



To: Dr. Janet Smith
President, HLSCC

From: Mrs. Marva Wheatley-Dawson
Dean of Arts, Science and General Studies (Ag.)

Date: June 26, 2017
Subject: Program Length Final Updates

HLSCC is striving to become more competitive with the acceptance of credits when students transfer to universities. Because of this initiative, the College hopes to retain more students if they could graduate sooner, save money and enhance their social welfare.

The process included a series of intense exercises. Departments benchmarked their lengthy programs to those of similar community colleges and recommended reductions to more comparable lengths. Discussions regarding the need for changes were spearheaded by the Deans in faculty meetings where departments including the heads of departments (HODs) presented their findings in the presence of the Vice President of Academic affairs. The outcome of those discussions was marked by presentations made in a special meeting of the Curriculum Committee for further review and to substantiate the changes. Revised programs were presented to Cabinet and to the College's Board for final approval. During the advising process with students, advisers offered students an opportunity to upgrade their program of study to the revised programs and such changes were documented on the student's records.

The desired outcome is recommended program lengths designed to ensure compliance with accreditation requirements, but also program lengths that would improve completion rates and reduce the need for students to repeat courses completed at HLSCC when they transfer. A total of 13 associate programmes were reduced and one error was corrected. Certificate of Achievement programmes were adjusted to add English and Technical Mathematics. Five Certificate awards are below 20 credit hours and these will be addressed later.

While each program will be assessed for student learning outcomes over a 3-year period, a planned review of each program by department was scheduled to measure the effectiveness of the programs and their viability.

Department	# of programmes	Remarks
Business & Computer Studies	4	Accounting, Finance, Small Business, and Food and Beverage Management
Science and Mathematics	1	Three programmes were condensed into one with tracks that students can choose from for effectiveness, (Biology, Chemistry, Mathematics). Programmes were also moved from General Studies.
Culinary Arts	1	Courses were merged where overlaps were eminent
Humanities, Languages and Communications	3	Three areas of study that were listed as General Studies are now individual Programmes (History, Humanities and English)
	1	Catalog error will be corrected
General Studies – Education	1	
Workforce Technical	2	Additionally, seven AS degrees were also moved from General Studies to stand alone programmes. Certificate programmes saw the addition of English and mathematics courses
Disaster Management	1	

The table below shows where the number of credits for programmes were reduced or increased in yellow highlights.

RECOMMENDATIONS FOR ASSOCIATE DEGREE PROGRAMME

AWARDS, PROGRAMME LENGTHS & PROGRAMME LENGTH RECOMMENDATIONS REVISED June 26, 2017

PROGRAMMES OFFERED

Suggested Award and Programme Length

PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	SUGGESTED DEGREE / CERTIFICATE AWARD	PRIMARY PURPOSE	CURRENT CREDITs TO COMPLETION	Revised Length	APPROXIMATE TIME TO COMPLETION – based on suggested credits¹
Accounting	Associate of Science	Associate of Arts	Workplace ready	82	60	2 years
Automotive Engineering Technology	Associate of Science	Associate of Applied Science	Workplace ready	68-69	65	2 - 2 ½ years
Automotive Engineering Technology (Service)	Certificate of Achievement	No change	Workplace ready	16	24	1-1½ years
Business Administration	Associate of Science	Associate of Arts	Transfer	63-64	No change	2 years
Business Administration	Certificate of Achievement	No change	Workplace ready	21	No change	1 year
Computer Studies	Associate of Science	Associate of Applied Science	Workplace ready	64-67	No change	2 – 2 ½ years
Computer Studies - Microcomputer	Certificate of Achievement	No change	Workplace ready		18	1 year
Construction Technology	Associate of Science	Associate of Applied Science	Workplace ready	64-66	66	2 – 2 ½ years
Construction Technology	Certificate of Achievement	No change	Workplace ready	15	21	1-1½ years
Culinary Arts	Associate of Applied Science	No change	Workplace ready	63-64/97	67	2 years
Culinary-Baking and Pastry **	Certificate of Achievement	No change	Workplace ready		23	1 year
Culinary-Professional Cooking **	Certificate of Achievement	No change	Workplace ready		23	1-1½ years
Disaster Management	Certificate of Achievement	No change	Workplace ready	24	No change	1-1½ years
Disaster Management	Associate of Science	Associate of Applied Science	Workplace ready	71-72	65	2 - 2 ½ years

¹ The time to degree completion is based on the assumptions that the student will enroll and will remain enrolled for each consecutive semester; will register for 12-15 credits each semester, and will maintain satisfactory academic standing until all the required classes for the degree have been completed. .

PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	SUGGESTED DEGREE / CERTIFICATE AWARD	PRIMARY PURPOSE	CURRENT CREDITs TO COMPLETION	Revised Length	APPROXIMATE TIME TO COMPLETION – based on suggested credits¹
Education - General	Associates of Arts	No change	Transfer	64-65	62	2 years
Electronic Engineering Technology	Associate of Science	No change	Transfer	60-63	66	2 years
Electronic Engineering Technology	Certificate of Achievement	No change	Workplace ready	15-16	22	1 - 1½ years
Engineering/ Architectural Drawing	Associate of Science	Associate of Applied Science	Workplace ready / Transfer	68-69	64-65	2 - 2 ½ years
Engineering/ Architectural Drawing	Certificate of Achievement	No change	Workplace ready	15	21	1 year
English	Associate of Science	Associate of Arts	Transfer	68-70	63	2 years
Finance	Associate of Science	Associate of Applied Science	Workplace ready	79	66-67	2- 2 ½ years
Food and Beverage Management	Associate of Science	Associate of Applied Science	Workplace ready	49-50	67	2 - 2 ½ years
Foreign Language **	Certificate of Achievement	No change	Workplace ready		15	1 year
General Science (Biology, Chemistry, Math)	Associate of Science	No change	Transfer	70	62	2 years
History	Associate in Arts	No change	Transfer		60	2 years
Hotel Management	Associate in Science	Associate in Applied Science	Workplace ready	67 - 68	No change	2 - 2 ½ years
Human Services	Associate of Science	Associate of Arts	Transfer	65-66	60	2 years
Human Services	Certificate of Achievement	No change	Workplace ready	15		1 year
Humanities	Associate of Arts	No change	Transfer	66-67	60	2 years
Land Surveying	Associate in Applied Science	No change	Workplace ready	64		2 years

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Land Surveying	Certificate of Achievement	No change	Transfer	19	22	1-1½ years
Marine Management And Safety **	Certificate of Achievement	No change	Workplace ready		21	1 – 1 ½ years
Marine Management and Safety – Licensing	Certificate of Achievement	No change	Workplace ready	21	No change	1 – 1 ½ years
Marine Studies	Certificate of Achievement	No change	Workplace ready	21	No change	1 year
Marine Technology – Boat Building, Repairs and Maintenance	Certificate of Achievement	No change	Workplace ready	18	21	1 year
Mathematics	Associate of Science	No change	Transfer	60	No change	2 years
Mechanical Engineering Technology	Associate of Science	No change	Transfer	62-63	No change	2 – 2 ½ years
Mechanical Engineering Technology	Certificate of Achievement	No change	Workplace ready	21	No change	1 – 1½ years
Office Assistance	Certificate of Achievement	No change	Workforce ready	18	No change	1 year
Performing Arts (Dance, Drama, Music) **	Associate of Science	No change	Transfer		60-62	2 years
Pre-Health Careers **	Certificate of Achievement	No change	Transfer		32	1 year
Small Business and Entrepreneurship	Associate of Applied Science	No change	Workplace ready	79	66 - 67	2 - 2 ½ years
Supervisory Management	Certificate of Achievement	No change	Workplace ready	21	No change	1 year

PROGRAMME / CONCENTRATION	DEGREE /CERTIFICATION	<i>SUGGESTED DEGREE / CERTIFICATE AWARD</i>	PRIMARY PURPOSE	CURRENT CREDITS TO COMPLETION	Revised Length	APPROXIMATE TIME TO COMPLETION – <i>based on suggested credits¹</i>
Teacher Education	Associate of Arts	Associate of Science	Workplace ready	86-87	² 60	2 years
Virgin Islands Studies **	Certificate of Achievement	No change	Workplace ready		18	1 year

** Newly proposed programs

² Recommend that courses that are linked directly to preparation for regional examinations be separated, at least for students wishing to transfer. Alternately, students wishing to transfer should be enrolled in a programme designed for that purpose.

