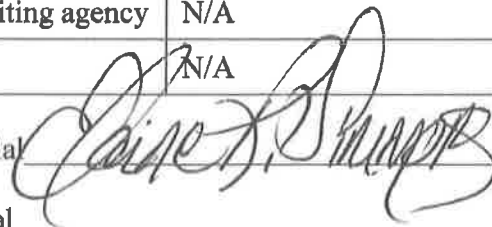


New Program Request Form CA1

General Information

Institution submitting proposal	Barton Community College
Name, title, phone, and email of person submitting the application (contact person for the approval process)	Elaine Simmons, Vice President of Instruction 620-792-9214 simmonse@bartonccc.edu
Identify the person responsible for oversight of the proposed program	Mary Foley Executive Director of Workforce Training and Economic Development 620-792-9278 foleym@bartonccc.edu
Title of proposed program	Agriculture Mechanics-Top Tech
Proposed suggested Classification of Instructional Program (CIP) Code	01.0205
CIP code description	Agricultural Mechanics and Equipment/Machine Technology
Standard Occupation Code (SOC) associated to the proposed program	49-3041.00
SOC description	Farm Equipment Mechanics and Service Technicians
Number of credits for the degree <u>and</u> all certificates requested	50 credit hour certificate
Proposed Date of Initiation	Fall 2023
Specialty program accrediting agency	N/A
Industry certification	N/A

Signature of College Official



Date



Signature of KBOR Official

Date

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

Institutions requesting subordinate credentials need only submit the following sections:

1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.
 - Barton has maintained a partnership with Case New Holland (CNH) since 1995. Since that time, the College has provided a continuing education training program for currently employed CNH technicians.
 - CNH has now requested Barton develop a program to train an emergent workforce. This would provide dealerships with a pool of trained individuals to hire.
 - According to the Kansas Occupational Outlook the need for farm equipment mechanics will increase by 12.3% over the next 10 years. The median salary is \$46,480.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.
 - This program is intended for students seeking to work at an agriculture equipment dealership. Students will gain basic knowledge and learn skills suitable for the repair of agricultural equipment.
- List and describe the admission and graduation requirements for the proposed program.
 - Certificate Seeking: A student seeking a certificate from Barton is not required to submit secondary education documents to meet certificate completion requirements. Students seeking a degree from Barton should meet with their academic advisor prior to sending any post-secondary transcripts to Barton.
 - The following degree- or certificate-seeking students will be admitted as Regular Students:
 - The student must declare a degree or certificate program of study, and
 - A graduate of an accredited high school, or

- A graduate of a recognized home school, or
- A student who has passed the General Education Development (G.E.D.) examination.
- Graduation requirements
 - Student must complete the required 50 credit hours and maintain an overall grade point average of 2.0 to be eligible for certificate completion.

Demand for the Program

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.
 - According to the Kansas Department of Labor's Occupational Outlook

Occupational Code	Occupational Title	Employment		Change in Employment		
		Base Year 2020	Projected Year 2030	Numerical	Percent	Percent: Annual
49-3041	Farm Equipment Mechanics and Service Technicians	1,362	1,529	167	12.3%	1.2%

Occupational Code	Occupational Title	Openings due to					
		Exits	Exits: Annual	Transfers	Transfers: Annual	Numerical Change	Numerical Change: Annual
49-3041	Farm Equipment Mechanics and Service Technicians	491	43	977	98	167	17

Occupational Code	Occupational Title	Wages {2}	
		Annual Mean	Annual Median
49-3041	Farm Equipment Mechanics and Service Technicians	\$46,630	\$46,480

Occupational Code	Occupational Title	Education and Training {3}		
		Typical Education Needed for Entry	Work Experience in a Related Occupation	Typical On-the-Job Training needed to Attain Competency
49-3041	Farm Equipment Mechanics and Service Technicians	high school diploma or equivalent	None	Long-term on-the-job training

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
 - Appendix A
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
 - Appendix B
- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.
 - Barton Community College has a long-standing partnership with CNH Industrial America. Every year since 2008, the organization sends an average of 332 tractor technicians to the Great Bend campus to receive intensive training on high-tech farming equipment. This partnership is considered one of Barton's strongest and most successful.

- After completion of the FY22 CLNA, a request to develop a certificate program was initiated by the CNH (Case-New Holland) Industrial America's Dealer Technician Program Manager. The objective is to create a certificate program to create qualified technicians who will be hired to service CNH equipment sold to customers locally as well as across the nation. The long-term occupational projection indicates 45 annual job openings in our region.
- Please see Appendix C for more information.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CAI materials for review purposes. The agreement will not be published or posted during the comment period.
 - Barton Community College has been providing continuing education training to CNH technicians since 2008. Because of this longtime partnership, the Manager of CNH Industrial's Top Tech program brought this potential new program to us for development. KanEquip and Bruna Brothers Equipment, local CNH dealers, have committed to loaning Barton equipment for training purposes.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

Name of Institution	Program Title	Number of Declared Majors	Number of Program Graduates	Number of Graduates Exited and Employed	Annual Median Wage for Grads Exited and Employed
Fort Scott CC	Agricultural Mechanics and Equipment/Machine Technology/Technician	37	15	12	\$51,559
Garden City CC	Agricultural Mechanics and Equipment/Machine Technology/Technician	38	17	17	\$51,453
Hutchinson CC	Agricultural Mechanics and Equipment/Machine Technology/Technician	30	5	*	*
North Central KS Tech College	Agricultural Mechanics and Equipment/Machine Technology/Technician	22	8	8	*

Pratt CC	Agricultural Mechanics and Equipment/Machine Technology/Technician	8	*	*	NR
----------	--	---	---	---	----

* = Small Cell suppression used to protect student privacy in accordance with FERPA and HEOA guidelines

NR = No values were reported

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.
 - Due to the unique nature of the Barton-Case New Holland partnership and the program requested, we did not pursue a collaboration with other institutions. However, if the opportunity arises in the future we are certainly open to those discussions.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.
 - Appendix D
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
 - Appendix E
 - The Ag Mechanics-Top Tech Program is a one exit point – certificate program. Students may complete the certificate in two semesters.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.
 - Appendix F
 - It is Barton's intent to offer these courses in a condensed format. Offering classes Monday-Friday 8:00 am to 5:00 pm.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.
 - If seeking accreditation, also describe the plan to achieve it.
 - Not applicable

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
 - Associate Degree in Diesel Mechanics or Agriculture Equipment Mechanics and/or Two Years Industry Experience in Agriculture or Heavy Construction Equipment Maintenance or Master Technician in Case- New Holland Equipment.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
 - Appendix G
- Provide Excel in CTE fee details on the **CA-1b form**.
 - Barton Community College does not charge fees to the high school students enrolled in CTE courses/programs.
- If the program is requesting Perkins funding, provide details on the **CA-1c form**.
 - Appendix G
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
 - N/A
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
 - Barton Community College was the recipient of approximately \$1.8 million in American Rescue Plan Act (ARPA) funds from the Department of Commerce. This funding requires 1:1 match from the institution. Using the \$3.6 million that will be generated with the required matching funds, Barton will construct a new 14,000 square foot building that will house Barton's Commercial Driver's License, Agriculture Mechanics-Top Tech, Crop Protection, and Animal Science Programs. The portion of the new Ag and Transportation Complex allotted for the Agriculture Mechanics-Top Tech program will have a shop, classroom, and office space for the instructor.
 - CNH Industrial has committed to providing training aids.
 - KanEquip and Bruna Brothers Implement have committed to loaning training equipment as needed.

