

**BOARD OF TRUSTEES  
McHENRY COUNTY COLLEGE DISTRICT #528**

Thursday, November 21, 2024  
Regular Board of Trustees Meeting  
6:00pm



MCC Board Room, A217  
8900 U.S. Highway 14  
Crystal Lake, IL 60012

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, October 24, 2024
7. OPEN FOR RECOGNITION OF VISITORS  
*Three (3) minutes per person or less.*
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Mr. Matt Hamater
  - C. Staff Council Report: Mr. David Behrens
  - D. Student Trustee Report: Ms. Adonia Fulk
  - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. Executive Summary, Board Report #24-162
    2. Treasurer's Report, Board Report #24-163
    3. Ratification for Accounts Payable October Check Register, Board Report #24-164
  - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. Concourse Syllabus Management Software, Board Report #24-165
    2. Cascade Content Management System License, Board Report #24-166
    3. New AAS and Certificate Programs, Board Report #24-167
    4. Foglia CATI HAAS CNC Cobot PKG-10KG, Board Report #24-168
    5. MCC 2025 Calendar of Events with Alcohol Service, Board Report #24-169
    6. Minimum Qualifications for Full-Time Faculty, Board Report #24-170
    7. Determination of Seniority for Full-Time Faculty, Board Report #24-171
    8. Purchase and Installation of Steel Rolling Doors, Board Report #24-172
    9. Worldwide Instructional Design Systems (WIDS), Board Report #24-173
    10. ACER Laptops Purchase, Board Report #24-174
  - C. Personnel
    1. Authorization for Personnel Appointment, Board Report #24-175
    2. Reappointment of Faculty and Administrative Personnel, Board Report #24-176
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. BOARD POLICY MANUAL
  - A. 1.15.1 Board Retreat and Self-Evaluation, Third Reading and Approval, Board Report #24-177

13. APPROVAL OF RECOMMENDED COMPENSATION PLAN, Board Report #24-178
14. ADOPTION OF 2024 TAX LEVY, Board Report #24-179
15. CERTIFICATE OF ACKNOWLEDGMENT FOR TREASURERS BOND, Board Report #24-180
16. REQUEST TO APPROVE BID PACKAGE TWO FOR 2024 INTERIOR RENOVATIONS, Board Report #24-181
17. APPROVE AMENDMENT TO THE PRESIDENT'S EMPLOYMENT AGREEMENT TO MODIFY THE TERM OF THE AGREEMENT TO BE FROM JANUARY 1, 2025, THROUGH DECEMBER 31, 2028 AND TO PROVIDE A SINGLE PAYMENT RETENTION INCENTIVE TO THE PRESIDENT.  
*Copies of the proposed Amendment to the President's Employment Agreement and the current President's Employment Agreement are available at [www.mchenry.edu/board](http://www.mchenry.edu/board) or by contacting the Office of the President, on campus in Room A233, during regular business hours.*
18. FOR INFORMATION
  - A. New Employees
  - B. Friends of McHenry County College Foundation Update
  - C. Grants Office Update
  - D. Office of Marketing and Public Relations Update
  - E. Sustainability Center Update
  - F. Center for Agrarian Learning Update
  - G. Workforce Development Update
  - H. Information Security Program Annual Update
19. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
20. CLOSED SESSION
  - A. 120/2(c), Exception #21, Review of Closed Session Minutes
  - B. Other matters as pertain to the exceptions of the Open Meetings Act
21. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of October 24, 2024.
22. ADJOURNMENT



Suzanne Hoban  
Chair

## Student Trustee Report

### Information

#### **Fall Fest**

On October 21 and 31, MCC Student Government held Fall Fest. There was a great turnout and the students had fun with movie night. As you can see below, more fun was had with lots of pumpkin carving and decorating – and even a costume contest. A lot of thought and great leadership opportunities were had in the making of this event.



#### **Student Government**

At student government meetings I discussed the information I have on the upcoming library renovations, and the students had the following questions that I did not have full answers to:

- In what ways will the library be disrupted?
- Where will the stacks go?

I let them know that I would look into it and that I would let them know when I have more information.

#### **SVA Gaming Tournament and PTK**

On November 3, the Student Veterans Association (SVA) had a gaming tournament where student veterans and their families came out to join together and have some fun and food, and get to know others who share similar background. SVA partnered with Phi Theta Kappa (PTK) to record some of the vets' stories as part of PTK's Honors in Action Project that delves into how technology can help us preserve stories of marginalized communities. This was an enriching experience for vets and those lucky enough to hear their harrowing stories.

### **Skyway Writing Festival**

There was a writing festival held in the MCC Conference Center that was well attended. Students from many schools showed up to learn about writing skills through workshops. There was also an entertaining open mic session where they were able to share what they had previously written.

### **Treats with the Trustee**

I held a Treats with the Trustee event to engage with students and get some feedback. This time I also spent time educating students about the resources that are available to them at MCC. I asked how their classes are going and if there is anything they need to be more successful in class. I was able to help a lot of students find needed resources through sharing fliers and having direct discussions on how to get help, who to talk to, and direct them on where to go. While some needed some extra support, many students I spoke with are happy with the College and feeling optimistic about their classes. They appreciate when their instructors have a sense of humor and when they treat them with respect and kindness. Many say they like it here, and one student I talked to loves the College so much that she just takes classes for fun.

One student mentioned that she would like to see the College promote Twofers more. She just found out about them and thinks they could have helped her greatly had she known sooner. One student brought up a very useful idea that I think everyone who enters the College could benefit from. Having map stands near entrances and other key locations. It doesn't even have to be high-tech. It could just be a stand like we have outside the Board Room with printed versions of the campus map to help people get where they need to go. Another piece of feedback I got was that it would be helpful if all faculty would at minimum have a schedule of assignments available in advance. We would appreciate it if they could open the assignments with a fair amount of time to accomplish each task. This would help us plan our studies appropriately and be able to successfully submit assignments without high stress levels from only having 48 hours or less to complete assignments. The final piece of feedback I got is that some students expressed that it would be nice to have more social opportunities available to them to get to know other students.

### **Coming Up**

Finals will be here soon and stress levels will be climbing as that approaches. However, one of many pop-up lounge events will be held November 21 in front of Building F to help continue to get resources to students and to understand what students need and want so that we can better support their success.

## Executive Summary

### Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2025 through the month of October.

### Recommendation

It is recommended that the Board of Trustees accepts the Executive Summary as presented.



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2025 is currently 33.4% complete with the year-to-date results ending October 31, 2024 being reported. In the Operating Funds, total revenue is 27.1% of budget, as compared with 26.4% at the same time last year. Total expenditures are 23.2% of budget, as compared with 21.3% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

### Revenue

- Local governmental is 33.3% of budget and down \$136,043 (-1.4%) from last year at this time. FY 2025 revenue is \$9,553,899 vs. FY 2024 revenue of \$9,689,942. For FY 2025, this revenue is derived from 50% of the 2023 tax levy (as approved by the Board in November 2023) and 50% of the 2024 tax levy (to be approved by the Board in November 2024).
- State government is 32.9% of budget and up \$1,578,019 (48.3%) from last year at this time. FY 2025 revenue is \$4,844,030 vs. FY 2024 revenue of \$3,266,011.
- Federal government is 0.0% of budget and even \$0 (0%) from last year at this time. FY 2025 revenue is \$0 vs. FY 2024 revenue of 0.
- Student tuition and fees is 45.7% of budget and up \$440,601 (6.9%) from last year at this time. FY 2025 revenue is \$6,793,328 vs. FY 2024 revenue of \$6,352,726. Budgeted tuition and fees revenue is calculated based on a calculated net billable credit hours and not total reported credit hours, which includes dual credit. Dual credit only generates tuition revenue if these classes are held on campus with our instructors.
- Sales and service fee is 47.1% of budget and up \$32,331 (54.9%) from last year at this time. FY 2025 revenue is \$91,197 vs. FY 2024 revenue of \$58,866. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 12.7% of budget and down \$11,766 (-83.1%) from last year at this time. FY 2025 revenue is \$2,400 vs. FY 2024 revenue of \$14,166. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 96.7% of budget and up \$113,376 (34.7%) from last year at this time. FY 2025 revenue is \$440,195 vs. FY 2024 revenue of \$326,818.
- Nongovernmental gifts, scholarships, grants & bequests is 86.3% of budget and up \$6,002 (172.2%) from last year at this time. FY 2025 revenue is \$9,488 vs. FY 2024 revenue of \$3,486. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 7.1% of budget and down \$41,629 (-2.0%) from last year at this time. FY 2025 revenue is \$2,038,836 vs. FY 2024 revenue of \$2,080,465. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$2,007,914, Retiree Health contributions, which account for \$624, Other Misc. Income, which account for \$9,732 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total 20,565. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2024 that "On-Behalf Payment" was \$11,055,180.

## Expenditures

- Salaries expenditures are 32.3% of budget and up \$724,881 (7.7%) from last year at this time. FY 2025 expenditures are \$10,148,360 vs. FY 2024 expenditures of \$9,423,479.
- Employee benefit expenditures are 11.7% of budget and up \$554,402 (17.0%) from last year at this time. FY 2025 expenditures are \$3,824,616 vs. FY 2024 expenditures of \$3,270,214. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions have ranged from \$11-22 million annually depending on the actuarial tables maintained by the State and the present value interest rate used. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 27.7% of budget and up \$98,480 (7.1%) from last year at this time. FY 2025 expenditures are \$1,493,360 vs. FY 2024 expenditures of \$1,394,880. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 34.8% of budget and up \$148,931 (13.1%) from last year at this time. FY 2025 expenditures are \$1,282,701 vs. FY 2024 expenditures of \$1,133,770.
- Travel and meeting expenditures are 23.2% of budget and up \$37,205 (51.0%) from last year at this time. FY 2025 expenditures are \$110,184 vs. FY 2024 expenditures of \$72,978.
- Fixed charges expenditures are 12.7% of budget and down \$277,668 (-56.3%) from last year at this time. FY 2025 expenditures are \$215,191 vs. FY 2024 expenditures of \$492,859. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 37.8% of budget and up \$188,458 (72.0%) from last year at this time. FY 2025 expenditures are \$450,099 vs. FY 2024 expenditures of \$261,642.
- Capital Outlay expenditures are 29.8% of budget and up \$521,253 (100%) from last year at this time. FY 2025 expenditures are \$567,575 vs. FY 2024 expenditures of \$46,322. ***Please be aware that large projects started in one fiscal year may cross into a new fiscal year and will therefore have an impact on two fiscal years (i.e. one year under budget and the next over budget).***
- Other expenditures are 39.0% of budget and up \$74,258 (24.4%) from last year at this time. FY 2025 expenditures are \$378,077 vs. FY 2024 expenditures of \$303,819. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2025 expenditures are \$0 vs. FY 2024 expenditures of \$0.



Clinton E. Gabbard  
President

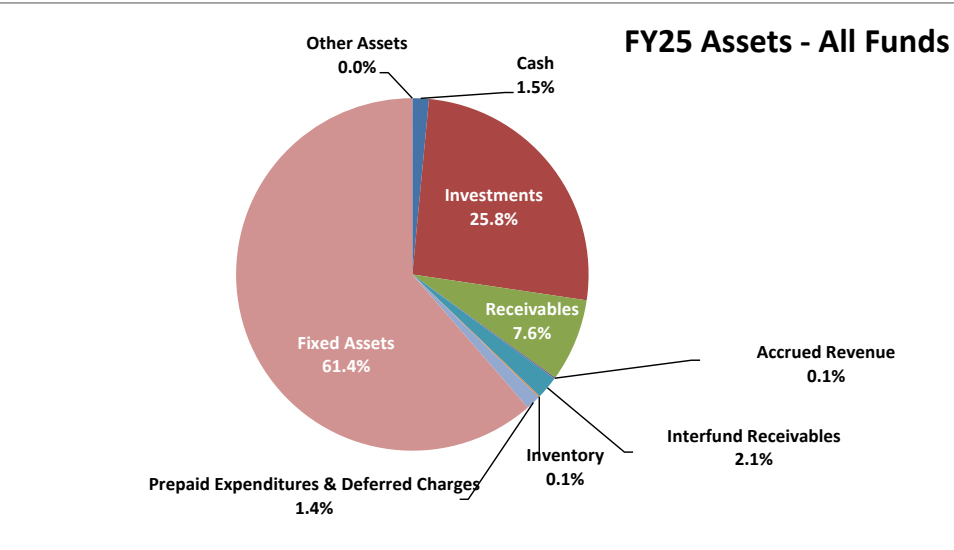
All Funds Statement of Net Position (Balance Sheet)  
October 31, 2024

All Funds Statement of Net Position (Balance Sheet)														
October 31, 2024														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Assets</b>														
Cash	2,455,154	-	20,730	(0)	813,127.68	-	1,106,097	-	-	-	444,675	70,524	-	-
Investments	42,019,185	23,347,373	5,694,559	7,497,597	-	-	-	3,202,372	-	-	-	-	2,277,285	-
Receivables	12,385,425	7,280,663	(477,489)	4,400,000	-	297	1,169,964	-	-	-	-	1,165	10,827	-
Accrued Revenue	192,386	87,493	25,849	45,113	-	-	-	19,349	-	-	-	-	14,582	-
Interfund Receivables	3,354,716	2,452,838	985,463	200,579	-	466,616	(1,696,032)	-	-	-	45,253	-	0	900,000
Inventory	190,571	-	-	-	-	190,571	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,235,183	1,055,286	31,461	-	-	696	59,160	-	-	183,588	-	-	209,983	695,009
Fixed Assets	99,787,435	-	-	-	-	-	-	-	99,787,435	-	-	-	-	-
Other Assets	12,179	-	-	-	-	-	-	-	-	12,179	-	-	-	-
<b>Total Assets</b>	<b>162,632,234</b>	<b>34,223,652</b>	<b>6,280,572</b>	<b>12,143,288</b>	<b>813,128</b>	<b>658,180</b>	<b>639,189</b>	<b>3,221,720</b>	<b>99,787,435</b>	<b>195,767</b>	<b>489,928</b>	<b>71,689</b>	<b>2,512,677</b>	<b>1,595,009</b>
<b>Liabilities</b>														
Payroll Deductions Payable	1,300,384	1,100,606	45,418	-	-	154,360	0	-	-	-	-	-	-	-
Accounts Payable	458,823	250,988	-	194,130	-	1,984	11,721	-	-	-	-	-	-	-
Interfund Payable	3,354,716	-	-	343,807	-	-	-	1,187,847	-	70,349	-	-	1,752,713	-
Accrued Expense	9,052,401	-	-	-	-	-	-	-	-	15,670	-	-	-	9,036,731
Deferred Revenue	17,670,457	5,443,337	(60,494)	-	-	-	-	-	-	-	-	12,506	117,077	12,158,030
Fixed Liabilities	12,597,700	-	-	-	-	-	-	-	-	12,597,700	-	-	-	-
Other Liabilities	236,666	62,369	-	-	-	174,297	-	-	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>44,671,147</b>	<b>6,857,300</b>	<b>(15,076)</b>	<b>537,937</b>	<b>-</b>	<b>330,642</b>	<b>11,721</b>	<b>1,187,847</b>	<b>-</b>	<b>12,683,720</b>	<b>-</b>	<b>12,506</b>	<b>1,869,789</b>	<b>21,194,761</b>
<b>Designated Fund Balance</b>	<b>117,961,087</b>	<b>27,366,352</b>	<b>6,295,648</b>	<b>11,605,351</b>	<b>813,128</b>	<b>327,538</b>	<b>627,468</b>	<b>2,033,874</b>	<b>99,787,435</b>	<b>(12,487,952)</b>	<b>489,928</b>	<b>59,183</b>	<b>642,888</b>	<b>(19,599,752)</b>
<b>Assigned Fund Balance</b>														
33% Unassigned for annual budgeted expenditures	20,830,715	18,809,929	2,020,787											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	111,392,786			11,605,351	0				99,787,435					
Liabilities, Protection, and Settlement	-31,554,565									-12,597,700			642,888	-19,599,752
Working Cash/Other Restricted	2,926,579						627,468	1,750,000			489,928	59,183		
<b>Remaining Unassigned Balance</b>	<b>14,365,572</b>	<b>8,556,424</b>	<b>4,274,861</b>	<b>0</b>	<b>813,128</b>	<b>327,538</b>	<b>0</b>	<b>283,874</b>	<b>0</b>	<b>109,748</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

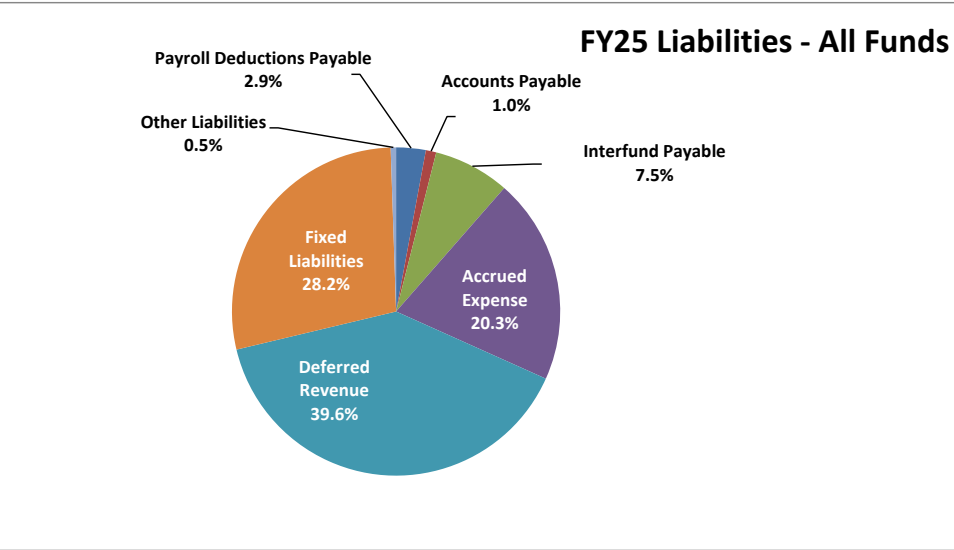
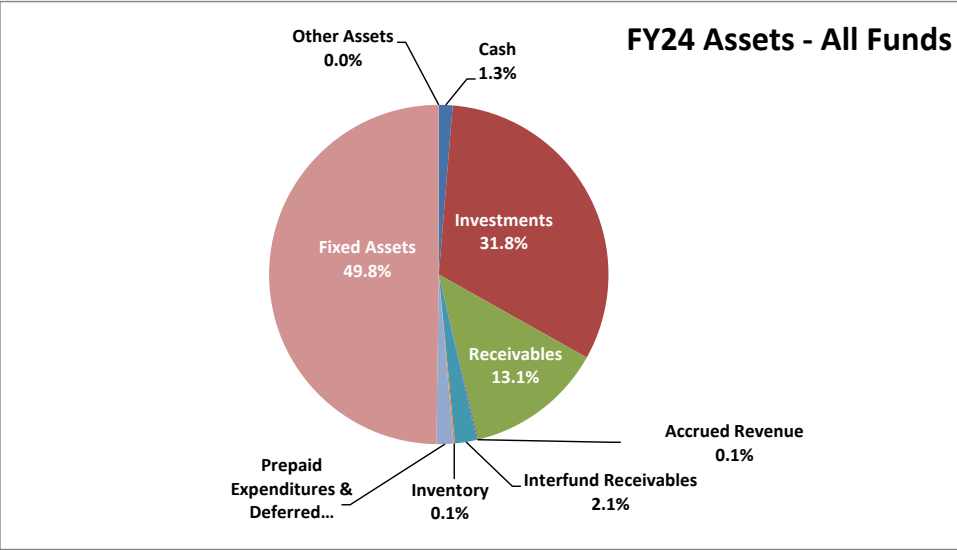


**All Funds Statement of Net Position (Balance Sheet)**  
**October 31, 2024**

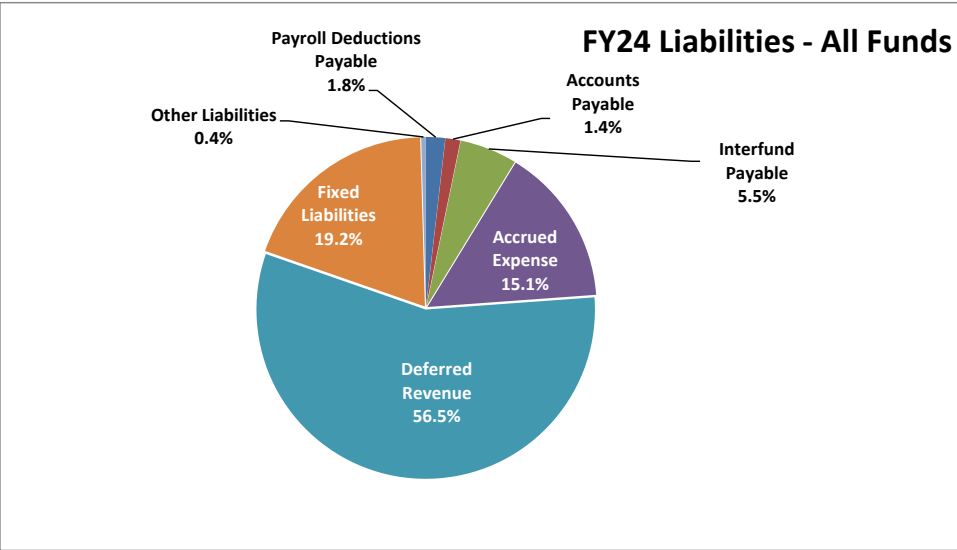
Total Assets = \$ 162,632,234



Total Assets = \$ 149,045,509



Total Liabilities = \$ 44,671,147



Total Liabilities = \$ 56,957,305

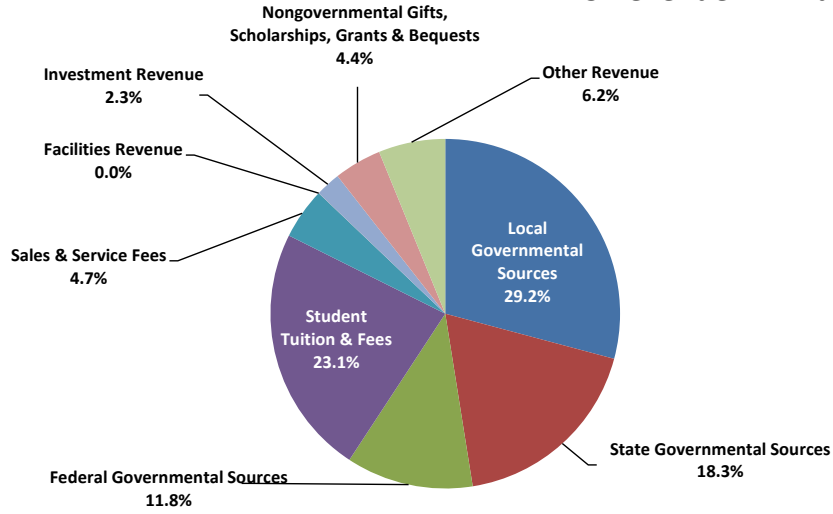
**All Funds Statement of Activities (Income Statement)**  
**October 31, 2024**

		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	9,813,065	8,687,021	866,877	-	-	-	-	-	-	-	-	25,013	234,153	-
State Governmental Sources	6,169,132	4,390,999	453,031	-	-	-	1,325,102	-	-	-	-	-	-	-
Federal Governmental Sources	3,956,281	-	-	-	-	-	3,956,281	-	-	-	-	-	-	-
Student Tuition & Fees	7,786,311	6,111,331	681,997	62,068	579,305	351,611	-	-	-	-	-	-	-	-
Sales & Service Fees	1,592,085	91,197	-	-	-	1,500,887	-	-	-	-	-	-	-	-
Facilities Revenue	2,800	2,400	-	-	-	400	-	-	-	-	-	-	-	-
Investment Revenue	778,586	301,147	139,048	204,370	-	-	-	78,311	-	-	-	-	55,709	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	1,478,650	9,488	-	1,200,000	-	-	176,292	-	-	-	92,870	-	-	-
Other Revenue	2,079,216	2,038,693	143	-	-	-	-	-	-	-	40,381	-	-	-
<b>Total Revenue</b>	<b>33,656,125</b>	<b>21,632,275</b>	<b>2,141,096</b>	<b>1,466,438</b>	<b>579,305</b>	<b>1,852,898</b>	<b>5,457,675</b>	<b>78,311</b>	<b>-</b>	<b>-</b>	<b>133,251</b>	<b>25,013</b>	<b>289,863</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	11,353,816	9,925,113	223,247	-	-	704,968	500,488	-	-	-	-	-	-	-
Employee Benefits	4,249,204	3,769,565	55,052	-	-	83,435	108,176	-	-	-	-	-	232,976	-
Contractual Services	2,045,367	932,531	560,829	31,959	-	262,449	257,599	-	-	-	-	-	-	-
General Materials & Supplies	3,003,651	965,893	316,808	790,159	-	760,036	170,755	-	-	-	-	-	-	-
Travel & Conference/Meeting	155,977	107,840	2,344	-	-	25,969	19,825	-	-	-	-	-	-	-
Fixed Charges	273,466	189,654	25,536	3,785	124,800	2,413	-	-	-	(110,852)	-	-	38,129	-
Utilities	452,526	72,361	377,738	-	-	2,426	-	-	-	-	-	-	-	-
Capital Outlay	4,167,496	344,515	223,060	4,407,197	-	-	176,711	-	(983,987)	-	-	-	-	-
Other Expenditures	4,004,676	378,077	-	-	-	(32)	3,549,261	-	-	-	77,369	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>29,706,178</b>	<b>16,685,550</b>	<b>1,784,614</b>	<b>5,233,099</b>	<b>124,800</b>	<b>1,841,663</b>	<b>4,782,815</b>	<b>-</b>	<b>(983,987)</b>	<b>(110,852)</b>	<b>77,369</b>	<b>-</b>	<b>271,106</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>3,949,947</b>	<b>4,946,726</b>	<b>356,482</b>	<b>(3,766,661)</b>	<b>454,505</b>	<b>11,235</b>	<b>674,860</b>	<b>78,311</b>	<b>983,987</b>	<b>110,852</b>	<b>55,882</b>	<b>25,013</b>	<b>18,757</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	114,186,103	22,419,627	5,939,166	15,372,012	533,586	316,303	(47,392)	1,955,562	98,803,448	(12,598,804)	434,046	34,170	624,131	(19,599,752)
Ending Fund Balance	118,136,050	27,366,353	6,295,648	11,605,351	988,091	327,538	627,468	2,033,873	99,787,435	(12,487,952)	489,928	59,183	642,888	(19,599,752)

