AGENDA ITEM #IX-A-6
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

ARTICULATION AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE AND THE UNIVERSITY OF NORTHERN IOWA, COLLEGE OF HUMANITIES, ARTS & SCIENCE (CHAS), DEPARTMENT OF TECHNOLOGY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board of Trustees approves the attached Articulation Agreement between the University of Northern Iowa and Highland Community College for students transferring to the University of Northern Iowa to pursue the following degrees: Bachelor of Arts (BA) – Graphic Technology; Bachelor of Science (BS) – Manufacturing Engineering Technology; Bachelor of Science (BS) – Technology & Engineering Education; or, Bachelor of Arts (BA) – Technology Management.

BACKGROUND: This articulation agreement outlines degree requirements for students transferring from Highland Community College to the University of Northern Iowa. Students eligible to take advantage of this articulation agreement will have earned an Associate of Applied Science (AAS) degree in Graphic Design, an Associate of Applied Science (AAS) degree in Industrial Manufacturing Technology, or an Associate of General Studies (AGS).

This agreement will be reviewed and, if necessary, modified when either institution issues a new catalog or alters the program/major requirements.

BOARD ACTION: _____

Articulation Agreement

between

Highland (IL) Community College

and

the University of Northern Iowa

College of Humanities, Arts & Science (CHAS)
Department of Technology

This constitutes an agreement between the University of Northern Iowa and Highland Community College concerning requirements for completion of degrees at UNI. The agreement is based on analysis of the program requirements as stated in the 2020-21 Highland Community College catalog and the major and degree requirements as stated in the 2020-21 UNI catalog, unless otherwise noted. It is understood this agreement will be reviewed and, if necessary, modified when either institution issues a new catalog or alters the program/major requirements.

Implementation of this agreement is effective with the approval of both cooperating institutions as attested to by the following signatures:

Signed: **Date:**

_____   _____

_____   _____

_____   _____
Patrick Pease, Associate Provost for Academic Affairs, UNI

_____   _____
John Fritch, Dean, CHAS, UNI

_____   _____
Lisa Riedle, Department Head, UNI

ADVISORY STATEMENTS FOR TRANSFER STUDENTS FROM COMMUNITY COLLEGES

1. In order to be admitted to UNI, students transferring from Iowa community colleges must have a minimum GPA of 2.0 on graded coursework.

2. Credits transferred to UNI under the heading 'Career and Technical Credits' are not counted in the calculation of the overall UNI GPA. Only credits transferred as satisfying Liberal Arts core (LAC) requirements are used in this calculation.

3. UNI will grant equivalent blanket credit on a 1-to-1 basis up to a maximum for 48 semester hours of approved technical courses and 65 semester hours total.

4. Students entering UNI that graduated from high school in 1989 or thereafter are required to have competency in a foreign language equivalent to that achieved after two semesters at the college level. This requirement may be met by satisfactory completion (minimum of C- in the last course taken to meet the requirement) of one of the following: 1) two years of high school foreign language, 2) combination of high school and college courses in one foreign language; or 3) one year (8 semester hours) of one foreign language at the community college. An examination can also be used to test proficiency.

5. At least 32 semester hours are needed at the junior and senior level at UNI, which can included non-residence credit.

6. A maximum of 32 semester hours can be attained with credit by examination.

7. A maximum of 6 semester hours of practicum, field experiences, on-the-job traning, and related seminars, earned from an Iowa community college, can be used to satisfy degree requirements at UNI.

Highland Community College
Associate of Applied Science (A.A.S.) - Graphic Design
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Graphic Technology

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Graphic Technology program at the University of Northern Iowa would be satisfied:

UNI Catalog #	Course Title	Cr.
TECH 2070	Digital Pre-Media	3
TECH 3144	Web Publishing	3
TECH 3169	Digital Imaging	3
	Additional univ. electives from A.A.S.	33
	Grand Credit Total	**42**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	42
Other credits transferring to UNI	15
Total credits toward UNI degree	57
Total credits needed at UNI	63

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Option A
Students should choose the courses below to fulfill an A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
ENGL 121 & ENGL 122	Rhetoric & Composition I & Rhetoric & Composition II. Student MUST take both courses.	1A
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Option B
Students should choose the course below to fulfill an A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Option C
Students should choose the course below to fulfill an A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
ECON 111 or PSY 161	Principles of Economics I or Intro to Psychology	5B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Option D - General Education Electives
The following course options are recommended for the student to take **as a General Elective** transfer course.

HCC Catalog #	Course Title	LAC
BIOL 110	Principles of Biology	4A
GEOG 132 or SOCI 271	Regional Geography of the World or Social Problems	5C
HIST 141 or HIST 142	Western Civilization to 1648 or Western Civilization 1648-Present	2A
HIST 143 or SOCI 171	U.S. History I or Intro to the Principles of Sociology	5A
PHIL 180 or PHIL 281	Survey of World Religions or Intro to Philosophy	3B
	Grand Credit Total	**6**

* The LAC column lists the category each course satisfies at UNI.

Highland Community College
Associate of Applied Science (A.A.S.) - Graphic Design
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Graphic Technology

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Graphic Technology program at UNI.

Graphic Technology Core		Cr.
TECH 1012	ePortfolio Development & Ind. Exploration	3
TECH 1055	Graphic Communication Foundations	3
TECH 2070	Digital Pre-Media	3
TECH 2119	Computer Applications in Technology	3
TECH 3144	Web Publishing	3
TECH 3150	Graphic Communication Imaging	3
TECH 3163	Advanced Digital Pre-Media	3
TECH 3169	Digital Imaging	3
TECH 3179	Cooperative Education	3
TECH 4093	Graphic Comm. Estimating & Management	3
TECH 4158	Graphic Comm. Technology Visualization	3
TECH 4161	Digital Graphic Communication	3
TECH 4187	Applied Ind. Supervision & Management	3
TECH 4193	Graphic Comm. Estimating & Mgmt. II	3
	Total Credits Remaining	**33**

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	5
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	.6
Category IV	4A & 4B	4
Category V	5A, 5B, & 5C	3
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	**30**

Credits needed to earn UNI degree	63

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

Semester 1	Cr.
TECH 1012	3
TECH 1055	3
TECH 3163	3
LAC	.6
Total	**15**

Semester 2	Cr.
TECH 2119	3
TECH 3150	3
LAC	11
Total	**17**

Semester 3	Cr.
TECH 4093	3
TECH 4187	3
LAC	10
Total	**16**

Semester 4	Cr.
TECH 3179	3
TECH 4158	3
TECH 4161	3
TECH 4193	3
LAC	3
Total	**15**

Important Information:

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

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University of Northern Iowa
Department of Technology

Highland Community College
Associate of Applied Science (A.A.S.) - Industrial Manufacturing Technology
Transfer Guide to the University of Northern Iowa
Bachelor of Science (B.S.) - Manufacturing Engineering Technology

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Science (B.S.) of Manufacturing Engineering Technology program at the University of Northern Iowa would be satisfied:

UNI Catalog #	Course Title	Cr.
TECH 1008	Basic Manufacturing Processes	3
TECH 1010	Metal Removal Processes	3
TECH 1024	Technical Drawing & Design I	3
TECH 2024	Technical Drawing & Design II	3
TECH 2060	Fund. of Automated Manufacturing	3
TECH 3147	Computer-Aided Manufacturing	3
TECH 3180	Lean & Sustainable Operations	3
	Additional univ. electives from A.A.S.	16
	Grand Credit Total	**37**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	37
Other credits transferring to UNI	3
Total credits toward UNI degree	**40**
Total credits needed at UNI	86

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Required by A.A.S. degree plan
The course listed below is required as part of the HCC A.A.S. curriculum.

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Have some extra time?
Listed below is a breakdown of the courses at Highland Community College that the student could take to fulfill various LAC options at UNI.

HCC Catalog #	Course Title	LAC
BIOL 110	Principles of Biology	4A
ECON 111 or PSY 161	Principles of Economics I or Intro to Psychology	5B
ENGL 121 & ENGL 122	Rhetoric & Composition I & Rhetoric & Composition II Student **MUST** complete both courses.	1A
GEOG 132 or SOCI 271	Regional Geography of the World or Social Problems	5C
HIST 141 or HIST 142	Western Civilization to 1648 or Western Civilization 1648-Present	2A
HIST 143 or SOCI 171	U.S. History I or Intro to the Principles of Sociology	5A
MUS 267 or THEA 196	Intro to Music or Intro to Theatre	3A
PHIL 180 or PHIL 281	Survey of World Religions or Intro to Philosophy	3B

* The LAC column lists the category each course satisfies at UNI.