Program Review and Assessment

- Describe the institution's program review cycle.
 - BCC CTE programs go through a biennial instructional review process. Once the instructional review is completed, program administration provide quarterly goal updates to the Dean of Workforce Training and Community Education and the Vice President of Instruction.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(Including a list of the business and industry members)
 - Curriculum Committee
 - Governing Board
(Including a list of all Board members and indicate those in attendance at the approval meeting)
 - Appendix H

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

Appendix A



Peter Steiner
CNH Industrial
Racine Training Center
2601 Oakes Rd.
Sturtevant, WI 53177

September 8, 2022

Subject: Ag Mechanics-CNH Industrial Top Tech Program

Dear Kansas Board of Regents,

CNH Industrial, parent company of Case IH and New Holland Agriculture and Case Construction equipment has identified a growing need for technicians in our dealer network. In response, we have developed the CNH Industrial Top Tech Program. The Top Tech Program is a joint effort with our dealers and Technical Colleges to raise awareness of great career opportunities as Agriculture Equipment Technicians.

CNH Industrial has been an industry partner with Barton Community College since 1995, as they have been providing training programs for our existing dealership workforce in the Kansas region. We intend to continue this relationship as it provides educational and growth opportunities for the current employees at our dealerships.

While it is important to offer training for existing workforce, we find it necessary for Barton Community College to take the next step and develop a program to attract new individuals into our industry and offer an entry level educational program for Ag Mechanics. According to the Kansas Occupational Outlook, this industry is expected to grow 8.9% by 2026 in South Central Kansas.

CNH Industrial supports the development of the Ag Mechanics program and will partner with Barton Community College as a Top Tech location. We will offer continued support with training aids, assistance in curriculum development and promotion of the program. Our dealer network is poised to support students with scholarships and internships to assist with student success.

We value the success of Barton Community College in developing individuals prepared for the workplace. The need for Ag Mechanics to support the equipment used by farmers is vital to our company and dealership success. This program will help fill the gap in the workforce while providing good paying jobs in Kansas communities where dealers are located.

Peter Steiner
Manager CNH Industrial Top Tech Program



August 1, 2022

Kansas Board of Regents
1000 SW Jackson Street, Suite 250
Topeka, Kansas 66612-1368

To Whom It May Concern,

We are writing you in support of the Barton Community College Ag Mechanics-CNH Top Tech Program. The need for individuals who are skilled in diagnosing and repairing ag equipment is at an all-time high. At this moment we are seeking to hire 11 diesel technicians across our 13 locations in Kansas. KanEquip's goal is to hire a student service technician intern for each of its location by May of 2023. To support the agriculture industry in Kansas, KanEquip is in need of diesel technicians.

KanEquip is dedicated to attracting and retaining talented technicians through our student service technician internship. This paid internship is designed to provide experiences in diagnosing and repairing ag equipment along with exploring career pathways within the company. We view students who are enrolled in the CNH Top Tech program as ideal candidates for internships at KanEquip.

Our full-time Ag Technician Recruiter and Trainer is available to interview students for internships and full-time positions. We also provide tours for students who are seeking an inside look of this rewarding career.

Through the North America Equipment Dealers Association (NAEDA), KanEquip offers a scholarship for students to use while they attend school. Upon graduation KanEquip provides 100% repayment of the following: tuition and fees, tools and toolbox, books, room and board.

With over 55 years of providing quality products, support and innovative solutions to ag producers, KanEquip is prepared to support Barton Community College Ag Mechanics – CNH Top Tech Program with equipment and other needs for curriculum success.

KanEquip, Field Support Office • 408 Lincoln Ave. • Wamego, KS 66547
O: 785-456-2083 • Fax: 785-456-1999
www.kanequip.com

From: Martin Dulohery
Sent: Monday, September 12, 2022 10:30 AM
Subject: Please forward Barton Tech Center support letter

WARNING:

This E-mail originated from **OUTSIDE** our organization.

Confirm the sender's address before clicking on links or opening attachments!!

Bruna Brothers Implement, LLC
1128 Pony Express Hwy
Marysville, KS 66508

9/12/2022

Barton Community College
245 NE 30 RD
Great Bend, KS 67530

Dear Barton Community College,

Please forward this letter of support to anyone that may be of assistance in getting the Technician Training Center approved and completed.

Bruna Brothers Implement, LLC is a Case IH dealership that has six locations in North Central and Northeast Kansas along with one location in Southeast Nebraska. We strongly support your efforts to build a program that will educate students here in this state.

Bruna Implement is suffering from a severe shortage of technicians and are looking at retirements of a large portion of our workforce in the next ten years. There are not enough 1st rate training programs, in central Kansas, for young people with the gift of being able to make these high-tech machines work.

We gladly offer multiple scholarships every year to students that come out of High School with nothing. They are paid for their onsite dealership placement and training, during school breaks, so they have money to get by on. They end up with training, tools, and long-term placement in a good paying, stable, career. We only ask that they stay with us for a pre-determined portion at the beginning of their career.

We are a successful dealership that tries to keep inventory on hand. We are more than happy to share what we have if it will help educate students.

I personally spent over a decade as a vocational instructor and cannot stress enough how excited I am that Barton is willing to build this program. I hope that we can all work together to help our High School graduates become a key component to the production of food in the U.S. and productive members of society.

We regularly interview for these internships and are excited that the Barton Community College is going to be a part of developing students for careers that can make them happy and financially solid for the rest of their lives. My contact information is below. Please share it with any potential students that want a team to be a part of and I will gladly set up interviews.

Thank you,
Martin Dulohery
CEO, Brunas Brothers Implement, LLC.
785-747-8173

From: Steve Hayes
Sent: Monday, September 12, 2022 4:23 PM
To: Foley, Mary; Bogner, Mark
Subject: Ag Mechanics CNH Top Tech Program.

**** WARNING!! **** This email is not from any bartonccc.edu user at Barton Community College! DO NOT click on any links or open any attachments unless you know the sender, expected this email and that the contents are safe!!!

To whom it may concern:

I support the need for an Ag Mechanics CHN Top Technician program, I feel that there is a strong need from schools that feed the CNH dealership network. I will support by possibly hiring students and being on the advisory board for the program. Barton Community College has a very beneficial opportunity with CNH and support of dealerships to bring an opportunity for the students graduating from the program to fill a need in the industry and a longtime future for the student in employment. If you have any questions, you may contact on my cell # below. Thanks for your time.

Thanks,

Steven Hayes
Technical Service Specialist
13275 US Route 42 N
Plain City, Ohio 43064
Office: 740-363-1341 Ext 138
Cell: 740-403-4010



Appendix B

GREAT BEND HIGH SCHOOL

2027 MORTON STREET · GREAT BEND, KANSAS 67530 · (620) 793-1521 · FAX (620) 793-1537

September 12, 2022

To whom it may concern:

By way of introduction, my name is Lacy Wolters, and I serve as the ACT/Career Coordinator at Great Bend High School. I work with our students to aid them in determining post-secondary plans. Over the years, I have worked closely with Barton Community College as we have a large percentage of students that attend BCC after high school and/or attend while in high school.

We are in support of Barton Community College offering the new certificate program: Agriculture Mechanics - Top Tech. We feel this program would be very beneficial not only to our students, but all students in our region. This program will allow students to receive the training necessary to pursue careers in an industry that is in high demand.

