

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 179-24  
**DATE:** DECEMBER 4, 2024  
**SUBJECT:** 2024-2025 BUDGET AMENDMENT  
LIBRARY COLLECTION DEVELOPMENT GRANT  
**GRANT PERIOD:** JULY 1, 2024 – JUNE 30, 2025

**WHEREAS**, the College received funding from New York State to purchase library materials enhancing academic library collections thereby strengthening regional collections that are available via resource sharing;

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following budget amendment;

**INCREASE REVENUE:**

Collection Development Grant - Revenue	2604-3011-5420	<u>\$ 6,547.00</u>
<b>Total Revenue Increase</b>		<b>\$ 6,547.00</b>

**INCREASE EXPENDITURE:**

Collection Development Grant – Books	2604-3011-7101	<u>\$ 6,547.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 6,547.00</b>

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 180-24  
**DATE:** DECEMBER 4, 2024  
**SUBJECT:** 2024-2025 BUDGET AMENDMENT  
SUNY CHILDCARE GRANT  
**GRANT PERIOD:** JULY 1, 2024 – JUNE 30,2025

**WHEREAS**, the College received funding from SUNY to assist with the costs of childcare center operations, enabling them to prioritize SUNY student’s children, work with the campus to support parenting students, and offer the highest quality of care;

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following budget amendment:

**INCREASE REVENUE:**

SUNY Child Care Grant – State Grants	2602-3011-5420	\$ <u>93,876.00</u>
<b>Total Revenue Increase</b>		<b>\$ 93,876.00</b>

**INCREASE EXPENDITURE:**

SUNY Child Care Grant – Other Fees	2602-3011-7239	\$ <u>93,876.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 93,876.00</b>

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 181-24  
**DATE:** DECEMBER 4, 2024  
**SUBJECT:** 2024-2025 BUDGET AMENDMENT  
SUNY WORKFORCE DEVELOPMENT TRAINING  
**GRANT PERIOD:** SEPTEMBER 1, 2024 – AUGUST 31, 2025

**WHEREAS**, the College has received funding from SUNY Workforce Development to provide various trainings to employers;

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the following budget amendment:

**INCREASE REVENUE:**

SUNY WDT Grant– Local Grants & Contracts	2701-3011-5420	\$ <u>44,608.98</u>
<b>Total Revenue Increase</b>		<b>\$ 44,608.98</b>

**INCREASE EXPENDITURE:**

SUNY WDT Grant- Civil Service-FT	2701-3011-6120	2,862.00
SUNY WDT Grant- Indirect Cost	2701-3011-7231	7,434.48
SUNY WDT Grant- Prof Service Fees	2701-3011-7241	32,827.50
SUNY WDT Grant- Scholarship Awards	2701-3011-7512	\$ <u>1,485.00</u>
<b>Total Expenditure Increase</b>		<b>\$ 44,608.98</b>

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 182-24

**DATE:** DECEMBER 4, 2024

**SUBJECT:** 2024-2025 BUDGET AMENDMENT  
TRIO GRANT

**GRANT PERIOD:** SEPTEMBER 1, 2024 – AUGUST 31, 2025

**WHEREAS**, the College received Federal funding through the TRIO Grant to fund initiatives to enhance instruction and student success;

**THEREFORE BE IT RESOLVED**, that the Jefferson Community College Board of Trustees approves the following budget amendment:

**INCREASE REVENUE:**

TRIO Federal Grant – Student Support	2540-3011-5410	<u>\$ 280,021.00</u>
<b>Total Revenue Increase</b>		<b>\$ 280,021.00</b>

