

**STATE BOARD OF COMMUNITY COLLEGES  
CURRICULUM PROGRAM APPLICATIONS  
Fast Track for Action [FTFA\*]**

**Request:** The State Board of Community Colleges is asked to approve the curriculum programs at the listed colleges on the condition that equipment funds are available to the colleges and operating funds generated by the budget formula will permit the offering of these programs without any special allocation of funds.

Catawba-Valley Community College  
Emergency Management (A55460)

Surry Community College  
Health Information Technology (A45360)

Wake Technical Community College  
Facility Maintenance Technology (A50190)

**Background:** Program applications must meet the following criteria in order to be placed on the Fast Track For Action (FTFA) program approval request presented to the State Board of Community Colleges as part of the consent agenda:

- The curriculum program title currently exists within the System and does not require the creation of a new program title and new curriculum standard;
- The application is complete, requires no further analysis or documentation, and has the endorsement of Academic Programs;
- There are no negative impact assessments from other colleges; and
- The college does not go outside of its service area for planning purposes.

**PROGRAM APPLICATION  
SUMMARY EVALUATION REPORT  
Catawba Valley Community College  
Emergency Management (A55460)**

**Program Planning:** Catawba Valley Community College is seeking approval for the Emergency Management (A55460) program to begin Fall 2017. The planning area is defined as the college's service area of Alexander and Catawba counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Catawba Valley Community College on March 1, 2017. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Catawba Valley Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

**Program Rationale:** Catawba Valley Community College (CVCC) indicates the following:

- In October 2016, the advisory committees for the Fire Protection Technology, Emergency Medical Science, and Criminal Justice Technology programs met and expressed overwhelming support for the development of the Emergency Management program.
- In August 2016, CVCC developed and distributed an employer survey to local hospitals, county and city fire departments, Emergency Medical Services, law enforcement, local non-profit agencies, and educational institutions. A total of thirty-five responses were received. Sixty-four percent of their respondents indicated that emergency management issues were important to their organization and thirty-two percent indicated that issues were emerging for their organization. Ninety-one percent of the respondents indicated they would hire an individual with a certificate or associate degree in emergency management. Fifty-one percent of the respondents indicated they would have job opening in 2017 and sixty-three percent projected they would have job openings in 2020. Eighteen percent of respondents noted a serious shortage, forty-two percent indicated a moderate shortage, and thirty-nine percent reported a minor shortage of qualified individuals for emergency management positions.

- “Emergency Management Directors is projected to grow by eighteen percent in health care and social assistance and twenty-two percent in the professional, scientific, and technical services industries from 2012 to 2022.” (Bureau of Labor Statistics, U.S. Department of Labor)
- According to the U.S. Bureau of Labor Statistics in 2016, the annual wage for Emergency Management Directors in North Carolina was \$73,090 and the national wage was \$73,750.

**Impact of the Proposed Program on Other Programs:** Thirteen community colleges are approved to offer the Emergency Management program. Three of these colleges are located in contiguous counties and were provided with a program impact assessment from CVCC. **The colleges located in contiguous counties are in agreement with the impact assessment.**

**Implementation of Collaborative Plan:** Not Applicable

**Curriculum Design:** The proposed program of study is in compliance with the State Board approved curriculum standard.

**Curriculum Description as Designated on Curriculum Standard:**

*The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning. Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance. Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.*

**Contact Person:**

Ms. Renee Batts  
Associate Director

**PROGRAM APPLICATION  
SUMMARY EVALUATION REPORT  
Surry Community College  
Health Information Technology (A45360)**

**Program Planning:** Surry Community College is seeking approval for the Health Information Technology (A45360) program to begin Fall 2017. The planning area is defined as the college's service area of Surry and Yadkin counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Surry Community College on November 14, 2016. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Surry Community College have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

**Program Rationale:** Surry Community College (SCC) indicates the following:

- According to the North Carolina Department of Commerce, *the job outlook for the employment of medical records and health information technicians (HIT) in North Carolina is expected to increase from 5,160 in 2014 to 6,200 in 2024 (twenty percent). This occupation is expected to average about 220 opening each year during this period.*
- According to the U.S. Bureau of Labor Statistics, employment of HITs is projected to grow fifteen percent from 2014 to 2024, much faster than the average for all occupations.
- The U.S. Bureau of Labor and Statistics associates the HIT faster growth rate to several factors: *1.) An aging population will require more medical services, and HITs will be needed to organize and manage the older generations' health information data. 2.) The number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. 3.) Additional records, coupled with widespread use of electronic health records (EHRs) by all types of health care providers, will lead to an increased need for technicians.*