Sincerely,

Lacy Wolters

ACT/Career Coordinator

Great Bend High School

620-793-1521

lacy.wolters@usd428.net

"IT'S ABOUT RESPECT"

Appendix C

Appendix 1

From: STEINER Peter (CNH Industrial)
Sent: Friday, August 13, 2021 3:53 PM
To: Bogner, Mark; Kottas, Kathleen; Foley, Mary
Subject: Top Tech Program

It was great to meet with you today. I look forward to working with you on this exciting initiative. I have attached the presentation that I covered today and the request for information. If you have any questions, please let me know.

Peter Steiner
Top Tech
Dealer Technician Program Manager
CNH Industrial America
Racine Ops Building
Racine, WI 53406
Mobile: +1 262-930-1209

From: STEINER Peter (CNH Industrial)
Sent: Thursday, August 5, 2021 12:42 PM
To: Foley, Mary
Cc: Kottas, Kathleen; Bogner, Mark
Subject: RE: Meeting Follow-up

Mary,

Following up on this discussion.

Attached is some additional information regarding the Top Tech program. Will you have some time next week for a call to talk about next steps?

Peter Steiner
Top Tech
Dealer Technician Program Manager
CNH Industrial America
Racine Ops Building
Racine, WI 53406
Mobile: +1 262-930-1209
Email:

From: Foley, Mary
Sent: Tuesday, June 29, 2021 8:39 AM
To: STEINER Peter (CNH Industrial)

Cc: Kottas, Kathleen; Bogner, Mark
Subject: RE: Meeting Follow-up

Thank you Pete, this is very helpful. I am working through the internal processes for new programming, I'll be in touch with next steps.

Mary

From: STEINER Peter (CNH Industrial)
Sent: Monday, June 28, 2021 1:44 PM
To: Foley, Mary
Cc: Kottas, Kathleen; Bogner, Mark
Subject: RE: Meeting Follow-up

Thanks for the information on the other schools. I have attached a file with information regarding curriculum and the Level 1 courses. Let me know if you require additional information.

Thanks

Peter Steiner
Top Tech
Dealer Technician Program Manager
CNH Industrial America
Racine Ops Building
Racine, WI 53406
Mobile: +1 262-930-1209
Email:

From: Foley, Mary
Sent: Tuesday, June 1, 2021 11:42 AM
To: STEINER Peter (CNH Industrial)
Cc: Kottas, Kathleen; Bogner, Mark; Foley, Mary
Subject: Meeting Follow-up

Pete,

I was nice seeing you last week. I have done a little research on other Ag Mechanics and Diesel Mechanics programs in the state, below is a list of those programs.

Ag Mechanics

1. Pratt Community College
2. Hutchinson Community College
3. Garden City-John Deere branded

Diesel Mechanics

1. Salina Tech
2. North Central Kansas Tech (Beloit/Hays)
3. Seward Community College (Liberal)
4. Dodge City Community College
5. Highland Community College
6. Washburn Tech (Topeka)

Mark and I are meeting tomorrow to discuss coursework, but the preliminary list of classes is below. Please let us know your thoughts.

Program would teach the following:

1. Engines
2. Transmission systems
3. Final Drive Systems
4. Hydraulics
5. Cab and Chassis electrical
6. Electronics and Control systems
7. Precision Guidance systems
8. Harvesting equipment
9. Application and Seeding equipment
10. Hay and Forage equipment
11. Land Management and Drainage systems

Other courses to consider

1. Technical Math
2. Internship
3. Welding

Just our initial thoughts, we are open to suggestions. If you would send us the requirements for your level one certification we will certainly include those courses in the plan.

Mary Foley
Executive Director
Workforce Training and Economic Development
620-792-9278

Appendix D

Course Number: CNHI 1220
Course Title: Introduction to DC Electrical Systems
Credit Hours: 3
Course Description: This course is designed to develop an understanding related to the principles of basic DC electrical components and circuits. The student will learn and apply ohm's law to interpret wiring diagrams and troubleshoot electrical circuits. This course also introduces the use of electrical test equipment and focus on basic circuit concepts with the ability to diagnose basic electrical circuits.

Course Number: CNHI 1221
Course Title: Electrical System Diagnostics
Credit Hours: 3
Course Description: In this course students will learn to diagnose, test and repair mobile electrical and electronic systems using manufacturer specified electronic software, literature, troubleshooting charts and wiring diagrams. The student will be introduced to the complete service, repair, or replacement procedures on agricultural and construction equipment electronic systems. As well as identify, locate, service, test and repair connectors, sensors, actuators, switches and control modules, using on-board diagnostic systems and Digital Volt-Ohm meters.

Course Number: CNHI 1222
Course Title: Introduction to Fluid Power Systems
Credit Hours: 3
Course Description: This course is designed to develop an understanding of the fundamentals, theory and application of mobile hydraulic principles. The student will locate and identify machine components from schematics; draw and read schematics; and identify fittings, seals and components used in hydraulic systems on agricultural and construction equipment. Emphasis is placed on Pascal's Law and principals use to calculate hydraulic pressure-flow-work/power relationships. Ability to identify and understand Hydraulic principles and operation of pumps, control valves, actuators, heat exchangers and fluids used on mobile equipment is covered in this course. The student will be introduced to failure analysis, diagnostics and reconditioning of hydraulic components.

Course Number: CNHI 1223
Course Title: Hydraulic Systems Diagnostics
Credit Hours: 3
Course Description: This course is designed to understand hydraulic systems operation, testing, adjustment, maintenance, and repair procedures for pilot operated hydraulic systems, load sensing pressure compensated hydraulic systems, electro-hydraulic systems, and hydrostatic systems specific to agricultural and construction equipment. The student will learn the ability to identify the different systems and components, trace the oil flow through the systems, discuss their operation and application, and troubleshoot live hydraulic systems. Introduction to use of on-board diagnostic systems, flow meters, pressure gauges/transducers, and hydraulic schematics to diagnose hydraulic system malfunctions.

Course Number: CNHI 1229
Course Title: Final Drives/Undercarriage
Credit Hours: 3
Course Description: This course is designed to learn the proper procedures used to diagnose, inspect, and overhaul mechanical power trains including, bevel gear set, worm gear, bull gear final drives. The student will become familiar with undercarriage (track) terminology and maintenance for both agriculture and construction equipment undercarriage systems. The student will also be able to identify components, measure wear, perform appraisals, and troubleshoot abnormal wear patterns/premature failures in agriculture and construction equipment undercarriage systems.

Course Number: CNHI 1230
Course Title: Heating Ventilation and Air Conditioning (HVAC)
Credit Hours: 3
Course Description: This course will cover the principles of air conditioning and its relationship to the heating system as well as the various types and the diagnosis of malfunctions, testing and repair. Practical experience is performed on live systems: recovering, evacuating, component replacement, charging and performance testing of the systems.

Course Number: CNHI 1231
Course Title: Introduction to Shop Service Applications
Credit Hours: 2
Course Description: This course is designed to introduce the student to the general shop practices and policies as it relates to management procedures including parts ordering and inventory, repair order writing, labor recovery, billing efficiency, payroll, employee-employer relations, customer relations and communication skills.

Course Number: CNHI 1232
Course Title: Precision Farming Systems/Applications
Credit Hours: 2
Course Description: This course is designed to introduce fundamental components of precision agriculture. Topics covered as follows: the global positioning system (GPS), geographic information systems (GIS), remote sensing, yield monitoring, variable rate application (VRA), telematics data collection and analysis and decision making for agriculture.

