New Program Request Form CA1

General Information

Institution submitting proposal	Neosho County Community College
Name, title, phone, and email of person submitting the application (contact person for the approval process)	Sarah Robb, Ed. D. Vice President for Student Learning 620-432-0302 sarah_robb@neosho.edu
Identify the person responsible for oversight of the proposed program	Brenda Krumm Dean for Outreach and Workforce Development
Title of proposed program	Dietary Manager
Proposed suggested Classification of Instructional Program (CIP) Code	51.3103
CIP code description	Instructional Program Title: Dietetic Technician (DTR) Instructional Program Definition: A program that prepares individuals, under the supervision of registered dietitians and nutritionists, to implement nutritional and dietetic plans and provide direct client and patient services. Includes instruction in human nutrition, client interviewing and record keeping, dietary planning, food preparation and safety, food worker supervision, food service establishment monitoring and inspection, and applicable procedures and regulations.
Standard Occupation Code (SOC) associated to the proposed program	29-2051
SOC description	Occupation Title: Dietetic Technicians Occupation Description: Assist in the provision of food service and nutritional programs, under the supervision of a dietitian. May plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals. Typical Education Level: Associate degree
Number of credits for the degree <u>and</u> all certificates requested	16 Credit Hour Certificate
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	Association of Nutrition & Foodservice Professionals
Industry certification	Certified Dietary Manager (CDM)

Signature of College Official	Sarah R Robb	Date 2/17/2021
Signature of KBOR Official		Date

Narrative

Program Description

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

Dietary Managers work as food specialists who oversee the daily management of a food production facility. Roles include menu planning, food purchasing, employee hiring and supervision, food production and service, attention to nutritional needs of clients, maintaining sanitation and food service standards, and more.

This 16-credit hour Dietary Manager Certificate program follows the standards set by the Association of Nutrition & Foodservice Professionals. Upon completion of the program, students will be prepared to sit for the certified dietary manager credential.

A certified dietary manager has the education, training, and experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally-recognized CDM Credentialing Exam and fulfilling the requirements needed to maintain certified status. CDM's work together with Registered Nutritionists to provide quality nutritional care in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation.

The Dietary Manager Certificate program is designed as a terminal certificate program. Certificate students are not required to take specific general education courses.

Program Outcomes

- 1. Apply nutrition principles.
- 2. Demonstrate foodservice principles.
- 3. Demonstrate personnel management and effective communication.
- 4. Apply sanitation and food safety standards.
- 5. Demonstrate basic business operations.
- List and describe the admission and graduation requirements for the proposed program.

<u>Admission</u>

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 office at NCCC by the issuing school.

Categories of students who will be admitted to NCCC are listed on the next page:

- 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 are encouraged to work with the admissions office for current requirements. <u>Admissions@neosho.edu</u>

Graduation Requirements

To earn a certificate, students must successfully pass all courses (16 credits) and have a cumulative GPA of at least 2.0 on all courses within the certificate.

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.

Occupational Outlook

CIP 51.3103 (SOC 29-2051)

		oational owth		Occupational Replacement Rates						Typical Education
Dietetic Technician	2018- 2028	Percent Annual	Exits	Exits Annual	Transfers	Transfers Annual	Openings	Openings Annual	Annual Median Wages	Level Needed for Entry
	4.1%	0.4%	29	3	51	5	84	8	\$28,610	Associate's degree

• Show demand from the local community. Provide letters of support from <u>at least three</u> potential employers, which state the specific type of support they will provide to the proposed program.

Certificate Program-specific letters included in the appendix. Click the internal document hyperlinks below in the summary to go directly to the individual letters.

Summary of Letters of Support					
Name/Title/Organization	Method of Support	Link			
Clayton Naff, Registered Dietician and Personal Trainer,	Advisory Committee				
NMRMC Rehabilitation and Fitness Center		1			
Mandy Hillmon, Director, Guest Home Estates 2	Advisory Committee, Internships, Hiring	2			
Shannon Tyler, Director, Country Place Senior Living	Advisory Committee, Internships, Hiring,	3			
	Enrollment				
Sherri Bagshaw, CTE Coordinator, USD 413	Advisory Committee	4			
Autum Walters, Manager, Guest Home Estates VIII	Advisory Committee, Internships, Hiring	5			
Dennis Franks, Neosho Memorial Regional Medical	Internships	6			
Center, CEO		6			
Terri Markham, Food Services Director, USD 413	Advisory Committee, Internships	7			
Sara Patterson, Neosho Memorial Regional Medical	Advisory Committee, Internships, Hiring,	8			
Center, Registered Dietician	Guest Speaking	8			
Leanne Kehres, Southeast Kansas Works, Executive	Guest Speaker, Job Search and	9			
Director	Placement				

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

This program proposal is a result of discussions and collaborations between NCCC and USD 413 based on results of the local needs assessment along with student interest. The secondary pathway of culinary arts in Family and Consumer Science (FACS) is very popular at the USD and this proposed program would benefit students interested in achieving a related employable certification upon completion.

In addition, as shown in the letters of support, several local long term healthcare facilities have offered support and partnership through internship and potential hiring opportunities.

Duplication of Existing Programs

• Identify similar programs in the state based on CIP code, title, and/or content.

Barton Community College (16 Credit Hour - Less than One Year Certificate) Flint Hills Technical College (31 Credit Hour - One Year Certificate) Johnson County Community College (30 Credit Hour - One Year Certificate)

KTIP DATA (AY2019)

Institution	Program Title	# Declared	# Program	# Exited &	Median
IIISTITUTION	Program ritle	Majors	Graduates	Employed	Wage
Barton Community	Dietitian Assistant	112	37	1.4	\$37,153
College	(51.3104)	112	57	14	\$57,155
Flint Hills Technical	Dietitian Assistant	*	*	*	NID
College	(51.3104)				NR
Johnson County	Dietetic Technician	22	0	*	*
Community College	(51.3103)	22	9		

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

The driving force for the development of this program was documented interest from students and administrative support from the local USD in Chanute, Kansas. In order to serve the local need and to meet the needs of our local USD, we did not seek collaboration with other institutions.

Program Information

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

DIET 102 Nutrition for Dietary Managers, 2 credit hours, Required

Course Description: This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course covers nutrition information including the fundamentals of nutrition as well as medical nutrition therapy.

DIET 104 Foodservice, Sanitation, and Safety, 4 credit hours, Required

Course Description: This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course covers aspects of foodservice, sanitation, and safety.

DIET 202 Business Operations, Personnel and Communication, 3 credit hours, Required

Course Description: This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course covers aspects of business operations, personnel and communications.