Highland Community College
Associate of Applied Science (A.A.S.) - Industrial Manufacturing Technology
Transfer Guide to the University of Northern Iowa
Bachelor of Science (B.S.) - Manufacturing Engineering Technology

Remaining UNI Coursework
By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Manufacturing Engineering Technology program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or	Chemical Technology or	4
CHEM 1110	General Chemistry I	
MATH 1150 or	Calculus for Technology or	4
MATH 1420	Calculus I	
PHYSICS 1511	General Physics I	4
	Course also counts as LAC category 4B	
	Total Credits Remaining	12

Technical Core		Cr.
TECH 1008	Basic Manufacturing Processes	3
TECH 1010	Metal Removal Processes	3
TECH 1024	Technical Drawing & Design I	3
TECH 2024	Technical Drawing & Design II	3
TECH 2060	Fundamentals of Automated Manufacturing	3
TECH 2072	Engineering Materials	3
TECH 2080	Statics & Strengths of Materials	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 3196	Industrial Safety	3
TECH 4110	Manufacturing Process Planning	3
TECH 4187	Applied Industrial Supervision & Management	3
TECH 4210	Manufacturing Senior Projects	3
	Design Emphasis: TECH 3113 - Manufacturing Tooling TECH 3147 - Computer-Aided Manufacturing TECH 3177 - Advanced Manufacturing Processes TECH 4162 - Automation-Pneumatics & Hydraulics	9
ENGLISH 3772	Technical Writing for Eng. Technologists	3
	Total Credits Remaining	36

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	8
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	6
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	9
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	38

Credits needed to earn UNI degree 86

Remaining UNI Plan of Study
Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

Semester 1	Cr.
CHEM 1020	4
LAC	12
Total	**16**

Semester 2	Cr.
MATH 1150	4
TECH 2072	3
TECH 3196	3
LAC	3
Total	**13**

Semester 3	Cr.
PHYSICS 1511	4
TECH 3142	3
TECH 3143	3
Emphasis Area	3
Total	**13**

Semester 4	Cr.
TECH 2080	3
ENGLISH 3772	3
Emphasis Area	3
LAC	6
Total	**15**

Semester 5	Cr.
TECH 4187	3
Emphasis Area	3
LAC	8
Total	**14**

Semester 6	Cr.
TECH 4110	3
TECH 4210	3
LAC	9
Total	**15**

Important Information:
* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

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Highland Community College
Associate of General Studies (A.G.S.)
Transfer Guide to the University of Northern Iowa
Bachelor of Science (B.S.) - Technology & Engineering Education

A.G.S. Requirements

Students may complete the Associate of General Studies (A.G.S.) degree at Highland Community College utilizing a variety of different courses. Below you will find recommendations for students looking to transfer to the University of Northern Iowa to complete the Technology & Engineering Education program.

Communications Course

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**3**

Computational Skills Course

HCC Catalog #	Course Title	LAC
MATH 177	Statistics	1C
	Grand Credit Total	**4**

Physical Environment Course

HCC Catalog #	Course Title	LAC
PHYS 143	General Physics I	4B
	Grand Credit Total	**4**

Social Environment Course

HCC Catalog #	Course Title	LAC
HIST 141 or	Western Civilization to 1648 or	2A
HIST 142	Western Civilization 1648 to Present	
HIST 245	History of the Middle East	2B
HIST 143 or	U.S. History I or	5A
SOCI 171	Intro to the Principles of Sociology	
	Grand Credit Total	**6**

Business Environment Course

HCC Catalog #	Course Title	LAC
ECON 111 or	Principles of Economics I or	5B
ECON 112	Principles of Economics II	
	Grand Credit Total	**3**

Humanities Course

HCC Catalog #	Course Title	LAC
PHIL 180 or	Survey of World Religions or	3B
PHIL 281	Intro to Philosophy	
	Grand Credit Total	**3**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	23
Additional electives transferring to UNI	6
Other credits transferring to UNI	24
Total credits toward UNI degree	**53**
Total credits needed at UNI	73

Important Transfer Information

To assist the completion of the Technology & Engineering Education program at UNI, and become a licensed teacher in the state of Iowa, students must complete 24 credits of coursework over five disciplines. Students must complete a **minimum of six credit hours of work in three of the five following areas**, and **three credits in the remaining two areas:** Communications, Construction, Manufacturing, Power & Energy & Transportation.

Selecting Major/Minor Electives

HCC Catalog #	Course Title	Cr.
	Communication Course Options	
DRAF 105	Computer-Aided Drafting (CAD) I	3
DRAF 260	CAD-3D Solid Modeling	3
	Construction Course Options	
MTEC 240	Building Systems	3
MTEC 245	Construction Estimating I	3
	Manufacturing Course Options	
MTEC 120	Equipment Maintenance Skills	3
MTEC 164	Manufacturing Processes	3
	Power & Energy Course Options	
ELET 171	Intro to Logic Circuits	3
ELET 179	Electronic Circuits	3
	Transportation Course Options	
AUTM 120	Fundamentals of Engines	3
AUTM 122	Engine Components & Construction	3
	Credit Total	**24**

Transferring an Iowa Teaching License to Illinois

Effective July 1, 2018, Illinois offers full reciprocity. At the time of the initial evaluation for an Illinois Professional Educator License (PEL), educators will be considerd for all areas listed on his or her valid, comparable out of state license.

All students who complete an educator preparation program at the University of Northern Iowa are recommended to apply for a state-of-Iowa Initial License for teaching. A copy of the Iowa Initial License, and college transcripts, will be supporting documents you will submit for the Illinois PEL.

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University of Northern Iowa
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Highland Community College
Associate of General Studies (A.G.S.)
Transfer Guide to the University of Northern Iowa
Bachelor of Science (B.S.) - Technology & Engineering Education

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology & Engineering Education program at UNI.

Math/Science Coursework		Cr.
CHEM 1020	Chemical Technology	4
MATH 1140	Precalculus	4
PHYSICS 1400 or PHYSICS 1511	Conceptual Physics or General Physics I _Courses also count as LAC category 4B_	4
	Total Credits Remaining	**8**

Technology & Engineering Core		Cr.
	Communication course	6
	Construction course	6
	Manufacturing course	6
	Power & energy course	6
	Transportation course	6
	Total Credits Remaining	**0**

Technology & Engineering Education Core		Cr.
TECH TEE 1000	Technology & Engineering Education	3
TECH TEE 3100	TE&E Curriculum Planning	3
TECH TEE 3150	TE&E Lab Management	3
TECH TEE 4100	TE&E Level 3 Teaching Experience	1
TECH TEE 4200	TE&E Methods	2
	Total Credits Remaining	**12**

Technology & Engineering Education Core		Cr.
TEACHING 2017	Level 1 Field Experience: Exploring Teaching	1
EDPSYCH 2030	Dynamics of Human Development _Courses also count as LAC category 5C_	3
SPED 3150	Meeting the Needs of Diverse Learners	2
TEACHING 3128	Lvl 2 Field Exp.: Teachers as a Change Agent	1
EDPSYCH 3148	Learning & Motivation in Classroom Contexts	3
MEASURES 3150	Classroom Assessement	2
SOCFOUND 3119	Schools & American Society	3
TEACHING 4170	Human Relations - Aware & Application	3
TEACHING 3138	Secondary School Teaching	12
	Total Credits Remaining	**30**

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	5
Category II	2A, 2A, & 2B	6
Category III	3A & 3B	3
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	3
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	**23**

Credits needed to earn UNI degree	**73**

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

Semester 1	Cr.
MATH 1140	4
TECH TEE 1000	3
TEACHING 2017	1
EDPSYCH 2030	3
LAC	5
Total	**16**

Semester 2	Cr.
CHEM 1020	4
TECH TEE 3100	3
SPED 3150	2
LAC	6
Total	**15**

Semester 3	Cr.
TECH TEE 4100	1
TECH TEE 4200	2
TEACHING 3128	1
EDPSYCH 3148	3
MEASURES 3150	2
LAC	6
Total	**15**

Semester 4	Cr.
TECH TEE 3150	3
SOCFOUND 3119	3
TEACHING 4170	3
LAC	6
Total	**15**

Semester 5	Cr.
TEACHING 3138	12
Total	**12**

Important Information:

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

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Department of Technology

Highland Community College
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. degrees included in agreement:

- Agricultural Management
- Automotive Mechanics
- Graphic Design
- Industrial Manufacturing
- Industrial Mechatronics
- Information Systems

Transfer Plan:

Shown below are the remaining requirements for students in the A.A.S. programs listed to the left, that wish to pursue the Technology Management Program at UNI. All courses in the major are listed, with the exception of Liberal Arts core (LAC) and university elective requirements.