**INCREASE EXPENDITURE:**

TRIO – Student Support- Prof FT	2540-3011-6101	\$ 28,556.00
TRIO – Student Support- Prof PT	2540-3011-6102	109,000.00
TRIO – Student Support- Prof Adjuncts	2540-3011-6103	3,000.00
TRIO- Student Support- Prem Earning	2540-3011-6110	1,000.00
TRIO- Student Support- Civil Service FT	2540-3011-6120	38,015.00
TRIO – Student Support- Student Tutors	2540-3011-6142	13,000.00
TRIO – Student Support- State ERS	2540-3011-6201	5,000.00
TRIO – Student Support- State TRS	2540-3011-6202	8,000.00
TRIO – Student Support- Social Security	2540-3011-6204	10,000.00
TRIO – Student Support- Workers Comp	2540-3011-6205	2,000.00
TRIO – Student Support- Printing	2540-3011-7104	1,500.00
TRIO – Student Support- Computer Supplies	2540-3011-7107	750.00
TRIO – Student Support- Instr. Supplies	2540-3011-7108	2,000.00
TRIO- Student Support- Office Supplies	2540-3011-7109	2,200.00
TRIO – Student Support- Indirect Cost	2540-3011-7231	28,000.00
TRIO- Student Support- Maint. Contracts	2540-3011-7236	500.00
TRIO – Student Support- Membership Fees	2540-3011-7238	2,500.00
TRIO - Student Support- Prof Service Fees	2540-3011-7241	2,000.00
TRIO – Student Support- Staff Development	2540-3011-7246	500.00
TRIO- Student Support- Scholarship Awards	2540-3011-7512	<u>\$ 15,000.00</u>

**Total Expenditure Increase      \$ 280,021.00**

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:**       **183-24**

**DATE:**                   **DECEMBER 4, 2024**

**SUBJECT:**               **ACADEMIC HONESTY POLICY**

**WHEREAS**, by resolution No. 163-89 dated December 1989, the Board of Trustees adopted an Academic Honesty Policy; and

**WHEREAS**, in keeping with current technology and terminology, it is necessary to review, update and revise periodically;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached revision of the Academic Honesty Policy.

# Jefferson Community College

## Academic Honesty Policy

### PURPOSE:

Academic integrity at Jefferson Community College is essential to individual growth and development of all students. Each member of this institution is committed to upholding the highest ethical standards. Failure to maintain such standards can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to the College community and deemed unacceptable.

### DEFINITIONS:

Certain terms are used in this document with specific meanings, as defined in this section.

1. Academic dishonesty: No listing can define all possible types of academic dishonesty; thus, the following should be viewed as examples of infractions rather than an all-inclusive list. Unacceptable types of behavior in relation to academic honesty include the following:
  - a. Plagiarism is the misrepresentation of any part of another's work as one's own. While it is expected that a student who is engaged in writing will utilize information from sources other than personal experience, acknowledgement and citation of such sources is necessary. Plagiarism can be intentional or unintentional, but neither type of plagiarism is acceptable in a college setting. Examples of plagiarism include
    - i. using a direct quotation without citing the source,
    - ii. paraphrasing the ideas or expressions of another without giving credit,
    - iii. representing the thoughts of others as one's own by failing to acknowledge or document sources, or
    - iv. submitting any work which has been borrowed, stolen, or purchased from someone else.
  - b. Cheating in the academic context involves conducting matters fraudulently so as to profit oneself. Some examples of cheating include
    - i. the copying of an examination, assignment, or other work to be evaluated;
    - ii. unauthorized use of artificial intelligence;
    - iii. unauthorized collaboration on work to be evaluated; and
    - iv. unauthorized reuse of previously submitted work

- c. Theft includes the stealing of another's work or work materials (including teacher materials) such as laboratory endeavors, computer programs, class projects and library materials.
  - d. Destruction of property/sabotage includes any attempt to stop others from successfully completing their work or using campus resources.
  
  - e. Deception in the academic environment involves hiding or distorting the truth in regard to an academic assignment or activity. Examples include
    - i. lying about the reason for an absence,
    - ii. fabricating data, or
    - iii. claiming the work of group members as your own during a group project.
  
  - f. Misuse of electronic devices includes (but is not limited to) hacking, misrepresenting their or someone else's identity, and looking for answers on a test using the internet. Many of the previous examples of academic dishonesty above can involve the misuse of electronic devices.
2. The term academic penalty, in this document, refers to the following consequences, which are based on the severity of the offense:
- a. a written reprimand;
  - b. a grade reduction or failing grade on the assignment in question;
  - c. a grade reduction or failing grade in the course;
  - d. suspension or dismissal from the College.

## STATEMENT OF POLICY:

1. All students are subject to the Academic Honesty Policy.
2. Any student found responsible for academic dishonesty will be subject to disciplinary action outlined in the College's Student Code of Conduct Policy.
3. College instructors and administrators are responsible for determining an appropriate academic penalty.
4. Academic dishonesty that incurs an academic penalty will be documented by the instructor. A report must also be filed with the office of the Chief Academic Officer.
5. A student may appeal an academic penalty through the Protection Against Improper Academic Evaluation process outlined in the "Student Rights, Freedoms, and Responsibilities" adopted by the College.
6. The Chief Academic Officer is responsible for overseeing this policy.

**JEFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.            184-24**

**DATE:                            DECEMBER 4, 2024**

**SUBJECT:                        DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
EARLY CHILDHOOD A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Early Childhood A.A.S. program degree January 1, 2025.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Early Childhood A.A.S. degree effective January 1, 2028.





# Proposal to Deactivate and/or Discontinue a Program

**Form 5**

Version 2014-11-17

To propose to deactivate and/or discontinue a registered academic program, a campus Chief Executive or Chief Academic Officer must submit a **signed a cover letter and this completed form** to the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu). This form may be modified as needed for multiple programs.

Section 1. General Information	
	Institution's 6-digit <a href="#">SED Code</a> : <b>274800</b>
	Institution's Name: Jefferson Community College
	Address: <i>1220 Coffeen Street, Watertown, NY 13601</i>
	Name and title: Jerilyn Fairman, Provost, Vice President of Academic and Student Affairs and Chief Academic Officer Telephone and email: (315) 786-2235 <a href="mailto:jfairman@sunyjefferson.edu">jfairman@sunyjefferson.edu</a>
	<b>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</b> Name and title: Dr. Daniel Dupee, President <div style="background-color: yellow; width: 100px; height: 15px; margin-top: 5px;"></div>
	Partner institution's name and 6-digit <a href="#">SED Code</a> : Name, title, and signature of partner institution's CEO (or <b>append</b> a signed letter indicating approval of this proposal):

**General Notes**

1. Each deactivation and discontinuance must be approved by the SUNY Provost.
2. If a proposed discontinued program is the sole program in a [HEGIS disciplinary area](#) at a campus, discontinuance [requires approval of the SUNY Board of Trustees](#), but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

**Definitions**

**Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.

**Deactivation Effective Date:** The first regular admission date for which new students will no longer be permitted to enroll in the program.

**Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed it.

**Discontinuance Effective Date:** The last graduation date for which a credential for completion of the program is awarded. (SOURCE: [Memorandum to Presidents](#), Vol. 83, No. 11, dated August 26, 1983)

Please complete Parts I, II and III.

**Part I. REQUEST**

Specify the request for approval by checking (X) the appropriate box(es).

- Deactivate a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II. The institution will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) within three years of the deactivation effective date to officially discontinue or reactivate the program.
- Deactivate and Discontinue a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II, and all continuing students will have completed the program by the later discontinuance effective date entered in the table in Part II. *NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date in the table in Part II, the campus will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) to revise the discontinuance effective date.*
- Discontinue a program:** The institution is prepared to discontinue the program on the discontinuance effective date entered in the table in Part II, at which time there will be no students enrolled in the program.

**Part II. PROGRAM LIST**

Complete the table below, expanding it as needed for more programs.

PROGRAM TITLE	AWARD (E.G., B.A.)	SED PROGRAM CODE	HEGIS CODE	<u>DEACTIVATION</u> EFFECTIVE DATE	<u>DISCONTINUANCE</u> EFFECTIVE DATE
1. Homeland Security	A.S.	39828	5505	January 1, 2025	January 1, 2028
2. Early Childhood	A.A.S.	19501	5503	January 1, 2025	January 1, 2028

**Part III. REASON(S) FOR REQUEST(S)**

Provide reason(s) for requesting each deactivation and/or discontinuance. Address local, regional and System impact and, if applicable, describe any extenuating circumstances that may require additional accommodations for enrolled students (e.g., providing a teach-out agreement with another institution).

***Homeland Security A.S.***

*Rationale*

Jefferson Community College has been studying enrollment, retention, and graduation rates within the Homeland Security A.S. Program and believes this program is no longer viable based upon the following data:

- The program is running at a loss annually (\$12,600 in FY 23 and with wages this likely will be at or over \$15,000 in FY 25).
- Fall enrollment has averaged 17 students over the past 3 years and overall FTE has been under 11 annually. There are currently only 12 students in this program.
- The three-year average count of incoming fall students into Homeland Security A.S. is 9.
- Local labor data indicates need for the program, but most of the available jobs do not require an academic credential at this time. The Criminal Justice A.S. program meets the needs of those jobs requiring an associate-level credential.
- Applicant count for fall 2023 was 30 and the program typically has one of the College’s lower applicant to registrant yield rates.