All Funds Statement of Activities (Income Statement)  
October 31, 2024

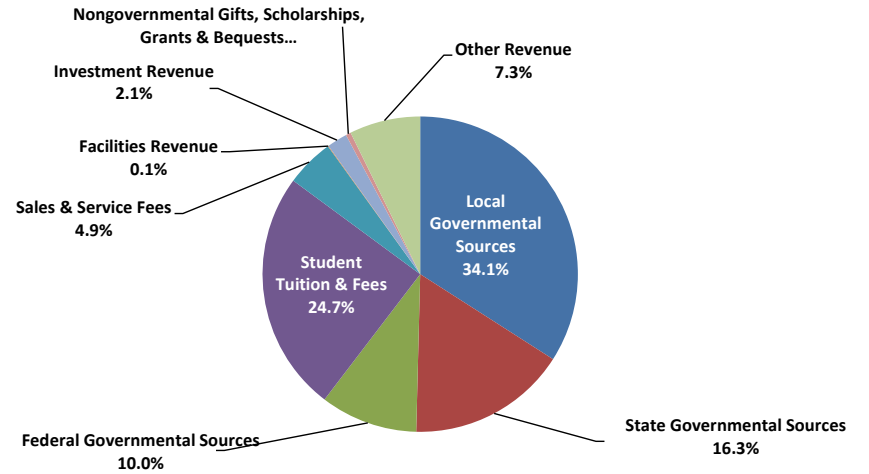
Total Revenue = \$ 33,656,125

**FY25 Revenue - All Funds**

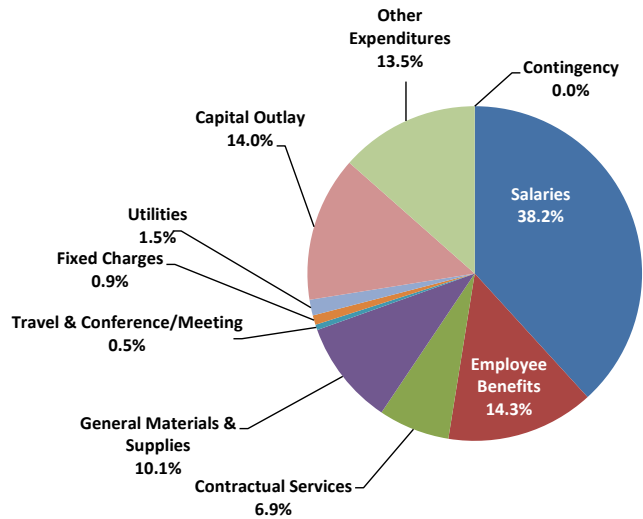


Total Revenue = \$ 29,207,472

**FY24 Revenue - All Funds**

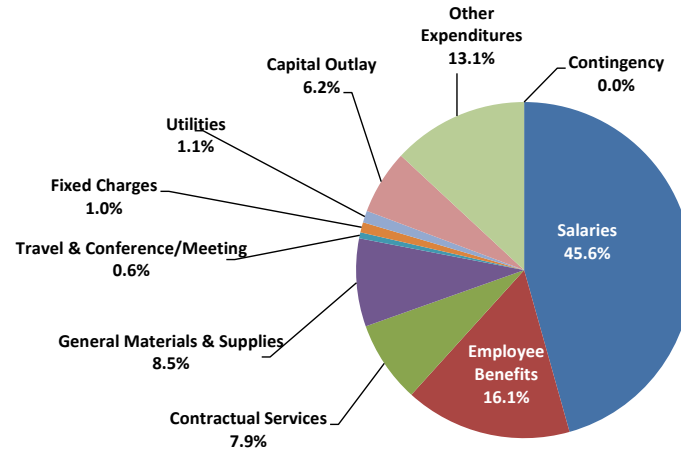


**FY25 Expenditures - All Funds**



Total Expense = \$ 29,706,178

**FY24 Expenditures - All Funds**



Total Expense = \$ 22,991,775

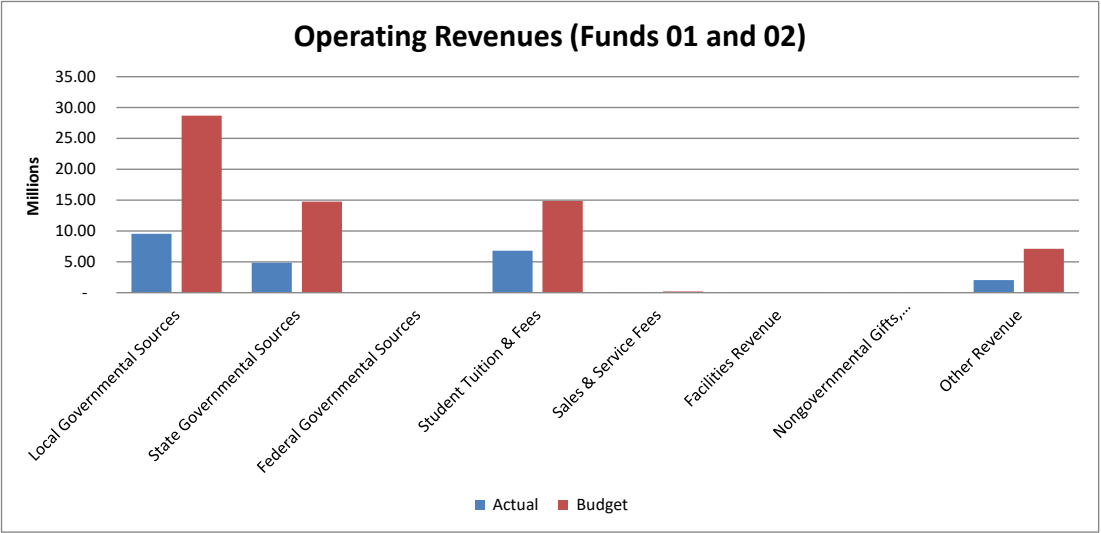
Operating Funds  
Net of SURS/Investments

**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**  
**October 31, 2024**

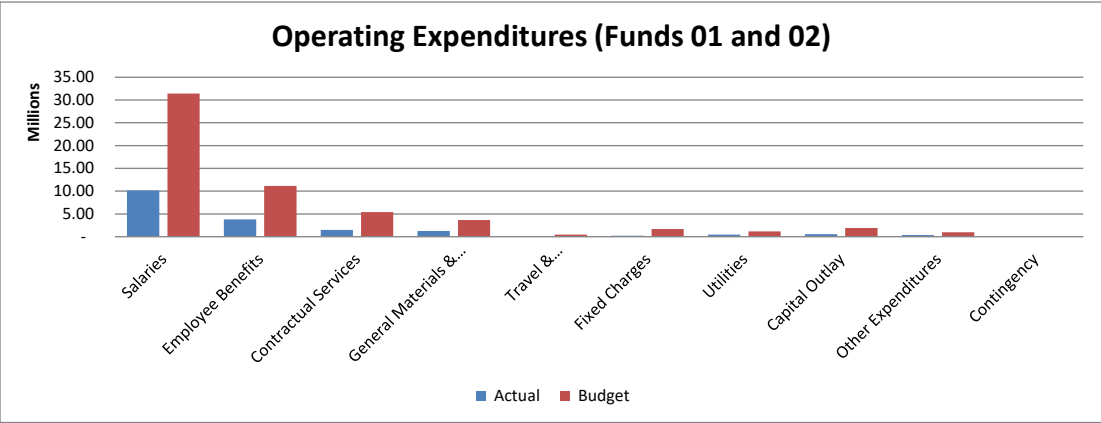
	FY25			FY24		FY24			FY25 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:		YTD Actual	Budget	% Chng	Change Over FY24 Act.	% Chng
<b>Revenue</b>										
Local Governmental Sources	\$ 9,553,899	\$ 9,581,538	\$ 28,685,710	99.7%	33.3%	\$ 9,689,942	\$ 28,700,710	33.8%	\$ (136,043)	-1.4%
State Governmental Sources	4,844,030	4,923,075	14,738,960	98.4%	32.9%	3,266,011	10,509,134	31.1%	\$ 1,578,019	48.3%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	6,793,328	5,411,330	14,850,663	125.5%	45.7%	6,352,726	14,360,846	44.2%	\$ 440,601	6.9%
Sales & Service Fees	91,197	64,632	193,500	141.1%	47.1%	58,866	175,000	33.6%	\$ 32,331	54.9%
Facilities Revenue	2,400	6,335	18,966	37.9%	12.7%	14,166	18,966	74.7%	\$ (11,766)	-83.1%
Nongovernmental Gifts	9,488	3,674	11,000	258.2%	86.3%	3,486	11,000	31.7%	\$ 6,002	172.2%
Other Revenue	2,038,836	2,378,808	7,121,801	85.7%	28.6%	2,080,465	11,669,393	17.8%	\$ (41,629)	-2.0%
<b>Total Revenue</b>	<b>\$ 23,333,177</b>	<b>\$ 22,369,392</b>	<b>\$ 65,620,600</b>	<b>104.3%</b>	<b>35.6%</b>	<b>\$ 21,465,662</b>	<b>\$ 65,445,049</b>	<b>32.8%</b>	<b>\$ 1,867,515</b>	<b>8.7%</b>
<b>Expenditures</b>										
Salaries	\$ 10,148,360	\$ 10,492,763	\$ 31,413,785	96.7%	32.3%	\$ 9,423,479	\$ 29,279,648	32.2%	\$ 724,881	7.7%
Employee Benefits	3,824,616	3,405,923	10,196,832	112.3%	37.5%	3,270,214	10,837,800	30.2%	\$ 554,402	17.0%
Contractual Services	1,493,360	1,803,552	5,399,568	82.8%	27.7%	1,394,880	5,095,087	27.4%	\$ 98,480	7.1%
General Materials & Supplies	1,282,701	1,230,584	3,684,186	104.2%	34.8%	1,133,770	3,432,994	33.0%	\$ 148,931	13.1%
Travel & Conference/Meeting	110,184	158,499	474,523	69.5%	23.2%	72,978	428,481	17.0%	\$ 37,205	51.0%
Fixed Charges	215,191	566,451	1,695,872	38.0%	12.7%	492,859	1,619,785	30.4%	\$ (277,668)	-56.3%
Utilities	450,099	397,241	1,189,280	113.3%	37.8%	261,642	1,197,780	21.8%	\$ 188,458	72.0%
Capital Outlay	567,575	635,838	1,903,605	89.3%	29.8%	46,322	1,553,805	3.0%	\$ 521,253	1125.3%
Other Expenditures	378,077	323,964	969,900	116.7%	39.0%	303,819	964,000	31.5%	\$ 74,258	24.4%
Contingency	-	31,765	95,100	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 18,470,164</b>	<b>\$ 19,046,580</b>	<b>\$ 57,022,651</b>	<b>97.0%</b>	<b>32.4%</b>	<b>\$ 16,399,964</b>	<b>\$ 54,509,380</b>	<b>30.1%</b>	<b>\$ 2,070,200</b>	<b>12.6%</b>
<b>Surplus/(deficit)</b>	<b>\$ 4,863,013</b>	<b>\$ 3,322,812</b>	<b>\$ 8,597,949</b>			<b>\$ 5,065,698</b>	<b>\$ 5,660,136</b>		<b>\$ (202,685)</b>	<b>-4.0%</b>
Net Transfers Out/(In)	\$ -		\$ 11,059,267			\$ -	\$ 850,000		\$ -	0.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 4,863,013</b>	<b>\$ 3,322,812</b>	<b>\$ (2,461,318)</b>			<b>\$ 5,065,698</b>	<b>\$ 4,810,136</b>		<b>\$ (202,685)</b>	<b>-4.0%</b>
<i>Beginning Fund Balance</i>	<i>28,358,793</i>	<i>28,358,793</i>	<i>28,358,793</i>			<i>30,873,031</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>4,863,013</i>	<i>3,322,812</i>	<i>(2,461,318)</i>			<i>5,065,698</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>95,100</i>							
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 33,221,806</b>	<b>\$ 31,681,605</b>	<b>\$ 25,992,575</b>			<b>\$ 35,938,729</b>				

Operating Funds - Statement of Activities  
October 31, 2024

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	9,553,898.55	28,685,710.00
State Governmental Sources	4,844,030.41	14,738,960.00
Federal Governmental Sources	-	-
Student Tuition & Fees	6,793,327.56	14,850,663.00
Sales & Service Fees	91,197.40	193,500.00
Facilities Revenue	2,400.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	9,487.50	11,000.00
Other Revenue	2,038,835.58	7,121,801.00
<b>Total Revenue</b>	<b>23,333,177.00</b>	<b>65,620,600.00</b>



<b>Expenditures</b>		
Salaries	10,148,360.01	31,413,785.00
Employee Benefits	3,824,616.46	11,139,811.00
Contractual Services	1,493,360.37	5,399,568.00
General Materials & Supplies	1,282,701.37	3,684,186.00
Travel & Conference/Meeting	110,183.54	474,523.00
Fixed Charges	215,190.82	1,695,872.00
Utilities	450,099.21	1,189,280.00
Capital Outlay	567,575.05	1,903,605.00
Other Expenditures	378,077.29	969,900.00
Contingency	-	95,100.00
<b>Total Expenditures</b>	<b>18,470,164.12</b>	<b>57,965,630.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>4,863,012.88</b>	<b>7,654,970.00</b>



\*#N/A or "-" indicates that there is no activity to record for this category in Fund 01 or 02.

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of October including details regarding the College's investments.

Recommendation

It is recommended that the Board of Trustees approves the Treasurer's Report as presented.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard  
President

McHenry County College  
October 31, 2024

Investments

College Fund	Financial Institution	10/31/24 Investments	09/30/24 Investments	10/31/24 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$2,356,160	\$1,709,350	6%	see below	N/A	On Demand
Education	PFM Investments	21,078,706	19,108,736	50%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,720,408	5,736,755	14%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,743,687	1,748,669	4%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	5,265,297	6,728,371	12%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	139,600	139,600	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	394,126	392,498	1%	see below	N/A	Various
Working Cash	PFM Investments	3,221,720	3,230,927	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,291,867	2,298,416	5%	see below	N/A	Various
	<b>Total</b>	<b>\$42,211,571</b>	<b>\$41,093,322</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Oct-24	Fiscal YTD
Education	(\$21,106)	\$301,928
Operations & Maintenance	(16,347)	139,473
Operations & Maintenance (Restricted)	(4,983)	42,514
Operations & Maintenance (Restricted CDB Projects)	36,562	159,043
Working Cash	(9,207)	78,551
Liability, Protection and Settlement	(6,549)	55,879
<b>Total</b>	<b>(\$21,629)</b>	<b>\$777,388</b>

Illinois Fund Rates - October 31, 2024

Annualized rate - Money Market	
Low	4.920%
High	5.024%
Average	4.957%

PFM Investment Rates - October 31, 2024

Range of CD Rates				
	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-
Yield to Maturity of Notes				
	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost		4.320%	-	-
At Market		4.310%	-	-

\*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,284,528.68. Please note that the expenses are not segregated into the respective funds.

Recommendation

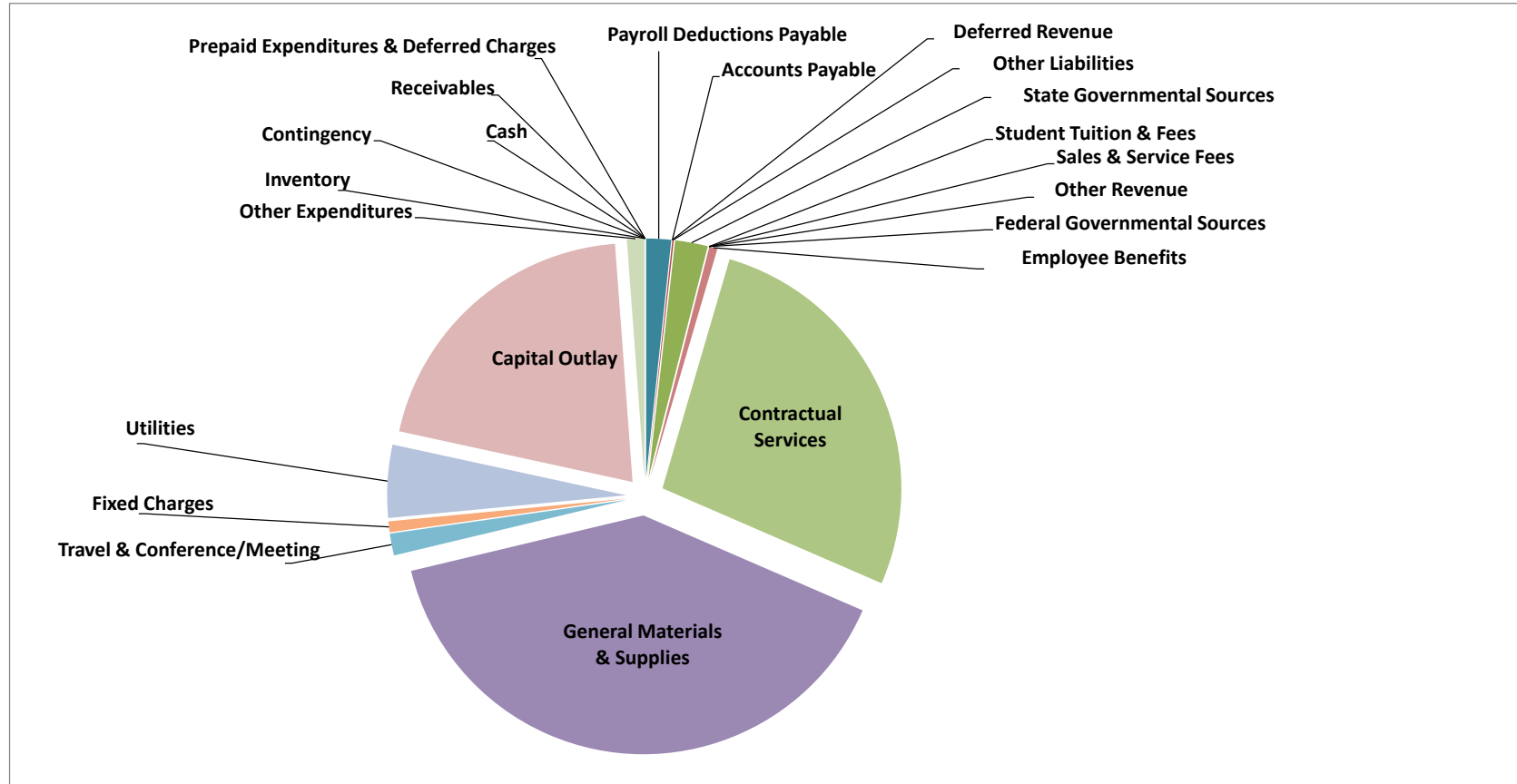
It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of October 1 - October 31, 2024 totaling \$2,284,528.68.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard  
President



## Distribution of Monthly Check Register Payments 10/1/24 through 10/31/24



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	12,624.46	0.55%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	616,114.79	26.97%
Payroll Deductions Payable	38,427.90	1.68%	General Materials & Supplies	908,274.79	39.76%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	33,785.60	1.48%
Deferred Revenue	0.00	0.00%	Fixed Charges	16,764.65	0.73%
Other Liabilities	2,210.64	0.10%	Utilities	112,590.53	4.93%
State Governmental Sources	50,451.84	2.21%	Capital Outlay	466,442.18	20.42%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	26,841.30	1.17%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>2,284,528.68</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY24: (5-May)	FY24: (6-Jun)	FY25: (7-Jul)	FY25: (8-Aug)	FY25: (9-Sep)	FY25: (10-Oct)
Engineering	53	Contractual Services	0402264	HR Green Inc	\$3,353.25					3,353.25	
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$10,971.42	7,753.93	3,217.49				
Engineering	54	General Materials & Supplies	0420293	LionHeart Engineeri	\$4,096.83		4,096.83				
<b>Engineering Total</b>					\$ 18,421.50	7,753.93	7,314.32	-	-	3,353.25	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,814.36	635.30	431.09	606.03	71.60	703.08	1,367.26
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,161.61	906.00	148.80	218.56	268.40	908.20	711.65
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$18,404.85	4,007.50	2,674.00	140.00	9,614.50		1,968.85
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,943.48	1,029.60	988.16			819.87	2,105.85
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$4,355.50			2,276.50	470.00	1,609.00	
<b>Food Vendor Total</b>					\$ 34,679.80	6,578.40	4,242.05	3,241.09	10,424.50	4,040.15	6,153.61
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,760.00	250.00	250.00	250.00	500.00		510.00
<b>Landscaping Total</b>					\$ 1,760.00	250.00	250.00	250.00	500.00	-	510.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$47,037.92	37,079.11	2,456.70		7,502.11		
<b>Legal Total</b>					\$ 47,037.92	37,079.11	2,456.70	-	7,502.11	-	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$60,698.47	5,097.76	5,121.71	11,007.48	16,894.17	11,377.78	11,199.57
<b>Temporary Staffing Total</b>					\$ 60,698.47	5,097.76	5,121.71	11,007.48	16,894.17	11,377.78	11,199.57
<b>Grand Total</b>						<b>\$ 162,597.69</b>	<b>\$ 56,759.20</b>	<b>\$ 19,384.78</b>	<b>\$ 14,498.57</b>	<b>\$ 35,320.78</b>	<b>\$ 18,771.18</b>

Request to Renew  
Concourse Syllabus Management Software

Information

A college course syllabus is a critical document that outlines academic policies and provides essential class information, including grading policies, assignments, and learning outcomes. Syllabi set clear expectations for students and define the standards for the quality of work required.

For the past five years, the Concourse Syllabus system has been an vital tool in enhancing curriculum transparency, promoting compliance, and improving faculty efficiency. Concourse has streamlined our syllabus creation, review, and distribution processes, facilitating enhanced accessibility and consistency across courses. With positive feedback from faculty, administrators, and students alike, a renewal of our agreement with Concourse will allow us to continue to leverage these benefits while exploring potential expanded features Concourse has developed that may further optimize our academic operations.

Previously, MCC had a five-year contract with Concourse Syllabus. To ensure uninterrupted service, the College is seeking approval to renew the agreement for an additional five years, from February 1, 2025 to February 1, 2030, at a total cost of \$33,750.00.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act, Chapter 110 ILCS 805/3-27.1, under exemption (f), which reads: “purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.”

This expense is budgeted in the FY 2025 IT DevOps account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the five-year renewal of Concourse Syllabus Management Software from New York, NY for \$33,750.00.



Clinton E. Gabbard  
President

Date: November 5, 2024

We are so thankful for our continued relationship with McHenry County College! We are providing a quote for the use of Concourse for an agreement beginning on February 1, 2025.

**Concourse License:** Five (5) year agreement, \$7,500 less a 10% discount annually.

**Service:** There is still a positive balance from your previous service package and we do not anticipate additional service is needed at this time.

**Apidapter:** Integration with your learning, portal, and other authentication systems; \$0/year.

#### Pricing Schedule Composite

	Period 1	Period 2	Period 3	Period 4	Period 5
<b>Concourse License</b>	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
<b>Net Discount</b>	-\$750	-\$750	-\$750	-\$750	-\$750
<b>License After Discount</b>	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750
<b>Integration Fee</b>	\$0	\$0	\$0	\$0	\$0
<b>Service Package</b>	\$0	As Needed	As Needed	As Needed	As Needed
<b>TOTAL</b>	<b>\$6,750</b>	<b>\$6,750</b>	<b>\$6,750</b>	<b>\$6,750</b>	<b>\$6,750</b>
<b>TOTAL FOR LENGTH OF AGREEMENT</b>					<b>\$33,750</b>

Thank you very much for your consideration of the Concourse platform. We look forward to your feedback and hearing from you soon.

