/EMT Combined, O.C.	0743020313	43.0203	792	C
Commercial Heating and Air Conditioning Technology, O.C.	0615050110	15.0501	1350	C
Advanced Welding Technology, O.C.	0648050806	48.0508	750	C
Welding Technology, O.C.	0648050805	48.0508	1050	C
Commercial Vehicle Driving, O.C.	0649020500	49.0205	320	C
Phlebotomy, O.C.	0351100901	51.1009	165	C
Practical Nursing, O.C.	0351390101	51.3901	1350	C
Nursing Assistant (Articulated), O.C.	0351390203	51.3902	165	C

S=Semester Hours; C=Clock Hours

Updated 10/26/2023

### 3. Abstract

The proposed change involves the introduction of the Bachelor of Science in Business Administration program at Florida Gateway College (FGC). This degree program is designed to provide a cost-effective, accessible higher education opportunity for students in the FGC service area. The intended implementation date for this program is Fall 2024.

For the first semester of the program, we anticipate an enrollment of approximately 15 students. This number is expected to grow as the program gains recognition and as the demand for business education in the area increases.

The introduction of the B.S. in Business Administration program is an ongoing change, with plans to continually adapt and evolve the program to meet current and future educational and industry needs.

The primary target market for this program includes students who have completed an Associate in Science in Business or an Associate in Arts degree and are looking to further their education. This includes students within the FGC service district who are unable to relocate for a four-year business degree program due to the lack of any other institutions of higher education in the area.

Florida Gateway College is uniquely positioned to undertake this change due to its established presence in the region and its history of providing accessible education. The college has the infrastructure to support diverse instructional formats, a deep understanding of the local market, and existing

relationships with community and business leaders. The B.S. in Business Administration program aligns with the college's mission to provide educational opportunities that cater to the needs of the community. Furthermore, the program's curriculum is designed to build on the existing Business A.S. degree, offering a seamless transition for students seeking to advance their education. With the growing demand for business professionals in the region and the existing gap in the supply of qualified graduates, FGC is poised to become a key provider of business education, addressing both student aspirations and market needs effectively.

## 4. Need for Change Determination and Approval

The need for the Bachelor of Science in Business Administration program at Florida Gateway College (FGC) was determined through an extensive and multifaceted process involving data analysis, community engagement, and internal institutional deliberations.

This process began with analyzing data from the Florida Department of Economic Opportunity, which projected significant growth in various business-related occupations in the FGC service area over the next eight years. Additionally, FGC, located in a designated Rural Area of Critical Economic Concern, identified a local need for more workers with specialized training to support business growth.

The initiative gained momentum with a series of strategic meetings and consultations. Key milestones included:

- On February 2, 2016, FGC President Dr. Lawrence Barrett met with staff and administrators to discuss local business leaders' concerns about the lack of qualified applicants in business management. This led to the proposal of a new Business degree program.
- Meetings throughout 2016 with FGC's Vice President of Academic Affairs, Program Coordinators, and the Executive Council explored the feasibility of a Business degree, leading to the decision to pursue a Bachelor's program in Business Administration.
- Throughout 2017-2018, the proposal gained formal structure by submitting a Notice of Intent (NOI) to the Florida Department of Education and approvals from FGC's Educational Affairs Committee and Board of Trustees.
- Consultations with local economic development departments, business leaders, and advisory councils from 2016 to 2023 further underscored the program's relevance. These stakeholders highlighted the program's potential impact on local workforce development and economic growth, emphasizing the unmet demand for business graduates.
- Between August and September 2023, a survey was conducted among FGC students. This indicated strong interest in pursuing a bachelor's degree in business, with a significant percentage of students expressing a likelihood to continue their education in this field.
- On July 18, 2023, the Advisory Council met to finalize the potential classes for the program, ensuring alignment with local business needs.
- On September 5, 2023, the Educational Affairs Committee met and approved the B.S. in Business Administration program and curriculum.

- On November 9, 2023, the Board of Trustees met and approved the program for the B.S. in Business Administration.

The program underwent several revisions and pauses throughout this period, including a delay due to the COVID-19 pandemic. However, renewed efforts in 2023, led by Dr. Paula Gavin, Vice President of Academic Affairs, and key faculty members, reignited the development process, targeting a launch by Fall 2024.

This comprehensive community engagement process, data-driven analysis, and institutional review culminated in the approval of the B.S. in Business Administration program, reflecting FGC's commitment to addressing local workforce needs and supporting the region's economic development.

## 5. Consistency with Institution Mission and Goals

The introduction of the Bachelor of Science in Business Administration program at Florida Gateway College (FGC) aligns seamlessly with the college's mission and goals. This alignment is evident in several key areas:

**Enhancing Access to Higher Education:** FGC's mission includes providing accessible, high-quality educational opportunities. The new program expands these opportunities by offering an accessible, cost-effective option for obtaining a four-year degree in a vital field of study. This is particularly significant in FGC's service area, where many students may lack the means or inclination to relocate for higher education.

**Meeting Local and Regional Workforce Needs:** FGC aims to respond to and support the needs of its community and region. The development of the Business Administration program directly addresses the need for more business professionals in the area, as indicated by the local economic data and industry feedback. By tailoring this program to the evolving business landscape, FGC is actively contributing to its service area's economic development and prosperity.

**Promoting Lifelong Learning and Career Advancement:** FGC's commitment to lifelong learning and the professional development of its students is reflected in the new program. By providing a pathway for Associate degree holders to advance their education and for local employees to upskill for management roles, the program supports career advancement and personal growth, key aspects of lifelong learning.

**Engaging with the Community and Industry:** FGC values strong community and industry relationships. Developing the Business Administration program involved extensive consultations with local businesses, economic development councils, and advisory groups. This collaborative approach ensures that the program is relevant and beneficial to the local community and industries, fostering a mutually beneficial relationship between the college and its stakeholders.

**Expanding Educational Offerings:** One of FGC's goals is to broaden its educational programs to cater to diverse student needs and interests. The Business Administration program represents a significant expansion of FGC's offerings, particularly in a field with high demand and growth potential. It demonstrates the college's adaptability and commitment to evolving its educational portfolio in line with workforce trends and community needs.