Courses highlighted in red denotes coursework that would be accepted into the Technology Management program pending verification of an official community college transcript.

Math/Science Coursework		Cr.
STAT 1772	Introduction to Statistical Methods Course also counts towards LAC category 1C.	3
CHEM 1010 or CHEM 1020 or CHEM 1110	Principles of Chemistry or Chemical Technology or General Chemistry I Courses also count toward LAC category 4B.	3-4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I Courses also count toward LAC category 4B.	3-4
	Total	10-11

Technology Management Coursework		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Ops. & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total	18

Technical Electives		Cr.
	Technical Electives	36
	Total	36

Any Liberal Arts core (LAC) courses, including the mathematics/science core listed above, will be reviewed by the Office of Admissions and, if approved, can be transferred in addition to the technical courses listed above.

Note: The Technology Management B.A. program at UNI can be completed on campus, or at a distance via eLearning or hybrid courses.

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Department of Technology

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Highland Community College
Associate of Applied Science (A.A.S.) - Agricultural Management
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Technology Management degree program at the University of Northern Iowa would be satisfied:

Courses	Cr.
Technical Electives	36
Additional university electives from A.A.S.	16
Grand Credit Total	**52**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	52
Other credits transferring to UNI	13
Total credits toward UNI degree	**65**
Total credits needed at UNI	55

Important Information:

* Students transferring an A.A.S. degree to UNI have the ability to complete the Technology Management B.A. program from a distance via eLearning or hybrid courses.

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Communications Course
Students should choose the course below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Humanities & Fine Arts Course
Students should choose **one** of the courses below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
PHIL 180 or PHIL 281	Survey of World Religions or Intro to Philosophy	3B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Mathematics Course
Students should choose the course below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
MATH 177	Statistics	1C
	Grand Credit Total	**4**

* The LAC column lists the category each course satisfies at UNI.

Social Science Course
Students should choose **one** of the courses below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
GEOG 132 or SOCI 271	Regional Geography of the World or Social Problems	5C
HIST 141 or HIST 142	Western Civilization to 1648 or Western Civilization 1648 to Present	2A
HIST 143 or SOCI 171	U.S. History I or Intro to the Principles of Sociology	5A
PSY 161	Intro to Psychology	5B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

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Highland Community College
Associate of Applied Science (A.A.S.) - Agricultural Management
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology Management program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or CHEM 1110	Chemical Technology or General Chemistry I Courses also count as LAC category 4B	4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I Courses also count as LAC category 4B	4
STAT 1772	Introduction to Statistical Methods Course also counts as LAC category 1C	3
	Total Credits Remaining	**8**

Technology Management Core		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total Credits Remaining	**18**

Technical Electives		Cr.
	Technical Electives	36
	Total Credits Remaining	**0**

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	5
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	3
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	6
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	**29**

Credits needed to earn UNI degree	**55**

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

On Campus

Semester 1	Cr.
CHEM 1020	4
LAC	9
Total	**13**

Semester 2	Cr.
PHYSICS 1000	4
TECH 3065	3
TECH 4187	3
LAC	2
Total	**12**

Semester 3	Cr.
TECH 3142	3
TECH 3143	3
LAC	9
Total	**15**

Semester 4	Cr.
TECH 3131	3
TECH 3180	3
LAC	9
Total	**15**

eLearning or Hybrid

Semester 1	Cr.
TECH 4187	3
LAC	3
Total	**6**

Semester 2	Cr.
TECH 3131	3
LAC	3
Total	**6**

Semester 3	Cr.
CHEM 1020	4
LAC	3
Total	**7**

Semester 4	Cr.
PHYSICS 1511	4
LAC	3
Total	**7**

Semester 5	Cr.
TECH 3065	3
LAC	3
Total	**6**

Semester 6	Cr.
LAC	6
Total	**6**

Semester 7	Cr.
TECH 3142	3
LAC	3
Total	**6**

Semester 8	Cr.
TECH 3143	3
TECH 3180	3
Total	**6**

Semester 9	Cr.
LAC	5
Total	**5**

Highland Community College
Associate of Applied Science (A.A.S.) - Automotive Mechanics
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Technology Management degree program at the University of Northern Iowa would be satisfied:

Courses	Cr.
Technical Electives	36
Additional university electives from A.A.S.	16
Grand Credit Total	**52**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	52
Other credits transferring to UNI	7
Total credits toward UNI degree	**59**
Total credits needed at UNI	61

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Required by A.A.S. degree plan
The course listed below is required as part of the HCC A.A.S. curriculum.

HCC Catalog #	Course Title	LAC
ECON 111	Principles of Economics I	5B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Mathematics Course
Students should choose the course below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
MATH 177	Statistics	1C
	Grand Credit Total	**4**

* The LAC column lists the category each course satisfies at UNI.

Important Information:

* Students transferring an A.A.S. degree to UNI have the ability to complete the Technology Management B.A. program from a distance via eLearning or hybrid courses.

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

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University of
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Highland Community College
Associate of Applied Science (A.A.S.) - Automotive Mechanics
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology Management program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or CHEM 1110	Chemical Technology or General Chemistry I Courses also count as LAC category 4B	4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I Courses also count as LAC category 4B	4
STAT 1772	Introduction to Statistical Methods Course also counts as LAC category 1C	3
	Total Credits Remaining	**8**

Technology Management Core		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total Credits Remaining	**18**

Technical Electives		Cr.
	Technical Electives	36
	Total Credits Remaining	**0**

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	8
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	6
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	6
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	**35**

Credits needed to earn UNI degree	61

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

On Campus

Semester 1	Cr.
CHEM 1020	4
LAC	11
Total	**15**

Semester 2	Cr.
PHYSICS 1000	4
TECH 3065	3
TECH 4187	3
LAC	6
Total	**16**

Semester 3	Cr.
TECH 3142	3
TECH 3143	3
LAC	9
Total	**15**

Semester 4	Cr.
TECH 3131	3
TECH 3180	3
LAC	9
Total	**15**

eLearning or Hybrid

Semester 1	Cr.
TECH 4187	3
LAC	3
Total	**6**

Semester 2	Cr.
TECH 3131	3
LAC	3
Total	**6**

Semester 3	Cr.
CHEM 1020	4
LAC	3
Total	**7**

Semester 4	Cr.
PHYSICS 1511	4
LAC	3
Total	**7**

Semester 5	Cr.
TECH 3065	3
LAC	3
Total	**6**

Semester 6	Cr.
LAC	6
Total	**6**

Semester 7	Cr.
TECH 3142	3
LAC	3
Total	**6**

Semester 8	Cr.
TECH 3143	3
TECH 3180	3
Total	**6**

Semester 9	Cr.
LAC	5
Total	**5**

Semester 9	Cr.
LAC	6
Total	**6**

University of Northern Iowa
Department of Technology

Highland Community College
Associate of Applied Science (A.A.S.) - Graphic Design
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Technology Management degree program at the University of Northern Iowa would be satisfied:

Courses	Cr.
Technical Electives	36
Additional university electives from A.A.S.	19
Grand Credit Total	**55**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	55
Other credits transferring to UNI	7
Total credits toward UNI degree	**62**
Total credits needed at UNI	58

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Option A
Students should choose the courses below to fulfill an A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
ENGL 121 & ENGL 122	Rhetoric & Composition I & Rhetoric & Composition II Student **MUST** take both courses.	1A
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Option B
Students should choose the course below to fulfill an A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Important Information:

* Students transferring an A.A.S. degree to UNI have the ability to complete the Technology Management B.A. program from a distance via eLearning or hybrid courses.