Course Number: CNHI 1233
Course Title: Electronic Service Tool Applications (EST)
Credit Hours: 2
Course Description: This course is designed to introduce the student to the EST and its uses/applications. The student will learn the ability to connect to, and diagnose equipment, program download controllers, displays, and modules. Emphasis is placed on fault code resolutions, and use of monitoring and testing systems within the EST. This course also introduces the ability to connect to equipment using the Remote Service Tool (RST) application. The student will learn to program download controllers, monitor systems, and provide assistance to the customer remotely.

Course Number: MATH 1806
Course Title: Technical Mathematics
Credit Hours: 3
Prerequisites: MATH 1809 Basic Applied Mathematics with a grade of C or better OR having passed Module 4 in College Preparatory Mathematics OR an appropriate placement score.

Course Description: This course covers the mathematics needed by students enrolled in technical or trade programs. The emphasis will be on application in solving problems encountered in vocational fields; the student will be exposed to a broad coverage of arithmetic, algebra, geometry and basic statistics. The metric system and measurement techniques will also be covered.

Course Number: COMM 1200
Course Title: Interpersonal Communication
Credit Hours: 3
Prerequisites: None
Course Description: This course is designed to help students develop skills in communication and to acquire an understanding of verbal and nonverbal communications as a vital human relations factor in our society.

Course Number: COMM 1230
Course Title: Public Speaking
Credit Hours: 3
Prerequisites: None
Course Description: This course includes a study of the theoretical principles underlying effective communicative behavior, and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers.

Course Number: COMM 1222
Course Title: Technical Communications
Credit Hours: 3
Prerequisite: ENGL 1200 Business English, ENGL 1194 Intermediate English, ENGL 1199 Principles of Grammar, or ENGL 1204 English Composition I with a grade of C or better or ACT English Score of 17-36, Accuplacer Sentence Skills Score of 69-120, ASSET Writing Skills Score of 40-54, or COMPASS Writing Skills Score of 65-100.
Course Description: This course is designed primarily for students who need training and practice in writing skills pertaining to their own fields. It will involve familiarity with the journals, with research techniques, report and letter writing and basic mechanical skills.

Appendix E

Ag Mechanics Top Tech



Certificate (Total Credit Hours – 50)

REQUIREMENTS			
See Advisor for Transfer Information			
<input type="checkbox"/> CNHI	1220	Introduction to DC Electrical Systems	3
<input type="checkbox"/> CNHI	1221	Electrical System Diagnostics	3
<input type="checkbox"/> CNHI	1222	Introduction to Fluid Power Systems	3
<input type="checkbox"/> CNHI	1223	Hydraulic Systems Diagnostics	3
<input type="checkbox"/> CNHI	1224	Consumer Products/Small Gas Engines	3
<input type="checkbox"/> CNHI	1225	Diesel Engine Theory and Overhaul	4
<input type="checkbox"/> CNHI	1226	Introduction to Fuel Systems	3
<input type="checkbox"/> CNHI	1227	Emission Systems and Diagnostics	3
<input type="checkbox"/> CNHI	1228	Powertrains/Transmissions	4
<input type="checkbox"/> CNHI	1229	Final Drives/Undercarriage	2
<input type="checkbox"/> CNHI	1230	Heating Ventilation and Air Conditioning	3
<input type="checkbox"/> CNHI	1231	Introduction to Shop/Service Applications	2
<input type="checkbox"/> CNHI	1232	Precision Farming Systems/Applications	2
<input type="checkbox"/> CNHI	1233	Electronic Service Tool Applications	3
<input type="checkbox"/> MATH	1806	Technical Math	3
<input type="checkbox"/> COMM	1200 or 1230	Interpersonal Communications or Public Speaking	3
<input type="checkbox"/> COMM	1222	Technical Communications	3
<input type="checkbox"/>			
TOTAL			50

Review Date 00/00
Effective Date 00/00

Student Name: _____ ID#: _____

Placement Scores: ___English ___Math ___Reading

www.bartonccc.edu

1-800-748-7594

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

Appendix F

Ag Mechanics Top Tech Semester Guide



Certificate (Total Credit Hours – 50)

REQUIREMENTS			
See Advisor for Transfer Information			
SEMESTER ONE			
<input type="checkbox"/> MATH	1806	Technical Math	3
<input type="checkbox"/> CNHI	1220	Introduction to DC Electrical Systems	3
<input type="checkbox"/> CNHI	1221	Electrical System Diagnostics	3
<input type="checkbox"/> CNHI	1222	Introduction to Fluid Power Systems	3
<input type="checkbox"/> CNHI	1223	Hydraulic Systems Diagnostics	3
<input type="checkbox"/> CNHI	1224	Consumer Products/Small Gas Engines	3
<input type="checkbox"/> CNHI	1225	Diesel Engine Theory and Overhaul	4
<input type="checkbox"/> CNHI	1226	Introduction to Fuel Systems	3
Semester Total			25
SEMESTER TWO			
<input type="checkbox"/> CNHI	1227	Emission Systems and Diagnostics	3
<input type="checkbox"/> CNHI	1228	Powertrains/Transmissions	4
<input type="checkbox"/> CNHI	1229	Final Drives/Undercarriage	2
<input type="checkbox"/> CNHI	1230	Heating Ventilation and Air Conditioning	3
<input type="checkbox"/> CNHI	1231	Introduction to Shop/Service Applications	2
<input type="checkbox"/> CNHI	1232	Precision Farming Systems/Applications	2
<input type="checkbox"/> CNHI	1233	Electronic Service Tool Applications	3
<input type="checkbox"/> COMM	1200 or 1230	Interpersonal Communications or Public Speaking	3
<input type="checkbox"/> COMM	1222	Technical Communications	3
Semester Total			25
TOTAL			50

Review Date 00/00
Effective Date 00/00

Student Name: _____ **ID#:** _____ **Placement Scores:** ___English ___Math ___Reading

www.bartonccc.edu

1-800-748-7594

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

Appendix G

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Carl D. Perkins funding eligibility.

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as "Technical Program" in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as "Technical Program" in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Barton Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Mary Foley Executive Director of Workforce Training and Economic Development 620-792-9278 foleym@bartonccc.edu
Name, title, phone, and email of the Perkins Coordinator	Krystall Barnes Perkins Coordinator barnesk@bartonccc.edu 620-792-9332
Program Name	Agriculture Mechanics-Top Tech
Program CIP Code	01.0205
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate C-50 credit hours
Number of concentrators for the educational level	16 full time students
Does the program meet program alignment?	N/A
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	<ul style="list-style-type: none"> Barton Community College has a long-standing partnership with CNH Industrial America. Every year since 2008, the organization sends an average of 332 tractor technicians to the Great Bend campus to receive intensive training on high-tech farming equipment. This partnership is considered one of Barton's strongest and most successful. After completion of the FY22 CLNA, a request to develop a certificate program was initiated by the CNH (Case-New Holland) Industrial America's Dealer Technician Program Manager. The objective is to create a certificate program to create qualified technicians who will be hired to service CNH equipment sold to customers locally as well as across the nation. The long-term occupational projection indicates 45 annual job openings in our region. Please see Appendix C for more information.