DIET 204 Food Production, 4 credit hours, Required

Course Description: This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course teaches serving food in quantity, food production tables, and food production. The course is 30% lecture and 70% food production lab.

Prerequisite: DIET 102 & DIET 104

DIET 210 Dietary Manager Field Work Experience, 3 credit hours, Required

Course Description: This course is a requirement of the dietary manager program with outcomes prescribed by the Association of Nutrition & Foodservice Professionals (ANFP) Training Program requirements. This course provides fieldwork experience in five specific areas: nutrition, foodservice, safety and sanitation, business operations, and personnel and communication. Excellent employability skills will be expected of students.

Prerequisite: DIET 102 & DIET 104

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

Multiple curricula are not applicable to this proposed certificate program.

• Provide a Program of Study/Degree Plan for the proposed program including a semester-bysemester outline that delineates required and elective courses and notes each program exit point.

Recommended Sequence of Courses (All Required for Certificate)

	necommended bequeince or courses (/ in nequinea for certificate)					
COURSE ID	COURSE TITLE	CREDIT HOURS				
_		1100113				
Semester I						
DIET 102	Nutrition for Dietary Managers	2				
DIET 104	Foodservice, Sanitation, and Safety	4				
	Semester Total	6				
Semester II						
DIET 202	Business Operations, Personnel and Communication	3				
*DIET 204	Food Production	4				
*DIET 210	Dietary Manager Fieldwork Experience	3				
	Semester Total	10				
	Total Certificate Credits	16				

^{*}Prerequisite DIET 102 & DIET 104

- List any pertinent program accreditation available:
 - o Provide a rationale for seeking or not seek said accreditation
 - o If seeking accreditation, also describe the plan to achieve it

NCCC is seeking accreditation through the Association of Nutrition & Foodservice Professionals (ANFP). Accreditation will allow students to be eligible for test-taking and credentialing examinations. NCCC's curriculum design for this certificate program is based on the guidelines of this accrediting organization.

Once the program approval process is complete, the program coordinator will move toward completing the initial program review required to gain accreditation.

Faculty

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

A qualified professional with at least two years of practitioner competency who has teaching responsibility at the program site.

- Nutrition and Medical Nutrition Therapy classes must be taught by a Registered Dietitian Nutritionist.
- Instructors who teach online must have completed a formal online instructor training program.

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.).

Costs for the program will be shared between NCCC and USD 413. NCCC is providing the program space at NCCTC, instructional costs, tools and supplies for the program, instructional supplies and materials, the technology needed in the classroom, and the accreditation fees. The USD will be providing funds for facility requirements and major equipment for the industrial-style kitchen in the learning lab.

A detailed breakdown of costs are found on the CA1a form, however the cost to NCCC for the implementation year sums to \$25,200. Funding sources for this amount include the possibility of Perkins funding (pending approval) and the general fund.

If this program is not approved for Perkins funding, the college has alternate means of funding for the implementation of this program. Recently, NCCC cut back on numerous positions in anticipation of the economic fallout from COVID-19. Much of that fallout has not been realized, including a smaller drop in enrollment than was anticipated, a state aid cut that did not happen, and an unpaid property tax rate that was within normal levels. This gives the institution flexibility to add back positions where they will do the most good to advance the mission. If Perkins funding is not approved, it is possible that we could reallocate some of those funds saved for the implementation of this program.

Also, as mentioned in separate locations of this application, USD 413 has proposed financial support to help support this program. The lab for this program is estimated to cost approximately \$500,000, which will be paid for by a one-time gift from USD 413 as well as other donations and gifts.

In subsequent years, recurring costs for this program includes instructional costs, instructional supplies and materials and an annual accreditation fee. Annually, the amount required to run this program will be approximately \$13,450. Funding will be sustained through tuition and fees gained through enrollment. NCCC anticipates that this program will be self-sustaining with the 15 students interested and is approved for Excel in CTE funding. We are anticipating more students than that based on data from USD 413, but also from conversations from area districts we serve at the LaHarpe center who are also interested in this proposed program.

• Provide detail on **CA-1a form.**

CA-1a Form Included (Internal Document Link)

• Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

This program proposal is a result of discussions and collaborations between NCCC and USD 413 based on results of the local needs assessment along with student interest. The secondary pathway of culinary arts is very popular at the USD and this proposed program would benefit students interested in achieving a related employable certification upon completion.

Recently, NCCC acquired a building and developed plans to use space there to create the Neosho County Career and Technology Center (NCCTC). This center could potentially house up to eight technical programs that high school and adult students could attend for technical training that is critical to our region. USD 413 has proposed financial support to develop this program at NCCTC including the funds necessary to build a learning lab including an industrial kitchen on site.

Program Review and Assessment

• Describe the institution's program review cycle.

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 of every five years to ensure appropriate evaluation, accountability, and performance assessment.

The program review generated will include five sections; 1) Program Alignment with mission, vision, and purposes of NCCC, 2) Curriculum of Program and Outcomes Assessment, 3) Enrollment and Resources Data, 4) Analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT), and 5) Justification/Recommendations for the Program (including an action plan).

Program faculty will generate the program review document and will present the review to the Program Review Committee, chaired by the Chief Academic Officer.

The formal guidelines for Academic Program Review at NCCC are located in this application packet (internal document link).

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - o Program Advisory Committee (including a list of the business and industry members)

Program Advisory Committee Minutes are attached (internal document link).

The following is the list of the business and industry members:

Clayton Naff	Registered Dietician	NMRMC	629 S. Plummer	620-432-5379
		Rehabilitation Center Chanute, KS 66720		claytongnaff@gmail.com
		and Fitness Center		
Mandy Hillmon	Operator, RN	Guest Home Estates 2	1202 S. Plummer Ave,	mandyh@lightningcreek.net
			Chanute, KS 66720	
Leanne Kehres	Executive Director	Southeast	215 W. 6 th Ave, Suite	620-342-3355 ext. 115
		KANSASWORKS	104, Emporia, KS	
			66801	
Sara Patterson	Registered Dietician	Neosho Memorial	629 S. Plummer	620-431-4000
		Regional Medical Chanute, KS 66720 <u>sara_patterson</u>		sara_patterson@nmrmc.com
		Center		
Sherri Bagshaw	CTE Coordinator	USD 413	1501 West 36 th St	620-432-2510
			Chanute, KS 66720	bagshaws@usd413.org
Terri Markham	Food Service Director	USD 413	1000 W. Main	620-432-2506
			Chanute, KS 66720	markhamt@usd413.org