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

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University of **Northern Iowa**
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Highland Community College
Associate of Applied Science (A.A.S.) - Graphic Design
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology Management program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or CHEM 1110	Chemical Technology or General Chemistry I — Courses also count as LAC category 4B	4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I — Courses also count as LAC category 4B	4
STAT 1772	Introduction to Statistical Methods — Course also counts as LAC category 1C	3
	Total Credits Remaining	**8**

Technology Management Core		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total Credits Remaining	**18**

Technical Electives		Cr.
	Technical Electives	36
	Total Credits Remaining	**0**

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	2
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	6
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	9
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	**32**

Credits needed to earn UNI degree	58

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

On Campus

Semester 1	Cr.
CHEM 1020	4
LAC	11
Total	**15**

Semester 2	Cr.
PHYSICS 1000	4
TECH 3065	3
TECH 4187	3
LAC	3
Total	**13**

Semester 3	Cr.
TECH 3142	3
TECH 3143	3
LAC	9
Total	**15**

Semester 4	Cr.
TECH 3131	3
TECH 3180	3
LAC	9
Total	**15**

eLearning or Hybrid

Semester 1	Cr.
TECH 4187	3
LAC	3
Total	**6**

Semester 2	Cr.
TECH 3131	3
LAC	3
Total	**6**

Semester 3	Cr.
CHEM 1020	4
LAC	3
Total	**7**

Semester 4	Cr.
PHYSICS 1511	4
LAC	3
Total	**7**

Semester 5	Cr.
TECH 3065	3
LAC	3
Total	**6**

Semester 6	Cr.
LAC	6
Total	**6**

Semester 7	Cr.
TECH 3142	3
LAC	3
Total	**6**

Semester 8	Cr.
TECH 3143	3
TECH 3180	3
Total	**6**

Semester 9	Cr.
LAC	5
Total	**5**

Semester 9	Cr.
LAC	3
Total	**3**

Highland Community College
Associate of Applied Science (A.A.S.) - Industrial Manufacturing
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Technology Management degree program at the University of Northern Iowa would be satisfied:

Courses	Cr.
Technical Electives	36
Additional university electives from A.A.S.	16
Grand Credit Total	**52**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	52
Other credits transferring to UNI	7
Total credits toward UNI degree	**59**
Total credits needed at UNI	61

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Required by A.A.S. degree plan
The course listed below is required as part of the HCC A.A.S. curriculum.

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**3**

* The LAC column lists the category each course satisfies at UNI.

Mathematics Course
Students should choose the course below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
MATH 177	Statistics	1C
	Grand Credit Total	**4**

* The LAC column lists the category each course satisfies at UNI.

Important Information:
* Students transferring an A.A.S. degree to UNI have the ability to complete the Technology Management B.A. program from a distance via eLearning or hybrid courses.

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

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University of Northern Iowa
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Highland Community College
Associate of Applied Science (A.A.S.) - Industrial Manufacturing
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology Management program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or CHEM 1110	Chemical Technology or General Chemistry I Courses also count as LAC category 4B	4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I Courses also count as LAC category 4B	4
STAT 1772	Introduction to Statistical Methods Course also counts as LAC category 1C	3
	Total Credits Remaining	**8**

Technology Management Core		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total Credits Remaining	**18**

Technical Electives		Cr.
	Technical Electives	36
	Total Credits Remaining	**0**

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	5
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	6
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	9
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	**35**

Credits needed to earn UNI degree	**61**

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

On Campus

Semester 1	Cr.
CHEM 1020	4
LAC	11
Total	**15**

Semester 2	Cr.
PHYSICS 1000	4
TECH 3065	3
TECH 4187	3
LAC	6
Total	**16**

Semester 3	Cr.
TECH 3142	3
TECH 3143	3
LAC	9
Total	**15**

Semester 4	Cr.
TECH 3131	3
TECH 3180	3
LAC	9
Total	**15**

eLearning or Hybrid

Semester 1	Cr.
TECH 4187	3
LAC	3
Total	**6**

Semester 2	Cr.
TECH 3131	3
LAC	3
Total	**6**

Semester 3	Cr.
CHEM 1020	4
LAC	3
Total	**7**

Semester 4	Cr.
PHYSICS 1511	4
LAC	3
Total	**7**

Semester 5	Cr.
TECH 3065	3
LAC	3
Total	**6**

Semester 6	Cr.
LAC	6
Total	**6**

Semester 7	Cr.
TECH 3142	3
LAC	3
Total	**6**

Semester 8	Cr.
TECH 3143	3
TECH 3180	3
Total	**6**

Semester 9	Cr.
LAC	5
Total	**5**

Semester 9	Cr.
LAC	6
Total	**6**

Highland Community College
Associate of Applied Science (A.A.S.) - Industrial Mechatronics
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Technology Management degree program at the University of Northern Iowa would be satisfied:

Courses	Cr.
Technical Electives	36
Additional university electives from A.A.S.	16
Grand Credit Total	52

Credit Summary	Cr.
A.A.S. credits transferring to UNI	52
Other credits transferring to UNI	7
Total credits toward UNI degree	59
Total credits needed at UNI	61

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Required by A.A.S. degree plan
The course listed below is required as part of the HCC A.A.S. curriculum.

HCC Catalog #	Course Title	LAC
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	3

* The LAC column lists the category each course satisfies at UNI.

Mathematics Course
Students should choose the course below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
MATH 177	Statistics	1C
	Grand Credit Total	4

* The LAC column lists the category each course satisfies at UNI.

Important Information:

* Students transferring an A.A.S. degree to UNI have the ability to complete the Technology Management B.A. program from a distance via eLearning or hybrid courses.

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

Highland Community College
Associate of Applied Science (A.A.S.) - Industrial Mechatronics
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

Remaining UNI Coursework
By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology Management program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or CHEM 1110	Chemical Technology or General Chemistry I Courses also count as LAC category 4B	4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I Courses also count as LAC category 4B	4
STAT 1772	Introduction to Statistical Methods Course also counts as LAC category 1C	3
	Total Credits Remaining	8

Technology Management Core		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total Credits Remaining	18

Technical Electives		Cr.
	Technical Electives	36
	Total Credits Remaining	0

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	5
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	6
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	9
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	35

Credits needed to earn UNI degree	61

Remaining UNI Plan of Study
Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

On Campus

Semester 1	Cr.
CHEM 1020	4
LAC	11
Total	15

Semester 2	Cr.
PHYSICS 1000	4
TECH 3065	3
TECH 4187	3
LAC	6
Total	16

Semester 3	Cr.
TECH 3142	3
TECH 3143	3
LAC	9
Total	15

Semester 4	Cr.
TECH 3131	3
TECH 3180	3
LAC	9
Total	15

eLearning or Hybrid

Semester 1	Cr.
TECH 4187	3
LAC	3
Total	6

Semester 2	Cr.
TECH 3131	3
LAC	3
Total	6

Semester 3	Cr.
CHEM 1020	4
LAC	3
Total	7

Semester 4	Cr.
PHYSICS 1511	4
LAC	3
Total	7

Semester 5	Cr.
TECH 3065	3
LAC	3
Total	6

Semester 6	Cr.
LAC	6
Total	6

Semester 7	Cr.
TECH 3142	3
LAC	3
Total	6

Semester 8	Cr.
TECH 3143	3
TECH 3180	3
Total	6

Semester 9	Cr.
LAC	5
Total	5

Semester 9	Cr.
LAC	6
Total	6

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Highland Community College
Associate of Applied Science (A.A.S.) - Information Systems
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

A.A.S. Courses Transferring to UNI

Upon successful completion of the A.A.S. degree highlighted in this transfer guide, the following courses within the Bachelor of Arts (B.A.) of Technology Management degree program at the University of Northern Iowa would be satisfied:

Courses	Cr.
Technical Electives	36
Additional university electives from A.A.S.	14
Grand Credit Total	**50**

Credit Summary	Cr.
A.A.S. credits transferring to UNI	50
Other credits transferring to UNI	12
Total credits toward UNI degree	**62**
Total credits needed at UNI	58

Other Courses Transferring to UNI

Additional coursework built into this A.A.S. degree program may also transfer to the University of Northern Iowa. These courses satisfy requirements towards UNI's Liberal Arts core (LAC) unless otherwise noted. For more information about the LAC, please see the reverse of this document.

Required by A.A.S. degree plan
Students should choose the courses below to fulfill this A.A.S. elective requirement.

HCC Catalog #	Course Title	LAC
ENGL 121 & ENGL 122	Rhetoric & Composition I & Rhetoric & Composition II Student **MUST** take both courses.	1A
ECON 111 or PSY 161	Principles of Economics I or Intro to Psychology	5B
SPCH 191	Fundamentals of Speech	1B
	Grand Credit Total	**12**

* The LAC column lists the category each course satisfies at UNI.

Important Information:

* Students transferring an A.A.S. degree to UNI have the ability to complete the Technology Management B.A. program from a distance via eLearning or hybrid courses.

* This transfer guide is based off of the 2020-21 academic catalogs at UNI and Highland Community College.

* Courses listed in the Remaining UNI Plan of Study section are subject to change at anytime.

* This transfer guide assumes the student is only transferring in coursework from their current A.A.S. degree curriculum. Students may transfer in additional credits, which will be evaluated on an individual basis.

* Remaining UNI Plan of Study section is scheduled based on a fall semester start. Students planning to transfer to UNI prior to the spring semester would be subjected to a different plan of study.

* The Liberal Arts core (LAC) at UNI is the collection of general education requirements required by the institution to fulfill the university's mission. More information can be found at lac.uni.edu.

Highland Community College
Associate of Applied Science (A.A.S.) - Information Systems
Transfer Guide to the University of Northern Iowa
Bachelor of Arts (B.A.) - Technology Management

Remaining UNI Coursework

By completing the recommended A.A.S. degree plan, courses highlighted in red transfer from HCC into the Technology Management program at UNI.

