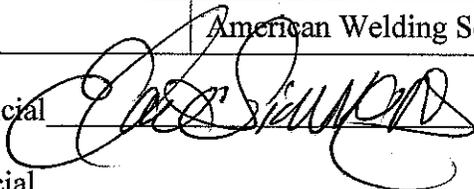


New Program Request Form CA1

General Information

Institution submitting proposal	Barton Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Elaine Simmons Vice President of Instruction simmonse@bartonccc.edu 620-792-9214
Identify the person responsible for oversight of the proposed program	Mary Foley Executive Director of Workforce Training and Economic Development foleym@bartonccc.edu 620-792-9278
Title of proposed program	Welding Technology
Proposed suggested Classification of Instructional Program (CIP) Code	48.0508
CIP code description	Welding Technology/Welder
Standard Occupation Code (SOC) associated to the proposed program	51-4121.00
SOC description	Welders, Cutters, Solderers, and Brazers
Number of credits for the degree <u>and</u> all certificates requested	17 Credit Hour Certificate 38 Credit Hour Certificate 64 Credit Hour AAS
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	N/A
Industry certification	American Welding Society Sense Certification

Signature of College Official



Date

7/4/22

Signature of KBOR Official

Date

Narrative

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

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

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.

Upon the recommendation from the welding advisory board, student interest, and the receipt of two grants, program administration identified the need for additional courses and exit points within the welding program. According to the Kansas Labor Outlook Report, there will be a 6% increase in employment by 2026. Median salary being \$41,200.

Program Description

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

The welding program will prepare students to be industry professionals through instruction and hands-on training in various welding processes, including Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, and Cutting Processes.

- List and describe the admission and graduation requirements for the proposed program.

Degree Seeking: A student admitted as a regular student and seeking a degree from Barton must submit an official high school or home school transcript, or GED certificate (secondary education documents) to meet graduation requirements.

Certificate Seeking: A student seeking a certificate from Barton is not required to submit secondary education documents to meet certificate completion requirements. Students seeking a degree from Barton should meet with their academic advisor prior to sending any post-secondary transcripts to Barton.

The following degree- or certificate-seeking students will be admitted as Regular Students:

- The student must declare a degree or certificate program of study, and
- A graduate of an accredited high school, or
- A graduate of a recognized home school, or
- A student who has passed the General Education Development (G.E.D.) examination.

Graduation requirements

- Student must complete the required credit hours and maintain an overall grade point average of 2.0 to be eligible for certificate completion.

Demand for the Program

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth,

occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

Kansas																			
Long-Term Occupational Projections 2019 to 2028																			
Occupational Code	Occupational Title	Employment		Change in Employment			Openings due to					Total (1)		Wages (2)		Education and Training (3)			
		Base Year 2019	Projected Year 2028	Numerical	Percent	Percent Annual	Exits Annual	Transfers Annual	Numerical Change	Numerical Change Annual	Openings Annual	Openings Annual	Annual Mean	Annual Median	Typical Education Needed for Entry	Work Experience Needed in a Related Occupation	Typical On-the-job Training Needed to Attain Competency		
51-4121	Welders, Cutters, Solderers, and Brazers	6,766	7,062	296	4.40%	0.40%	1,770	177	5,806	581	296	30	7,872	788	\$43,710	\$41,220	High school	None	Moderate-term on-the-job training

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
- Appendix A
- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.
 - According to the 2022 Needs Assessment, the Kansas Workforce One Classroom Resource Library (<https://ksworkforceone.org/resource-library/>) current classroom demand list indicates a need for Welders, Cutters, Solders and Brazers. And O*Net Online (Onetonline.org) indicates a 5-10% increase in employment demand in the next ten years. The needs assessment labor data indicates Barton’s two year concentrator count was 102 and regional annual openings were 32. Due to Barton offering welding at two correctional facilities, where the inmates release to larger communities outside of the region and over an extended period of time, there is a perceived gap between concentrator and labor demand numbers.
 - The decision to expand Welding is in response to student demand as well as local industry partner requests for graduates who possess additional knowledge and skills.
- 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.

 - MaiCo Industries-Ellsworth, KS- Donates scrap metal to the welding classes at Ellsworth Correctional and Barton County campus.
 - Great Plains Manufacturing-Donates gas to the welding classes at Ellsworth Correctional
 - Doonan Specialized Trailer- Donates scrap metal to the welding classes at the Barton County campus.
 - Primus Sterilizer- Donates scrap metal to the welding classes at the Barton County campus.
 - Kansas Department of Corrections provides building/shop space for the welding classes at Ellsworth Correctional and Larned Correctional.

Duplication of Existing Programs

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

K-Tip Report - 2020 - Similar Programs												
Institution	Academic Discipline	Program Name	Award	CIP Code	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited & Employed	Average Wage: Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
Butler CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	41	23	12	10	10	10	\$32,830	\$33,197
Cowley CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	73	57	29	24	22	22	\$31,778	\$28,298
Dodge City CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	32	20	9 *	*	*	*	*	*
Garden City CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	121	26	33	20	17	15	\$35,992	\$36,650
Hutchinson CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	105	65	54	24	19	17	\$31,998	\$33,027
Johnson County CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	145	80	68	17	16	16	\$41,875	\$38,275
Kansas City Kansas CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	102	65	45	23	16	11	\$30,849	\$34,224
Neosho CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	142	95	57	60	32	27	\$26,937	\$22,348
Seward CC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	32	9	15 *	*	*	*	*	*
Flint Hills TC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	62	56	28	24	20	19	\$28,782	\$24,777
Manhattan Area TC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	47	34	12	32	26	25	\$28,335	\$30,395
Northwest Kansas TC	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	42	36	8	34	27	18	\$27,086	\$30,322
Wichita State U-AST	Manufacturing	Welding Technology/Welder	Assoc/Cert	48.0508	150	109	42	27	23	21	\$29,390	\$24,971

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.
- The awarding of the Jobs and Industry Innovative Skills Training Grant (JIIST) allows Barton to elevate their entry level program to better align with other institutions welding programs. Once the expanded program has been implemented, collaborations will be easier to establish.
- Barton participated and supported the welding alignment activities that occurred in 2020. Students who attend Barton's welding program should have no issues in transferring credits to other aligned programs.
- Barton offers soldiers in the United States Army that have experience as a 91E the opportunity to articulate 10 credit hours towards their welding certificate.

Program Information

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

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Appendix C
- 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.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
 - If seeking accreditation, also describe the plan to achieve it

There is no accreditation needed for this program.

Faculty

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

The requirements for the Welding program at Barton Community College is an Associate degree or higher in welding and/or professional certification and minimum of two years of relevant professional employment.

Current faculty have the following credentials:

- Full time faculty on the Barton County Campus- Associate in General Studies from Barton Community College, Welding Certification from the Kansas Department of Education, Certified Welder in API 1104 and ASME B:31.3 with 30+ years of industry experience.
- Full time faculty at Ellsworth Correctional Facility- Associate of Science from Barton Community College, Bachelor of Science in Applied Management from National American University, Certificate in Arc Welding from Lincoln Welding, Certificate in Test and Qualifications of Welding Operator from Stork-Herron Testing Laboratories, Certificate of Completion from Lincoln Welding School, Certified Welding Instructor from American Welding Society, and 15+ years of welding experience.
- Full time faculty at Larned Mental Health Correctional Facility. Degree in Welding Science from Tulsa Welding School and 5+ years of industry experience.

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.).
- Funding for the expansion of our welding program is being provided by the JIIST grant in the amount of \$90,938, the Barton Foundation's match of \$100,000, and a grant from the American Welding Society in the amount of \$24,600. Barton's general fund will provide funding for the additional welding faculty member's salary that will be approximately \$50,000.
- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
- If the program is requesting Perkins funds, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

- Describe any grants or outside funding sources that will be used for the initial startup of the new program
- American Welding Society Grant- Barton received \$24,600 which was used to purchase 8 of 12 new welders that will be needed for additional courses that will be offered.
- JIIST awarded Barton \$90,938-these funds will be used to purchase the remaining welders, a plasma table, manifold system, metal roller, and various other equipment.
- Barton Foundation matched JIIST funds with \$100,000-these funds will be used to cover the expense of electrical and exhaust upgrades.
- With full enrollment the expansion of the shop size and additional equipment will allow Barton to serve the following number of students, as presented in the JIIST grant application.