Autum Walters	Manager	Guest Home Estates VIII	114 East Marshall, Erie, KS 66733	620-778-5403 autumn@llightningcreek.net
Jennifer Graber	Young Program Director	Southeast KANSASWORKS	1 South Pearl, Suite A, Paola, KS 66071	913-937-9462 ext. 102 jgraber@sekworks.org
Mary Hunt	Asst. Operations Manager	Southeast KANSASWORKS	216 N. Broadway, Suite K, Pittsburg, KS 66762	620-232-1222 mhunt@sekworks.org
Melissa Johnson	One Stop Operator	Southeast KANSASWORKS	317 N. Pennsylvania Ave. Independence, KS 67301	682-429-8821 mjohnson@mjworks.com
Matt McNally	Operations Director	Southeast KANSASWORKS	216 N. Broadway, Suite K, Pittsburg, KS 66762	620-232-9811 mmcnally@sekworks.org
Shannon Tyler	Director	Country Place Senior Living	701 Osa Martin Boulevard, Chanute, KS 66720	620-431-0599 styler@countryplaceliving.com

o Curriculum Committee

NCCC Curriculum Committee Minutes attached (internal document link).

O Governing Board (including a list of all Board members and indicate those in attendance at the approval meeting)

NCCC Board of Trustees minutes attached (internal document link).

The members of the NCCC Board of Trustees are as follows, those present at the approval meeting are indicated with an asterisk (*).

Dennis Peters*
Lori Kiblinger*
Kevin Berthot
David Peter*
Charles Boaz*
Jenny Westerman

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 Clayton Naff, RDN, LD, CSCS Registered Dietitian and Personal Trainer Rehabilitation and Fitness Center 629 S. Plummer Chanute, KS 66720 620-432-5379

2/5/2021

To: Karah Kellogg, Director Neosho County Community College 800 W. 14th Street Chanute, KS 66720

Dear Ms. Kellogg:

I am pleased to hear that NCCC plans to start a Dietary Manager Program. A program like this would be valuable to both the school and the community, bringing more students to Neosho County as well as giving an opportunity for persons in the community to start a new career. As a Registered Dietitian I fully support this decision and am willing to serve on the advisory committee. Unfortunately, as a private practice dietitian I do not work in a facility that would be appropriate for hosting student interns at this time.

Sincerely, Clayton Naff, RDN, LD, CSCS Guest Home Estates 2 Mandy Hillmon, Operator RN 1202 S Plummer Ave Chanute, KS 66720

Karah Kellogg, Director Neosho County Community College 800 W. 14th Street Chanute, KS 66720

February 8, 2021

Dear Ms. Kellogg:

I'm excited to hear that Neosho County Community College plans to develop a Dietary Manager Certificate Program. We feel that our employees will benefit greatly from this certified training and become more of an asset to our Home. This will also produce future employees that are more qualified for hire.

This will be an excellent training program. I am willing to serve on the advisory committee as well as open up our facility for mentorship and fieldwork experience.

Best Regards,

Mandy Hillmon, Operator RN

Marshillmon



Karah Kellogg, Director Neosho County Community College 800 W. 14th Street

February 5,2021

Dear Ms. Kellogg:

Country Place Senior Living is so glad to hear that Neosho County Community College is interested in developing a Dietary Manager Certificate Program. In support of the program, I would gladly serve on the advisory committee and allow for students in the program to work with us in our facility for fieldwork experience. I would also be interested in sending employees to the program to become certified Dietary Managers.

I think this will be an excellent training program for high school, college-age, and adult students and this area needs this program for future employees within our facilities.

Shannon Tyler Director

Marnon Tyler, Directa

Sherri Bagshaw Chanute High School 1501 West 36th St Chanute, Kansas 66720



February 9, 2021

Karah Kellogg, Director Neosho County Community College 800 W. 14th Street Chanute, KS 66720

Dear Ms. Kellogg:

I am excited to hear that NCCC plans to start a Dietary Manager Certificate program. In support of the program, as the USD 413 CTE Coordinator, I would be happy to serve on your advisory committee. This certificate training opportunity will be a great addition to the programs offered to our students.

Please let me know if you need any additional information from USD413. We look forward to continuing our educational partnership with NCCC.

Sincerely,

Sherri Bagshaw

Sherri Bagshaw CTE Coordinator USD413 Chanute Public Schools 620-432-2510

GUEST HOME ESTATES VIII 114 EAST MARSHALL

Erie, KS 66733 620-778-5403 autumn@lightningcreek.net

Karah Kellogg, Director Neosho County Community College 800 W. 14th Street

February 5,2021

Dear Ms. Kellogg:

Guest Home Estates in Erie is happy to hear that Neosho County Community College is interested in developing a Dietary Manager Certificate Program. In support of the program, I would gladly serve on the advisory committee and allow for students in the program to work with us in our facility for fieldwork experience. I think this will be an excellent training program for high school, college-age, and adult students and this area needs this program for future employees within our facilities.

Sincerely,

Autumn Walters Manager

ERIE, KANSAS

PH: 1-620-244-5301 FAX: 1-620-244-5482



Karah Kellogg
Director of Outreach Programs
Neosho County Community College
800 W 14
Chanute KS 66720

February 11, 2021

Dear Mrs. Karah Kellogg,

On behalf of Neosho Memorial Regional Medical Center, I would like to extend my support for the Dietary Manager Certificate Program Neosho County Community College is developing and wanting to offer their dietary students. I understand this program will be accredited through the Association of Nutrition and Foodservice Professional and thus will provide the education needed to fill open job positions within Neosho County.

Our support at Neosho Memorial could include potential internships within our dietary department as well as future employment within our facility.

Thank you for expanding your curriculum to enrich the students within this program to give them more opportunities and therefore building on professional growth within Neosho County.

If I can be further assistance or answer any questions you may have, I can be contacted at (620) 432-5313.

Thank you for all you do for the community to build a better future for Neosho County!

Sincerely,

Dennis E. Franks, FACHE
Chief Executive Officer

CHANUTE PUBLIC SCHOOLS

Unified School District No. 413 Child Nutrition and Wellness Terri Markham, Director

Date 2/11/2021

Karah Kellogg, Director Neosho County Community College 800 W. 14th Street

Levi Jo Markham

Dear Ms. Kellogg:

We are excited to hear that NCCC plans to start a Dietary Manager Certificate program. As the Child Nutrition Director for USD 413, we would be glad to have your students work with us as interns/trainees during their course studies. We will also serve on the advisory committee.

This will be an excellent program for high school, college-age, and adult students and we are willing to open up our facility and employees to assist in mentorship and fieldwork experience.