Math/Science Coursework		Cr.
CHEM 1020 or CHEM 1110	Chemical Technology or General Chemistry I Courses also count as LAC category 4B	4
PHYSICS 1000 or PHYSICS 1400 or PHYSICS 1511	Physics in Everyday Life or Conceptual Physics or General Physics I Courses also count as LAC category 4B	4
STAT 1772	Introduction to Statistical Methods Course also counts as LAC category 1C	3
	Total Credits Remaining	11

Technology Management Core		Cr.
TECH 3065	Technology & Organizational Efficiency	3
TECH 3131	Technical Project Management	3
TECH 3142	Statistical Quality Control	3
TECH 3143	Managing Operations & Manufacturing Systems	3
TECH 3180	Lean & Sustainable Operations	3
TECH 4187	Applied Industrial Supervision & Management	3
	Total Credits Remaining	18

Technical Electives		Cr.
	Technical Electives	36
	Total Credits Remaining	0

Liberal Arts Core (LAC)		Cr.
Category I	1A, 1B, 1C, & 1D	2
Category II	2A, 2A, & 2B	9
Category III	3A & 3B	6
Category IV	4A & 4B	3
Category V	5A, 5B, & 5C	6
Category VI	Capstone	3
	Total Liberal Arts core (LAC) Credits Remaining	29

Credits needed to earn UNI degree	58

Remaining UNI Plan of Study

Based on the remaining coursework, below is a semester-by-semester breakdown of how the student would complete the remaining requirements at UNI.

On Campus

Semester 1	Cr.
CHEM 1020	4
STAT 1772	3
LAC	8
Total	15

Semester 2	Cr.
PHYSICS 1000	4
TECH 3065	3
TECH 4187	3
LAC	3
Total	13

Semester 3	Cr.
TECH 3142	3
TECH 3143	3
LAC	9
Total	15

Semester 4	Cr.
TECH 3131	3
TECH 3180	3
LAC	9
Total	15

eLearning or Hybrid

Semester 1	Cr.
TECH 4187	3
LAC	3
Total	6

Semester 2	Cr.
STAT 1772	3
TECH 3131	3
Total	6

Semester 3	Cr.
CHEM 1020	4
LAC	3
Total	7

Semester 4	Cr.
PHYSICS 1511	4
LAC	3
Total	7

Semester 5	Cr.
TECH 3065	3
LAC	3
Total	6

Semester 6	Cr.
LAC	6
Total	6

Semester 7	Cr.
TECH 3142	3
LAC	3
Total	6

Semester 8	Cr.
TECH 3143	3
TECH 3180	3
Total	6

Semester 9	Cr.
LAC	5
Total	5

Semester 9	Cr.
LAC	3
Total	3

AGENDA ITEM #IX-B-1
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

APPOINTMENT OF VOTING DELEGATE TO THE ASSOCIATION OF
COMMUNITY COLLEGE TRUSTEES
2020 LEADERSHIP CONGRESS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Board Chair Jim Endress to serve as the voting delegate for the Association of Community College Trustees (ACCT) 2020 Leadership Congress. The Central Regional Caucus and meeting will be held virtually on September 30, 2020.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual Leadership Congress each year.

BOARD ACTION: _____

AGENDA ITEM #IX-C-1
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload, and other assignments be approved for the Summer/Fall of 2020.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Summer 2020								
Steve	Gellings		Spring 2020 ELET293 Course Completion due to Covid 19 pandemic					$1,200.00
Cassie	Mekeel		BNA Coordinator			3	$1,269.03	$3,807.09
Fall 2020								
Steve	Mihina		Writing and Assessing Placement Exam					$100.00
Michael	Skwara		Coordinator, Learning Management System					$1,726.03
Laura	Watson		Chair, Library Services					$1,726.03
Kirk	Pearson		Curriculum development for SPCH295JXX					$600.00
Kirk	Pearson	3222	SPCH295JXX	Leadership Forum		3	$473.69	$1,421.07
Kirk	Pearson		Curriculum development for SPCH295SXX					$600.00
Kirk	Pearson	3223	SPCH295SXX	Leadership Institute		3	$473.69	$1,421.07
Evan	Talbert	3223	SPCH295SXX	Leadership Institute		2	$1,423.98	$2,847.96
Athletics						1	$1,553.43	$1,553.43
Blake	Becke		Women's Basketball Coach					$7,500.00
Jennifer	Smith-Norman	3337	PHYD239N	Body Mechanics/Yoga		1.8	$546.33	$983.39
Pete	Norman		Golf Coach					$3,750.00
Pete	Norman	3314	PHYD112Y1A	Health		2	$647.27	$1,294.54
Pete	Norman	3336	PHYD227VM	Sports Officiating		2	$647.27	$1,294.54
Pete	Norman	3313	PHYD111VM	Intro to Physical Ed		2	$647.27	$1,294.54
Luke	Norman		Men's Basketball Coach					$7,500.00
Luke	Norman	3325	PHYD124VM	Theory of Football Coaching		2	$531.33	$1,062.66
Luke	Norman	3333	PHYD221VM	Physical Fitness II		2	$531.33	$1,062.66
Luke	Norman	3317	PHYD121VM	Physical Fitness I		1.8	$531.33	$956.39
Luke	Norman	3324	PHYD121DC	Physical Fitness I		1.8	$531.33	$956.39
Humanities/Social Sciences/Fine Arts								
Lenie	Adolphson	3168	HIST143Y1A	US History I		3	$546.33	$1,638.99
Lenie	Adolphson	3169	HIST144Y1A	US History II		3	$546.33	$1,638.99
Lenie	Adolphson	3170	HIST145Y1A	US History III		3	$546.33	$1,638.99
Lenie	Adolphson		Curriculum Development for HIST143					$400.00
Lenie	Adolphson		Curriculum Development for HIST144					$400.00
Lenie	Adolphson		Curriculum Development for HIST145					$400.00
Colette	Binger	3151	PSY262HB	Human Growth/Dev		3	$546.33	$1,638.99
Thompson	Brandt	3160	HUMA104VM	Intro to Humanities		3	$647.27	$1,941.82
Thompson	Brandt	3158	MUS268Y1A	Music of the USA		3	$647.27	$1,941.82
Thompson	Brandt	3159	MUS268Y1B	Music of the USA		3	$647.27	$1,941.82
Dana	Dillard	3666	PSY161DC	Intro to Psychology		3	$546.33	$1,638.99
Dana	Dillard	3776	PSY161DCB	Intro to Psychology		3	$546.33	$1,638.99
Evan	Dutmer	3667	PHIL180Y1	World Religions		3	$546.33	$1,638.99
Evan	Dutmer	3668	PHIL282Y1	Ethics			$546.33	$1,638.99
Heidi	Spotts-Manthey	3231	MUS267Y1A	Intro to Music		3	$546.33	$1,638.99
Heidi	Spotts-Manthey	3232	MUS267Y1B	Intro to Music		3	$546.33	$1,638.99
Scott	Stitch	3236	MUS154A	Aural Skills I		1	$546.33	$546.33
Scott	Stitch	3235	MUS161A	Theory I		3	$546.33	$1,638.99
Scott	Stitch	3239	MUS270	Fund of Conducting		3	$546.33	$1,638.99