My best,

Kaela Sáenz Oriti  
Manager of Client Operations, Concourse  
[kaela@intellidemia.com](mailto:kaela@intellidemia.com) | 206.580.3006

Request to Renew  
Cascade Content Management System License

Information

The College's official website, [www.mchenry.edu](http://www.mchenry.edu), currently runs on a Content Management System (CMS) – Cascade by Hannon Hill. The yearly licensing contract for the CMS is due every January, at a renewal cost of \$36,117.90. The College is about to begin its sixth year of licensing with Hannon Hill. For reference, the CMS-driven website was launched in mid-December 2020.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the Marketing and Public Relations Other Contractual Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of Cascade Content Management System license from Hannon Hill Corporation of Atlanta, GA for \$36,117.90.



Clinton E. Gabbard  
President

Request to Approve  
New AAS and Certificate Programs

Information

Listed below are new AAS and certificate programs that have been approved by the MCC Curriculum Development and Review Committee and will be put forward to the Illinois Community College Board (ICCB) after Board approval.

**Associate of Applied Science Degrees**

- Architectural Technology, AAS
- Radiologic Technology, AAS
- Respiratory Therapy, AAS
- Video Production and Editing, AAS

**Certificates**

- Architectural Design Certificate
- Architectural Technology Certificate
- Commercial Heating II Certificate
- Commercial Air Conditioning II Certificate
- Quality Engineering Technician Certificate

Recommendation

It is recommended that the Board of Trustees approves the new AAS and certificate programs listed above to be put forward to the ICCB as part of the College's Program of Study initiative.



Clinton E. Gabbard  
President

Request to Purchase  
HAAS CNC Cobot PKG-10KG for Foglia CATI

Information

The MCC Precision Machining Program is now located in the Foglia Center for Advanced Technology and Innovation (CATI). The College is seeking to purchase additional technology for a HAAS CNC mill to allow for the automated loading and unloading of the material to be machined. Students will learn to program and operate the CNC with the cobot robotic arm. This additional equipment includes the latest technology.

The HAAS mills are used to make precise and efficient machining of metal parts that are used in many different applications. The term "CNC" refers to "Computer Numerical Control," which means that a computer is used to direct the machine's motion based on numerical codes in a program.

This purchase is from a sole source technology supplier, and therefore exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (xiii) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph"; and exemption (vii) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services."

This expense will be funded through the Department of Education (DOEd CATI) grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Haas CNC Cobot PKG-10KG from Haas HFO LLC of Chicago, IL for \$44,260.00.



Clinton E. Gabbard  
President

Request to Approve  
MCC 2025 Calendar of Events with Alcohol Service

Annually, the Board of Trustees approves the purchase of a year-long liquor license classification in order to provide more reasonable and economical purchasing options and timing for the Culinary Management program, and for the purpose of education and serving as part of its capstone restaurant course. As the College continues to expand its connection to the community, business partners, and donors through outreach activities and events, there is also a need to provide alcohol service at additional community functions on College property over the coming year(s).

Per Board policy, 6.1.4—Drug and Alcohol-Free Workplace, the Board of Trustees may approve exceptions related to serving alcohol during a College function, or in connection with the instructional curriculum.

The list below outlines events in calendar year 2025 that will offer alcohol service. Note that this list is separate from wine/beer service that is provided by the Tartan Bistro in the Spring 2025 semester.

<b>Date</b>	<b>Event/Outreach Opportunity</b>	<b>Audience/Attendees</b>
Spring 2025	Education to Empowerment Spring Membership Event	<ul style="list-style-type: none"> <li>• Education to Empowerment members</li> <li>• Education to Empowerment key prospects</li> </ul>
Spring 2025	Griffin MSI @ MCC Maker Space Open House	<ul style="list-style-type: none"> <li>• Students</li> <li>• Current and prospective workforce partners</li> <li>• General community</li> </ul>
Spring 2025	Talent Impact Getaway Conference—Opening Reception	<ul style="list-style-type: none"> <li>• Current and prospective workforce and employer partners</li> </ul>
Spring-Fall 2025	Farm-to-Table Dinners with Center for Agrarian Learning (possibility of several events)	<ul style="list-style-type: none"> <li>• Top agricultural donors/supporters</li> <li>• Key prospective donors to cultivate</li> </ul>
Spring-Fall 2025	Community Enrichment and Personal Development Education Offerings	<ul style="list-style-type: none"> <li>• General community</li> </ul>
Spring-Fall 2025	Art Gallery Events (possibility of several viewing events)	<ul style="list-style-type: none"> <li>• Top art/humanities donors/supporters</li> <li>• Key prospective donors to cultivate</li> </ul>
Spring-Fall 2025	Liebman Institute for Science Innovation (LISI) immersive events (planetarium, etc.)	<ul style="list-style-type: none"> <li>• General community</li> </ul>
Summer 2025	MCC Community Block Party and Homecoming Event	<ul style="list-style-type: none"> <li>• Alumni</li> <li>• Employees</li> </ul>



		<ul style="list-style-type: none"> <li>• Students</li> <li>• Donors</li> </ul>
Summer 2025	Education to Empowerment Summer Garden Party Event – Announcement of New Scholarship Recipients	<ul style="list-style-type: none"> <li>• Education to Empowerment members</li> <li>• Education to Empowerment key prospects</li> </ul>
Summer-Fall 2025	Cocktails and Conversation: Engagement Mixer Hosted at Catalyst Campus	<ul style="list-style-type: none"> <li>• Current and prospective workforce partners</li> <li>• Education partners</li> <li>• General community</li> </ul>
October 2025	2025 President’s Dinner	<ul style="list-style-type: none"> <li>• Donors/supporters</li> <li>• Key industry, education, and community partners</li> </ul>

#### Recommendation

It is recommended that the Board of Trustees approves the 2025 calendar of events with alcohol service.



Clinton E. Gabbard  
President

Minimum Qualifications for Full-Time Faculty  
2025-2026

Information

In May 1983, the Board of Trustees adopted a set of Minimum Qualifications required to ensure appropriate faculty preparation for instruction in each of the College's credit courses and comply with accrediting and regulatory agency standards. Developed by faculty and administrative staff, the original document accounted for all credit courses taught to date by full-time faculty, as well as those taught by part-time faculty.

The addition of new courses to the curricula, realignment of existing courses, and the deletion of withdrawn courses necessitates that the Minimum Qualifications document be updated annually. In addition, the opportunity for review and refinement of existing Minimum Qualifications serves as an important means of ensuring that the Minimum Qualifications determined for each course are, in fact, realistic considering actual experience. Changes and new courses are reflected in red.

Recommendation

It is recommended that the Board of Trustees approves the Minimum Qualifications for Full-Time Faculty as listed on the attached report for the 2025-2026 academic year.



Clinton E. Gabbard  
President

**2025-2026 Faculty Minimum Qualifications**

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
<b>ACCOUNTING</b>							
ACC 110-Basic Accounting Procedures	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and at least 2000 hours of related work experience.					
ACC 151-Financial Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 152-Management Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 220-Computer Applications for Accounting	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and at least 2000 hours of related work experience.					
ACC 236-Cost Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 237-Income Tax Accounting	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 238-Income Tax - Advanced	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 239-IRS Practice & Procedures	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 240-Enrolled Agent - RTRP Review	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 241-Tax Internship	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 245-Principles of Finance	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 250-Intermediate Accounting I	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 251-Intermediate Accounting II	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 255-Accounting Internship	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 260-Auditing and Assurance Services I	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 265-Auditing and Assurance Services II	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
ACC 290-Special Topics in Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.					
<b>Application Design and Development (ADD)</b>							
ADD 100 Programming Logic	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Python.				
ADD 103 Fundamental Web Development	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Web Development.				
ADD 105 Programming for Android I	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Android Development.				
ADD 107 Programming for iOS I	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in iOS Programming.				
ADD 109 Database Fundamentals	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, experience, or a portfolio of work in Database Management Systems.				
ADD 120 Computer Ethics	1.2	Bachelor's degree or higher in a technology related field, or Bachelor's degree with at least 9 credit hours of programming courses.					
ADD 140 User Interface and Experience Design	1.2	Bachelor's degree with coursework in Usability, Interface Design, or related areas. OR Bachelors degree with Certification in UI/UX or a related area.	Bachelor's degree with at least 2000 hours of related experience.				
ADD 147 JavaScript Programming	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in JavaScript.				
ADD 153 Advanced Web Development	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, course work, certification, or a portfolio of work in Machine Learning, and course work, certification, or a portfolio of work in Web Development.				
ADD 155 Programming for Android II	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Android Programming.				
ADD 157 Programming for iOS II	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in iOS Programming.				
ADD 160 Advanced Python	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Python.				
ADD 175 Content Management Systems for Web	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Content Management Systems.				
ADD 212 PHP and MySQL	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in PHP and MySQL.				
ADD 215 Amazon Web Services	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming and 4 years of related work experience. Plus course work, certification, or a portfolio of work in Amazon Web Services.				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
ADD 245 Machine Learning with Python	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Machine Learning.				
ADD 247 Application Development in JavaScript	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in JavaScript and its libraries.				
ADD 280 Software Application Design and Development Capstone	1.2	Bachelor's degree with at least 9 credit hours of programming courses.	Associate's degree with at least 9 credit hours of programming, 4 years of related work experience, and course work, certification, or a portfolio of work in Programming.				
<b>ENTREPRENEURIAL AGRICULTURE</b>							
AGR 104-Introduction to Agriculture*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of agriculture science and the industry.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of agriculture science and the industry.				
AGR 107-Introductory Agriculture Practicum*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of vegetable and fruit production.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of vegetable and fruit production.				
AGR 226-Advanced Agriculture Internship*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience.				
<b>ARCHITECTURAL AND ENGINEERING DESIGN TECHNOLOGY</b>							
				AET 123-AEC Project Delivery	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
				AET 125-AEC Productivity Software	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
AET 141-Interior Design I	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline.					
<del>AET 142-History of Interiors</del>	<del>1.1</del>	<del>Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline.</del>					
AET 151-Computer-Aided Design-Graphics I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 151 Technical Drawing AutoCAD I			
<del>AET 152-Computer-Aided Design-Graphics II</del>	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 152 Technical Drawing AutoCAD II			
<del>AET 153-Computer-Aided Design-Graphics III</del>	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 153 Technical Drawing AutoCAD III			
<del>AET 154-Computer-Aided Design-Graphics IV</del>	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 154 Architectural Drawing AutoCAD			
				AET 165-Civil and Landscape Drawing AutoCAD	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
<del>AET 158-Geometric Tolerancing</del>	<del>1.2</del>	<del>Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work-related experience.</del>	<del>Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience, or 8,000 hours of CAD work experience.</del>	AET 132 - Geometric Tolerancing	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
<del>AET 161-BIM Revit I</del>	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 161 BIM Residential Arch Revit			
<del>AET 162-BIM Revit II</del>	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 162 BIM Commercial Arch Revit			
<del>AET 165-BIM Navisworks I</del>	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 165 BIM Coordination Navisworks			
				AET 167 - BIM MEP Systems Revit	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
				AET 168 - BIM Management Revit	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
AET 171-Parametric Modeling SolidWorks I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.				
AET 172-Parametric Modeling SolidWorks II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.				
				AET 231 - Engineering Project Analysis	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
AET 241-Interior Design 2	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline.					
<del>AET 251-Design Visualization</del>	<del>1.2</del>	<del>Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work-related experience.</del>	<del>Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience, or 8,000 hours of CAD work experience.</del>				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
AET 260-Technical Portfolio Design-I	4-3	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work-related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.	AET 261 - Technical Portfolio Capstone	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
AET 262-Technical Portfolio Design-II	4-3	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work-related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.				
AET 271-Applied Statics	4-3	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work-related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.				
AET 290-Topics in Architecture and Engineering	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.				
AET 299-Independent Study in Drafting	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.				
<b>AUTOMOTIVE</b>							
AMT 100-Introduction to Automotive Technology	1.2	Bachelor's degree in Automotive Technology or related field, and ASE G1, A6, A4 and A5 certification and 2,000 hours of related work experience	ASE Certifications G1, A6, A4 and A5 and 4,000 hours of automotive related work experience.				
AMT 110-Automotive Customer Service	1.2	Bachelor's degree in Automotive Technology or related field, and ASE Service Consultant certification	ASE Certifications as Service Consultant, and 4,000 hours of automotive related work experience.				
AMT 120-Automotive Electricity Fundamentals	1.2	Bachelor's degree in Automotive or related field, Master certification by ASE in G1 and L1 Advanced, and 8,000 hours of automotive related field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 140-Automotive Engine Technology	1.2	Bachelor's degree in Automotive or related field, Master certification by ASE in those areas related to courses to be taught including G1 and L1 Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 160-Automotive Electronics Fundamentals	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1 Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 170-Manual Drive Train & Axles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1 Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 180-Automotive Steering, Chassis, & Suspension	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1 Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 200-Computerized Automotive Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1 Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 220-Automotive Brake Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1 Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
AMT 230-High Performance Engine Fundamentals	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 240-Automotive Climate Control Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 250-Automotive Cooperative Internship	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 260-Engine Performance/ Drivability	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 265-Alternate Fuel Vehicles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 270-Automatic Transmission & Transaxles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
AMT 299-Automotive independent Study	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).				
<b>ANIMATION</b>							
ANI 100-2D Animation	1.2	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)				
ANI 103-Animation Techniques I	1.2	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)				
ANI 105-3D Modeling and Animation 1	1.2	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)				
ANI 203-3D Animation Techniques II	1.2	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)				
ANI 205-3D Modeling and Animation 2	1.2	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)				
<b>ANTHROPOLOGY</b>							
ANT 151-Introduction to Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ANT 155-Introduction to Archaeology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>ANT 160-Introduction to Physical Anthropology</b>	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		<b>ANT 160 - Biological Anthropology</b>			
ANT 170-Intro to Cultural Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ANT 255-Archaeological Field School	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ANT 260-Archaeology of the Ancient Near East	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ANT 290-Topics in Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
<b>ADMINISTRATIVE OFFICE TECHNOLOGIES</b>							
AOT 101-Keyboarding I - Introduction	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
AOT 105-Keyboarding Speed & Accuracy	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
AOT 120-Word Processing I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 120-Word Processing I for Windows			
AOT 122-Word Processing II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 122-Word Processing II for Windows			
AOT 130-Presentation Software	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 130-Presentation Software for Windows			
AGM 131-Spreadsheet Application I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 131-Spreadsheet Applications I for Windows			
AGT 132-Database Systems I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 132-Database Systems I for Windows			
AOT 134-Introduction to Desktop Publishing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 134-Desktop Publishing I			
AOT 135-Medical Terminology	1.2	Bachelor's degree in Medical, Health, Biological Sciences or Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) certification and 2,000 hours of related work experience.					
AOT 140-Integrated Office Applications	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 140-Integrated Office Applications for Windows			
AOT 145-Office Practice	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
AGT 231-Spreadsheet Application II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 231-Spreadsheet Applications II for Windows			
AOT 234-Advanced Desktop Publishing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 234-Desktop Publishing II			
AOT 250-Administrative Office Procedures	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
AOT 255-Administrative Office Management Internship	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 255-Administrative Office Technologies Internship			
AGT 299-Independent Study in Administrative Office Management	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.		AOT 299-Independent Study in Administrative Office Technologies			
<b>Architectural Technology (ARC)</b>							
				ARC 171 - Introduction to Design I	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture and a design portfolio review.	
				ARC 172 - Introduction to Design II	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture and a design portfolio review.	
				ARC 210 - History of World Architecture	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture or art history.	
				ARC 222 - Architectural Tech and Const I	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture and a design portfolio review.	
				ARC 224 - Architectural Tech and Const II	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture and a design portfolio review.	
				ARC 232 - Structural Fundamentals	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture or engineering or physics.	
				ARC 251 - Design Visualization and Portfolio	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Industrial/Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
				ARC 273 - Fundamentals of Design I	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture and a design portfolio review.	
				ARC 274 - Fundamentals of Design I	1.1	Master of Architecture or Master's degree and 18 graduate credit hours in architecture and a design portfolio review.	
<b>Automation, Robotics &amp; Mechatronics (ARM)</b>							
ARM-151 Mechanical Assembly and Maintenance	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 161 Automation and Robotics I	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 210 Motor Controls and Troubleshooting	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 220 Automation and Robotics II	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 275 ARM Capstone I	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 276 ARM Capstone II	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 277 Joint Capstone I	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM 278 Joint Capstone II	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 140 Electrical I	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 141 Electrical II	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
ARM - 145 Hydraulics and Pneumatics	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ARM - 150 PLC I	1.2	Bachelor's degree in Industrial/Construction Management, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience.				
ART							
ART 150-Humanities Through the Arts	1.1	Master's degree in the Humanities, Liberal Studies, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the discipline.					
ART 151-Art Appreciation	1.1	Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.					
ART 152-Intro to Studio Art	1.1	Master's in Art, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.					
ART 153-2D Design	1.1	Master's degree or Master of Fine Arts degree in 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 155-Non-Western Art	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)					
ART 156-Drawing I	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 157-Drawing II	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 158-Life Drawing	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 159-Introduction to Printmaking	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 160-Painting I	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 165-Ethnic Folk Art	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)					
ART 166-Digital Tools for Studio Artists	1.1	Master's in Art, Master of Fine Arts degree or Master's degree and 18 graduate credit hours in the fine arts (must be studio).					
ART 167-Graphic Design I	1.1	Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.					
ART 168-Computer Art I	1.1	Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.					
ART 170-Introduction to Art Education	1.1	Master's degree in Art History, Art Education or Master's degree and 18 graduate credit hours in Art, Art History, and Art Education (must include courses with significant writing components).					
ART 171-Art History I	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components).					
ART 172-Art History II	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)					
ART 174-Studies in Contemporary Art	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)					
ART 175-History of Photography	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)					
ART 176-Fashion and Art	1.1	Master's degree in Art History or Master's degree and 18 graduate credit hours in Art History (must include courses with significant writing components)					
ART 180-Sculpture I	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, metals, 3D media or Master's degree and 18 graduate credit hours in 3D media (must be studio).					
ART 184-Jewelry/Metals I	1.1	Master's degree or Master of Fine Arts degree in Sculpture, metals, or Master's degree and 18 graduate credit hours in metals media (must be studio).	Demonstrated competency with the tools of the field.				
ART 185-Fibers I	1.1	Master's degree or Master of Fine Arts degree in Sculpture, fiber, 3D media or Master's degree and 18 graduate credit hours in 3D media including fibers (must be studio).					
ART 186-Jewelry/Metals II	1.1	Master's degree or Master of Fine Arts degree in Sculpture, metals, or Master's degree and 18 graduate credit hours in metals media (must be studio).	Demonstrated competency with the tools of the field.				
ART 190-Professional Practices	1.1	<del>Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.</del>	<del>Tested Experience in displaying art, portfolio/website-making, and demonstrated competency with the tools of the field.</del>			Bachelor's degree in a related creative/technical field and 3 years of tested experience in a creative field.	3 years of tested experience in creative fields (Teaching is not considered tested experience)
ART 241-Darkroom Photography I	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 242-Darkroom Photography II	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 244-Color Photography	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 245-Primitive Photography	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 246-Alternative Photo Processing	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 247-Large Format Photography	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 248-Studio Lighting I	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 249-Studio Lighting II	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).	Demonstrated competency with the tools of the field.				
ART 250-Digital Photography I	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).					
ART 251-Audio, Video, New Media I	1-3	<del>Master's degree or Master of Fine Arts degree in Photography, Video, Digital Art, Production or Master's degree and 18 graduate credit hours in photography/video (must be studio).</del>	<del>Demonstrated competency with the tools of the field.</del>				
ART 252-Digital Photography II	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).					



COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
ART 253-3D Design	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, 3D media or Master's degree and 18 graduate credit hours in 3D media (must be studio).					
ART 254-Digital Photography III	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).					
ART 255-Digital & Film Photo Exploration	1.1	Master's degree or Master of Fine Arts degree in Photography or Master's degree and 18 graduate credit hours in photography (must be studio).					
ART 257-Drawing III	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 258-Life Drawing II	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 261-Painting II	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 262-Painting III	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 263-Painting IV	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 264-Beginning Watercolor	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 265-Advanced Watercolor	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 266-Advanced Painting	1.1	Master's degree or Master of Fine Arts degree in Drawing, Painting, 2D media or Master's degree and 18 graduate credit hours in 2D media (must be studio).					
ART 271-Ceramics I	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).					
ART 272-Ceramics II	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).					
ART 273-Ceramics III	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).					
ART 274-Ceramics IV	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).					
ART 275-Ceramics Studio	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, or Master's degree and 18 graduate credit hours in Ceramics (must be studio).					
ART 280-Sculpture II	1.1	Master's degree or Master of Fine Arts degree in Sculpture, Ceramics, 3D media or Master's degree and 18 graduate credit hours in 3D media (must be studio).					
ART 290-Topics in Art	1.1	Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.					
ART 299-Study in Art	1.1	Master's degree in Art History, Master of Fine Arts, or Master's degree and 18 graduate credit hours in the fine arts.					
Audio Video Production and Editing							
				AVD 105-Audio Video Pre-Production I	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 150-Audio Video Production	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 160 Audio Video Post Production I	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 170 Motion Graphics I	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 180 Sound Production	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 250 Audio Video Production II	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 251 Audio Video Production III	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
				AVD 260 Audio Video Post Production II	1.2	Bachelor's degree in film/video production, digital media, or a related discipline.	3 years of tested experience and competency in field specific technologies. (Teaching is not considered tested experience)
BIOLOGY							
BIO 110-Introduction to Human Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 130-Environmental Field Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 138-Hereditry, Ethics and Society	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 157-Fundamentals of Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 158-Evolution and Biodiversity	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 255-Microbiology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 263-Human Anatomy and Physiology I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BIO 264-Human Anatomy and Physiology II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
BUSINESS							
BUS 110-Business Career Skills I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
BUS 145-Business Applications of Mathematics	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
BUS 150-Introduction to Business	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
BUS 155-Business Communication	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
BUS 160-Introduction to Entrepreneurship	1.2	<del>Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.</del>				Bachelor's degree in Business or related field, and 2,000 hours of small business ownership or management.	
BUS 162-Entrepreneurship Business Planning	1.2	<del>Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.</del>				Bachelor's degree in Business or related field, and 2,000 hours of small business ownership or management.	
BUS 175-Introduction to International Business	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
BUS 220-Human Relations and Team Building	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
BUS 235-Business Ethics	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.					
BUS 241-Business Law	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.					
BUS 255-Business Internship	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.					
BUS 270-Principles of Exporting & Importing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.					
BUS 299-Topics/Issues in Business	1.1	<del>Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.</del>				Bachelor's degree in Business or related field, and 2,000 hours of work experience in course topic.	
<b>COMPUTER INFORMATION SYSTEMS</b>							
CDM 090-Introduction to Computer Applications	1.6	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Management Information Systems, Information Technology, or a related field with demonstrated skills in computer applications (teaching demonstration is required)				
CDM 110-Computer Literacy for Windows	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. Bachelors degree in Education with coursework in Microsoft Office Applications and completion of training for the CDM 110 course from MCC.	If no specific coursework in Microsoft Office and Web Development has been taken, the instructor must demonstrate knowledge of: Windows, Word, Excel, Access, PowerPoint, and HTML before teaching the course. Successfully completing the CDM 110 course will be accepted as training / testing in addition to a Bachelors degree and teaching certification.				
CDM 205-Technology in Education	1.1	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.					
CDM 240-Server + Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.				
CDM 250-Internship in CDM	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.				
CDM 290-Topics in Computers & Digital Media	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.				
<b>CHEMISTRY</b>							
CHM 115-Chemistry and Society	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CHM 164-Elementary Chemistry	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CHM 165-General Chemistry I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CHM 166-General Chemistry II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CHM 170-Survey of Organic and Biochemistry	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CHM 265-Organic Chemistry I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CHM 266-Organic Chemistry II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>CRIMINAL JUSTICE</b>							
CJS 101-Introduction to Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 106-Introduction to Corrections	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 110-Policing	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 115-Criminal Law	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.					
CJS 120-Juvenile Delinquency	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 125-Principles of Criminal Investigation	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 131-Emergency Dispatching	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.	Bachelor's degree in the criminal justice field or related fields and 10,000 hours work experience or 18 hours towards criminal justice Master's degree or related field and 10,000 hours work experience.				
CJS 140-Criminology	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.					
CJS 203-Laws of Criminal Evidence	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 206-Community Based Corrections	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 211-Terrorism and Homeland Security*	1.2	Master's degree in the criminal justice field or related fields to include: sociology, psychology, or management. And 10,000 hours work experience or Juris Doctorate in Law And 10,000 hours work experience.	Bachelor's degree in the criminal justice field or related fields and 10,000 hours work experience or 18 hours towards criminal justice Master's degree or related field and 10,000 hours work experience.				
CJS 215-Community Policing	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
CJS 220-Ethics in Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 225-Criminal Justice Management	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 230-Student Police Academy	1.2	1. Master's degree in Criminal Justice or related fields to include: Sociology, Psychology, or Management. Plus 10,000 hours of work experience. Or, Juris Doctorate in law and 10,000 hours of work experience. 2. Bachelor's degree in the Criminal Justice field or related fields and 10,000 hours work experience. Or 18 hours toward a Criminal Justice master's degree or related field and 10,000 hours work experience.					
CJS 250-Criminal Justice Internship	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
CJS 275-Criminal Procedures	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.					
CJS 290-Topics in Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.					
<b>CULINARY MANAGEMENT</b>							
CLM 100-Intro to Professional Hospitality	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience in Hospitality, travel/tourism or event planning field.				
CLM 101-Culinary Skills I	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 102-Culinary Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 103-Culinary Skills III	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 105-Sanitation and Safety	1.2	Bachelor's degree in Hospitality, Culinary Arts, Consumer Science or Food Science related field. Illinois Food Service Certification-Instructor level (FSSMC) and Servsafe™ certified instructor and proctor.	Associate degree in Culinary, Pastry, Hospitality or related field, 2,000 hours of work experience and Illinois Food Service Certification-Instructor level (FSSMC) and Servsafe™ certified instructor and proctor.				
CLM 106-Culinary Nutrition	1.2	Bachelor's degree in Hospitality or Nutrition or registered dietician and 2,000 hours of work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 107-Culinary and Hospitality Supervision	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 130-Inventory, Purchasing & Costing	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 140-Garde Manger & Int'l Cuisine	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 160-Menu Planning	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 180-Bar and Beverage Management*	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience in a position related to wine or beverage management.				
CLM 181-Introduction to Wine Culture*	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience in a position related to wine or beverage management.				
CLM 208-Restaurant Operational Skills	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 255-Culinary Internship	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate's degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
CLM 290-Topics in Culinary Management	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience.	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified.				
<b>CONSTRUCTION MANAGEMENT</b>							
CMT 102-Construction Documents	4-2	<del>Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.</del>	<del>Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience. Or, 18,000 hours of work related experience.</del>				
CMT 105-Intro. To Building Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience. Or, 18,000 hours of work related experience.	CMT 105 Intro to Residential Construction			
				CMT 107-Intro to Commercial Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.
				CMT 109-Intro to MEP Building Systems	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
<del>CMT-110-Mechanical Systems and Codes</del>	<del>1-3</del>	<del>Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 3,000 hours of work-related experience.</del>	<del>Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work-related experience; Or, 18,000 hours of work-related experience.</del>				
<del>CMT-115-Electrical Systems and Codes</del>	<del>1-3</del>	<del>Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 3,000 hours of work-related experience.</del>	<del>Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work-related experience; Or, 18,000 hours of work-related experience.</del>				
CMT-120-Building Codes and Enforcement	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
CMT-125-Survey Layout and Measurement	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
CMT-201-Construction Estimating	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
CMT-203-Construction Planning and Schedule	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
CMT-205-Construction Project Management	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
CMT-250-Construction Management Internship	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
<del>CMT-261-Technical Portfolio Design-I</del>	<del>1-3</del>	<del>Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 3,000 hours of work-related experience.</del>	<del>Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work-related experience; Or, 18,000 hours of work-related experience.</del>				
<del>CMT-262-Technical Portfolio Design-II</del>	<del>1-3</del>	<del>Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 3,000 hours of work-related experience.</del>	<del>Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work-related experience; Or, 18,000 hours of work-related experience.</del>				
CMT-290-Topics in Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.				
<b>COMPUTER NUMERICAL CONTROL</b>							
CNC-105 - Manual Machining I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.				
CNC-106 - Precision Machining I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				
CNC-115 - Manual Machining II	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
CNC-155 - Precision Machining II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.				
CNC-156 - Precision Machining III	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				
CNC-157 - Precision Machining IV	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				
				CNC 181 - Mastercam I	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
				CNC 182 - Mastercam II	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).
CNC-250 - Precision Machining Internship	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE FOR 2025-2026
CNC-277 - Precision Machining Capstone I	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				
CNC-278 - Precision Machining Capstone II	1.2	Bachelor's degree in industrial technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				
<b>CANCER REGISTRY MANAGEMENT</b>							
CRM 225 - Cancer Registry Structure & Management	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
CRM 245 - Cancer Registry Operations	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
CRM 255 - Cancer Disease, Coding and Staging	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
CRM 265 - Oncology Treatment and Coding	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
CRM 275 - CRM Data Quality & Utilization	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
CRM 285 - Abstracting Methods	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
CRM 295 - Cancer Registry Clinical Practicum	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential.				
<b>COMPUTER SCIENCE</b>							
CSC 121-Computer Science I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
CSC 122-Computer Science II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>DATABASE MANAGEMENT</b>							
DBM 100-Intro to MySQL Database Mgmt. Systems	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.					
DBM 150-SQL/Database Concepts	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.					
<b>DIGITAL MEDIA</b>							
DGM 107-Introduction to Digital Legalties	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.					
DGM 110-Game Design I	1.1	Bachelor's degree in digital media, gaming, animation, computer art, media arts, film/video production, or related discipline.	3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)				
<del>DGM 152-Interface Design</del>	<del>4-2</del>	<del>Bachelor's degree in a computer, design, or media related field with specific coursework and 1 or 2000 hours of experience in the Gaming field</del>					
<del>DGM 153-Designing the User Experience</del>	<del>4-2</del>	<del>Bachelor's degree in a computer, design, or media related field with specific coursework and 1 or 2000 hours of experience in the Gaming field</del>					
DGM 170-Digital Video Production	1.2	Bachelor's degree in digital media, animation, computer art, media arts, film/video production, or related discipline.	3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)				
DGM 210-Game Design 2	1.1	Bachelor's degree in digital media, gaming, animation, computer art, media arts, film/video production, or related discipline.	3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)				
<del>DGM 250-Digital Media Internship</del>	<del>4-2</del>	<del>Bachelor's degree in Art, Computer Science, or a related field. A minimum of 2,000 hours of related experience</del>					
<del>DGM 256-Digital Freelancing</del>	<del>4-2</del>	<del>Bachelor's degree in a field relating to Digital Media; coursework and 2,000 hours of related experience--</del>	<del>4,000 hours of work experience relating to freelancing, business management, or running their own business.</del>				
DGM 260-3D Game Development 2	1.1	Bachelor's degree in digital media, gaming, animation, computer art, media arts, film/video production, or related discipline.	3 years of tested experience and competency in gaming-field specific technologies. (Teaching is not considered tested experience)				
DGM 265-Agile Project Management	1.2	Bachelor's degree in a field relating to Computer Science, Project Management, or Business; 2,000 hours of work experience, or industry certifications relating to Project Management.					
GRA 275-Portfolio Design	1.2	Bachelor's degree in a computer, graphic, video or animation or a related area with coursework and 2,000 hours of related experience.					
DGM 290-Tropics in Digital Media	1.1	Bachelor's degree in a computer, graphic, video or animation or a related area with coursework and 2,000 hours of related experience.					
<b>EARTH SCIENCE</b>							

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
EAS 101-Introduction to Earth Science*	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.					
EAS 120-Introduction to Meteorology	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
EAS 180-Introduction to Astronomy	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
EAS 185-Natural Hazards and Disasters	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
<b>EARLY CHILDHOOD EDUCATION</b>							
ECE 115-Early Childhood Education	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 118-The Professional Child Care Provider	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 120-Child Growth and Development	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 121-Infant/Toddler Development & Care	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 125-Nutrition, Health & Safety	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 131-Early Childhood Guidance & Observation	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 150-Child Study & Observation	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 155-Child, Family & Community Relations	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 204-Early Childhood Language Arts	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 209-Early Childhood Music/Rhythmic Activity	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 214-Early Childhood Art Activities	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 219-Early Childhood Science and Math	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 229-Early Childhood Curriculum & Activity	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 234-Child Care Center Management	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 250-Early Childhood Practicum	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
ECE 290-Topics in Early Childhood Education	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience					
<b>ECONOMICS</b>							
ECO 150-Introduction to Economics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ECO 251-Microeconomics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ECO 252-Macroeconomics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ECO 261-Economic Development Dynamics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>EDUCATION</b>							
EDU 251-Introduction to Education	1.1	Master's degree in Education, specific to K through Grade 12					
EDU 252-Children's Literature	1.1	Master's degree in Education, specific to K through Grade 12					
EDU 253-Children with Exceptionalities	1.1	Master's degree in Education or Special Education, specific to K through Grade 12					
EDU 255-Diversity of Schools	1.1	Master's degree in Education, specific to K through Grade 12					
EDU 257-Language Development	1.1	Master's degree in Education, specific to K through Grade 12					
EDU 261-Intro to Foundations of Reading	1.1	Master's degree in Education, specific to K through Grade 12					
EDU 275-Classroom Observation	1.1	Master's degree in Education, specific to K through Grade 12					
EDU 290-Topics in Education	1.1	Master's degree in Education, specific to K through Grade 12					
<b>ENGINEERING</b>							
EGR 151-Engineering Graphics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.					
EGR 251-Statics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.					
EGR 252-Dynamics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
EGR 260-Electrical Circuits Analysis	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.					
<b>EMERGENCY MEDICAL SERVICES</b>							
EMS 105-First Responder Emergency Aid	1.2	Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor.	AAS degree in EMS or Fire Science in Health Sciences; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor, 4,000 hours- (2 years) of work related experience.				
EMS 110-Emergency Medical Technician-Basic	1.2	Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor.	AAS degree in EMS or Fire Science; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor, 4,000 hours- (2 years) of work related experience.				
EMS 120-EMT Paramedic Module I	1-3	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.				
EMS 121-EMT Paramedic Module II	1-3	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.				
EMS 122-EMT Paramedic Module III	1-3	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.				
EMS 123-EMT Paramedic Internship	1-3	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.				
				EMS 220 Paramedic Module I	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.
				EMS 221 Paramedic Module II	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.
				EMS 222 Paramedic Module III	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.
				EMS 223 Paramedic Module IV	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.
				EMS 224 Paramedic Module V Internship	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.
<b>ENGLISH</b>							
ENG 088-Spelling	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)					
ENG 089-Sentence Structure	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)					
ENG 090-Foundations of Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)					
ENG 095-Introduction to College Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)					
ENG 097-Academic Reading and Writing for ELL	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)					
ENG 099-Effective Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)					
ENG 105-Technical Communications	1.2	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 108-Writing for the Web	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 151-Composition I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 152-Composition II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 240-Introduction to Shakespeare	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 250-Creative Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 251-Introduction to Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 252-Studies in Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 253-World Literature to 1650	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 254-World Literature 1650 to Present	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 255-British Literature to 1800	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 256-British Literature 1800 to Present	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 260-American Literature I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 261-American Literature II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 270-The Bible as Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 271-Greek and Roman Mythology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 272-Non-Western Mythologies	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					



COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE FOR 2025-2026
ENG 275-Women's Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 276-Asian Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
ENG 277-Intro to Children's Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>FRENCH</b>							
FRE 151-Beginner French I	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
FRE 152-Beginner French II	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
				FRE 155 - French for Conversation I	1.1	Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
FRE 251-Intermediate French I	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
FRE 252-Intermediate French II	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
				FRE 255 - French for Conversation II	1.1	Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
FRE 261-Advanced French Conv & Comp I	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
FRE 262-Advanced French Conv & Comp II	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where French is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
<b>FIRE SCIENCE</b>							
FRS 100-Introduction to Emergency Services	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 101-Introduction to Fire Science	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 hours of related work experience				
FRS 121-Fire Suppression	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 hours of related work experience.				
FRS 122-Building Construction Fire Service	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 123-Fire Protection Systems	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
FRS 150-Basic Operations Firefighter	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 205-Fire Inspection & Code Enforcement	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 222-Fire Service Instructor I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 223-Fire Service Tactics & Strategies I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 224-Fire Prevention Principles I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 240-Fire Behavior and Combustion	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 245-Principles of Fire/EMS Safety & Survival	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 250-Fire Science Practicum	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 252-Hazardous Materials First Responder Operations	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
FRS 253-Fire Apparatus Engineer	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
FRS 270-Legal Aspects of Emergency Services*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 272-Fire & Emergency Services Admin*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 278-Safety & Health for Emergency Serv*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 283-Fire Investigation I*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 284-Fire Investigation II*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.				
FRS 290-Topics in Fire Science	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience				
<b>GEOGRAPHY</b>							
GEG 107-Introduction to Physical Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 123-Energy Resources	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 124-Energy Resources Lab	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 202-Geography of the Developed World	1.1	Master's degree in geoscience* or any master's degree with 18 credit hours in the discipline.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 203-Geography of the Developing World	1.1	Master's degree in geoscience* or any master's degree with 18 credit hours in the discipline.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 204-Economic Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 220-The Global Environment	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
GEG 221-The Global Environment (Lab)	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEG 290-Topics in Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
<b>GEOLOGY</b>							
GEL 105-Introduction to Physical Geology	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
GEL 110-Geology of the National Parks	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.				
<b>GERMAN</b>							
GER 151-Beginner German I	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
GER 152-Beginner German II	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
				GER 155 - German for Conversation I	1.1	Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
GER 251-Intermediate German I	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
GER 252-Intermediate German II	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
				GER 255 - German for Conversation II	1.1	Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
GER 261-Advanced German Conv & Comp I	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
GER 262-Advanced German Conv & Comp II	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where German is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
<b>GRAPHIC ARTS</b>							
GRA 100-Adobe Design Suite	1.2	Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)				
GRA 123-Digital 2D Design	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in 2D Media Studio and Design Studio combined.					
GRA 125- Digital Illustration I	1.1	Master's degree in Art, Design, Animation, Illustration or Master's degree and 18 graduate credit hours in 2D Media Studio and Design Studio combined.					
GRA 167-Graphic Design I	1.1	Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.					
GRA 168-Computer Art I	1.1	Master's degree in Art, Design, Animation, Illustration or Master's degree and 18 graduate credit hours in 2D Media Studio and Design Studio combined.					
GRA 180-History of Graphic Design	1.2	Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)				
GRA 183-Typography	1.2	Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)				
GRA 185-Color Theory	1.2	Bachelor's degree in Graphic Arts, Multimedia, or a related creative/technical field and 3 years of tested experience in graphic arts, multimedia, or design.	3 years of tested experience in graphic arts, multimedia, or design (Teaching is not considered tested experience)				
GRA 267-Graphic Design 2	1.1	Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.					
				GRA 280 Graphic Design 3	1.1	Master's degree in Art, design, illustration, Publishing or Master's degree and 18 graduate credit hours in Graphic Design.	
<b>HEALTH SCIENCES</b>							
HCE 100-Health Profession Career Exploration	1.2	Bachelor of Science /Bachelor of Art degree required,					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
HCE 110-Medication Math	1.2	Bachelor's degree or higher in a related field in healthcare with 6,000 hours of related work experience. Current license as a professional health care provider in Illinois; Knowledge of the integration of technology in the classroom is expected.					
HCE 111-Evidence Based Practice	1.2	Bachelor's degree or higher in a related field in healthcare with 6,000 hours of related work experience. Current license as a professional health care provider in Illinois; Knowledge of the integration of technology in the classroom is expected.					
<b>HEALTH AND FITNESS EDUCATION</b>							
HFE 101-Volleyball I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 103-Martial Arts/Self Defense	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 105-Yoga I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 106-Tai Chi*	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 110-Golf I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 120-Physical Fitness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness. CPR/AED certified. 2000 clock hours of related work experience. One year of teaching experience.				
HFE 121-Strength Training I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 122 - Metabolic Conditioning	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 123-Fitness Walking	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 125-Fencing I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience—Or, appropriate certification/licensure and 6,000 hours of experience—CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 140-Theories of Baseball and Softball	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 141-Theory of Basketball	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 150-Contemporary Health Issues	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 151-First Aid and CPR	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. Current instructor's certification through American Red Cross.					
HFE 152-Women's Health Issues	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 161-Personal Fitness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 170-Fitness and Human Performance Professions	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 171-Exercise Science I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 175-Group Exercise Principles	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 176-Strength and Conditioning Principles	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					Certified Strength & Conditioning Specialist (CSCS) or industry equivalent
HFE 203-Lifeguard Training	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. Current instructor's certification through American Red Cross.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
HFE 210-Golf II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	<del>Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 5,000 hours of experience. CPR/AED certified.</del>				Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 4,000 hours of experience. CPR/AED certified.
HFE 221-Strength Training II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.					
HFE 250-Nutrition for Wellness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Current licensed Registered Dietician. One year of teaching experience				
HFE 251-Drugs in a Contemporary Society	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 252-Issues in Family Violence	1.1	Master's degree in Health Education, Social Work, Criminal Justice, or related field. 2,000 hours of related work experience. Completion of the 80-hour Domestic Violence class at Turning Point.					
HFE 255-Stress Management	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 260-Exercise Psychology and Motivation	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 270-Exercise Program Design	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. 2,000 hours of related work experience. CPR/AED certified.					
HFE 271-Exercise Science II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.					
HFE 278-Application of Fitness Instruction	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. 2,000 hours of related work experience.					
HFE 279-HFE Internship	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 280-Health Coaching	1.2	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.					
HFE 290-Topics in Health and Fitness Education	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness. CPR/AED certified. 2000 clock hours of related work experience. One year teaching experience.				
HISTORY							
HIS 132-Western Civilization II (from 1500 CE to present)	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HIS 141-Women's History	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HIS 165-History of Latin America	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HIS 170-United States History I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HIS 172-United States History II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HIS 180-History of Illinois	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HIS 290-Topics in History	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
HEALTH INFORMATION TECHNOLOGY							
HIT 137-Basic CPT Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 138-ICD Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 139-Healthcare Reimbursement	1.2	Bachelor's degree in a health related field. Must hold a credential from AHIMA.					
HIT 160-Intro to Health Information Management	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 180-Healthcare Delivery Systems	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 210-Healthcare Law and Ethics	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 220-Quality & Performance Improvement	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 235-HIT Pathophysiology & Pharmacology	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 237-Advanced CPT and ICD Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 240-Electronic Health Records	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 260-Healthcare Management	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 270-Healthcare Statistic and Research	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HIT 280-HIT Practicum	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.					
HORTICULTURE							
HRT 100-Introduction to Horticulture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of horticulture science and the industry.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of horticulture science and the industry.				
HRT 103-Introduction to Plant Science	1.1	Master's degree in plant sciences or closely related field (Agronomy, Biology, Botany, Crop Science, Forestry, Horticulture, Plant Science); 18 graduate credit hours in plant science related courses. Knowledge in the fundamentals of plant structure, function, and growth processes; and impact of plants on society.					
HRT 105-Introduction to Soil Science	1.1	Master's degree in soil and plant sciences or closely related field (Agronomy, Crop Science, Forestry, Horticulture, Soil Science); 18 graduate credit hours in soil and plant science related courses. Knowledge in the fundamentals of soil characteristics, development, and management.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
				HRT 107-Woody and Herbaceous Plants	1.2	Bachelor of Science in the horticultural area + 2,000 hours of related work experience; Working knowledge of woody and herbaceous perennials suitable for northern Illinois landscapes, including plant identification, culture, and use.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of woody and herbaceous perennials suitable for northern Illinois landscapes, including plant identification, culture, and use.
HRT 112-Horticultural Mechanics	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of basic structures and supporting systems, equipment, and tools of the horticulture industry.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of basic structures and supporting systems, equipment, and tools of the horticulture industry.				
<del>HRT 120-Basic Floral Design</del>	1.2	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop; working knowledge of basic fresh floral designing techniques</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop; working knowledge of basic fresh floral designing techniques</del>	HRT 120 - Introduction to Floral Design			
<del>HRT 125-Intermediate Floral Design</del>	1.2	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop; working knowledge of intermediate fresh floral designing techniques</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop; working knowledge of intermediate fresh floral designing techniques</del>				
<del>HRT 130-Fall Greenhouse Production</del>	1.2	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with fall greenhouse crop production, including poinsettias.</del>	<del>Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of greenhouse structures and systems operation, along with fall greenhouse crop production, including poinsettias.</del>	HRT 130-Introduction to Greenhouse Management			
HRT 135-Fruit and Vegetable Crops	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of fruit and vegetable crop production specifically in northern Illinois.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of fruit and vegetable crop production specifically in northern Illinois.				
HRT 150-Plant Problem Diagnosis & Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of major plant problems facing horticulture plantings and crops in northern Illinois; along with current appropriate management practices.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Pesticide Applicator Training; Working knowledge of major plant problems facing horticulture plantings and crops in northern Illinois; along with current appropriate management practices.				
<del>HRT 150-Landscape Perennials</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of herbaceous perennials suitable for northern Illinois landscapes; including plant identification, culture and use.</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of herbaceous perennials suitable for northern Illinois landscapes; including plant identification, culture and use.</del>				
<del>HRT 160-Trees and Shrubs in the Landscape</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of trees and shrubs suitable for northern Illinois landscapes; including plant identification, culture and use.</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of trees and shrubs suitable for northern Illinois landscapes; including plant identification, culture and use.</del>				
HRT 161-Landscape Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of landscape design concepts and practices.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ; Certified Landscape Architect.				
<del>HRT 161-Turf Management</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of turfgrass culture and use; with emphasis on home lawns; in northern Illinois.</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience.</del>				
HRT 203-Introduction to Hydroponics	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the design, implementation, and culture of hydroponic and aquaponic crop and plant systems.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the design, implementation, and culture of hydroponic and aquaponic crop and plant systems.				
<del>HRT 205-Organic and Sustainable Practices</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of organic systems and practices for growing fruit and vegetable crops in northern Illinois</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Organic Grower; Working knowledge of organic systems and practices for growing fruit and vegetable crops in northern Illinois.</del>				
HRT 221-Advanced Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop; working knowledge of wedding and sympathy design and planning	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop; working knowledge of wedding and sympathy design and planning				
<del>HRT 223-Flower Shop Management</del>	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop ; working knowledge of floral shop business practices	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop ; working knowledge of floral shop business practices	HRT 223-Floral Shop Operations			
HRT-223 - Floral Art		Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist); or AIFD (national) - Practical experience in retail floral shop; working knowledge of fresh and everlasting floral designing techniques.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; ICPF (Illinois Certified Professional Florist); or AIFD (national) - Practical experience in retail floral shop; working knowledge of fresh and everlasting floral designing techniques.				
<del>HRT 229-Dry and Mixed Floral Design</del>	1.2	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop; working knowledge of designing with dry and artificial floral materials.</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) - Practical experience in retail floral shop; working knowledge of designing with dry and artificial floral materials.</del>				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
<del>HRT-231-Spring Greenhouse Production</del>	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with spring bedding plant production practices.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with spring bedding plant production practices.	<del>HRT-231-Greenhouse Production and Scheduling</del>			
HRT-250-Horticulture Internship	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the horticulture industry in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the horticulture industry in northern Illinois.				
<del>HRT-251-Integrated Pest Management</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the latest integrated pest management techniques appropriate for northern Illinois horticultural crops and plantings; along with indoor plants and greenhouse crops.</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; Working knowledge of the latest integrated pest management techniques appropriate for northern Illinois horticultural crops and plantings; along with indoor plants and greenhouse crops.</del>				
HRT-264-Arbiculture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of tree care and arborist techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Illinois Certified Arborist (ISA); Working knowledge of tree care and arborist techniques				
<del>HRT-265-Landscape CAD</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of CAD techniques related to landscape design</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; Certified Landscape Architect; Working knowledge of CAD techniques related to landscape design</del>				
HRT-266-Landscape Construction	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of landscape design, landscape installation, and care.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of landscape design, landscape installation, and care.				
<del>HRT-282-Golf Course &amp; Sports Turf Management</del>	<del>1.2</del>	<del>Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of turfgrass culture and use, with emphasis on golf courses and athletic fields, in northern Illinois.</del>	<del>Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; Certified Golf Course Superintendent; Working knowledge of turfgrass culture and use, with emphasis on golf courses and athletic fields, in northern Illinois.</del>				
HRT-290-Topics and Issues in Horticulture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the specific topic addressed in the specific section designed within the parameters of this course.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the specific topic addressed in the specific section designed within the parameters of this course.				
HRT-299-Horticulture Independent Study	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the specific independent study topic the student is pursuing in the section taught.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the specific independent study topic the student is pursuing in the section taught.				
<b>HVAC</b>							
HVA - 101 - Introduction to Refrigeration	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 102 - HVAC Electrical I	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 103 - Residential Heating Systems	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 104 - Residential Air Conditioning Systems	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 106 - Residential Service and Installation	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				





COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE FOR 2025-2026
HVA - 116 - Sheet Metal II	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 117 - Direct Digital Controls	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 118 - Air Movement and Ventilation	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 119 - Hydronic Heating Systems	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
HVA - 120 - Building Insulation	1.2	Bachelor's degree in HVAC or related field and 8,000 hours of related work experience with EPA Section 608 Certification and qualified to proctor the exam.	Associate of Applied Science degree in HVAC and 10,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or 12,000 hours of HVAC work experience with EPA Section 608 Certification and qualified to proctor the exam; or appropriate US military MOS with 5,000 hours of military or work experience in the HVAC industry with EPA Section 608 Certification and qualified to proctor the exam.				
<b>MANUFACTURING MANAGEMENT</b>							
IMT 100-Introduction to Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, For IMT 100 and IMT 104, 10,000 hours of industrial management work experience.				
IMT 102-Manufacturing Processes	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
IMT 103-Materials of Industry	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
<del>IMT 104-Blueprint Reading for Manufacturing</del>	<del>1.2</del>	<del>Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).</del>	<del>Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience; OR Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, For IMT 100 and IMT 104, 10,000 hours of industrial management work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).</del>	AET 131 - Engineering Print Reading	1.2	Bachelor's degree in Architecture, Engineering, Engineering Technology, Construction Management, Industrial Technology or related field and 2,000 hours of work-related experience.	Associate's degree in Architectural or Engineering or Industrial Technology, Construction Management or related field and 8,000 hours of work-related experience.
IMT 109-Mechanics of Materials	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.  Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).				
IMT 110-Supervisory Responsibility	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				

[illegible]

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
IMT 200-Computer Integrated Manufacturing I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.				
IMT 205-Computer Integrated Manufacturing II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.				
IMT 210-Continuous Improvement Practices	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
IMT 215- Supply Chain Management II	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology, Supply Chain Management or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
IMT 261-Technical Portfolio Design I	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
IMT 262-Technical Portfolio Design II	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
IMT 290-Topics in Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
IMT 299-Independent Study in Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
<b>JOURNALISM</b>							
JRN 152-Introduction to Mass Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
JRN 155-Media News Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
JRN 165-Introduction to Broadcasting	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
JRN 170-Media Feature Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
JRN 180-Introduction to Film	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or a masters degree in theatre, film or film studies.					
JRN 290-Topics in Journalism	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>INTERDISCIPLINARY STUDIES</b>							
IAS 290-Topics in Interdisciplinary Studies	1.1						
IAS 250-Leadership Development	1.1	Master's degree in a discipline taught at MCC and Phi Theta Kappa certification.					
<b>LIBRARY</b>							
LIB 110-Information Literacy and Research	1.1	Master's degree from an American Library Association-accredited library and information studies program.					
<b>MOBILE APPLICATION DEVELOPMENT</b>							
MAD 105-Programming for Android I	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
MAD 107-Programming for IOS I	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.					
MAD 155-Programming for Android II	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.					
MAD 157-Programming for IOS II	1.2	Bachelor's degree in a computer related field with specific course work in mobile development, or a degree in a computer related field and a published IOS app.					
MAD 255-Programming for Android III	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.					
MAD 257-Programming for IOS III	1.2	Bachelor's degree in a computer related field with specific course work in mobile development, or a degree in a computer related field and a published IOS app.					
<b>MATH</b>							
MAT 020-GE Stats Support*	1.4	Master's degree in Mathematics or related course.					
MAT 050-Elements of Math Support*	1.4	Master's degree in Mathematics or related course.					
MAT 061-College Algebra Support	1.4	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 090-Essentials of Mathematics	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.					
MAT 095-Elementary Algebra	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.					
MAT 096-Elementary Geometry	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.					
MAT 097-Technical Mathematics I	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.					
MAT 098-Mathematics for Electronics I	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.					
MAT 099-Intermediate Algebra	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.					
MAT 106-Technical Mathematics II	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.					
MAT 107-Mathematics for Electronics II	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.					
MAT 120-General Education Statistics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 140-Concepts in Mathematics	1.2	Minimums not set by Mathematics Department					
MAT 150-Elements of Mathematics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 158-Technical Mathematics III	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.					
MAT 159-Mathematics for Electronics III	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.					
MAT 161-College Algebra	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 165-College Algebra and Trigonometry	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 166-Trigonometry*	1.1	Master's degree in Mathematics or Master's degree in a related field with at least 18 semester hours in graduate level mathematics.					
MAT 170-Finite Mathematics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 171-Calculus for Business and Social Sciences	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 175-Calculus with Analytic Geometry I	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 201-Mathematical Foundations for Elementary Education	1.1	Master's degree in Mathematics or at least five years 6-12 math teaching experience and a Master's Degree.					
MAT 202-Mathematical Foundations for Elementary Education II	1.1	Master's degree in Mathematics or at least five years grades 9-12 math teaching experience and a Master's degree.					
MAT 220-Statistics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 245-Calculus with Analytic Geometry II	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 253-Linear Algebra	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 255-Calculus with Analytic Geometry III	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
MAT 260-Differential Equations	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.					
<b>THE COLLEGE EXPERIENCE</b>							
MCC 101-College Experience	1.1	Master's degree in any subject area.					
MCC 102-College Success Seminar	1.1	Master's degree in any subject area.					
<b>MANAGEMENT</b>							
MGT 110-Supervisory Responsibility	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.  Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.				
MGT 150-Principles of Management	1.2	<del>Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.</del>				Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.	
MGT 205-Creative Leadership	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.					
MGT 210-Human Resources Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
MGT 225-Cross Cultural Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.					
MGT 230-Experiencing Management Decisions	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.					
<b>MARKETING</b>							
MKT 110-Principles of Marketing	1.1	<del>Master's degree in Marketing, or MBA, or Master's in related field with 18 graduate hours in the discipline.</del>				Master's degree in Marketing; or MBA with 18 graduate credit hours in marketing; or Master's in related field with 18 graduate credit hours in marketing.	
MKT 120-Principles of Advertising	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
MKT 130-Professional Selling	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
MKT 140-Principles of Retailing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
MKT 155-Electronic Commerce (E-Commerce)	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
<del>MKT 160-Social Media Marketing</del>	1.2	<del>Bachelor's degree in Marketing or related field and 2,000 hours of related work experience, with 8 hours of continuing education in Social Media Marketing annually and/or actively managing social media marketing campaign(s) that is/are verified.</del>		MKT-160 Introduction to Social Media Marketing			
MKT 225-Consumer Behavior	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
MKT 240-Regional Agriculture Marketing	1.2	Bachelor's degree in the agricultural, business or marketing area+ 2,000 hours of related work experience; Working knowledge of the fundamentals of agriculture marketing and the industry.	Associate degree in the agricultural, business or marketing areas+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of agriculture marketing and the industry.				
MKT 249-Marketing Internship	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
MKT 264-International Marketing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
MKT 290-Topics & Issues in Marketing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.					
<b>MUSIC</b>							
MUS 100-Chorus	1.1	Master's degree in Music or Music Education.					
MUS 101-Fundamentals of Music	1.1	Master's degree in Music or Music Education.					
MUS 104-Intro to Electronic Music Processing	1.1	Master's degree in Music or Music Education.					
MUS 111-Class Piano I	1.1	Master's degree in Music or Music Education.					
MUS 140-Music Theory I	1.1	Master's degree in Music or Music Education.					
MUS 141-Musicianship I	1.1	Master's degree in Music or Music Education.					
MUS 145-Music Theory II	1.1	Master's degree in Music or Music Education.					
MUS 146-Musicianship II	1.1	Master's degree in Music or Music Education.					
MUS 151-Music Appreciation	1.1	Master's degree in Music or Music Education.					
MUS 153-Introduction to World Music	1.1	Master's degree in Music or Music Education.					
MUS 154-Introduction to American Music	1.1	Master's degree in Music or Music Education.					
MUS 160-Jazz Ensemble	1.1	Bachelor's degree in Music or Music Education and considerable experience in teaching or conducting.					
MUS 161-Chamber Ensemble	1.1	Master's degree in Music or Music Education.	Bachelor's degree in Music or Music Education. Three years of professional teaching or conducting in choral or instrumental music.				
MUS 162-Concert Band	1.1	Master's degree in Music or Music Education.					
MUS 163-New Orleans Jazz Band	1.1	Master's degree in Music or Music Education.					
MUS 164-Guitar Ensemble	1.1	Master's degree in Music or Music Education.					
MUS 165-Chamber Singers	1.1	Master's degree in Music or Music Education.					
MUS 171-Music History I	1.1	Master's degree in Music or Music Education.					
MUS 172-Music History II	1.1	Master's degree in Music or Music Education.					
MUS 201 to 219-Applied Music	1.1	Bachelor's degree in Music or Music Education and considerable experience in teaching or conducting.					
MUS 240-Music Theory III	1.1	Master's degree in Music or Music Education.					
MUS 241-Musicianship III	1.1	Master's degree in Music or Music Education.					
MUS 245-Music Theory IV	1.1	Master's degree in Music or Music Education.					
MUS 246-Musicianship IV	1.1	Master's degree in Music or Music Education.					
<b>NURSING ASSISTANT EDUCATION</b>							
NAE 100-Basic Nursing Assistant	1.2	BS/BA in a health related field; Registered Nurse with current Illinois license. 2 years' experience as a licensed nurse; one year of experience as a Registered nurse in one or both of the following areas: teaching theory in an accredited nurse training program or providing nursing care; Train the Trainer certificate from the Illinois Dept. of Public Health and or instructor approval from IDPH; current Basic Life Support CPR certification.	Associate of Applied Science in Nursing; Registered Nurse with current Illinois license. 2 years' experience as a licensed nurse; one year of experience as a Registered nurse in one or both of the following areas: teaching theory in an accredited nurse training program or providing nursing care; Train the Trainer certificate from the Illinois Dept. of Public Health and instructor approval; current Basic Life Support and CPR certification.				
<b>NETWORK SECURITY</b>							
NET 100-Computer Ethics	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.				
NET 105-IT Fundamentals	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 105, IT+ Certification, or TestOut IT Fundamentals Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 105, IT+ Certification, or TestOut IT Fundamentals Pro Certification (or 2000 hours of equivalent work-related experience) is required.				
NET 110-Network+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 110, Network+ Certification, or TestOut Network Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 110, Network+ Certification, or TestOut Network Pro Certification (or 2000 hours of equivalent work-related experience) is required.				
<del>NET 120-Computer Hardware-Basics</del>	<del>1.2</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.</del>	<del>Associate's degree in Computer Information Systems; Computer Science; Information Technology and 8,000 hours of related experience.</del>				
<del>NET 140-Introduction to LINUX</del>	<del>1.2</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.</del>	<del>Associate's degree in Computer Information Systems; Computer Science; Information Technology, or a related associate's degree and 8,000 hours of related experience.</del>				
NET 145-Linux+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 145, Linux+ Certification, or TestOut Linux Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 145, Linux+ Certification, or TestOut Linux Pro Certification (or 2000 hours of equivalent work-related experience) is required.				
<del>NET 160-Windows Operating Systems</del>	<del>1.2</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.</del>	<del>Associate's degree in Computer Information Systems; Computer Science; Information Technology and 8,000 hours of related experience.</del>				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
NET 151-Windows Client	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 151, passing of Microsoft Certification Exam MD-100, and Exam MD-101, or TestOut Client Pro Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 151, passing of Microsoft Certification Exam MD-100, and Exam MD-101, or TestOut Client Pro Certification Exam (or 2,000 hours of equivalent work-related experience) is required.				
NET 152-Windows Server I	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 152, passing of Microsoft Certification Exam AZ-800, or TestOut Hybrid Server Pro: Core Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 152, passing of Microsoft Certification Exam AZ-800, or TestOut Hybrid Server Pro: Core Certification Exam (or 2,000 hours of equivalent work-related experience) is required.				
<del>NET 170-Cisco Certification Prep-I</del>	<del>1-3</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: Completion of Cisco's train-the-trainer training with a Cisco-certified center.</del>	<del>Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 170, Cisco CCNA Certification and Completion of Cisco's train-the-trainer training with a Cisco-certified center (or 2,000 hours of equivalent work-related experience) is required.</del>				
<del>NET 171-Cisco Certification Prep-II</del>	<del>1-3</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: Completion of Cisco's train-the-trainer training with a Cisco-certified center.</del>	<del>Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 171, Cisco CCNA Certification and Completion of Cisco's train-the-trainer training with a Cisco-certified center (or 2,000 hours of equivalent work-related experience) is required.</del>				
<del>NET 173-Cisco Certification Prep-IV</del>	<del>1-3</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: Completion of Cisco's train-the-trainer training with a Cisco-certified center.</del>	<del>Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 173, Cisco CCNA Certification and Completion of Cisco's train-the-trainer training with a Cisco-certified center (or 2,000 hours of equivalent work-related experience) is required.</del>				
NET 175-CCNA Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 175, passing of Cisco's CCNA Certification Exam , or TestOut Routing and Switching Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 175, passing of Cisco's CCNA Certification Exam , or TestOut Routing and Switching Certification Exam (or 2,000 hours of equivalent work-related experience) is required.				
<del>NET 180-Computer Security Awareness</del>	<del>1-3</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.</del>	<del>Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience.</del>				
NET 183-Security+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 183, Security+ Certification or TestOut Security Pro Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 183, Security+ Certification or TestOut Security Pro Certification (or 2,000 hours of equivalent work-related experience) is required.				
NET 185-Ethical Hacking	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V12 Certification or TestOut Ethical Hacker Pro Certification (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V12 Certification or TestOut Ethical Hacker Pro Certification (or 2,000 hours of equivalent work-related experience) is required.				
NET 251-Windows Server II	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 251, passing of Microsoft Certification Exam AZ-801, or TestOut Hybrid Server Pro: Advanced Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 251, passing of Microsoft Certification Exam AZ-801, or TestOut Hybrid Server Pro: Advanced Certification Exam (or 2,000 hours of equivalent work-related experience) is required.				
<del>NET 252-Windows Server-III</del>	<del>1-3</del>	<del>Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 252, passing of Microsoft Certification Exam 70-742 or TestOut Server Pro 2016-Identity Certification Exam (or 2,000 hours of equivalent work-related experience) is required.</del>	<del>Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 252, passing of Microsoft Certification Exam 70-742 or TestOut Server Pro 2016-Identity Certification Exam (or 2,000 hours of equivalent work-related experience) is required.</del>				
NET 260-Cloud+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 260, Cloud+ Certification (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 260, Cloud+ Certification (or 2,000 hours of equivalent work-related experience) is required.				
NET 280-CySA+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 280, CySA+ Certification or TestOut CyberDefense Pro Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 280, CySA+ Certification or TestOut CyberDefense Pro Certification Exam (or 2,000 hours of equivalent work-related experience) is required.				
<b>NURSING</b>							
NUR 095-Directed Study in Nursing	1.6	Master's degree in Nursing: Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nursing Act				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
NUR 112-Fundamentals of Nursing Theory	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 115-Fundamentals of Nursing Practice	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 125-LPN to ADN Transition	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 130-Concepts of Nursing Practice I	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 135-Concepts of Nursing Practice II	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 212-Concepts of Nursing Practice III	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 215-Concepts of Psychiatric Nursing	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 222-Concepts of Family Nursing	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 225-Complex Issues in Healthcare	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
NUR 240-Nursing Leadership	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act				
<b>OCCUPATIONAL THERAPY ASSISTANT</b>							
OTA 110- Foundations of Occupational Therapy	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 120-Therapeutic Methods I	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 130-Occupations Across the Lifespan	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 140-Dynamics of Human Movement	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 150-Conditions Disrupting Participation	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 160-Psychosocial Rehab Theory & Methods	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 170-Therapeutic Methods II	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 210-Physical Theory and Rehab Methods	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 220-Therapeutic Methods III	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 230-Professional Analysis in Practice	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 240-Health Services Management	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 250-Professional Practice Seminar	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
OTA 260-Fieldwork Level IIA	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				



COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
OTA 265-Fieldwork Level IIB	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.				
<del>OTA 266-Topics in Occupational Therapy</del>	<del>1-3</del>	<del>Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.</del>	<del>Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.</del>				
<b>PARALEGAL</b>							
PAR 101-Introduction to Paralegal Studies	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 102-Legal Research and Writing	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 103-Civil Litigation and Discovery	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 110-Law Office Technology	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 120-Tort and Insurance Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 121-Contract Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 122-Real Property	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 123-Family Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 124-Intellectual Property Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 125- Estate Planning and Probate Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
PAR 255-Paralegal Studies Internship	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.					
<b>PASTRY</b>							
PAS 101-Pastry Skills I	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified				
PAS 102-Pastry Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified				
PAS 103-Pastry Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified				
PAS 208-Bakery Operations	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience with direct supervisory experience or 8000 hours work experience and industry certified				
PAS 240-Decorative Pastry Skills	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified				
PAS 250-Confections & Chocolates	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified				
PAS 255-Pastry Business Internship	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience with direct supervisory experience or 8000 hours work experience and industry certified				
PAS 260-Baking for Restricted Diets	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified				
<b>PERSONAL DEVELOPMENT</b>							
PDV 100-Personal Development	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of <del>counseling experience.</del>					
PDV 105-Lifelong Learning Skills	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of <del>counseling experience.</del>					
PDV 110-Career Development	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of <del>counseling experience.</del>					
<b>PHILOSOPHY</b>							
PHI 151-Introduction to Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 155-Introduction to Logic	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 158- Feminist Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 160-Eastern Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 240-Philosophy of Religion	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 251-Introduction to Ethics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 252- Medical Ethics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 255-Living with Death	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 261-Religions of the World	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
PHI 262-Religious Texts	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PHI 290-Topics in Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>PHYSICS</b>							
PHY 280-General Physics I	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.					
PHY 281-General Physics II	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.					
PHY 291-Principles of Physics I	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.					
PHY 292-Principles of Physics II	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.					
PHY 293-Principles of Physics III	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.					
PHY 294-Thermal Physics	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.					
<b>POLITICAL SCIENCE</b>							
PLT 150-Introduction to Political Science	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 151-United States Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 155-State and Local Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 160-The Constitution: That Delicate Balance	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 251-International Relations	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 255-Comparative Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 261-Modern Latin America	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
PLT 281-Introduction to Asia	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>PSYCHOLOGY</b>							
PSY 151-Introduction to Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 175-Human Sexuality	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 250-Human Development Over the Life Span	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 251-Child Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 260-Introduction to Gerontology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 265-Social Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 270-Introduction to Forensic Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 271-Educational Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 275-Abnormal Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 280-Theories of Personality	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
PSY 290-Topics in Psychology	1.1	Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.					
<b>PHYSICAL THERAPY ASSISTANT</b>							
PTA 101-Introduction to PTA	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 120-Patient Interventions I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 130-Patient Assessment I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 141-Kinesiology	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 142-Pathophysiology	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 145-Introduction to Clinical Education	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
PTA 151-PTA Clinical Experience I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 210-PTA Patient Assessment II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 220-PTA Patient Interventions II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 240-PTA Administration II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 242-PTA Rehabilitation Strategies	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 250-PTA Clinical Experience II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 251-PTA Clinical Experience III	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
PTA 252-PTA Clinical Seminar	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.				
<b>READING</b>							
RDG 089-Basic Reading Skills	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.					
RDG 090-Reading Improvement	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.					
RDG 092-Concentration and Note-Taking	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.					
RDG 093-Test-Taking	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.					
RDG 110-Critical Reading Skills	1.1	Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours.					
<b>ROBOTICS</b>							
ROB 110-Introduction to Robotics	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.					
ROB 200-Cyber-Physical Systems	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.					
ROB 211-Distributed Robotic Systems	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.					
ROB 220-Artificial Intelligence	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.					
<b>SOCIOLOGY</b>							
SOC 151-Introduction to Sociology	1.1	<del>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline-</del>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline of Sociology or Anthropology.	
SOC 175-Sociology of Families	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SOC 251-Social Problems	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SOC 256-Sociology of Deviance	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SOC 260-Sociology of Race and Ethnicity	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SOC 261-Sex and Gender	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025-2026
<b>SPANISH</b>							
SPA 101- Spanish for the Workplace I	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 102- Spanish for the Workplace II	1.1	<i>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 151-Beginner Spanish I	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 152-Beginner Spanish II	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 155-Spanish for Conversation I	1.1	<i>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 251-Intermediate Spanish I	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 252-Intermediate Spanish II	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 255- Spanish for Conversation II	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 261-Advanced Spanish Conv & Comp I	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 262-Advanced Spanish Conv & Comp II	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 271-Proficient Communicators I	1.1	<i>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 272-Proficient Communicators II	1.1	<i>Master's degree in the discipline or Master's degree and 10 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
SPA 290-Topics in Spanish	1.1	<i>Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.</i>				Master's degree in the discipline, or Master's degree and 18 graduate credit hours in the discipline.	Advanced linguistic certification through a government-sponsored agency where Spanish is an official language of the country may be used by the hiring manager to determine equivalency to academic credentialing.
<b>SPEECH</b>							
SPE 151-Introduction to Speech	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SPE 155-Interpersonal Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SPE 161-Small Group Discussion	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SPE 251-Intercultural Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SPE 265-Fundamentals of Oral Interpretation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
SPE 290- Topics in Speech	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
<b>THEATER</b>							
THE 151-Introduction to Theatre	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.					
THE 153-Theatre Practice	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.				
THE 157-Acting I-Preparation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.				
THE 158-Acting II-The Actor at Work	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.				
THE 159-Stagecrafts	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.				
<b>WELDING</b>							

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2024-2025	TESTED EXPERIENCE 2024-2025	COURSE & TITLE CHANGE FOR 2025-2026	PCS CODE	MINIMUM QUALIFICATION CHANGE for 2025-2026	TESTED EXPERIENCE CHANGE for 2025- 2026
WLD-106-Welding Basics and Weldment Prints	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-121 - SMAW Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-122 - Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-124 - SMAW Basic Pipe	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-131 - GMAW Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-132 - GMAW Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-133 - FCAW, Spray and Pulse Spray	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-141 - GTAW Ferrous	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-142 - GTAW Non-Ferrous	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-151 - Introduction to Steel Fabrication	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-152 - Advanced Steel Fabrication	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-250 - Weld Internship I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-251 - Weld Internship II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-275 - Weld Capstone I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				
WLD-276 - Weld Capstone II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.				

Determination of Seniority for Full-Time Faculty

Information

The attached Institutional Seniority List is for the 2024-2025 academic year. Contract language in Section 11.2 for Determination of Seniority states:

- A. An Institutional Seniority List for reduction-in-force shall be compiled, mutually agreed upon, and posted electronically on an annual basis by November 1. This list reflects each faculty member's seniority date as defined in Section 11.1.
- B. At the start of each academic year, a team shall convene to update the Institutional Seniority List. This team will be comprised of the CAO and designees, Association President, Academic Council Chair, and the Negotiations Chair. Faculty removed from the Institutional Seniority List will be done with mutual agreement with prior notice to the faculty.

Recommendation

It is recommended that the Board of Trustees approves the 2024-2025 Institutional Seniority List for Tenured Full-Time Faculty, as listed on the attached report.



