

New Program Request Form

CA1

General Information

Institution submitting proposal	Neosho County Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean of Outreach & Workforce Development / Title III Director 620.432.0364 bkrumm@neosho.edu
Identify the person responsible for oversight of the proposed program	Brenda Krumm, Dean of Outreach & Workforce Development/Title III Director
Title of proposed program	Diagnostic Medical Sonography
Proposed suggested Classification of Instructional Program (CIP) Code	51.0910
CIP code description	A program that prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. Includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording; sonographic data processing; sonography equipment operation; and professional standards and ethics.
Standard Occupation Code (SOC) associated to the proposed program	29-2032
SOC description	Produce ultrasonic recordings of internal organs for use by physicians. Includes vascular technologists.
Number of credits for the degree <u>and</u> all certificates requested	AAS degree – 68 credit hours
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	American Registry for Diagnostic Medical Sonography
Industry certification	Registered Diagnostic Medical Sonographer

Signature of College Official *Sarah R. Robb* Date 1/21/2022

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).

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.

This program is one of three technical education programs in NCCC's recently approved Title III Strengthening Institutions Program grant. NCCC administration researched high-wage, high-demand careers in Kansas when writing the Title III grant application. This program surfaced as a need in the Ottawa area (requested by Ransom Memorial Hospital a few years ago) and was written into the proposal.

The idea for the program came from Ransom Memorial Hospital (currently AdventHealth) when they expressed a need for this program to NCCC President, Dr. Brian Inbody. At the time of the request, NCCC was not in a financial position to develop a new high cost program; however, NCCC began looking for funding opportunities. The Title III Strengthening Institutions grant opportunity became available to NCCC in 2019. With the information from Ransom Memorial Hospital as well as occupational outlook data, NCCC decided to write the grant application and include Diagnostic Medical Sonography as one of the programs in the application. The NCCC grant application was not funded in the first round of funding, but was funded in the second round. The funding began October 1, 2021. As soon as funding was announced, NCCC reached out to Ransom Memorial Hospital and numerous other hospitals to develop the advisory committee, which was critical to the development of the program.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.

Diagnostic medical sonography is a profession that provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent before entering the workforce as a practitioner. The diagnostic medical sonographer works under a physician and does not practice independently. Diagnostic medical sonographers are committed to patient care and continued improvement. They use independent judgement and must adhere to strict professional and ethical standards. Critical thinking skills are essential for this profession.

Students must have the following physical abilities: visual acuity, hearing ability, manual dexterity, and physical ability to stand for prolonged periods, lift objects of 35 pounds or more, push equipment, and maneuver in limited space.

The goal of the diagnostic medical sonography program is to prepare competent, entry-level general sonographers in the knowledge, skills, and behaviors required. Additionally, the goal is to produce graduates who meet the requirements set by the American Registry for Diagnostic Medical Sonography certification examination upon completion of the program.

Program Outcomes:

1. Apply effective oral, visual, and written communication skills.
 2. Demonstrate knowledge and understanding of human sectional anatomy relative to normal and abnormal sonographic imaging.
 3. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
 4. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
 5. Apply ultrasound principles and instrumentation relative to imaging and image quality.
 6. Demonstrate appropriate ergonomic scanning applications.
 7. Demonstrate the ability to provide patient care while following ethical standards, HIPAA guidelines, and maintain professionalism.
 8. Recognize and use resources to enhance professional development.
 9. Demonstrate employability skills.
- List and describe the admission and graduation requirements for the proposed program.

Admission: Although there are no examinations required for general NCCC admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college's resident placement test or provide a HS transcript/GPA.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the Registration department at NCCC by the issuing school.

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking an appropriate placement test or providing an unofficial 6-7 semester HS transcript, or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
9. Students who demonstrate the ability to benefit from college as defined by NCCC policy.
10. Home-schooled students and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20

or higher, or an SAT composite score of 850 or higher. Students with scores below these minimums will be required to pass the GED exam. Home schooled students and those from non-accredited high schools will also be accepted for admission if they have completed the ACCUPLACER test and taken college courses as a junior or senior in high school.

11. International students have specific admissions requirements and are encouraged to work with the admissions office for current requirements. Admissions@neosho.edu

The Diagnostic Medical Sonography program does have specific admissions requirements.

Before application to the Diagnostic Medical Sonography program, NCCC will require students to successfully complete (grade C or better) one semester of courses which includes two program required courses, BIOL 257 Human Anatomy and Physiology and BIOL 258 Human Anatomy and Physiology Lab.

A written application will be submitted to program staff as part of the program admissions process. In addition to the written application, an oral interview will be conducted.

Graduation with AAS Degree: The Board of Trustees grants the Associate of Applied Science degree. Requirements for the degree include the successful completion of a minimum of sixty-four (64) semester credit hours and a minimum cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least eighteen (18) credit hours from NCCC. Requirements for graduation may be completed during any semester. Students may participate in the graduation ceremony if no more than 9 credit hours are needed to complete their degree and the student plans to complete the last of their requirements during the following summer term. Any change in graduation requirements must be approved by the Vice President for Student Learning.

Course numbers under 100 will not count toward the sixty-four (64) credit hours required for the associate degrees.

All currently enrolled students who plan to graduate at the conclusion of any given semester must file an *Intent to Graduate* form at the time they enroll for their final semester so that their records may be checked to ensure that all graduation requirements have been met.

The NCCC Diagnostic Medical Sonography AAS degree requires students to successfully complete the 68 credit hours identified for the degree program.

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.

2018-2028 Data: The Kansas Occupational Projections shows the following for Diagnostic Medical Sonography:

Employment		Change in Employment			Openings due to						Total	
2018	2028	Numerical	Percent	Percent Annual	Exits	Exits Annual	Transfers	Transfers Annual	Numerical Change	Numerical Change Annual	Openings	Openings Annual
669	758	89	13.3%	1.3%	176	18	216	22	89	9	481	49

The Kansas Department of Labor Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for Diagnostic Medical Sonographers (29-2032) of 13.3% with an annual median wage of \$76,560 with an associate degree as the typical education needed for entry. Annual openings equate to 49 jobs per year.

Wages: Annual Mean:	\$76,670
Wages: Annual Median:	\$76,560
Typical Education Needed for Entry	Associate's degree

- 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.

Here is a synopsis of the support each entity agreed to in their letters of support:

Ashley Clinic – advisory committee participation and promoting program to potential students

Neosho Memorial Regional Medical Center – guest speakers, hiring qualified graduates, serving on advisory committee (2 sonographers participated in first meeting)

Saint Luke's Health System (Garnett, KS) – hire qualified graduates

AdventHealth (Ottawa, KS) – distribute program information and consider hiring qualified graduates of the program [formerly Ransom Memorial Hospital]

Heartland Works, Inc. – promote program to job seekers, practice interview skills, career search software

- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.

It is important to note that the Perkins Comprehensive Local Needs Assessment was conducted with educational entities and representatives from Southeast Kansas and was submitted in January of 2020. The Title III Strengthening Institutions grant was submitted in 2019, before the CLNA was completed. The Diagnostic Medical Sonography program was discussed; however, it was discussed as a need in the Ottawa area – not in Southeast Kansas – as there is already a provider of DMS training in Southeast Kansas.

In the application for Perkins funding for FY22 (submitted in May 2021) NCCC updated the CTE course offerings and activities associated with Perkins funds. In this update, (specifically question 2.b) NCCC identified future program opportunities to include health-care related programs funded through this Title III grant. In addition, the current Chanute Region Local Needs Assessment (Due Feb. 1, 2022) does include support for this program.

The Perkins Comprehensive Local Needs Assessment showed healthcare as a postsecondary strength. NCCC has strong healthcare programs including the following:

- Surgical Technology
- Health Information Technology
- Healthcare Coding
- Medical Assistant

- Phlebotomy
- Occupational Therapy Assistant
- EMT
- Nurse Aide/Medication Aide
- LPN/RN

This new Diagnostic Medical Sonography program blends well with NCCC's established strengths, **especially on the Ottawa campus.**

DEMAND IN THE OTTAWA AREA:

Currently, (December 2021) AdventHealth [formerly Ransom Memorial Hospital] in Ottawa Kansas is short six sonography technicians, which was announced at the NCCC Diagnostic Medical Sonography advisory committee meeting.

Additional sonography openings were identified as shown in the chart below.

	Current Sonographer Openings as of 12.23.2021 (Resource Indeed & LinkedIn)	
Location	Position	Facility
Kansas City, KS	Perinatal Sonographer	University of KS Health System
Kansas City, KS	Registered High Risk Sonographer	BB Imaging
Lawrence, KS	Travel Sonographer	Siemens Healthineers
Lawrence, KS	Ultrasound Technologist	Topeka ER & Hospital
Leawood, KS	Sonographer - Diagnostic	Club Staffing
Olathe, KS	Cardiac Sonographer	Olathe Health
Olathe, KS	Travel Sonographer	Emerald Health Services
Olathe, KS	Ultrasound Technologist	Olathe Health
Overland Park, KS	Cardiac Services Sonographer	Overland Park Regional Med Center
Overland Park, KS	Sonographer - Diagnostic	TridentCare
Kansas City, KS	Sonographer - Echo/Vascular	TridentCare
Overland Park, KS	Ultrasound Technologist II	Overland Park Regional Med Center
Overland Park, KS	Ultrasound Technologist PRN	Roshal Imaging Services
Overland Park, KS	Vascular Technician	Kansas City Vascular & Gen Surgery
Overland Park, KS	Vascular Technician	HCA Healthcare
Overland Park, KS	Vascular Technologist	Menorah Medical Center
Shawnee, KS	Cardiac Sonographer	AdventHealth South Overland Park
Shawnee, KS	Registered Diagnostic Medical Sonographer	Women's Clinic of Johnson Cnty
Shawnee, KS	Ultrasound Technologist	AdventHealth South Overland Park
Topeka, KS	Cardiac Sonographer	Salina Regional Health Center
Topeka, KS	Ultrasound Technologist - Vascular/General	The University of KS - St Francis Campus
Mission Hills, KS	Echo Sonographers	Nursefinders
Overland Park, KS	Ultrasound Technologist	Roshal Imaging Services
Lawrence, KS	Ultrasound Technologist	Aureus Medical Group

DEMAND IN THE CHANUTE AREA:

	Current Sonographer Openings as of 1.4.2022 (Resource Indeed & LinkedIn)	
Location	Position	Facility
Chanute, KS	Ultrasound Technologist	Neosho Memorial Regional Medical Center
Coffeyville, KS	Ultrasound Technologist	Coffeyville Regional Medical Center
Emporia, KS	Ultrasound Technician PRN	Newman Regional Health
Emporia, KS	Radiology Technician FT	Newman Regional Health
Eureka, KS	Radiology Technician FT	Greenwood County Hospital
Independence, KS	CT/Radiology Technologist (x3)	Labette Health
Independence, KS	Vascular Ultrasound Technician	HealthCare Traveler (Allied Health)
Iola, KS	Radiology Technician Multi Modality	Allen County/St. Lukes Hospital
Iola, KS	Radiology Technologist (x2)	Community Health Center of SE Kansas
Neodesha, KS	Radiology Tech	Wilson Medical Center
Parsons, KS	Radiology Technologist - PRN	Labette Health
Pittsburg, KS	Sonography Technologist	Ascension
Pittsburg, KS	Sonography Technologist PRN	Ascension
Pittsburg, KS	Ultrasound Technician	Via Christi Health
Pittsburg, KS	Lead Echocardiology Technologist	Ascension
Winfield, KS	Registered Diagnostic Sonographer	William Newton Hospital

- Describe/explain any business/industry partnerships specific to the proposed program.

If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

NCCC was approached by Ransom Memorial Hospital several years ago to consider this program. At the time the program was cost prohibitive which caused NCCC to seek grant funding to cover the startup costs associated with the Diagnostic Medical Sonography program. This program was written into NCCC's 2019 Federal Department of Education Title III Strengthening Institutions grant application.

No formal partnerships exist with this specific program; however, NCCC has existing clinical agreements with dozens of healthcare institutions in eastern Kansas.

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 exiting the system and employed.

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Graduates	Total # Pursuing Additional Education	Total Graduates Exited	Total Graduates Exited & Employed	Average Wage: Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
51.0910	Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	Labette Community College	Cert/AAS	14	13	8	*	*	*	*	*
	Diagnostic Medical Sonography	Washburn University			NO K-TIP DATA						
	Medical Diagnostic Imaging	Fort Hays State University			NO K-TIP DATA						
	Diagnostic Ultrasound Technology	University of Kansas Medical Center			NO K-TIP DATA						

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

Prior to the holiday break, NCCC emailed Fort Hays State University and Washburn University to inquire about articulating our AAS degree program with their bachelor programs. A copy of the email sent to FHSU is provided below. The same email was sent to Keith Farwell at Washburn University.

The reply email from FHSU is below. We will move forward with discussions with FHSU and hope to hear back from Washburn as well.

From: Brenda Krumm
Sent: Wednesday, December 22, 2021 3:00 PM
To: 'bhooping@fhsu.edu' <bhooping@fhsu.edu>
Cc: Sarah Robb <sarah_robb@neosho.edu>
Subject: Diagnostic Medical Sonography program

Ms. Hoopingarner,

In January Neosho County Community College will submit a new program request to the Kansas Board of Regents to start a Diagnostic Medical Sonography program on our Ottawa campus. The program is tentatively scheduled to begin in August 2022 and is funded with our Department of Education Title III – Strengthening Institutions grant.

Would you be open to discuss articulating our AAS degree students into your bachelor degree program? This would greatly benefit our students. Our program director is scheduled to begin work full-time on April 1, 2022 and would be available to discuss curriculum with you to ensure our program aligns well with your program.