Sincerely

1000 W Main Chanute, Kansas 66720 620-432-2506 Office markhamt@usd413.org

Web Page: usd413.org

To: Karah Kellogg, Director
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Dear Ms. Kellogg:

I am pleased to hear that NCCC plans to start a Certified Dietary Management Program. In support of the program, I will be glad to be a guest speaker for your program and will strongly consider qualified graduates of the program for hire in the Neosho Memorial Hospital kitchen area. I will also be pleased to serve on the advisory committee. I look forward to working with you, and wish you the best of luck.

Sara Patterson, RD, LD, CDE Registered Dietitian



February 11, 2021

Karah Kellogg, Director Neosho County Community College 800 W. 14th Street Chanute, KS 66720

Dear Ms. Kellogg:

Southeast **KANSAS**WORKS is pleased to learn that NCCC plans to start a Dietary Manager Certificate Program. In support of the program, Southeast **KANSAS**WORKS will be happy to assist by providing a guest speaker for your program and assist with job search/placement services as needed for program participants.

We appreciate the opportunity to be a part of this program and to serve on the advisory committee.

Sincerely,

Leanne Kehres

Beanne Sehres

Executive Director

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.
 - o 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 <a href="mailto:emailt

- 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.)

DIETARY MANAGER Advisory Committee Meeting Agenda/Minutes February 11, 2021

4:00 p.m.

https://neosho.zoom.us/j/99422850691

Present: Brenda Krumm, Karah Kellogg, Mandy Hillmon, Melissa Johnson, Jennifer Graber, Terri Markham, Matt McNally, Mary Hunt, Sherri Bagshaw, and Clayton Naff

- Approval of Agenda- Brenda asks if anyone would like to add to agenda before request for approval. Melissa Johnson motions to approve the agenda, Matt McNally seconds the motion. The motion carried.
- II. Approval of Minutes (NA Inaugural Meeting)

III. Information Items

- a. Introductions Brenda introduces herself and asks each of the committee members to do so as well. Brenda then explains that there will be two meetings per year and in the future meetings b, c, and d will be discussed.
- 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 Dietary Manager program development Brenda Krumm Brenda explains the program in detail and that we have health care programs and that the HS has a FACS program that is popular, so it would be beneficial to implement this program. Brenda also expressed the need of Dietary Managers based on multiple conversations in the recent past with facilities having a difficult time filling these positions, needing to perform national searches, etc. Brenda also mentioned research on average wages in the area with these facilities.
- b. Accreditation entity Brenda Krumm Brenda introduces the ANFP booklet guide and explains how we developed our program from their guide, that they have looked at our developed program, and we move on next to KBOR for approval.
- c. Partnership with USD 413 Brenda Krumm and Sherri Bagshaw Brenda states the location of the program will be at the (NCCTC) and the collaboration with USD 413, that there will be an industrial kitchen where students will prepare for fieldwork. Sherri Bagshaw explains that upper-level FACS students will also utilize this area and prepare for careers beyond high school.
- d. Brenda states that the plan will be Fall 2022 for start goal. Matt verifies if this program will be available to high school and adult students and Brenda confirms, describing it as a "tech hub", emphasizing that we want it to be viewed as a college tech program. Sherri agrees, adding the importance of this idea, and the location being a huge plus because it will be less easy to "dump kids".

- V. Old Business
 - a. NA
- VI. New Business Clayton Naff joins us at this point and introduces himself.
 - a. Dietary Manager Program Sheet Brenda Krumm Brenda goes over the program sheet, explaining that Food Production course is not required but a good piece and vital to the program. She also explain that the two first semester courses are required before the two second semester courses, as indicated by asterisks. She explains the divide in instruction and credentials to be qualified to teach the courses, how we will need a Registered Dietician for some, and the high school FACS instructor is qualified to teach the other courses. Also, the facilities will each have a preceptor who coordinates with us and communicates how students are doing, etc. Brenda also mentions the ability to design this into a 4-semester program. Sherri asks about certification and the requirement to be 18 years old. Brenda hasn't come across that requirement but will check into it.
 - b. Dietary Manager Courses Brenda Krumm Brenda tells member that the course syllabi are developed and asks groups if they would like to go over each one. Group declines, as they felt that program sheet with list of courses was descriptive enough.
 - c. Letters of support for Kansas Board of Regents Karah Kellogg Karah says how she's secured 8 letters of support, having received 5 so far. Others in the meeting stated that they would get theirs in tomorrow. She states that 5 of the support letters state that they will allow students to intern in their facility, 2 state that they will be a guest speaker to future students, 2 state that they would like to send their current employees to the program to become certified. All stated that they would serve on the advisory committee.
- VII. Other Brenda stated that the upcoming steps were to submit to KBOR, and 14 college presidents would review, then tech authority (TEA). We are hoping to get on TEA's March approval, then KBOR's April agenda for approval. We will keep you posted.
- VIII. Adjournment We thanked everyone for their support and meeting adjourned at approximately 4:45 p.m.

Curriculum Committee AGENDA

December 04, 2020

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	Call	+~	Order
1.	Cai	LU	Oluei

II. Approval of Agenda

Consent Agenda

- **III. Approval of Minutes -** Minutes from the November 04, 2020 meeting were approved via electronic voting and posted to the *my*Neosho Committees tab.
- IV. Informational Item
 - A. CCR Divisions Reorganized
- V. New Business
 - A. PSYC 274 Degree Elective
 - **B. New PSYC Course**

C. Dietary Manager Program

- i. DIET 102 Nutrition for Dietary Managers
- ii. DIET 104 Foodservice, Sanitation, and Safety
- iii. DIET 202 Business Operations, Personnel & Communications
- iv. DIET 204 Food Production
- v. DIET 210 Dietary Manager Fieldwork Experience
- vi. Dietary Manager Program Sheet
- vii. Dietary Manager Program Matrix
- D. OTA Updates
 - i. OTA 100
 - ii. OTA 104
- E. Philosophy and Humanities Program Sheet
- F. Creative Writing Name Change
- **G. KCOG Updates**
 - i. CHEM 105
 - ii. CHEM 106
- VI. Old Business
- VII. Reports
 - A. National Community College Benchmarking Project
 - B. General Education Assessment
- VIII. Around the Table
- **IX. Next Meeting** To be announced
- X. Adjournment

Curriculum Committee Members 2020-2021

Liberal Arts - Kevin Blackwell, Co-Chair

Fine Arts/Communications – Mary Weilert

English/Humanities – Megan Goins

Social Sci/History/Education – Ted Babin

Phys. Ed/Athletic Training – Yuya Nakamura

CTE – David Crellin

Recorder - Rita Morton

Applied Science - Dr. Luka Kapkiai, Co-Chair

Business/Marketing/Computers - Richard Webber

Science – Dr. Steve Yuza

Math - Jonah Amponsah

Health Occupations – Amber Vail

Nursing - Nancy Carpenter

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

Registration – Ryan Rose

Advising – Andrew Haworth

Director of Nursing – Pam Covault

Dean of Assessment and I.E. – Stephen Dowell

Committee Charges:

- 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. Implement appropriate areas of the Educational Master Plan, Strategic Plan, and Performance Agreements related to reinforcing quality in student learning.