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Loretta	Swanson	3240	ART110Y1	Intro to Art		3	$546.33	$1,638.99
Loretta	Swanson	3242	ART215HBN	Art History I			$546.33	$1,638.99
Loretta	Swanson	3241	HUMA104Y1E	Intro to Humanities		3	$546.33	$1,638.99
Kevyn-Ann	Sutter		Part-Time Forensics Coach					$2,250.00
Brandon	Lamm		Orchestra Director					$1,550.00
Scott	Stitch		Concert Band Director					$1,550.00
Bill	Petersen		Big Band Director					$1,550.00
Laura	Early	3669	THEA196Y1	Intro to Theatre		3	$1,294.53	$3,883.59
Sam	Fiorenza		Writing Center			0.75	$1,294.53	$970.90
Randy	Haldeman	3164	MUS254A	Aural Skills III		1	$1,294.53	$1,294.53
Chelsea	Martinez		HLC Assurance Argument			3	$1,294.53	$3,883.59
Kathrine	Perkins		Coordinator of Transitional Communication			3	$1,294.53	$3,883.59
Kathrine	Perkins		Writing Center			0.75	$1,423.98	$1,067.99
Paul	Rabideau	3194	PSY161Y2	Intro to Psychology		3	$1,294.53	$3,883.59
Jami	Spencer	3365	LTRE097Y1B	Rdg, Writing, Reasoning		1	$1,294.53	$1,294.53
Jami	Spencer		Writing Center			0.75	$1,294.53	$970.90
Cristina	Szterensus		Writing Center			0.75	$1,294.53	$970.90
James	Yeager		Coordinator of Mass Communication			3	$1,294.53	$3,883.59
Success Center								
Adam	Moderow		Success Center		TBD		$25.50	TBD
Elizabeth	Niesman		Success Center		TBD		$25.50	TBD
Beverly	Stearns		Success Center		TBD		$22.80	TBD
Leanne	Grahame		Success Center		TBD		$22.80	TBD
Jen	Grobe	3214	LIBS199VMH	FYES		2	$647.27	$1,294.54
Joan	Miller	3217	LIBS199HBB	FYES		2	$647.27	$1,294.54
Adam	Moderow	3204	RDG120VM3	College Rdg Strategies		3	$546.33	$1,638.99
Adam	Moderow	3203	RDG083VM2	College Rdg Found		3	$546.33	$1,638.99
Elizabeth	Niesman	3138	COMM084VM	Basic Written Com		3	$546.33	$546.33*
Elizabeth	Niesman	3221	LIBS199Y1B	FYES		2	$546.33	$1,092.66
Elizabeth	Niesman	3213	LIBS199VMF	FYES		2	$546.33	$1,092.66
Monica	Pierce	3211	LIBS19VMP	FYES		1	$1,294.53	$1,294.53
Nick	St.Ores	3208	LIBS199VMB	FYES		2	$531.33	$1,062.66
Nick	St.Ores	3207	LIBS199VMA	FYES		2	$531.33	$1,062.66
Nick	St.Ores	3212	LIBS199VMD	FYES		2	$531.33	$1,062.66
Nick	St.Ores	3209	LIBS199VMC	FYES		2	$531.33	$1,062.66
Anthony	Sago	3210	LIBS199VMM	FYES		2	$647.27	$1,294.54
Samantha	Schaible	3220	LIBS199V1A	FYES		2	$647.27	$1,294.54
Vicki	Schulz	3799	LIBS199Y1C	FYES		2	$647.27	$1,294.54
Amanda	Venhuizen	3216	LIBS199VME	FYES		2	$647.27	$1,294.54
Project Succeed								
Constance	Taylor	3002	MATH066AXX	Basic Algebra I		2	$488.69	$977.38
Don	Tresemer	3004	MATH158AXX	Int. Algebra I		2	$488.69	$977.38
Leanne	Grahame		Trio-Project Succeed		TBD		$22.81	TBD
Joseph	Kuligoski		Trio-Project Succeed		TBD		$22.81	TBD
Constance	Taylor		Trio-Project Succeed		TBD		$22.81	TBD
Don	Tresemer		Trio-Project Succeed		TBD		$22.81	TBD

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
MAC Lab								
Kathy	Sleezer		MAC Lab		4.5		$22.11	$99.50
Roberta	Andrews		MAC Lab		15.5		$22.11	$342.71
Roberta	Andrews		MATH058VM	MAC Lab		2	$488.69	$977.38
Roberta	Andrews		MATHY2	MAC Lab		2	$488.69	$977.38
Kristi	Fransen		MATH M1	MAC Lab		2.5	$473.69	$1,184.23
Nancy	Luepke		MATH066VM	Basic Algebra I		2	$488.69	$977.38
Nancy	Luepke		MATH F1	MAC Lab		2	$488.69	$977.38
Ellen	McGinnis		MATH C1	MAC Lab		2	$488.69	$977.38
Ellen	McGinnis		MATH D1	MAC Lab		2	$488.69	$977.38
Ellen	McGinnis		MATH E1	MAC Lab		2	$488.69	$977.38
Ellen	McGinnis		MATH A1	MAC Lab		2	$488.69	$977.38
Mark	Miller		MATH Y1	MAC Lab		2	$546.33	$1,092.66
Mark	Miller		MATH C1	MAC Lab		2	$546.33	$1,092.66
Mark	Miller		MATH D1	MAC Lab		2	$546.33	$1,092.66
Kathy	Sleezer		MATH158VM	Int. Algebra I		2	$488.69	$977.38
Kathy	Sleezer		MATH G1	MAC Lab		2	$488.69	$977.38
Don	Tresemer		MATH 055A	Basic Math		2	$488.69	$977.38
Natural Science/Math								
Jim	Dole	3648/3650	NSCI133/134\	Intro to Astronomy w/Lab		3	$546.33	$1,638.99
Jim	Dole	3649	NSCI133VMX	Intro to Astronomy w/Lab		1.9	$546.33	$1,038.03
David	Esch	3455	PHYS143Y1X	Gen Physics I		3	$1,294.53	$3,833.59
David	Esch	3456	PHYS143Y1X	Portion of Gen Physics Lab		0.71	$1,423.98	$1,011.03
John	Giuffre	3452	BIOL120NX	Foundations of A&P Lab		1.9	$546.33	$1,038.03
John	Giuffre	3451	BIOL120HB	Foundations of A&P		4	$546.33	$2,185.32
Karla	Giuffre	3321	BIOL117Y2	Nutrition		3	$1,294.53	$3,883.59
Karla	Giuffre	3770	BIOL110VMM	Portion of Princ of Biology		0.65	$1,423.98	$925.59
Tony	Grahame	3436	BIOL213VMN	Portion of A&P I		2.55	$1,294.53	$3,301.06
Martin	Hilberg	3387	MATH177VM	Portion of Statistics		2	$1,294.53	$2,589.06
Steve	Mihina	3135	MATH169VM	Portion of Applied Prac. Math		1.6	$1,294.53	$2,071.25
Juliet	Moderow	3374	BIOL116Y1A	Intro to Ecology		3	$1,294.53	$3,883.59
Juliet	Moderow	3413	BIOL211HBN	General Micro		3	$1,423.98	$4,271.94
Juliet	Moderow	3375	BIOL116YX1	Portion of Intro Ecoloby Lab		0.5	$1,553.43	$776.72
Al	Nowicki	3771	BIOL213VMB	Portion of A&P I		2.7	$1,294.53	$3,495.24
Business/Technology								
Scott	Anderson	3739	OCED290E	Work Pl Exp-EQUINE		4	$647.27	$433.67*
Scott	Anderson	3772	OCED290G	Work Pl Exp-EQUINE		2	$647.27	$213.60*
Jeffrey	Cowman	3497	INFT282HBN	A+ Certification		3.9	$488.69	$1,588.24*
Jeffrey	Cowman	3498	INFT284HNB	Networking + Certification		3.9	$488.69	$317.65*
Joseph	DeParasis	3262	EQUI117HBN	Equine Physiology		3	$546.33	$546.33*
Joseph	DeParasis	3263	EQUI145HB	Stable Management I		2	$546.33	$366.04*
Carol	Engelkens	3450	INFT295Y1	MS Publisher		1	$488.69	$83.08*
Ashley	Harms	3482	ECE125Y1	Assessment in EC Settings		3	$531.33	$1,593.99
Ashley	Harms	3479	ECE128Y2	Practicum		2.9	$531.33	$255.04*
Thomas	Harrison	3053	BUSN125HB	Math Of Business		3	$488.69	$1,466.07
Thomas	Harrison	3054	BUSN125Y2	Math Of Business		3	$488.69	$1,466.07
Roger	Hicks	3055	WELD130N	Introduction to Welding		3.9	$488.69	$1,905.89
Roger	Hicks			Curriculum Development				$488.69
Hank	Ils	3058	WELD233N	Adv Welding Processes		3.9	$546.33	$2,130.69
Melissa	Johnson	3659	ECE202DC	Curriculum In EC Settings		3	$647.27	$1,618.18*

