

FAMU/PJC

2+2 & OFF CAMPUS PROGRAMS

I. GENERAL DESCRIPTION OF PROGRAM

The baccalaureate degree programs in Ornamental Horticulture, Landscape management, Landscape Design and Urban Forestry are designed to provide students with the necessary skills to achieve employment and/or higher degrees in the ag-related sciences and related fields. The programs will be offered in the western panhandle of Florida through a 2+2 agreement with Pensacola Junior College. The teaching program will utilize faculty from Pensacola Junior College, Florida A & M faculty stationed on site, and adjuncts drawn from the local professional community. Courses may also be offered through distance learning via several available means. We envision this program initially being a 2+2 agreement with the first two years provided at Pensacola Junior College and the last two years completed at Florida A & M University's main campus. It is also envisioned in the future the two institutions will jointly explore the possibilities and benefits of establishing a center, jointly operated, and located on the PJC Milton Campus. This partnership may also include joint participation by the University of Florida, Milton Campus faculty.

II. RELATIONSHIP OF DISTANCE LEARNING TO INSTITUTIONAL PURPOSE AND MISSION

Currently in the College of Engineering Science, Technology and Agriculture (CESTA) students are required to enroll and attend classes in Tallahassee. This baccalaureate agreement allow students to matriculate through PJC to FAMU.

This joint program will provide students throughout Florida an opportunity to achieve their academic goals in agricultural science related fields of horticulture, landscape design, landscape management and urban forestry. These programs will benefit local students by allowing them greater choices for academic pursuits while remaining in the greater Pensacola area. The offering of these degrees in the 2+2 format represents a current trend in education and allows for greater flexibility in fitting the academic course of study to students' employment opportunities.

III. SITE LOCATIONS

Sites to be utilized in the Greater Pensacola area will initially include (subject to future expansion) the Milton PJC campus and the University of Florida Research Center located at Jay Florida.

IV. STAFFING

Staffing for the above sites will include:

- A. Center Director/Counselor responsible for overall management of the program. Duties to include budget preparation and management, recruitment, instruction and student placement. The director shall also be responsible for maintaining an industry advisory council composed of representatives from appropriate disciplines, agencies and institutions relating to the above areas of study. The council's role shall include:
 - i) Oversight of program content
 - ii) Oversight of program direction
 - iii) Assist with student placement
 - iv) Development of external support for programs
- B. 2, twelve month faculty positions
- C. 1 administrative secretary

Students will have complete access to facilities on the PJC campuses and the University of Florida Research Center in Jay. Access will include the learning resource center, computer labs with word processing and internet access. Minimum times for campus access will be from 8:00 a.m. to 4:00 p.m. daily. Summer hours may vary.

V. PROGRAM EVALUATION

To insure the quality of the overall academic program delivered through distance learning and off campus instruction the following evaluations will be made following each course offered:

- A. Evaluation of faculty members lecturing in course work.
- B. Evaluation of the program in general which will include, but is not limited to physical facility, communication of information to the students, usefulness of technology in the classroom etc.
- C. Evaluation of the program by participating faculty.
- D. Outside review of program by selected faculty within CESTA and PJC.

Evaluation forms will be sent to the offices of the Associate Dean of CESTA and the Chairman of Natural Resource Studies/Sciences at PJC.

Admission and Graduation Requirements:

Florida A&M utilizes the common statewide application for admission as an undergraduate to any of the eleven state universities. Students enrolling at the

FAMU/PJC site will follow and be subject to the same admission requirements as students entering any other similar FAMU program.

To graduate the student must maintain a grade point average of 2.00 (4.00 scale). Courses completed with a letter grade of D or F must be repeated and passed with a minimum grade of C. No changes in graduation requirements will exist at the off site program. Students must meet identical requirements of students completing similar programs on the FAMU Tallahassee campus.

Testing

The integrity of the program will be maintained through use of appropriate examinations by resident faculty of the FAMU/PJC Center and visiting faculty authorized to issue grades. A facilitator will accomplish examination for courses offered by remote delivery, (distance learning) methods. The facilitator will have faculty status (assistant professor level) and will be responsible for administering and collecting examinations. The facilitators will be employed by Florida A&M University. Collected examinations of courses taught by remote delivery will be mailed to the College and routed to individual instructors for grading. Anticipated turn-around time for work examination shall be 2 weeks.