Curriculum Committee MINUTES

December 04, 2020

PRESENT: Kevin Blackwell – Co-chair, Dr. Luka Kapkiai – Co-chair, Richard Webber, Mary Weilert, Megan Goins, Jonah Amponsah, Dr. Steve Yuza, Janet Mitchell, Dr. Ted Babin, Peggy Carman, Pam Covault, Stephen Dowell, Dr. Marie Gardner, LuAnn Hauser, Brenda Krumm, Dr. Sarah Robb, Ryan Rose, Debra Schommer, Amy Smith, Mark Johnston, Bailey Danielle, Kyle Bures, Karah Kellogg, Rita Morton - Recorder

I. Call to Order

Kevin called the meeting to order at 2:00 p.m.

II. Approval of Agenda

Consent Agenda

Heard from Kevin amendments to the agenda. He added an Informational Item: A. CCR Divisions Reorganized. He also moved New Business items D. and E. to the A. and B. positions. Lastly, he renamed New Business item F. "New Creative Writing Course" to "Creative Writing Name Change". Richard moved to approve the agenda as amended. On second from Brenda the amended agenda was approved.

III. Approval of Minutes

Kevin announced that the minutes from the November 04, 2020 meeting were approved via electronic voting and posted to the *my*Neosho Committees tab.

IV. Informational Item

A. CCR Divisions Reorganized

Heard from Kevin a reminder of discussion in the last meeting about reorganizing the Divisions listed on the syllabi and CCRs. This discussion stemmed from confusion on how to identify the appropriate Division for OTA. It was decided in the last meeting to leave the syllabi as it is for now. He said that after some research, there was a larger discussion in SLD about the CCRs. As a result, the divisions on the CCR were reorganized and he went over the new listing of Divisions.

V. New Business

A. PSYC 274 Degree Elective

Kevin briefed the committee on a proposed elective on the AA and AS degree sheets under the Social and Behavioral Science listing. Heard from Mark Johnston that this course is one of the few we offer that is applied psychology. As a required course for those students going on to major in Psychology, it is also a popular course with students from all different disciplines. As this is not a SWT course, Mark said for Pitt State, K-State and Emporia it transfers as a psychology elective for Psychology students and counts toward their core courses; for everyone else it counts as a general elective. The goal is to implement this the Spring 2021 semester with students applying for variances

this semester. Kevin shared that he reached out to Andrew Haworth and Kyle Bures. Andrew indicated he did not have an issue with this change. Kyle also shared that if it is something regularly requested and approved as a variance it would make sense to add it. It was proposed to also add it to the AGS degree under the same section. On motion by Dr. Babin and a second from Pam, the added elective to the AS, AA, and AGS degrees was approved.

B. New PSYC Course

Heard from Kevin that the new PSYC 289 course proposed by Mark Johnston was approved in Division. Mark wrote outcomes for the course and those have been revised several times by Steve Dowell. Mark described the course content, talked about the prerequisites, and explained the outcomes. There are only two other community colleges offering it in the state. The course is a benefit to students trying to participate on research teams after transfer, to PTK students who have an option to do research for credit and recognition, and Peggy added that it would also be good for OTA students. The class would be offered once a year for Fall semester on the Chanute campus. There was some discussion about funding the SPSS software license and approving projects involving human subjects. Ted moved to approve the new course. On second from Megan the new course was approved.

C. Dietary Manager Program

Kevin shared that this is a new certificate program proposed by Brenda Krumm using the Association of Nutrition and Foodservice Professionals (ANFP) Training Program requirements. Brenda said that all the outcomes and competencies came directly from the accreditation guide which also dictates how many hours are spent on each section of the curriculum and the whether it is lecture or lab. All syllabi have been reviewed by Steve Dowell. The program would make a good collaborative initiative between USD 413, NCCC, and NMRMC.

i. DIET 102 Nutrition for Dietary Managers

There has been some initial groundwork done for a registered dietician to teach this course. After clarifying some wording with the guide, Steve Dowell moved to approve and Richard seconded the motion.

ii. DIET 104 Foodservice, Sanitation, and Safety

Brenda described a department wide internal matrix she is implementing focusing on employability skills that are a concern for students to have. Janet moved to approve and Pam seconded the motion.

iii. DIET 202 Business Operations, Personnel & Communications

After review of the syllabus Richard moved to approve and Pam seconded the motion.

iv. DIET 204 Food Production

Some discussion about the course outcomes and a lab component to this course. After further review of the syllabus Richard moved to approve and Pam seconded the motion.

v. DIET 210 Dietary Manager Fieldwork Experience

Brenda described how the instructor for this course would coordinate and assign site supervisors at the various facilities and with professionals at the sites. After further review of the syllabus Dr. Yuza moved to approve and Jonah seconded the motion.

vi. Dietary Manager Program Sheet

Brenda described a partnership with USD 413 and their new Culinary Arts program and how Dietary Manager is a nationally recognized credential required in some care facilities and no one else in southeast Kansas is offering this training. Dr. Yuza moved to approve the program sheet and Richard seconded the motion.

vii. Dietary Manager Program Matrix

After some minor corrections LuAnn moved to approve the matrix. Steve D. seconded the motion and the certificate program was approved.

D. OTA Updates

Heard from Peggy that these are the last two syllabi to be revised to align with new accreditation standards.

i. OTA 100

After a brief review of changes to the syllabus, there was discussion about a title change. Pam moved to approve the updates and title change. Janet seconded the motion and the updates and title change were approved.

ii. OTA 104

After a brief review of changes to the syllabus Dr. Yuza moved to approve the updates. Janet seconded the motion and the updates were approved.

E. Philosophy and Humanities Program Sheet

Dr. Kapkiai briefly described the minor correction to the program sheet. Kevin shared that the statement being stricken from the program sheet is the same statement that had been stricken from the Art program sheet in a previous committee meeting. He said that the History program sheet will be brought to committee at a later time to do the same change there as well. Dr. Yuza moved to approve these revisions. On second from Brenda the revisions were approved.