Session	Current Semester		Project Cycle	
	Fall 2020	Spring 2021	Fall 2021	Spring 2022
	Current	Current	Full Capacity	
Morning	12	5	24	24
Afternoon	20	5	40	40
Evening	8	8	24	24
Total	40	18	88	88

- Other documentation is available in Appendix D

Program Review and Assessment

- Describe the institution’s program review cycle.

Barton Community College’s career technical education programs go through a bi-annual instructional review process. Once the instructional review is completed, program administration provide quarterly goal updates to the Dean of Workforce Training and Community Education and the Vice President of Instruction.

Program Approval at the Institution Level

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

Appendix E

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:	Barton Community College
Program Title:	Welding
Program CIP Code:	480508

Please list all fees associated with this **program**:

Only list costs the institution **is** charging students.

Fee	Short Description	Amount
Tool Kit	Students will be asked to purchase basic tools, welding helmet, and welding jacket to use in class. Students will retain ownership of these tools after completion of the program.	\$300

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

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
Textbooks	Required Textbooks	\$50

Appendix A



an Air Liquide company

Chandler Wieland
SALES REPRESENTATIVE

Airgas USA, LLC
800 10th Street
Great Bend KS 67530

chandler.wieland@airgas.com

620.792.1251 w 620.786.8689 c

January 31, 2022

Dear Board Members,

This letter is to offer to the Kansas Board of Regents esteemed members a showing of support by Airgas to the vocational welding program at Barton County Community College (BCCC) in Great Bend KS. Our organization has worked closely with BCCC since the inception of their welding program and we are invested in its continued success. There currently exists in the USA a strong demand for skilled welders. Like most occupations, welding has become increasingly more technological. Airgas is in constant communication with the companies and individuals that will be hiring graduates from this program. I have acted as liaison between the instructor and the management of an employer in our county that has welding positions open constantly. The companies I work with share what skills they are looking for, and that information is passed along to the college. As mentioned, welding is ever adapting to meet increasing technological demands. Specifications for tolerance, precision and efficiency demand more advanced equipment as well as a more highly skilled individual. Airgas is on the leading edge with information and research of new products, which we share with our customers. We offer labs and training sessions for educators, where instructors can get hands-on with new products. Our process specialists have come from the welding industry and can perform analysis, calibrations and performance testing on welds and welding machines. Many of these services are performed at no additional cost to our customers. We have factory certified warranty and repair shops located in KS, MO, AR, TN, LA, OK and TX which serve the region. As the largest distributor of packaged gas on the planet, Airgas has laboratories working to develop gasses for all industries which deliver the performance our customers require, while focusing on safety and environmental responsibility. Our parent company Air Liquide is the international leader in green fuel technology. With over 80,000 employees world wide, Air Liquide does employ a few welders, but has many job openings where a knowledge of welding and welding processes could help to obtain a position with a world class company. At the local level, I am committed to bringing the absolute best service and products to BCCC at the most competitive price. For example, I connected BCCC with a tier 1 manufacturer where, through the use of a web portal, the school can purchase filler metals at a 75 - 80% discount of retail price. Welding gear and other products are also available on the portal at greatly reduced prices. I am currently a member of the welding program advisory committee, and I have had a professional association with the current instructor prior to him having that position. Thank-you for your time, kind regards,



January 19, 2022

Barton County Community College
245 NE 30 Road
Great Bend, Kansas 67530

I am writing this letter on behalf of Primus Sterilizer to show our support for the welding program you currently house.

Primus Sterilizer has worked closely with Wade Morris for several years. We have not only donated scrap metal for possible candidates to practice their welding skills on, but we have also hired roughly six BCCC graduates.

We appreciate the opportunity to hire find future employees who want to excel in their field of studies.

Looking forward to working with you more in the future!

Chad Elliott
Welding Lead
Primus Sterilizer



▲ PRIMUS ▲ CSI JEWETT
▲ LYNX ▲ SCIENTEK



P.O. Box 843 / Hays, Kansas 67601 / www.hess-services.com
(888) 455-4377 toll free / (785) 625-9295 / (785) 625-4030 fax

01/28/2022

Barton Community College

245 NE 30 RD

Great Bend, KS 67530

Mary Foley,

I support Barton's pursuit of approval from the Kansas Board of Regents for expansion of their welding program. This expansion would add a longer certificate program and an associate degree to what the students may select for an education pathway. This would be desirable from my point of view as an area employer. The expanded skill set would make graduates of Barton much more appealing as the expanded curriculum covers areas of study needed for welders at our company.

The need for welders is projected to increase as time goes on. And it is no secret that employers are already having a difficult time finding enough qualified new hires now. So, there is a need for an area school to develop their students into the graduates we would need for our business. The proposed longer certificate program and degree would fill that need.

For those interested students, we would offer paid internships during their school breaks. For any graduate of your welding programs, we would interview and most likely hire them for one of our welding positions. We have everything from Welder I to Welder IV, in-house welding instructors, and certified welding inspectors (CWI) positions available and can offer your graduates a full, long-term career path as a welder.

If you or a BOR representative would need to contact me about our intent to support such a program extension, please get in touch. I can be reached at 785-621-4075, 785-650-3600, or at joe.leroux@hess-services.com

Respectfully,

A handwritten signature in black ink, appearing to read "Joe Leroux", is written over the typed name.

Joe Leroux

Operations Manager

Hess Services, Inc.

MAICO INDUSTRIES INC.

P.O. Box 24 / 936 Highway 14
Ellsworth, KS 67439

(P) 785.472.5390
www.maicoind.com

1/17/22

To whom it may concern:

My name is Dave Cox; I am the Plant Manager at MaiCo Industries Inc. I am writing this letter to express my support for Barton Community College Welding Program's expansion of their welding program with the Kansas Board of Regents application. I have worked closely for many years with the BCC Welding Board to support the welding program.

I enjoy working with BCC Welding Program and I am happy to provide this recommendation. I have great respect for the instructors and administrative personnel. I am confident the college is deserving of this expansion to help them expand the welding program.

Barton Community College Welding Program has been instrumental in helping to train and prepare students for a career in the welding industry. For this reason, we pursue the welders that graduate from the BCC welding program as they are well prepared for employment. MaiCo Industries is always seeking qualified welders in our fabrication shop and require them to be AWS certified.

Receiving this will provide financial support for the second certificate for students and towards a student's associate's degree to further grow the BCC Welding Program. I am confident you will be just as impressed as I am with the BCC Welding Program after reviewing their application and reference letters. Please feel free to contact me if you need any additional information. You may reach me at my email address: dave.cox@maicoind.com or by telephone (785) 472-5390.

Sincerely


Dave Cox
Plant Manager
MaiCo Industries Inc.



MATHESON

The Gas Professionals

909 Lake Carolyn Pkwy
Irving, TX 75039

Tel: (972) 560-5700

1/25/2022

To whom it may concern,

My name is Rob Soneson, I'm the outside sales representative for Matheson. I currently serve on their advisory board and provide technical assistance when needed. I have dealt with the welding program at Barton Co. Community College for the last 5 years and have witnessed great growth within their program. I have seen their students go into the welding manufacturing field, which is in dire need of qualified welders and fabricators in our region. I personally have been in the welding business for 38 years and have seen the depleting pool of employees in this industry over the years. I feel by adding this curriculum to the Barton Welding program it will help in the success of the student when he or she enters into the welding working field. Our industry will grow with this program by having qualified employees which is lacking in our industry right now.

Regards,

Rob Soneson

Matheson Gas

Hays, KS

rsoneson@mathesongas.com



January 25, 2022
Barton Community College
245 NE 30 RD
Great Bend, KS 67530

Re: Letter of Support

To Whom it May Concern:

This letter is to offer support to the proposed new curriculum for a Welding Associate Program. Cashco, Inc. is very interested the progression of this program as it will fill a large need in the area. Cashco has experienced a shortage of qualified candidates for our weld shop that is described in onetonline.org.