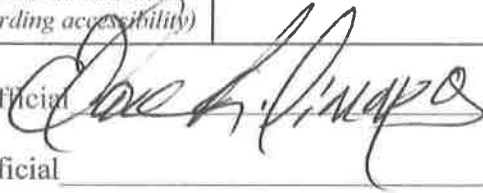
Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Perkins funds will be used to assist in the purchase of startup tools, equipment, and software.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes

Signature of College Official



Date



Signature of KBOR Official

Date

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Barton Community College

Proposed Program: Agriculture Mechanics-Top Tech

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		14	0	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing: 0	New: 1	Funding Source:
Full-time	# 1	\$	\$ 50,000	College General Budget
Part-time/Adjunct	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 989,000	American Rescue Plan Funds and Barton Community College Foundation	
F. Technology and/or Software		\$		
G. Other (Please identify; add lines as required)				
Total for Implementation Year		\$1,039,000		
PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		14	0	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 1	\$ 51,500	\$	College General Fund
Part-time	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$ 4,000	Perkins Funds and Student Fees	
D. Instructional Supplies and Materials		\$ 2,000	Student Fees	
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other (Please identify; add lines as required)				
Total for Program Sustainability		\$57,500		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Please indicate any additional support and/or funding for the proposed program:

- Barton Community College was the recipient of approximately \$1.8 million in American Rescue Plan Act (ARPA) funds from the Department of Commerce. Using the \$3.6 million that will be generated with the required matching funds, Barton will construct a new 14,000 square foot building that will house Barton's Commercial Driver's License, Agriculture Mechanics-Top Tech, Crop Protection, and Animal Science Programs. The portion of the new Ag and Transportation Complex allotted for the Agriculture Mechanics-Top Tech program will have a shop, classroom, and office space for the instructor.
- CNH Industrial has committed to providing training aids.
- KanEquip and Bruna Brothers Implement have committed to loaning training equipment as needed.
- The addition of a full-time faculty member will be included in Barton's strategic planning process.
- Tools required for the startup of the program are minimal. When Barton's automotive program was closed at the end of FY21, tools beneficial to this program were retained and stored. Tools will also be shared with our current CNH partnership continuing education program.
- Once students are enrolled, they will be assessed fees to purchase tools that they will use while in the program and then keep when they are done with their education at Barton.
- There are various funding opportunities that this program will benefit from once it is fully implemented that will provide additional tools and supplies that may be needed. For example, Barton's Foundation has a grant program that allows faculty to apply for up to \$2500 to purchase instructional aids. It is also Barton's intent to apply for Perkin's funding, with the hope that will support equipment expenditures.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

Appendix H

AGENDA/MINUTES	
Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	5/11/2022
Time	3:30 – 4:30 pm
Location	Zoom https://zoom.us/j/5354602075

Facilitator		Brian Howe			Recorder		Sarah Riegel		
Team members								Present X Absent O	
	Team 1		Team 2		Team 3		Additional		Non-voting
x	John Mack Team Lead	x	Laura Schlessiger Team Lead	x	Megan Schiffelbein Team Lead	x	Lori Crowther	x	Kathy Kottas
o	Brian Howe	x	Todd Mobray	x	Mary Doyle	x	Kurt Teal	x	Lee Miller
o	Renae Skelton	x	Sara Hoff	x	Marlo Chavarria	x	Karen Kratzer	o	Claudia Mather
o	Randy Allen	x	Chris Vanderlinde	x	Kristi Mason			x	Elaine Simmons
Guest									
x	Darren Ivey	o	Chris Baker	o	James Hill	x	Kurt Konda	o	Karly Little
x	Mary Foley	x	Lawrence Weber	x	Lindsay Holmes	x	Eric Bundy	o	Carol Murphy
x	Terri Mebane	x	Sheylene Heller						
Action Items						Reporter		New/ Revised	Effective Semester
OSHA 1914 General Industry Standards <ul style="list-style-type: none">Team 1 ReviewedCredit Hour ChangeMotion to approve by Karen, Marlo 2ndApproved						Lawrence Weber		Revised	Summer 2022
OSHA 1926 OSHA Construction Industry <ul style="list-style-type: none">Team 1 ReviewedCredit Hour ChangeMotion to approve by Karen, Marlo 2ndApproved						Lawrence Weber		Revised	Summer 2022
OSHA 1970 Trainer Course in OSH Standards <ul style="list-style-type: none">Team 1 ReviewedCredit Hour ChangeMotion to approve by Karen, Marlo 2ndApproved						Lawrence Weber		Revised	Summer 2022
OSHA 1971 Trainer Course in Standards for General Industry <ul style="list-style-type: none">Team 1 ReviewedCredit Hour ChangeMotion to approve by Karen, Marlo 2ndApproved						Lawrence Weber		Revised	Summer 2022
HZMT 1905 Environmental Sampling and Monitoring <ul style="list-style-type: none">Team 2 Reviewed						Lindsay Holmes/ James Hill		Revised	Fall 2022

AGENDA/MINUTES

Team Name	Programs, Topics & Processes (PTP)
Date	5/11/2022
Time	8:30 – 10:00 am
Location	Zoom https://zoom.us/j/5354602075

Facilitator	Elaine Simmons	Recorder	Sarah Riegel
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Team members						Present X	Absent O
x	Whitney Asher	x	Mary Doyle	x	Stephanie Joiner	x	Jeff Mills
x	Chris Baker	x	Erin Eggers	x	Kathy Kottas	x	Todd Mobray
x	Janet Balk	x	Mary Foley	x	Karen Kratzer	x	Jose Palacios
o	Krystall Barnes	x	Lindsay Holmes	x	Abby Kujath	x	Myrna Perkins
x	Matt Connell	x	Brian Howe	x	Karly Little	o	Samantha Stueder
x	Tana Cooper	o	Judy Jacobs	x	Angie Maddy	x	Laura Stutzman
x	Lori Crowther	x	Erika Jenkins-Moss	x	Claudia Mather	x	Kurt Teal

Ex-Officio members							
o	Nicole Berger	o	Michelle Kaiser	x	Denise Schreiber	x	Brandon Steinert
o	Sasha Bingaman	o	Carol Murphy	o	Dee Ann Smith		

Topics/Notes	Reporter
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Check-Up Time!	All
<p>Follow-Up Items:</p> <ul style="list-style-type: none"> • Mainstay Campaign – working on summer campaigns; doing prompts and early alerts before sessions start • Transition to ArmyIgnited – working on paying invoices; holding on degree uploads • Updated Academic Integrity Statement – Effective in Course Syllabi 2022 Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other's work or ideas. In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others. Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 Academic Integrity and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity. <ul style="list-style-type: none"> ▪ Portal (Claudia/Samantha/Michelle) – working on (will be done by March) – can put on a card (need to have a shortened version of the language) and have a link to the AI web page (Deanna Heier and Samantha working on web page https://bartonccc.edu/integrity) – Done • Student Information in Banner <ul style="list-style-type: none"> o Ongoing issue with student personal information (address, email, phone number) being outdated 	<p>Erin</p> <p>Abby</p> <p>Elaine</p> <p>Laura/Michelle</p>

- Discussion items:
 - Can Banner or other products prompt students to verify/update personal information on a semester basis?
 - Do we have the capability when students go in to pay a bill they are prompted to update info?
 - Could this be tied to re-enrollment which would create some incentive for them to update their info? Could Banner ask them to confirm at the time of re-enrollment?
 - Could the reminder to update address and phone number be in Canvas?
- Workgroup to discuss (Michelle, Laura, Angie, Lori, Tana, Abby, Erika, Amy Oelke)
 - There are three items students need to agree to/acknowledge. These pop-up after a student has applied but before they enroll.
 - Student financial responsibility statement
 - The fact that Barton does business electronically
 - For accounts in collections students will get phone calls
 - Need to determine if these items are in the application process (do we want to have students acknowledge more than once)
 - Will these pop up every time a student enrolls?