F. Creative Writing Name Change

Heard from Kevin that this course was called Creative Writing when it was negotiated for statewide transfer. The closest course we had at the time was Intro to Fiction Writing. The title of the course was not changed at the time of negotiation and it is in the SWT system as ENGL 250 with a title of Intro to Fiction Writing. We have the same approved outcomes for SWT. To use the term Creative Writing opens a broader scope to include poetry and nonfiction. Rather than creating a new course, it is easier to update the existing course with the title change. Richard moved to approve the title change. On second from Janet the change was approved.

G. KCOG Updates

Heard from Dr. Kapkiai a minor change made to both lecture and lab courses to course outcome #5. This change does not impact the matrix. He also explained that the KRSN number changed. Lecture and lab courses are now combined under one number instead of two.

i. CHEM 105

Megan moved to approve the revisions and Pam seconded the motion.

ii. CHEM 106

Richard moved to approve the same revisions to the lab course and Janet seconded the motion.

VI. Old Business

None.

VII. Reports

Heard from Kevin that Steve Dowell will provide reports in the Spring semester.

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

VIII. Around the Table

None.

IX. Next Meeting

Kevin announced that the next meeting will be sometime in January.

X. Adjournment

Kevin adjourned the meeting at 3:21 p.m. The minutes were recorded by Rita Morton.

NEOSHO COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

AGENDA

December 21, 2020 – 5:30 P.M. Student Union – Room 209

Zoom Link: https://neosho.zoom.us/j/96426328291

Meeting ID: 964 2632 8291

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Neighborhood Revitalization Program Hearing
- V. Approval of the Agenda
- VI. Consent Agenda
 - A. Minutes from November 16, 2020
 - B. Claims for Disbursement for November 2020
 - C. Course Inventory Revisions/Additions
 - D. Job Description Paralegal Program Developer
 - E. Personnel

VII. Reports

- A. Faculty Senate Paul Walcher
- B. Outreach & Workforce Development Brenda Krumm
- C. KACCT Dennis Peters
- D. Treasurer Sandi Solander
- E. President Dr. Brian Inbody

VIII. Old Business

- A. Resolution 2020-49: Renewal of Neighborhood Revitalization Program with the City of Chanute and County of Neosho
- B. Resolution 2020-50: Emergency Leave Policy (Second Reading)

IX. New Business

- A. Resolution 2020-51: Bids for HVAC Neosho County Career and Technology Center
- B. Executive Session: Consultation with Attorney

X. Adjournment

NEOSHO COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES

December 21, 2020 – 5:30 P.M. Student Union – Room 209

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: Charles Boaz (via Zoom), Lori Kiblinger, David Peter and Dennis Peters (via Zoom)

Absent: Kevin Berthot and Jenny Westerman

Also in attendance were: Kerrie Coomes, Dr. Marie Gardner, Dr. Brian Inbody, Karin Jacobson, Brenda Krumm, Riann Mullis, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Angela Rowan, Jon Seibert, Sandi Solander, Paul Walcher and Dr. Luka Kapkiai

III. PUBLIC COMMENT

Dr. Luka Kapkiai was honored with his five-year advisor pin from Phi Theta Kappa (PTK), the national two-year honor society. Thank you Luka for your dedication to the students and NCCC. Below Luka and Dr. Inbody are doing the new way of hand shaking, the pandemic elbow bump.



IV. NEIGHBORHOOD REVITALIZATION PROGRAM HEARING

At this time any resident of Neosho County may comment on the renewal of a Neighborhood Revitalization Plan for Neosho County, Kansas including certain designated areas of the City of Chanute.

V. APPROVAL OF THE AGENDA

On motion by Lori Kiblinger and second by David Peter the agenda was amended to move the reports section to the end of the agenda, motion approved unanimously.

VI. CONSENT AGENDA

On motion by David Peter and second by Charles Boaz the following items were approved by consent:

- A. Minutes from November 16, 2020
- B. Claims for Disbursement for November 2020

C. 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. Syllabus attached as a separate document.

Course Inventory Changes December 2020 Board Meeting

New Course

PSCY 289 Research Methods in Social Sciences, 3 credit hours

New Program

Dietary Manager Certificate, 16-credit hour program

DIET 102 Nutrition for Dietary Managers, 2 credit hours

DIET 104 Foodservice, Sanitation, and Safety, 4 credit hours

DIET 202 Business Operations, Personnel & Communication, 3 credit hours

DIET 204 Food Production, 4 credit hours

DIET 210 Dietary Manager Field Work Experience

Course Title Change

OTA 100 Introduction to Occupational Therapy, 3 credit hours, to Principles of Occupational Therapy, 3 credit hours

ENGL 250 Introduction to Fiction Writing, 3 credit hours, to Introduction to Creative Writing, 3 credit hours

D. Paralegal Program Developer

This position is 100% Title III funded in Year one, with 20% institutional support in year two and 30% in year three. This position will be housed on the Chanute campus, but the program will be offered on both campuses and through online/virtual modalities.

The job description follows.

PARALEGAL 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: \$45,000 Start Date: April 1, 2021 Created: December, 2020

Purpose of Position: The Paralegal Program Developer (PPD) reports to the Title III Project Director and is responsible for developing, piloting, and institutionalizing all aspects of the Paralegal Program including developing, evaluating, and modifying the curriculum. The PPD 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 paralegal 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 paralegal curriculum evaluation and reporting to the Paralegal Advisory Board.
- e. Modify and update curriculum and textbook requirements as needed.
- f. Review and update equipment/supply needs for the paralegal classroom/library.
- 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 paralegal classroom and library in Chanute.
- k. Offer paralegal program in Chanute and Ottawa, as well as in online/virtual modalities.

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 paralegal budget within the framework of the department.
- c. Collaborate with Paralegal 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 Bar Association.
- 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 paralegal in Kansas.
- 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 Bar Association 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 National certification as a paralegal by one of the four national certification exams (or eligible).
- 2. Required At least three years of work in the legal field.
- 3. Master's Degree in law, Juris Doctor, preferred.
- 4. Experience in higher education curriculum development/instruction, preferred.
- 5. 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

E. Personnel

1. Resignation of Head Track/Cross Country Coach

It was the president's recommendation that the Board approve the resignation of Noe Hernandez, as the Head Track/Cross Country Coach. His last day will be December 21, 2020.

2. Resignation of Custodian - Chanute Campus

It was the president's recommendation that the Board approve the resignation of Stacie Becker, as custodian. Her last day will be December 10, 2020.

3. Resignation of Safety Officer (PT) – Chanute Campus

It was the president's recommendation that the Board approve the resignation of James "Buzz" Godinez, as Safety Officer (PT) – Chanute Campus. His last day will be January 4, 2021.