We have noticed a pattern of applicants that fall into one of two categories:

- 1.) Welders with minimal experience and training
- 2.) Welders with a large amount of experience but limited to processes and products different than ours.

The second category of applicants often become frustrated since their production welding training is typically for structural welding, which has proven to be incompatible with Cashco's requirements. Welders with some knowledge of the processes that can be trained to the unique requirements of welding pressure vessels are more successful. Candidates with a more comprehensive education and the ability to be trained specifically in pressure vessel welding will have the highest qualifications for a welding position at Cashco.

Cashco is interested in working with BCCC to develop and internship program where individuals can gain real world experience in code approved welding. Interns would be able to practice and become certified code approved welders during the internship. We have experience in similar programs with local high schools and college students in drafting, CAD and CAM programing, and machining. These programs have been successful identifying talent, communicating real world examples, and placing them with full time jobs in the work force. This could be included in the proposed Sector B: Emphasis Electives.

Cashco would then be willing to interview and potentially hire candidates that pass through the program. For Cashco employees, this program would also qualify for the tuition assistance program, where the company would pay for the tuition costs. In addition, Cashco would be willing to agree to a \$1,000 scholarship for up to 3 students per semester for the first 2 years of the program. After the 2 years, the program/scholarship will be revisited and, in most cases, renewed. In the past we have had at least one employee participate in the existing welding program and has utilized the tuition assistance.



P.O. BOX 6
ELLSWORTH, KS 67439



(PH) 785.472.4461
(FX) 785.472.3539



SALES@CASHCO.COM
WWW.CASHCO.COM



Reviewing the AAS curriculum, Sector C electives will help the student with a more in-depth understanding of the necessary knowledge for the weld department. AC and DC circuits are a nice addition to help the student understand the science behind the processes. Regarding safety, it is beneficial to have OSHA and HAZWOPER training. Business

and general accounting round out the electives well and will help the student understand the value of time, production output, etc.

In closing, Cashco would be willing to assist and participate at multiple levels with BCCC to make the program successful. The positive economic impact for the individuals, companies that employ them, and the area in general will have a great impact for the future of Kansas.

Best Regards,

A handwritten signature in black ink, appearing to read "Clint M. Rogers", written in a cursive style.

Clint M. Rogers
President
Cashco, Inc.



P.O. BOX 6
ELLSWORTH, KS 67439



(PH) 785.472.4461
(FX) 785.472.3539



SALES@CASHCO.COM
WWW.CASHCO.COM

Appendix B

List of Courses

WELD 1348- Introduction to Welding- Through classroom and/or lab/shop learning and assessment activities, students in this course will learn the basic vocabulary and theory of welding through four main subjects. Those subjects include Welding Fundamentals, Welding Processes, Cutting Processes, and Visual Inspection

WELD 1349-Gas Tungsten Arc Welding- Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WELD 1350-Shielded Metal Arc Welding- Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

WELD 1351-Gas Metal Arc Welding- Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WELD 1352-Cutting Processes-Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the Oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards.

WELD 1353-Blueprint Reading- Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views, and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; identify standard AWS weld symbols.

WELD 1354-Safety/OSHA 10- Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

WELD 1359- Gas Tungsten Arc Welding II-Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld

beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform a visual inspection of GTAW welds.

WELD 1361-Gas Metal Arc Welding II- Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct setup of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform basic SMAW welds on selected weld joints; and perform a visual inspection of welds.

WELD 1362-Shielded Metal Arc Welding II- Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

MATH 1806-Technical Math- This course covers the mathematics needed by students enrolled in technical or trade programs. The emphasis will be on application in solving problems encountered in vocational fields; the student will be exposed to a broad coverage of arithmetic, algebra, geometry and basic statistics. The metric system and measurement techniques will also be covered.

BSTC 1036- Computer Concepts and Applications- This course is an introduction to computer concepts in which focuses on concepts including hardware, operating systems, ethics and security; and applies hands-on interaction with software applications including word processing, spreadsheets, presentations, and database systems. On completion of this course, students will understand common computer terminology, utilize featured application software, and recognize relevant ethics and security issues associated with technology.

BUSI 1800 Business Communications- The course is designed to present the principles and develop the techniques of writing business correspondence and other forms of business communications. The use of correct business vocabulary will be stressed as it applies to written business communication.

COMM 1200 Interpersonal Communications- This course is designed to help students develop skills in communication and to acquire an understanding of verbal and nonverbal communications as a vital human relations factor in our society.

COMM 1230 Public Speaking- This course includes a study of the theoretical principles underlying effective communicative behavior, and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers.

Appendix C

Welding



Certificate (Total Credit Hours – 17)

REQUIREMENTS			
See Advisor for Transfer Information			
<input type="checkbox"/>	WELD 1349	Gas Tungsten Arc Welding	3
<input type="checkbox"/>	WELD 1350	Shielded Metal Arc Welding	3
<input type="checkbox"/>	WELD 1351	Gas Metal Arc Welding	3
<input type="checkbox"/>	WELD 1352	Cutting Processes	3
<input type="checkbox"/>	WELD 1353	Blueprint Reading	3
<input type="checkbox"/>	WELD 1354	Safety/Osha 10	1
<input type="checkbox"/>	WELD 1348	Introduction to Welding	1
<input type="checkbox"/>			
TOTAL			17

Review Date 00/00
 Effective Date 00/00

Student Name: _____ ID#: _____ Placement Scores: ___ English ___ Math ___ Reading

www.bartonccc.edu

1-800-748-7594

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

Welding



Certificate (Total Credit Hours – 38)

REQUIREMENTS				
See Advisor for Transfer Information				
<input type="checkbox"/>	WELD	1349	Gas Tungsten Arc Welding	3
<input type="checkbox"/>	WELD	1350	Shielded Metal Arc Welding	3
<input type="checkbox"/>	WELD	1351	Gas Metal Arc Welding	3
<input type="checkbox"/>	WELD	1352	Cutting Processes	3
<input type="checkbox"/>	WELD	1353	Blueprint Reading	3
<input type="checkbox"/>	WELD	1354	Safety/Osha 10	1
<input type="checkbox"/>	WELD	1361	Gas Metal Arc Welding II	3
<input type="checkbox"/>	WELD	1362	Shielded Metal Arc Welding II	3
<input type="checkbox"/>	WELD	1359	Gas Tungsten Arc Welding II	3
<input type="checkbox"/>	MATH	1806	Technical Math	3
<input type="checkbox"/>	BSTC	1036	Computer Concepts and Applications	3
<input type="checkbox"/>	BUSI	1800	Business Communications	3
<input type="checkbox"/>	COMM	1200/ 1230	Interpersonal Communication OR Public Speaking	3
<input type="checkbox"/>	WELD	1348	Introduction to Welding	1
<input type="checkbox"/>				
TOTAL				38

Review Date 00/00
Effective Date 00/00

Student Name: _____ ID#: _____ Placement Scores: ___ English ___ Math ___ Reading

www.bartonccc.edu

1-800-748-7594

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

Welding Associate of Applied Science-64 Credit Hours

Zone 1: Foundation Courses			
Sector A: Written and Oral Communication			
<input type="checkbox"/>	COMM 1200 or COMM 1230	Interpersonal Communications or Public Speaking	3
Sector B: Mathematical Reasoning <i>See list of approved courses on page 3.</i>			
<input type="checkbox"/>	MATH 1806	Technical Math	3
Sector C: Technological Skills <i>See list of approved courses on page 3.</i>			
<input type="checkbox"/>	BSTC 1036	Computer Concepts and Applications	3
Sector D: Global Issues and Diversity* <i>See list of approved courses on page 3.</i>			
<input type="checkbox"/>			
Zone 2: Introductory Courses			
Sector A: Arts and Humanities <i>See list of approved courses on page 4.</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector B: Social Sciences <i>See list of approved courses on page 6.</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector C: Mathematics and Pure Science <i>Non-laboratory science can satisfy. See list of approved courses on page 7.</i>			
<input type="checkbox"/>	CHEM 1802	Fundamentals of General Chemistry	5
<input type="checkbox"/>			
Sector D: Personal Well-Being <i>Restricted to two credits in PHED or HLTH. See list of approved courses on page 8.</i>			
<input type="checkbox"/>	PHED 1246	First Aid	3
<input type="checkbox"/>			
Total			17