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Mark	Kloepping	3567	WELD130DC	Introduction to Welding		3.9	$488.69	$1,905.89
Crimson	Pulver	3464	EQUI129HB	Horse Handling II		2.9	$488.69	$708.60*
Crimson	Pulver	3465	EQUI135HB	Horse Training II		2.9	$488.69	$234.57*
Crimson	Pulver	3466	EQUI141HB	Riding Instruction I		2.9	$488.69	$474.03*
Brandi	Widmer	3259	EQUI107HB	Equine Health Care I		2.9	$488.69	$234.57*
Brandi	Widmer	3260	EQUI131HB	Horse Shoeing		1.45	$488.69	$117.29*
Brandi	Widmer	3261	EQUI137HB	Riding I		2.9	$488.69	$234.57*
Kayla	Clark			COSMETOLOGY LAB - P/T Instructor	TBD		$25.66	TBD
Carol	Engelkens			OFFICE TECHNOLOGY LAB - Lab Assistant	TBD		$13.39	TBD
Carol	Engelkens			OFFICE TECHNOLOGY - P/T Instructor	TBD		$24.87	TBD
Nina	Harn			COSMETOLOGY LAB - P/T Instructor	TBD		$25.66	TBD
Heidi	Lessen			COSMETOLOGY LAB - P/T Instructor	TBD		$25.66	TBD
Dorie	Olloff			OFFICE TECHNOLOGY LAB - P/T Instructor	TBD		$25.66	TBD
Eric	Piper			AUTO BODY LAB - P/T Instructor	TBD		$25.66	TBD
Melissa	Schleuning			COSMETOLOGY LAB - P/T Instructor	TBD		$25.66	TBD
Lindsay	Vinnedge			COSMETOLOGY LAB - P/T Instructor	TBD		$24.87	TBD
Jennifer	Alderman	3474	ACCT214VM	Managerial Accounting		3	$1,294.53	$3,883.59
						1	$1,423.98	$1,423.98
Amy	Chamberlin			Cosmetology Classes		3	$1,294.53	$3,883.59
						3	$1,423.98	$4,271.70
						1.03	$1,553.43	$1,600.03
Justin	Ebert	3590	AGRI284HB	Soil Science & Lab		1.7	$1,294.53	$2,200.70
Justin	Ebert	3269	AGOC127HB	Forage Production		1.3	$1,294.53	$1,682.89
						0.1	$1,423.98	$142.40
Justin	Ebert	3645	AGOC242HB	Beef Mgmt		2.73	$1,423.98	$3,887.47
Steve	Gellings	3285	ELET220A	Motors and Controls		0.72	$1,294.53	$932.06
Steve	Gellings	3286	ELET291A	Intro to Automation		0.39	$1,294.53	$504.87
Steve	Gellings	3287	ELET297A	Adv. Program Logic Control		0.78	$1,294.53	$1,009.73
Joe	Grove	3292	ECON112Y2	Principles of Economics II		3	$1,294.53	$3,883.59
Rich	Jacobs	3294	BUSN121HB	Intro to Business		0.7	$1,294.53	$906.17
Denise	Johnson	3438	INFT137Y1	Desktop Publishing		0.6	$1,294.53	$776.72
Jeremy	Monigold			Assessment Mentor		3	$1,294.53	$3,883.59
Jeremy	Monigold	3484	INFT140Y1	Beg Excel		0.5	$1,423.98	$711.99
Jeremy	Monigold			Program Reviews Fy2020		1	$1,423.98	$1,423.98
James	Palmer	3043	AUTM235VM	Electronic Engine & Lab		2.07	$1,294.53	$2,679.68
James	Palmer	3045	AUTM242BM	Autm Electronics & Lab		0.93	$1,294.53	$1,203.91
						3	$1,423.98	$4,271.94
						0.39	$1,553.43	$605.84
Aaron	Sargent	3514	MTEC151A	Machine Processes		1.74	$1,294.53	$2,252.48
Aaron	Sargent	3518	MTEC270B	CNCMill/Adv CNC CAMII		1.26	$1,294.53	$1,631.11
						0.69	$1,423.98	$982.55
Aaron	Sargent	3516	MTEC280A	CNC Lathe I		0.78	$1,423.98	$1,110.70
Aaron	Sargent	3646	SPTP170DC	Fabrication		0.3	$1,423.98	$427.19
Kristin	Stinnett	3035	AUTM124VM	Fund of Electricity & Lab		0.32	$1,294.53	$414.25

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Kristin	Stinnett	3037	AUTM138VM	Autm Svc & Lab		2.68	$1,294.53	$3,469.34
						1.12	$1,423.98	$1,594.86
Evan	Talbert	3673	HOSP121Y1	Professional Mtg/Event		1	$1,294.53	$1,294.53
Evan	Talbert			Honors Program Director		2	$1,294.53	$2,589.06
						1	$1,423.98	$1,423.98
Todd	Vacek	3029	WELD135A	Shield Arc/Oxy		0.57	$1,294.53	$737.88
Amy	Chamberlin			Part-time Instruction Supervision				$517.84
Amy	Chamberlin			Part-time Instruction Supervision				$258.91
Denise	Johnson			Part-time Instruction Supervision				$258.92
Denise	Johnson			Part-time Instruction Supervision				$258.91
Jeremy	Monigold			Part-time Instruction Supervision				$129.46
Todd	Vacek			Part-time Instruction Supervision				$129.47
Nursing/Allied Health								
Stephanie	Eymann	3602	NURS103AX	Pharmacology Lab		2.28	$1,294.53	$2,951.53
Stephanie	Eymann	3604	NURS103AXA	Portion of Pharmacology Lab		0.72	$1,294.53	$932.07
						0.39	$1,423.98	$555.36
Jessica	Larson	3622	NURS292AX	Portion of Health/Illness Lab		3	$1,294.53	$3,883.59
						0.24	$1,423.98	$341.76
Shelly	Morgan	3695	NURS191B	Portion of Fund of Nursing		3	$1,294.53	$3,883.59
						1.84	$1,423.98	$2,620.13
Cassie	Mekeel	3501	NURS102AX	MA Clinical Procedures		3	$1,294.53	$3,883.59
						1.56	$1,423.98	$2,221.41
Cassie	Mekeel	3651	NURS103BX	Portion of Pharmacology Lab		1.28	$1,423.98	$1,425.26
Brittany	Petrelli	3632	NURS296HB	Portion of Physical Assessm		0.69	$1,294.53	$893.23
Christine	Sanders	3665	NURS191BX	Portion of Fund of Nursing		4.73	$647.27	$3,061.59
Jessica	Schneiderman	3625	NURS292VMN	Portion of Health/Illness		2.12	$1,294.53	$2,744.41
Chrislyn	Senneff	3628	NURS293A	Portion of Psychiatric Nurs		2.68	$1,294.53	$3,469.34
Connie	O'Brien	3652	NURS289HB	Legal/Ethical Issues	40		$38.00	$1,520.00
Connie	O'Brien	3636	NURs117VMA	Medical Terminology	44		$38.00	$1,672.00
Lynnette	Meurer	3626	NURS292NX	Health & Illness Lab	117		$38.00	$4,446.00
D'Anne	Homer	3623	NURS292XX	Health & Illness Lab	117		$38.00	$4,446.00
Kelly	Hartman	3608	NURS191BXX	Portion of Fund of Nursing	48		$38.00	$1,824.00
Patti	Jackson	3506	NURS107A	Intro to Phlebotomy	32		$30.00	$960.00
Patti	Jackson	3507	NURS108A	Phlebotomy Techniques	36		$30.00	$1,080.00
Patti	Jackson	3508	NURS108AX	Phlebotomy Techniques Lab	72		$30.00	$2,160.00
August								
Other Assignments								
Antwon	Harris			Student-Athlete enrichment presentation				$ 250.00

*Pro rated based on students

AGENDA ITEM #X-B-1
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE

FIRST READING – NEW POLICY 5.24
CARDHOLDER INFORMATION SECURITY

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading new policy 5.24, Cardholder Information Security, for inclusion in Chapter IV, Finance and Facilities.

BACKGROUND: New policy 5.24 is required for the College's compliance with Payment Card Industry (PCI) standards. The College must comply with PCI in order to accept credit card payments. Previously, this language appeared in the Acceptable Use Guidelines for Information Technology Services. This recommendation to create a separate policy is made in keeping with annual audit requirements.

BOARD ACTION: _____

5.24   Cardholder Information Security (Adopted   )

The College handles sensitive cardholder information regularly. Sensitive Information must have adequate safeguards in place to protect cardholder data, cardholder privacy, and to ensure compliance with various regulations. The following Payment Card Industry Compliance (PCI) factors will be in place:

1. PCI Self-Assessment Questionnaire number 3.3: The PAN (Personal Account Number) is masked when displayed and the last for digits are the maximum number of digits to be displayed.

2. PCI Self-Assessment Questionnaire number 4.2: All PAN's (Personal Account Numbers [credit card numbers]) are not to be sent via end-user messaging technologies, such as testing, instant messengers, email, etc.

3. PCI Self-Assessment Questionnaire number 9.9 (a): The College must maintain a list of devices that are capable of capturing payment card data via direct physical interaction with the card.

4. PCI Self-Assessment Questionnaire number 9.9 (b): College employees authorized to operate equipment related to capturing payment card data via direct physical interaction with the card must perform realtime inspections of the equipment to look for any tampering (such as card skimmers) or substitution. Examples of signs that a device might have been tampered with or substituted include unexpected attachments or cables plugged into the device, missing or changed security labels, broken or differently colored casing, or changes to the serial number or other external markings. Report any suspicious tampering or substitution to the Vice President, Administrative Services immediately.