## 6. Documentation of Faculty Involvement

Educational programs and curriculum are established by faculty members and academic administrators and approved by the Educational Affairs Committee (EAC). The EAC reviews and makes decisions on proposals regarding the college's curriculum quality and instructional policy. The committee is chaired by the Vice President of Academic Affairs. Membership consists of ten faculty members representing both academic and occupational programs, eight administrators from academic and student affairs, and two student representatives. The committee approved the development of the program on October 11, 2023.

## 7. Legal Authority for Change

Florida colleges have been granted authorization from the Legislature to offer bachelor's degrees to meet local and regional workforce need and demand (section 1007.33, F.S). The Notice of Intent was provided to the Florida Department of Education on September 8, 2023.

The Florida Gateway College Board of Trustees is composed of nine members appointed by the Governor per State Board of Education Administrative Rules for Community Colleges; 6A-14.024. Board members continue to serve until reappointed or new appointment is made. The members are representatives from each of the five counties in the FGC service area: two each from Baker and Gilchrist counties, three from Columbia county, and one each from Dixie and Union counties. The Board of Trustees approved the new program on November 9, 2023.

## 3. Curriculum for Program

The table below outlines the course requirements for two associate degree pathways: an Associate of Science (A.S.) in Business Administration and an Associate of Arts (A.A.). It details the required courses in various categories such as General Education, Other Electives, Lower-Level Business Coursework, and Upper Level Business Coursework. Each course is listed with its designated credit value and a column indicating whether the course was taken or planned to be taken during the associate's or bachelor's degree path, denoted by "A" for the associate's degree and "B" for the bachelor's degree. This is a structured progression through the curriculum, where specific foundational courses are completed first as part of an associate's degree, followed by more advanced courses as part of the bachelor's degree program. The table also includes prerequisites for upper-level courses, ensuring students complete the necessary foundational knowledge before advancing to more complex topics. The overall credit totals indicate that the student must complete 121 credits for the A.S. in Business Administration and 120 credits for the A.A., denoting a comprehensive academic program designed to provide an educational foundation in business administration.

		A.S. in Business Admin		A.A.	
Courses	PREREQ	Path	Credits	Path	Credits
<b>General Education:</b>					
ENC 1101 - English Composition (Comm Core)		A	3	A	3
2nd Communication Gen Ed				A	3
SPC 2608 - Public Speaking		B	3	A	3
PHI 2600 - Ethics				A	3
PHI 2010 - Intro to Philosophy (Humanities Core)		A	3		
Humanities Gen Ed		B	3	A (core)	3
MAC 1105 - College Algebra (Math Core)		A	3	A	3
MAC 2233 - Survey of Calculus	MAC 1105	A	4	A	4
STA 2023 - Elementary Statistics		B	3	A	3
AMH 2020 or POS 1041 (Civic Lit & Social Science Core)		A	3	A	3
ECO 2013 - Macroeconomics		A	3	A	3
ECO 2023 - Microeconomics		A	3	A	3
Gen Ed Science Core		A	3	A	3
Gen Ed Science		B	3	A	3
<b>Other Electives:</b>					
CGS 1570 - Computer Applications		A	3	A	3
Additional Elective Credits				A	11
<b>Lower-Level Business Coursework</b>					
BUL 2241 - Business Law I		A	3	B	3
GEB 1011 - Intro to Business		A	3		
GEB 2214 - Business Communication		A	3	B	3
GEB 2430 - Business Ethics		A	3		
GEB 1949 - Bus Internship OR GEB 2930 – Special Topics in Business & ENT 1940 – Entrepreneurship Internship		A	3		
ACG 2021 - Intro to Financial Accounting		A	3	A	3
ACG 2071 - Intro to Managerial Accounting		A	3	A	3
MAN 2021 - Principles of Management		A	3		
MAN 2300 - Intro to Human Resources Management		A	3	B	3
MAR 2011 - Principles of Marketing		A	3	B	3
SBM 2000 Small Business or MAN 2043 Quality Management		A	3		

<b>Upper-Level Business Coursework</b>					
ACG 4173 - Managerial Financial Analysis	FIN 3403	B	3	B	3
BUL 4310 - Legal Environment of Business	BUL 2241	B	3	B	3
ENT 3004- Principles of Entrepreneurship		B	3	B	3
FIN 3403 - Business Finance	MAC 2233	B	3	B	3
GEB 3213 - Business Writing	GEB 2214	B	3	B	3
GEB 3434 - Ethical Issues for Business Leaders	PHI 2600 or GEB 2430	B	3	B	3
MAN 3025 - Concept of Management		B	3	B	3
MAN 3240 - Organizational Behavior		B	3	B	3
MAN 3353 - Managerial Theory		B	3	B	3
MAN 3583 - Project Management		B	3	B	3
MAN 4120 - Leadership and Group Dynamics		B	3	B	3
MAN 4162 - Customer Relations for Managers	MAR 3023	B	3	B	3
MAN 4504 - Operations Management		B	3	B	3
MAN 4301 - Human Resources Management	MAN 3025 & MAN 2300	B	3	B	3
MAN 4720 - Strategic Management	MAN 3025, MAN 4301 & MAN 3240	B	3	B	3
MAR 3023 Marketing Management	MAR 2011	B	3	B	3
<b>Total</b>			<b>121</b>		<b>120</b>

A –Taken during associates degree
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B- Taken during bachelors degree
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## 4. Projected Schedule of Course Offerings

Semester 1	Semester 2	Semester 3	Semester 4
<u>MAN 3025 Concept of Management</u>	<u>GEB 3213 Business Writing</u>	<u>BUL 4310 Legal Environment of Business</u>	<u>MAN 3353 Managerial Theory</u>
<u>ENT 3004 Principles of Entrepreneurship</u>	<u>FIN 3403 Business Finance</u>	<u>GEB 3434 Ethical Issues for Business Leaders</u>	<u>MAN 3583 Project Management</u>
<u>MAN 4504 Operations Management</u>	<u>MAN 4301 Human Resources Management</u>	<u>MAR 3023 Marketing Management</u>	<u>MAN 4120 Leadership and Group Dynamics</u>
Lower-Level Elective AS Degree: Any Humanities Gen Ed AA Degree: GEB 2214	Lower-Level Elective AS Degree: SPC 2608 AA Degree: BUL 2241	<u>ACG 4173 Managerial Financial Analysis</u>	<u>MAN 4162 Customer Relations for Managers</u>
Lower-Level Elective AS Degree: STA 2023 AA Degree: MAN 2300	Lower-Level Elective AS Degree: Any Science Gen Ed AA Degree: MAR 2011	<u>MAN 3240 Organizational Behavior</u>	<u>MAN 4720 Strategic Management</u>

## 5 & 6. Program-Specific Goals (Objectives) and Specific Student Learning Outcomes and their Assessment

The program curriculum provides a comprehensive education in business administration. Students are exposed to critical areas such as accounting, finance, marketing, management, operations, and business ethics. They also gain valuable critical thinking, problem-solving, communication, and teamwork skills. This program merges theoretical knowledge with practical applications, preparing students to navigate the complexities of the business world effectively.

