



January 13, 2020

Michael J. Kiphart, Ph.D.
Director of Academic Affairs
Maryland Higher Education Commission
6 N. Liberty Street
Baltimore, MD 21201

Dear Dr. Kiphart:

I am forwarding the following substantial change to an academic program for Commission review:

Program	HEIGIS	CIP
Commercial Vehicle Operator	5011.20	49.0205

The Commercial Vehicle Operator Certificate is being modified to meet the meet the new Federal Motor Carrier Safety Regulations/Mandates.

This submission has been thoroughly reviewed within the college and approved by the Board of Trustees. If further information is required, you may reach me by email at edabel@csmd.edu or by phone at 301-934-7846.

Sincerely,

A handwritten signature in black ink, appearing to read "Eileen Abel".

Eileen Abel, Ph.D.
Vice-President of Academic Affairs



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Cover Sheet for In-State Institutions

New Program or Substantial Modification to Existing Program

Institution Submitting Proposal	College of Southern Maryland
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Each action below requires a separate proposal and cover sheet.

- | | |
|---|--|
| <input type="radio"/> New Academic Program | <input type="radio"/> Substantial Change to a Degree Program |
| <input type="radio"/> New Area of Concentration | <input type="radio"/> Substantial Change to an Area of Concentration |
| <input type="radio"/> New Degree Level Approval | <input checked="" type="radio"/> Substantial Change to a Certificate Program |
| <input type="radio"/> New Stand-Alone Certificate | <input type="radio"/> Cooperative Degree Program |
| <input type="radio"/> Off Campus Program | <input type="radio"/> Offer Program at Regional Higher Education Center |

Payment Submitted: <input type="radio"/> Yes <input type="radio"/> No	Payment Type: <input type="radio"/> R*STARS <input type="radio"/> Check	Date Submitted: 11-14-2019
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Department Proposing Program	Transportation	
Degree Level and Degree Type	Certificate	
Title of Proposed Program	Commercial Vehicle Operator	
Total Number of Credits	16	
Suggested Codes	HEGIS: 5011.20	CIP: 49.0205
Program Modality	<input checked="" type="radio"/> On-campus <input type="radio"/> Distance Education (<i>fully online</i>) <input type="radio"/> Both	
Program Resources	<input checked="" type="radio"/> Using Existing Resources <input type="radio"/> Requiring New Resources	
Projected Implementation Date	<input type="radio"/> Fall <input checked="" type="radio"/> Spring <input type="radio"/> Summer Year:	
Provide Link to Most Recent Academic Catalog	URL: https://catalog.csmd.edu/preview_program.php?catoid=22&poid=3957&returnto=2243	

Preferred Contact for this Proposal	Name: Amy Carney	
	Title: Director of Academic Operations	
	Phone: 301-934-7539	
	Email: aecarney@csmd.edu	

President/Chief Executive	Type Name: Dr. Maureen Murphy	
	Signature: <i>Maureen Murphy</i>	Date: 11/5/2019
Date of Approval/Endorsement by Governing Board: 9-19-2019		

Revised 6/13/18

A. Centrality to mission and planning priorities, relationship to the program emphasis as outlined in the mission statements, and an institutional priority for program development;

The purpose of the college program is to teach prospective professional drivers safe driving practices, proper handling of equipment, good customer relations, and other related areas of instruction critical to their success in the trucking industry. Content was developed with recommendations from professional drivers, supervisors, safety personnel, and industry executives who recognize the need for properly trained drivers.

This program is PTDI certified (Professional Truck Driving Institute.) PTDI is considered the Gold Standard for Truck Driver Training Programs in the US and Canada. This certification and curriculum separate our program from those not certified. PTDI certifies that our program meets a higher standard, with professional and ethical operations.

In adherence with the College of Southern Maryland's (CSM, 2018) mission statement, the program enhances lives and strengthens the economic vitality of a diverse and changing region by providing affordable postsecondary education, workforce development and cultural and personal enrichment opportunities. The program supports entry level admission into the workforce of our local community thereby transforming the lives for graduates.

College of Southern Maryland (2018), *Mission, Vision, and Values Statement*, retrieved on November 2, 2018 from <https://www.csmd.edu/about/mission-vision-and-values/>.

B. Critical and compelling regional or Statewide need as identified in the State Plan;

To continue to meet the demands of the expanding profession, the "occupational and professional needs relative to upgrading vocational/technical skills or meeting job market requirements" (COMAR, 2016, 13b.02.03.08.3) will be required.