Is this something you would be interested in pursuing?

Brenda Krumm

Title III Director
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
620.432.0364

From: Brenda Hoopingarner <bhooping@fhsu.edu>
Sent: Wednesday, December 22, 2021 3:28 PM
To: Brenda Krumm <bkrumm@neosho.edu>
Subject: RE: Diagnostic Medical Sonography program

Good afternoon Ms. Krumm,

Thank you for reaching out to me and certainly would be happy to meet and discuss this potential opportunity with the AAS degree and articulating into a BS degree. I will be out of the office beginning tomorrow until January 10th (as I am taking some time off to work on house projects). But, certainly back into the office on the 10th. Maybe we can find some time to chat in general about the degree program and how to best fit into the BS degree. Just let me know and look forward to meeting the new program director.

Merry Christmas and looking forward to visiting with you soon!

Brenda

Ms. Brenda Hoopingarner
Chair & Associate Professor, Department of Allied Health
Director, Diagnostic Medical Sonography
Fort Hays State University
600 Park Street
Hays, KS 67601
Phone: 785.628.5674
Email: bhooping@fhsu.edu

Collaboration was not discussed with Labette Community College as they provide DMS training in Southeast Kansas and this DMS program will be offered in Ottawa, Kansas. The NCCC program will be face-to-face with a state-of-the-art laboratory and will have minimal to no online instruction. Lecture and lab classes will be held daily and shared personnel to serve both programs is not feasible. NCCC will require a full-time program director and a full-time clinical coordinator to advise students and place them into clinical rotations. These individuals must be housed on the NCCC Ottawa campus to be effective in their roles. The distance between Parsons, Kansas and Ottawa, Kansas makes partnership unrealistic.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

PREREQUISITE SEMESTER

CURR 100 First Year Seminar

1 credit hour

The First-Year Seminar is a course designed to assist students in developing the basic skills necessary to be successful in college. It is important to discuss the transition to college. The student experience will be examined through self-reflection. Topics covered will include effective study habits, time management, note taking, memory development, and career and academic planning. Information on utilizing available college and community resources will also be presented.

MATH 113 College Algebra

3 credit hour

This is a standard College Algebra course designed for students that have successfully completed Algebra I and Algebra II in high school. It will satisfy the general education requirement for College Algebra and will transfer to all Kansas Regents institutions. This class is also for students earning an A or B in Intermediate Algebra MATH 112. Topics covered are: polynomials, rational expression and radicals, equations and inequalities, absolute value, functions and graphs, rational functions, exponential and logarithmic functions, conic sections, matrices and systems of equations and inequalities. Students will be expected to have access to and use graphing calculator (TI-83 is recommended).

BIOL 257 Human Anatomy and Physiology

3 credit hour

This introductory course is a study of the function, structure, and interrelationships of the organs and systems of the human body. Coursework is designed to meet the diversified needs of those interested in the allied health sciences as well as physical education and biological science.

BIOL 258 Human Anatomy and Physiology Lab

2 credit hour

The course is an integrated study of the function, structure and interrelationships of the various organs and systems of the human body. Considerable emphasis is placed on dissection. Coursework is designed to meet the diversified needs of those interested in health sciences as well as physical education and biological science majors.

ENGL 101 Composition I

3 credit hour

English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests.

SEMESTER I

DMS 100 Intro to Diagnostic Medical Sonography

3 credit hour

This course provides a basic understanding of the field of diagnostic medical sonography. The course will cover the history of medical ultrasound, the role of the diagnostic medical sonographer, related medical terminology, and a comparison of sonography to other imaging disciplines. Students will be introduced to sonography equipment and body imaging. Additional topics include professionalism, communication, patient care, vitals, medical ethics, legal issues, scope of practice, certification, and accreditation.

DMS 105 Sonography Principles and Instrumentation I

3 credit hour

This course provides an understanding of the physics of diagnostic ultrasound and the instruments and machines utilized in conversion of waves into diagnostic information.

DMS 110 Sonography Principles and Instrumentation II

3 credit hour

This course is a continuation of Sonography Principles and Instrumentation I and provides an understanding of the physics of diagnostic ultrasound and the instruments and machines utilized in conversion of waves into diagnostic information.

CSIS 100 Computer Concepts and Applications

3 credit hour

This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a microcomputer-based executive work station will be reviewed. Included are descriptions of and "hands-on" work with operating systems, word processing, electronic spreadsheets, database management systems, multimedia development tools, and local area networks.

SEMESTER II

ALHT 115 Math Statistics for Allied Health

1 credit hour

This course will introduce the allied health student to ways mathematics impact healthcare. Students will identify the standard deviation in a data set and interpret data presented in graphs. It does not replace the college level math statistics course that should be taken if the student desires to transfer to a university.

DMS 115 Abdominal Sonography I

3 credit hour

This course provides a comprehensive study of abdominal structures. Concepts related to normal and abnormal structures including organs, vasculature, muscles, ligaments, and other structures in the adult abdomen will be presented. Students will learn ultrasound scanning techniques. This course has a laboratory component.

DMS 120 OB/GYN Sonography I

3 credit hour

This course relates sonography to the female pelvis, including scanning techniques, transducer selection, scanning protocols, patient histories, and laboratory data. Students will recognize and identify normal sonographic anatomy of the non-gravid and gravid uterus, ovaries, and non-gravid pelvic pathology. Additionally, students will identify common fetal, placental, and uterine anomalies and pathologies, and first trimester fetal development.

DMS 125 Sonography Clinical Practice I

1 credit hour

This introductory clinical experience offers an opportunity to observe the clinical competence of professionals performing quality patient care and optimal examination techniques. A minimum of 45 hours are required in the clinical setting.

PHYS 100 Introductory College Physics

4 credit hour

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry.

PHYS 130 Introductory College Physics Lab

1 credit hour

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry.

SEMESTER III

DMS 130 Neurosonography and Small Parts Ultrasound

3 credit hour

The focus of this course is the use of diagnostic imaging on the neonatal brain and spine, male pelvis, and musculoskeletal joint structures.

DMS 135 Sonography Clinical Practice II

2 credit hour

This second clinical experience offers an opportunity for hands-on experience in a clinical environment. Students will begin to produce images with instruction, guidance, and supervision. A minimum of 90 hours are required in the clinical setting.

SEMESTER IV

PSYC 155 General Psychology

3 credit hour

This course is designed as an introduction to the field of psychology and will emphasize a variety of content areas including, but not limited to, the philosophical basis of psychology, underlying principles of scientific methodology, neuroscience, learning, intelligence, sensation/perception, memory, consciousness, personality, life-span development, and psychopathology and treatment. Upon successful completion of this course, the student will have a fundamental knowledge of the broad field of psychology in the aforementioned areas, among others.

DMS 201 Abdominal Sonography II

2 credit hour

This course provides a continuation of the study of abdominal structures. Concepts related to normal and abnormal structures including organs, vasculature, muscles, ligaments, and other structures in the adult abdomen will be presented. Students will expand knowledge in evaluating scanning protocol and become proficient in the scanning techniques. This course has a laboratory component.

DMS 205 OB/GYN Sonography II

3 credit hour

This course continues the studies of the female pelvis including pathology, physiology, pathophysiology, sonographic technique, measurements, sonographic appearances, Doppler patterns in gynecologic disease processes, and obstetric abnormalities. Attention is given to

interventional, invasive, and advanced procedures. Attention is given to common fetal, placental, and uterine anomalies and pathologies. Additionally, second and third trimester fetus development are covered.

DMS 215 Sonography Clinical Practice III

4 credit hour

This third clinical experience offers additional opportunity for hands-on experience in a clinical environment, including attention to neurosonography, abdominal and OB/GYN scans. Students will produce images with guidance and supervision. A minimum of 180 hours are required in the clinical setting.

SEMESTER V

COMM 213 Interpersonal Communication

3 credit hour

Includes the study of communication theory and its application to interpersonal relationships. The course will assist the student in developing meaningful interpersonal relationships, both professional and personal. Emphasis will be on dyadic and small group learning activities and situations.

DMS 220 Diagnostic Medical Sonography Seminar

3 credit hour

This course is a comprehensive review of all aspects of the digital medical sonography curriculum to prepare students to sit for the American Registry of Diagnostic Medical Sonography examinations.

DMS 225 Vascular Ultrasound

3 credit hour

The focus of this course is the use of diagnostic imaging to examine the vasculature of the human body. Diseases of the circulatory system, history of diagnosis and treatments of the vascular system, and alternative diagnostic tools will be discussed. Students will learn to perform the vascular tests commonly performed in the healthcare setting.

DMS 250 Sonography Clinical Practice IV

4 credit hour

This final clinical experience offers additional opportunity for hands-on experience in a clinical environment. Students will produce images with supervision. At the conclusion of the course students will be prepared to enter the workforce as an entry-level sonographer. A minimum of 180 hours are required in the clinical setting.

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

Not applicable

- 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.

Course Sequence: The sequence that follows reflects courses required for the AAS degree. This particular sequence is recommended. Individualized schedules can be developed with the help of an advisor. The core diagnostic medical sonography courses must be taken in the order presented, and concurrently when applicable.

Recommended Sequence of Courses

Prerequisite Semester		Credit Hours
CURR 100	First Year Seminar	1
MATH 113	College Algebra	3
BIOL 257	Human Anatomy and Physiology	3
BIOL 258	Human Anatomy and Physiology Lab	2
ENGL 101	English Composition I	3
Total		12

Apply for Program Acceptance

Semester I		
DMS 100	Intro to Diagnostic Medical Sonography	3
DMS 105	Sonography Princip. & Instrument. I (1 st 8 wks)	3
DMS 110	Sonography Princip. & Instrument. II (2 nd 8 wks)	3
CSIS 100	Computer Concepts and Applications	3
Total		12

Semester II		
ALHT 115	Math Statistics for Allied Health	1
DMS 115	Abdominal Sonography I	3
DMS 120	OB/GYN Sonography I	3
DMS 125	Sonography Clinical Practice I	1
PHYS 100	Introductory College Physics	4
PHYS 130	Introductory College Physics Lab	1
Total		13

Summer III		
DMS 130	Neurosonography & Small Parts Ultrasound	4
DMS 135	Sonographic Clinical Practice II	2
Total		6

Semester IV		
PSYC 155	General Psychology	3
DMS 201	Abdominal Sonography II	2
DMS 205	OB/GYN Sonography II	3
DMS 215	Sonography Clinical Practice III	4
Total		12

Semester V		
COMM 213	Interpersonal Communication	3
DMS 220	Diagnostic Medical Sonography Seminar	3
DMS 225	Vascular Ultrasound	3
DMS 250	Sonography Clinical Practice IV	4
Total		13

Total AAS Degree Program Credits		68
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- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation

Accreditation will be sought from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) using the Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography. Accreditation allows students to sit for an American Registry Diagnostic Medical Sonography credentialing exam.

- If seeking accreditation, also describe the plan to achieve it

The Diagnostic Medical Sonography program will be accredited through the process outlined by CAAHEP which include the following steps:

1. Self-Study
2. On-Site Evaluation
3. Committee Review and Recommendation
4. CAAHEP Board of Directors
5. Award – Initial award of 5 years

The self-study process cannot begin until we have an approved program and a program director hired.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

The Commission on Accreditation of Allied Health Education Programs dictates the following positions be in place in order for a program to become accredited.

1. Program Director who must:

- a. possess a minimum of a Baccalaureate degree;
- b. possess the appropriate credential(s) specific to one or more of the concentration(s) offered;
- c. have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and
- d. have a minimum of two years of clinical experience as a registered sonographer in the professional sonography field.

2. Clinical Coordinator who must:

- a. possess an academic degree no lower than an Associate degree and at least equal to that for which the graduates are being prepared
- b. possess the appropriate credential(s) specific to the concentration(s) that s/he coordinates;
- c. have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and
- d. have a minimum of two years of clinical experience as a registered sonographer in the professional sonography field.

These are both new positions and the Title III grant specifies the hiring timeline. The Program Director job description was approved at the January 2022 NCCC Board of Trustees meeting and is being advertised with a notation that reads *pending KBOR approval*. The position is scheduled to start April 1, 2022.

The clinical coordinator position will be developed at a later date with a scheduled start date of October 1, 2022.

Both positions are initially funded with Title III funds with a grant-established yearly roll down to institutional funds.

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.).

All of the startup costs associated with the program will be funded through a Title III Strengthening Institutions Grant. Diagnostic Medical Sonography is one of three programs to be funded with this 2.25M grant from the Department of Education.

Costs:

Physical Facilities - Construction of DMS lab:		\$58,585
Equipment:		
MedSim ultrasound simulators with mannequin	\$106,260	
GE P6 ultrasound machines	\$79,000	
Phillips iE33 ultrasound machine	\$43,000	
Transducers	\$12,036	
Total Equipment		\$240,296
Accreditation Fees:		\$2,650
Supplies:		
Computers (2)	\$3,000	
Color printer/scanner/copier	\$900	
Printer/paper/ink	\$300	
Bedside tables (6)	\$3,378	
Monitors for patient stations (4)	\$2,000	
Scan stools	\$2,304	
Charts and models	\$4,000	
Gel/gel warmer (4)	\$600	
Waiting room chairs	\$600	
Privacy curtains with rails	\$1,796	
Massage table for simulator mannequins	\$599	
Multi-modality male pelvic phantom	\$4,950	
Patient wedges (4)	\$120	
Hand towels and wash cloths	\$200	
Bed linens (12 sets)	\$1,200	
Female pelvic phantom	\$3,841	
Multi-modality breast phantom	\$637	
Fetal ultrasound phantom (2)	\$3,758	
Side table	\$72	
Locked storage	\$1,200	
Stretchers (4)	\$11,908	
Total Supplies		\$47,435
Faculty:		
1 full-time faculty member	\$70,000	
1 full-time clinical coordinator	\$50,000	
Fringe benefits	\$24,000	
Total Personnel		\$144,000
GRAND TOTAL		<u>\$492,966</u>

- Provide detail on **CA-1a form**. Attached
- Provide Excel in CTE fee details on the **CA-1b form**. Attached
- If the program is requesting Perkins funds, provide details on the **CA-1c form**. Attached
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**. Attached
- 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.