- A review of enrollment within SUNY community colleges does not indicate the student demand for this program exists even in the region beyond Jefferson's service area (-43% over 5 years ending in Fall 2023).
- Jefferson faculty are expecting to include some of the coursework in homeland security as part of its 4-semester rotation of criminal justice electives within its Criminal Justice A.S. degree.

*Governance:*

At the Education and Public Service Department meeting on September 26, 2024, members of the group voted to deactivate and discontinue the Homeland Security A.S. program. The School of Education and Public Service moved forward the recommendation that the program be deactivated and discontinued at this time.

It is recommended that this degree be deactivated and then discontinued.

**The recommendation was then moved through the College's Liberal Arts Division, Curriculum Committee, Senate, and TBD Board of Trustees. All governance groups supported the decision.**

*Teach Out Planning:*

The College has identified a teach out plan for the students remaining in the program using existing College resources (existing full-time and adjunct faculty). While not expected, but if necessary, the College will lean into partnerships it has with other institutions for cross-registration.

**Early Childhood A.A.S.**

*Rationale*

Jefferson Community College has been studying enrollment, retention, and graduation rates within the Early Childhood programs. The College has both an A.A.S and A.S. Degree program. This request is limited to the A.A.S.

Jefferson believes this program is no longer viable based upon the following data:

- Fall program enrollment has averaged approximately 17 students over the past 3 years and overall FTE has been under 10 annually. There are currently only 17 students in this program.
- The three-year average count of new and transfer incoming fall students into Early Childhood A.A.S. is 4.
- Local labor data indicates need for the employees, but many available entry-level jobs do not require an academic credential at this time.
- Applicant count for fall 2023 was 33 and the program typically has one of the College's lowest applicant to registrant yield rates.
- A review of enrollment for SUNY community colleges does not indicate the student demand for this program exists even in the region beyond the geography of Jefferson (-19% over 5 years ending in Fall 2023).
- Jefferson's A.S. degree has been determined to meet the needs of local employers. The A.S. would also allow graduates the opportunity to continue education in the future, allowing them to promote/transition beyond entry-level positions into higher paying roles.

*Governance:*

At the September 2024 Education and Public Service Department meeting, members of the faculty voted to deactivate and discontinue the Early Childhood Development A.A.S. program. The Education and Public Service Department then moved a request for the program to be deactivated and discontinued.

**The recommendation was then moved through the College's Liberal Arts Division, Curriculum Committee, Senate, and TBD Board of Trustees. All governance groups supported the decision**

*Teach Out Planning:*

The College has identified a teach out plan for the students remaining in the program using existing College resources (existing full-time and adjunct faculty). While not expected, but if necessary, the College will lean into partnerships it has with other institutions for cross-registration.

**JEFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.           185-24**

**DATE:                        DECEMBER 4, 2024**

**SUBJECT:                    DEACTIVATION AND DISCONTINUANCE OF PROGRAM  
                                  HOMELAND SECURITY A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Homeland Security A.S. degree effective January 1, 2025.

**BE IT FURTHER RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the subsequent deactivation of the Homeland Security A.S. degree effective January 1, 2028.



# Proposal to Deactivate and/or Discontinue a Program

**Form 5**

Version 2014-11-17

To propose to deactivate and/or discontinue a registered academic program, a campus Chief Executive or Chief Academic Officer must submit **a signed a cover letter and this completed form** to the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu). This form may be modified as needed for multiple programs.