Certified programs exceed government minimums and offer safer, more consistent and better qualified drivers. A national shortage currently exists in all segments of the trucking industry that could disrupt a significant portion of our fine-tuned distribution system. It's not a freight or equipment shortage; surprisingly, it's a shortage of men and women qualified to drive trucks.

New federal regulations will require training by certified schools. The compliance date of the ELDT rule is February 7, 2020. The rule establishes minimum training requirements for entry-level operators of CMVs in interstate and intrastate commerce who are applying for a Class A or Class B CDL, an upgrade of their CDL (e.g., a Class B CDL holder seeking a Class A CDL), or a hazardous

materials (H), passenger (P), or school bus (S) endorsement for their license for the first time. This program is designed to be aligned with these new Federal Motor Carrier Safety Regulations/Mandates.

C. Quantifiable and reliable evidence and documentation of market supply and demand in the region and service area;

Trucking is one of America's most important industries, moving the goods that you use every day: food, furniture, books, clothing, automobiles, and medicine. One out of every seven jobs in the United States is transportation related. The trucking industry is huge and employs over 20 million people in many areas of employment such as drivers, mechanics, dispatchers, and fleet management. Together, these workers generate over \$1 trillion a year, of the US gross domestic production for transportation.

There are over 500,000 trucking companies in varying sizes from the largest, with thousands of vehicles, to companies with only one truck. Some trucking companies are medium-sized, closely held businesses, but most are small partnerships or sole proprietorships that own only one or two tractors and trailers. The smaller companies might operate only within a certain region or state.

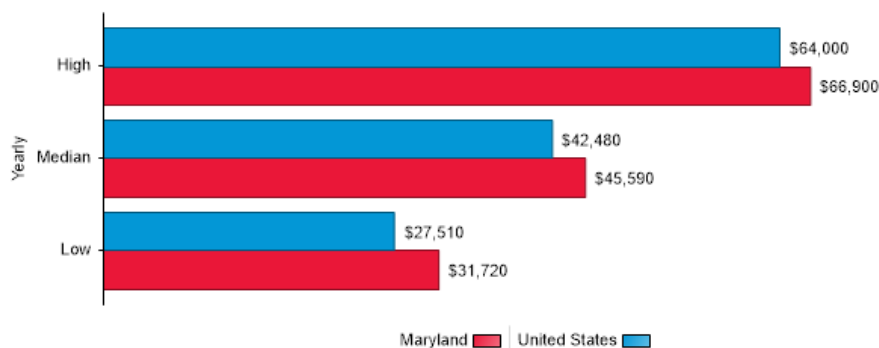
To address the national shortage of truck drivers, trucking companies are offering better compensation and benefits to attract and retain good drivers. In fact, the trucking industry expects to need 80,000 new drivers each year for the next decade. Freight tonnage is projected to increase nearly 70 percent by 2020. The prospects for a rewarding career as a professional truck driver have never been better.

Statistics obtained from United States Department of Transportation and the Bureau of Transportation Statistics.

Wages for Heavy and Tractor-Trailer Truck Drivers in MARYLAND

[View Table](#) : [View Chart](#) : [View Map](#)

[View Hourly Wages](#)



https://www.careeronestop.org/toolkit/stateandlocal/wages.aspx?soccode=533032&location=Maryland&dataview=chart&hourly=False&national=False#ctl21_pnlTitle

Projected Employment for Heavy and Tractor-Trailer Truck Drivers in MARYLAND

[View National Data](#)

View Table : [View Chart](#) : [View Map](#)

National	Employment		Percent Change	Projected Annual Job Openings*
	2016	2026		
United States	1,871,700	1,980,100	6%	213,500

State	Employment		Percent Change	Projected Annual Job Openings*
	2016	2026		
Maryland	23,100	24,470	+6%	2,440

https://www.careeronestop.org/toolkit/StateAndLocal/ProjectedEmployment.aspx?soccode=533032&location=Maryland&dataview=table&national=False#ctl21_pnlTitle

D. Reasonableness of program duplication, if any;

College of Southern Maryland	COMMERCIAL VEHICLE OPERATOR	Lower Division Certificate
Garrett College	COMMERCIAL VEHICLE TRANSPORTATION SPEC.	Lower Division Certificate
Hagerstown Community College	COMMERCIAL TRANSPORTATION ADMINISTRATION	Associate Degree
Hagerstown Community College	COMMERCIAL TRANSPORTATION MANAGEMENT	Lower Division Certificate
Hagerstown Community College	COMMERCIAL VEHICLE TRANSPORT. SPECIALIST	Lower Division Certificate

https://mhec.state.md.us/institutions_training/Pages/searchmajor.aspx

The College of Southern Maryland and Cecil College are the only college in Maryland currently certified by PTDI.