- Students will examine the fundamental business concepts, theories, and models across various functional areas, including marketing, finance, operations, human resources, and management.*

**Assessment Method:** Use of case studies and simulations where students apply theories and models in real-world scenarios. Grading rubrics will be used to evaluate the depth of understanding and application of concepts in marketing, finance, operations, human resources, and management.
- Students will correlate critical thinking and analytical skills to identify business challenges and opportunities, analyze complex business problems, and propose feasible and innovative solutions.*

**Assessment Method:** Assignments and projects requiring problem identification, analysis, and solution proposal. Students will be evaluated based on their ability to critically analyze information, identify critical issues, and propose innovative solutions, possibly accompanied by peer review for additional feedback.

3. *Students will effectively communicate business ideas, proposals, and analyses to diverse audiences through written, oral, and visual means.*

**Assessment Method:** Evaluation of written reports, oral presentations, and visual materials. This will include assessing clarity, conciseness, persuasion effectiveness, and appropriateness for the intended audience.

4. *Students will investigate leadership skills and the ability to collaborate effectively within diverse teams to achieve organizational goals.*

**Assessment Method:** Group projects with peer and instructor evaluations. Assessments will focus on leadership roles assumed, contribution to team objectives, ability to work effectively with diverse team members, and the quality of the project outcome.

5. *Students will explore the ability to innovate and think entrepreneurially in developing, planning, and implementing successful business strategies and projects.*

**Assessment Method:** Development and presentation of a business plan or strategy proposal. This will be evaluated based on criteria like creativity, feasibility, comprehensiveness of the implementation plan, and potential for impact. Feedback from industry professionals or entrepreneurs will be incorporated.

6. *Students will demonstrate preparedness for diverse careers in various business sectors and roles.*

**Assessment Method:** Projects and assignments with reflective components. Evaluation will be based on the practical application of skills in a real-world or simulated setting, the quality of the project or work performed, and reflective essays or presentations on career readiness.

## 7. Course Descriptions

Course	Title	Description
<b>ACG 4173</b>	Managerial Financial Analysis	This course addresses the use of accounting and finance information in a managerial setting to support decision making. Students will learn how to classify and analyze financial data included on various Financial Statements and analyze ethical and/or social responsibility issues that may arise from such statements. An emphasis will be placed on utilizing a variety of analysis tools, including time value of money concepts and cost- volume-profit tools, to develop and analyze strategic, operational, and capital budgets.
<b>BUL 4310</b>	Legal Environment of Business	This course is an introduction to the legal environment of business and organizations. Emphasizes public and regulatory law and on the social, political and ethical aspects of legal issues in business. Subjects include the nature of law and legal process; administrative law of contracts and torts; business and the constitution; statutory



		and common law; contracts and torts; business organizations and securities, antitrust, consumer protection and employment law.
<b>ENT 3004</b>	Principles of Entrepreneurship	This course is an introduction to the general theories, principles, concepts, and practices of entrepreneurship. Provides basic foundation in entrepreneurship, finance and accounting. Enables students to understand the role of entrepreneurship in society.
<b>FIN 3403</b>	Business Finance	This course examines the financial decision-making in the corporate form of enterprise. An analysis of the sources and uses of funds. Emphasis is placed on quantitative analysis of cash flows; working capital management; ration analysis; capital budgeting techniques; short- and long-term financing; capital structure and value of the firm; and costs of capital.
<b>GEB 3213</b>	Business Writing	This course is a study of the basics of business writing and introduces students to common formats, such as the memo, letter, and report. The course will stress techniques to improve writing skills and will teach students how to apply the American Psychological Association (APA) style in writing. Other topics covered include, but are not limited to, appropriate strategies for internal and external communication situations, audience analysis, and communication through technology.
<b>GEB 3434</b>	Ethical Issues for Business Leaders	This course uses a case study approach to focus on the significant ethical and legal issues facing today's business leaders. The theoretical and philosophical background will be presented along with current real-life examples of ethics in the workplace. Cases and readings will be used to develop both analysis and application skills in the following areas: corporate and personal decision-making, organizational culture and reputation, social responsibility and social reporting, customer relations, employee relations, financial reporting, technology, privacy/confidentiality, and communications.
<b>MAN 3025</b>	Concept of Management	This course is a study of the major functions of supervision and management including the functions of planning, staffing, directing and controlling. Emphasis is placed on learning how to communicate more effectively with employees and how to increase leadership effectiveness. Major topics include goal setting and attainment, organizational structure, decision- making, strategic planning, managing stress, and ethical behavior and ethical role modeling.
<b>MAN 3240</b>	Organizational Behavior	This course provides a study of individual and group behavior in organizations. Students develop skills and methods relating to effective organization management. Course content includes the importance of group motivation and group dynamics, conflict resolution, goal setting and rewards, effective job design, and factors related to work stress, power, and politics. Discussion also explores organizational change and development for managing a successful organization.