All of the startup costs associated with the program will be funded through a US Department of Education Title III Strengthening Institutions Grant. Diagnostic Medical Sonography is one of three programs to be funded with this 2.25M grant from the Department of Education.

Neosho County Community College recently completed Year 1 of the Title II grant, which focuses on developing new high-demand programs and developing a Guided Pathways advising model at the institution. The first program launched with this grant was the Paralegal program. Diagnostic Medical Sonography is the second program slated to be developed, piloted, and institutionalized. A third program will be developed in Year 3 of the grant project.

Program Review and Assessment

- Describe the institution's program review cycle.

Program Review Guidelines

Revised 9-18-2019

PROCEDURES OF THE PROGRAM REVIEW

The program review process reaffirms viability of the program and allocation of college resources in support of the mission, vision, and purposes of NCCC. Academic program reviews are required on a published cycle to ensure appropriate evaluation, accountability, and performance assessment.

The program faculty will generate the complete program review based on the guidelines provided. They will give a brief presentation to the committee highlighting sections 1-3. Sections 4 & 5 will be discussed and finalized by the program faculty and the review committee. Responsibility for completion of program reviews will be the full-time instructor or group of instructors responsible for the program. If no full-time faculty member is in charge of the program the division chair or program coordinator/director will be responsible for completion.

An analysis of the program review report will be during a Program Review committee meeting. The committee will rule on the program review in one of three ways:

- Endorse completely
- Endorse with required revision
- No Endorsement

The CAO has the ultimate responsibility for accepting the Program Review.

Completed Program Review Documents are to be stored in T:Common under Program Review and the year of completion.

TIMELINES

- Generally, the program review cycle will be every five years. Exceptions may include those programs with additional external accreditation requirements.
- Email Data request to IR, the Coordinator of Assessment, and the CFO: Program faculty must allow a three week timeframe between the data request and receiving data from IR.

- Report:
 - A copy of the report should be sent to the supervisor for the program at least two weeks prior to the review meeting. Once approved by the supervisor, the report will be sent to the committee.
 - An electronic version is due to the Program Review Committee (from program faculty) at least one week prior to the review meeting, hard copies are not necessary. The length of the document is *suggested* to be between 15-20 pages.
- Due Dates: Will be established annually by the Vice President for Student Learning.

Organization of Document

Title Page: Title of Program, Name(s) of Author(s), Date, Years included in the Review

PLEASE INCLUDE PAGE NUMBERS IN THE DOCUMENT.

Section 1: Alignment of program mission and purposes with mission and purposes of NCCC.

- A. Describe and give examples of how your program has met the mission, vision, and purposes of NCCC since the last program review.
- B. Brief History of the Program (Previous recommendations and SWOT analyses)

Section 2: Curriculum of Program and Outcomes Assessment

- 1) Program sheet (attach a copy of the program sheet(s))
- 2) Please provide a list of the core courses as shown on the program sheet. If there is important information about any discipline-related electives, list those electives here as well.
- 3) Please describe all methods of assessment used in the program. Does this discipline use a common assessment method? If so, describe the method and if that has any influence at the program level. Please gather information from ALL instructors in the discipline to provide a comprehensive list of assessment methods.
- 4) Program outcomes and matrix (attach copies of the most recent program outcomes and matrix)
- 5) Assessments
 - 1) **Course Assessments:** For each core course, provide the weighted average per course outcome for the four years involved in the review. Also, please provide an analysis of those scores by evaluating the trends (if any), and including information from instructor narratives from assessment report archives when applicable.
Program Assessments: For the program, provide the weighted average per program outcome for the four years involved in the review based on data from the two biennial program assessment reports. Based on the Program Review Schedule, a program assessment report may be due along with a program review. Also, please provide an analysis of those scores by evaluating the trends (if any), relate any important information from the course assessment analysis, and provide any applicable information from the two biennial program assessment reports that were completed during this five-year cycle.
 - 2) Discuss any course or program outcome changes with the rationale for the change and make recommendations for any outcome changes in the future (if change is needed). Please note how the change(s) have/may affect instruction and/or curriculum content.
- 6) Efforts to stay current in curriculum
 - 1) Advisory groups
 - 2) Attendance/input from Kansas Core Outcomes Group meetings
 - 3) Professional Development
 - 4) Other
- 7) Identification of any barriers (if present) that are impeding the pursuit of professional development in your discipline.

Section 3: Data – Enrollment and Resources

Information in this section will be provided by Institutional Research. Send an **email to Institutional Research** requesting this data for the core courses **at least three weeks before faculty wish to analyze the data for the report.**

- A. Enrollment numbers per year for the last five years:

- 1) Each Course
 - a) Headcount
 - b) Credit hours generated
 - c) FTE
 - d) Grade distribution
 - e) Withdraw numbers and percentages
 - 2) Enrollment by site, day/night
 - a) Headcount
 - b) Credit hours generated
 - 3) Instructor Information
 - a) Fulltime instructors (List instructors)
 - b) Adjunct instructors (List instructors)
 - c) Percentage of courses taught by full and part-time instructors
 - 4) For AAS programs and certificates:
 - a) Students in major/program
 - b) Number of graduates/certificate completers
 - c) Job placement information if possible*
Suggestions for getting job placement data: Program Surveys, Follow-Up Report, and K-TIP report (available on KBOR's website under "Workforce Development")
 - d) Licensure exam pass rates
 - e) Number of concentrators who did not complete the program of study
 - 5) For AS, AA, AGS programs:
 - a) Transfer information from State Universities*
ESU data from Vice President's office
 - b) Number of students with program emphasis (please do not include student names or identifiable information)
 - c) Number of graduates meeting program emphasis requirements
**Information that is not provided by Institutional Research.*
- B. Cost information for the last five years:
Contact the chief financial officer for data needed in this section.
- 1) Annual budget with summary of any significant changes
 - 2) Provide a list of core course/program specific fees
 - 3) Any fund 70 account balance
 - 4) Any contributions from outside sources (grants, donations, etc.)

Section 4: SWOT

Program Faculty will complete a SWOT analysis and propose justification/recommendations for the program review in the report. Assessment and Program Review committee members will collaborate with program faculty to finalize the SWOT analysis and provide final recommendations for the review to the Chief Academic Officer.

- A. SWOT analysis of **Program** based on above information. Include changes made since the last program review (see last SWOT analysis).
- 1) Strengths
 - 2) Weaknesses
 - 3) Opportunities
 - 4) Threats
 - 5) Action Plan (Proposed recommendations for the program – please include a person responsible and a timeline for implementation if approved)

Section 5: Justification/Recommendations for Program (to be approved by the VPSL upon completion of the review)

- A. Should the program be maintained, strengthened, diminished or removed and why.
- B. Based on this review, what changes will be made to this program.
- C. Additional resources needed/requested to maintain or strengthen the program.
(All recommendations should be tied to outcomes assessment results.)

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 - Attached
(including a list of the business and industry members)
 - Curriculum Committee -Attached
 - Governing Board - Attached
(including a list of all Board members and indicate those in attendance at the approval meeting)

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



Brenda Krumm, Dean
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Dear Ms. Krumm:

Neosho Memorial Regional Hospital is pleased to hear that NCCC plans to start a Diagnostic Medical Sonography program. In support of the program, Neosho Memorial Regional Medical Center will be glad to be a guest speaker for your program and we will hire qualified graduates of the program. We will possibly serve on the advisory committee.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Franks", is written over a horizontal line.

Dennis E. Franks, FACHE
Chief Executive Officer
Neosho Memorial Regional Medical Center

629 S. Plummer P.O. Box 426 Chanute, KS 66720 (620) 431-4000 Fax (620) 431-7556
visit us at www.neoshomemorial.com



Wed 12/8/2021 2:54 PM

Lopez, Abby <alopez@ashleyclinic.com>

Letter of Support

To Brenda Krumm

Cc Tailor B. Dyke

Dear Ms. Krumm:

Ashley Clinic is pleased to hear that NCCC plans to start a Diagnostic Medical Sonography program. I was excited to hear that the potential program will be in person and the students will have hands on training in lab. In support of the program, I would be glad to serve on the advisory committee and promote the program to potential students.

Sincerely,



Abby Lopez, RDMS(OB/GYN), RVT, RT(R)
Ultrasound
Ashley Clinic
(620)-431-2500 ext. 241





December 13, 2021

Saint Luke's Health System – Imaging Services
901 E 104th St
Kansas City, 64131
816-932-2371

To Whom it may concern,

In my capacity of Director of Imaging services for Saint Luke's Health System. I was pleased to hear that NCCC plans to start a Diagnostic Medical Sonography program. The proposed program is highly relevant and well in line with the current sonographer needs within the region. In support of the program, we would be open to hiring qualified graduates of the program.

Sincerely,

Rich McKain

Rich McKain
System Imaging Services Director
Saint Luke's Health System
rmckain@saint-lukes.org



December 22, 2021

Brenda Krumm, Dean
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Dear Dean Krumm,

AdventHealth Ottawa is pleased to hear that NCCC plans to start a Diagnostic Medical Sonography program. In support of the program, AdventHealth Ottawa will be glad to distribute information about the program to our clients and consider hiring qualified graduates of the program.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Dallas Purkeypile". The signature is fluid and cursive, with the first name "Dallas" being larger and more prominent than the last name "Purkeypile".

Dallas Purkeypile, President & CEO
AdventHealth Ransom Memorial, Inc.
dallas.purkeypile@adventhealth.com
785-229-8309



In partnership with



November 23, 2021

Brenda Krumm, Dean
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Dear Ms. Krumm:

On behalf of Heartland Works, Inc. (HWI), and the Lawrence Workforce Center, I am pleased to provide this letter of support to Neosho County Community College in their intention to offer a Diagnostic Medical Sonography Program beginning in Fall of 2022.

HWI, the Lawrence Workforce Center and Neosho County Community College share a mission to help job seekers and students complete training leading to industry recognized credentials. Key to the success of this mission is employer demand for and support of the training and credentials offered.

The Workforce Centers (WFCs) of Kansas Local Area II are points of entry to a network of employment, training and educational programs and providers in Northeast Kansas. The WFCs help employers find skilled workers and help job seekers access the tools needed to manage their careers. Job seekers utilize the WFCs to look for work as well as work one-on-one with WFC staff to develop a resume and practice their interviewing skills. The WFCs offer assessment tools which allow the job seeker to evaluate their skills and which job openings best fit their current skill levels. These services are available to Neosho County Community College students.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Figge".

Theresa Figge
Interim Executive Director



2920 Haskell Ave., Suite 2 Lawrence, KS 66046-4942 • Voice/TTY: 785.840.9675

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Neosho County Community College

Proposed Program: Diagnostic Medical Sonography

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment			Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program? 20/500				
			Full-Time	Part-Time
A. Headcount:			20	0
Part II. Initial Budget			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$0	\$ 144,000	Title III Grant
Part-time/Adjunct	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$240,296	Title III Grant	
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$47,435	Title III Grant	
E. Facility requirements, including facility modifications and/or classroom renovations		\$58,585	Title III Grant	
F. Technology and/or Software		\$		
G. Other (<i>Please identify</i>) Accreditation Fees		\$2,650	Title III Grant	
Total for Implementation Year				

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
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? 35/980				
		Full-Time	Part-Time	
A. Headcount:		35	0	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$ 149,040	\$	Title III Grant (75%) NCCC (25%)
Part-time	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$ 0		
C. Tools and/or supplies required for the program		\$ 0		
D. Instructional Supplies and Materials		\$ 1,000	NCCC – general fund and student tuition/fees	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0		
F. Technology and/or Software		\$ 0		
G. Other (<i>Please identify; add lines as required</i>)				
Total for Program Sustainability		\$150,040	Title III and NCCC general fund and student tuition/fees	

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

All of the startup costs associated with the program will be funded through a Title III Strengthening Institutions Grant. Diagnostic Medical Sonography is one of three programs to be funded with this 2.25M grant from the Department of Education.

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

Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.
*Please include all costs charged to **high school students** for the proposed new program.*

Institution Name:	Neosho County Community College
Program Title:	Diagnostic Medical Sonography
Program CIP Code:	51.091

*Please list all fees associated with this **program**:
Only list costs the institution **is** charging students.*

Fee	Short Description	Amount
	No program fees for high school students	

*Please list all courses within the program and any fees associated to those **courses** :
Only list costs the institution **is** charging students. Do not duplicate expenses.*

Course ID	Short Description	Amount
DMS 100	Textbook for DMS 100: Introduction to Sonography and Patient Care	\$110
DMS 105 & 110	Textbook for DMS 105 & 110: Sonography: Principles and Instruments	\$165
CSIS 100	Access code for CSIS 100: TestOut Desktop Pro	\$145

Note: At this time the advisory board believes that high school students should only progress through these three courses until after high school graduation. This may change after we see the maturity and ability of high school students with this curriculum.

