

**MARYLAND HIGHER EDUCATION COMMISSION  
ACADEMIC PROGRAM PROPOSAL**

**PROPOSAL FOR:**

- NEW INSTRUCTIONAL PROGRAM**  
 **SUBSTANTIAL EXPANSION/MAJOR MODIFICATION**  
 **COOPERATIVE DEGREE PROGRAM**  
 **WITHIN EXISTING RESOURCES** or  **REQUIRING NEW RESOURCES**

*(For each proposed program, attach a separate cover page. For example, two cover pages would accompany a proposal for a degree program and a certificate program.)*

Fortis College

Institution Submitting Proposal

October 2015

Projected Implementation Date

Associate of Science

Award to be Offered

Pharmacy Technician

Title of Proposed Program

1211.00

Suggested HEGIS Code

51.0805

Suggested CIP Code

Education

Department of Proposed Program

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Signature and Date

President/Chief Executive

3/31/2015

Date

Date Endorsed/Approved by Governing Board

### **Centrality to institutional mission statement and planning priorities**

The proposed associate degree program is central to the mission of the school to provide “postsecondary career education to both traditional and nontraditional students through a variety of certificate and degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis College strives to develop within its students the desire for lifelong and continued education.” By adding this degree option, in addition to maintaining our certificate-level program, for students interested in a career in the pharmacy technician field, we are fulfilling our mission to aid students in enhancing their career opportunities by offering them more advanced course work than a typical certificate Pharmacy Technician program, thereby making them more attractive candidates to employers, and separating them from many applicants competing for the same job opportunities. This separation from other candidates was validated utilizing the most recent MHEC ‘Trends in Degrees and Certificates by Program Maryland Higher Education Institutions 2000-2013’ (publish date of August 2014), which reports that there were no associate-degree level Pharmacy Technician programs statewide in 2013.

Additionally, through the general education component of the proposed program, we are fulfilling our mission to develop students’ desire for lifelong learning, by offering them exposure to far greater breadth of coursework than would be seen in a certificate-level program. This aspect of the proposed program also aligns with the Maryland State Plan for Postsecondary Education’s statement that “general education establishes an important foundation for students to succeed in higher education and in the workplace.”

### **Rationale for the Program**

Fortis College has been researching the possible addition of a new degree option for students interested in a career as a Pharmacy Technician for some time, in order to offer prospective students the opportunity for greater depth and breadth in the educational experience, and exposure to topics and concepts beyond that offered in certificate programs, thereby developing a desire for lifelong learning. In addition, students may choose an associate degree program over a certificate program in order to enhance their marketability within the job market, by separating themselves from other candidates seeking the same opportunities, as an associate degree program will offer greater opportunity to further develop students’ ability to think and communicate creatively, critically, and clearly. This ability is much sought after by employers in the field, and those candidates possessing these traits will be at a significant advantage in a competitive job market. It should be pointed out that we do not anticipate this program to increase our number of graduates annually, but instead to offer our applicants an additional choice in preparation for their chosen career field. Although this would result in no change in the number of new entrants to the field, we have supplied occupational demand information within this submission document.

## Description of program as it would appear in the catalog

### **Pharmacy Technician**

Associate of Science

100.0 Quarter Credits

### **Program Mission**

In today's healthcare field, the role of the pharmacist has been expanded to provide not only patient care and education but also advice to health care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the pharmacy technician has evolved from simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assist the pharmacist in direct patient care.

### **Program Description**

The Pharmacy Technician diploma program provides students with a solid foundation of pharmacy fundamentals and terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

### **Program Outline**

<b>Course No.</b>	<b>Course Title</b>	<b>Quarter Credits</b>
AHP101	Introduction to Health Professions	4
AHP105	Medical Terminology	4
AHP106	Medical Anatomy and Physiology	4
AHP110	Nutrition and Human Health	4
AHP200	Communications for Health Professionals	4
AHP210	Ethics and Regulatory Compliance	4
MOA110	Medical Office Procedures	4
MOA115	Medical Records and Insurance	4
MOA120	Electronic Health Records	4
PHT110	Fundamentals of Pharmacy	4
PHT115	Mathematics for Pharmacy Technicians	4
PHT120	Drug Classification Systems	4
PHT125	Pharmacy Practice and Principles	4
PHT130	Pharmacology for Pharmacy Technicians	4
PHT135	Intravenous Admixtures and Aseptic Compounding	4
PHT140	Certification Preparation and Career	4

	Development	
PHT190	Externship	6
ENG101	English Composition I	5
COM101	Communication	5
MAT101	College Mathematics I	5
SCI211	Environmental Science	5
PSY101	Psychology	5
SOC101	Sociology	5
Total		100

### **Course Descriptions**

#### **AHP101 Introduction to Health Professions**

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

#### **AHP105 Medical Terminology**

This course will introduce students to the terminology associated with medical language. To function effectively in health profession students must understand the structure of medical language, including prefixes, suffixes, root words and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

#### **AHP106 Medical Anatomy and Physiology**

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

#### **AHP110 Nutrition and Human Health**

The focus of this course is on the exploration of selected principles, concepts, and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic

diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.