E. Relevance to the implementation or maintenance of high-demand programs at HBI's;

There are no HBI's that offer a Commercial Vehicle Operator program.

F. Relevance to the support of the uniqueness and institutional identities and missions of HBI's;

There are no HBI's that offer a Commercial Vehicle Operator program.

G. Adequacy of curriculum design and delivery to related learning outcomes consistent with Regulation .10 of this chapter;

This program will teach prospective professional drivers safe driving practices, proper handling of equipment, good customer relations, and other related areas of instruction critical to their success in the trucking industry. Content was developed with recommendations from professional drivers, supervisors, safety personnel, and industry executives who recognize the need for properly trained drivers. This program is among the few schools in the country that have earned certification by the Professional Truck Driver Institute (PTDI). PTDI is a national, nonprofit organization sponsored by the nation's trucking industry to advance truck driving proficiency, safety and professional standards among drivers.

Upon successful completion of the certificate, students will...

1. Demonstrate knowledge of basic vehicle operation
2. Apply the basic concepts of safe large vehicle operation
3. Explain the concepts related to range and road development of the professional truck driver
4. Utilize range and road concepts in the operation of large vehicles

CSM provides information to students about our program offerings in numerous ways, including Campus Open Houses and Tours, Presentations at local high schools, Orientation and Registration sessions, and New Student Welcome events. Our students are notified in writing of changes that may impact their program planning. They are provided with information about applying to CSM, college readiness, financial aid, payment policies, technical requirements, including our LMS, and the many academic support services.

Advisors are available in-person and through videoconferencing sessions. Other student services include learning support services such as tutoring, workshops, and learning labs, library services, counseling services, testing services on all campuses, and disability, and Veteran & Military support services.

Students are provided with a CSM email account and access to Microsoft Office software with information about our technology services support and help desk.

Current Curriculum (course credits)	New Curriculum (course credits)
TRA-1010 - Driving Operations (3) TRA-1010L - Driving Operations Lab (1) TRA-1030 - Current Trends in Transportation (2) TRA-2010 - Advanced Driving Operations (3) TRA-2010L - Advanced Driving Operation Lab (1) TRA-1050 - Equipment Inspection and Maintenance (2) COM-1450 - Groups, Teams, and Leadership (3) ITS-1015 - The Information Age: Emerging Technologies (3) TRA-2910 - Cooperative Education: Transportation (3)	TRA-1100 CDL Preparation (3) TRA-1200 CDL Safe Vehicle Operation (4 – 2 lecture, 2 lab) TRA- 1300 CDL Basic Vehicle Skills (4 – 2 lecture/2 lab) TRA- 1400 CDL Advanced Skills and Road Development (4 – 2 lecture/2 lab) TRA-1500 Simulated Road Hazards / Defensive Driving (1)
TOTAL: 21 Credits	TOTAL: 16 Credits

TRA 1100 (3 credits)

This course is the first of a five-part program designed to give the student the required knowledge to earn a Class A commercial driver's license. The course introduces the student to the Federal Motor Carrier Safety Regulations and industry standards required for operating commercial motor vehicles hauling interstate commerce. The student is introduced to the required areas of study to obtain a commercial class A learner permit: General knowledge, air brakes, and combination vehicles. Additional areas of study include double and triples, tankers and hazardous materials.

TRA 1200 (4 credits – 2 lecture/2 lab)

This course is the second of a five-part program designed to give the student the required knowledge

to earn a Class A commercial driver's license. The course introduces the student to basic vehicle skills and operations for handling commercial vehicles as well as shifting procedures, coupling and uncoupling, backing, parking, speed and space management.

Prerequisite: TRA 1100, valid Driver's License with good driving record, plus DOT physical and drug screen

TRA 1300 (4 credits – 2 lecture/2 lab)

This course is the third of a five-part program designed to give the student the required knowledge to earn a Class A license. The course introduces the student to vehicle skills development including basic control, advanced vehicle maintenance, advanced operating practices, and handling of cargo. Basic control forward maneuvers, shifting, and backing will be demonstrated. Vehicle maintenance will introduce vehicle systems, preventive maintenance, diagnosing problems, and reporting malfunctions. Advanced operating practices further emphasis safe operating procedures and emergency maneuvers.