Please list items the student will need to purchase on their own for this program:

*Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

Item	Short Description	Estimated Amount
	High school students will not be in courses requiring additional supplies	

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

Name of Institution	Neosho County Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean of Outreach & Workforce Development / Title III Director 620.432.0364 bkrumm@neosho.edu
Name, title, phone, and email of the Perkins Coordinator	Dr. Sarah Robb, Vice President of Student Learning, 620.432.0302 Sarah_robb@neosho.edu
Program Name	Diagnostic Medical Sonography
Program CIP Code	51.0910
Educational award levels and credit hours for the proposed request	Associate degree – 69 credit hours
Percentage of tiered credit hours for the educational level of this request	66% 45 out of 69 credit hours are tiered
Number of concentrators for the educational level	NA – new program Estimated 20 students starting the program in fall of 2022.
Does the program meet program alignment?	NA
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	This is a new program developed with funds from a Title III Strengthening Institutions grant.

Signature of College Official *Sarah Robb* Date 12/13/2021

Signature of KBOR Official _____ Date _____

<i>For KBOR Staff use</i>
Approval effective for Academic Year:
Approval effective for Perkins fund spending for Fiscal Year:
Perkins Grant reporting required beginning:

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

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

An “eligible recipient” is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An “eligible institution” is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

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. Criteria adopted by the Board of Regents may be found in their February 20, 2019 meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:

- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

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

A complete list of approved Promise Eligible programs may be located at:
https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

Program Eligibility

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Neosho County Community College
Name, title, and email of person responsible for Academic program	Brenda Krumm, Dean of Outreach and Workforce Development/Title III Director, bkrumm@neosho.edu
Name, title, and email of Financial Aid contact	Jennifer Daisy, Director of Financial Aid, jdaisy@neosho.edu

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
51.091	Diagnostic Medical Sonography	AAS	FA22

Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need** occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

**If the above program is considered "critical need," please provide supporting documentation:

Signature of College Official *Susan R. Peltz*

Date 12-23-2021

Signature of KBOR Official _____

Date _____

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA
matt@kscolleges.org

Outreach Curriculum Committee Meeting Minutes
Sonography- New Program Review
Zoom Meeting
September 29, 2021

Present: Brenda Krumm, Tracy Rhine, Peggy Carman, Bart Chaney, Ruthanne Wark, Alex Myers, Jen Smith, Karah Kellogg, and Tailor Dyke

Sonography Program Sheet-

Added labs and changed Digital to Diagnostic before the meeting. Added A&P and Phys Labs under “Prerequisites” category. Possible to use 1hour computer class to lower total hours. Formatting- align the top of columns so that they line up. NC logo at the bottom- is this the correct orange? Should the NC be included or how should this be formatted? Font size rules? Tony is the keeper of these. Motion to accept changes Ruthie Wark, Tracy Rhine seconded. Motion Passed.

Decided to discuss all syllabi changes and make motions to accept changes at the end.

Syllabi

DMS 100 –

Steve recommend changes regarding the wording of course outcomes/competencies- how to demonstrate knowledge of? Brenda took these straight out of the Commission on Accreditation of Allied Health Education Programs Standards and Guidelines for the Accreditation of Diagnostic Medical Sonography. Added period on outcome #3, after (d) in parenthesis.

DMS 105 –

Outcome #5 changed wording to “describe types and precautions of oxygen therapy and devices”.

DMS 110 –

Consult on pre-reqs and co-reqs with Registrar so as not to cause issues when enrolling students. Added “I” after Instrumentation title under Course Description.

DMS 115 –

Steve recommended we change “knowledge of” to “Concepts related to” under course description. Course outcomes #3, removed “knowledge in” to say “Demonstrate Sonographic guided procedures”. Vasculature correct form of plural? Program director will go through these when they are hired.

DMS 120 –

Steve recommended we change intro in course description so that it doesn’t sound like scanning techniques are part of the female pelvis. Added employability skills to outcomes/competencies section. Course description- Split second sentence into 2 sentences- after non-gravid pelvic pathology. Reworded 2nd and third sentences to match outcomes.

DMS 125 –

Course outcomes, alternate number 5 (Steve recommended to remove one). Course description- added a space after period after first sentence. Changed outcomes to techniques in first sentence.

DMS 130 –

Steve- couple of little changes, changed “of” to “on” in course description. Course description is a little too broad when “musculoskeletal structures” is used. Added “joint” between musculoskeletal and structures. Outcomes came out of DMS exam prep book. Removed outcome with nomenclature indicated.

DMS 135 –

Steve had no comments on this one. Added “joint” between musculoskeletal and anatomy on outcome #5. Outcome #2- supposed to be the lab component to the previous syllabus. Changed to: “demonstrate clinical competence through assisting in providing quality patient care and optimal examination techniques”.

DMS 201 –

Steve- changed “knowledge of” to “concepts related to” added missing pre-requisites.

DMS 205 –

Steve recommended “attention is given to” instead of “focus on” under course description. Added missing pre-reqs. Added employability skills to outcomes. Outcome #4, removed forward slashes and replaced with comas. Course description: Added “and” in front of advanced procedures. Revised last sentence “attention is given to common fetal, placental, and uterine anomalies and pathologies, then created another sentence, added “additionally” in front of second new sentence.

DMS 215 –

Steve suggested changes in course description. Expanded on the word “environment” to “including attention to” Changed students “will produce”, instead of students “will begin to”... Changed from “demonstrate” to “document” in several course outcomes. Outcome #3 is the same as an outcome listed in DMS 135. Since this is already done in a previous course, removed this outcome for 215.

DMS 220 –

Course outcomes, changed “demonstrate” to “summarize disease processes”. Number 3 is okay. Number 4 “biological effects” too broad? Number 5 changed from “demonstrate” to “identify and evaluate.” Number 6- demonstrate to list resources. Note to add description of ARDMS acronym.

DMS 225 –

Removed “DMS” prefix in front of all of the prerequisites courses. Added employability skills to outcomes.

DMS 250 –

Steve- removed outcome 1, which was a repeat of one in DMS 201.

Alex Myers moved to accept all changes, Ruthie seconded. Motion passed.

Meeting adjourned approximately 4:15pm
Minutes recorded by Tailor Dyke

Curriculum Committee
AGENDA

October 18, 2021

I. Call to Order

II. Approval of Agenda

Consent Agenda

- A. Business Admin. Program Sheet Updated
- B. Theatre Program Sheet Updated

III. Approval of Minutes

Minutes from the September 17, 2021 meeting were approved through an electronic vote and posted to the *myNeosho* Committees and Departments tab.

<T:\Academics\Curriculum\MINUTES 2021-2022\CURRCOMM-2021-09-17-MINS.pdf>
https://web.neosho.edu/ICS/Comm_and_Dept/Committees/Curriculum_Committee.jnz

IV. Informational Item

- A. Nursing Syllabus Details

V. New Business

- A. Acct Program Sheet Core Courses
- B. Business Certificates Level I & II/Discontinue Matrices
- C. OTA Syllabi
- D. New Program – Diagnostic Medical Sonography
- E. Tracking Modality Changes

VI. Old Business

VII. Reports

- A. National Community College Benchmarking Project
- B. General Education Assessment

VIII. Around the Table

IX. Next Meeting – Monday, November 15, 2021 at 2:00 p.m.

X. Adjournment

Curriculum Committee Members 2021-2022

Liberal Arts – Kevin Blackwell, Co-Chair

Fine Arts/Communications – Tricia Stogsdill

English/Humanities – George Staten

Social Sci/Hist/Education – Anne Marie Foley

CTE – Brandon Sprague

Recorder – Rita Morton

Ex officio:

VP of Student Learning – Dr. Sarah Robb

Dean of Outreach/Workforce Dev. – Brenda Krumm

Dean for Ottawa & Online – Dr. Marie Gardner

Coord. Inst. Research/Reporting – LuAnn Hauser

Applied Science – Dr. Luka Kapkiai, Co-Chair

Business/Technology – Jon Seibert

Science – Michael Campbell

Math – Kim Christensen

Health Programs – Tracy Rhine

Nursing – Kristy Snyder

Registration – Ryan Rose

Advising – Andrew Haworth

Director of Nursing – Pam Covault

Dean of Assessment and I.E. – Stephen Dowell

Committee Charges:

1. Review and take action regarding course and program changes as needed due to faculty recommendations, Kansas Core Outcome Group activities, State alignment processes, or relevant accrediting body recommendations.
2. Review all relevant institutional effectiveness elements related to Student Learning and Student Success and offer appropriate recommendations based on the data. For example:
 - National Community College Benchmarking Project
 - Noel-Levitz
 - General Education Assessment
 - Performance Agreements
3. Continue to evaluate and respond to suggestions from KBOR regarding a 60 Credit Hour Associate Degree and a standard general education.
4. Implement appropriate areas of the Educational Master Plan, Strategic Plan, and Performance Agreements related to reinforcing quality in student learning.

**Curriculum Committee
MINUTES**

October 18, 2021

PRESENT: Kevin Blackwell – Co-chair, Dr. Luka Kapkiai – Co-chair, Anne Marie Foley, Jon Seibert, Michael Campbell, Tracy Rhine, Tricia Stogsdill, Pam Covault, Stephen Dowell, Dr. Marie Gardner, LuAnn Hauser, Andrew Haworth, Brenda Krumm, Dr. Sarah Robb, Ryan Rose, Rita Morton – Recorder

GUEST: Tony Jacobson, Peggy Carman

ABSENT: Brandon Sprague, George Staten, Kim Christensen, Kristy Snyder,

I. Call to Order

K. Blackwell called the meeting to order at 1:31 p.m.

II. Approval of Agenda

Consent Agenda

A. Business Admin. Program Sheet Updated

B. Theatre Program Sheet Updated

K. Blackwell shared that the program sheets were updated to reflect program outcome changes that were approved by the committee last year. With no proposed amendments, B. Krumm moved to approve the agenda as presented. S. Dowell seconded the motion and the agenda was approved.

III. Approval of Minutes

K. Blackwell announced the minutes from the September 17, 2021 meeting were approved through an electronic vote and posted to the *myNeosho* Committees and Departments tab.

IV. Informational Items

A. Nursing Syllabus Details

Heard from P. Covault that all Practicum syllabi is being updated to equate the number of credit hours with the number of contact hours. She described the breakdown of hours and shared that the Nursing department knows this information is being asked for in reviews by the State Board of Nursing and they are trying to be proactive before their next review. The change impacts only the four Practicum courses to meet KSBN guidelines. It was determined that this informational presentation would be sufficient for tracking the change.

V. New Business

A. Acct Program Sheet Core Courses

After some approved matrix updates last year, Dr. Kapkiai explained that moving three courses from the Core Courses paragraph to the Program Electives paragraph better aligns with the updated matrix. T. Stogsdill moved to approve the changes. M. Campbell seconded the motion. The motion carried and the program sheet changes were approved.

B. Business Certificates Level I & II/Discontinue Matrices

Heard from Dr. Kapkiai that during a program review it was determined these two matrices were not being used for assessment. It has been proposed to discontinue the matrices. S. Dowell clarified that it is not being proposed to discontinue the certificates themselves, only the matrices associated with them. He also clarified that this would be effective immediately. S. Dowell then moved to approve discontinuing these matrices. T. Rhine seconded the motion and the matrices will be discontinued.

C. OTA Syllabi

Heard from P. Carman that she has been working on revising all 16 OTA syllabi. All of them did get grade scale changes and updates. The efforts are in part to provide consistency throughout all syllabi. She said that these syllabi came through Curriculum last year working on the outcomes. In presenting the first proposed syllabus, the effective date of Spring 2022 became a focal point as enrollment for the coming spring semester starts tomorrow. The committee discussed processes involved and made arrangements to accommodate the Registrar and communicate with students in this situation. P. Carman did later state that all of the 100 level courses will be offered this coming spring semester.

- **OTA 100**

Changes include the title to better reflect the class and some revision on the course description. P. Covault moved to approve. B. Krumm seconded and the syllabus was approved.

- **OTA 102**

Changes started with a face to face modality change to a hybrid format. She then included revisions to the course description and cleanup of the grade scale information. K. Blackwell noted a word change in outcome number seven. P. Carman explained some discussion during a department meeting about some interchangeable usage of “patient” and “client”. She said the department decided to use “client” consistently. She drew focus to the last sentence of the course description and some language was added for clarification. On motion by S. Dowell and a second from T. Stogsdill the syllabus was approved.

- **OTA 103**

Changes include the title, some revisions to the course description and minimum course content. Revisions to the grade scale language better reflected the Pass/Fail nature of the Fieldwork course. There was discussion about the modality of the course based on added language in the description. For reporting purposes, Dr. Robb will consider this a modality change. T. Rhine moved to approve the syllabus changes. On second from M. Campbell the syllabus was approved.

- **OTA 104**

Changes include the title and grade scale. After no other discussion or questions, B. Krumm moved to approve the syllabus changes. T. Stogsdill seconded the motion and the syllabus was approved.

- **OTA 106**

Changes include the course number and title, as well as revisions to the course description and grade scale. The word “client” in outcome number 12 refers to the departmental discussion described with OTA 102. P. Carman explained how the number change puts the content in the correct sequence. S. Dowell added that an updated matrix will be submitted after all changes have been processed. M. Campbell moved to approve the syllabus changes. P. Covault seconded the motion and the syllabus was approved.

- **OTA 108**

Changes include the course number and title, as well as revisions to the course description, minimum course content, and grade scale. The word “client” in outcome number four refers to the departmental discussion described with OTA 102. P. Carman explained that this is the same situation as OTA 106 whereas the content places this course later in the sequence. She mentioned this course was given an odd number for fieldwork, giving coursework even numbers. The name change provided more consistency with the other courses. The language in the course description is consistent with how the accreditors allow the content to be presented. That content did have significant revision, as well. With no questions or comments, S. Dowell moved to approve the syllabus changes. On second from M. Campbell the syllabus was approved.

- **OTA 110**

Changes include the title, course description, prerequisites and corequisites, minimum course content, and the grade scale. P. Carman explained that their accreditors wanted this course and OTA 111 moved into the earliest coursework semester and is the reason a lot of these changes to the program took place. These are also the only two courses that have a corequisite, with a lecture and lab component. T. Rhine moved to approve the syllabus changes. T. Stogsdill seconded the motion and the syllabus was approved.