- **Pre-Professional Healthcare**

- AS Liberal Studies with an emphasis in pre-professional
- Template: one with multiple emphasis
- Workgroup meeting to discuss: Lori, Brian, Karen, Mary D., Maggie Harris, Denise and Sarah
- Effective date – Fall 2022
- Campus location – FR/FL/Online/Barton County(GB)
- Admissions App – Done
 - Students can choose an emphasis on the admissions app, but it's switching to pre-professional in Banner – there may be a report that's not feeding correctly into Banner (Mary D. needs to work with Maggie Harris) – Done
- Degree Works – Done
- Curriculum guides – Done
- Website – Done
- Advisement – Done
- Internal promotion
- External promotion
- Note: for the Promise Act pre-professional is eligible, but the emphasis areas are not

- **Student Evaluations**

- Committee continues to meet
- Working towards a solution that will not impede coursework and provide students an opt in option
- Small group is working on a sandbox sample to demo changes
- The group is also discussing ownership of student evaluations, some additional question changes and device capability
- Survey management across the college was also discussed
- Will discuss in President's Cabinet

- **FLAC 9 Training**

Karen, Mary, Judy,
Angie, Brian, Kathy
and Lori

Janet/Matt/IE

Michelle

- A little different look, same function
- Training in June (Zoom sessions)

- **Programs of Study**

- Programs of study table was in the catalog (didn't include it this year); but it's not available on our website anymore
- The way in which Ray put it together does not exist anymore; we need to develop a new way to keep it updated
- Discuss table; functionality and need; system to put together so it's current.
- Myrna sent out an updated approved locations document – HLC has a new platform by which colleges request changes to locations – HLC is working on a program inventory per institution
- Workgroup: Samantha, Brandon, Angie, Myrna, Todd, Jose, Lori, Karen, Mary, Sarah, Kathy, Kurt and Elaine
- First meeting May 16

Angie/Myrna/Elaine

Enroll Now Webpage

- There are two different Enroll Now pages on the website: one is for online students and one if for all students
- Interest is to unify the pages or at least have the same formatting
- Samantha is working with the web vendor on this – hopeful to complete this by mid-summer
- Team to meet with Samantha: Abby, Erika, Karly, Lori, Tana, Erin

Tana

Case New Holland (CNH) Executive Summary



CNH Executive
Summary.docx

- Effective date – Fall 2023
- Campus location – Barton County(GB)
- Curriculum guides (Sarah)
- CIP code (Sarah) – 01.0205
- Major code (Lori)
- Banner/Degree Works (Lori)
- Advisor assignment/notification (Karen)
- Programs of Study page (Samantha/Mary)
- Web updates (Samantha)
- Admissions application (Tana)
- Internal promotion (Mary)
- External promotion (Brandon)
- HLC/Dept of Ed (Myrna)


Mary F.

OSH Program Name Change


	A	B	C	D	E	F
	major_desc	degree_cod	degree_mat	degree_desc	major_cod	major_cip
6	OSH Safety&Hlth General	AAS	AAS	Associate in Applied Science	5135	240101
7	OSH Safety&Hlth General	CERT1	CERTA	CERTA	5135	240101
8	OSH Safety&Hlth General	GV	GV	Grandview Campus	5135	240101
9	OSH Safety&Hlth General	ONLINE	ONLINE	*DONOTUSE*Online Program	5135	240101
0	OSH Safety&Hlth General	SAPP	CCOMP	Stand Alone Program	5135	240101

Kurt

<ul style="list-style-type: none"> • Change the program name in Banner from OSH Safety&Hlth General to Occupational Safety & Health – Lori made the change • Want to change the OSHA subject code to either SFTY or OCSH <ul style="list-style-type: none"> ○ Sarah will check with KBOR – on hold ○ Elaine, Kurt and VP Dean discussing 	
<p>Expand FR/FL/GVP CP (College Program) Enrollment</p> <ul style="list-style-type: none"> • To expand enrollment want to offer classes to those students living outside the traveling distance to/from the FR/FL/GVP campus • Need to establish a process for loaning books • Will discuss at Dean’s Council 	Kurt
<p>CAM Update – Cyber Security (Networking Security Specialist)</p> <ul style="list-style-type: none"> • KBOR – Working out approval details • HLC/Dept of Ed (Myrna) – Approved • Effective date – Fall 2022 • Campus location – GVP/FR/FL/Online/Barton County(GB) • Curriculum guides (Sarah) – Done • CIP code (Sarah) – 11.0901 • Major code (Lori) – 5150 • Banner/Degree Works (Lori) – Done • Advisor assignment/notification (Karen) • Programs of Study page (Samantha/Mary) • Web updates (Samantha) • Admissions application (Tana) • Internal promotion (Mary) • External promotion (Brandon) 	Mary F.
<p>Dance Instruction and Management</p> <div data-bbox="168 1192 228 1255"></div> <div data-bbox="370 1192 430 1255"></div> <p>AA Dance Dance Instruction Instruction and Management Cr</p> <ul style="list-style-type: none"> • New credential and AA for dance instruction and management • Credential is not a KBOR recognized certificate; can lead into the AA, but completers may not be submitted to KBOR • What process are we going to use to award the credential? <ul style="list-style-type: none"> ○ Set up a certificate code on our end that would appear on transcripts stating the student completed the emphasis requirements • AA Liberal Studies with an emphasis in Dance Instruction and Management <ul style="list-style-type: none"> ○ Effective date – Spring 2023 ○ Campus location – Barton County(GB) ○ Curriculum guides (Sarah) ○ CIP code (Sarah) – 13.1324 ○ Major code (Lori) – 1311 ○ Banner/Degree Works (Lori) ○ Advisor assignment/notification (Karen) ○ Programs of Study page (Samantha/Brian) ○ Web updates (Samantha) ○ Admissions application (Tana) ○ Internal promotion (Brian) ○ External promotion (Brandon) 	Brian

<p>CAM Update – Welding</p>  <p>Welding Executive Summary.docx</p> <ul style="list-style-type: none"> • Expanding welding program into 3 exit points • Effective date – Spring 2023 • Campus location – Barton County(GB) • Curriculum guides (Sarah) • CIP code (Sarah) – 48.0508 • Major code (Lori) • Banner/Degree Works (Lori) • Advisor assignment/notification (Karen) – Wade will advise • Programs of Study page (Samantha/Mary) • Web updates (Samantha) • Admissions application (Tana) • HLC (Myrna) – working on • Internal promotion (Mary) • External promotion (Brandon) 	<p>Mary F.</p>
<p>Medical Laboratory Technology vs Medical Laboratory Technician</p> <ul style="list-style-type: none"> • Moving to Medical Laboratory Technician – Elaine/Kathy/Chris will discuss more • Website/Program of Study • Curriculum Guides • KHEDS • Degree Works • Admissions App • We are not changing the name – keeping it at Medical Laboratory Technology 	<p>Chris Baker</p>
<p>Corrections Certificate/AAS Degree</p> <ul style="list-style-type: none"> • Recommending to close the Corrections Program due to consistently low enrollment • Enrollment Services – In process • KHEDS • Excel in CTE – Sarah will let Karly know of any changes • Advisement – Done • BOL – Done • Website – Done • Admissions App – Done 	<p>Chris Baker</p>
<p>Nursing Partnership with Pratt Community College (ADN)</p> <ul style="list-style-type: none"> • ACEN Approved; KSBN Approved; Site Visit Completed, State Board Meeting, ACEN Decisions • HLC/Department of Education Location Approve • PCC wants Barton to offer the PN program as well (Fall 2023) 	<p>Kathy/Myrna</p>
<p>Increased Communication/Information for International Students</p> <ul style="list-style-type: none"> • Workgroup (Tana, Karen, Kristan Connell, Jennifer Bauer, Mollie McReynolds, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe) • Student Services submitted for a Coordinator via strategic planning 	<p>Elaine</p>

KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded <ul style="list-style-type: none"> • Goal is 946 for 2021-2022 (total for 2020-2021 was 1,027) <ul style="list-style-type: none"> ○ 7/15 = 48 (last year 64) ○ 8/9 = 120 (last year 172) ○ 9/8 = 162 (last year 197) ○ 10/13 = 177 (last year 239) ○ 11/10 = 205 (last year 284) ○ 12/8 = 222 (last year 441) ○ 1/12 = 442 (last year 569) ○ 2/9 = 503 (last year 588) ○ 3/9 = 519 (last year 608) ○ 4/13 = 546 (last year 700) ○ 5/11 = 581 (last year 758) • Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) 	Jeff/Jose
Bulletin of Classes Swim Lane Deadlines <ul style="list-style-type: none"> • Still available on the T drive • Fall 2022, Spring 2023, Summer 2023 available • Working on 2023-2024 • Shifting to three deadlines a year with Interactive Bulletin • Lori will start sending reminders 	Lori
General Education Project <ul style="list-style-type: none"> • 2020-2021 guides – done & posted • 2018-2019 guides remain posted through 2021-2022 • KBOR General Education Project <ul style="list-style-type: none"> ○ Project is nearing a year of work ○ Working to complete the baseline framework – likely going to be 37-40 credit hours ○ After framework is complete, two small committees will be launched <ul style="list-style-type: none"> ▪ One committee will work on KBOR policy; Archer is drafting ▪ The other committee will work on student learning outcomes – it was stated faculty will be involved in this process ○ Timing – suggested that fall 22 is too soon – leaning towards fall 23 (not firm per Archer) ○ It sounds like institutions will be expected to adopt the baseline outcomes (minimum standard) with the freedom to do more ○ The Neosho representative asked about assessment methods. Archer said the group has not discussed. He further stated KBOR doesn't really want to take ownership of assessment ○ Archer said that they are "starting with general education." Next up are statewide associate degrees such as Business, Criminal Justice, Pre-Education ○ Discussion on impacts with advising with reference to courses required and offered ○ Grace was suggested for the starting timeframe due to when schedules are due 	Elaine, All
LICC Update <ul style="list-style-type: none"> • Prerequisite updates: MLTC 1505, 1506, 1508, 1509, 1513, 1520 • Outcomes and competency updates: DIET 1630, 1631, 1632, 1633, 1634, 1635 	Sarah

Web Site Update <ul style="list-style-type: none"> Working on tweaks to improve usability 	Samantha
Barton Online Update/Amperage Update <ul style="list-style-type: none"> Shoring up the automated communications 	Claudia/Erin/Brandon
Center for Innovation & Excellence Update <ul style="list-style-type: none"> Cougar Tales planning done Instructional rubric – provided feedback to faculty council; waiting on approval from faculty council; then will push out a pilot Lee presented workshops on leadership BOL orientation was pushed out for this summer Preparing for all faculty meeting in August 	Claudia
Academic Development Center Update <ul style="list-style-type: none"> Working with Sasha on the Cougar Keeper for next school year 	Stephanie
Institutional Effectiveness Update <ul style="list-style-type: none"> Meeting on Performance Agreement Argos training complete 	Todd
HLC/Department of Education Update <ul style="list-style-type: none"> List of approved programs and locations with HLC and the Dept of Ed  HLC and ED Approved Programs : Working on approval for the Welding degree 	Myrna
Student Services Update <ul style="list-style-type: none"> There are some concerns with application and enrollment process with the audit; 97% of applications started were completed within 3 days 	Angie
Instruction Update <ul style="list-style-type: none"> Assessment Institute and Leadership Institute graduations held Instructional folks meet with the print shop and promotions to gain understanding and form better partnerships Working on apprenticeships 	Elaine
Topics for Future <ul style="list-style-type: none"> Curriculum Guides <ul style="list-style-type: none"> Semester and full program guides Addition of legend to guides to assist students with course sequencing and availability of classes Guides for full-time and part-time students Degree Works (Planner) – using Degree Works to make an educational plan for each student 	

Next meeting June 8, 2022	
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Barton Core Priorities/Strategic Plan Goals

Drive Student Success

1. Advance student entry, reentry, retention and completion strategies.
2. Commit to excellence in teaching and learning.

Cultivate Community Engagement

3. Expand partnerships across the institution.
4. Reinforce public recognition of Barton Community College.
5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

Emphasize Institutional Effectiveness

6. Develop, enhance, and align business processes.
7. Manifest an environment that supports the mission of the college.

Optimize Employee Experience

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.
9. Develop, enhance, and align business human resource processes.

**Regular Meeting of the Board of Trustees
Barton Community College
June 28, 2022**

ATTENDANCE

Trustees Present: Cole Schwarz; Mike Johnson; Gary Burke; John Moshier; Carl Helm

Absent: Don Learned

Other Attendees: Amye Schneider; Carl Heilman; Robbie Wilcox; Michelle Kaiser; Elaine Simmons; Brandon Steinert; Angie Maddy; Kathy Kottas; Todd Mobray; Mark Dean; Lindsey Bogner; Chris Baker; Mary Foley; Cole Reif, Eagle Communications; via ZOOM: Ellucian Representatives, Brad Parmer and Anna Hendricks; Susan Thacker, Great Bend Tribune; Brian Howe; Lindsay Holmes; Claudia Mather; Lee Miller; Matt Connell; Lorie Crowther; Stephanie Joiner; Amanda Alliband; Whitney Asher; Lindsey Holmes; Cheryl Brown.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Johnson called the monthly meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., June 28, 2022 in F-30 in the lower level of the Fine Arts Building. He then led in the Pledge of Allegiance.

PUBLIC COMMENT

Chair Johnson invited public comment; there were none offered.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

Tana Cooper introduced Jaci Miller – Admissions Secretary and Switchboard Operator (Barton Campus)
Jonathan Dietz, Director of Student Life introduced Tyler Anderson-Majors – Residence Life Assistant Coordinator (Barton Campus)

Trevor Rolfs, Athletic Director introduced Micah Grover – Groundskeeper (Field Maintenance) (PT) (Barton Campus) and Rafael Simmons – Head Coach (Men's Soccer) (Barton Campus)

MONITORING REPORT – END 7: STRATEGIC PLANNING/STRATEGIC PLANNING UPDATE

Todd Mobray, Director of Institutional Effectiveness facilitated this report.

CNH EXPANSION

Kathy Kottas, Dean of Workforce Training & Community Education presented for the Board's consideration.

Trustee Schwarz moved that the Board approve the Agriculture Mechanics-CNH Top Tech Program as presented. The motion was seconded by Trustee Helm. Following discussion, the motion carried 5-0.

EMPLOYEE UPDATES

Mark Dean, Vice President of Administration provided this update.