Prerequisite: TRA 1200, valid Driver's License with good driving record, plus DOT physical and drug screen

TRA 1400 (4 credits – 2 lecture/2 lab)

This course is the fourth of a five-part program designed to give the students the required knowledge to earn a Class A license. The course introduces the student to advanced driving skills through mountain driving, night driving, rural / urban driving and intercity driving. The course introduces advanced vehicle skills operations on a closed course. Federal Motor Carrier required Entry Level driving training is included in this course: Driver Qualifications, Hours of Service, Driver Wellness and Whistle Blower Protection. Advanced operating practices further emphasis safe operating procedures and emergency maneuvers, railroad safety, trip planning, map reading and driver fatigue.

Prerequisite: TRA 1300, valid Driver's License with good driving record, plus DOT physical and drug screen

TRA 1500 (1 credit Lecture)

This class is the fifth of a five-part program for the Commercial Truck Driver Training Program - Class A program. It is designed to help the driver comprehend road hazards using defensive driving skills that can save lives in spite of the conditions around them or the actions of others. Training is done in the classroom while using simulation as well as group discussions on road hazards. A certified trainer will guide the student through a variety of driving scenarios in a safe simulated environment using the latest simulator technology. This training enhances the driver's skills while allowing practical real-world training on different roadways, terrains and conditions. This class will reinforce critical situation awareness and positive decision making in a safe controlled environment.

Prerequisite: TRA 1400, valid Driver's License with good driving record, plus DOT physical and drug screen

H. Adequacy of any articulation;

This program does not have any articulation agreements.

I. Adequacy of faculty resources consistent with Regulation .11 of this chapter;

All faculty teaching the TRA courses have been certified by the Professional Truck Driving Institute (PTDI).

Our Distance Learning and Faculty Development (DLF) division provides support to faculty in training and administration of our learning management system (LMS). All new faculty are required to complete LMS training. Other training courses are also available to all faculty, including training on teaching web-hybrid classes and refresher training.

The DLF division also provides support for faculty conference attendance and additionally hosts an annual professional development 2-day conference for both full-time and adjunct faculty. Additionally, the DLF team coordinates pre-semester professional development activities for all faculty.

Faculty member name	Terminal degree or Certification	Full-time or part-time	Courses taught
Mary Beth McCollum	Professional Truck Driving Institute (PTDI)	Full-time	TRA-1100 TRA-1200 TRA-1300 TRA-1400 TRA-1500
Eric McCollum	Professional Truck Driving Institute (PTDI)	Full-time	TRA-1100 TRA-1200 TRA-1300 TRA-1400 TRA-1500
Paul Wood	Professional Truck Driving Institute (PTDI)	Full-time	TRA-1100 TRA-1200 TRA-1300 TRA-1400 TRA-1500
Steven Montgomery	Professional Truck Driving Institute (PTDI)	Part-time	TRA-1100 TRA-1200 TRA-1300

		Adjunct	TRA-1400 TRA-1500
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J. Adequacy of library resources consistent with regulation .12 of this chapter

Students may borrow circulating materials from any of the three CSM library branches. Through the interlibrary loan program (ILL), students can order almost any book, periodical article, or ERIC document needed, generally available within one week of the request. Library resources also include audiovisual collections use in the library and classrooms only. Additionally, substantial material is available through online databases, including ProQuest and EBSCO.

The President assures that appropriate library resources are available to support the needs of this program.

K. Adequacy of physical facilities, infrastructure, and instructional equipment consistent with Regulation .13 of this chapter;

CSM is a leader among Maryland community colleges in offering courses which meet the busy schedules of our students, traditional weekday face to face courses, weekend and evening classes, Web-hybrid courses which offer a mix of online and traditional classroom face-to-face instruction and a popular online learning community. The college makes available state of the art facilities on four campuses to accomplish its mission in support of our community's academic, professional, and self-enrichment pursuits.

All TRA courses will be taught at The College of Southern Maryland's Center for Transportation Training. This training range is located at 5825 Radio Station Road in La Plata, Maryland.

The college has three student driving tractors and trailers. Three trailers are 48' X 96". Tractors are all 2016 Internationals with Eaton-Fuller ten speeds. Preventative maintenance is scheduled regularly and equipment is updated every four-five years.

The President assures that appropriate physical facilities, infrastructure, and instructional equipment are available to support the needs of this program.

L. Adequacy of financial resources with documentation consistent with Regulation .14 of this chapter;

The Commercial Vehicle Operator program is administered by the Continuing Education Workforce Development Division of the College of Southern Maryland. This certificate will be cross-listed with our Continuing Education offerings, so the resources and expenditures will be encumbered by the Continuing Education Workforce Development budget and there will be no credit-based budget.