#### AHP200 Communications for Health Professionals

This course introduces students to the basic skills of counseling and communication, which are the foundation for all professional interactions. Further, students will understand basic psychological defense mechanisms, which show up throughout therapeutic interactions; they will know how to deal with patients who are facing incredible losses; and they will comprehend the significance of human development throughout the lifespan. They will recognize the need to serve special populations and to apply their skills to disease prevention. Additionally they will learn to work and communicate well within an interdisciplinary team; apply the highest ethical standards of their chosen professions; recognize and respond appropriately to all forms of abuse and discrimination; and address and prevent legal issues. All of the above are placed within a multicultural context allowing the health professional to better reach all patients.

#### AHP210 Ethics and Regulatory Compliance

This course focuses on managing the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.

#### MOA110 Medical Office Procedures

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

#### MOA115 Medical Records and Insurance

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

#### MOA120 Electronic Health Records

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real-world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with

the necessary tools needed to be successful in the rapidly growing field of electronic health records.

#### PHT110 Fundamentals of Pharmacy

Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office procedures and effective customer service will prepare the student for the technicians' role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.

#### PHT115 Mathematics for Pharmacy Technicians

Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.

#### PHT120 Drug Classification Systems

In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.

#### PHT125 Pharmacy Practice and Principles

Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.

#### PHT130 Pharmacology for Pharmacy Technicians

This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon

completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.

#### PHT135 Intravenous Admixtures and Aseptic Compounding

This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, non-sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.

#### PHT140 Certification Preparation and Career Development

Students will prepare for the national certification through the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.

#### PHT190 Externship

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

#### ENG101 English Composition I

This course will introduce the students to English Composition and covers all aspects of writing for a College-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.

#### COM101 Communication

This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one's daily life, both in formal and informal settings. The course takes a look at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their

communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and verbal and visual symbols.

#### MAT101 College Mathematics I

This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equations, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.

#### SCI211 Environmental Science

Applying the scientific principles of biology, chemistry and physics, students of environmental science focus on the study of our natural resources and the impact of human activities on the environment. They learn to discuss sustainability and its links to ecosystems and natural resources, their capital, and the degradation of the environment. Issues of human population dynamics, pollution, energy resources, food resources, and environmental toxins will be considered. Solutions to global as well as local environmental issues will be explored, including how to make a personal positive impact on the environment.

#### PSY101 Psychology

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.

#### SOC101 Sociology

This course is designed to introduce students to the application of the principles, methods, and major theoretical orientations of sociology in providing basic understanding of social aspects of human life.

### **Statewide Need**

As noted previously in this document, we do not anticipate this program will increase our number of graduates annually, but instead will offer our applicants an additional choice in preparation for their chosen career field. Although this would result in no change in the number of new entrants to the field, we have researched occupational demand information for Pharmacy Technicians, with those results included below.

In researching the projected employment opportunities in Maryland, Department of Labor, Licensing and Regulation data shows significant employment opportunities for Pharmacy Technicians in the state, with over 1,200 openings projected over the 2012 – 2022 timeframe.

On a broader scale, the U.S. Department of Labor's Bureau of Labor Statistics' Occupational Outlook Handbook (January 8, 2014 publish date) reports that "Employment of pharmacy technicians is projected to grow 20 percent from 2012 to 2022, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications. The population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases such as diabetes among all age groups also will lead to increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases." Additionally, the Affordable Care Act is expected to play a role in creating an increased need for dental assistants: "The number of individuals who have health insurance will increase due to federal health insurance reform legislation. As more people have access to insurance coverage, more pharmacy technicians will be needed to handle their prescriptions."