Section 1. General Information							
<b>a) Institutional Information</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px 5px;">Institution's 6-digit <a href="#">SED Code</a>:</td> <td style="padding: 2px 5px;"><b>274800</b></td> </tr> <tr> <td style="padding: 2px 5px;">Institution's Name:</td> <td style="padding: 2px 5px;">Jefferson Community College</td> </tr> <tr> <td style="padding: 2px 5px;">Address:</td> <td style="padding: 2px 5px;"><i>1220 Coffeen Street, Watertown, NY 13601</i></td> </tr> </table>	Institution's 6-digit <a href="#">SED Code</a> :	<b>274800</b>	Institution's Name:	Jefferson Community College	Address:	<i>1220 Coffeen Street, Watertown, NY 13601</i>
Institution's 6-digit <a href="#">SED Code</a> :	<b>274800</b>						
Institution's Name:	Jefferson Community College						
Address:	<i>1220 Coffeen Street, Watertown, NY 13601</i>						
<b>b) Campus Contact</b>	<p>Name and title: Jerilyn Fairman, Provost, Vice President of Academic and Student Affairs and Chief Academic Officer</p> <p>Telephone and email: (315) 786-2235 <a href="mailto:jfairman@sunyjefferson.edu">jfairman@sunyjefferson.edu</a></p>						
<b>c) Chief Executive or Chief Administrative Officer Approval</b>	<p><b>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</b></p> <p>Name and title: Dr. Daniel Dupee, President</p> <p><b>Signature and date:</b></p> <div style="background-color: #d9e1f2; padding: 2px;">For <b>programs that are registered jointly</b> with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.</div> <p>Partner institution's name and 6-digit <a href="#">SED Code</a>:</p> <p>Name, title, and signature of partner institution's CEO (or <b>append</b> a signed letter indicating approval of this proposal):</p>						

**General Notes**

1. Each deactivation and discontinuance must be approved by the SUNY Provost.
2. If a proposed discontinued program is the sole program in a [HEGIS disciplinary area](#) at a campus, discontinuance [requires approval of the SUNY Board of Trustees](#), but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

**Definitions**

**Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.

**Deactivation Effective Date:** The first regular admission date for which new students will no longer be permitted to enroll in the program.

**Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed it.

**Discontinuance Effective Date:** The last graduation date for which a credential for completion of the program is awarded. (SOURCE: [Memorandum to Presidents](#), Vol. 83, No. 11, dated August 26, 1983)

Please complete Parts I, II and III.

**Part I. REQUEST**

Specify the request for approval by checking (X) the appropriate box(es).

- Deactivate a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II. The institution will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) within three years of the deactivation effective date to officially discontinue or reactivate the program.
- Deactivate and Discontinue a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II, and all continuing students will have completed the program by the later discontinuance effective date entered in the table in Part II. *NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date in the table in Part II, the campus will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) to revise the discontinuance effective date.*
- Discontinue a program:** The institution is prepared to discontinue the program on the discontinuance effective date entered in the table in Part II, at which time there will be no students enrolled in the program.

**Part II. PROGRAM LIST**

Complete the table below, expanding it as needed for more programs.

PROGRAM TITLE	AWARD (E.G., B.A.)	SED PROGRAM CODE	HEGIS CODE	<u>DEACTIVATION</u> EFFECTIVE DATE	<u>DISCONTINUANCE</u> EFFECTIVE DATE
1. Homeland Security	A.S.	39828	5505	January 1, 2025	January 1, 2028
2. Early Childhood	A.A.S.	19501	5503	January 1, 2025	January 1, 2028

**Part III. REASON(S) FOR REQUEST(S)**

Provide reason(s) for requesting each deactivation and/or discontinuance. Address local, regional and System impact and, if applicable, describe any extenuating circumstances that may require additional accommodations for enrolled students (e.g., providing a teach-out agreement with another institution).

***Homeland Security A.S.***

*Rationale*

Jefferson Community College has been studying enrollment, retention, and graduation rates within the Homeland Security A.S. Program and believes this program is no longer viable based upon the following data:

- The program is running at a loss annually (\$12,600 in FY 23 and with wages this likely will be at or over \$15,000 in FY 25).
- Fall enrollment has averaged 17 students over the past 3 years and overall FTE has been under 11 annually. There are currently only 12 students in this program.
- The three-year average count of incoming fall students into Homeland Security A.S. is 9.
- Local labor data indicates need for the program, but most of the available jobs do not require an academic credential at this time. The Criminal Justice A.S. program meets the needs of those jobs requiring an associate-level credential.
- Applicant count for fall 2023 was 30 and the program typically has one of the College’s lower applicant to registrant yield rates.

- A review of enrollment within SUNY community colleges does not indicate the student demand for this program exists even in the region beyond Jefferson's service area (-43% over 5 years ending in Fall 2023).
- Jefferson faculty are expecting to include some of the coursework in homeland security as part of its 4-semester rotation of criminal justice electives within its Criminal Justice A.S. degree.