There was some clarification of the “division” changes on the old syllabi templates.

- **OTA 111**
Changes include the title, prerequisites and corequisites, minimum course content, and grade scale. P. Carman indicated that these changes are similar to those for OTA 110 as this is the lab component. After no further discussion, T. Rhine moved to approve the syllabus changes. Dr. Gardner seconded the motion and the syllabus was approved.
- **OTA 200**
Changes include the title and credit hours from three to two. After no discussion S. Dowell moved to approve the changes. On second from A.M. Foley the syllabus was approved.
- **OTA 202**
This is a new course and first ever fully online course for this program. P. Carman described a need for this added course, offered in the summer, to address consistent difficulties in fieldwork with students' documentation. The numbers following the outcomes refer to the accreditor's guidelines. A correction was made to outcome number one. T. Stogsdill moved to approve the new course. A. Haworth seconded the motion and the new course was approved.
- **OTA 208**
This is a new course that is a clinical application class. P. Carman described the heavy content in the previous OTA 210 course is now split into two application classes and the new documentation class. Also the textbook is changing and all is intended to better cover more content. There was a minor word correction in the course description. T. Stogsdill moved to approve the new course. S. Dowell seconded the motion and the new course was approved.
- **OTA 210**
Changes include the title, course description, course outcomes, minimum course content and the grade scale. The outcomes were restructured because of the content that was taken out of this course, but P. Carman said the modality, credit hours and semester offered remained the same. On motion by T. Stogsdill and a second from A. M. Foley, the syllabus changes were approved.
- **OTA 212**
Changes include the title, minimum course content and grade scale. A rogue "InsideNC" was stricken from the text. After no further discussion, T. Rhine moved to approve the syllabus changes. T. Stogsdill seconded the motion and the syllabus was approved.

- **OTA 213**

Changes include a number and title change, an increase in credit hours from two to three, and minor changes to the grade scale language. The CCR will be amended for missing information. There was an additional correction made to the grade scale. After no further discussion, T. Stogsdill moved to approve the syllabus changes. On second from T. Rhine the syllabus was approved.

- **OTA 214**

Changes include the title for consistency and an increase in credit hours from five to six. T. Stogsdill moved to approve the changes. T. Rhine seconded the motion and the syllabus was approved.

- **OTA 216**

Changes include the title for consistency and an increase in credit hours from five to six. T. Stogsdill moved to approve the changes. M. Campbell seconded the motion and the syllabus was approved.

- **OTA Program Sheet**

Updates to the program sheet reflect the changes to the courses, credit hours and sequence. S. Dowell moved to approve the updated program sheet. T. Rhine seconded the motion and the program sheet was approved.

D. New Program – Diagnostic Medical Sonography

Heard from B. Krumm that this new accredited program has already established curriculum guidelines. The numbers noted in some outcomes are references to these guidelines. In later courses the numbers refer to the national exam. It is a 69 credit hour degree program. Once a full time person is hired revisions are anticipated that may reduce the total credit hours required.

- **DMS 100**

This 3 credit hour introduction course allows students to learn about the career. After no discussion, Dr. Gardner moved to approve the syllabus. A. M. Foley seconded the motion and the syllabus was approved.

- **DMS 105**

This is the first of two 8-week courses in sequence. B. Krumm provided a brief summary of the content for this 3 credit hour course. T. Stogsdill moved to approve the syllabus. On second from T. Rhine the syllabus was approved.

- **DMS 110**

This 3 credit hour course is the second of the two 8-week courses in sequence. B. Krumm described content covering more advanced technology with a focus on safety throughout all courses. Students must pass DMS 105, the first 8-week course. On motion from T. Stogsdill and a second from S. Dowell the syllabus was approved.

- **DMS 115**

Heard from B. Krumm that students begin to focus on more specific areas with this 3 credit hour course. This course has a laboratory component. Students must have successfully completed the previous three courses. With no further discussion, T. Rhine moved to approve the syllabus. On second from P. Covault the motion carried and the syllabus was approved.

- **DMS 120**

B. Krumm described this 3 credit hour course as the first of two in the OB/GYN area. There was some discussion about language in the Course Description and a minor change was made for clarification. A word was corrected in outcome number two. On motion from Dr. Gardner and a second from S. Dowell the syllabus was approved.

- **DMS 125**

This is a 1 credit hour clinical course. B. Krumm explained that this course is mostly observation as the students do not yet have the experience to handle patients directly. P. Covault moved to approve the syllabus. On second from T. Stogsdill the motion carried and the syllabus was approved.

- **DMS 130**

Heard from B. Krumm this is a 4 credit hour course. She talked to a person who runs this program in Tulsa and modeled this from their course verbatim. With no further discussion T. Stogsdill moved to approve the syllabus. M. Campbell seconded the motion and the syllabus was approved.

Discussion began about the different effective dates on the syllabi. After hearing from several members, Dr. Robb seconded the suggestion from S. Dowell that the effective date should be Summer 2022. After no objection or further discussion it was agreed that all syllabi will be amended to be effective Summer 2022.

- **DMS 135**

This second clinical course is 2 credit hours and students begin performing learned skills. T. Stogsdill moved to approve the syllabus. On second from P. Covault the motion carried and the syllabus was approved.

- **DMS 201**

B. Krumm described this 3 credit hour course to be a continuation of DMS 115. With no further discussion, T. Stogsdill moved to approve the syllabus. T. Rhine seconded the motion and the syllabus was approved.

- **DMS 205**

This 3 credit hour course is the second in the OB/GYN area. There was some brief discussion on the wording of outcome number five, but no changes were made. After

no further discussion T. Stogsdill moved to approve the syllabus. A. M. Foley seconded the motion and the syllabus was approved.

- **DMS 215**

Heard from B. Krumm that students are becoming more proficient in this third clinical course worth 4 credit hours. There was a spelling correction in outcome number two. On motion from T. Stogsdill and a second from T. Rhine the syllabus was approved.

- **DMS 220**

B. Krumm described this 3 credit hour course as a review for the national exam and some of the outcomes are right off of the registry for DMS, as noted at the end of the outcome. She talked about the use of “Demonstrate knowledge...” in many of the standards and feels that the person hired with the expertise can work with S. Dowell to change some wording, develop the matrix and fine tune the assessment. In the meantime there are many that were left exactly as they were in the accreditation standards. After no further discussion T. Stogsdill moved to approve the syllabus and T. Rhine seconded the motion. The motion carried and the syllabus was approved.

- **DMS 225**

This 3 credit hour course is a specialty area the students will be tested on. B. Krumm added that these standards were straight out of the accreditation standards. On motion by T. Rhine and a second from M. Campbell the syllabus was approved.

- **DMS 250**

B. Krumm shared that the students are now demonstrating proficiency in learned skills in this final, 4 credit hour clinical course. Dr. Gardner moved to approve the last syllabus. With a second from M. Campbell the motion carried and the syllabus was approved.

- **DMS Program Sheet**

There was some discussion regarding a revised version that had come in just prior to the meeting. The focus was on credit hours for Semester III. The correct version was to reflect 4 credit hours for DMS 130 and 2 credit hours for DMS 135, for a total of 6 credit hours that semester. B. Krumm added that there may be revisions to the program sheet after the person hired has worked with S. Dowell on program outcomes. P. Covault moved to approve the program sheet. T. Rhine seconded the motion. The program sheet was approved.

E. Tracking Modality Changes

Heard from K. Blackwell that Dr. Robb has been charged by the HLC to track modality changes and at what threshold to report the changes. Such changes have not been tracked before and one suggestion is to add a line to the routing page of the CCR. Dr. Robb provided some clarification and added that she would not want the CCR process to create a barrier when we need to be able to offer these modalities with flexibility. After

several ideas had been discussed it was decided that maybe the CCR is not the best place for this and will take the question to SLD. No further action taken.

VI. Old Business

None.

VII. Reports

A. National Community College Benchmarking Project

No Report.

B. General Education Assessment

No report.

VIII. Around the Table

None.

IX. Next Meeting

K. Blackwell announced the next meeting has been scheduled for Monday, November 15, 2021 at 2:00 p.m.

X. Adjournment

The meeting was adjourned 3:14 p.m. The minutes were recorded by R. Morton.

Curriculum Committee
AGENDA

January 04, 2022

- I. Call for Action**
- II. New Business**
 - A. Diagnostic Medical Sonography Credit Hour Changes
- III. Adjournment**

Curriculum Committee Members 2021-2022

Liberal Arts – Kevin Blackwell, Co-Chair

Fine Arts/Communications – Tricia Stogsdill

English/Humanities – George Staten

Social Sci/Hist/Education – Anne Marie Foley

CTE – Brandon Sprague

Recorder – Rita Morton

Ex officio:

VP of Student Learning – Dr. Sarah Robb

Dean of Outreach/Workforce Dev. – Brenda Krumm

Dean for Ottawa & Online – Dr. Marie Gardner

Coord. Inst. Research/Reporting – LuAnn Hauser

Applied Science – Dr. Luka Kapkiai, Co-Chair

Business/Technology – Jon Seibert

Science – Michael Campbell

Math – Kim Christensen

Health Programs – Tracy Rhine

Nursing – Kristy Snyder

Registration – Ryan Rose

Advising – Andrew Haworth

Director of Nursing – Pam Covault

Dean of Assessment and I.E. – Stephen Dowell

Committee Charges:

1. Review and take action regarding course and program changes as needed due to faculty recommendations, Kansas Core Outcome Group activities, State alignment processes, or relevant accrediting body recommendations.
2. Review all relevant institutional effectiveness elements related to Student Learning and Student Success and offer appropriate recommendations based on the data. For example:
 - National Community College Benchmarking Project
 - Noel-Levitz
 - General Education Assessment
 - Performance Agreements
3. Continue to evaluate and respond to suggestions from KBOR regarding a 60 Credit Hour Associate Degree and a standard general education.
4. Implement appropriate areas of the Educational Master Plan, Strategic Plan, and Performance Agreements related to reinforcing quality in student learning.

Curriculum Committee MINUTES

January 04, 2022

Responded: Kevin Blackwell – Co-chair, Dr. Kapkiai – Co-chair, Anne Marie Foley, George Staten, Jon Seibert, Kim Christensen, Kristy Snyder, Michael Campbell, Tricia Stogsdill, Pam Covault, Stephen Dowell, LuAnn Hauser, Brenda Krumm, Dr. Sarah Robb, Rita Morton – Recorder

I. Call for Action

K. Blackwell emailed the committee on January 04, 2022 for an electronic vote.

II. New Business

A. Diagnostic Medical Sonography Credit Hour Changes

B. Krumm contacted the committee via email to request a credit hour change for the new DMS program. After reviewing the program with KBOR staff, it was determined to reduce the total program credit hours from 69 to 68. To accomplish that goal, B. Krumm proposed reducing the 3 credit hours for course DMS 201 Abdominal Sonography II to 2 credit hours. She shared her timeline to present the proposed changes to the Board of Trustees for approval at their January meeting and requested an expedited electronic vote.

III. Adjournment

K. Blackwell provided a deadline for casting votes and closed voting at Noon, January 12, 2022. Vote count total was 14 for a majority to approve the changes with none opposing. These minutes were provided by R. Morton.

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

January 13, 2022 – 5:30 P.M.

Student Union – Room 209/Zoom

Zoom Link <https://neosho.zoom.us/j/95368545057>

Meeting ID: 953 6854 5057

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Board Reorganization:**
 - A. Election of Officers for January 1, 2022 to December 31, 2022: Chair and Vice Chair
 - B. Appointment of Personnel: Attorney, Secretary, Treasurer, Clerk
 - C. Selection of Monthly Meeting Day, Time and Location
 - D. Financial Institution Designation
 - E. Appointment of Board Representatives:
 - a. Kansas Association of Community College Trustees
 - b. NCCC Foundation (1 representative)
 - F. Affirmation of Service
- VI. Consent Agenda**
 - A. Minutes from December 9, 2021
 - B. Claims for Disbursement for December 2021
 - C. Job Description – Diagnostic Medical Sonography Program Developer
 - D. Course Inventory Revisions/Additions
 - E. Personnel
- VII. Reports**
 - A. Institutional Dashboard – Dr. Sarah Robb
 - B. Treasurer – Sandi Solander
 - C. President – Dr. Brian Inbody
- VIII. Old Business**
- IX. New Business**
 - A. Resolution 2022 – 1: Lloyd Builders Exhibit A
 - B. Executive Session: Real Estate
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

January 13, 2022 – 5:30 P.M.

Student Union – Room 209/Zoom

Zoom Link <https://neosho.zoom.us/j/95368545057>

Meeting ID: 953 6854 5057

I. CALL TO ORDER

Dennis Peters called the meeting to order at approximately 5:30 p.m. in room 209 of the Student Union.

II. ROLL CALL

The following members were present: Bryan Schulz, Charles Boaz, Lori Kiblinger, David Peter, and Martha McCoy. Dennis Peters attended via Zoom.

Also in attendance were: Kerrie Coomes, Stephen Dowell, Dr. Marie Gardner, Dr. Brian Inbody, Karin Jacobson, Riann Mullis, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Sudhir Kamath, Sandi Solander, the Chanute Tribune and Tony Jacobson.

III. PUBLIC COMMENT

No one spoke.

IV. APPROVAL OF THE AGENDA

On motion by David Peter and second by Charles Boaz the agenda was approved as presented.

V. REORGANIZATION OF THE BOARD:

A. Election of Officers: Chair and Vice Chair

Lori Kiblinger motioned to nominate Dennis Peters as Chair, motion was seconded by Charles Boaz. Dennis Peters was elected Chair, motion passed unanimously.