Data gathered from the U.S. Department of Labor, Employment & Training Administration's O\*NET website further validated the outlook and need for Pharmacy Technicians, listing this occupation among it's "Bright Outlook Occupations" with the following rationale:

"This occupation, Pharmacy Technicians, is expected to have large numbers of **job openings.**"

Beyond these projections, current local job opportunities in the market were researched to validate the need for medical assistants in our local area. Using only employment opportunities posted within the last 30 days, we found over 25 current openings for Pharmacy Technicians in the greater Landover area, several of which include multiple openings with the same organization. As such, it is clear that not only is the future outlook for the occupation bright, but the current market offers significant opportunity for trained professionals.

### **Reasonableness of program duplication**

As noted previously, this proposed associate degree program will be an option for prospective students applying to Fortis College with an interest in the pharmacy technician field, specifically for those desiring a well-rounded education, with greater depth and breadth than typical certificate-level program offers. Additionally, prospective students may select a degree

program as a means to distinguish themselves with future employers, and enhance their marketability. As we currently offer a certificate Pharmacy Technician program at our campus, this will provide applicants with a decision point regarding their path to enter the field, and is not an additional program that would result in unnecessary duplication.

Utilizing the most recent MHEC 'Trends in Degrees and Certificates by Program Maryland Higher Education Institutions 2000-2013' (publish date of August 2014), there were no associate-degree level Pharmacy Technician programs statewide in 2013. As such, there is no duplication of any existing programs in Maryland at this time.

### **Adequacy of faculty resources**

As we currently offer a certificate Pharmacy Technician program, we have more than adequate faculty resources available to deliver the associate degree program version proposed here. Our current staffing summary is as follows:

<u>Name</u>	<u>Academic Title</u>	<u>Terminal Degree/Field</u>	<u>Status</u>
Carlos Offut	Program Director, Pharmacy Technician	Doctorate/Cell Biology and Anatomy	Full Time
Chantal Harbin	Faculty	Certificate/Pharmacy Technician	Adjunct
Danielle Lawrence	Faculty	Certificate/Pharmacy Technician	Adjunct
Aliyah Muhammed	Faculty	Doctorate/Philosophy	Full Time
Conrad Musey	Faculty	Doctor of Medicine	Adjunct

### **Adequacy of library resources**

At this time, we have a staffed Library Resource Center that is equipped with significant resources to support all of our program offerings. Our physical materials consist of approximately 1,200 titles, in the following areas:

- Dental (Hygiene & Assisting)
- Career Development
- Pharmacy
- Medical Billing and Coding
- Medical Assisting
- General Education
- Medical Laboratory Technician
- General Interest
- Research and Development
- Reference

Additionally, our students have access to a number of online resources:

- ProQuest (Health & Medical Complete, Nursing & Allied Health, Psychology Journals)  
Contains 3397 journals with comprehensive coverage of Health, Medical, Nursing, Allied Health, and Psychology Journals.
- Gale InfoTrac

Includes 33 databases comprising 33740 titles across all academic disciplines. 3716 of these are health and medical titles and 2726 of these are science and technology titles. Key databases include: Academic OneFile, Gale Virtual Reference Library, Health Reference Center Academic, and Science in Context.

- ELibrary  
Almost 2,600 resources which include: selected periodicals, reference books, maps, pictures, and newspapers from around the world, along with transcripts of news and public affairs broadcasts.
- Films on Demand  
Health & Medicine Video Collection over 2,700 videos. Subject areas include: Diseases, Disorders & Disabilities, Health Care & Treatment, Human Anatomy and Physiology, and Public Health.

Our LRC resources will continue to be monitored by LRC staff, our Dean of Education and the Campus President, to ensure relevancy to our program offerings, as well as quality and quantity to support our students' educational pursuits.

### **Adequacy of physical facilities, infrastructure and instructional equipment**

As the proposed program represents a degree version of a currently offered certificate program, we currently have the appropriate resources, in sufficient quantity, to deliver the program. This includes classrooms, staff, and a fully equipped pharmacy technician lab area. As is always the case, program enrollment will dictate the quantity of these items needed to effectively deliver the program, and these quantities will be monitored by program faculty, our Dean of Education and the Program Advisory Committee.

### Adequacy of financial resources

Any costs associated with the implementation of this new program version will be paid from the operating budget of Fortis College. Once operational, it is projected that the program will generate enough revenue to cover continuing costs of delivery, and return a modest profit.