*Governance:*

At the Education and Public Service Department meeting on September 26, 2024, members of the group voted to deactivate and discontinue the Homeland Security A.S. program. The School of Education and Public Service moved forward the recommendation that the program be deactivated and discontinued at this time.

It is recommended that this degree be deactivated and then discontinued.

**The recommendation was then moved through the College's Liberal Arts Division, Curriculum Committee, Senate, and TBD Board of Trustees. All governance groups supported the decision.**

*Teach Out Planning:*

The College has identified a teach out plan for the students remaining in the program using existing College resources (existing full-time and adjunct faculty). While not expected, but if necessary, the College will lean into partnerships it has with other institutions for cross-registration.

**Early Childhood A.A.S.**

*Rationale*

Jefferson Community College has been studying enrollment, retention, and graduation rates within the Early Childhood programs. The College has both an A.A.S and A.S. Degree program. This request is limited to the A.A.S.

Jefferson believes this program is no longer viable based upon the following data:

- Fall program enrollment has averaged approximately 17 students over the past 3 years and overall FTE has been under 10 annually. There are currently only 17 students in this program.
- The three-year average count of new and transfer incoming fall students into Early Childhood A.A.S. is 4.
- Local labor data indicates need for the employees, but many available entry-level jobs do not require an academic credential at this time.
- Applicant count for fall 2023 was 33 and the program typically has one of the College's lowest applicant to registrant yield rates.
- A review of enrollment for SUNY community colleges does not indicate the student demand for this program exists even in the region beyond the geography of Jefferson (-19% over 5 years ending in Fall 2023).
- Jefferson's A.S. degree has been determined to meet the needs of local employers. The A.S. would also allow graduates the opportunity to continue education in the future, allowing them to promote/transition beyond entry-level positions into higher paying roles.

*Governance:*

At the September 2024 Education and Public Service Department meeting, members of the faculty voted to deactivate and discontinue the Early Childhood Development A.A.S. program. The Education and Public Service Department then moved a request for the program to be deactivated and discontinued.

**The recommendation was then moved through the College's Liberal Arts Division, Curriculum Committee, Senate, and TBD Board of Trustees. All governance groups supported the decision**

*Teach Out Planning:*

The College has identified a teach out plan for the students remaining in the program using existing College resources (existing full-time and adjunct faculty). While not expected, but if necessary, the College will lean into partnerships it has with other institutions for cross-registration.

**JEFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO. 186-24**

**DATE: DECEMBER 4, 2024**

**SUBJECT: DEACTIVATION OF PROGRAM  
PARALEGAL A.A.S.**

**BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby approves the deactivation of the Paralegal A.A.S. degree effective January 1, 2025.





# Proposal to Deactivate and/or Discontinue a Program

**Form 5**

Version 2014-11-17

To propose to deactivate and/or discontinue a registered academic program, a campus Chief Executive or Chief Academic Officer must submit **a signed a cover letter and this completed form** to the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu). This form may be modified as needed for multiple programs.

Section 1. General Information							
<b>a) Institutional Information</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px 5px;">Institution's 6-digit <a href="#">SED Code</a>:</td> <td style="padding: 2px 5px;"><b>274800</b></td> </tr> <tr> <td style="padding: 2px 5px;">Institution's Name:</td> <td style="padding: 2px 5px;">Jefferson Community College</td> </tr> <tr> <td style="padding: 2px 5px;">Address:</td> <td style="padding: 2px 5px;"><i>1220 Coffeen Street, Watertown, NY 13601</i></td> </tr> </table>	Institution's 6-digit <a href="#">SED Code</a> :	<b>274800</b>	Institution's Name:	Jefferson Community College	Address:	<i>1220 Coffeen Street, Watertown, NY 13601</i>
Institution's 6-digit <a href="#">SED Code</a> :	<b>274800</b>						
Institution's Name:	Jefferson Community College						
Address:	<i>1220 Coffeen Street, Watertown, NY 13601</i>						
<b>b) Campus Contact</b>	<p>Name and title: Jerilyn Fairman, Provost, Vice President of Academic and Student Affairs and Chief Academic Officer</p> <p>Telephone and email: (315) 786-2235 <a href="mailto:jfairman@sunyjefferson.edu">jfairman@sunyjefferson.edu</a></p>						
<b>c) Chief Executive or Chief Administrative Officer Approval</b>	<p><b>Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation.</b></p> <p>Name and title: Dr. Daniel Dupee, President</p> <p><b>Signature and date:</b></p> <div style="background-color: #d9e1f2; padding: 2px 5px;">For <b>programs that are registered jointly</b> with another institution, all participating institutions must confirm their support of the deactivation and/or discontinuance.</div> <p>Partner institution's name and 6-digit <a href="#">SED Code</a>:</p> <p>Name, title, and signature of partner institution's CEO (or <b>append</b> a signed letter indicating approval of this proposal):</p>						