4. Resignation of Administrative Assistant for the Dean for the Ottawa & Online Campus-PT

It was the president's recommendation that the Board approve the resignation of Cambria Krentz, as the Administrative Assistant for the Dean for the Ottawa & Online Campus-PT. Her last day will be December 21, 2020.

5. Sociology Instructor

It was the president's recommendation that the Board approve the employment of Anne Marie Foley as Sociology Instructor. Ms. Foley has a Bachelor of Arts in Sociology & Women's, Gender, & Sexuality Studies from University of Kansas and a joint Masters in Sociology & Women's, Gender, and Sexuality Studies from Brandeis University.

Ms. Foley's prior work experience includes Assistant Store Manager at Simply Chic, Graduate Assistant at Brandeis Registrar's Office and Teaching Fellow at Brandeis Sociology Department.

Ms. Foley will be paid annual salary \$36,377 (MS+1) start date January 11, 2021

6. Head Track and Cross Country Coach

It was the president's recommendation that the Board approve the employment of Trey Bruton as Head Track and Cross Country Coach. Mr. Bruton has a Bachelors in Mathematics/Minor Business Administration from Southwestern College and Masters in Condensed Matter Physics from Western Illinois University.

Mr. Bruton's prior work experience includes Cross Country/T&F Coach, Housing Coordinator, Adjunct Instructor at Southwestern Community College, Adjunct Instructor/Volunteer Coach at MacMurray College and Teaching Support Assistant/Volunteer Coach at Western Illinois University.

Mr. Bruton will be paid annual salary \$39,307 (MS+4) start date January 1, 2021

7. Administrative Technical Assistant for the Chief Financial Officer

It was the president's recommendation that the Board approve the employment of Robin Wulf as Administrative Technical Assistant for the Chief Financial Officer. Ms. Wulf has a M.S. in Administrative Studies and Applied Communication from Missouri State University, B.S. in Human Resources Management from Friends University and an A.G.S in Business from Independence Community College.

Ms. Wulf's prior work experience includes Registrar at Independence Community College, Registrar/Administrative Assistant to the Principal at Pembroke Hill School and Associate Registrar at Le Cordon Blue College of Culinary Arts.

Ms. Wulf will be paid \$14.50/hr (Level 5) start date January 1, 2021

VII. REPORTS

- **A.** Faculty Senate Paul Walcher reported on what Faculty Senate was doing. See attachment.
- **B.** Outreach & Workforce Development Brenda Krumm reported on what the Outreach/Workforce Development Department was doing. See attachment.
- **C.** KACCT Dennis Peters reported on the Quarterly KACCT meeting he attended with Dr. Inbody via zoom December 5th.
- **D.** Treasurer Sandi Solander gave a treasurer's report. Revenue for the month of November was \$1,224,889.20 and disbursements were \$1,985,523.35. See attachments.
- **E.** President Dr. Brian Inbody gave a president's report. See attachment.

VIII. OLD BUSINESS

A. Renewal of Neighborhood Revitalization Program with - City of Chanute & County of Neosho

At the November 16, 2020, meeting the Trustees approved renewing the college's support of the Neighborhood Revitalization Program with the City of Chanute and County of Neosho through December 31, 2022, and that notice of a public hearing to hear and consider public comment on the Neosho County Community College Neighborhood Revitalization Plan be published in the official city newspaper at least once each week for two consecutive weeks prior to the hearing to be held on December 21, 2020. The Neighborhood Revitalization Interlocal Agreement with the Board of County Commissioners of Neosho County, Kansas was approved for execution and delivery, and a similar agreement with the City of Chanute was also authorized if necessary.

Resolution 2020-49

RESOLVED, that pursuant to the authority provided in K.S.A. 12-17, 114 et seq. the Board of Trustees of Neosho County Community College, after a public hearing was held on December 21, 2020 at 5:30 p.m. to hear and consider public comment on the Neosho County Community College Neighborhood Revitalization Plan, approves and does hereby renew the college's support of the Neighborhood Revitalization Program with the City of Chanute and County of Neosho through December 31, 2022, and for that purpose adopts and renews the Neosho County Community College Neighborhood Revitalization Plan.

The real property described in Part 1 of the Neosho County Community College Neighborhood Revitalization Plan that incorporates both the Neosho County, Kansas Neighborhood Revitalization Plan and the City of Chanute, Kansas Neighborhood Revitalization Plan, and any renewals thereof, by reference is designated as the Neighborhood Revitalization Area. The

following conditions exist within the area: 1) a predominance of buildings which, by reason of dilapidation or obsolescence, are detrimental to public health, safety and welfare; 2) a substantial number of deteriorating structures which impair the sound growth of the County and the City, retards the provision of housing and constitutes an economic liability and 3) a predominance of buildings which, by reason of age, history or architecture, are significant and should be restored to productive use, and finds that the rehabilitation, conservation and redevelopment of said area is necessary to protect the health, safety and welfare of the residents of Neosho County, Kansas and the City of Chanute, Kansas.

On motion by Lori Kiblinger and second by David Peter the above resolution was approved unanimously.

B. Emergency Leave Policy

It is my recommendation that the board approve extending the emergency leave in the case of extreme circumstances. Board policy allows the college to approve up to two days (normally 16 hours) of emergency leave if requested. However, during the pandemic I am asking the board to grant me the ability to extend emergency leave if needed. I don't want someone to get their pay docked because of the need to self-isolate. The CARES Act allows for two weeks of paid leave, but that part of the act runs out on Dec. 31, 2020. The policy follows.

Emergency Leave*

Each full-time employee will be given two (2) days of emergency leave to be taken when the employee does not have access to sick leave or vacation days (in that order). These days cannot be accumulated, nor can an employee be compensated for unused days. (Emergency leave for professional employees are subject to the provisions of the negotiated agreement between the college and the Professional Educators' Association.)

<u>Under extreme circumstances the amount of emergency leave can be extended with the approval of the President. This ability of the President expires April 30, 2021 unless extended by vote of the Board of Trustees.</u>

*Covered by PEA Negotiated Agreement

Resolution 2020-50

RESOLVED, that the Board of Trustees of Neosho County Community College approved the revisions to the Emergency Leave Policy.

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

IX. NEW BUSINESS

A. Bids for HVAC – Neosho County Career and Technology Center

NCCC recently received a grant from the USDA to add two new programs to the Neosho County Career and Technology Center located at 4101 Ross Lane. A portion of this grant allotted funding to create two lab spaces and a classroom in the existing warehouse space on the south end of that facility. Currently there are only gas heaters in each corner of the existing

warehouse so it is necessary to provide a comprehensive heating and cooling solution for the new spaces that will be created within that portion of the building. Formal bid specifications were developed for the project (see attached). The bid specifications were specific to indicate that NCCC requested a Variable Refrigerant Flow (VRF) system so that we have the most flexibility should we expand programming within that space at a later time.