<b>MAN 3353</b>	Managerial Theory	This course is a study of basic concepts and theories of management. The functional roles and processes for planning, leading, organizing, and controlling are emphasized. Other topics covered include, but are not limited to, team development, leadership, strategic development, decision making, ethics, diversity, and globalization.
<b>MAN 3583</b>	Project Management	This course focuses on the essentials of effective project management-the activities in which individuals strive to achieve a specific objective through deliberate methodical planning using particular interrelated tasks and effective uses of various resources. Three phases of the project are studied: identification of the need or problem, development of the proposed solution, and implementation of the solution. Topics include, but not limited to, project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Emphasis will be placed on project oversight issues across the various business units and functions.
<b>MAN 4120</b>	Leadership Challenges and Supervision	This course focuses on the essential concepts and theories of leadership, offering insights into the roles and processes vital for effective planning, leadership, organization, and control in diverse professional environments. Students will engage in team development, leadership strategies, and strategic planning. The course emphasizes the importance of sound decision-making and ethical considerations in leadership roles.
<b>MAN 4162</b>	Customer Relations for Managers	This course focuses on relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed. Emphasis is placed on the manager's role in improving customer relationships by creating a customer-focused, organizational climate.
<b>MAN 4301</b>	Human Resources Management	This course is a study of all aspects of human resource management including recruitment, selection, retention, turnover, benefits and compensation, performance, training and development, policies, and procedures. The curriculum provides a study of employment law, labor relations, and employee relations.
<b>MAN 4504</b>	Operations Management	This course is a study of operational decision-making techniques to improve the processes and productivity in organizations. Topics will include, but are not limited to, quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines, critical path, and managing a project.
<b>MAN 4720</b>	Strategic Management	This course is designed to integrate prior business courses through study and discussion of real organizational situations, including ethical and global issues, the influence of the external environment, and the effect of demographic diversity on organizations.
<b>MAR 3023</b>	Marketing Management	This course examines the function of marketing in our economic system; role of the consumer in marketing decisions; the decisions marketing managers must make to provide goods and services priced, promoted and distributed to meet organizational objectives in changing environments

## 8. Admissions and Graduation Requirements

### Admission Requirements

- Conferred Associate Degree (60 credit hours) with a minimum 2.5 grade point average (GPA) on a 4.0 scale
- Grade of “C” or better in all Gordon Rule general education courses and business prerequisite courses.
- Completed ACG 2021, ACG 2071, CGS 1570, ECO 2013, ECO 2023, and MAC 2233.

### Graduation Requirements

- Successfully complete all courses required for the program with a “C” or better.
- Fulfill the foreign language requirement by completing two credits of the same foreign language in high school or completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course.
- Complete at least one core course from each of the general education subject areas of communication, humanities, mathematics, natural sciences, and social sciences. General Education core course options are identified in Rule 6A-14.0303, and in the college catalog.
- 25% of all upper division (3000/4000 level) courses must be completed at FGC.

## 9 & 10. Planned Methods and Location of Delivery

### Planned Methods of Delivery:

Face-to-face and distance instruction

### Planned Location:

FGC Main Campus

## 11. Compliance with Standard 10.7: Policy for Awarding Credit

Per Florida State Rule 6A-14.030 and FGC Board Policy 6Hx12:04-17, college credit is awarded to courses that are part of a program leading to a baccalaureate, associate degree, college credit certificate, or Applied Technology Diploma. One college credit is equivalent to fifteen 50-minute periods of classroom instruction and two hours out-of-class time to complete required coursework. Internships, clinical experiences, and other courses which involve significant amounts of non-classroom learning are awarded credit based on the proportion of direct instruction in the course.

- Lower division college credit. Lower division college credit is assigned to college credit courses offered to freshmen and sophomores (1000 and 2000 level courses).
- Upper division college credit. Upper division college credit is assigned to college credit courses offered to juniors and seniors (3000 and 4000 level courses).

These state policies guide the awarding of credit in all certificate and degree programs at FGC. All courses in the B.S. in Business Administration program will be awarded credit based on these criteria.

## 12. Administrative Oversight

The Bachelor of Science in Business Administration program will be managed by several key personnel to maintain high standards of program quality:

The Business Administration Coordinator is tasked with developing course and program curricula, ensuring they meet all relevant state standards for business education. The Coordinator is also responsible for managing the assessment of courses and the program and implementing improvements in collaboration with full-time and adjunct faculty as needed. The Coordinator reports directly to the Chair of Business Programs.

The Chair of Business Programs oversees the faculty within the program and provides support and administrative management for scheduling and activities, including assessment, updates to courses and curriculum, budgeting and resource allocation, and compliance measures. The Chair reports directly to the Dean of Academic Affairs.

The Dean of Academic Affairs and Baccalaureate Liaison ensures that the program adheres to the requirements set by accrediting bodies and state regulations. The Dean is also responsible for the budgetary planning of each academic division and supervises the hiring process for both full-time and part-time faculty members. The Dean reports directly to the Vice President of Academic Affairs.

The Vice President of Academic Affairs has overarching responsibility for the academic programs, ensuring they align with the standards of quality set by the College, state, and accrediting agencies. The Vice President is the final authority in resolving complaints beyond the resolution capacity of the Coordinator, Chair, or Dean and reports to the President of the College.

## 13. Compressed Time Frames

This program will not utilize any compressed time frames.

# Common Content B

## 1. Faculty Roster Forms

### Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: Florida Gateway College

Name of Primary Department, Academic Program, or Discipline: Business

Academic Term(s) Included: Fall 2024

Date Form Completed: 12/01/2023

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK</b> Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	<b>OTHER QUALIFICATIONS &amp; COMMENTS</b> Related to Courses Taught
Larramore, Cecelia (F)	<b>ACG 4173:</b> Managerial Financial Analysis 3cr (UT) <b>ENT 3004:</b> Principles of Entrepreneurship 3cr (UT) <b>FIN 3403:</b> Business Finance 3cr (UT) <b>GEB 3213:</b> Business Writing 3cr (UT) <b>GEB 3434:</b> Ethical Issues for Business Leaders 3cr (UT) <b>MAN 3025:</b> Concept of Management 3cr (UT) <b>MAN 3240:</b> Organizational Behavior 3cr (UT) <b>MAN 3353:</b> Managerial Theory 3cr (UT) <b>MAN 3583:</b> Project Management 3cr (UT) <b>MAN 4120:</b> Leadership and Group Dynamics 3cr (UT) <b>MAN 4162:</b> Customer Relations for Managers 3cr (UT) <b>MAN 4504:</b> Operations Management 3cr (UT) <b>MAN 4301:</b> Human Resources Management 3cr (UT) <b>MAN 4720:</b> Strategic Management 3cr (UT) <b>MAR 3023:</b> Marketing Management 3cr (UT)	<b>Master of Business Administration</b> (Saint Leo University, 2013) Major: Accounting  <b>Bachelor of Science</b> (Saint Leo University, 1998) Major: Business Administration Specialization: Management	Ms. Larramore owned a successful floral business, from its origination, in the Lake City area for over 22 years.  Before that she was an area supervisor for 14 convenience store locations.  She has also completed all coursework and is ABD in pursuit of a D.B.A.