**General Notes**

1. Each deactivation and discontinuance must be approved by the SUNY Provost.
2. If a proposed discontinued program is the sole program in a [HEGIS disciplinary area](#) at a campus, discontinuance [requires approval of the SUNY Board of Trustees](#), but the campus retains its master plan authority in that HEGIS disciplinary area, and the re-introduction of programs in that HEGIS disciplinary area would not require a Master Plan Amendment.

**Definitions**

**Deactivation:** A campus decides not to admit any new students to a program but wishes to maintain the program's registration. This may be done to reassess the need for the program or restructure the program or allow currently enrolled students to graduate. This action is internal to SUNY and limited in duration to no more than three years, by which time the program must be reactivated or discontinued.

**Deactivation Effective Date:** The first regular admission date for which new students will no longer be permitted to enroll in the program.

**Discontinuance:** A campus decides to stop offering a program and awarding a credential for its completion. After SUNY's review and approval, the program is removed from the State Education Department's *Inventory of Registered Programs* after all continuing students have completed it.

**Discontinuance Effective Date:** The last graduation date for which a credential for completion of the program is awarded. (SOURCE: [Memorandum to Presidents](#), Vol. 83, No. 11, dated August 26, 1983)

Please complete Parts I, II and III.

**Part I. REQUEST**

Specify the request for approval by checking (X) the appropriate box(es).

- Deactivate a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II. The institution will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) within three years of the deactivation effective date to officially discontinue or reactivate the program.
- Deactivate and Discontinue a program:** The institution will not accept new students into the program as of the deactivation effective date entered in the table in Part II, and all continuing students will have completed the program by the later discontinuance effective date entered in the table in Part II. *NOTE: If a campus finds that all continuing students will not have completed the program by the discontinuance effective date in the table in Part II, the campus will contact the SUNY Provost at [program.review@suny.edu](mailto:program.review@suny.edu) to revise the discontinuance effective date.*
- Discontinue a program:** The institution is prepared to discontinue the program on the discontinuance effective date entered in the table in Part II, at which time there will be no students enrolled in the program.

**Part II. PROGRAM LIST**

Complete the table below, expanding it as needed for more programs.

PROGRAM TITLE	AWARD (E.G., B.A.)	SED PROGRAM CODE	HEGIS CODE	<u>DEACTIVATION</u> EFFECTIVE DATE	<u>DISCONTINUANCE</u> EFFECTIVE DATE
1. Paralegal	A.A.S.	91337	5099	January 1, 2025	January 1, 2028

**Part III. REASON(S) FOR REQUEST(S)**

Provide reason(s) for requesting each deactivation and/or discontinuance. Address local, regional and System impact and, if applicable, describe any extenuating circumstances that may require additional accommodations for enrolled students (e.g., providing a teach-out agreement with another institution).

*Paralegal A.A.S.*

*Rationale*

Jefferson Community College has been studying enrollment, retention, and graduation rates within the Paralegal A.A.S Program and believes this program is no longer viable based upon the following data:

- The program is running annually in a negative financial position of more than \$30,000.
- Fall enrollment has averaged at under 15 with 2023-2024 FTE at under 11. There are currently only 10 students in this program.
- The three-year average of incoming fall students into Paralegal AAS is 5.
- The retention rate for the program is below the College average.
- Local labor data demonstrates fewer than 10 openings per year exist.
- Applicant count for fall 2023 was 11 and the program typically has one of the College’s lowest applicant to registrant yield rates.

- A review of enrollment for SUNY community colleges does not indicate the student demand for this program exists beyond Jefferson’s service area. Students in the region looking to complete a degree could matriculate into SUNY Canton’s bachelor degree or associates degrees offered by Finger Lakes CC, or Herkimer College. All three of these institutions are registered to offer their legal studies-focused programs through distance education.