Dennis Peters motioned to nominate Lori Kiblinger as Vice Chair, motion was seconded by David Peter, Lori Kiblinger was elected as Vice Chair, motion passed unanimously. Both will serve January 1, 2022 to December 31, 2022.

B. Appointment of Personnel

On motion by David Peter and second by Lori Kiblinger, Kent Pringle was appointed as Board Attorney, Brian Inbody was appointed as Board Secretary, Sandi Solander was appointed as Board Treasurer and Naomi Reese was appointed as Board Clerk. Motion passed unanimously.

C. Selection of Monthly Meeting Day, Time and Location

On motion by David Peter and second by Charles Boaz, the meeting day, time, and location will remain the same, the second Thursday of each month starting at 5:30 p.m. in Room 209 of the Student Union. Motion passed unanimously.

D. Financial Institution Designation

On motion by Charles Boaz and second by David Peter the following financial institutions were approved as official depositories. Motion passed unanimously.

Bank of Commerce, Chanute
Commercial Bank, Chanute
Community National Bank, Chanute
Emprise Bank, Chanute
Home Savings Bank, Chanute
Kansas State Bank, Ottawa
Bank Midwest, Ottawa

E. Appointment of Board Representatives:

On motion by Lori Kiblinger and second by David Peter, Dennis Peters was retained as the Kansas Association of Community College Trustees representative and Charles Boaz was retained as the NCCC Foundation representative. Motion passed unanimously.

F. Affirmation of Service

The following trustees, Bryan Schulz, Charles Boaz, Lori Kiblinger, David Peter, Martha McCoy and Dennis Peters read the following Affirmation of Service together. Bryan Schulz, Charles Boaz, Lori Kiblinger, David Peter and Martha McCoy signed the document. Dennis Peters will sign at a later date.

At the November 2003 Board Retreat, Trustees developed the following statement to demonstrate their understanding of the role of the Board in policy-making. They voted to include this statement each year at the January Board meeting as part of the organization of the Board.



BOARD OF TRUSTEES

AFFIRMATION OF SERVICE

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College that I do solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Bryan Schulz

Charles Boaz

Lori Kiblinger

David Peter

Dennis Peters

Martha McCoy

Signed this 13th day of January, 2022.

VI. CONSENT AGENDA

On motion by Charles Boaz and second by Lori Kiblinger the following items were approved by consent:

A. Minutes from December 9, 2021

B. Claims for Disbursement for December 2021

C. Job description – Diagnostic Medical Sonography Program Developer

Diagnostic Medical Sonography is the second program being developed under the Title III Strengthening Institutions Grant. This position is critical to the installation of the new lab for sonography in Ottawa and the overall implementation of the new program.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM DEVELOPER

Reports to: Title III Project Director
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Salary: \$70,000
Start Date: April 1, 2022
Created: December, 2021

Purpose of Position: The Diagnostic Medical Sonography Program Developer (DMSPD) reports to the Title III Project Director and is responsible for developing, piloting, and institutionalizing all aspects of the Diagnostic Medical Sonography Program including developing, evaluating, and modifying the curriculum. The DMSPD is responsible for instructing courses in the program and hiring and supervising adjunct instructors if adjunct instructors are required.

Essential Functions

Provide premiere quality service to all constituencies of the College.
Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Develop curriculum for the diagnostic medical sonography program.
- b. Work with Title III Director to ensure the program is approved institutionally and by the Kansas Board of Regents.
- c. Lead pilot course offerings.
- d. Conduct yearly diagnostic medical sonography curriculum evaluation and reporting to the Diagnostic Medical Sonography Advisory Board.
- e. Modify and update curriculum and textbook requirements as needed.
- f. Review and update equipment/supply needs for the diagnostic medical sonography classroom/lab.
- g. Conduct program and course assessment following established institutional procedures.
- h. Conduct student review and evaluation through required institutional procedures.
- i. Pilot, test, and evaluate courses.
- j. Develop diagnostic medical sonography classroom and lab in Ottawa.

k. Offer diagnostic medical sonography in Ottawa.

2. Student Advising/Evaluation

- a. Coordinate with Career Pathways Coordinator, NCCC admissions staff, and the NCCC CTE recruiter to provide program information required for an institutional recruitment strategy.
- b. Maintain student orientation/advising materials.
- c. Assist students in advisement and registration activities.
- d. Track and monitor student progress in the program.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.
- b. Manage the diagnostic medical sonography budget within the framework of the department.
- c. Collaborate with Diagnostic Medical Sonography Advisory Board and hold two meetings per year.
- d. Establish and maintain fieldwork site agreements.
- e. Establish and maintain approval requirements in accordance with the American Registry for Diagnostic Medical Sonography.
- f. Supervise and establish program articulation agreements with other higher educational institutions.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Title III Director in reporting and projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a sonographer.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of American Registry for Diagnostic Medical Sonography standards.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to work independently.

Education and Experience

1. *Required* – Registered Diagnostic Medical Sonographer
2. *Required* – At least three years of work as a sonographer
3. Experience in higher education curriculum development/instruction, preferred.
4. Valid driver's license, required.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.

2. Some travel and evening hours are required.
3. Limited physical effort required.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

D. Course Inventory Revisions/Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Course Inventory Changes January 2022 Board Meeting

New Program

Diagnostic Medical Sonography: 14 new course syllabi and program sheet. See attached documents.

E. Personnel

1. Resignation of Clinical Healthcare Support Program Coordinator

It was the President's recommendation that the board approve the resignation of Joann Hutchinson as the Clinical Healthcare Support Program Coordinator. Her last day was December 23, 2021.

2. Resignation of Assistant Math Professor – Ottawa

It was the President's recommendation that the board approve the resignation of Kim Christensen as the Assistant Math Professor. Her last day was January 7, 2022.

3. Resignation of Desktop Technician – Ottawa

It was the President's recommendation that the board approve the resignation of Garrett Benton as the Desktop Technician. His last day was January 6, 2022.

VII. REPORTS

- A. Institutional Dashboard – Dr. Sarah Robb reported on the Institutional Dashboard. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of December was \$904,541.10 and disbursements were -\$1,517,240.75. See attachments.
- C. President – Dr. Brian Inbody Dr. Bria Inbody gave a president's report. See attachment.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Lloyd Builders Exhibit A

Previously the Board approved the general aspects of a contract with Lloyd Builders to renovate much of the Ross Lane facility to become the Mitchell Career and Technology Center. While the contract allowed for design aspects to move forward it did not contain the full scope of the project as that scope would have to be informed by the completed design. That design is now complete and the contractor did seek bids for

the project. Below please find Exhibit A referenced in the already approved contract with Lloyd Builders. It contains the full scope of the project as well as costs associated.

Many local service providers were solicited to bid on the project along with others in the state and region. Some chose not to bid. Of those who did, Josh reports that, where possible, local bidders, won 35% of the jobs including:

- Concrete – Raida Construction \$89,902
- Masonry – Robertson Masonry \$30,780
- Countertops – Top It \$12,789
- Roofing – Boren \$233,800
- Drywall Assemblies – Ryan Carter \$252,598

Award of the bid was not only about the cost factor, which was primary, but possible timeline aspects and any service history with the company as well.

The total cost of the project can be found on the construction summary at just over \$3.6 million. There are a few smaller adjustments to be made but those could lower the price. There is a small contingency for unknown factors of \$95,000 but that does NOT include any change orders that the college may ask for as the work continues.

Administration has requested a completion date of Aug. 1, however with supply-chain problems that looks unlikely at this point. Priority will be giving to having the working labs (welding, construction, IMT and Aerostructures) up as soon as possible so that it does not interfere with the educational process.

Funds for this project will come from \$3.4 million in raised funds from grants and donations, as well as college fee accounts and the deferred maintenance fund. Funds for furnishings, not part of this \$3.6 million will come from grants such as Title III, Maintenance of Effort funds from the State of Kansas, and grant applications that are still outstanding.

The administration recommended approval of Exhibit A.

See attached.

On motion by David Peter and Second by Martha McCoy the following Resolution was passed unanimously.

Resolution 2022 – 1:

RESOLVED that the Board of Trustees of Neosho County Community College approves Exhibit A to the Design-Build Contract with Lloyd Builders, Inc. previously approved September 9, 2021 in Resolution 2021-51 for the phase 2 expansion of the Mitchell Career And Technology Center.

B. Executive Session: Real Estate

On motion by David Peter and second by Bryan Schulz the board recessed into executive session to discuss terms for acquisition of real estate pursuant to the open meetings exception for preliminary discussions relating to acquisition of real property and that our President, Vice-President for Student Learning, Vice President for Operations, Chief Financial Officer and college attorney be included.

AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE

AGREEMENT, made and entered into effective the 13th day of January, 2022, by and between Eugene E. Reinhardt, hereinafter referred to as Seller or "Gene", and Neosho County Community College, hereinafter referred to as Buyer or "NCCC":

In consideration of the mutual covenants and agreements hereinafter set out, the parties agree as follows:

1. Sale of Real Estate. Seller hereby agrees to sell and convey unto Buyer by good and sufficient Warranty Deed the following described real estate:

Lots Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14) and Fifteen (15), in Block Five (5), of PARK PLACE ADDITION to the City of Chanute, Neosho County, Kansas

Property Address: 915 S. Lafayette Ave, Chanute, Kansas

free of all liens and encumbrances, except:

- (a) Zoning or deed restrictions and easements of record.
- (b) Encumbrances created by the Buyer.
- (c) Installments, if any, of special assessments not yet due.
- (d) Rights of following described tenants in possession, if any: None
- (e) Other Exceptions, if any:

2. Purchase Price and Terms of Payment. Buyer agrees to purchase and to pay to Seller in consideration for said property the sum of \$25,656.00 payable in cash at closing.

3. Title Insurance. Buyer is entitled to obtain a title company's commitment to insure, to the above-described real estate, showing merchantable title to be vested in Seller. Buyer shall have a reasonable time in which to have the title insurance commitment examined by an attorney of Buyer's choice. Seller shall have a reasonable time to meet any title requirements. Buyer shall pay the Owner's Title Insurance Premium.

4. Taxes. Seller warrants that property taxes and special assessments, if any ("taxes") for 2021 and all prior years have been paid in full. Buyer shall pay the 2022 taxes, if any.

5. Closing; Possession. It is the intention of the parties that this transaction shall be consummated and possession given to Buyer as soon as practical after the Title Insurance Commitment is received.

6. Mechanics' Liens. Seller represents and warrants that there are no unpaid bills for labor and material that might form a basis for a lien against said premises, and there are no unpaid conditional sales contracts or security agreements affecting any fixture, portion of the premises or other item of personal property covered by this Agreement.

7. Condition of Premises. Seller agrees to deliver possession of the above-described real property in the same condition as it is now, reasonable wear and tear excepted. NCCC has inspected the property and is buying it "as is".

8. Lead Based Paint. There are no residential structures.

9. Criminal Records Search. Kansas law requires persons who are convicted of certain crimes, including certain sexually violent crimes, to register with the sheriff of the county in which they reside. If you, as the buyer, desire information regarding those registrants, you may find information on the homepage of the Kansas Bureau of Investigation (KBI) at www.kansas.gov/kbi or by contacting the local sheriff's office. Seller makes no representation concerning what such a search might reveal.

10. Radon Gas. There are no residential structures.

11. Items Included in Sale. The purchase price includes all appurtenances, permanent improvements, and fixtures attached to the real estate, together with any personal property on the premises the date of closing except as specifically provided otherwise.

12. Insurance. There are no insurable improvements.

13. Attorney. This Agreement was prepared by R. Kent Pringle, Attorney for Buyer. The Buyer shall pay the fees and expenses charged by R. Kent Pringle for the preparation of this contract, the Deed, related title or transfer instruments, coordination for execution, communication with financial institutions, request for title insurance, and closing agent fees. Seller and Buyer shall each be responsible for their own respective attorney fees incurred that are not specifically provided for herein.

14. No Broker or Sales Agent. Seller represents and warrants that he is not represented by nor has he retained or otherwise engaged a real estate sales broker or agent, and that no sales commission, brokerage fee, referral or origination fee or other payment is due and owing to any other party as a result of this sale and purchase agreement. Seller is a real estate broker.

15. Default. In the event the Buyer shall fail to fulfill its obligations hereunder, Seller may, at his option, cancel this Agreement. In the event the Seller is unable to furnish merchantable title this Agreement shall be null and void and of no further force and effect, if such title defects are not cured within 180 days by Seller or Seller's title insurer.

16. Board Approval. This Agreement requires approval by the Neosho County Community College Board of Trustees (the "Board"). If the NCCC Board has not formally approved this Agreement on or before January 13, 2022, this Agreement shall be null and void.

17. Termite Inspection. There are no structures on the property.

18. Entire Agreement. This Agreement constitutes the entire contract between the parties and there are no representations, warranties, conditions, or agreements other than those expressly set forth herein. No other agreement, statement, promise, warranty, or representation made by any party to this Agreement, or by any employee, officer, or agent of any party, that is not in writing and signed by all parties to this Agreement, shall be binding.

19. Binding Effect. The Agreements herein contained shall extend to and be binding upon the heirs, devisees, representatives and assigns of the respective parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

SELLER:

BUYER:

Neosho County Community College

Eugene E. Reinhardt

By: _____
Brian Inbody, President

WARRANTY DEED

Eugene E. Reinhardt and Sandra A. Reinhardt, husband and wife

CONVEY AND WARRANT TO

Neosho County Community College

all the following described REAL ESTATE in the County of Neosho and the State of Kansas, to wit:

Lots Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14) and Fifteen (15), in Block Five (5), of PARK PLACE ADDITION to the City of Chanute, Neosho County, Kansas

Property Address: 915 S Lafayette Ave., Chanute, Kansas

For One Dollar and other valuable consideration.