BARTON

COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530

Zone 3: Emphasis Requirements and Electives			
Sector A: Emphasis Requirements			
<input type="checkbox"/>	WELD 1348	Introduction to Welding	1
<input type="checkbox"/>	WELD 1349	Gas Tungsten Welding	3
<input type="checkbox"/>	WELD 1350	Shielded Metal Arc Welding	3
<input type="checkbox"/>	WELD 1351	Gas Metal Arc Welding	3
<input type="checkbox"/>	WELD 1352	Cutting Processes	3
<input type="checkbox"/>	WELD 1353	Blueprint Reading	3
<input type="checkbox"/>	WELD 1354	Safety/OSHA 10	1
	WELD 1361	Gas Metal Arc Welding II	3
	WELD 1362	Shielded Metal Arc Welding II	3
	WELD 1359	Gas Tungsten Arc Welding II	3
	BUSI 1800	Business Communication	3
Sector B: Emphasis Electives			
<input type="checkbox"/>	WELD 1160	Welding Internship	1-4
<input type="checkbox"/>			
Sector C: Other Electives			
<input type="checkbox"/>	AGRI 1214	Commercial Driver's License-BTW	2
<input type="checkbox"/>	AGRI 1217	Commercial Driver's License-Theory	3
<input type="checkbox"/>	NATG 1135	Basic Corrosion	3
<input type="checkbox"/>	BUSI 1600	Introduction to Business	3
	ECON 1615	Personal Finance	3
	ACCT 1612	General Accounting	3
	NATG 1100 or WGHT 1104	DC Circuit Fundamentals	3
	NATG 1105 or WGHT 1105	AC Circuit Fundamentals	4
	OSHA 1913	Introduction to OSHA General Industry Standards	2.5
	OSHA 1924	Introduction to OSHA Construction Industry Standards	2.5
	HZMT 1919	Hazardous Waste Operations and Emergency Response (HAZWOPER)	3
Total			

Appendix D

Department of Commerce
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354



Phone: (785) 296-1913
Fax: (785) 296-5055
KansasCommerce.gov

David C. Toland, Secretary

Laura Kelly, Governor

June 10, 2021

Mary Foley, Executive Director of Workforce Training & Economic Development
Barton Community College
245 NE 30 Road
Great Bend, Kansas 67530-9107

Dear Mary,

We appreciate your interest and application for the Jobs and Innovative Industry Skills Training Grant (JIIST). Upon review of your proposal, our grant selection committee has determined that this program meets the criteria and goals as set forth by the Department of Commerce.

Therefore, Barton Community College will receive funding in the amount of \$90,938.00 with matching funds provided by you in the amount of at least \$90,938.00. Please plan to expend JIIST Grant funds no later than June 30, 2022.

A Memorandum of Understanding (MOU) will be sent via email for your review and signatures.

We are pleased to support your work and effort and look forward to our partnership on this project.

Sincerely,

Natalie Meugniot,
Program Manager

cc: Wade Wiebe, Director of Workforce Training and Education

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Barton Community College

Proposed Program: Welding

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment			Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program?				
			Full-Time	Part-Time
A. Headcount:			24	12
Part II. Initial Budget			Implementation Year	
A. Faculty			Existing:	New:
Full-time	#2		\$66,130	\$50,000
Part-time/Adjunct	#		\$	\$
			Amount	Funding Source
B. Equipment required for program			\$90,938	JIIST Grant
C. Tools and/or supplies required for the program			\$1000	Student Fees
D. Instructional Supplies and Materials			\$4000	Student Fees
E. Facility requirements, including facility modifications and/or classroom renovations			\$100,000	JIIST Grant Matching Funds- Barton Community College Foundation
F. Technology and/or Software			\$	
G. Other (Please identify; add lines as required)				
Total for Implementation Year			\$312,068	

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

Part I. Program Enrollment			Second and Third Years	
Please state how many students/credit hours are expected during the first two years of the program?				
			Full-Time	Part-Time
A. Headcount:			36	18
Part II. Ongoing Program Costs			First Two Years	
A. Faculty			Existing:	New:
Full-time	#2		\$120,000	\$
Part-time	#1		\$	\$7920
			Amount	Funding Source
B. Equipment required for program			\$	
C. Tools and/or supplies required for the program			\$1000	Student Fees
D. Instructional Supplies and Materials			\$4000	Student Fees
E. Facility requirements, including facility modifications and/or classroom renovations			\$	
F. Technology and/or Software			\$	
G. Other (Please identify; add lines as required)				
Total for Program Sustainability			\$132,920	

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:	Barton Community College
Program Title:	Welding
Program CIP Code:	480508

Please list all fees associated with this **program**:

Only list costs the institution **is** charging students.

Fee	Short Description	Amount
Tool Kit	Students will be asked to purchase basic tools, welding helmet, and welding jacket to use in class. Students will retain ownership of these tools after completion of the program.	\$300

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

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
Textbooks	Required Textbooks	\$50

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

Program Eligibility

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*

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Barton Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application (<i>contact person for the approval process</i>)	Mary Foley Executive Director of Workforce Training and Economic Development 620-792-9278 foleym@bartonccc.edu
Name, title, phone, and email of the Perkins Coordinator	Krystall Barnes Coordinator of Workforce Training Projects and Events barnesk@bartonccc.edu
Program Name	Welding
Program CIP Code	480508
Educational award levels <u>and</u> credit hours for the proposed request	Certificate A- 17 Credit Hours Certificate B- 38 Credit Hours AAS- 64 Credit Hours
Percentage of tiered credit hours for the educational level of this request	Certificate A- 94% Certificate B- 66% AAS- 70%
Number of concentrators for the educational level	The KSPSD Academic Year Collection for 2021 states there were 89 concentrators for Certificate A
Does the program meet program alignment?	Yes
Justification for conditional approval: (<i>this section must reference information found within the Local Needs Assessment</i>)	The current 16 credit-hour welding program is Perkins approved, and the proposed Certificate B and AAS will contain more than the required percentage of tiered courses. The decision to expand Welding is in response to to student demand as well as local industry partner requests for graduates who possess additional knowledge and skills. In addition, the program is anticipated to generate more than an adequate number of concentrators each year. According to the 2022 Needs Assessment, the Kansas Workforce One Classroom Resource Library (https://ksworkforceone.org/resource-library/) current classroom demand list indicates a need for Welders, Cutters, Solders and Brazers. And O*Net Online (Onetonline.org) indicates a 5-10% increase in employment demand in the next decade.

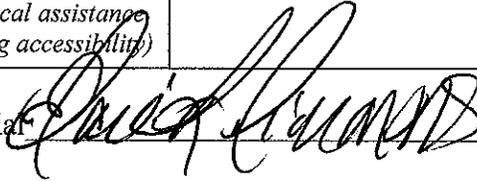
Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Pursuant to Americans with Disabilities Act, will the proposed program be offered in a location and format which is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes
---	-----

Signature of College Official



Date

2/23/22

Signature of KBOR Official

Date

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	Barton Community College
Name, title, and email of person responsible for Academic program	Mary Foley Executive Director of Workforce Training and Economic Development foleym@bartonccc.edu
Name, title, and email of Financial Aid contact	Myrna Perkins Director of Financial Aid perkinsm@bartonccc.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)

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

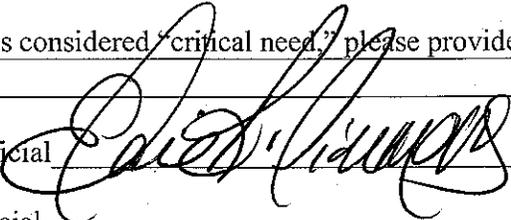
Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
480508	Welding	17 Credit Hour Certificate	Fall 2022
480508	Welding	38 Credit Hour Certificate	Fall 2022
480508	Welding	AAS	Spring 2023

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  Date 

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

Appendix E

AGENDA/MINUTES

Team Name	Learning, Instruction and Curriculum Committee (LICC)
Date	1/12/2022
Time	3:30 – 4:30 pm
Location	Zoom https://zoom.us/j/5354602075