5. PCI Self-Assessment Questionnaire number 9.9 (c): The College must train employees during PCI security training to look for suspicious behavior, device tampering, and substitution. No College employee may purchase any device or service relating to the processing of credit card information without approval from the Vice President, Administrative Services.

6. PCI Self-Assessment Questionnaire number 12.3.1: Explicit approval by authorized parties to use the technologies: Staff who are responsible for handling credit card transactions as a part of their job duties need to be authorized in writing (or email) to operate a credit card swipe terminal or to have an account set up for use in an online payment system.

7. PCI Self-Assessment Questionnaire number 12.3.2: Authentication to systems is required by staff to access critical technologies

8. PCI Self-Assessment Questionnaire number 12.3.3: The College maintains a list of all such devices and personnel with access, considered to need access to critical technologies.

9. PCI Self-Assessment Questionnaire number 12.3.5: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, IT offices, and the bookstore. Use of SeatAdvisor is limited to the Box Offices.

10. PCI Self-Assessment Questionnaire number 12.3.6: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, IT offices, and the bookstore. Use of SeatAdvisor is limited to the Box Offices. The network locations of these technologies are maintained.

11. PCI Self-Assessment Questionnaire number 12.3.8: The College maintains an automatic disconnect timeout for remote access technologies after a period of inactivity lasting 15 minutes.

12. PCI Self-Assessment Questionnaire number 12.3.9: Activation of remote-access technologies for vendors and business partners only when needed by vendors and business partners, with immediate deactivation after use.

13. PCI Self-Assessment Questionnaire number 12.5.3: The Vice President of Administrative Services is responsible for establishing, documenting, and distributing security incidents, response, and escalation procedures to ensure timely and effective handling of all situations.

14. PCI Self-Assessment Questionnaire number 12.8.3: The College performs due diligence in evaluating the reputation of a vendor to ensure they have a good and clean record and reputation with PCI security.

15. PCI Self-Assessment Questionnaire number 12.8.4: The College performs an annual inspection on all service providers to validate their PCI compliance using the PCI council's lookup tool. These checks are performed at least annually.

AGENDA ITEM #X-B-2
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE

FIRST READING – REVISED POLICY
POLICY ON DEFINITIONS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading revised Policy on Definitions.

BACKGROUND: The appendix to the policy manual includes acceptable use guidelines for Information Technology Services and for College-Authorized Security Cameras. The recommended revision to the Policy on Definitions includes the addition of the definition of a guideline in order to provide clarification.

BOARD ACTION: _____

POLICY ON DEFINITIONS

A.   State Regulations

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

B.   Policy

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

C.   Procedure

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

D.   Guideline

General statements. recommendations. or instructions which outline a suggested model or approach to situations. While not mandatory, guidelines may act as a unifying vision for institutional best practices.

ED.   The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

1. Employment Status:
    a. Regular Full-Time Employee
        A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

    b. Adjunct
        Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union

Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

c. Regular Part-time Employee (Benefit Eligible)
A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for insurance benefits, and generally work 12 months out of the year.

d. Regular Part-Time Employee
A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.

e. Part-Time Limited Employee
A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

f. Temporary Full-Time Employee
A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).

g. Temporary Part-Time Employee
A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.

h. Seasonal
Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

2. Pay Status:
   a. Exempt
      Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

   b. Non-exempt
      Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

3. Employee Classification:
   a. Administrative
      Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are exempt and placed at 65 or higher on the salary schedule. Administrative employees include the president, vice presidents, associate vice presidents, deans, associate deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

   b. Exempt Professional
      Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions are placed at 64 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

   c. Non-exempt Professional
      A non-exempt professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

   d. Faculty
      Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. Classified
Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. Student Worker
Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

FE. Grievance Procedures

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.

AGENDA ITEM #X-B-3
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE

SECOND READING – NEW POLICY 3.28
PROHIBITION OF SEX-BASED MISCONDUCT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading new policy 3.28, Prohibition of Sex-based Misconduct, which is recommended for inclusion in Chapter III, Student. The new policy complies with the Title IX regulations published in May 2020.

BACKGROUND: Title IX prohibits sex discrimination in educational institutions receiving federal funding. The Department of Education rescinded previous guidance on Title IX and provided Interim Guidance on Campus Sexual Misconduct in 2017. New Title IX regulations were released in May 2020 and require institutions to adopt and publish a policy and grievance procedures in compliance with the new regulations. This policy does not replace Policy 4.023, which meets the requirements of Title VII. Nor does it replace Policy 3.27, which complies with the Illinois' Preventing Sexual Violence in Higher Education Act (110 ILCS 155).

The Illinois Community College Chief Student Services Officers (ICCCSSO) developed an agreement with Robbins Schwartz for draft policy and procedural templates to be made available to Illinois community colleges. This policy was customized for Highland Community College from that draft policy and approved by the Policy Review Committee on August 20, 2020.

No additions or revisions have been made since Trustees approved the first reading at their September 9, 2020, quarterly retreat.

BOARD ACTION: _____

3.28   Prohibition of Sex-Based Misconduct (Adopted   )

A.   Policy Statement

Highland Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Sexual and Other Harassment policy 4.034.

It is the policy of Highland Community College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

B.   Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the vice president of student development and support services as the Title IX Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

C.   Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based

misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

D.   Implementing Procedures

The College will establish, maintain, and publish procedures implementing this policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), campus law enforcement, campus security authorities, investigators, adjudicators, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

AGENDA ITEM #X-B-4
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

PLANNED RETIREMENT PROGRAM FOR FULL-TIME ADMINISTRATIVE, PROFESSIONAL, AND CLASSIFIED NONUNION EMPLOYEES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the Planned Retirement Program for full-time Administrative, Professional, and Classified nonunion employees with a program end date of June 30, 2021.

BACKGROUND: All union employees currently may participate in a Planned Retirement Program through the end of the contract year, June 30, 2020. The approval of this action will allow the remaining Administrative, Professional, and Classified nonunion employees, a comparable option.

All eligible full-time employees may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of the retirement by the Board of Trustees, qualified employees will receive a raise up to 3% on their base salary for each of the last years of service. This salary increase will default to an annual 3% if the employee's annual earnings are equal to or less than the previous year's earnings. If the employee's annual earnings otherwise increase in a given year due to circumstances other than this planned retirement program, the retirement program raise will be reduced so that the annual increase equals 3%. Earnings for the purpose of this provision are defined as any earnings used to calculate the Final Rate of Earnings (FRE) as defined by SURS.

An employee may participate in the Planned Retirement Program for less than three years, but may not exceed three years.

At the discretion of the Board of Trustees, the number of planned resignations may be limited to 5 individuals per year. Should the Board exercise this option, resignations will be accepted on a seniority basis.

To be eligible for the Planned Retirement Program, employees must submit an irrevocable written notice of retirement to the Human Resources Director up to two years in advance of their retirement date and meet one of the following criteria at the time of the notice of retirement is presented:

a. At least 62 years old and 15 years of SURS or any reciprocal pension system service credit; or
b. At least 55 years old and 20 years of SURS or any reciprocal pension system service credit or

BOARD ACTION: _____

c. Any age with 30 years of SURS or any reciprocal pension system service credit.

Participation in the Planned Retirement Program will have no effect on the accumulation of accrued unused sick days or the conversion of sick days toward years of service for retirement.

Beginning October 1, 2020, an eligible employee desiring to enroll in the Planned Retirement Program will submit an irrevocable written notice of retirement at least 60 days prior to the beginning of the next quarter. The program end date will be June 30, 2021.

AGENDA ITEM #X-C-1
SEPTEMBER 22, 2020
HIGHLAND COMMUNITY COLLEGE BOARD

APPROVAL OF FACULTY REQUESTING TO PARTICIPATE IN THE
PLANNED RETIREMENT PROGRAM

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the requests from the following faculty members to participate in the Planned Retirement Program.

Denise Johnson, planned retirement May 2021
Cristina Szterensus, planned retirement May 2023
Richard Jacobs, planned retirement December 2023

BACKGROUND: In the Faculty Contract approved by the Board of Trustees on August 6, 2020, Article VIII Salary and Rates of Pay, J. Planned Retirement Program, faculty members may submit an irrevocable written notice of retirement to the Director of Human Resources up to three years in advance of their retirement date. Upon acceptance of participation in the Planned Retirement Program by the Board of Trustees, qualified employees will receive outlined compensation. This request verifies that the individuals are qualified based on the criteria enumerated in the agreement and have put forward irrevocable requests. The number of planned retirement resignations is under 10% of the full-time faculty for the year.

BOARD ACTION: _____