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> <b>Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G) [Dual]</b> Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK Relevant to Courses Taught, Including Institution &amp; Major</b> <b>List specific graduate coursework, if needed</b>	<b>OTHER QUALIFICATIONS &amp; COMMENTS Related to Courses Taught</b>
Mimbs, Timothy (F)	<b>ENT 3004:</b> Principles of Entrepreneurship 3cr (UT) <b>FIN 3403:</b> Business Finance 3cr (UT) <b>GEB 3213:</b> Business Writing 3cr (UT) <b>GEB 3434:</b> Ethical Issues for Business Leaders 3cr (UT) <b>MAN 3025:</b> Concept of Management 3cr (UT) <b>MAN 3240:</b> Organizational Behavior 3cr (UT) <b>MAN 3353:</b> Managerial Theory 3cr (UT) <b>MAN 3583:</b> Project Management 3cr (UT) <b>MAN 4120:</b> Leadership and Group Dynamics 3cr (UT) <b>MAN 4162:</b> Customer Relations for Managers 3cr (UT) <b>MAN 4504:</b> Operations Management 3cr (UT) <b>MAN 4301:</b> Human Resources Management 3cr (UT) <b>MAN 4720:</b> Strategic Management 3cr (UT) <b>MAR 3023:</b> Marketing Management 3cr (UT)	<b>Master of Business Administration</b> (Saint Leo University, 2014) Major: Human Resource Management  <b>Bachelor of Arts</b> (Saint Leo University, 2006) Major: Criminal Justice	Pursuing Ph.D. in Business Administration; currently has 30 cr hours completed
Shadle, Joseph (F)	<b>FIN 3403:</b> Business Finance 3cr (UT)	<b>Master of Arts</b> (University of Buffalo, 2007) Major: Economics  <b>Bachelor of Science</b> (Gannon University, 2006) Major: Finance	

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> <b>Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G) [Dual]</b> Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK Relevant to Courses Taught, Including Institution &amp; Major</b> <b>List specific graduate coursework, if needed</b>	<b>OTHER QUALIFICATIONS &amp; COMMENTS Related to Courses Taught</b>
To-Be-Hired #1	<b>ACG 4173:</b> Managerial Financial Analysis 3cr (UT) <b>ENT 3004:</b> Principles of Entrepreneurship 3cr (UT) <b>FIN 3403:</b> Business Finance 3cr (UT) <b>GEB 3213:</b> Business Writing 3cr (UT) <b>GEB 3434:</b> Ethical Issues for Business Leaders 3cr (UT) <b>MAN 3025:</b> Concept of Management 3cr (UT) <b>MAN 3240:</b> Organizational Behavior 3cr (UT) <b>MAN 3353:</b> Managerial Theory 3cr (UT) <b>MAN 3583:</b> Project Management 3cr (UT) <b>MAN 4120:</b> Leadership and Group Dynamics 3cr (UT) <b>MAN 4162:</b> Customer Relations for Managers 3cr (UT) <b>MAN 4504:</b> Operations Management 3cr (UT) <b>MAN 4301:</b> Human Resources Management 3cr (UT) <b>MAN 4720:</b> Strategic Management 3cr (UT) <b>MAR 3023:</b> Marketing Management 3cr (UT)	Terminal Degree (Doctorate in Business Administration, Accounting, and/or Organizational Management)	
Esteves, Kristi (P)	<b>GEB 3213:</b> Business Writing 3cr (UT) <b>GEB 3434:</b> Ethical Issues for Business Leaders 3cr (UT)	<b>Master of Business Administration</b> (University of Arizona Global Campus, 2015) Major: Business Administration Specialization: Project Management  <b>Bachelor of Arts</b> (University of Arizona Global Campus, 2013) Major: Business Administration	

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> <b>Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G) [Dual]</b> Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK Relevant to Courses Taught, Including Institution &amp; Major</b> <b>List specific graduate coursework, if needed</b>	<b>OTHER QUALIFICATIONS &amp; COMMENTS Related to Courses Taught</b>
Patete, Anthony (P)	<b>BUL 4310:</b> Legal Environment of Business 3cr (UT) <b>ENT 3004:</b> Principles of Entrepreneurship 3cr (UT) <b>GEB 3213:</b> Business Writing 3cr (UT) <b>GEB 3434:</b> Ethical Issues for Business Leaders 3cr (UT)	<b>Juris Doctor</b> (Whittier College, 1986) Major: Law  <b>Master of Business Administration</b> (Everglades University, 2008) Major: Business Administration  <b>Bachelor of Arts</b> (Temple University, 1983) Major: Political Science	

## 4 & 5. Faculty Qualifications and Adequacy

Florida Gateway College intends to recruit an additional full-time instructor with suitable qualifications to aid in developing course content and learning experiences for the Business Administration program. This instructor must hold a doctoral degree in business administration or a related field. The candidate must possess at least 18 graduate semester hours in business-related studies if the doctoral degree is in a related area. Additionally, the instructor should have at least one year of practical experience in a business-related role. The anticipated average student enrollment for the initial year of the program is 15 students. Based on this estimate, one full-time instructor is expected to suffice. Should the enrollment significantly surpass these projections, the College will recruit additional faculty as necessary. In the program's inaugural year, five upper-level courses (levels 3000 and 4000) will be offered each semester. A significant emphasis will be placed on the quality of instruction, with at least four of these courses (80%) being led by full-time instructors. As the program progresses into its second year, the course offerings will expand to include six courses per semester, with 66% of these courses taught by full-time instructors. As the program progresses beyond its initial two years, it will dynamically adjust to the evolving student enrollment patterns. This ongoing adaptation will include a strategic assessment to uphold a high academic standard. The goal is to ensure full-time instructors consistently teach at least 60% of the courses.



# Common Content C

## Library and Learning/Information Resources

FGC's Wilson Rivers Library and Media Center is a 37,000 square foot facility that opened in 2012. The facility provides electronic and wireless access to digital information, spaces for collaborative learning, an information commons, quiet areas for individual study, and space for art and cultural events.