Facilitator	Brian Howe	Recorder	Sarah Riegel
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Team members								Present: X	Absent: O
	Team 1		Team 2		Team 3		Additional		Non-voting
x	Brian Howe Team Lead	o	Chris Vanderlinde Team Lead	x	Marlo Chavarria Team Lead	x	Lori Crowther	x	Kathy Kottas
x	John Mack	x	Todd Mobray	x	Mary Doyle	x	Kurt Teal	x	Lee Miller
x	Rena Skelton	x	Sara Hoff	x	Megan Schiffelbein	x	Karen Kratzer	x	Claudia Mather
x	Randy Allen	x	Laura Schlessiger	x	Kristi Mason			x	Elaine Simmons

Guest

x	Darren Ivey	o	Chris Baker						
x	Mary Foley	x	Wade Morris						

Action Items	Reporter	New/ Revised	Effective Semester
WELD 1160 Welding Internship <ul style="list-style-type: none"> Team 1 Reviewed New Course Motion to approve by Randy, Marlo 2nd Approved 	Wade Morris	New	Spring 2022
WELD 1362 SMAW II <ul style="list-style-type: none"> Team 2 Reviewed New Course Rework the competencies to be consistent with the other welding syllabi using Blooms Taxonomy Motion to approve by Rena, Karen 2nd Approved with changes 	Wade Morris	New	Spring 2022
WELD 1359 GTAW II <ul style="list-style-type: none"> Team 3 Reviewed New Course Motion to approve by Todd, Randy 2nd Approved 	Wade Morris	New	Spring 2022
WELD 1361 GMAW II <ul style="list-style-type: none"> Team 3 Reviewed New Course Motion to approve by Randy, Todd 2nd Approved 	Wade Morris	New	Spring 2022

Syllabi Submitted to Inactivate	Reporter	Inactivate	Effective Semester
n/a			
Other Items	Reporter		
Welding Executive Summary <ul style="list-style-type: none"> • Due to recommendation from the welding advisory board, student interest, and the receipt of two grants, we are expanding welding program • There will be new courses offered and three exit points • Effective date – Fall 2022 	Mary Foley		

Absent: Chris Vanderlinde have no concerns. Voted in advance to approve should majority agree.

ENDS:

ESSENTIAL SKILLS
 WORK PREPAREDNESS
 ACADEMIC ADVANCEMENT
 "BARTON EXPERIENCE"

REGIONAL WORKFORCE NEEDS
 BARTON SERVICES AND REGIONAL LOCATIONS
 STRATEGIC PLAN
 CONTINGENCY PLANNING

Barton Core Priorities/Strategic Plan Goals

Drive Student Success

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

Cultivate Community Engagement

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

Emphasize Institutional Effectiveness

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

Optimize Employee Experience

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

AGENDA/MINUTES

Team Name	Programs, Topics & Processes (PTP)
Date	12/8/2021
Time	8:30 – 10:00 am
Location	Zoom https://zoom.us/j/5354602075

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

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

Topics/Notes	Reporter
--------------	----------

Check-Up Time!	All
<p>Follow-Up Items:</p> <ul style="list-style-type: none"> • Mainstay (formerly AdmitHub) Campaign – spring campaign ready to go out this week • Transition to ArmyIgniteED – still having glitches; working on invoice to clear up some past due balances • Definition for the term “student” <ul style="list-style-type: none"> ○ In policy 1132, we actually refer to a definition of the word “student” in a footnote. I am pretty sure this came “with” the policy/procedure from ATIXA. However, it’s pretty broad. Might we consider an abbreviated definition...? See below – ○ <i>For the purpose of this policy, Barton defines “student” as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Barton.</i> ○ Even this can lend itself to a broad scope – considering how far in advance of “attendance” students may be <i>enrolled</i>. ○ FERPA: once an enrollment exists they are considered a student ○ On our website under graduation requirements: Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study. “Continuous enrollment” refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry. ○ IPEDS definition of student counts: The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution. 	<p>Erin</p> <p>Abby</p> <p>Angie, Lori, Stephanie, Todd, Karly & Tana</p>

- Required Title IX Definition

- **Updated Academic Integrity Statement – Effective in Course Syllabi 2022**

Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other's work or ideas. In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others. Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 Academic Integrity and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.

- VP Email Sent June 10th
- Concourse Syllabi Update – Spring 2022
- AI Council Approvals (Full Statement) – have all this done by January 1, 2022:
 - Enrollment Form (Lori)
 - Enrollment Self-Serve (Lori)
 - Portal (Claudia/Samantha/Michelle)
 - BOL Orientation (Claudia) – this is done
 - Student Handbook (Angie) – this is done
 - Student Orientation (Angie)
 - Admissions Letter (Tana)

- **Join the BAND (Board for Achieving Normalized Data)**

- Group that will make sure everyone is on the same page with inputting data into Banner; data standards sheet
- Representatives for each area of Banner
- Meet quarterly or bi-monthly, probably start in January with new software (Argos)

Todd

- **Student Information in Banner**

- Ongoing issue with student personal information (address, email, phone number) being outdated
- Discussion items:
 - Can Banner or other products prompt students to verify/update personal information on a semester basis?
 - Do we have the capability when students go in to pay a bill they are prompted to update info?
 - Could this be tied to re-enrollment which would create some incentive for them to update their info? Could Banner ask them to confirm at the time of re-enrollment?
 - Could the reminder to update address and phone number be in Canvas?
- Workgroup to discuss (Michelle, Laura, Claudia, Lori)
 - Report from Michelle: "Those involved have gone through training and are working on implementing, focus first on the immediate need and then will expand to other modules. Please keep in mind, Banner can do a lot of things, we just need to have things presented and will explore how to make it happen so that we don't have to try to invent

Laura

<p>the wheel or spend money on something else when we already have what we need, just need to implement. What can Banner do for you?!</p> <p>☺"</p> <ul style="list-style-type: none"> ▪ Training (AIP) is taking place; will need to learn page builder; these products will prompt students to update their information; prompt student when enrolling to confirm their information is correct <ul style="list-style-type: none"> • HZMT Enrollment Numbers – Done <ul style="list-style-type: none"> • Non-credit training • Entry into Banner • Power BI report – Jose added an option to see the non-credit classes • Group to work with IR and the Registrar (Lindsay, Mary, Lori, Todd) 	Kurt/Lindsay
<p>Student Support Processes for 8-Week Courses</p> <ul style="list-style-type: none"> • Group met a few weeks ago to discuss the increase in 8-week courses on the GB campus; want to streamline the process 	Stephanie
<p>2021-2022 Curriculum Guide Review</p> <ul style="list-style-type: none"> • Review process to start Fall 2021 <ul style="list-style-type: none"> ○ August 1 – September 30 – Teams review guides ○ October 1 – Guides due to Sarah/Denise ○ October 1-31 – Sarah/Denise review guides ○ November 1 – Guides sent to Lori ○ November 1 to January 31 – Lori updates Degree Works ○ February 1-14 - Sarah/Denise will resave guides on the T: drive ○ February 15-28 – Samantha/Brandon complete web updates and ADA compliance ○ February 1 to April 1 – Advisor training (Karen) ○ March 1 – Guides posted on the web – effective for Fall 2022 	All
<p>Pre-Professional Healthcare</p> <ul style="list-style-type: none"> • The 13 subcategories are on the admissions application but not in Banner • Advising doesn't know which advisor the student should be assigned to • Admissions can pull a report from Sales Force for the subcategories and send the report to advising • The old curriculum guides for the 13 subcategories will be removed from the web once we do our annual curriculum guide review this fall (Brian, Kathy and Mary Doyle will work on language for the website) • Karen, Mary, Judy, Angie, Brian, Kathy, Lori, Tana, Brandon and Samantha will meet to discuss Pre-Professional Healthcare and STEM programs <ul style="list-style-type: none"> ○ Healthcare – website changes coming, but wording may still be misleading; talked about the structure of the web pages; group getting back together • Group met and decided this should be an AS Liberal Studies with an emphasis in pre-professional <ul style="list-style-type: none"> ○ Recommend we should have pre-professional as a degree option and not try to create an umbrella that covers all the subcategories • Group will get back together with an update in December <ul style="list-style-type: none"> ○ Recommendations of what needs to be undone, what needs to be done, what we're maintaining and how we will communicate the final outcome 	Karen, Mary, Judy, Angie, Brian, Kathy and Lori