Clinton E. Gabbard  
President

**2024-2025  
Institutional Seniority List  
11/1/2024**

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
ACC	Ayush, Maggie	8/15/2024	NT	
ADD	Kasprak, Meredith	8/18/2000	1	DGM
ADD	Skrzypczak, William	8/13/2014	2	
AET/IMT	Zaccagnini, Heather	8/21/1998	1	
AET/IMT	Mihelich, Robert	8/19/2009	2	CMT
AET/IMT	Boring, Jason	1/13/2022	NT	ARM
AGR	---			
AMT	Kivley, Nathan	10/6/2014	1	
AMT	McGinley, Joseph	10/1/2018	2	
AMT	Dempsey, Steve	8/11/2022	NT	
ANI	---			
ANT	Davis, Christopher	8/11/2022	NT	
AOT	Freelove, Julie	8/18/2004	1	BUS/MGT
ARM	Boring, Jason	1/13/2022	NT	AET/IMT
ART	Ruthven, Sarah	1/10/2007	1	
ART	Irie, Matt	8/13/2008	2	
ART	Vician, Thomas	8/19/2009	3	
ART	Schmitz, Justin	8/12/2015	4	GRA
ART	Stanton, Lee	8/10/2023	NT	
BIO	Garrison, Marla	8/18/2000	1	
BIO	Barna, Kelly	8/17/2010	2	
BIO	Goyal, Archana	8/17/2016	3	
BIO	McRay, Alyssa	8/15/2018	4	
BIO	Jaeger, Collin	8/14/2019	5	
BIO	Louderman, Christen	8/11/2022	6	PTA
BIO	Dulaney, Wes	1/12/2023	NT	
BIO	Ghosh, Prarthana	8/10/2023	NT	
BUS/MGT	Sullivan, Sarah	8/21/2003	1	HIS
BUS/MGT	Freelove, Julie	8/18/2004	2	AOT
BUS/MGT	Ridge, Sherry	8/12/2015	3	MKT
BUS/MGT	Gerber, Carol	8/10/2023	NT	MKT
CDM	SNA			
CHM	Socol, Steven	8/20/1999	1	
CHM	Yzeiri, Irena	8/15/2018	2	
CJS	Krause, Mark	8/11/2022	NT	
CLM/PAS	Drzal, Tina	1/14/2015	1	
CMT	Mihelich, Robert	8/19/2009	1	AET/IMT
CNC	Pleuger, Thomas	8/15/2024	NT	
CRM	SNA			
CSC	---			
DGM	Kasprak, Meredith	8/18/2000	1	ADD
EAS/GEG/GEL	Erski, Theodore	8/23/1996	1	
EAS/GEG/GEL	Hamill, Paul	8/22/1997	2	
EAS/GEG/GEL	Kramer, Katie	8/19/2009	3	
ECE	Linder, Lisha	1/12/2001	1	EDU
ECE	Veljasevic, Melissa	8/27/2015	2	
ECO	Sasaki, Noriaki	8/22/2002	1	
EDU	Linder, Lisha	1/12/2001	1	ECE
EGR	---			
EMS	---			
ENG	Waters, Mark	8/24/2001	1	
ENG	Midday, Katherine	8/18/2004	2	
ENG	Wolf, Cynthia	8/18/2004	3	
ENG	McCord, Robert	1/6/2005	4	

Dashes (---): Seniority is not available at this time, but may be an option at a future time  
SNA: Seniority is not available at this time and will not become available

**2024-2025  
Institutional Seniority List  
11/1/2024**

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
ENG	Humphrey, Anne	1/10/2007	5	
ENG	Countryman, Antoinette	1/9/2008	6	
ENG	Power, Laura	8/13/2008	7	
ENG	Morganti, Lisa	8/19/2009	8	
ENG	Nordgren, Starr	8/15/2012	9	
ENG	Giangrego, Jennifer	8/10/2023	NT	
FRE	SNA			
FRS	---			
GER	SNA			
GRA	Schmitz, Justin	8/12/2015	1	ART
GRA	Luczak, Violet	8/12/2021	2	
HCE	SNA			
HFE	Whalen, Elaine	8/17/2006	1	
HFE	Blaz, James	8/17/2006	2	
HIS	White, David	8/20/1999	1	
HIS	Culp, Todd	8/24/2001	2	PLT
HIS	Sullivan, Sarah	8/21/2003	3	BUS/MGT
HIT	Minicz, Allison	8/12/2015	1	
HRT	Beier, Garrett	8/17/2020	1	
HVA	Levandowski, Allan	8/15/2024	NT	
IND	SNA			
JRN	Countryman, Antoinette	1/9/2008	1	ENG
JRN	Stockwell, James	8/13/2014	2	SPE
LAS	SNA			
LIB	Nelson, Elizabeth	9/2/2014	1	
LIB	Tipton, Kim	8/11/2022	NT	
MAT	Kostos, Tamela	8/21/1992	1	
MAT	Huang, Charlie	8/23/1996	2	
MAT	Moore, Philip	8/21/2003	3	
MAT	Nath, Sanjivendra	8/18/2004	4	
MAT	Middaugh, Laura	1/9/2008	5	
MAT	Robison, Marie	8/19/2009	6	
MAT	Alheit, Deborah	8/19/2009	7	
MAT	Boring, Heidi	8/19/2009	8	
MAT	Korla, Anitha	8/12/2015	9	
MAT	Carlson, Mark	1/13/2016	10	
MCC	SNA			
MKT	Ridge, Sherry	8/12/2015	1	BUS/MGT
MKT	Gerber, Carol	8/10/2023	NT	BUS/MGT
MUS	Hillstrom, Michael	8/15/2007	1	
MUS	Lush, Paige	8/19/2009	2	
NAE	Stonecliffe, Jill	1/12/2006	1	
NET	Tetreault, Mike	1/13/2000	1	
NUR	Sass, Angela	1/9/2008	1	
NUR	Ross, Deborah	1/13/2016	2	
NUR	Lynam, Kristin	8/16/2018	3	
NUR	Babcock-Zook, Nichole	1/13/2022	NT	
NUR	Douglas, Lisa	1/11/2024	NT	
NUR	Martin, Deborah	8/15/2024	NT	
OTA	Smith, Rebecca	1/11/2017	1	
OTA	Prange, Courtney	8/10/2023	NT	
PAR	Berry, Robin	8/12/2021	1	
PDV	SNA			
PHI	Young, Steve	8/24/2001	1	
PHI	Seitz, Timothy	8/18/2004	2	

Dashes (---): Seniority is not available at this time, but may be an option at a future time

SNA: Seniority is not available at this time and will not become available



**2024-2025  
Institutional Seniority List  
11/1/2024**

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
PHY	---			
PLT	Culp, Todd	8/24/2001	1	HIS
PSY	Braasch, Gerald	1/8/1999	1	
PSY	Grela, Christine	8/18/2004	2	
PSY	Farc, Maria-Magdalena	8/12/2008	3	
PSY	Deak, Robin	1/14/2015	4	
PTA	Louderman, Christen	8/17/2016	1	BIO
RDG	SNA			
ROB	---			
SOC	Reagan, Mike	8/18/2000	1	
SOC	Venkataswamy, Shiela	8/19/2009	2	
SPA	Carson, Lindsay	8/13/2008	1	
SPE	Geller, Jay	8/18/2000	1	THE
SPE	Gabel, Bonnie	8/22/2002	2	
SPE	Stockwell, James	8/13/2014	3	JRN
SPE	Mathey, Guinevere	1/13/2021	4	
SPE	Roth, Lisa	8/12/2021	5	
THE	Geller, Jay	8/18/2000	1	SPE
WLD	Rodeman, Gaylord	8/12/2021	1	

Dashes (---): Seniority is not available at this time, but may be an option at a future time  
SNA: Seniority is not available at this time and will not become available

**2024-2025  
Institutional Seniority List  
11/1/2024**

<b>Prefix</b>	<b>Department</b>
ACC	Accounting
ADD	Software Application Design and Development
AET	Architectural and Engineering Design Technology
AGR	Agriculture
AMT	Automotive
ANI	Animation
ANT	Anthropology
AOT	Administrative Office Technologies
ARM	Automation, Robotics & Mechatronics
ART	Art
BIO	Biology
BUS	Business
CDM	Computer Information Systems
CHM	Chemistry
CJS	Criminal Justice
CLM	Culinary Management
CMT	Construction Management
CNC	Precision Machining
CRM	Cancer Registry Management
CSC	Computer Science
DGM	Digital Media
EAS	Earth Science
ECE	Early Childhood Education
ECO	Economics
EDU	Education
EGR	Engineering
EMS	Emergency Medical Services
ENG	English
FRE	French
FRS	Fire Science
GEG	Geography
GEL	Geology
GER	German
GRA	Graphic Arts
HCE	Health Sciences
HFE	Health and Fitness Education
HIS	History
HIT	Health Information Managment
HRT	Horticulture

Dashes (---): Seniority is not available at this time, but may be an option at a future time  
SNA: Seniority is not available at this time and will not become available

**2024-2025  
Institutional Seniority List  
11/1/2024**

HVA	Heating, Ventilation, and Air Conditioning (HVAC)
IMT	Manufacturing Management
IND	Independent Study
JRN	Journalism
LAS	Interdisciplinary Studies
LIB	Library
MAT	Mathematics
MCC	College Experience
MGT	Management
MKT	Marketing
MUS	Music
NAE	Nursing Assistant Education
NET	Network Security
NUR	Nursing
OTA	Occupational Therapy Assistant
PAR	Paralegal Studies
PAS	Pastry
PDV	Personal Development
PHI	Philosophy
PHY	Physics
PLT	Political Science
PSY	Psychology
PTA	Physical Therapist Assistant
RDG	Reading
ROB	Robotics
SOC	Sociology
SPA	Spanish
SPE	Speech
THE	Theatre
WLD	Welding & Fabrication

Dashes (---): Seniority is not available at this time, but may be an option at a future time  
SNA: Seniority is not available at this time and will not become available

Request to Approve  
Purchase and Installation of Steel Rolling Doors

Information

The College has been progressively renovating various campus spaces over recent years. During the recent update of the MCC Automotive Lab, it was observed that the overhead doors servicing this area had become worn and outdated. Initially one door was replaced, after which a decision was made to replace the remaining doors due to the increasing costs of maintaining the older doors in safe operating condition. These doors are over 40 years old, and therefore have reached the end of their functional life and are beyond effective repair.

The College is seeking approval to purchase and install the four remaining 14' x 14' steel rolling doors and their openers.

On October 25, 2024, a public invitation for bids was issued to supply and install four rolling steel garage bay doors, four openers, and all necessary safety sensors. Only one vendor responded to the bid invitation. Two were received late in person and had to be refused due to State statutes governing public bids. A public bid opening was held by the College on November 14, 2024 at 10:00 a.m. with the following results:

Bidder Name	Bid Proposal Total
Door Systems   ASSA ABLOY US Inc.	<b>\$61,528.00</b>

This expense is budgeted in the Automotive - Other Capital Outlay in the 01 Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of four rolling steel doors from Door Systems | ASSA ABLOY US Inc. of Naperville, IL for \$61,528.00.



Clinton E. Gabbard  
President

Request to Contract Services  
Worldwide Instructional Design Systems (WIDS)

McHenry County College continues to undergo a review of its Career and Technical programs through a Program of Study process to produce stackable credentials leading to an associate's degree in either new or enhanced programs. It is a year-long process that will start with curriculum development with active employer engagement, using the DACUM methodology for Career and Technical Education (CTE) programs.

The Worldwide Instructional Design System (WIDS) – a division of the Wisconsin Technical College System Foundation – will be contracted to provide project management, training, and consulting to develop four Career Pathway Programs of Study based on an established project development workplan. WIDS provides performance-based instructional design services through a comprehensive design approach including DACUM and has served over 100 organizations in the U.S. and worldwide.

Consultants from WIDS will facilitate, lead, and support MCC faculty in curriculum development. The development process ends with a comprehensive plan to implement the new and/or enhanced CTE program offerings and the submission of a Program of Study application to Illinois Community College Board (ICCB). The plan will cover recruitment, marketing, student retention or success, work-based learning, career services and other areas of the college that will support the successful launching and implementation of these CTE programs.

WIDS fees include consulting services to conduct DACUM focus groups with department faculty and area employers through webinar meetings with WIDS project team. It will also involve regular webinar meetings with the consultants to discuss and develop curriculum mapping for the programs. Four CTE programs will be part of the newest Program of Study project, with consultant fees of \$12,000.00 per program, for a total of \$48,000.00. Consultant participation and travel expenses in a one-day kickoff meeting for the project will cost \$2,500.00. The project total of \$50,500.00 will be covered by the FY 2025 Perkins grant allocation to MCC.

The timeline of WIDS consulting, training, and developing CTE programs will be conducted from November 2024 to June 2025.

WIDS is a sole source provider because of its unique expertise in the DACUM process as part of the Program of Study development and ICCB submission.

Recommendation

It is recommended that the Board of Trustees approves the purchase of contract services for FY 2025 with Worldwide Instructional Design Systems (WIDS) from Wisconsin Technical College System Foundation inc., WIDS Division of Madison, WI for \$50,500.00.



Clinton E. Gabbard  
President



WIDS Services and Fee Agreement Proposal		
Date: 11/1/23		Agreement Number: 2425-112
Parties/Contacts		
Client	WIDS	
<b>Dr. Daniela Broderick</b> Associate Vice President of Academic Affairs <b>McHenry County College</b> 8900 U.S. Highway 14 Crystal Lake, IL 60012 P: (815) 479-7873 C: (312) 446-5928 <a href="mailto:dbroderick@mchenry.edu">dbroderick@mchenry.edu</a>	<b>Worldwide Instructional Design System</b> A Division of the Wisconsin Technical College System Foundation 6602 Normandy Lane, Madison, WI 53719 Phone: (608) 841-1800 FAX: (608) 841-1806 <b>Terri Johnson</b> <a href="mailto:johnsont@wids.org">johnsont@wids.org</a>	
Kick-off Meeting – 1-day onsite at McHenry County College		
WIDS to facilitate a 1-day onsite kick-off meeting with MCC faculty and staff. WIDS consultant will present the project plan to the Program of Study CTE faculty teams. <ul style="list-style-type: none"><li>○ Layout project process</li><li>○ Outline the DACUM process and results</li><li>○ Examine WIDS documentation</li><li>○ Identify next steps</li></ul> <i>Includes Consultant Travel Expenses for 1-day on-site visit.</i>		\$2,500 USD
Program of Study CTE Project Consulting and Training		
Provide project management, training, and consulting to develop up to four (4) Career Pathway/Programs of Study projects based on the established Pathway Development Workplan (See Appendix A of this proposal).  <i>All meetings conducted virtually. The timeline and progress of this project will be dependent on the availability of faculty work teams and employer groups.</i>  <b>WIDS Fee includes:</b> <ul style="list-style-type: none"><li>• Consulting services to conduct webinar meetings with project team and complete work</li><li>• Web meeting services as needed</li></ul> <b>Client and/or Project Leadership to provide:</b> <ul style="list-style-type: none"><li>• Leadership and project endorsement</li><li>• Recruitment of project participants and release time for project completion</li><li>• Recruitment of employer teams for DACUM and survey work</li></ul>		\$48,000 USD  <i>(4 CTE programs @ \$12,000 per program)</i>
Terms and Conditions		
TERMS AND CONDITIONS: This Services and Fee Agreement (“Agreement”) is made between <b>McHenry Community College</b> (“Client”) and the Wisconsin Technical College System Foundation (“Foundation”) (hereinafter the “Parties”) and sets forth the services the Foundation, through its WIDS Division, will provide to Client and the fees Client will pay to the Foundation for those services.		

**Taxes:** The Foundation is an IRC 501(c)(3) tax-exempt organization. The Parties agree that Client is solely responsible for payment of any taxes associated with Client's purchase of WIDS products and/or services.

**Payment Terms:** The Wisconsin Technical College System Foundation, Inc. will upon completion of the onsite meeting. The program of study projects will be invoiced bi-monthly or on another agreed upon payment cycle.

Pricing effective until December 1, 2024. When payment is sent, please make check or PO payable to Wisconsin Technical College System Foundation, Inc. To indicate acceptance of this proposal, sign and return it to: WI Technical College System Foundation, WIDS Division, 6602 Normandy Lane, Madison, WI 53719. Any questions can be directed to Terri Johnson, [johnsont@wids.org](mailto:johnsont@wids.org).

### Signatures/Acceptance

By signing below, the Parties accept and agree to be bound by this Agreement's terms and conditions:

*Terri Johnson*

9/17/24

Terri Johnson, *WIDS Associate Director*

Date

Client

Date

## Appendix A: Career Pathways/Programs of Study Project Workplan

### Deliverables

#### Overall Project

- Status reports on project progress (every other week)
- Meeting summaries

#### For Each Career Pathway/Program of Study Project

- **Focus Group/Modified DACUM reports** including
  - o List of occupational tasks (job competencies)
  - o Academic preparation recommendations (general education)
  - o Career pathway recommendations
  - o Work-based learning opportunities
- **WIDS Program Design report** including:
  - o Program information
  - o Related outcomes (college-wide outcomes, modified DACUM tasks or standards, and program outcomes)
  - o Course list including possible Dual Credit options
  - o Program configurations (how courses are configured into certificates and degrees)
- **WIDS Course Outcome Summary report** for each technical course in the program including
  - o Course information
  - o Assigned related outcomes linked to the course (college-wide outcomes, DACUM tasks or standards, and program outcomes)
  - o Course competencies if defined by MCC Faculty
  - o Suggested work-based learning opportunities
- **WIDS Assigned Outcome Matrix reports** (Curriculum Maps)
  - o College-wide outcomes to courses
  - o Program outcomes to courses
  - o Standards or DACUM tasks to courses
- **WIDS Career Pathway Summary report** including pathway stages and education blocks
- **WIDS Pathway Courses report** including courses in the pathway aligned to the certificates and degrees

#### Program Development Workplan

Each of the programs identified for development will follow this general work plan.

Timeline	Activity	Work Completed
<b>November</b>	Project Kickoff <i>(This activity is covered under a separate contract)</i>	<ul style="list-style-type: none"> <li>• Present the project plan to the CTE faculty teams.               <ul style="list-style-type: none"> <li>o Layout project process</li> <li>o Outline the DACUM process and results</li> <li>o Examine WIDS documentation</li> <li>o Identify next steps</li> </ul> </li> </ul>
<b>November – December 2024</b>	Program Preparation for Faculty and Deans	<ul style="list-style-type: none"> <li>• Complete the POS Checklist including:               <ul style="list-style-type: none"> <li>o Obtain and review labor market reports</li> <li>o Confirm job titles for the DACUM</li> <li>o Identify related industry standards and industry certifications</li> <li>o Create or update advisory committees</li> <li>o Recruit employers for Focus Group</li> </ul> </li> </ul>



Timeline	Activity	Work Completed
		<ul style="list-style-type: none"> <li>○ Identify current and potential embedded certifications</li> <li>○ Identify current and potential work-based learning opportunities</li> </ul>
<b>January – March 2025</b>	Modified DACUM/Industry Focus Group	Obtain employer input for program: <ul style="list-style-type: none"> <li>● Validate or contribute to occupational tasks performed by expert workers (i.e., job competencies)</li> <li>● Identify academic preparation recommendations (general education)</li> <li>● Obtain input on career pathway</li> <li>● Identify work-based learning opportunities</li> </ul>
<b>February – May 2025</b>	POS Work Team	<ul style="list-style-type: none"> <li>● Confirm or update course list</li> <li>● Create curriculum maps (linking)</li> <li>● Layout a program of study (entry and exit points)</li> <li>● Identify embedded certifications</li> <li>● Identify dual credit courses</li> <li>● Define work-based learning opportunities</li> <li>● Update program outcomes as needed</li> <li>● Establish program and course prerequisites</li> </ul> Refer to attachments in Sample packet. <ul style="list-style-type: none"> <li>- Program Design Report</li> <li>- Pathway Report</li> <li>- Curriculum Maps</li> <li>- Course Outcome Summary (no PS)</li> </ul> <ul style="list-style-type: none"> <li>● Prepare documentation for the August/September Board meeting</li> </ul>
<b>May-June 2025</b>	Project Advisory Team (including high school and industry partners)	<ul style="list-style-type: none"> <li>● Faculty meet with advisory committees to confirm/update POS including               <ul style="list-style-type: none"> <li>○ instructional sequence (entry and exit points)</li> <li>○ work-based learning opportunities</li> <li>○ industry credentials</li> <li>○ dual credit courses</li> </ul> </li> </ul>
<b>June 2025</b>	Project Finalization	<ul style="list-style-type: none"> <li>● Facilitate internal review of final project</li> <li>● Finalize curriculum documentation to include recommendations made by the advisory team. (WIDS)</li> <li>● Prepare course revisions. (Faculty will do this work.)</li> <li>● Prepare documentation for submission to the CLC internal approval process (WIDS generates reports and prepares items 1-4 on the ICCB submission document)</li> </ul>

Request to Purchase  
Acer Laptops

Information

The Adult Education Department received an Illinois Community College Board (ICCB) Digital Instruction grant with the goal to increase technology use in and outside of adult education classes. The grant's aim is to provide funds for computer hardware and software that supports and drives instruction. Part of the grant funds were used to purchase an online English language acquisition curriculum called Burlington English. To maximize Burlington English's use, the Adult Education Department allotted a large portion of the grant to the purchase of laptops or iPads for student use in class. We would like to purchase 68 laptops that would be divided into three laptop carts.

The acquisition of the laptops will help the department meet the goals of the grant proposal, spend down the funds by the grant's end date of December 31, 2024, and most importantly, support student learning and faculty instruction.

We propose purchasing 68 laptops at \$488.01 per laptop for a total cost of \$33,184.68.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

This expense is budgeted in the Restricted Purposes Fund 06, Digital Instruction for Adult Education Grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 68 Acer laptops from CDW Government of Chicago, IL for \$33,184.68.



Clinton E. Gabbard  
President

Authorization for Personnel Appointment

Information

The Board of Trustees has no regularly scheduled meeting in the month of December 2024. Since the College continues to be open and operating during this time, it is critical that employee appointments for full-time administrators and faculty can continue, as the next Board of Trustees meeting will not be held until January 30, 2025.

Recommendation

It is recommended that the Board of Trustees authorizes Dr. Gabbard to approve full-time administrative and faculty personnel appointments prior to the January 30, 2025 regular Board meeting.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard  
President

## Reappointments of Faculty and Administrative Personnel

**Information**

The Physical Therapy Assistant Program is undergoing a slight reorganization to better serve our students and enhance departmental efficiency. To support our program needs more effectively, we have transitioned an administrator position back to a faculty role.

➤ **Instructor, Physical Therapist Assistant Program:**

Angela Wallace has been reappointed to the Faculty position of Instructor, Physical Therapist Assistant Program. She has been approved to fill this position effective January 3, 2025. Ms. Wallace holds a Master of Arts in Applied Gerontology and a Bachelor of Science in Exercise Science from Ball State University, Indianapolis, IN. Her experience is as follows:

2021 – Present	Manager of Physical Therapist Assistant Program Clinical Coordination McHenry County College, Crystal Lake, IL
2018 – 2021	Instructor of Physical Therapist Assistant Program McHenry County College, Crystal Lake, IL
2014 - 2018	Adjunct Faculty Physical Therapist Assistant/Clinical Instructor Elgin Community College, Elgin, IL
2006 - 2018	Physical Therapist Assistant/Clinical Instructor AMITA Health/Alexian Brothers Medical Center, Elk Grove Village, IL

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane VI, Step 9	\$26,233.14	N/A	\$91,074.50

**Classification:** Faculty/Full-time, 9-month, Exempt

**Position Summary:** Teach courses in the Physical Therapy Assistant (PTA) program in the classroom and laboratory settings. Utilize a hands-on approach to demonstrate procedures in class and prepare students for state licensure. Apply innovative teaching and learning pedagogies and keep abreast of new information and developments in the physical therapy assistant field.

**Qualifications/Desired Qualifications:**

- Current licensure (or eligibility) in Illinois as a Physical Therapist (PT) or Physical Therapist Assistant (PTA) with requisite education (PTA - Associate degree from a regionally accredited institution; PTA - Bachelor degree from a regionally accredited institution)
- Minimum of three (3) years of full-time (35 hr./wk. or equivalent) post-licensure clinical experience in physical therapy

- Current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills
- Willingness to use educational technology (i.e. Canvas)
- Knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the profession of physical therapy
- Demonstrated commitment to professional growth, especially regarding contemporary expertise specific to assigned teaching content
- Commitment to the mission of the community college, and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles
- Strong communication, organization, interpersonal, problem-solving, and counseling skills

**Recommendation**

It is recommended that the Board of Trustees ratifies the faculty personnel reappointments as listed above.



Clinton E. Gabbard  
President

Board Policy Manual

1.15.1 Board Retreat and Self-Evaluation, Third Reading and Approval

Information

After discussion, first and second reading reading at the Committee of the Whole meeting on November 12<sup>th</sup> the attached policy has been forwarded to the Board of Trustees for a third reading and approval. Revisions are shown in bold and struck through language.

Recommendation

It is recommended that the Board of Trustees approves Policy 1.15.1 Board Retreat and Self-Evaluation.



Clinton E. Gabbard  
President

---

**Current Policy with Edits**

**1.15.1**

Adopted 11/16/17 ~~BOARD SELF-EVALUATION~~ BOARD RETREAT AND SELF-EVALUATION

~~The Board will conduct an annual self-evaluation. Board members will receive a copy of the most recent self-evaluation form for review each January. The form will be discussed at the February Committee of the Whole meeting, and a vote for approval of the form will take place at the February Regular Board of Trustees meeting.~~

~~Trustees will fill out the form in February, and receive a compiled summary report for discussion at the March Committee of the Whole meeting. Actions resulting from the Board self-evaluation will be finalized by the March Regular Board of Trustees meeting.~~

The Board Retreat is an opportunity for dialogue to assess the board's approach and remain open to evolving challenges and opportunities. It will be held at least every three years. A component of the retreat is a Board self-evaluation, which allows for collaborative discussion and shared insight.

**1.15.2**

Adopted 11/16/17 ~~BOARD RETREAT~~

~~The Board will hold an annual retreat to conduct in-depth discussions of issues relevant to the College. The Evaluations and Policies Committee will provide a recommended retreat agenda for discussion at the May Committee of the Whole meeting. The Board will agree to a retreat agenda by the June Regular Board of Trustees meeting, and schedule the retreat for July or August.~~

~~The Board prefers the annual retreat be held in open session, pursuant to the provisions of the Illinois Open Meetings Act.~~

~~There will be a scribe to document a summary of the conclusions of the discussions, and any resulting actions.~~

**Proposed Policy**

**1.15.1 BOARD RETREAT AND SELF-EVALUATION (Adopted 11/16/17, 11/21/24)**

The Board retreat is an opportunity for dialogue to assess the board's approach and remain open to evolving challenges and opportunities. It will be held at least every three years. A component of the retreat is a Board self-evaluation, which allows for collaborative discussion and shared insight.

Approval of Recommended Compensation Plan  
Carlson Dettmann Consulting

Information

In recent years, the College has made substantial improvements in facilities, student services, and academic programs. However, an additional need has been identified, focusing on enhancing our human capital. The Board of Trustees has consistently expressed a desire to show its appreciation for the efforts that lead to the College's growth and success. With recent state equalization funding, the College now has an opportunity to allocate a portion of this funding toward a recurring investment that will strengthen our competitive position in the market.