The library staff consists of 2.5 Master of Library and Information Science (MLIS) professionals, two paraprofessional library technicians with numerous years of experience, an office assistant, and student workers who assist with circulation and public service. Library staff is available on site to assist students during regular operating hours. The Ask-a-Librarian virtual reference service is available 10am-midnight to accommodate traditional and distance learning students.

The Coordinator of Library Services (CLS) provides reference, library, and informational services to library users on campus or at distance learning sites. The CLS also coordinates library orientations for both traditional and distance learning students. FGC's online Library Skills Assessment offers instruction on the library's comprehensive services and educational opportunities. Library orientations can be customized to meet the needs of specific programs. Orientation is also provided in a traditional format in classrooms as requested by faculty.

The Coordinator of Library Resources (CLR) coordinates the use of complex, statewide, automated systems for library operations such as serials, circulation, reports and statistics, and technical services. Additionally, the CLR manages library resources, including serials, electronic resources, and the physical collections on campus or at distance learning sites.

The library owns more than 35,000 physical items and more than 150,000 ebooks, ensuring service both to on-campus students and distance learners. Library collections include a wide range of databases with access to thousands of full text journals, online reference books, newspapers, and statistical data through a formal agreement with the Florida Virtual Campus (FLVC) a service of the 40 institutions that make up the Florida College System (FCS) and State University System (SUS). FLVC reports database and text use for each college and university. The 40 FLVC institutions also share resources through U BORROW, allowing students to request books and journal articles from the vast libraries throughout the state.

The FGC Library has numerous resources dedicated to Business. These resources are shared through the Florida Virtual Campus Library Services. Within the databases are housed many full text journals. The majority are peer-reviewed and are always labeled so.

Any new physical resources bought by Florida Gateway College can be shared with any SUS or FCS library through interlibrary loan. The same is true of resources owned by SUS and FCS Libraries. A list of proposed resources for the B.S. of Business program are listed below. The library will budget \$1,000 for the first year to add ebooks, books, and journals to the collection. Another \$1,000 will be added to the budget for subsequent years to supplement and update the educational resources for the program.

## Student Support Services

### **Student Success Center**

The Student Success Center offers a broad spectrum of academic and student support services. The Student Success Center houses six full-time and one part-time staff that provide academic assistance for students, as well as a place to do homework and study for class. The Center has over 50 computers with internet access for student use. Students may access the College's Media Library from the Center, which has instructor-created videos on various courses and topics. The Student Success Center employs peer (College Reading and Learning Association, Level II trained) and faculty tutors for many academic courses, at no cost to the student. There is also 24/7 tutoring support through Tutor.com, which is particularly helpful for distance education students who cannot meet in person with a tutor.

### **Academic Advising**

The Academic Advising Office at Florida Gateway College helps students with their transition to college, assists with defining educational and career goals, monitors academic progress, offers transfer assistance, and coordinates the delivery of the College's New Student Orientation programs and videos. The New Student Orientation is designed to facilitate a smooth transition to successful college matriculation, including descriptions of campus resources and support systems (addressed in greater detail later in this section). Academic Advisors expand on Orientation content through face-to-face guidance regarding College policies and procedures, planning education and career goals, monitoring academic requirements and degree progress, accessing needed supportive services, and navigating the transfer process.

The College provides several methods for students to meet with their Advisor. Students may meet with an advisor in person at the Academic Advising Office or may schedule an appointment to speak with their advisor over the phone. Students may also email questions to their Advisor, provided that they use their College email account. This flexibility ensures that all students, regardless of location and schedule, can work with an Academic Advisor to plan their educational experience. The Academic Advising Office is important for student success and the nurturing of individual development.

Florida Gateway College's Dual Enrollment program has its own Academic Advisors, specifically for high school students. Dual Enrollment students can also access advising through monthly Group Advising sessions. These sessions are comprised of an open forum with Advisors addressing the structure of degree programs, followed by individual sessions that help students understand how to complete an Associate degree and then transfer these credits into a four-year program, if desired. Advising staff assist with scheduling classes, grade appeals, financial aid appeals, and faculty communication.

The College's New Student Orientation is offered online, making it easily accessible for all students regardless of location and schedule. The Orientation is uploaded like a course to each new student's Canvas account and Orientation modules can be reviewed at their convenience. There is a quiz at the end of the modules to assess learning and understanding of the material. Students are required to pass the quiz with a 100% and must repeat the process as many times as necessary to demonstrate mastery.

## **Accessibility Services**

The Accessibility Services Office at Florida Gateway College is committed to assisting students with disabilities in receiving services which provide an accessible and inclusive educational environment for the purpose of promoting independence and self-advocacy as a means to reaching one's full potential while ensuring compliance with all state and federal ADA laws and guidelines.

The Accessibility Services Office brochure highlights many services offered to students who qualify for accommodation and support. Students who report disabilities may receive academic adjustments, modifications, and/or auxiliary aids and services needed to ensure an accessible and inclusive learning environment. Florida State Board of Education Rule 6A-10.041 authorizes reasonable course substitutions for any person who has a hearing impairment, visual impairment, or a specific learning disorder. In determining whether to grant a substitution, documentation to substantiate that the disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study, entry to upper division, or graduation shall be provided. In determining whether to grant a substitution, a college may consider pertinent educational records.

All Florida Gateway College students can also access the services offered by the Accessibility Services Office by phone and email. During the intake appointment, the coordinator and student will discuss and determine the necessary academic modifications, adjustments, and/or auxiliary aids and services that will be needed to ensure academic access for the student.

Academic adjustments refer to changes in the academic environment and academic exams for students with disabilities. For example, alternative testing, scribes for exams, personal assistants, service animals, priority seating if necessary, or adaptive software or devices. Aids and services refer to effective means of communication for students with disabilities. For example, note-takers, adaptive technology, ASL interpreters, or alternate format textbooks. Academic modifications refer to changes in academic requirements (e.g., course substitutions and waivers) for students with disabilities. Accommodation for online classes may vary due to the delivery of the course material. For example, a note-taker would not be an appropriate accommodation for an online course but extra time for an exam would be appropriate.