<p>STEM</p>   <p>STEM Associate of Science.docx STEM Education Associate of Science.c</p> <ul style="list-style-type: none"> • Science-Technology-Engineering-Mathematics • Flexible option for students • Effective date – Fall 2022 • Curriculum guides (Sarah) – Done • CIP code (Sarah) – 13.1213 (STEM Education); 30.0601 (STEM) • Major code (Lori) – Done • Banner/Degree Works (Lori) – working on • Advisor assignment/notification (Karen) • Programs of Study page (Samantha/Brian/Kathy) – met and have ideas going • Web updates (Samantha) • Admissions application (Tana) 	<p>Brian, Karen, Mary Judy, Angie, Kathy and Lori</p>
<p>Digital Communications and Content Strategy</p>   <p>DCCS Executive Summary Proposal.dc Digital Communications Cont</p> <ul style="list-style-type: none"> • A student can complete this AA and obtain external certificates • Effective date – Fall 2022 • Curriculum guides (Sarah) – Done • CIP code (Sarah) – 09.0702 • Major code (Lori) – Done • Banner/Degree Works (Lori) – Done • Advisor assignment/notification (Karen) – Yuchen will be advising • Programs of Study page (Samantha/Brian) • Web updates (Samantha) • Admissions application (Tana) • HLC/Dept. of Ed (Myrna) 	<p>Brian</p>
<p>CAM Update – Plumbing</p> <ul style="list-style-type: none"> • Approved by KBOR • Myrna is seeking approval from Dept of Ed for a 17-week option • Launch – January 2022 • 7 students enrolled 	<p>Mary F.</p>
<p>CAM Update – Cyber Security</p> <ul style="list-style-type: none"> • Application Submitted to KBOR 12-7-21 • Anticipated Launch – Fall 2022 	<p>Mary F.</p>
<p>CAM Update – Early Childhood Curriculum Changes</p>     <p>Early Childhood Executive Summary.c AAS- Early Childhood-Draft.doc Child Development Cert-Draft.docx EC- AS template-Draft.docx</p> <ul style="list-style-type: none"> • Remove CHLD 1550 • Effective date – Spring 2022 • Curriculum guide (Sarah) – Done 	<p>Mary F.</p>

<ul style="list-style-type: none"> • KHEDS (Sarah) – Done • HLC/Dept. of Ed (Myrna) – Done • Banner/Degree Works (Lori) – Done • Website (Samantha) 	
<p>Teaching Dance CAM – Executive Summary</p>   <p>Teaching Dance Executive Summary Teaching Dance Certificate Update 10</p> <ul style="list-style-type: none"> • New certificate for teaching dance – this doesn't feed into the AA • Since it won't lead to an AA it doesn't count as a completer • Need to look into an external certification • Could this be offered as a non-credit completion certificate • If this isn't for a valid/recognized certificate, then FA would not be available • Brian and Danika will discuss more and bring back next month <ul style="list-style-type: none"> ○ We may need to offer an "atta boy" certificate 	<p>Brian</p>
<p>Welding CAM – Executive Summary</p>  <p>Welding Executive Summary.docx</p> <ul style="list-style-type: none"> • Expanding welding program into 3 exit points • Effective date – Fall 2022 • Curriculum guides (Sarah) • CIP code (Sarah) • Major code (Lori) • Banner/Degree Works (Lori) • Advisor assignment/notification (Karen) • Programs of Study page (Samantha/Mary) • Web updates (Samantha) • Admissions application (Tana) • HLC/Dept. of Ed (Myrna) 	<p>Mary F.</p>
<p>AAS Technical Studies Web Page Changes</p> <ul style="list-style-type: none"> • Kurt and Samantha are working on 	<p>Samantha/Kurt</p>
<p>Nursing Partnership with Pratt Community College</p> <ul style="list-style-type: none"> • We have Kansas State Board approval, waiting for ACEN approval • Will need to have this location approved by HLC/Dept of Ed 	<p>Kathy/Myrna</p>
<p>Increased Communication/Information for International Students</p> <ul style="list-style-type: none"> • Workgroup (Tana, Karen, Kristan Connell, Jennifer Bauer, Mollie McReynolds, Virginia Fullbright, Stephanie, Lori, Laura, Carol Murphy and Abby Howe) • Working on Strategic Planning Proposal to Hire a Coordinator • Collected and organized duties for the proposed coordinator position • Next steps – identify key duties, compare to similar positions at other CC's 	<p>Elaine</p>
<p>KBOR Performance Agreement Indicator 1 – Barton Degrees & Certificates Awarded</p> <ul style="list-style-type: none"> • Goal is 946 for 2021-2022 (total for 2020-2021 was 1,027) 	<p>Jeff</p>

<ul style="list-style-type: none"> ○ 7/15 = 48 (last year 64) ○ 8/9 = 120 (last year 172) ○ 9/8 = 162 (last year 197) ○ 10/13 = 177 (last year 239) ○ 11/10 = 205 (last year 284) ○ 12/8 = 222 (last year 441) ● Deadline to report completers to KBOR – May 31 (can be reported after 5/31 but students must finish by 5/31) 	
<p>Class Scheduling</p> <ul style="list-style-type: none"> ● Banner 9 ● What is our overarching goal: enhanced services to our students for enrolling and marketing, ease of course search for students 	Elaine/Lori/Michelle
<p>Bulletin of Classes Swim Lane Deadlines</p> <ul style="list-style-type: none"> ● Still available on the T drive ● Spring 2022, Summer 2022, Fall 2022, Spring 2023, Summer 2023 available ● Shifting to three deadlines a year with Interactive Bulletin 	Lori
<p>General Education Project</p> <ul style="list-style-type: none"> ● 2020-2021 guides – done & posted ● 2018-2019 guides remain posted through 2021-2022 ● KBOR General Education Project <ul style="list-style-type: none"> ○ Project is nearing a year of work ○ Working to complete the baseline framework – likely going to be 37-40 credit hours ○ After framework is complete, two small committees will be launched <ul style="list-style-type: none"> ▪ One committee will work on KBOR policy; Archer is drafting ▪ The other committee will work on student learning outcomes – it was stated faculty will be involved in this process ○ Timing – suggested that fall 22 is too soon – leaning towards fall 23 (not firm per Archer) ○ It sounds like institutions will be expected to adopt the baseline outcomes (minimum standard) with the freedom to do more ○ The Neosho representative asked about assessment methods. Archer said the group has not discussed. He further stated KBOR doesn't really want to take ownership of assessment ○ Archer said that they are "starting with general education." Next up are statewide associate degrees such as Business, Criminal Justice, Pre-Education ○ Discussion on impacts with advising with reference to courses required and offered ○ Grace was suggested for the starting timeframe due to when schedules are due 	Elaine, All
<p>Communication</p> <p>Student Communications</p> <ul style="list-style-type: none"> ● In process ● New and needs to be communicated ● Where does it need to be communicated <p>Thoughts on Student Communications</p>	Elaine

<ul style="list-style-type: none"> • What works best: video, emails, language on web site, etc. • Stay away from screen shots for ADA purposes • Need to be consistent across the institution <p>Employee Communications</p> <ul style="list-style-type: none"> • In process • New and needs to be communicated • Where does it need to be communicated <p>Michelle and Claudia will get a list together for our next meeting Instructional Technology Fair Place Holder – Employee Training</p> <ul style="list-style-type: none"> • What about the Center website? 	
<p>LICC Update</p> <ul style="list-style-type: none"> • New Natural Gas courses (NATG 1205, NATG 1210) • Networking courses for the Cyber Security certificate (NTWK 1073, NTWK 1074) • Prerequisite change NTWK 1054 	Sarah
<p>Web Site Update</p> <ul style="list-style-type: none"> • Internal site moved over to the new look 	Samantha
<p>BOL Update/Amperage Update</p>	Claudia/Erin/Brandon
<p>Center for Innovation & Excellence Update</p> <ul style="list-style-type: none"> • Cougar Tales January 6-7 	Claudia
<p>Academic Development Center Update</p> <ul style="list-style-type: none"> • Hosting an open house in January 	Stephanie
<p>Institutional Effectiveness Update</p> <ul style="list-style-type: none"> • On track to get Argos in January • Mission pamphlet for the public and internal 	Todd
<p>HLC/Department of Education Update</p> <ul style="list-style-type: none"> • List of approved programs and locations with HLC and the Dept of Ed  <p>HLC and ED Approved Programs :</p>	Myrna
<p>Student Services Update</p> <ul style="list-style-type: none"> • Allowing anyone to stay in the dorms over Christmas break • One room in the CDC is closed due to COVID 	Angie