*Governance:*

At the October 2024 Division meeting, the Business Department, provided the following commentary:

*“At the September 2024 Business Department meeting, members of the group voted to deactivate the Paralegal A.A.S. program. The Department reviewed the data provided through the Academic Program Prioritization Process and discussed the viability of the program. The Department is not requesting the program be discontinued at this time.”*

A motion to approve the deactivation of the Paralegal A.A.S. program passed unanimously at the division level.

The recommendation was then moved through the College’s Curriculum Committee, College Senate, and **TBD Board of Trustees**. All governance groups supported the decision.

*Teach Out Planning:*

The College has identified a teach out plan for the students remaining in the program using existing College resources (existing full-time and adjunct faculty). While not expected, but if necessary, the College will lean into partnerships it has with other institutions for cross-registration.

It is recommended that this degree be deactivated. An additional decision regarding reactivation or discontinuance will be made prior to the conclusion of the fall 2027 semester.

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 187-24

**DATE:** December 4, 2024

**SUBJECT:** ACADEMIC CALENDAR FALL 2025

**WHEREAS**, Jefferson Community College Board of Trustees Resolution No. 118-85 directs the formation each year of the Academic Calendar Workgroup for the purpose of reviewing and recommending the academic calendar; and

**WHEREAS**, the Academic Calendar Workgroup has proposed an academic calendar for the Fall 2025 semester as described in a memorandum dated November 26, 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees hereby adopts the attached academic calendar for Fall 2025 as developed and recommended by the Academic Calendar Workgroup.

TO: Dr. Daniel Dupee, President

FROM: Jerilyn Fairman, Provost, Vice President for Academic & Student Affairs/Chair, Academic Calendar Workgroup

DATE: November 26, 2024

SUBJECT: Recommended Academic Calendar for Fall 2025

Consistent with campus procedures, the Academic Calendar Workgroup recommends the attached Fall 2025 academic calendar for Trustee adoption.

This calendar maintains several attributes in recently adopted calendars, including:

- fall semester consisting of 14 weeks of instruction plus a 5-day final examination period;
- a Columbus Day recess, observation of Veteran's Day, Thanksgiving recess consisting of 5 days;
- a Professional Development Day in the fall semester

Attachments

cc: Members of the Calendar Workgroup

JEFFERSON COMMUNITY COLLEGE  
Watertown, New York

**ACADEMIC CALENDAR  
FALL SEMESTER 2025**

Faculty Report Back	Monday, August 18
Instruction Begins	Monday, August 25
Labor Day (No Classes)	Monday, September 1
Recess (No Classes)	Monday, October 13
Professional Development Day (No Classes)	Tuesday, October 14
Classes Resume	Wednesday, October 15 ( <b>Monday Schedule</b> )
Mid-Semester Grades Due	Friday, October 17 – Noon
Veteran's Day (No Classes)	Tuesday, November 11
Last Day for Withdrawal	Friday, November 17
Thanksgiving Recess Begins	Sunday, November 23 – 5 p.m.
Classes Resume	Monday, December 1 - 8 a.m.
Instruction Ends	Thursday, December 11 ( <b>Tuesday Schedule</b> )
Reading Day	Friday, December 12
Examinations	Monday, December 15 – Friday, December 19
Final Grades Due	Monday, December 24 – 10 a.m.

\*All students must be registered for their class(es) prior to the first scheduled meeting of the second week of class(es).

**The schedule for Saturday and off-campus classes may vary.**

**JEFFERSON COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**RESOLUTION NO.:** 188-24

**DATE:** December 4, 2024

**SUBJECT:** **RATIFICATION OF CONTRACTS**  
**CITEC**  
**Development Authority of the North Country**  
**Wall Street Journal**

**WHEREAS**, pursuant to Jefferson Community College Board of Trustees Resolution No. 128-89, the College President approved the following contractual agreements, copies of which are attached hereto:

**CITEC**

*(instruction, workforce development)*

**Development Authority of the North Country**

*(survey contract, center for community studies)*

**Wall Street Journal**

*(subscription agreement, library services)*

**THEREFORE, BE IT RESOLVED**, that the Jefferson Community College Board of Trustees does hereby recognize and ratify the aforementioned agreements.