EXCEPT AND SUBJECT TO: Easements, Rights of Way and Restrictions of record.

Dated: _____, 2022

DRAFT

Eugene E. Reinhardt

DRAFT

Sandra A. Reinhardt

STATE OF KANSAS, COUNTY OF NEOSHO, ss

ACKNOWLEDGED before me this ____ day of _____, 2022 by Eugene E. Reinhardt and Sandra A. Reinhardt, husband and wife.

DRAFT

My appointment expires: _____ Notary Public
(S E A L)

The board entered executive session at 6:45 p.m. and returned to open meeting at 6:50 p.m.
the following action was taken.

Resolution 2022 – 2:

RESOLVED that the Board Of Trustees of Neosho County Community College approves the Agreement For Purchase And Sale Of Real Estate with Eugene E. Reinhardt and authorizes that the transaction proceed to closing.

On motion by David Peter and second by Charles Boaz the above resolution passed unanimously.

X. ADJOURNMENT

On motion by Lori Kiblinger and second by David Peter the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Dennis Peters, Board Chair
Naomi Reese, Board Clerk

Diagnostic Medical Sonography

Associate of Applied Science

Diagnostic medical sonography is a profession that provides patient care services using ultrasound and related diagnostic procedures. The diagnostic medical sonographer must be educationally prepared and clinically competent before entering the workforce as a practitioner. The diagnostic medical sonographer works under a physician and does not practice independently. Diagnostic medical sonographers are committed to patient care and continued improvement. They use independent judgement and must adhere to strict professional and ethical standards. Critical thinking skills are essential for this profession.

Prerequisites: The student will need to successfully complete College Algebra, Human Anatomy and Physiology lecture and lab, and English Composition I before being officially admitted to the program. First time, full time students will also need to complete the First Year Seminar course. Some of the courses in this curriculum have specific prerequisites as indicated on the syllabi.

Students must have the following physical abilities: visual acuity, hearing ability, manual dexterity, and physical ability to stand for prolonged periods, lift objects of 35 pounds or more, push equipment, and maneuver in limited space.

The goal of the diagnostic medical sonography program is to prepare competent entry-level general sonographers in the knowledge, skills, and behaviors required. Additionally, the goal is to produce graduates who meet the requirements set by the American Registry for Diagnostic Medical Sonography certification examination upon completion of the program.

Program Outcomes:

1. Apply effective oral, visual, and written communication skills.
2. Demonstrate knowledge and understanding of human sectional anatomy relative to normal and abnormal sonographic imaging.
3. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
4. Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
5. Apply ultrasound principles and instrumentation relative to imaging and image quality.
6. Demonstrate appropriate ergonomic scanning applications.
7. Demonstrate the ability to provide patient care while following ethical standards, HIPAA guidelines, and maintain professionalism.
8. Recognize and use resources to enhance professional development.
9. Demonstrate employability skills.

Course Sequence: The sequence that follows reflects courses required for the AAS degree. This particular sequence is recommended. Individualized schedules can be developed with the help of an advisor. The core diagnostic medical sonography courses must be taken in the order presented, and concurrently when applicable.

Recommended Sequence of Courses

Prerequisite Semester	Credit Hours
CURR 100 First Year Seminar	1
MATH 113 College Algebra	3
BIOL 257 Human Anatomy and Physiology	3
BIOL 258 Human Anatomy and Physiology Lab	2
ENGL 101 English Composition I	3
Total	12

Apply for Program Acceptance

Semester I	
DMS 100 Intro to Diagnostic Medical Sonography	3
DMS 105 Sonography Princip. & Instrument. I (1 st 8 wks)	3
DMS 110 Sonography Princip. & Instrument. II (2 nd 8 wks)	3
CSIS 100 Computer Concepts and Applications	3
Total	12

Semester II	
ALHT 115 Math Statistics for Allied Health	1
DMS 115 Abdominal Sonography I	3
DMS 120 OB/GYN Sonography I	3
DMS 125 Sonography Clinical Practice I	1
PHYS 100 Introductory College Physics	4
PHYS 130 Introductory College Physics Lab	1
Total	13

Semester III	
DMS 130 Neurosonography & Small Parts Ultrasound	4
DMS 135 Sonographic Clinical Practice II	2
Total	6

Semester IV	
PSYC 155 General Psychology	3
DMS 201 Abdominal Sonography II	2
DMS 205 OB/GYN Sonography II	3
DMS 215 Sonography Clinical Practice III	4
Total	12

Semester V	
COMM 213 Interpersonal Communication	3
DMS 220 Diagnostic Medical Sonography Seminar	3
DMS 225 Vascular Ultrasound	3
DMS 250 Sonography Clinical Practice IV	4
Total	13

Total AAS Degree Program Credits 68



Neosho County Community College
 900 East Logan 800 West 14th Street
 Ottawa, KS 66067 Chanute, KS 66720
In accordance with the 2020-2021 catalog

For More Information Contact:
 Program Dean, Brenda Krumm
bkrumm@neosho.edu



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 100

Course Title: Introduction to Diagnostic Medical Sonography

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course provides a basic understanding of the field of diagnostic medical sonography. The course will cover the history of medical ultrasound, the role of the diagnostic medical sonographer, related medical terminology, and a comparison of sonography to other imaging disciplines. Students will be introduced to sonography equipment and body imaging. Additional topics include professionalism, communication, patient care, vitals, medical ethics, legal issues, scope of practice, certification, and accreditation.

Minimum Requirements / Prerequisites / Corequisites:

Students must be admitted to the program or have program director approval to enroll.



Outcomes

Course Outcomes / Competencies

1. Describe the historical development of ultrasound.
2. List the professional organizations, registry, and accreditation processes associated with diagnostic medical sonography.
3. Explain the roles and responsibilities of healthcare professions to effectively communicate and collaborate in the healthcare environment. (2.d.)
4. Compare and contrast medical ethics and law. (2.e.)
5. Define patient privacy and confidentiality.
6. Describe the Universal Coding System.
7. Define medical and sonographic terminology. (2.f.)
8. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 105

Course Title: Sonography Principles and Instrumentation I

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course provides an understanding of the physics of diagnostic ultrasound and the instruments and machines utilized in conversion of waves into diagnostic information.

Minimum Requirements / Prerequisites / Corequisites:

Students must be admitted to the program or have program director approval to enroll.

Corequisite: DMS 100, unless otherwise approved by the program director.



Outcomes

Course Outcomes / Competencies

1. Describe sound waves, propagation of ultrasound through tissue, reflection, absorption, refraction and scattering.
2. Demonstrate acquired vocabulary regarding sound propagation in tissue.
3. Name factors that contribute to changes in frequency and describe how these changes affect diagnostic ultrasound imaging.
4. Demonstrate appropriate body mechanics in regard to lifts and transfers.
5. Demonstrate immobilization techniques.
6. Demonstrate patient assessment and administration of care principles. (2.c.)
7. Describe types and precautions of oxygen therapy and devices.
8. Describe the various types of tubes, lines, and indwelling catheters.
9. Demonstrate appropriate transducer care.
10. Demonstrate prevention techniques to reduce or eliminate work-related musculoskeletal disorders. (2.a.)
11. Describe and exhibit appropriate infection control techniques. (2.b.)
12. Describe appropriate responses to medical emergencies.
13. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 110

Course Title: Sonography Principles and Instrumentation II

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course is a continuation of Sonography Principles and Instrumentation I and provides an understanding of the physics of diagnostic ultrasound and the instruments and machines utilized in conversion of waves into diagnostic information.

Minimum Requirements / Prerequisites / Corequisites:

Students must be admitted to the program or have program director approval to enroll.

Prerequisite: DMS 105 unless otherwise approved by the program director.

Corequisite: DMS 100 unless otherwise approved by the program director.



Outcomes

Course Outcomes / Competencies

1. Describe the characteristics and types of contrast media.
2. Explain transducer technology, and discuss the advantages and limitations of the various types.
3. Describe the role of advanced scanning features, including harmonics, coded excitation and compounding.
4. Explain how pulsed Doppler, color flow imaging and amplitude imaging is achieved.
5. Recognize and describe image artifacts and techniques to minimize or eliminate them.
6. Describe the importance of performance, safety and output measurements and standards.
7. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 115

Course Title: Abdominal Sonography I

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course provides a comprehensive study of abdominal structures. Concepts related to normal and abnormal structures including organs, vasculature, muscles, ligaments, and other structures in the adult abdomen will be presented. Students will learn ultrasound scanning techniques. This course has a laboratory component.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, and 110 or program director approval to enroll.



Outcomes

Course Outcomes / Competencies

1. Identify anatomy, relational anatomy, anatomic variants, and sonographic appearances of normal anatomical structures in the abdomen. (3.a.)
2. Demonstrate knowledge of the physiology, pathophysiology, sonographic technique, measurements, sonographic appearances, and Doppler patterns, where applicable, in both normal and abnormal structures. (3.b.)
3. Demonstrate sonographic guided procedures. (3.c.)
4. Evaluate scanning protocol and modification(s) based on the sonographic findings and the differential diagnoses. (3.d.)
5. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 120

Course Title: OB/GYN Sonography I

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course relates sonography to the female pelvis, including scanning techniques, transducer selection, scanning protocols, patient histories, and laboratory data. Students will recognize and identify normal sonographic anatomy of the non-gravid and gravid uterus, ovaries, and non-gravid pelvic pathology. Additionally, students will identify common fetal, placental, and uterine anomalies and pathologies, and first trimester fetal development.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, and 110 or program director approval to enroll.

Corequisites: DMS 115 and 125, unless otherwise approved by the program director.



Outcomes

Course Outcomes / Competencies

1. Identify anatomy, anatomic variants, and sonographic appearances of normal structures of the female pelvis. (7.a.)
2. Identify anatomy, anatomic variants, and sonographic appearances of normal maternal, embryonic, and fetal anatomic structures during the first trimester. (7.b.)
3. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 125

Course Title: Sonography Clinical Practice I

Credit Hours: 1

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This introductory clinical experience offers an opportunity to observe the clinical competence of professionals performing quality patient care and optimal examination techniques. A minimum of 45 hours are required in the clinical setting.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, and 110, or program director approval to enroll.

Corequisites: DMS 115 and 120



Outcomes

Course Outcomes / Competencies

1. Assist in patient room preparation for each examination.
2. Review and/or record the pertinent history.
3. Assist in record keeping during and after the examination.
4. Attend to patient care while following universal precautions.
5. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 130

Course Title: Neurosonography and Small Parts Ultrasound

Credit Hours: 4

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

The focus of this course is the use of diagnostic imaging on the neonatal brain and spine, male pelvis, and musculoskeletal joint structures.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, and 125 or program director approval to enroll.

Corequisites: DMS 135, unless otherwise approved by the program director.



Outcomes

Course Outcomes / Competencies

1. Describe scanning techniques and planes of the normal and abnormal neonatal cranial structures.
2. Describe normal and abnormal sonographic appearance of the neonatal brain.
3. Describe normal and abnormal sonographic appearance of the neonatal spine.
4. Describe scrotal pathology and pathophysiology including the sonographic appearance.
5. Identify the clinical indications and laboratory values associated with prostate disease.
6. Describe the normal sonographic appearance of the musculoskeletal system related to ankle/foot anatomy, shoulder anatomy, elbow anatomy, wrist/hand anatomy, and knee anatomy.
7. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 135

Course Title: Sonography Clinical Practice II

Credit Hours: 2

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This second clinical experience offers an opportunity for hands-on experience in a clinical environment. Students will begin to produce images with instruction, guidance, and supervision. A minimum of 90 hours are required in the clinical setting.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, and 125, or program director approval to enroll.

Corequisites: DMS 130 or director approval.



Outcomes

Course Outcomes / Competencies

1. Obtain, evaluate, document, and communicate relevant information related to sonographic examinations. (2.g.)
2. Demonstrate clinical competence through assisting in providing quality patient care and optimal examination techniques. (2.n.)
3. Document proficiency in the scanning techniques for abdominal vascular Doppler assessment and gastrointestinal tract assessment. (3.e.)
4. Perform sonographic examinations of the gravid and non-gravid pelvis with both transabdominal and endocavitary transducers, and Doppler/M-mode display modes under the supervision and guidance of a professional clinician. (7.g.)
5. Perform sonographic scanning related to evaluating musculoskeletal joint anatomy, male pelvis, and neonatal brain and spine.
6. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 201

Course Title: Abdominal Sonography II

Credit Hours: 2

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course provides a continuation of the study of abdominal structures. Concepts related to normal and abnormal structures including organs, vasculature, muscles, ligaments, and other structures in the adult abdomen will be presented. Students will expand knowledge in evaluating scanning protocol and become proficient in the scanning techniques. This course has a laboratory component.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, and 135 or program director approval to enroll.

Corequisites: DMS 205 and 215 or program director approval to enroll.



Outcomes

Course Outcomes / Competencies

1. Identify anatomy, relational anatomy, anatomic variants, and sonographic appearances of normal anatomical structures in the extended abdomen region. (3.a.)
2. Evaluate scanning protocol and modification(s) based on the sonographic findings and the differential diagnoses. (3.d.)
3. Document proficiency in the scanning technique and application for abdominal vascular Doppler assessment and gastrointestinal tract assessment. (3.e.)
4. Demonstrate achievement of clinical competency through the performance of sonographic examinations of the abdomen and superficial structures, according to practice parameters established by national professional organizations and the protocol of the clinical affiliate. (3.f.)
5. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 205

Course Title: OB/GYN Sonography II

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course continues the studies of the female pelvis including pathology, physiology, pathophysiology, sonographic technique, measurements, sonographic appearances, Doppler patterns in gynecologic disease processes, and obstetric abnormalities. Attention is given to interventional, invasive, and advanced procedures. Attention is given to common fetal, placental, and uterine anomalies and pathologies. Additionally, second and third trimester fetus development are covered.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, and 135 or program director approval to enroll.