Instruction Update <ul style="list-style-type: none"> Onboarding group put together a checklist for new hires (both faculty and staff) From FY 2017 to current we are just short of a 30% decline in enrollment 	Elaine
Topics for Future <ul style="list-style-type: none"> Curriculum Guides <ul style="list-style-type: none"> Semester and full program guides Addition of legend to guides to assist students with course sequencing and availability of classes Guides for full-time and part-time students Degree Works (Planner) – using Degree Works to make an educational plan for each student 	
Next meeting January 12, 2022	

ENDS:

ESSENTIAL SKILLS
WORK PREPAREDNESS
ACADEMIC ADVANCEMENT
“BARTON EXPERIENCE”

REGIONAL WORKFORCE NEEDS
BARTON SERVICES AND REGIONAL LOCATIONS
STRATEGIC PLAN
CONTINGENCY PLANNING

Barton Core Priorities/Strategic Plan Goals

Drive Student Success

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

Cultivate Community Engagement

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

Emphasize Institutional Effectiveness

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

Optimize Employee Experience

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

Welding Advisory Board Meeting Agenda

Team Name:	Welding	Date:	September 15, 2020
Process/Project:	Advisory Board Meeting	Time:	11:30 am
Recorder:	Teri Smith	Place:	Via Zoom

Meeting Facilitator: Mary Foley & Wade Morris

Advisory Board Members:

Name	Business	Title	Present
Elaine Simmons	BCC	Vice-President of Instruction	X
Kathy Kottas	BCC	Dean of Workforce Training & Community Education	X
Mary Foley	BCC	Executive Director of Workforce Training & Economic Development	X
Wade Morris	BCC	Welding Program Instructor/Coordinator	X
Jane Howard	BCC	Executive Director of Business Technology & Community Education	X
Chris Baker	BCC	BASICS Coordinator	X
Allan Collins	BCC	Welding Instructor – Ellsworth Correctional Facility	X
Josh Snodgrass	BCC	Welding Instructor – Larned Correctional Facility	X
Matt Connell	BCC	Executive Director of Healthcare & Public Service Education	X
Isaak Fischer	BCC	Student	X
Kameron Schneeweis	BCC	Student	X
Christian Zahnter	BCC	Student	X
Jim Bell	Roto Mix Hoisington	Plant Manager	
Shamlynn Berggren	Horizontal Boring & Tunneling Co.	HR Specialist	
Tony Borilla	Great Plains Manufacturing	Instructor	
Dave Cox	Maico Industries Inc.	Plant Manager	X
Jeren Francois	Great Plains Manufacturing		
Larry Fry	Self Employed		

Darien Henderson	PKM Steel			X
Levi Julian	Express Employment	Manager		
Travis Kaiser	Scott's Welding Service Inc.	General Manager		
Joe Leroux	Hess Services	Recruiter		X
Heddy Mahoney	Pro-Bound Sports			
Jon Mollhagen	Moly Manufacturing Inc.			
Ellen Moran	Fuller Industries			
Craig Mullins	Lyons Manufacturing			
Craig Pangburn	T & C Mfg & Operating Inc.			
Scott Reddig	Scott's Welding Service Inc.	Owner		
Jim Rinderer	Great Plains Manufacturing			
Diane Risher	ABCO Wire			
Clint Rogers	Cashco Inc.			
Rob Soneson	Matheson TriGas			
Ray Stern	Moly Manufacturing Inc.			
Dave Weller	Weller Tractor Salvage	Owner		X
Chandler Wieland	Airgas			

Presenter	Key Discussion Points	Actions Needed	Actions Taken
<p>Mary Foley Wade Morris</p>	<ul style="list-style-type: none"> • Welcome & Introductions • Student Introductions • Enrollment Updates • Evening Classes with Instructor Josh Snodgrass 		<p>Evening Classes resuming, have good attendance.</p> <ul style="list-style-type: none"> • Enrollment is up for fall semester. Started semester with 12 enrolled, currently at eight or nine. • Josh has eight in evening. • Lots of interest for spring already. • Best students in two years. • One student quarantined, and withdrew, another who quarantined and has returned to class. • Great prospects for employers this semester. • Dave Cox asked if students would have interest in relocating, invited to come to Maico Ind. To interview and take in house welding test.
<p>Mary Foley</p>	<ul style="list-style-type: none"> • Future Welding Plans 		<ul style="list-style-type: none"> • Barton has submitted a grant proposal of \$300K to expand welding program into 42 cr certificate and add an associate's degree. Requires more space, will rededicate auto program space for welding program. • Large amount of fabrication equipment has been requested in the grant. • Will create internship class

			<ul style="list-style-type: none"> • Looking a community welding program so community members can work on projects. • Looking at more things to expand our program. • Grant award is expected by Friday, September 18, then will move forward quickly in expansion effort. • Looking into Welding 4.0 to advance our programming.
<p>Wade Morris</p>	<ul style="list-style-type: none"> • Update in delivery methods due to COVID-19 		<ul style="list-style-type: none"> • Cutting class was done online. Had students come in two at a time to complete their program last semester. • Blueprint reading was done via Zoom. Went very well. • This year has started off well, are meeting face to face. • Bookwork is delivered online. • OER has played important role in delivering bookwork education. • Will have a blueprint project for students to work on, using blueprint as a guide moves students toward hands on involvement and promotes engagement.
<p>Chris Baker Matt Connell</p>	<ul style="list-style-type: none"> • Corrections Program Updates 		<ul style="list-style-type: none"> • Combined enrollment (Ellis & Larned) in welding is over 40. COVID has hampered progress. • Allan was working 7 days per week to keep corrections

			<ul style="list-style-type: none"> • students on track to complete on time. • Recognition of Josh Snodgrass as statewide Contract Employee of the Year. Increased interest in corrections population in welding program.
<p>Elaine Simmons, Kathy Kottas</p>	<ul style="list-style-type: none"> • College Updates 		<ul style="list-style-type: none"> • Kathy tells us that COVID has made us look at delivering content. Have five options for delivering. Face to face is still option, and necessary for most WTCE programs. • Various delivery options were discussed. • Elaine – on grant award, we'll be asking for more support letters to be able to expand the welding program. • Have been reading with shared information how to continue to run with COVID. Believes there is a way to teach technical education via online. Looked at performance measures, only 2% difference in grades with transition to optional (Zoom) delivery.
<p>Group</p>	<ul style="list-style-type: none"> • Questions & Comments, Ideas 		<ul style="list-style-type: none"> • What size class do we have this semester compared to previous semesters? 9 in daytime, 8 in evening class. Overflow from daytime classes. Evening classes were not previously offered.

			<ul style="list-style-type: none"> • Essential skills education is part of all classes on campus. Plan to add other coursework with expansion of welding program such as math, business writing, etc. • Resources in the LRC are available to students such as resume writing. • Dave Cox mentions to keep Maico in mind if we have corrections students who would work well with organization. Chris would like to have speakers come into the facilities. Dave has offered to visit in future.
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Barton Core Priorities/Strategic Plan Goals

<i>Drive Student Success</i>	<i>Cultivate Community Engagement</i>	<i>Emphasize Institutional Effectiveness</i>	<i>Optimize Employee Experience</i>
<ul style="list-style-type: none"> • Advance student entry, reentry, retention and completion strategies. • Commit to excellence in teaching and learning. 	<ul style="list-style-type: none"> • Expand partnerships across the institution. • Reinforce public recognition of Barton Community College. • Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions. 	<ul style="list-style-type: none"> • Develop, enhance, and align business processes. • Manifest an environment that supports the mission of the college. 	<ul style="list-style-type: none"> • Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth. • Develop, enhance, and align business human resource processes.