On March 28, 2024, the Board approved Carlson Dettmann Consulting to conduct an Employee Compensation Study and Market Analysis of our staff and administrative positions. This study involved a thorough market analysis, comparing similar roles within the open job market against our current pay structure. The open market was used as the primary benchmark, as data showed that employees were more likely to leave for roles outside the community college sector.

The study estimated the initial annual cost of implementing this new compensation plan not to exceed \$1,600,000.00. The compensation study includes staff members of the MCC Staff Council, confidential staff, and administrators. Employees who already meet or exceed their current compensation target will not receive an adjustment.

The new compensation plan will take effect with the first full payroll in January 2025, implementing half of the full amount for FY 2025. The details of the plan were presented to the Committee of the Whole on November 12, 2024.

Funding for this plan will come from equalization grant funds and will be distributed across all funds impacted by the affected employees.

Recommendation

It is recommended that the Board of Trustees approves the implementation of the compensation plan as outlined by Carlson Dettmann Consulting, with an annual cost not to exceed \$1,600,000.00 of which only half will be incurred during FY 2025.



Clinton E. Gabbard  
President



## Adoption of 2024 Tax Levy

Information

At the October 24, 2024 Board meeting the Board approved a Resolution for a 3.23% increase in the tax levy over the prior year. The Property Tax Extension Limitation Law (PTELL) allows for an increase of 5.00% or equal to the Consumer Price Index-Urban (CPI-U which was 3.40%), whichever is less.

**Table 1: Proposed Tax Levy (PTELL Increase @ 95% excludes new property)**

<u>Levy Purpose/Fund</u>	2023 Board Approved <u>Levy</u>	2023 Actual (after PTELL) <u>Levy</u>	<b>2024 Proposed Levy</b>	2023 Actual to 2024 Proposed <u>Difference</u>
Social Security (Fund 12)	\$10,000	\$10,000	<b>\$10,000</b>	\$0
Auditing (Fund 11)	75,000	75,000	<b>\$90,000</b>	\$15,000
Liability Insurance (Fund 12)	692,444	692,444	<b>\$714,888</b>	\$22,444
Education (Fund 01)	25,564,854	25,564,854	<b>\$26,378,000</b>	\$813,146
Building (Fund 02)	2,355,204	2,355,204	<b>\$2,431,543</b>	\$76,339
Life Safety	\$0	\$0	<b>\$0</b>	\$0
Total Non-Bond Funds	2,355,204	2,355,204	<b>29,624,431</b>	926,929
<hr/>				
Total Levy	\$28,697,502	\$28,697,502	<b>\$29,624,431</b>	\$926,929
<hr/>				
ESTIMATED 2024 Aggregate Levy % Increase over 2023 Actual Levy (rounded)				3.23%

A change in property tax payment(s) is affected by several factors such as increases in the levy, new property growth, and changes in the Equalized Assessed Value (EAV). Actual EAV's for Boone, Kane, Lake, and McHenry Counties were not available at the time of our filing, which required the College to estimate the impact of the tax levy on a representative property.

Recommendation

It is recommended that the Board of Trustees approves and adopts the 2024 Tax Levy as stated for a total levy of \$29,624,431. The levy may be adjusted by the County Clerks' Offices according to the resolution adopted by the College Board of Trustees based on the EAV information and CPI-U to comply with Property Tax Extension Limitation Law limits as may be applicable.



Clinton E. Gabbard  
President

## RESOLUTION

**Instructions to County Clerks on  
the Apportionment of Potential Extension  
Reductions for 2024 Tax Levy  
Community College District 528  
Boone, Kane, Lake, and McHenry Counties, Illinois**

**WHEREAS**, pursuant to the limiting rate provisions of the Property Tax Extension Limitation Law (hereinafter “Law”), the County Clerks of Boone, Kane, Lake, and McHenry Counties may notify this Board of Trustees that reductions will be made to property tax extensions for the College District’s 2024 tax levies; and

**WHEREAS**, the Law provides that the County Clerks are to make extension reductions proportionately among the College District’s funds unless otherwise requested by the College District; and

**WHEREAS**, this Board of Trustees desires that the tax extension reductions mandated by the Law be apportioned among its funds in a manner which is **not proportional** among all funds;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of McHenry County College, Community College District 528, Boone, Kane, Lake, and McHenry Counties, Illinois, as follows:

**Section 1.** The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby directed that the tax extensions for the following funds shall **not** be reduced:

Social Security and Medicare  
Protection, Health & Safety  
Audit  
Tort Immunity

**Section 2.** The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby authorized and directed that if any reductions are required to be made to the College’s tax levy that all such reductions shall be made to the following fund as indicated:

Education 85%  
Operations and Maintenance 15%

**Section 3.** The Chairperson and Secretary of this Board of Trustees are hereby authorized and directed to file the certified copy of this Resolution with the County Clerks of Boone, Kane, Lake, and McHenry Counties.

**Section 4.** This Resolution takes effect upon its adoption.

ADOPTED THIS 21<sup>st</sup> day of November 2024, by the following roll call vote:

AYES\_\_\_\_\_

NAYS\_\_\_\_\_

ABSENT\_\_\_\_\_

BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT 528  
BOONE, KANE, LAKE, AND MCHENRY COUNTIES, ILLINOIS

By:\_\_\_\_\_

Chair, Board of Trustees

ATTEST:

\_\_\_\_\_

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No. 528 County(ies) Boone, Kane, Lake, and McHenry

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

the sum of \$ 26,378,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 2,431,543 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 714,888 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 10,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 90,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 0 to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 2024.

And that the levy for calendar year 2024 be allocated 50% for Fiscal Year 2025 and 50% for Fiscal Year 2026.

Signed this 21<sup>st</sup> day of November, 2024

\_\_\_\_\_  
Chair of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy for the bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of Boone, Kane, Lake, and McHenry and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20\_\_ is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

State of Illinois  
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2024 Tax Levy of the Board of Trustees of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, adopted by said Board at a duly called meeting held on November 21, 2024.

Dated this 21<sup>st</sup> day of November 2024.

---

Alyssa Kueffner, Secretary

State of Illinois  
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, and as such official I do further certify that the District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are inapplicable.

Therefore, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law does not apply to the adoption of the 2024 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

Dated this 21<sup>st</sup> day of November 2024.

---

Robert Tenuta, CFO/Treasurer

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-65 through 18-85 of the Truth In Taxation Act are not applicable.

This Certificate applies to the 2024 Levy.

November 21, 2024

Presiding Officer: \_\_\_\_\_  
Clinton E. Gabbard, President

State of Illinois  
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the preparer of the annual tax levy.

I do further certify that the 2024 Tax Levy of the Board of Trustees of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, adopted by said Board at a duly called meeting held on November 21, 2024, did not extend the maximum amount permitted under this division 5 per 35 ILCS 200/18-190.7 (b.) for the 2024 tax levy.

Dated this 21<sup>st</sup> day of November 2024.

---

Robert Tenuta, Treasurer



Certificate of Acknowledgment for Treasurer s Bond

Information

The College must continually renew its required Treasurer's Bond annually, in order to bind ourselves, our heirs, executors, and administrators to do business in Illinois. Per Section 110 ILCS 805/3-19 amount of the penalty of the bond shall be 25% of the amount of all bonds, notes, mortgages, moneys, and effects of which the treasurer is to have custody, whether individuals act as surety or whether the surety is given by a surety authorized to do business in this State. The bond currently in place is for Robert Tenuta and passes on to any qualified successor as treasurer in the amount of \$15,000,000.

McHenry County College's bond policy is issued by R.J. Galla Company, Inc. of Grayslake, Illinois and the FY 2025 premium paid is \$10,500. Since this is below the Board purchasing threshold of \$25,000, no action is required by the Board of Trustees other than to approve the certificate of acknowledgment regarding issuance of the treasurers bond itself.

Recommendation

It is recommended that the Board of Trustees approves the Certification of Treasurer s Bond for Robert Tenuta, Treasurer, of District #528 McHenry County College.



Clinton E. Gabbard  
President

## CERTIFICATION of TREASURER'S BOND

**Community College District Name:** McHenry County College District Number 528

**Counties:** McHenry, Boone, Kane, Lake, and State of Illinois.

Know All by Those Present: That we, Suzanne Hoban and Alyssa Kueffner are held and firmly bound, jointly and severally, unto the Board of Community College District No. 528, Counties of McHenry, Boone, Kane, Lake, and State of Illinois in the penal sum of \$15,000,000 dollars, for the payment of which we bind ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof we have hereunto set our hands and seals this 21st day of November 2024. The condition of this obligation is such that if Robert Tenuta, treasurer in the district aforesaid, faithfully discharges the duties of his office, according to law, and shall deliver to his successor in office, after that successor has qualified by giving bond as provided by law, all monies, books, papers, securities and property, which shall come into his hands or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Approved and accepted by the Board of Community College District No. 528 Counties of McHenry, Boone, Kane, Lake, and State of Illinois on November 21, 2024.

By \_\_\_\_\_, Chairperson  
Suzanne Hoban, Chair

By \_\_\_\_\_, Secretary  
Alyssa Kueffner, Secretary



P.O. Box 347 42 N. Lake St.  
Grayslake, IL 60030  
Phone: (847) 223-6504

McHenry County College  
8900 U.S. Highway 14  
Crystal Lake, IL 60012-2761

Invoice # 1861	Page 1 of 1
Account Number	Date
MCHECOU-01	6/7/2024
Balance Due On	
6/22/2024	
Amount Paid	Amount Due
	\$10,500.00

You can now pay ONLINE! To make a payment online, please go to <https://rjgallacompany.epaypolicy.com/>

Bonds	Policy Number: 404006409 - BOB TENUTA	Effective: 7/1/2024 to 7/1/2025
-------	---------------------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
28215	7/1/2024	6/22/2024	RENB	Treas Bond Renewal for Bob Tenuta	\$10,500.00

Total Invoice Balance: \$10,500.00



## VERIFICATION CERTIFICATE FOR INDEFINITE TERM BOND

The Ohio Casualty Insurance Company \_\_\_\_\_, Surety upon:

a certain Bond No.: 404006409

Cross Ref Bond No.: \_\_\_\_\_

dated effective: July 1, 2014

on behalf of: Robert Tenuta

and in favor of: McHenry County College

Amount of bond: \$15,000,000.00

Description of bond: Treasurer Bond

Current Bond Term: July 1, 2024 to July 1, 2025

and that the said bond remains in effect, subject to all its agreements, conditions and limitations, and ends only with the cancellation of said bond or other legal termination.

Signed and dated on: June 7, 2024

Surety Name: The Ohio Casualty Insurance Company

By: Timothy A. Mikolajewski  
Timothy A. Mikolajewski, Assistant Secretary

Agency Name: R J GALLA CO INC

Agency Address: 42 N Lake Street, Grayslake, IL 60030-1519

Agency Telephone: 847-223-6504





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

## POWER OF ATTORNEY

Principal: Robert Tenuta

Agency Name: R J GALLA CO INC

Bond Number: 404006409

Obligee: McHenry County College

Bond Amount: (\$15,000,000.00 ) Fifteen Million Dollars And Zero Cents

**KNOW ALL PERSONS BY THESE PRESENTS:** that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint **Timothy A. Mikolajewski** in the city and state of **Seattle, WA**, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

**IN WITNESS WHEREOF**, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 28th day of March, 2021.



The Ohio Casualty Insurance Company

By:

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA  
COUNTY OF MONTGOMERY ss

On this 28th day of March, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

**IN WITNESS WHEREOF**, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal  
Teresa Pastella, Notary Public  
Montgomery County  
My commission expires March 28, 2025  
Commission number 1126044  
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the seals of said Company this 7th day of June, 2024.



By:

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

Request to Approve  
Bid Package Two For 2024 Interior Renovations

Information

Over the past several years, the College has identified a need to renovate the MCC Library to meet evolving standards and enhance its functionality for both current and future needs. Libraries have experienced a significant transformation, shifting from traditional roles to becoming more dynamic spaces that support collaborative learning, digital resources, and interactive technologies.

Additionally, due to many programs being moved into the new Foglia CATI, renovating the vacant spaces and making better use of those spaces is needed. This renovation project will address the relocation of the EMS Lab into the vacated space, as well as update aging corridors in Building C and Building D, and install a new IT Data Center cooling system. A request for bids for these renovations was posted by the College on October 17, 2024.

The renovation scope includes five (5) interior renovation areas:

- Interior demolition and build-out of the Library in Building A
- Installation of the already purchased Liebert cooling systems and upgrades to the air circulation system in the IT Server Room located in Building A
- Interior demolition and build-out of the EMS Lab and Office Suite in Building D
- Interior demolition and build-out of the gender-neutral toilet room in Building D
- Replacement of the flooring and ceiling systems along with selective repainting in the corridors of Building C and Building D

Six bids were opened for the above referenced project at 10 a.m. on Tuesday, November 12, 2024. The low bid was from Lo Destro Construction Company from Chicago, Illinois in the amount of \$2,895,000.00. The contract amount shall include the Base Bid for all materials and labor and Bid Alternate No. 4 for a total contract amount of \$2,895,000.00. Bid Alternate No. 4 is a deduction of \$45,000.00 for not replacing the flooring in the Data Center.

This expense is budgeted in the Operations and Maintenance (Restricted) Fund 03.

Recommendation

It is recommended that the Board of Trustees approves the expenditure for Bid Package Two for interior renovations from Lo Destro Construction Company of Chicago, IL for \$2,895,000.00.



Clinton E. Gabbard  
President



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 | F 312.496.0001  
www.dka-design.com

November 13, 2024

Mr. Dave Dammon, Assistant Vice President of Facilities  
McHenry County College  
8900 US Highway 14  
Crystal Lake, Illinois 60012

Re: 2024 Renovations – Bid Package 2  
**Letter of Recommendation to Award a Construction Contract**

Dear Mr. Dammon:

Bids were opened on the above referenced project at 10:00 am on Tuesday, November 12, 2024. The general scope of the project includes (5) interior renovation areas: 1. The complete interior demolition and build-out of the Library in Building A; 2. The replacement of the existing cooling systems and upgrades to the air circulation system in the IT Server Room in Building A; 3. The complete interior demolition and build-out of the EMS Lab and Office Suite in Building D; 4. The complete interior demolition and build-out of the gender neutral toilet room in Building D; and 5. The replacement of the flooring and ceiling systems along with selective repainting in the Corridors of Building C and Building D. Eleven (11) general contractors were Bidders of Record and (6) bids were received per the attached Bid Tabulation Form.

After reviewing the bid submittals and project scope with the low bidder, Lo Destro Construction Company, it is clear they have met the bidding requirements for the project and included all the required work per the bidding documents within their bid. Demonica Kemper Architects has found no evidence which would disqualify them from being awarded the contract for this work. DKA, therefore, recommends that the Board of Trustees of McHenry County College consider awarding the contract for construction to:

Lo Destro Construction Company  
211 East Ontario St., Suite 500  
Chicago, IL 60611

The contract amount shall include the Base Bid for all work and Bid Alternate No. 4 for a total contract amount of **\$2,895,000.00**. All work shall be substantially complete as indicated in the bidding documents. The submitted low bid has been attached for reference.

If you have any questions regarding the bidding of this project, please do not hesitate to call. Demonica Kemper Architects looks forward to working with the college toward the successful completion of this project.

Sincerely,

David Sikorski, AIA, NCARB  
Senior Associate

cc: Dominick Demonica, DKA  
Bob Tenuta, MCC  
Maricella Garza, MCC

Attachments: 24-013\_Bid Tab  
24-013\_Lo Destro Bid Submittal  
24-013\_Lo Destro A305

Bidder	Includes				Bid Documents Submitted							Bid Amounts Submitted						
	Addendum 1	Addendum 2	Addendum 3	Addendum 4	00 41 13	00 43 13	00 43 15	00 43 25	00 43 29	00 43 39	00 43 43	Base Bid	Alternate No. 1 (Deduct)	Alternate No. 2 (Deduct)	Alternate No. 3 (Deduct)	Alternate No. 4 (Deduct)	Alternate No. 5 (Add)	Alternate No. 6 (Deduct)
BEE LINER LEAN SERVICES (NO BID)																		
CARMICHAEL CONSTRUCTION (NO BID)																		
DOHERTY CONSTRUCTION	X	X	X	X	X	X	X	X	X	X	X	\$ 3,432,100	\$ -	\$ (80,000)	\$ (127,000)	\$ (92,000)	\$ 19,000	\$ (89,000)
F.H. PASCHEN	X	X	X	X	X	X	X	X	X	X	X	\$ 3,454,000	\$ -	\$ (70,000)	\$ (223,000)	\$ (12,000)	\$ 17,500	\$ (50,000)
LO DESTRO CONSTRUCTION	X	X	X	X	X	X	X	X	X	X	X	\$ 2,940,000	\$ -	\$ (65,000)	\$ (150,000)	\$ (45,000)	\$ 12,000	\$ (2,500)
PACIFIC CONSTRUCTION (NO BID)																		
PAUL BORG CONSTRUCTION	X	X	X	X	X	X	X	X	X	X	X	\$ 3,490,000	\$ (2,000)	\$ (69,000)	\$ (210,000)	\$ (20,000)	\$ 16,000	\$ (88,000)
STAALSEN CONSTRUCTION	X	X	X	X	X	X	X	X	X	X	X	\$ 3,150,000	\$ (10,000)	\$ (50,810)	\$ (112,000)	\$ (16,806)	\$ 8,500	\$ (10,000)
STUCKEY CONSTRUCTION	X	X	X	X	X	X	X	X	X	X	X	\$ 3,098,000	\$ -	\$ (85,000)	\$ (220,000)	\$ (28,000)	\$ 20,000	\$ (40,000)
TROOP CONTRACTING (NO BID)																		
W.M. TONYAN AND SONS (NO BID)																		

00 41 13: Bid Form

00 43 13: Bid Bond

00 43 15: Contractor Certification

00 43 25: Substitution Sheet

00 43 29: W-9

00 43 39: Business Enterprise Program Participation and Utilization Plan

00 43 43: Certificate of Compliance with Illinois Prevailing Wage Law

Alternate No. 1: Eliminate Liquidated Damages

Alternate No. 2: Eliminate Toilet Room Scope

Alternate No. 3: Eliminate IT Server Room Scope

Alternate No. 4: Leave flooring ETR at IT Server Room.

Alternate No. 5: Add to raise HWS/HWR Piping @ Library.

Alternate No. 6: Eliminate fire wall @ Library



## **AMENDMENT TO PRESIDENT’S EMPLOYMENT AGREEMENT**

This Amendment to the President’s Employment Agreement is executed on this 21st day of November, 2024, by and between the **BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE NO. 528, McHENRY COUNTY, ILLINOIS** (the “Board”), and **DR. CLINTON E. GABBARD** (the “President”). The Board and the President are referred collectively as the “Parties.”

### **WITNESSETH**

**WHEREAS**, the President is currently employed under a multi-year contract extending from January 1, 2024 until December 31, 2027 (the “Agreement”);

**WHEREAS**, after the evaluation of the President’s performance during the term of the current Agreement, the Board has determined that it is in the best interests of the College to extend the President’s employment term an additional one (1) year; and

**WHEREAS**, the Parties accordingly desire to modify the terms of the Agreement with amendments as stated herein, effective January 1, 2025.

**NOW, THEREFORE**, the Board and the President agree to amend the Agreement as follows, effective January 1, 2025:

1. Paragraph A.1 of the Agreement is amended to modify the term of the Agreement to be from January 1, 2025 through December 31, 2028.
2. Paragraph C.12 is added to the Agreement to read:

#### **Third Retention Incentive**

The Board shall pay the President a third retention incentive in the form of a one-time payment in the amount of Ten Thousand Dollars (\$10,000). The third retention incentive shall be paid to the President as a single, lump sum payment on the first regular payroll date following the effective date of the amended Agreement.

The purpose of the retention incentive is to further induce the President to not retire and to continue his employment with the College through the remainder of the term of the Agreement, consistent with the purpose of incentive payments pursuant to Illinois Admin. Code tit. 80, § 1600.205(d)(3)(B). The retention incentive is not for services rendered.

3. All other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the President and Board have executed this Amendment to the President's Employment Agreement on this 21st day of November, 2024.

**PRESIDENT**

**THE BOARD OF TRUSTEES OF  
McHENRY COUNTY COLLEGE NO.  
528, McHENRY COUNTY, ILLINOIS**

By: \_\_\_\_\_  
Clinton E. Gabbard

By: \_\_\_\_\_  
Board Chair

**ATTEST:**

\_\_\_\_\_  
Board Secretary

## New Employees

Information

The following list identifies new employees or those who have transferred to another position at McHenry County College.

Classification	Start Date	Employee Name	Primary Position	Position Status
CON	10/30/2024	Laurel Hook	Supplemental Instructional Coach	R
STA	11/4/2024	Brenden Nason	Maintenance Generalist I	N
POL	11/4/2024	Larry Wright	Campus Police Officer	R
CON	11/4/2024	Shannon Schreiner	Supplemental Instructional Coach	R
STA	11/4/2024	Sergio Lira	Food Production – Grill Cook	N
STA	11/4/2024	Jacquelyn Moore	Cashier, Warewashing, and Sanitation	R
STA	11/4/2024	Sean Mattson	Web Content Specialist	R
STA	11/18/2024	Cody Loyd	Infrastructure and Security Operations Manager	T

***Through November 12, 2024***

Position Status Key: R=Replacement; N=New; RC=Retitled/Reclassified; T=Transfer to New Position; A=Additional Position; S=Seasonal

## Friends of MCC Foundation Update

### **Spring 2025 Scholarships**

Scholarship applications for the Spring 2025 semester closed on October 11, 2024 with a total of 493 applications submitted. Applications were reviewed and scored by nearly 100 volunteer reviewers. The Foundation team is now in the process of awarding all available scholarships. Thank you to our MCC community for donating time to review scholarship applications. Students will be notified of scholarship awards by the first week of December.

### **Foundation Welcomes New Development Coordinator**

Sarah Meyer joined the Foundation on November 4 as its new Development Coordinator. An MCC alumna, Sarah graduated from MCC with an Associate in Arts in 2019. She was a recipient of the Education to Empowerment (E2E) Scholarship in 2018 and served as a student worker in our Admissions office. Sarah then earned her bachelor's degree and master's degree from Northern Illinois University. She previously worked as an Admissions Specialist at Harper College, where she coordinated several large student events. She has a strong understanding of community college operations and valuable experience with donor events through her work with E2E. The Foundation is thrilled to welcome Sarah to the team.

### **New Program Funds**

The Friends of MCC Foundation received a gift from Steven and Cynthia DeBerg to be used to support the Center for Agrarian Learning (CAL). The DeBergs have been attending CAL events and reading the monthly newsletter. They were inspired by the efforts of CAL and how MCC introduced a new and innovative program to the community. They intend to continue their support for the Center to assist with ongoing program needs.

### **New Donation**

The Foundation received a donation of over 30 new prints to the Portrait in Print (PiP) Collection from the Charles Liebman estate. In addition to the prints, Mr. Liebman left a monetary gift to be used for PiP Collection expenses such as exhibition, printing of catalogs, repair, restoration, and maintenance. The PiP Collection now has over 300 total prints and is valued at more than \$950,000.00. The College and Foundation are forever grateful for the extraordinary generosity of Charles Liebman and the Liebman Family.

### **MCC 2024 President's Dinner**

The 2024 President's Dinner welcomed 123 guests to MCC and raised funds for student scholarships. The evening included a cocktail reception in the Foglia CATI, dinner, silent auction, and more. A highlight of the evening was hearing from Foglia CATI student, Caden Sauder, and MCC scholarship recipient, Marco Perez. Over \$112,000 was raised at the event. A special thank you to our sponsors: Foglia Family Foundation, Mercyhealth, Demonica Kemper Architects, Old National Bank, Sara and Rusty Foszcz, Advocate Good Shepherd Hospital, American Community Bank & Trust, Coilcraft, DeFiore Funeral and Cremation Service, Exceed Floor and Home, Sikich, Snap-on, and Robbins Schwartz.



*MCC student, Caden Sauder, speaks with Dr. Gabbard at President's Dinner*

### **MCC Day of Giving**

MCC Day of Giving will place on Thursday, November 21 with the goal of encouraging current donors, new donors, and all employees to make an end-of-year gift to the Foundation. The goal is to raise \$5,000 for the Student Success Fund. The Foundation will lead an online campaign and invite employees to the Foundation office for snacks, giveaways, and thank-you gifts for all Day of Giving contributors.



### **Giving Tuesday**

Giving Tuesday is on Tuesday, December 3. The Foundation looks forward to appealing to MCC alumni to make a donation on this global day of giving. All MCC alumni who make a \$50 donation will receive a special MCC Alumni gift. See more at [www.mchenry.edu/givingtuesday](http://www.mchenry.edu/givingtuesday).

This report highlights recent MCC Grants Office activity, including grant awards or denials, submitted applications pending a decision from the funder, and planned future submissions.

