



APPLICATION for a NEW PROGRAM
CAREER TECHNICAL EDUCATION (CTE)

Department forms change periodically. It is the college's responsibility to use the most current forms available. Current forms, handouts and other useful resources are located at <http://www.ode.state.or.us/opportunities/grants/perkins/postsecondary/appsandwkshts.aspx>

Note: It is essential that the companion document, the **Planning Guide & Application Worksheet**, is used in representing your new program. The Application Worksheet must be kept on file at the college and made available upon request.

Section 1. College Contact Information

College	Clackamas Community College
----------------	-----------------------------

College Point Of Contact	Bill Waters
Title	Dean
Department, Division	Curriculum, Planning & Research
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-3390
Fax	503-650-6659
E-Mail	billw@clackamas.edu

Program Contact Person	Renee Harber
Title	Horticulture Department Chair, Faculty
Department, Division	Horticulture, Arts & Sciences
Mailing Address	19600 Molalla Ave
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-3294
Fax	
E-Mail	rharber@clackamas.edu

Section 2. Program Award Information

Name of Proposed Program	AAS in Landscaping: Arboriculture
---------------------------------	-----------------------------------

<input checked="" type="checkbox"/>	Type of Program (Check all that apply if the programs are related)	Total Credits
<input type="checkbox"/>	Associate of Applied Science (AAS) Degree	
<input checked="" type="checkbox"/>	Associate of Applied Science Degree, Option (An option is a specialized area within a base AAS. Must maintain 70% of common credits with base AAS)	93-97
<input type="checkbox"/>	Certificate of Completion	

Business and Industry-based Program (privately-contracted, closed enrollment)

<input checked="" type="checkbox"/>	Career Area (please check the appropriate area)
<input checked="" type="checkbox"/>	Agriculture, Food & Natural Resources Systems
<input type="checkbox"/>	Arts, Information & Communications
<input type="checkbox"/>	Business & Management
<input type="checkbox"/>	Health Services

Human Resources
Industrial & Engineering Systems

EII Education Specialist	
Name	
Phone	
E-Mail	

Proposed Program Implementation Date	Fall 2016
---	-----------

CIP Code		CIP Title	
CIP Narrative Description			

Program Summary
This degree prepares students for entry-level positions in commercial arboriculture and urban forestry, while enhancing their ability to move into management positions. Students will gain practical expertise in the establishment and caring for landscape trees, including planting, pruning, pest management, tree diagnostics, and operating industry standard equipment. Additionally, students will learn skills in communicating with customers, both orally and through report writing.

	Financial Assistance Options Sought for and/or Approved for the Program	
✓	(Check all that apply)	
✓	Federal Financial Aid Options	
✓	Workforce Investment Act – Individual Training Account	
✓	Veterans Benefits	
✓	State of Oregon Financial Aid	Describe: Oregon Opportunity Grant
✓	College Financial Aid	Describe: Scholarships, tuition waivers, internships
✓	Private Business, Foundation Aid	Describe: Scholarships
✓	Other:	Describe: Voc Rehab funds, Social Services funds, Tribal Educational funds

Section 3. Program Approval Standards

Standard A
Need: The community college provides clear evidence of the need for the program.
Program Highlights
There are currently only two strong arboriculture programs in the country (AS & BS at U. of Massachusetts, Amherst; AAS at Mid-state Technical College in WI). There is no other Arboriculture program in Oregon. Nationally, the arboriculture industry is focused on building up additional training facilities throughout the country, because there is such a lack currently.
There are two primary types of arborists that the Horticulture Department would like to train for employment in the arboriculture industry: Tree Climbers/Pruners & Plant Health Care Specialists. The following data refers primarily to the tree climbers/pruners, however, local industry members tell us that there is as much or more need for health care specialists. So, the employment projection numbers from the state could be almost doubled.

From State of Oregon Employment Dept:

- Average Annual Wage in 2014: \$40,632
- This occupation is expected to grow at a somewhat faster rate than the statewide average growth rate for all occupations through 2022.
- Employment Projections (total annual openings through 2022):
 - Oregon: 63
 - Clackamas, Multnomah & Washington Co.: 23

From US Bureau of Labor Statistics:

- Regionally, Oregon, Washington & Idaho combined have between 1260 and 1560 people employed in this industry.

Standard B

Collaboration: The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.

Program Highlights

Leaders in the Arboriculture industry, including the president of Bartlett Tree Care (a national company), as well as approximately a dozen local companies, have been involved in the development of this program. An advisory committee of industry members and department staff developed the program, then we presented it and got feedback from the larger group of industry members. They are strongly supportive.