## **Financial Aid**

Florida Gateway College's Financial Aid Office provides services to support the financial needs of students. The student handbook reflects the ability of the Financial Aid Office to provide financial assistance by offering different types of aid available to the student population. These include Federal grants and loans (depending on the Free Application for Federal Student Aid (FAFSA) determination); scholarships (offered through the Foundation for Florida Gateway College, based on the competitive online scholarship application); and private loans (from banks, facilitated by the College and negotiated through students and/or parents online application). In addition, the Financial Aid Office offers options for students who may lose their financial aid eligibility, such as tuition payment plans.

The Financial Aid Office helps students find scholarships and grants and guides them as they complete their Free Application for Federal Student Aid (FAFSA) to demonstrate eligibility. The College has various academic, athletic, and activity-related scholarships for students, as outlined in Board Policy 6Hx12:9-22. Florida State Statute 1001.64 allows a District Board of Trustees in the Florida College System to offer financial assistance to students. Thus, the Florida Gateway College District Board of Trustees offers targeted scholarships to increase access to quality higher education programs. In addition, the Financial Aid Office promotes financial literacy educational events. Financial Aid staff visit district high schools monthly in order to provide information and

assistance to students seeking scholarships and other funds to pay for college.

Students can also access the Financial Aid Office by email or phone, supporting remote access for all students, including those enrolled in distance education. Additionally, all documents and forms are available on the Financial Aid Office's website.

### **Recruitment and Communication**

The staff of Florida Gateway College's Office of Recruitment and Communication actively recruits potential students through community events, festivals, and regular high school visits. They offer campus tours for prospective students and host on-campus activities to feature programs and opportunities. One example is the Florida Gateway College Experience Day. Experience Days occur each academic year in the spring semester and provide high school students from the College's five county service area an opportunity to visit the main campus to learn about programs and classes and to meet some faculty and staff members. The Office of Recruitment and Communication assists prospective students with the admissions process and reviews their admission requirements. Personnel also provide information on programs and services to residents of surrounding communities, reaching out to as many people as possible regarding the benefits of higher education. In addition, the office runs the College Call Center, which has centralized all recruitment and student phone calls, to allow the trained specialists the ability to assist potential and current students as much as possible without transferring the students to various offices around campus.

### **Career Services Center**

The College also has a Career Services Center dedicated to providing the student body with career assistance and placement, including prospective and former students. The Career Services Center has a full-time employee that helps students with career exploration and job searches. The mission statement of the Career Services Center clearly expresses the desire to assist students with career readiness. The Career Center also assists students with resume development, interview assistance, and job placement. This enables Florida Gateway College students and recent graduates to find potential program-related jobs and careers.

Online students can contact the Director of the Career Services Center by phone or email to ask questions and gather information. Additionally, all students and alumni have access to Career Coach, a software that provides current pay expectations, job availability in the district and region where the college is located, and specific job opportunities in the area. Job search documents uploaded to the website, such as resumes, are reviewed by the Director of the Career Services Center, who provides feedback and guidance. Career exploration resources are also available online for all Florida Gateway College students.

### **Testing Services**

Florida Gateway College's Test Center provides testing services on the main campus to both Florida Gateway College students and others within the community. Exams are normally delivered electronically and are closely monitored using security cameras with one or more test administrators or proctors present. Testing is also offered on paper. Tests offered by the Center include Challenge Exam, CLEP, NFSI, FBAT, HESI, ParaPro, PERT, TABE, TEAS and Upward Mobility. Additionally, Florida Civic Literacy Exams (FCLE) are offered in the test center. All testing is by appointment only. The Test Center provides a comfortable, positive, and professional testing environment which accommodates the testing needs of the campus and the community. Test takers are required to provide valid government issued photo identification prior to taking any exams to maintain record security. The Center follows the rules and guidelines as outlined by the National College Testing Association and the Americans with Disabilities Act. These testing

services enhance the community by offering testing to diverse groups of people, including Dual Enrollment students and first-time-in-college students; the testing available to these groups of students is explained in the Florida Gateway College catalog. The Test Center adheres to all state and federal regulations to offer Florida Gateway College students and others proper testing services that fit their academic and personal needs.

The Test Center provides a survey to students who have used the Center to evaluate the services provided.

### **Technology Help Desk**

The Office of Public Safety bears responsibility for campus wide security and all safety measures. Security is provided by Columbia County Sheriff's Office Deputies 24 hours a day, seven days a week. Sherriff's Deputies assist students in a variety of ways, including battery jumper service, CPR, First Aid, safety escorts, crime prevention and training, and lost and found services.

Students and staff are made aware of safety strategies through training. Deputies have conducted building assessments with faculty and staff to review safety measures and assist in preparation for future campus emergencies. Campus notifications of emergency situations can be broadcast through the telephone system and speakers located in each building, as well as text messages and email alerts. Each classroom has a phone that connects directly to Sheriff Deputies. The College utilizes a campus-wide video monitoring system using cameras placed around exterior areas of the campus, including parking lots and areas of high student activity.

## **Physical Resources**

The physical facilities at Florida Gateway College (FGC) are well-equipped to support the introduction of the Bachelor of Science in Business Administration program. The college boasts modern classrooms with the necessary technology for effective learning, such as smartboards, projectors, and high-speed internet access. The dedicated Business Program building at FGC includes two classrooms and a computer lab that can facilitate business-related software training and research activities. The library and resource center provide ample space and resources for students to engage in independent study and research, which is essential for a business administration program. Additionally, FGC's facilities are designed to accommodate an increase in student enrollment, ensuring that the introduction of the new program will not strain existing resources.

For the new Business Administration program, FGC plans to provide specialized equipment and software relevant to modern business education. This includes access to business simulation software, financial analysis tools, and database management systems. Additionally, computer labs will be equipped with the latest industry-standard accounting, marketing analytics, and project management software. The program will also have access to online resources and databases essential for business research and case study analyses. These resources are crucial for providing a practical, hands-on learning experience in business administration.

The proposed change is anticipated to have a minimal negative impact on the physical facilities and equipment used by existing programs and services at FGC. The addition of the Business Administration program has been planned to integrate seamlessly with the current resource allocation. Class schedules and room assignments will be managed to ensure that all programs have adequate access to necessary facilities. The utilization of existing computer labs and library resources will be scheduled to maintain

equitable access for all students. The college's infrastructure, including its digital and physical resources, is designed to be flexible and adaptable, ensuring that the introduction of new programs enhances the overall educational environment without detrimentally impacting existing services.