CONSENT AGENDA

Routine items are presented for action in one motion. Any Trustee may remove an item from the consent agenda for individual discussion and action. It is recommended that the Board approve the consent agenda as presented.

- a. Ellucian CRM Advance
- b. Personnel
- c. BOT Meeting Minutes of May 24, 2022

Trustee Schwarz moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee Burke. Following discussion, the motion carried 5-0.

INCIDENTAL INFORMATION AND DISCUSSION ITEMS

- a. President's Report of Monthly Activities
- b. KACCT/Board Chair Report by Mike Johnson, Board Chair
- c. KBOR Update by Carl Heilman, President
- d. Upcoming Events
- e. Miscellaneous

EXECUTIVE SESSION

**Regular Meeting of the Board of Trustees
Barton Community College
June 28, 2022**

Chairman Johnson advised that an executive session would be necessary for the purpose of discussing an individual employee(s) performance pursuant non-elected personnel matters.

Trustee Burke moved that the Board recess to executive session for 30 minutes at 5:27 p.m. to discuss an individual employee(s) performance pursuant to non-elected personnel matters, in order to protect the privacy interests of the individuals to be discussed, to reconvene in Room F-30 in the Fine Arts Building at 5:57 p.m. In compliance with this Act, no binding action will be taken in executive session. The motion was seconded by Trustee Schwarz. Following discussion, the motion carried 5-0.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 5:57 p.m. in the Seminar Room (F-30) of the Fine Arts Building. Chairman Johnson advised that matters pertaining to non-elected personnel matters were discussed and no action was taken.

Chairman Johnson advised that additional time in executive session would be necessary for the purpose of discussing an individual employee(s) performance pursuant non-elected personnel matters.

Trustee Burke moved that the Board recess to executive session for 20 minutes at 6:00 p.m. to discuss an individual employee(s) performance pursuant to non-elected personnel matters, in order to protect the privacy interests of the individuals to be discussed, to reconvene in Room F-30 in the Fine Arts Building at 6:20 p.m. In compliance with this Act, no binding action will be taken in executive session. The motion was seconded by Trustee Helm. Following discussion, the motion carried 5-0.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:20 p.m. in the Seminar Room (F-30) of the Fine Arts Building. Chairman Johnson advised that matters pertaining to non-elected personnel matters were discussed and no action was taken.

Chairman Johnson again advised that additional time in executive session would be necessary for the purpose of discussing an individual employee(s) performance pursuant non-elected personnel matters.

Trustee Burke moved that the Board recess to executive session for 25 minutes at 6:20 p.m. to discuss an individual employee(s) performance pursuant to non-elected personnel matters, in order to protect the privacy interests of the individuals to be discussed, to reconvene in Room F-30 in the Fine Arts Building at 6:45 p.m. In compliance with this Act, no binding action will be taken in executive session. The motion was seconded by Trustee Helm. Following discussion, the motion carried 5-0.

Open Session – The recessed session of the Board of Trustees of Barton County Community College reconvened at 6:45 p.m. in the Seminar Room (F-30) of the Fine Arts Building. Chairman Johnson advised that matters pertaining to non-elected personnel matters were discussed and no action was taken.

PUBLIC COMMENT

Mike Johnson, Board Chair again invited public comments; there were none.

ADJOURNMENT

The meeting adjourned at 6:48 p.m.

Mike Johnson, Chair

John Moshier, Secretary

President's Staff Meeting
9:00 a.m. – A-113
May 16, 2022
*monthly reporting topic

Elaine facilitated this meeting.

Student Success Academy – Angie Maddy, Stephanie Joiner, Deanna Heier, Lindsay Holmes, Matt Connell - Angie, Stephanie and Deanna were available and provided this update.

CNH Expansion – Mary Foley presented and reviewed. This program is planned for a Fall 2023 start. No concerns identified.

***Grants & Contracts** – Kurt and Cathie

- **Kurt Update** – Kurt reviewed the attached. Cathie reported that she reviewed the Veteran's grant and reported that it will not be an opportunity for Barton as there is not enough population. Upward Bound notification should be received by May 31st.

New/Revised Policy and Procedures – Jenna

- First Reading – was presented and noted that this is major overhaul. It will be presented next month for a second reading.
 - **2530 – Course Attendance**
 - ✓ **Employee Questions/Comments**

***HLC Accreditation Update** – Myrna

- Waiting on notification and identification of the review team
- Looking for welding approval
- Assurance argument will start with criteria 4; 4a is done and ready to start 4b with Randy working with Angie and Stephanie. Goal to complete 4 by end of month.

Communications – Brandon reviewed processes with Amperage and reported that a new group is being developed to address gaps.

- **Amperage secret shopper results**

Brandon identified issues and concerns and presented recommendations.

- **NCMPR Webinar: Declining male enrollment in higher ed.**

Instruction – Elaine reviewed the final report and compliance matrix which will no longer be maintained and reported on monthly.

- **Final Report – Compliance Matrix**

***Institutional Effectiveness** – Todd

- KBOR data collections – Todd noted that the May 31 report due is voluntary and will not change the data book. Todd suggested that Barton consider creating our own data book.
- Performance Agreements – due July 1
- Executive Leadership – Monday, June 13th – Todd reported that this will be held at Camp Aldrich with groups reporting on the Implementation of the Strategic Plan

***Information Services** – Michelle reported on the following:

- Reminder to reboot your computers often
- New server testing may cause intermittent, minimal disruptions.
- June 4 & 5 – New production servers to be installed.
- Updates for 0365 to be pushed out

Board of Trustees Regular Meeting – Carl briefly reviewed the agenda.

Miscellaneous/Announcements

- Commencement went well.
- Cougar Supply Den grant – audit will take place – 420% increase in usage
- Check the Org Chart & Directory Titles to make sure credentials are included
- June is the month identified as a Fundraising black out
- Foundation Auction – August 27th

President's Staff Meeting
9:00 a.m. – A-113
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 *monthly reporting topic

- Foundation to host Chamber Coffee on July 14th

ENDS:

ESSENTIAL SKILLS
ACADEMIC ADVANCEMENT
REGIONAL WORKFORCE NEEDS
STRATEGIC PLANNING

WORKPLACE PREPAREDNESS
"BARTON EXPERIENCE"
BARTON SERVICES & REGIONAL LOCATIONS
CONTINGENCY PLANNING

Strategic Goals

Drive Student Success

1. *Advance student entry, reentry, retention and completion strategies.*
2. *Commit to excellence in teaching and learning.*

Cultivate Community Engagement

3. *Expand partnerships across the institution.*
4. *Reinforce public recognition of Barton Community College.*
5. *Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.*

Emphasize Institutional Effectiveness

6. *Develop, enhance, and align business processes.*
7. *Manifest an environment that supports the mission of the college.*

Optimize Employee Experience

8. *Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.*
9. *Develop, enhance, and align business human resource processes.*

<u>Present X</u> <u>Absent 0</u>		<u>Present X</u> <u>Absent 0</u>		<u>Present X</u> <u>Absent 0</u>	
Amye Schneider	X	Todd Mobray	X	Mark Dean	X
Carl Heilman	0	Brian Howe	X	Angie Maddy	X
Michelle Kaiser	X	Cathie Oshiro	X	Lindsey Bogner	X
Myrna Perkins	X	Kurt Teal	X	Jenna Hoffman	X
Elaine Simmons	X	Claudia Mather	X	Trevor Rolfs	X
Brandon Steinert	X	Kathy Kottas	X		