**Regular Meeting of the Board of Trustees
Barton Community College
February 22, 2022**

ATTENDANCE

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

Other Attendees: Amye Schneider; Carl Heilman; Elaine Simmons; Tanner Marston; Shelli Schmidt; Brandon Steinert; Mark Dean; Angie Maddy; Lindsey Bogner; Mary Foley; Kathy Kottas; Cole Reif, Eagle Radio; via ZOOM: Susan Thacker, Great Bend Tribune; Kurtis Teal, Chris Baker, Brian Howe, Lori Crowther; Claudia Mather; Renee Demel; Cathie Oshiro; Michelle Kaiser; Myrna Perkins; Abby Kujath; Terri Mebane; Amanda Alliband; Stephanie Joiner; Cheryl Brown.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Johnson called the monthly meeting of the Board of Trustees of Barton County Community College to order at 4:00 p.m., February 22, 2022 in F-30 in the lower level of the Fine Arts Building. He then led in the Pledge of Allegiance.

PUBLIC COMMENT

Chair Johnson invited public comment; there were none offered.

INTRODUCTION OF GUESTS AND NEW EMPLOYEES

Abby Kujath, Director of Military Services introduced Rose (My) Le (FT) and Maria Labal Marshall (PT) – Student Services Specialist (Ft. Riley Campus)

Sara Hoff, Nursing Remediation & Adult Healthcare Programs Coordinator introduced Lynn (Diana) Muth-Tammen – Instructor of Adult Healthcare (Barton Campus)

Lucas Stoelting, Director of Campus Safety introduced Robert Cates – Campus Safety Officer (Barton Campus)

Angie Maddy, Vice President of Student Services introduced Jonathan Mariani – Admission Representative (Barton Campus)

WELDING EXPANSION

Mary Foley, Executive Director Workforce Training & Economic Development presented the executive summary for the Welding Program expansion for the Board's consideration.

Trustee Schwarz moved that the Board approve the Welding Expansion as presented. The motion was seconded by Trustee Burke. Following discussion, the motion carried 6-0.

STRATEGIC PLANNING

Carl Heilman, President gave this report in Todd Mobray, Director of Institutional Research's absence.

COUGAR DRIVEN

Cougar Driven staff members, Vice President Dean, Vice President Maddy and Vice President Simmons reported no current COVID cases and all is going well. Cougar Driven will no longer be a standing agenda item. The Cougar Driven Team was commended by the Board for their dedication and efforts in the handling of continually changing situations due to COVID.

ONLINE MARKETING, STUDENT RECRUITMENT, ADMISSIONS, REGISTRATION AND RETENTION

Elaine Simmons, Vice President of Instruction, Brandon Steinert, Chief Communications Officer and Claudia Mather, Associate Dean of Instruction highlighted the review of current practices and procedures that are underway with the goal of further promoting student accessibility and College responsiveness.

**Regular Meeting of the Board of Trustees
Barton Community College
February 22, 2022**

CONSENT AGENDA

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

- a. Personnel
- b. BOT Meeting Minutes of January 25, 2022

Trustee Leamed moved that the Board approve the consent agenda as presented. The motion was seconded by Trustee Schwarz. Following discussion, the motion carried 6-0.

INCIDENTAL INFORMATION AND DISCUSSION ITEMS

- a. President's Report of Monthly Activities
- b. KACCT/Board Chair Report by Mike Johnson, Board Chair
- c. KBOR Update by Carl Heilman, President
- d. Upcoming Events
- e. Miscellaneous – Accreditation Commission for Education in Nursing (ACEN) site visit is going on now for the Nursing program.

EXECUTIVE SESSION

Chair Johnson advised that an executive session would not be necessary.

PUBLIC COMMENT

Chair Johnson again invited public comment; none were offered.

ADJOURNMENT

The meeting adjourned 5:13 p.m.

Mike Johnson, Chair

John Moshier, Secretary

Recorded by Amye Schneider

President's Staff Meeting

10:00 a.m. – A-113

January 18, 2022

*monthly reporting topic

Welding Expansion – Mary Foley reviewed the Executive Summary and shared that they were working on USD collaborations for this expansion to include an additional certificate and AAS degree. No concerns were presented.

Leadership Workshop Follow-up – Lee Miller explained the purpose of the group is to clarify needs and what is to be addressed or to be redirected with theory and data to back up the need or change. The intent of the group is to restructure a vision and define a direction with break out groups of 5-6 people from President's staff and sub-teams. 4 Building Sub-teams were identified/proposed pending supervisor approval. Group meetings are estimated to last 1 – 1 1/2 hours each meeting. Lee is to work together with Todd. Denise will be scheduling meetings.

***Grants & Contracts** – Cathie is working on the following: Upward Bound programs, Title III.

Kurt Update Kurt reviewed the current linked updates. Kurt was asked to present at the February Study Session on OSHA is expanding its foot print working with workforce and providing classes. Elaine provided an overview of the program review process and the qualifications to continue to be involved with OSHA

New/Revised Policy and Procedures

First Reading

Procedure 2535 – Children in the Classroom

Employee Questions/Comments Jenna reviewed the changes and further updates will be presented for final review at the second reading.

Procedure 2315 – Procurement

Employee Questions/Comments Jenna presented the update noting an additional requirement will be added for the second reading.

Second Reading

Procedure 2435 – Distinguished Instructor No additional changes were recommended; approved.

***HLC Accreditation Update** – Myrna was asked to provide updates at an upcoming Study Session. She reviewed Year 10. HLC has a new log-in system, Canopy. Nursing Accreditation to include Pratt will take place February 22 – 24. A visit to Pratt could be added to the comprehensive visit in October. Student Success Academy will be attending a Stewardship Forum. Data sheets for HLC registration are needed to complete conference registrations.

Instruction – Elaine

***Compliance Matrix** (no updates); an overhaul has been recommended.

Barton Online – Request for March Study Session presentation was requested. Elaine reviewed the presentation and commented that Universities that used to recommend Barton online are now enhancing their own online programs, impacting Barton online enrollments. The final report from Amperage will be received next week.

EAB Update – Angie reported they will be formally engaging on January 26th with the contract signed and invoice paid. An update was requested for the March Study Session.

***Institutional Research** – Todd reported on the implementation of Argos to work in conjunction with Power BI to provide a more detailed and personalized report. Argos training will go through March for testing only, per Michelle, before production is implemented.

A form is being developed to request data information through Zen Desk in a cougar tech request. Institutional Research will change its department name back to Institutional Effectiveness.

***Information Services** – Michelle reported the new KANREN contact renewal will be due in June. Canvas renewal is due in July. DNS has been changed over. Zen Desk has been in use since August. Other departments are being trained. Academia is a new project for student tracking. Employees cautioned to pay attention to emails coming in and to proceed with caution. Hardware, i.e. computers and printers are hard to get in at this time. Zoom cost may increase through KANREN – they are working hard to hold the pricing and will know more in March.

Board of Trustees Regular Meeting – Carl reviewed proposed topics. Facility tours proposed for the Classroom building, Student Union and Library.

President's Staff Meeting

10:00 a.m. – A-113

January 18, 2022

*monthly reporting topic

Miscellaneous/Announcements

Foundation – Lindsey Bogner welcomed as new director. Discussing CRM Advance to tie to Banner for finances. Clay Shoot will be held April 24th. 55th Foundation Anniversary to occur this year. Information is being requested to aid in the celebration.

Athletics – Hall of Fame to be held Saturday, June 29, 2022 at 10:00 a.m.

Mark Dean – Drop List was 180 and is down to 37.

ENDS:

**ESSENTIAL SKILLS
ACADEMIC ADVANCEMENT
REGIONAL WORKFORCE NEEDS
STRATEGIC PLANNING**

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

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

Cultivate Community Engagement

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

Emphasize Institutional Effectiveness

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

Optimize Employee Experience

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

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

Guests at the beginning of the meeting – Mary Foley and Lee Miller