## Financial Resources

To initiate and sustain the new Bachelor of Science in Business Administration program, Florida Gateway College has prepared a detailed financial plan outlining both projected expenses and anticipated revenue sources. The first-year expenditures include instructional costs, with one full-time faculty member at an expense of \$82,533.18 and 0.8 part-time faculty at \$9,500.00, totaling the faculty salary and benefits. Operating expenses for the year are moderate, including \$2,000.00 for travel and \$1,000.00 allocated collectively for student and other support services. The capital outlay for the first year includes \$1,000.00 for other equipment, \$1,000.00 for library resources, and \$4,000.00 for renovations, addressing the potential infrastructural needs for the new program.

The projected expenses for the program's inaugural year are estimated at \$101,033.18. This figure comprises \$97,033.18 in recurring costs, mainly salaries and routine operational expenses, and \$4,000.00 in nonrecurring expenses, such as initial equipment purchases and facility upgrades.

On the revenue side, FGC anticipates generating a significant portion of the program's funding from tuition and fees, with \$24,783.30 expected from resident student tuition, \$13,217.76 from nonresident student fees, and \$9,688.68 from other student fees. Additionally, the program will receive \$53,343.44 from the Florida College System Program Funds. Notably, the plan does not rely on external funding sources such as special state nonrecurring sources, contributions, grants, or federal funds.

This financial planning ensures that the total available funds of \$101,033.18 match the projected expenses, making the program financially self-sustaining. This balanced approach underlines FGC's commitment to launching and maintaining the Business Administration program effectively, ensuring it is equipped to meet its educational objectives without over-reliance on external financial support.

If needed resources cannot be obtained after students have already enrolled in the program, the College will develop a teach-out plan according to SACSCOC policy. The teach-out plan will provide opportunities for students to complete their degree at FGC or a partner institution.

**Florida Gateway College  
Business Administration program**

Projected program expenditures	Year 1
<b>INSTRUCTIONAL</b>	
1 Faculty Full-Time FTE	1
2 Faculty Part-Time FTE	0.8
1 Faculty Full-Time Salaries/Benefits	\$ 82,533.18
2 Faculty Part-Time Salaries/Benefits	\$ 9,500.00
3 Faculty Support: Lab Assistants	\$ -
<b>OPERATING EXPENSES</b>	
1 Academic Administration	\$ -
2 Materials/Supplies	
3 Travel	\$ 2,000.00
4 Communication/Technology	\$ -
5 Library Support	\$ -
6 Student Services Support	\$ 500.00
7 Professional Services	\$ -
8 Accreditation	\$ -
9 Support Services	\$ 500.00
<b>CAPITAL OUTLAY</b>	
1 Library Resources	\$ 1,000.00
2 Information Technology Equipment	\$ -
3 Other Equipment	\$ 1,000.00
4 Facilities/Renovation	\$ 4,000.00
<b>TOTAL PROJECTED PROGRAM EXPENSES</b>	<u><u>\$ 101,033.18</u></u>
<b>II. NATURE OF EXPENDITURES</b>	
1 Recurring	\$ 97,033.18
2 Nonrecurring	\$ 4,000.00
<b>TOTAL</b>	<u><u>\$ 101,033.18</u></u>
<b>III. SOURCES OF FUNDS</b>	
<b>A. REVENUE</b>	
1 Special State Nonrecurring	\$ -
2 Upper Level - Resident Student Tuition Only	\$ 24,783.30
Upper Level - Nonresident Student Fees Only	\$ 13,217.76
Upper Level - Other Student Fees	\$ 9,688.68
3 Contributions or Matching Grants	\$ -
4 Other Grants or Revenues	\$ -
5 Florida College System Program Funds	\$ 53,343.44
6 Unrestricted Fund Balance	\$ -
7 Interest Earnings	\$ -
8 Auxiliary Services	\$ -
9 Federal Funds - Other	\$ -
<b>B. CARRY FORWARD</b>	\$ -
<b>TOTAL FUNDS AVAILABLE</b>	<u><u>\$ 101,033.18</u></u>
<b>TOTAL UNEXPENDED FUNDS (CARRY FORWARD)</b>	\$ -

# Common Content D

## Institutional Assessment Processes

Program evaluation and assessment is integrated into the institutional effectiveness process. The institutional effectiveness process ensures the college achieves its mission and goals through strategic planning, research, evaluation, and the use of information and data to guide decisions and actions.

The College uses Xitracs to document institutional effectiveness. Xitracs is a comprehensive platform that integrates the functions of strategic planning and assessment. All functions are integrated with one another to provide a solid framework for a cyclical process of institutional effectiveness.

The B.S. in Business Administration program will be represented as an individual academic unit in Xitracs. Within Xitracs, program personnel can develop operational and student assessment objectives that align with the College's strategic plan. All program learning outcomes (PLOs) will be assessed on an annual basis, with an assessment plan submitted by the program coordinator to the Department of Institutional Effectiveness (IE) in the fall and a comprehensive assessment report submitted by the program coordinator to IE at the end of the academic year. A summary of this report will be shared with the program's Chair, the Dean of Academic Affairs, and the Vice President of Academic Affairs.

All programs at FGC undergo a comprehensive program review every three years. Program reviews integrate program strategic planning, budgeting, and assessment information to help program personnel identify areas for program improvement. The B.S. in Business Administration program will be incorporated into this review cycle. Program review results will be shared with the program's Chair, the Dean of Academic Affairs, and the Vice President of Academic Affairs.



# Appendix F: Email from FGC to UF

**From:** Lawrence Barrett

**Sent:** Wednesday, February 28, 2024 10:05 AM

**To:** [jangle@ufl.edu](mailto:jangle@ufl.edu)

**Subject:** proposed Bachelors in Business at Florida Gateway College

Provost Angle,

Congratulations on your appointment at the Provost at the University of Florida! I am the President of Florida Gateway College a small (5,000 student population) State College in Florida located 42 miles from Gainesville. We recently submitted a Bachelors Degree Proposal for a Bachelors Degree program in Business for adult learners who are from our service area. The proposal was received by the Department of Education and one of their feedback responses was to notify the University of Florida of our proposal. I am reaching out to you to see if the University has any issues with us offering this program.

Thank you for your assistance in this matter.

Dr. Lawrence Barrett