Notice was placed in local the paper to solicit quotations for the project and the following company's submitted bids:

CDL Electric Company, Inc.
 Dales Sheet Metal, Inc.
 Pittsburg, KS
 Iola, KS

Details of the bids are attached as a separate document. A summary of the sealed bids received by the college is listed below.

	Proposed Solution	Bid Price
CDL Electric Company, Inc.	Carrier VRF System	\$50,274.20
Dales Sheet Metal, Inc.	Fujitsu VRF System	\$20,938.74

Each bidder was required to meet with the Director of Facilities and inspect the site prior to bidding. After meeting with each and reviewing the bids it is our recommendation that you accept the bid submitted by Dales Sheet Metal, Inc. for \$20,938.74.

Resolution 2020-51

RESOLVED, that the Board of Trustees of Neosho County Community College approved the bid from Dales Sheet Metal, Inc. of Iola, KS, for the installation of a Fujitsu VRF system in the two new lab spaces and one classroom space within the Neosho County Career and Technology Center at a cost of \$20,938.74.

On motion by Lori Kiblinger and second by David Peter the above resolution was approved unanimously.

B. Executive Session: Consultation with Attorney

On motion by David Peter and second by Lori Kiblinger the Board recessed into executive session for 15 minutes to consult with our attorney to receive advice concerning potential litigation pursuant to the open meetings exception for matters protected by attorney-client privilege and that our President, both Vice-Presidents, Chief Financial Officer and college attorney be included.

The board entered executive session at 5:40 pm and returned to open meeting at 5:55 pm. No action was taken.

X. ADJOURNMENT

On motion by David Peter and second by Lori Kiblinger the meeting adjourned at 6:40 pm. Respectfully submitted,

Dennis Peters, Board Chair Angela Rowan, Board Clerk

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Neosho County Community College Proposed Program: Dietary Manager

	IMPLEM	IENTATION	COST	<u>S</u>			
Part I. Anticipated Enrollment					Implen	nentation	ı Year
Please state how many students/credit hours are	expected c	luring the ini	tial year	of the prog	gram?		
			Full-Time		e		Part-Time
A. Headcount:			15			0	
Part II. Initial Budget					Implen	nentation	n Year
A. Faculty			Existi	ng:	New:		Funding Source:
Full-time		0	\$		\$		
Part-time/Adjunct		2	\$		\$9,200	0	Perkins/Reallocated GF
			Amou	ınt		Funding	Source
B. Equipment required for program			\$0 Co	st to NCC	C	USD 41	3 Partnership
C. Tools and/or supplies required for the p	orogram		\$5,00	0		Perkins /	Reallocated General Fund
D. Instructional Supplies and Materials			\$4,00	0		Realloca	nted General Fund
 Facility requirements, including facility classroom renovations 	y modificat	ions and/or	\$0 Co	st to NCCO	C	USD 41	3 Partnership
F. Technology and/or Software			\$6,50	0		Perkins / Reallocated General Fund	
G. Other (Accreditation: Initial Program Renewal Fee, and Annual Maintenance		ve Year	\$500			Reallocated General Fund	
Total for Implementation Year			\$25,200			Perkins / Reallocated General Fund/ USD	
PROGRAM SUS	STAINABI	LITY COST	S (Seco	nd and Thi	rd Years	<u>s)</u>	
Part I. Program Enrollment		Second and Third Years					S
Please state how many students/credit hours are	expected c	luring the firs	st two y	ears of the	program	ı?	
		Full-Ti	ll-Time			Part-Time	
A. Headcount:		15	15			4	
Part II. Ongoing Program Costs				Firs	st Two Y	Years	
A. Faculty		Existing:	New	: Fu	Funding Source:		
Full-time		\$	\$				
Part-time	2	\$9,200	\$ General		General	l Fund	
<u>'</u>		Amount		Funding S	ource	urce	
B. Equipment required for program		\$0					
C. Tools and/or supplies required for the program		\$0					
D. Instructional Supplies and Materials		\$4,000		General F	und		
E. Facility requirements, including facility modifications and/or classroom renova		\$0					
F. Technology and/or Software		\$0					
G. Other (Annual Maintenance Fee)		\$250		General F	und		
Total for Program Sustainability		\$13,450					

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

This program proposal is a result of discussions and collaborations between NCCC and USD 413 based on results of the local needs assessment along with student interest. The secondary pathway of culinary arts is very popular at the USD and this proposed program would benefit students interested in achieving a related employable certification upon completion.

Recently, NCCC acquired a building and developed plans to use space there to create the Neosho County Career and Technology Center (NCCTC). This center could potentially house up to eight technical programs that high school and adult students could attend for technical training that is critical to our region. The USD has proposed financial support to develop this program at NCCTC including the funds necessary to build a learning lab including an industrial-level kitchen on site.

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

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

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 <u>high school students</u> for the proposed new program.

Institution Name:	eosho County Community College			
Program Title:	Dietary Manager			
Program CIP Code:	51.3103			

Please list all fees associated with this <u>program</u> : Only list costs the institution <u>is</u> charging students.				
Fee	Short Description	Amount		
Uniform	Dietary Manager Apron	\$ 20.00		

Please list all courses within the program and any fees associated to those <u>courses</u> : Only list costs the institution <u>is</u> charging students. Do not duplicate expenses.		
Course ID	Short Description	Amount
DIET 102	Textbook: Nutrition Fundamentals and Medical Nutrition Therapy	\$ 140.00
DIET 104	Textbook: Foodservice Management - By Design	\$ 145.00

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.				
		Estimated		
Item	Short Description	Amount		

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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:

	Credit
Educational Award Level	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*

Last updated: 3/23/2020

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21^{st} Century Act

CA-1c Form (2020)

Neosho County Community College	
Sarah Robb, Ed.D. Vice President for Student Learning 620-432-0302 / sarah_robb@neosho.edu	
Sarah Robb, Ed.D. Vice President for Student Learning 620-432-0302 / sarah_robb@neosho.edu	
Dietary Manager	
51.3103	
Certificate A 16 Credit Hours	
100%	
Proposed to begin Fall 2022	
Not Applicable	
This program, along with the partnership secondary culinary arts pathway fills an identified postsecondary program gap in the 2020 local needs assessment (Chanute).	

(this section must reference information found within the Local Needs Assessment)	culinary arts pathway fills an identified postsecond program gap in the 2020 local needs assessment (Control of the control of	
Signature of College Official Sau	ah R Robb	Date 2/17/2021
Signature of KBOR Official		Date

Last updated: 3/23/2020