<b>TABLE 1: RESOURCES:</b>					
<b>Resource Categories</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
1. Reallocated Funds	N/A	N/A	N/A	N/A	N/A
2. Tuition/Fee Revenue (c + g below)	70,000	140,000	210,000	210,000	210,000
a. Number of F/T Students	5	10	15	15	15
b. Annual Tuition/Fee Rate	14,000	14,000	14,000	14,000	14,000
c. Total F/T Revenue (a x b)	70,000	140,000	210,000	210,000	210,000
d. Number of P/T Students	0	0	0	0	0
e. Credit Hour Rate	N/A	N/A	N/A	N/A	N/A
f. Annual Credit Hour Rate	N/A	N/A	N/A	N/A	N/A
g. Total P/T Revenue (d x e x f)	0	0	0	0	0
3. Grants, Contracts & Other External Sources	N/A	N/A	N/A	N/A	N/A
4. Other Sources	N/A	N/A	N/A	N/A	N/A
<b>TOTAL (Add 1 – 4)</b>	<b>70,000</b>	<b>140,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>

**TABLE 2: EXPENDITURES:**

<b>Expenditure Categories</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
1. Faculty (b + c below)	20,125	40,250	60,375	60,375	60,375
a. # FTE	0.5	1.0	1.5	1.5	1.5
b. Total Salary	17,500	35,000	52,500	35,000	35,000
c. Total Benefits	2,625	5,250	7,875	7,875	7,875
2. Admin. Staff (b + c below)	17,250	17,250	34,500	34,500	34,500
a. # FTE	0.5	0.5	1	1	1
b. Total Salary	15,000	15,000	30,000	30,000	30,000
c. Total Benefits	2,250	2,250	4,500	4,500	4,500
3. Support Staff (b + c below)	17,250	17,250	34,500	34,500	34,500
a. # FTE	0.5	0.5	1	1	1
b. Total Salary	15,000	15,000	30,000	30,000	30,000
c. Total Benefits	2,250	2,250	4,500	4,500	4,500
4. Equipment	1,500	3,000	4,500	4,500	4,500
5. Library	2,000	2,000	2,000	2,000	2,000
6. New or Renovated Space					
7. Other Expenses	25,000	30,000	35,000	40,000	45,000
TOTAL (Add 1 - 7)	83,125	109,750	170,875	175,875	180,875

Program Outline - A.S. in Pharmacy Technician

100 Quarter Credits

Course No.	Course Title	Quarter Credits	Equivalent Semester Credits
AHP101	Introduction to Health Professions	4	2.67
AHP105	Medical Terminology	4	2.67
AHP106	Medical Anatomy and Physiology	4	2.67
AHP110	Nutrition and Human Health	4	2.67
AHP200	Communications for Health Professionals	4	2.67
AHP210	Ethics and Regulatory Compliance	4	2.67
MOA110	Medical Office Procedures	4	2.67
MOA115	Medical Records and Insurance	4	2.67
MOA120	Electronic Health Records	4	2.67
PHT110	Fundamentals of Pharmacy	4	2.67
PHT115	Mathematics for Pharmacy Technicians	4	2.67
PHT120	Drug Classification Systems	4	2.67
PHT125	Pharmacy Practice and Principles	4	2.67
PHT130	Pharmacology for Pharmacy Technicians	4	2.67
PHT135	Intravenous Admixtures and Aseptic Compounding	4	2.67
PHT140	Certification Preparation and Career Development	4	2.67
PHT190	Externship	6	4.00
ENG101	English Composition I	5	3.33
COM101	Communication	5	3.33
MAT101	College Mathematics I	5	3.33
SCI211	Environmental Science	5	3.33
PSY101	Psychology	5	3.33
SOC101	Sociology	5	3.33
Total		100	66.70

**Fortis College Response**

In response to this item, our instructional designers have made minor revisions to our suite of general education course offerings, with these revised courses reflected in the chart below:

<b>General Education Requirement (GERs)</b>	<b>Fortis College Courses</b>	<b>Quarter Credits</b>	<b>Equivalent Semester Credit Hours</b>
Arts and Humanities	Communication	5.0	3.333
Social/Behavioral Science	Psychology	5.0	3.333
Biological/Physical Science	Environmental Science	5.0	3.333
Mathematics	College Mathematics I	5.0	3.333
English	English Composition I	5.0	3.333
Other	Sociology	5.0	3.333
<b>Total General Education Requirements (GERs)</b>		<b>30</b>	<b>20</b>

We appreciate your thorough review of our proposal documents, and for your feedback regarding these issues. As we have addressed the concerns and issues conveyed in your February 6, 2015 e-mail, and are submitting a full proposal document with this response, we would request an update from you as our proposal continues through the process of further review and, ultimately, approval.

Sincerely,

*Don McMullen*

Don McMullen  
Campus President