**GRANTS AWARDED**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Funded</b>	<b>Project Director</b>
Chicago Community Trust	Food:Land:Opportunity, funded through Searle Funds at the Chicago Community Trust, will provide continued operational support to the Center for Agrarian Learning.	\$200,000	Sheri Doyel, Director of Innovation, Center for Agrarian Learning
University of Illinois via Richard J. Daley College	The Make It In Illinois Manufacturing Marketing Campaign provides funding for grass roots and other programming and events designed to increase awareness of manufacturing as a potential career.	\$90,000	Christina Haggerty, Vice President of Marketing, Communications, and Development

**PENDING APPLICATIONS**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
Illinois Department of Agriculture Resilient Food Systems Infrastructure Program	This initiative offers funding for the middle of the food supply chain – aggregation, processing, storing, and other activities to support the distribution of local and regional food products. MCC submitted an application to establish a shared kitchen and storage space for small farmers in the area.	\$593,975	Pending	November
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support for the Student Success Fund (SSF). The SSF helps MCC students by providing immediate financial support to help address emergency expenses.	\$10,000	Pending	November
ICCB Innovative Bridge and Transition Grant	The IBT program supports the seamless transition of students to and through postsecondary education and into employment, with a particular focus on programs that promote equity and diversity among those served. If funded, MCC's project will provide scholarships and other support to students transferring to the	\$264,317	Pending	December

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	University Center.			
IBHE Nursing School Grant	This grant provides funding to institutions of higher education offering nurse training programs in the state of Illinois, with a focus on supporting equitable outcomes in nursing education. MCC requested funding for training equipment to support an additional cohort of students in the program.	\$49,556	Pending	December
ICCB Noncredit Workforce Training Initiative	The goals of this initiative are to strengthen noncredit offerings by increasing responsiveness to employer needs and workforce shortages through building capacity and strengthening the impact of noncredit workforce training at community colleges.	\$105,000	Pending	December
ICCB Mental Health Early Action on Campus Support Expansion Project	This competitive addition to the institutional allocation allows colleges to request additional funding to expand services. MCC will seek funding for virtual and peer-to-peer mental health support programs, as well as to expand training and awareness events.	\$140,485	Pending	December
ICCB Taking Back the Trades!	This grant is designed to provide access and strengthen pathways to careers in the trades for young adults aged 16-24. This is the third round of funding; MCC will expand upon its previous projects in Construction and Manufacturing to include selected healthcare programs.	\$70,465	Pending	December
U.S. Department of Education Student Support Services	The Student Support Services program provides academic and other support to help increase the number of low-income college students, first-generation college students, and college students with disabilities who successfully complete a postsecondary program of study.	\$273,000 per year for five years	Pending	May

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Expansion of ESL	The intent of this project is to expand capacity for English language	\$50,000	In	December 1

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Services	services for Adult Education providers, specifically to support new arrivals to the U.S. and aid their transition. Programs will offer technology for students to access remote learning and provide wraparound services to retain new learners.		development	
ICCB Digital Instruction for Adult Education	This grant provides funding for Adult Education providers to improve their technology infrastructure, support technology integration in the classroom, and improve distance learning options for adult learners.	\$75,000	In development	December 1
Nuts, Bolts, and Thingamajigs	The NBT Foundation awards grants to host summer manufacturing camps that introduce middle and high school students to modern manufacturing career choices.	\$2,000 per camp	In development	December 1
American Psychological Association Teaching Workshops for High School Faculty	This program seeks to support high-impact professional development opportunities for high school psychology teachers, especially through summer workshops. MCC will organize and offer a one-day workshop, targeting high school instructors but open to any interested MCC or other college instructor as well.	\$4,000 – 6,000	In development	December 1
ICCB Scaling and Assessing Developmental Education Reform Act (DERA)	This project is designed to assist and support colleges in assessing and scaling equitable, evidence-based developmental education reform efforts to fully meet the requirements of DERA.	\$50,000	Under consideration	December 2
NEA The Big Read	The Big Read provides matching funds of up to \$20,000 to bring the community together around the shared activity of reading and discussing the same book. Programming for the current grant cycle is focused on the theme <i>OUR NATURE: How Our Physical Environment Can Lead Us to Seek Hope, Courage, and Connection</i> .	Up to \$20,000	Under consideration	January 30
Adult Volunteer Literacy	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist students with English, reading, or math	\$80,000	Planned	March 15



<b>Funding Source</b>	<b>Brief Description</b>	<b>Estimated Request</b>	<b>Status</b>	<b>Application Due Date</b>
	skills, positively impacting their quality of life and ability to find gainful employment.			
Developing Hispanic-Serving Institutions – U.S. Department of Education	The Developing Hispanic-Serving Institutions (DHSI) Program provides grants to assist HSIs to expand educational opportunities for, and improve the attainment of, Hispanic students. These grants also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability. MCC anticipates achieving HSI status in spring 2025.	TBD	Planned	Anticipated Spring/ Summer 2025

**APPLICATIONS DENIED**

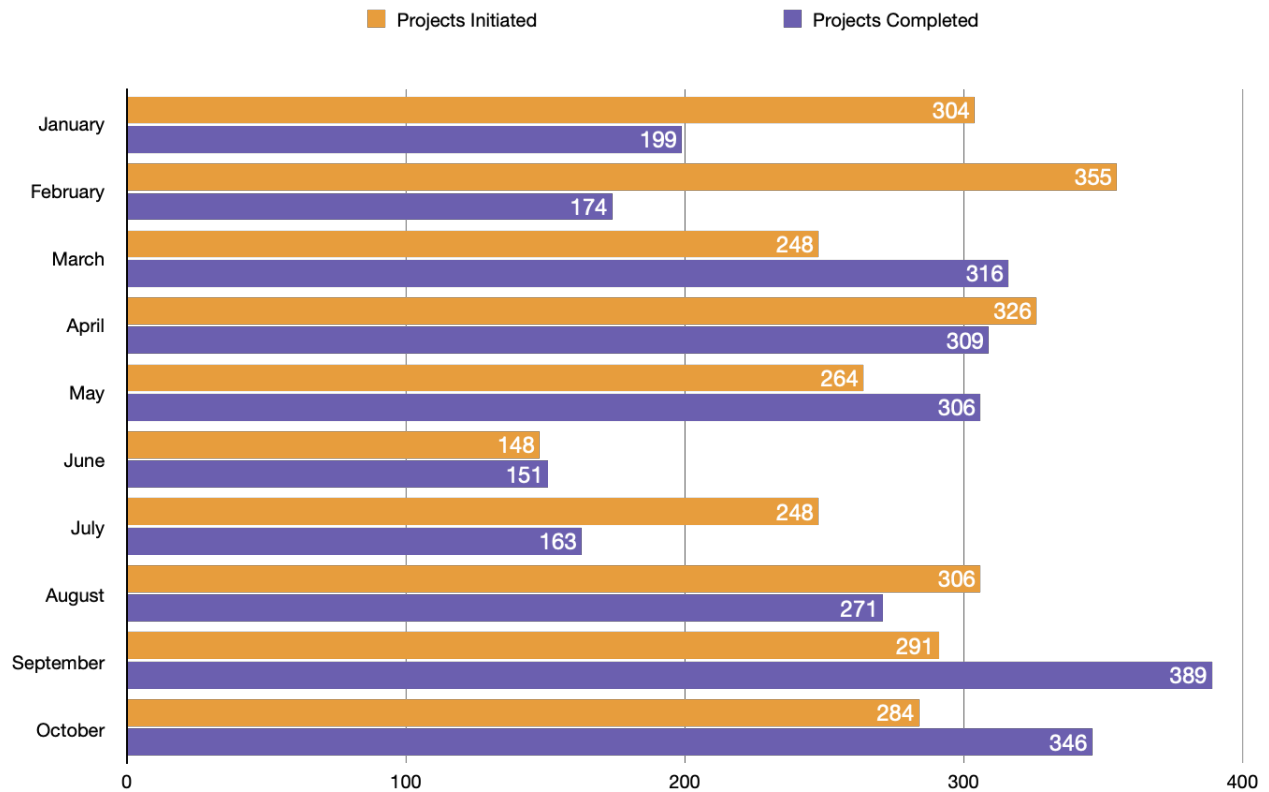
<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Follow Up</b>
Greater Chicago Area Manufacturing Partnership (GCAMP)	GCAMP provides funding to help develop the future of manufacturing through innovative career exploration programs, particularly for children in middle school and younger, with a focus on promoting diversity, equity, and inclusion. MCC developed a request for the Kids and College program.	\$7,800	Although the request was not funded, GCAMP offered to provide free welding gloves to support our program, which MCC accepted.

## Office of Marketing and Public Relations Update

Information

The goal of MCC's Office of Marketing and Public Relations (OMPR) is to grow MCC's student enrollment, strengthen MCC's identity in the community, and share MCC's stories. Services that OMPR provides to the College:

- Brand development
- Copywriting and editing
- Event marketing and support
- Graphic Design
- Illustration
- Information campaigns
- Interactive content
- Photography
- Video production and motion graphics
- Publicity
- Script development
- Social media
- Web design and programming

**Marketing Project Stats**

**Current High-level Marketing Initiatives:**

- Spring 2025 enrollment, priority registration, and general registration campaign advertising, mailings, and communications
- Navigate360 promotional support
- Catalyst Campus location and program renaming, promotion, and support, including updated branding, materials, and promotional approach for Career Spark, Talent Impact, and Community Enrichment centers
- Catalyst Campus exterior signage creation and installation
- University Center at MCC promotional efforts for Fall 2025
- Nursing program Spring 2025 cohort promotional efforts
- Foglia Center for Advanced Technology and Innovation (CATI) recruitment efforts and support
- Liebman Institute for Science Innovation (LISI) branding and promotion; Hall of Human Origins launch support
- Griffin Museum of Science and Industry (MSI) at MCC branding, promotion, and launch support
- Sweet Scots promotion and support
- MCC social media platform growth, with focus on increased Facebook, LinkedIn, and Instagram growth efforts
- MCC 2024 Year in Review materials
- MCC Look Book design and messaging updates
- Updated MCC tagline for 2025
- Foundation year-end giving promotion and support

**Monthly Releases and Features\***

The following releases and feature stories were submitted to local and regional media outlets from October 16, 2024—November 12, 2024.

- Small Farm Equipment Intensive Offered by the Center for Agrarian Learning at McHenry County College
- Liebman Institute for Science Innovation at MCC to Host Launch Celebration for Hall of Human Origins Exhibit
- Sessions Jazz to Perform at McHenry County College November 16
- Manufacturing Pathways Consortium Hosts Talent Timeline Event
- Petition Filing Dates for McHenry County College Trustee Election
- Friends of MCC Foundation to Host Day of Giving November 21 for Student Success Fund

*\*Note: The above list does not include all interviews/stories initiated by the press, or sponsored content stories. Press clippings about McHenry County College can be found at the following link:*

*[www.mchenry.edu/press](http://www.mchenry.edu/press).*

## Sustainability Center Update

### **Current Initiatives and Community Connections**

The MCC Sustainability Center sponsored two showings of the multi award winning documentary, *Saving Walden's World*, on Wednesday, October 9 at noon and 6pm. The film's producer and cinematographer Bob Maraist, and director/creator Jim Merkel, were on campus to meet with faculty and students. Jim and Bob also stayed after each showing to facilitate questions and discussion. Jim met with the Student Environmental Action Club students as well. The film brings to light inspiring stories from Kerala, Cuba and Slovenia where societies offer universal access to education, healthcare, and women's rights presenting a model of sustainability that resonates across borders ([www.savingwaldensworld.org](http://www.savingwaldensworld.org)).

IGEN held its monthly meeting for member colleges on October 17, 2024. This meeting focused on the changes to the IL Shines community solar program that allow for public schools (including community colleges) to access the incentives available through the state. More information is to come from IGEN regarding these opportunities.

Led by co-advisor, Kim Hankins, students from the Environmental Action Club went thrifting on October 19, 2024. President Dan Cosgray created an itinerary that included four stores and a visit to the Foodshed Coop. While at the Foodshed, several Foodshed Board members and founding owners gave them a tour and talked with the students about the process to bring the coop to the community.

The Association for the Advancement of Sustainability in Higher Education held their annual conference and expo on October 27-29, 2024, in Anaheim, CA. Over 1200 sustainability professionals from universities, and two- and four-year colleges gathered for three days of informational sessions and networking. Dr. Hankins participated in sessions on waste reduction, offices of one, sustainability in the curriculum, and much more. Dr. Hankins is currently serving on AASHE's advisory board and oversees the Community and Technical College networking platform which was highlighted at the conference.

The MCC/MCRide Program had 562 riders in October 2024. Sam Clifford, MCC Coordinator of Student Advocacy, Student Retention, and Conduct, attended the MCRide Connect workshop on October 30, 2024. This workshop, provided by the McHenry County Department of Transportation, provided an overview of how to use new MCRide Connect program, review the RTA Reduced Fare and Ride Free options and share other resources for transportation options for our students and community. Sam and Kim have been researching low cost and sustainable options for student transportation.

The ReUse It Corner repurposed approximately \$1,520.65 worth of gently used office and school supplies in October 2024. Eighty-two people found uses for over 718 items this past month.

## Center for Agrarian Learning (CAL) Update

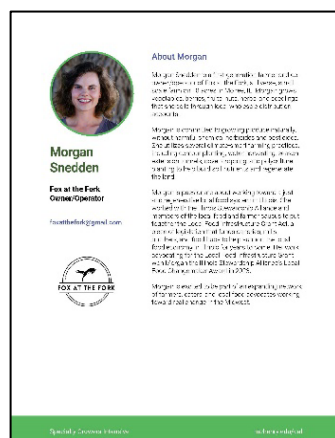
**CAL Partnerships and Community Connections**

*Raices Latinas: Agriculture in McHenry County* – The Woodstock Opera House hosted a Dia De Los Muertos Display on November 1–7. Raices Latinas created an altar to honor the Braceros and other deceased agricultural workers with family in McHenry County.

**CAL Programs**

*New Series Launch* – An annual, weekend-long learning series entitled “Specialty Growers Intensive” was launched this month. Each year will feature a different topic. Participants will attend two full days (Saturday and Sunday) in a deep-dive format with at least two farmer-presenters, along with other professionals. The first in the series, “Specialty Growers Intensive: Small Farm Equipment” was held on November 9-10.

Design and communications firm, Bold Bison, was hired to support development of promotional materials, including naming the series and design templates. See below for examples.



This branding work and the first three years of the series are funded in full by a private (anonymous) foundation based in Wisconsin. They support farmer training efforts in the region that increase regenerative agriculture operations on both sides of the state line.

***Specialty Growers Intensive: Small Farm Equipment (November 9-10)***

12 participants attended this weekend-long intensive, on Saturday and Sunday from 9 a.m.–4 p.m. Ten of the 12 individuals received a full scholarship covering the \$285 tuition, funded by the private foundation mentioned above. Nine of the 12 are operating fledgling farm businesses and are ready to make equipment investments.

Glacial Drift Enterprises (Sam Oswald Tilton) assisted with content development and was the lead presenter, bringing multiple pieces of equipment to demo (in addition to his expertise). Local farmer Tim Brown of Broadview Farm and Gardens in Marengo and Morgan Snedden of Fox at the Fork Monee, IL also presented. The program moved between a classroom in the Liebman Science Center and the MCC

Student Farm, where hands-on demonstrations of all kinds of equipment took place. Evaluations were sent to participants on November 13. Participants seemed extremely pleased with the content and quality of the program.



### *Battery-Electric Power for Small Farms (Saturday, November 9)*

As a compliment to the two-day small farm equipment intensive, Reid Allaway of Tourne-Sol Farms in Quebec, Canada, gave a virtual tour of his farm where he has converted all gas-powered equipment to electric battery. Sixteen people attended this session. Reid's DIY solutions have gained such attention that commercial equipment dealers Theissen (Canadian) and Tilmor (American) are collaborating with him to develop commercial models.

**BATTERY-ELECTRIC POWER FOR SMALL FARMS:**  
Commercial Options for farmers and DIY solutions from Tourne-Sol Farms in Quebec

**NOVEMBER 9 | 7 P.M. | VIRTUAL, FREE, REGISTRATION REQUIRED**

This virtual, interactive farm tour and live-streamed discussion will show you the past, present and future of battery-electric equipment led by Reid Allaway of Tourne-Sol Cooperative Farm and Thosco Tractor Equipment.

Reid will provide history and context for the current state of the market for both commercially available and DIY options to electric farm machinery, tools and vehicles. A video tour of Tourne Sol's fleet of electric machinery will demonstrate how world is transitioning and the benefit of working with battery-electric power. The farm tour will be followed by a Q & A session where attendees can bring their questions and ideas on the topic for discussion.

Reid is a pioneer in electric farm equipment and has been successful in converting his entire fleet to electric. He has the latest news on battery-electric equipment and will be sharing his experiences and insights with you. Reid will be discussing the challenges and opportunities of electric farm equipment and how to overcome them. He will also be sharing his experiences and insights with you. Reid will be discussing the challenges and opportunities of electric farm equipment and how to overcome them. He will also be sharing his experiences and insights with you.

Scan the QR code to register.

**cdl** CENTER FOR AGRARIAN LEARNING  
www.mckennycollege.edu/cdl

**McHenry County College**

### Upcoming Programs

#### *Why Organic? How to Transition and Succeed (Friday November 15)*

CAL is collaborating with Farmer's Rising (Caledonia, IL based nonprofit) to delivery this full-day program at MCC. It includes three breakout sessions, lunch, and curbside consultations with four different certifying agencies. The USDA is funding the event through their Transition to Organic Production Program (TOPP).

**SAVE THE DATE!**

**WHY ORGANIC? HOW TO TRANSITION AND SUCCEED**  
Friday November 15 | McKenry County College | 9:45 a.m.-3 p.m.

**FARMERS RISING**

**cdl** CENTER FOR AGRARIAN LEARNING

### *Land Access 101 and Common Ground*

*2-part Event (Sunday December 8 from 10 a.m.–4 p.m. at Duke's Alehouse)*

Common Ground is an annual event that brings land seekers (farmers) and landowners together as a meet and greet social to find possible “matches” for land transition. This year, prior to Common Ground, the Center for Agrarian Learning is hosting “Land Access 101” delivered by Illinois Farmlink. This workshop addresses the very common obstacle of securing land for a farming operation. It introduces attendees to innovative land access models and how to consider their own needs and decide on a direction.





### Workforce Development Update

This month's Workforce Development Update shares information on collaborative partnerships and grant-funded activities taking place across the division.

#### Community Enrichment Center

Court Programs – In addition to the remedial driver safety classes provided in partnership with the 22<sup>nd</sup> Judicial Circuit, MCC's Court Programs staff partners with McHenry County Government to provide periodic defensive driving training for county staff whose job duties require them to be behind the wheel in a county vehicle. The classes feature curriculum from the National Safety Council (NSC) and are offered online or delivered onsite. MCC's NSC Certified Traffic Safety Instructor Tim Jauch recently taught an onsite defensive driving class for staff of the McHenry County Department of Transportation.

Personal Development – The Personal Development program has created a partnership with Stephen Byrne, owner of local small business Odes of Food, to provide a series of culinary classes taught in the MCC Culinary Lab. Participants join Chef Stephen to learn new preparation, cooking, and presentation techniques during these hands-on activities. A native of Dublin, Ireland he brings over 30 years of culinary experience and a vast knowledge of many cuisines to McHenry County. Coming this February, participants will learn to cook a perfect filet at the Indulgent Filet Feast class, and March includes an Italian adventure with Spring in Italy.



#### Career Spark Center

With funding from the Pipeline for the Advancement of the Healthcare Workforce (PATH) grant, the Career Spark Center was able to partner with Community High School District 155 during Spring 2023 to teach Electrocardiogram (EKG) Technician Training at Crystal Lake Central High School. After completing training, the students are prepared to earn the Certified EKG Technician (CET) credential, offered by the National Healthcareer Association. This successful partnership continued in Spring 2024 and this fall, was expanded to Huntley Community School District 158. The United States Bureau of Labor Statistics predicts that employment for EKG technicians will increase by 8% between 2020 and 2023 – 5% greater than the average yearly occupation growth rate of 3% in the medical technical support field. Students who complete the EKG training program are on a pathway to become a Certified Medical Assistant with the completion of additional training in Phlebotomy and Basic Nursing Assistant, to apply to MCC's Associate Degree in Nursing or other healthcare program, or to find entry-level employment.

#### Illinois Small Business Development Center

The *Women Inspire* series, launched in October by the Illinois Small Business Development Center at MCC, continued on November 20 with Uplevel Your Financial Savvy and Confidence. Women in business, students, and emerging entrepreneurs gathered to learn and network. Presenters from local businesses included Kern



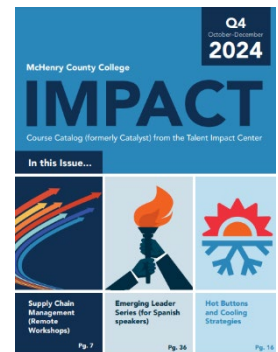


Villaflor, Michigan State University Federal Credit Union/McHenry Savings Bank; Monique Mahon, American Community Bank; Donna Rasmussen, Consumer Credit Counseling Service of Northern Illinois; Janine Kerin, Edward Jones. The Women Inspire events are funded by the Illinois Community College Board's Noncredit Workforce Initiative Grant.

The ISBDC is collaborating with area Chambers of Commerce to promote Small Business Saturday on November 30. This national event takes place annually on the Saturday following Thanksgiving to celebrate and support local small business. First introduced in 2010, Small Business Saturday has become an important part of small businesses' busiest shopping season.

### **Talent Impact Center**

Nonprofit organizations and small business often lack the financial resources to access the workforce development training necessary to address skill gaps in their current workforce. Utilizing grant funding from the Illinois Community College Board's (ICCB) Noncredit Workforce Initiative Grant (NWTI), employers in the nonprofit sector can work with the Talent Impact Center to access capacity building training with a 50% cost reduction of participant fees. Small businesses frequently struggle to have training budgets sufficient to cover the specific training solutions they need to achieve business goal and growth plans. Local employers with a workforce under 500 individuals are eligible to 50% reduction in participant fees. Both nonprofit and small business clients can use grant funds for open-enrollment offerings via the Impact schedule or for custom-designed training solutions. To date, 30 organizations have received grant-funded assistance to train over 600 employees.



Also funded by the ICCB NWTI grant, the Talent Impact Center will welcome key employer contacts to the Catalyst Campus in early March for the 2025 Talent Impact Getaway. This special event will allow participants to engage in a day and a half of learning, connection, and exploration while becoming familiar with the new Catalyst Campus. In addition to an opening keynote presentation, guests will select from a series of breakout sessions themed around learning tracks of becoming a great people leader or raising the bar on process improvement.

Information Security Program  
Annual Update

Information

The Federal Trade Commission's Standards for Safeguarding Customer Information requires at least an annual report to the Board of Trustees.

The Information Security Officer (ISO) at MCC is Bonnie Johnson. The ISO is responsible for overseeing, implementing, and enforcing the Information Security Program. The ISO works with the Chief Information Officer, Timothy Hopkins, and the Director of Infrastructure and Security, Rob Rasmussen, to ensure the program is kept current and new security initiatives are identified, scoped, and implemented in a timely manner.

The Information Technology (IT) department maintains an Information Security Program. This program consists of written plans, processes, and procedures related to Cybersecurity and Physical Security of technology assets. The program also encapsulates oral and informal processes, standards, and methods undertaken to ensure the security of information assets at MCC. The program includes recommendations and requirements judged to be critical to maintaining effective information security. Additionally, the program includes up-to-date written procedures and guidelines, including:

- Acceptable Use of Technology Resources Guidelines
- Incident Response Plan
- Compromised Account Process
- Data Breach Response Process
- Physical Entrance Guidelines and Procedures
- Process for Student Employee Colleague Access Request
- Risk Register, a list including CyberSecurity risks and mitigation priorities

Over the past year (2023-2024), several improvements have been made to the MCC security environment. All databases have been encrypted, and laptops are now encrypted as a matter of course. Additional protections have been made to backups, including making them non-changeable. The backups also now have virus protection that can be run prior to restoration, helping to ensure in the event of a security incident that only clean backups are restored to production.

Our overall compliance with the MCC Information Security Program is internally assessed to be excellent, with exceptions. MCC IT understands the importance of information and network security and devotes considerable money, time, and attention to both. The cybersecurity maturity level of the program, as measured by the Center for Internet Security's MS-ISAC Nationwide Cybersecurity Review, grades out above national peer institutions and higher education in all areas. Security practices, such as requiring Multi-Factor Authentication for all users and developing and maintaining a Risk Register to guide future work efforts, are in place and effective at reducing risk.

Challenges to information security remain. While more time than ever is devoted to securing systems and services, there are still many incidents that require immediate attention at the expense of other priorities. Additionally, detecting incidents remains challenging as the computing environment continues to grow in both scope and complexity. MCC IT needs to devote all available resources to continue providing a secure computing environment and addressing Risk Register items.