Corequisites: DMS 201 and 215, unless otherwise approved by the program director.



Outcomes

Course Outcomes / Competencies

1. Identify anatomy, anatomic variants, and sonographic appearances of normal maternal and fetal anatomic structures during the second and third trimesters. (7.b.)
2. Demonstrate knowledge of pathology, physiology, pathophysiology, sonographic technique, measurements, sonographic appearances, and Doppler patterns in gynecologic disease processes. (7.c.)
3. Demonstrate knowledge of pathology, physiology, pathophysiology, sonographic technique, sonographic appearance, measurements, and Doppler patterns in obstetric abnormalities. (7.d.)
4. Demonstrate knowledge and understanding of the role of the sonographer in performing interventional, invasive, and advanced procedures. (7.e.)
5. Evaluate scanning protocol and modification(s) based on the sonographic findings and the differential diagnoses. (7.f.)

- Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 215

Course Title: Sonography Clinical Practice III

Credit Hours: 4

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This third clinical experience offers additional opportunity for hands-on experience in a clinical environment, including attention to neurosonography, abdominal and OB/GYN scans. Students will produce images with guidance and supervision. A minimum of 180 hours are required in the clinical setting.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, or program director approval to enroll.

Corequisites: DMS 201 and 205 or director approval.



Outcomes

Course Outcomes / Competencies

1. Obtain, evaluate, document, and communicate relevant information related to sonographic examinations of neurosonography, abdominal, and OB/GYN scans. (2.g.)
2. Document proficiency in performing quality patient care and optimal examination outcome. (2.n.)
3. Document proficiency in the scanning techniques of sonographic examinations of the gravid and non-gravid pelvis with both transabdominal and endocavitary transducers, and Doppler/M-mode display modes under the supervision and guidance of a professional clinician. (7.g.)
4. Document proficiency in performing sonographic scanning related to evaluating musculoskeletal anatomy, male pelvis, and neonatal brain and spine.
5. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 220

Course Title: Diagnostic Medical Sonography Seminar

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This course is a comprehensive review of all aspects of the digital medical sonography curriculum to prepare students to sit for the American Registry of Diagnostic Medical Sonography examinations.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, 201, 205, and 215, or program director approval to enroll.

Corequisites: DMS 225 and 250, or director approval.



Outcomes

Course Outcomes / Competencies

1. Identify and evaluate anatomic structures. (2.h.)
2. Summarize disease processes with application to sonographic Doppler patterns. (2.i.)
3. Demonstrate knowledge and application of image production and optimization. (2.j.)
4. Demonstrate knowledge and application of ALARA (as low as reasonably achievable) and other concepts related to biological effects. (2.k.)
5. Identify and evaluate quality control and improvement programs. (2.l.)
6. List resources for professional development. (2.m.)
7. Apply clinical safety, patient care, and quality assurance measures. (ARDMS 1)
8. Accurately describe and demonstrate the physical principles of scans. (ARDMS 2)
9. Accurately describe and demonstrate use of ultrasound transducers. (ARDMS 3)
10. Accurately describe and demonstrate the use of imaging principles and instrumentation. (ARDMS 4)
11. Demonstrate employability skills.

Note: ARDMS = American Registry for Diagnostic Medical Sonography

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 225

Course Title: Vascular Ultrasound

Credit Hours: 3

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

The focus of this course is the use of diagnostic imaging to examine the vasculature of the human body. Diseases of the circulatory system, history of diagnosis and treatments of the vascular system, and alternative diagnostic tools will be discussed. Students will learn to perform the vascular tests commonly performed in the healthcare setting.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, 201, 205, and 215, or program director approval to enroll.

Corequisites: DMS 220 and 250, unless otherwise approved by the program director.



Outcomes

Course Outcomes / Competencies

1. Demonstrate knowledge of anatomy and anatomic variants of the cardiovascular system. (9.a.)
2. Demonstrate knowledge of normal and abnormal peripheral vascular physiology and hemodynamics. (9.b.)
3. Demonstrate knowledge of mechanisms of vascular diseases, vascular pathophysiology and hemodynamic effects. (9.c.)
4. Demonstrate knowledge of sonographic appearances, sonographic techniques, measurements, and Doppler flow characteristics in both normal and abnormal vascular structures. (9.d.)
5. Demonstrate knowledge of physiologic vascular testing principles and techniques. (9.e.)
6. Demonstrate knowledge and application in the use of quantitative principles applied to vascular testing. (9.f.)
7. Demonstrate knowledge in ultrasound-guided procedures. (9.g.)

8. Demonstrate knowledge of the role of ultrasound for evaluation of vascular surgical procedures or interventions, including a role in planning, intra-procedural guidance/technical evaluation, and/or post-procedure assessment. (9.h.)
9. Evaluate scanning protocol and modification(s) based on patient-specific factors. (9.i.)
10. Demonstrate knowledge and application of quality assurance and statistical tests used in a vascular laboratory. (9.k.)
11. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)



Neosho County Community College Master Course Syllabus Template

Course Code & Number: DMS 250

Course Title: Sonography Clinical Practice IV

Credit Hours: 4

Effective Date: Summer 2022

Kansas Regents Shared Number (KRSN): NA



Course Description

This final clinical experience offers additional opportunity for hands-on experience in a clinical environment. Students will produce images with supervision. At the conclusion of the course students will be prepared to enter the workforce as an entry-level sonographer. A minimum of 180 hours are required in the clinical setting.

Minimum Requirements / Prerequisites / Corequisites:

Students must have successfully completed DMS 100, 105, 110, 115, 120, 125, 130, 135, 201, 205, and 215, or program director approval to enroll.

Corequisites: DMS 220 and 225 or program director approval.



Outcomes

Course Outcomes / Competencies

1. Demonstrate proficiency in vascular techniques. (9.k.)
 - a. Intracranial cerebrovascular
 - b. Upper extremity and digital arterial physiologic testing
 - c. Upper extremity atrial duplex
 - d. Palmar arch
 - e. Lower extremity and digital arterial physiologic testing
 - f. Lower extremity exercise testing
 - g. Vessel mapping
 - h. Visceral vascular
2. Demonstrate achievement of clinical competency through the performance of sonographic examinations of the vascular system, according to practice parameters established by national professional organizations and the protocol of the clinical affiliate. (9.i.)
3. Demonstrate employability skills.

General Education Outcomes

(General Education Outcomes will be included on all syllabi, except Nursing.)

Assessment Goal per Outcome: 80%



Minimum Course Content

The outcomes listed above will be covered in this course.



Grade Scale

90-100 %	A
80-89 %	B
70-79 %	C
60-69%	D
59% and below	F



Course Specific Notes

[Enter Text Here]



Institutional Policies

(The current Institutional Policies will be included on all syllabi.)

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Advisory Committee Minutes
Wednesday December 8, 2021
Meeting held via zoom

Attendees: Kelli Olson, Lindsay Drake, Abby Lopez, Brenda Krumm, Christina Stange, and Tailor Dyke

Brenda Krumm called the meeting to order at approximately 2:00 p.m.

- I. Approval of Agenda
 - a. On motion by Tailor Dyke and seconded by Kelli Olson, the Agenda was approved
- II. Approval of Minutes (NA – Inaugural Meeting)
- III. Information Items
 - a. Introductions
 - b. In future meetings: Student enrollment numbers and certification numbers
 - c. In future meetings: Student employment numbers/earnings
 - d. In future meetings: Course/Program assessment results
- IV. Reports
 - a. History of the program development
 - i. Title III Grant
 1. 2nd grant we've received at the college- Strengthening Institutions Grant. The first Title III Grant was ran back in the early 2010s and allowed us to start the OTA and Surg Tech programs at our Ottawa campus.
 2. The total amount of this grant is \$2.25 million. The first program we started with the grant funding was Paralegal- which began fall of 2021 with 9 students.
 3. The Sonography program is set to begin fall of 2022 at the Ottawa campus
 4. We plan to have two full-time personnel- a director and a full-time faculty member. We have ordered and received many equipment and supply items. Our IT staff was trained earlier this week on how to set up the Ultrasound simulator.
 5. We have had many meetings with architects regarding the Sonography space in Ottawa.
 - ii. NCCC Department, Curriculum Committee, Board of Trustees
 1. This is the way the program will be rolled-out. The curriculum will be reviewed and approved through our department. There is an institutional Curriculum Committee comprised of a wide-variety of department representatives who will review and approve as well. Tomorrow evening it will go before our Board of Trustees for review and

approval. Then there are four layers of approval at the state level- Technical Education Authority curriculum committee, then the full Tech Authority board, then Board of Regents has a committee, then it goes to the full Board of Regents.

2. One of the deadlines for submission to the state is coming up on December 14th. If we can get it submitted by this date, we are hoping by February or March we will know if it's made it through everything for full approval. We don't have concerns of it being approved. As long as the program is high wage/high need.

- b. Accreditation entity - American Registry for Diagnostic Medical Sonographer (ARDMS)
 - i. We built our curriculum by their guidelines. We have also been working closely with the Joint Review Committee on Education for Diagnostic Medical Sonography. Lots of information!
 - ii. DMS Practitioner/Director must complete the accreditation process. The Director's job description will be going to the January 2022 Board of Trustees meeting for approval so we can begin advertising the position. This position has an April 2022 start date. We won't be hiring the Field Coordinator until October 2022- Year 3.

V. Old Business

- a. NA

VI. New Business

- a. Digital Medical Sonography Program Sheet
 - i. Since the program is brand new, this can be viewed as more of a draft. Until it has been ran through at least once, it is not perfect/final. Once the director is hired, they may wish to move things around or make changes.
- b. Digital Medical Sonography Courses
 - i. We expect to have some students who already have some credits under their belt. We may also have some students who are starting from scratch, so if they don't already have come pre-requisite courses out of the way, it may take them longer. This program requires 69 credit hours- the college has a threshold of 64 credit hour minimum for an Associate's degree.
 - ii. Question regarding scanning lab time- on the program sheet it is not obviously stated, but scanning time is built into the applicable courses- separate from lecture/instruction time. Because it is a technical course, the required hours are time and a half of those hours required of a regular college course. So each technical course will be meeting longer each day/week than that of a traditional English lecture course.
 - iii. Suggestions for changes by Lindsay, Kelli, and Abby:
 1. Move College Physics to Pre-requisite semester? Needs to be before Sonography Principles & Instrumentation course because it is considered "Sonography Physics" so leaving College physics where it is would almost be like going backwards in the following semester. There was a suggestion to remove it but it is included in the accreditation requirements, so may be best to move it.
 2. Discussion of the need for Human A&P Lab- accreditation doesn't specify needing the lab. But Lindsay and Kelli emphasized the

importance of keeping the A&P lab due to the students being able to see the structures and get more than just a lecture course would offer. NCCC recently obtained (via a grant) two Anatomage tables- 3D anatomy and virtual dissection table to utilize for A&P lab, Surg Tech and other health related courses. A&P and College physics should not be switched around because the students really need A&P before starting the program.

3. CSIS – move to pre- req semester? We do need to keep each semester at a minimum of 12 hours so students are eligible for Financial Aid.
 4. Make it 4 semesters? This was done at Labette. 5th semester was nothing but review courses of 12 hours. Our current 5th semester DMS course- Seminar- is designed to wrap all the knowledge up and review what's been learned.
 5. Psychology and Interpersonal Communication can really be taken any time, so they can be moved around. They are degree requirements.
 6. Keeping the Abdomen course in the first semester will give the students a good start.
 7. One credit hour Clinical Practice course (semester I) equals 45 hours of clinical time in the facility, typically it is done at the facility's discretion.
 8. It is recommended that students get a ton of scanning time before going to the clinical sites.
 9. Abdominal Sono courses- 2 separate courses for Abdominals, vascular could be split into two courses and combine abdominals into one. There is a lot to learn with vascular so it may be helpful in designing it this way. Suggest moving vascular to earlier in the program.
 10. Small parts is normally part of the Abdominal content so because Small Parts is in a different course, this may allow for both Abdominal courses to be combined together.
 11. Neurosonography could pair well with Vascular course. Discussion regarding Neuro and Small Parts being 3 credit hours. Neuro and small parts could be smaller # of clinical hours (1?). May be beneficial to split Vascular into two courses: Intro to Vascular in Semester 1 (less credit hours, 2?) and Vascular I.
 12. OBGYN covers a lot of information too, so not recommended to have it in the same semester as Vascular
 13. Lindsay/Kelli recommended order- Instrumentation, then Abdomen I, 2nd semester- move Abdomen II , OBGYN I and Small Parts I, Summer-vascular 1 and Semester 4- Vascular II. Summer- move up OBGYN II (9 credit hours in this summer semester?). Lindsay stated she would be willing to provide us with a revised course sequence.
 14. Seminar course is to wrap all the knowledge up and review what's been learned
- c. Program Director/Instructor – April 1 start date
 - i. Going to January Board meeting for approval
 - d. Letters of support for Kansas Board of Regents
 - i. Letter received from NMRMC
 - ii. Abby stated she would be willing to write a letter

- iii. Hopefully will be receiving a letter from Rich McCain from St Lukes in Allen County

VII. Other

- a. Plan to cap the student enrollment at 20- with 20 students enrolled, there may be an issue with each student getting enough scan time
- b. Clinical sites- these will not be setup until the director is on board- with any other healthcare program, we may have issues finding sites to work with us.

VIII. Next Meeting: TBA - in approximately 6 months

IX. Adjournment

- a. Meeting adjourned at approximately 2:45 p.m.
- b. Minutes recorded by Tailor Dyke