- In 2016, there were thirty job openings for Medical Records and Health Information Technology Technicians in Surry and Yadkin counties. Future service area trends suggest a 3.3 percent growth. The median hourly range is \$15.16 an hour. (Economic Modeling Report, February 2017)
- Industries that employ Medical Records and Health Information Technicians include: general medical and surgical hospitals, local government hospitals, physician offices, nursing care facilities, and regional managing offices.
- The Health Information Management Director at Hugh Chatham Memorial Hospital provided a letter of support to SCC that indicated, *“when we have coding vacancies our preference is to have a credentialed coder with a CCS or CPC credential or with a RHIT credential of higher. We ordinarily receive many responses but very few with associate degrees in Health Information Technology. I believe there is a huge opportunity in our region for employment for RHIT credentialed individuals.”*
- The Health Information Management Director at the Northern Hospital at Surry County notes, *“they hired seven coders in the last two years. There is currently a HIM coder position open, which has been posted for four months. Four years ago, it took ten months to hire a director of health information at Northern Hospital of Surry County.”*
- SCC plans to design a certificate in health information technology to offer high school students through Career and College Promise. This will complement the mission of the NC STEM (North Carolina Science, Technology, Engineering, and Math) initiatives as well as providing high school students in the SCC service area with increased opportunities.

**Impact of the Proposed Program on Other Programs:** Thirteen community colleges are approved to offer the Health Information Technology program. This program contains a clinical component; therefore, each college was provided with a program impact assessment from Surry Community College. Initially, Davidson County Community College and Edgecombe Community College did not concur with the impact assessment. This issue has been resolved. **All colleges approved to offer the program are in agreement with the impact assessment.**

**Implementation of Collaborative Plan:** Not Applicable

**Curriculum Design:** The proposed program of study is in compliance with the State Board approved curriculum standard.

Curriculum Description as Designated on Curriculum Standard: *The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security. Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.*

**Contact Person:**

Ms. Renee Batts  
Associate Director

**PROGRAM APPLICATION  
SUMMARY EVALUATION REPORT  
Wake Technical Community College  
Facility Maintenance Technology (A50190)**

**Program Planning:** Wake Technical Community College (WTCC) is seeking approval for the Facility Maintenance Technology (A50190) program to begin Fall 2017. The planning area is defined as the college's service area of Wake County. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at WTCC on January 31, 2017. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of WTCC have certified the following:

- The proposed program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.
- They have assessed the need for the proposed program and the resources required to maintain a viable program and certify that the college can operate the proposed program efficiently and effectively within the resources available to the college.
- The college will complete a program accountability report including student success measures, enrollment trends, completion rates, and employment data three years after implementation of the program.

**Program Rationale:** Wake Technical Community College indicated the following:

- The Bureau of Labor Statistics suggests that employment within facility maintenance is projected to grow approximately 7-11% between 2015-25.
- The trade periodical *Multifamily Insider* and *Forbes* suggest that there is an ongoing skills gap with the facility maintenance facility repair industry as well as a shortage of qualified technicians to keep pace with the volume of reported maintenance requests.
- Wake County has approximately 104,000 multi-family units being serviced by three property management companies with nearly 20 million square-feet to of property to manage.
- WTCC's Vernon Malone College and Career Academy currently has trades programs in HVAC, electrical, and plumbing. These programs will provide students and pathways directly into the facility maintenance program without the need for additional instructional staff or equipment. The college projects initial enrollment of 20 students with an increase in future cohorts.
- The college expects that the facility maintenance program will support a growing economy in Wake County while providing additional opportunities for students in their Mission Critical Operations program which has facility maintenance components that align with the demands created with the advent of high-tech facilities.
- Facility maintenance is supportive of small business development and entrepreneurship opportunities.

**Impact of the Proposed Program on Other Programs:** Three colleges are approved to offer the Facility Maintenance Technology (A50190) program. None of these colleges are contiguous to the service area of Wake Technical Community College, **therefore an impact assessment was not required.**

**Implementation of Collaborative Plan:** Not Applicable

**Curriculum Design:** The proposed program of study is in compliance with the State Board approved curriculum standard.

**Curriculum Description as Designated on Curriculum Standard:** *This curriculum prepares individuals to repair and maintain electrical and mechanical systems and physical structures of commercial and industrial institutions. Emphasis is on multi-disciplined systems maintenance, troubleshooting, and problem resolution. Course work includes carpentry, interior and exterior finishes, plumbing, electrical, masonry, air conditioning, heating, welding, machining, blueprint reading, building codes, and OSHA regulations, as well as computer applications. Graduates should qualify for positions as general building mechanics or maintenance technician.*

**Contact Person:**

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Program Coordinator