Other Communication Issues:

The Internet will be used for communication policies, dates and other information to all students. Students will be required to have Internet access and will provide their e-mail address to the office of the Associate Dean for Academic Programs CESTA.

VI. TEACHING STRATEGIES AND INSTRUCTIONAL MATERIALS

All instructional materials, excluding the use of audiovisual equipment, will be the responsibility of the instructor or their parent institution.

Budgeting for the use of copy machines and other instructional materials by FAMU faculty will be agreed upon prior to the commencement of instruction as regards handouts, lecture notes, exams and other printed materials required by FAMU faculty who teach at the PJC Campus.

PJC has computers available for student use during normal operating hours. Prior arrangements should be made with PJC personnel to schedule use of these facilities.

Courses taught by PJC faculty in association with FAMU will have their syllabi reviewed and approved by the dean of CESTA prior to instruction.

VII. PROGRAM DEVELOPMENT AND STRUCTURE

All programs are intended to be 120 semester credit hours. Classes will be held on the PJC Campus either during regular hours (8:00 a.m. - 5:00 p.m) or at night depending on scheduling. Course offerings and schedules will be jointly resolved by the liaison officers representing the two institutions.

Experiential training when appropriate, will be offered concurrently with each course within the lecture and laboratory activities.

Faculty participating in this program will be obtained from:

- A. Adjunct processors who are considered experts in their respective fields
- B. Faculty employed by CESTA at FAMU on an overload basis
- C. Faculty employed by PJC on an overload basis

All adjunct faculty used in this program must satisfy the same requirements as full-time faculty in the Colleges" for appropriate rank. These faculty members are reimbursed on a course by case basis. They will be evaluated by students and by CESTA as described previously.

(A list of initial faculty is attached)

Faculty will meet 2-3 weeks prior to classes for orientation to familiarize themselves with the process. Topics such as procedures for testing, lecturing, use of equipment, student/instructor interaction; interaction with the College will be addressed.

Additionally the arrangements with PJC Orientation of the participatory faculty involved in the off site FAMU/PJC center will concerning their policies and concerns will be announced. Program faculty will meet via telephone conference monthly to discuss and further evaluate the program.

The policy on faculty teaching loads for distance learning at PJC for FAMU main campus participatory faculty will be made by the dean of CESTA.

VIII. ARRANGEMENTS MADE FOR LEARNING RESOURCES AND SERVICES

Students enrolled in distance learning activities will receive mailing from the office of the Dean on main campus FAMU. The accessing of library resources and services facilities at PJC will be provided. Additionally students will receive the same services currently enjoyed by students on main campus; the Deans Office will mail (i.e. library resources. Services, and policies) information to the student. Purchase of resource materials such as, books will be arranged with PJC.

IX. PROGRAM ADMINISTRATION-SUPPORT SERVICES

Administration of these baccalaureate programs is the responsibility of the Associate Dean for Academic Affairs in CESTA. The Associate Dean will work cooperatively with the FAMU Office of Continuing Education, program faculty and the Dean of CESTA to determine course offerings and faculty assignments.

X. CONTRACTUAL OR OTHER ARRANGEMENTS FOR USE OF SUPPORT SERVICES.

At this time no further contractual arrangements for use of support services is needed.

XI. STRUCTURE OF DISTANCE-LEARNING OFFICE WITHIN THE COLLEGE OF ARTS AND SCIENCES AS IT RELATES TO THE BACCALAUREATE PROGRAM

The baccalaureate program office will be in Tallahassee. Admissions into the program will be handled through the office of Admissions with CESTA. In addition, this office (Associate Dean Academic Programs-CESTA) will handle problems associated with student matriculation, probation, etc. Specific student affairs issues (including communication for financial aid, questions concerning student access to health care, etc.) will be handled through the Office of Student Affairs. Appropriate individuals assigned at PJC will report to the Office of Student Affairs for assistance in student services and problems.

XII. STUDENT SERVICES

Students enrolled in the baccalaureate program away from the main campus will have specific contacts at PJC for student services such as counseling, registration issues and financial aid as indicated in Section XI. Specific individuals will be assigned as student services contacts as described to insure continual contact with the main campus operation in Tallahassee. These individuals will function on a local level to assist the students: computer services, locating resources, e.g., libraries etc. as described. The offices of the Associate Dean for Academic Programs-CESTA and the Office of the Dean in CESTA (in Tallahassee) are responsible for mailing materials and general communication of program issues to all the students, arrangement for use of library and learning resource centers at PJC.