The arboriculture industry will continue to be represented in our Technical Advisory Committee, which meets at least two times/year.

Standard C

Alignment: The program is aligned with appropriate education, workforce development, and economic development activities.

Program Highlights

The Workforce Development Director at the Tree Care Industry (a national organization) has offered any assistance that we might need in the areas of subject matter experts, curriculum resources and recruiting of students.

The horticulture department also does a lot of outreach with industry, and high schools, in an effort to communicate the availability of classes, as well as the need for trained employees in these occupations. In addition, we make efforts to connect students with job sites, by taking students on field trips, using volunteers from industry in the classroom, and by hosting a Career Event this year, which we hope will become an annual event.

Standard D

Design: The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.

Program Highlights

The program has been vetted with members of industry, one of which used to be a professor of arboriculture at a 4-year institution. We are confident that we have the right mix of classes to give students the knowledge and the experience that they need to be successful in this field.

Standard E

Capacity: *The community college identifies and has the resources to develop, implement, and sustain the program.*

Program Highlights

Terrill & Janet Collier (of Collier Tree Care) started a Collier Arborist Training Trust through a national organization, the purpose of which is to support community college educational efforts for arborists. Clackamas Community College has been selected as the first recipient of these monies. These dollars are budgeted for purchasing supplies and equipment, and for covering the costs for a ½ time part-faculty person for three years – enough time to get the program off the ground.

Other members of industry have committed significant contributions of time and equipment donations.

Section 4. Proposed Curriculum**PROPOSED CURRICULUM**

[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping]

Course Number	Course Title	Clock Hours	Credits
Fall Term			
HE-252**	First Aid/CPR	33	3
HOR-115	Horticulture Safety	10	1
HOR-226	Plant Identification/Fall	44	3
HOR-236	Insect Identification	20	2
MTH-050	Technical Mathematics I		
or MTH-065	Algebra II (or higher level of math)	44	3-5
Winter Term			
HOR-131	Tree & Shrub Pruning/Winter	44	3
HOR-216	Integrated Pest Management	33	3
HOR-225	Arboriculture I	33	3
HOR-230	Equipment Operation & Maintenance	44	2
HOR-237	Disease Identification	20	2
HOR-239	Tree Climbers Training	24	1
Spring Term			
BA-285	Human Relations in Business		
or COMM-100	Basic Speech Communication	33-44	3-4
HOR-120	Pesticides Laws & Safety	12	1
HOR-228	Plant Identification/Spring	44	3
HOR-261	Tree Diagnostics	44	2
WR-121	English Composition		
or BA-214	Business Communication	33-44	3-4
Summer Term			
HOR-211	Native Plant Identification	10	1
SPN-101	First Year Spanish 1	44	4
Fall Term			
HOR-123	Landscape Maintenance	44	3
HOR-223	Applied Plant Science	33	3
HOR-260	Arboriculture II	33	3
HOR-262	Aerial Treework Practicum I	66	2
Winter Term			
BA-119	Project Management Practices	22	2
HOR-222	Horticultural Computer Applications	20	2
HOR-227	Plant Identification/Winter	44	3
HOR-229	Introduction to Landscape Design		3
or HOR-244	Environmental Landscape Design	44	3
- -	Arboriculture program electives		5

Spring Term			
HOR-215	Herbaceous Perennials	44	3
HOR-140	Soils	33	3
HOR-263	Plant Health Care Practicum	66	2
HOR-280	Horticulture/CWE	108	3
- -	Arboriculture program electives		4
Summer Term			
HOR-281	Horticulture/CWE	216	6
HOR-282	Horticulture/CWE	108	3
TOTAL PROPOSED CREDITS:			93-97

Section 5. Assurances and Signature

College Authority Signature

(Applications must be signed by the chief academic officer or the president)


I have reviewed this application and supporting documents and attest to the accuracy, clarity, and completeness. The college will comply with the following assurances:

1. **Access.** The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. **Continuous improvement.** The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
3. **Adverse impact & detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.
4. **Program records maintenance & congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, and other identifying and descriptive information maintained by the Department are the official records and it is the college's responsibility to keep the college records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Our staff has worked closely with CCWD-EII staff in the development of the proposed program and completion of this application. The proposed program:

1. Has been designed to meet the State Board of Education approval standards for Need,
2. Collaboration, Alignment, Design and Capacity, as well as the elements identified that that are essential to a quality program;
3. Our college board has approved the proposed program described in this application;
4. All local campus procedures have been completed; and
5. This program is ready to be reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

Signature	
Title	Dean Curriculum, Planning & Research
Name (Printed or typed)	Bill Waters
Date	1-20-2016