This program is shared between CSM's Continuing Education Workforce Development Division and the Division of Academic Affairs (credit). Enrollment /expenses are shared at 50%.

TABLE 1: RESOURCES:					
Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds	0	0	0	0	0
2. Tuition/Fee Revenue (c + g below)	124,800	124,800	124,800	124,800	124,800
a. Number of F/T Students	30	30	30	30	30
b. Annual Tuition/Fee Rate* (151 x 16 credits +4,160)	124,800	124,800	124,800	124,800	124,800
c. Total F/T Revenue (a x b)	0	0	0	0	0
d. Number of P/T Students (students take all courses in 1 sem.)	0	0	0	0	0
e. Credit Hour Rate	0	0	0	0	0
f. Annual Credit Hour Rate	0	0	0	0	0
g. Total P/T Revenue (d x e x f)	0	0	0	0	0
3. Grants, Contracts & Other External Sources	0	0	0	0	0
4. Other Sources	0	0	0	0	0
TOTAL (Add 1 – 4)	124,800	124,800	124,800	124,800	124,800

* The credit hour rate \$151 is based upon tuition rate plus 25% combined fees, plus course fees of \$4,160.

TABLE 2: PROGRAM EXPENDITURES:					
Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b + c below) *	70,000	70,000	70,000	70,000	70,000
a. Number of FTE	3	3	3	3	3
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
2. Admin. Staff (b + c below)	0	0	0	0	0
a. Number of FTE	0	0	0	0	0
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
3. Support Staff (b + c below)	0	0	0	0	0
a. Number of FTE	0	0	0	0	0
b. Total Salary	0	0	0	0	0
c. Total Benefits	0	0	0	0	0
4. Technical Support and Equipment (Trucks)	39,000	39,000	39,000	39,000	39,000
5. Library	0	0	0	0	0
6. New or Renovated Space	0	0	0	0	0
7. Other Expenses (Fuel)	4,500	4,500	4,500	4,500	4,500
TOTAL (Add 1 – 7)	113,500	113,500	113,500	113,500	113,500

*Salary expenses are shared between Continuing Education and Credit at 50%

Yearly Surplus:	11,300	11,300	11,300	11,300	11,300
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M. Adequacy of provisions for evaluation of program consistent with Regulation .15 of this chapter;

Faculty are evaluated annually according to the process outlined in CSM's "Faculty Handbook".

Our Student Learning Outcomes Assessment Plan (SLOAP) outlines the process of collecting information to determine whether CSM's academic offerings are having the appropriate educational impact on students. Student Learning Outcomes Assessment (SLOA) is defined as the systematic collection of information about academic offerings and analysis thereof, for the purpose of improving student learning.

Program Assessment at CSM is a cyclical process that includes:

1. Program Reviews conducted every five-six years, or more often as needed.
 2. Academic certificate programs are included within the review of degree programs.
 3. Program Monitoring conducted every year (except in the year of a Program Review).
 4. Program Assessments of Student Learning conducted on a cycle established by faculty.
- In addition, CSM conducts course evaluations every semester or, more often when deemed necessary.

In addition, the Commercial Vehicle Operator Certificate undergoes five-year accreditation review with annual reporting.

N. Consistency with the Commission's minority student achievement goals; and

The College of Southern Maryland defines civility as the demonstration of respect for others through basic courtesy and the practice of behaviors that contribute toward a positive environment for learning and working. While on any college campus or facility, attending any college event, or on any college electronic/cyber space (online course, email, telephone, etc.), faculty, staff, students, and visitors can all have the expectation of civility from one another.

The college views the following ideals as fundamental to civil behavior:

- Courteous and honest communication in both face-to-face and electronic environments
- Fair and just treatment of individuals
- Freedom from harassment
- Collegiality
- Fostering a diverse campus community
- Adherence to the values of the professions in dealings with students, colleagues, and associates
- Respectful of diverse cultures and points of view
- Refraining from vulgar and offensive language

Members of the college community can expect these ideals are modeled consistently by trustees, administrators, faculty, and staff.

In support of this statement, the Commercial Vehicle Operator program is currently an open access program with support provided by faculty for tutoring and educational support. Peer work groups and support networks are encouraged during the program to develop a network social and educational inclusion.

College of Southern Maryland. (2018). Civility Statement. Retrieved November 5, 2018 from <https://www.csmd.edu/about/diversity/civility/>.

O. Relationship to low productivity programs identified by the Commission.

This program is not identified as a low productivity program.

P. If proposing a distance education program, please provide evidence of the Principles of Good Practice (as outlined in COMAR 13B.02.03.22C)

This program will not be offered as a distance education program.