

# New Program Request Form

## CA1

### General Information

Institution submitting proposal	Hutchinson Community College
Name, title, phone, and email of person submitting the application ( <i>contact person for the approval process</i> )	Jessica Fortner, Curriculum & Program Improvement Coordinator, 620-665-3353, fortnerj@hutchcc.edu
Identify the person responsible for oversight of the proposed program	Jillene Cunningham
Title of proposed program	Audio Technology
Method of program delivery (face to face, online, hybrid)	Face to face
Proposed suggested Classification of Instructional Program (CIP) Code	10.0203
CIP code description (from <a href="https://nces.ed.gov/ipeds">nces.ed.gov/ipeds</a> )	A program that prepares individuals to apply technical knowledge and skills to the production of sound recordings as finished products or as components of film/video, broadcast, live, or mixed media productions. Includes instruction in sound equipment operation and maintenance; music, dialogue, and sound effects recording; sound track editing; dubbing and mixing; sound engineering; tape, disk, and CD production; digital recording and transmission; amplification and modulation; and working with producers, editors, directors, artists, and production managers.
Standard Occupation Code (SOC) associated to the proposed CIP code	27-4011
SOC description (from <a href="https://onetonline.org">onetonline.org</a> )	Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.
Number of credits for the degree <u>and</u> all certificates requested	24 credit hours, Certificate A
Proposed Date of Initiation	January 2024
Specialty program accrediting agency	none
Industry-recognized certification(s) to be earned by students	Avid Media Composer Certification (Optional)

Signature of College Official: Erin Paramore Date 9/15/23

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, CA-1a form).

*Institutions requesting subordinate credentials need only submit the following sections:*

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

### Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.

The Audio Technology program at HutchCC is an opportunity to meet local, national, and international need for individuals with a specific skill in audio production. The program proposal began through faculty research and conversations around industry needs. After researching the demand for the program and program availability in Kansas, faculty and administration met in June of 2022 to brainstorm a path for local industry partners. On August 5, 2022 an advisory focus group of faculty and industry partners met to discuss the demand and possible courses and outcomes for this program. Focus group members were in strong favor of program development. They shared a continual need with unfilled audio technology positions due to a shortage of workers. Unfilled positions impact quality of sound/audio at live or recorded events. This also impacts Kansas's ability to draw events, touring groups, and artists. Industry partners identified they are looking for individuals to be well-rounded, versatile, and have an overall understanding of audio equipment. Participating focus group partners committed to letters of recommendation and continued partnerships with HutchCC for future students and program success. Another group supporting this new certification is the Media Production Advisory Board. During the October 12, 2022 Media Production program advisory board meeting a draft of the proposed curriculum was discussed and approved. The advisory board discussed the curriculum including the value of both a media and music track to allow students customization of their career path whether they plan to be employed at a recording studio and live events or television and film. Throughout the 2022-2023 academic year, industry partners shared feedback in addition to the included letters of recommendation. Veronika Nelson, former director of Fox Trot Studios through Hutch Rec who now works as the director Mid-Kansas Music, conducted an industry survey to gather statewide input. A larger audio touring group shared that they determine tour routes based on local labor pools. Some see Kansas as catching up. With audio-visual industry enticement to Kansas and technical education development of this kind, it will strengthen industry workers knowledge and confidence while supporting the entertainment ecosystem in Kansas. Our projected enrollment number is for 22 students in our implementation year with an increase of 11 students each consecutive year.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

Wichita State University offers a BAA in Media Arts with a concentration in Audio Production and Kansas City Kansas Community College offers an AAS in Audio Engineering. The HutchCC Audio Certificate would be a short-term opportunity for getting completers in the workforce. We also see this as a potential feeder into the existing longer length program degrees at WSU and KCKCC.

Kansas City Kansas Community College graciously participated in our audio focus group meeting and we look forward to further partnership. Faculty from HutchCC will begin conversations with Wichita State

University to discuss potential transfer options for HutchCC students to continue with a 4-year BAA program in Media Arts with a concentration in Audio Production.

### **Program Description and Requirements**

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.
- Catalog Description: The Audio Technology Program prepares students for an entry level position in the varied fields of the audio industry, to enable them to transfer to an audio degree at another institution or compliment other media degrees at HutchCC. There is an emphasis on hands-on experiential training, while assuring students also understand audio theory and traditional musical concepts. Students can focus their work on a media or music track based on interest. Our curriculum produces a versatile professional prepared to work in a variety of audio industry fields; to communicate with performers in a studio or at a live event.
- Program Outcomes:
  - Recognize and apply--either individually or collaboratively--the three phases of production (pre, prod, post) in how to guide projects from conception to completion.
  - Plan, implement, and manage the aesthetic and technical elements of TV studio and video field production with professional direction, effective communication and problem solving skills, and knowledgeable operation of professional video and audio equipment.
  - Swap studio or field production roles, including producer, director, coordinator, camera operator, gaffer, switcher operator, grip, or audio; and develop the ability to self-train in a rapidly changing field.
  - Develop and edit video and audio projects to achieve scripted objectives by controlling content, pace, mood, transitions, montage, and effects; hold various post-production roles, including assistant editor, editor, or post-production coordinator.
  - Apply ethical values that guide media practices and professional standards and understand legal concepts specific to creative Intellectual Property practices based on case law, administrative law, and landmark Supreme Court cases.
  - Develop an online portfolio of video/audio projects that demonstrates creativity and technical proficiency for prospective employment.
- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available. Internships are built into the curriculum. Our letters of support speak to our industry commitment to partner with HutchCC. We have commitments to provide internship and work opportunities along with access to equipment and facilities.
- List and describe the admission and graduation requirements for the proposed program.

Hutchinson Community College (HutchCC) is an open Admissions Institution. Students are admitted in one of the categories listed below. Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact the HutchCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.

## **Regular Student**

### **To be admitted as a regular student the applicant must:**

- Have completed an application for admission.
- Be a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be a high school graduate from a Home school. Schools must be recognized by the state in which it is located. Students must provide official transcript, with graduation date posted, and documentation demonstrating that home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- Be a high school graduate of a non-accredited private secondary school. Schools must be recognized by the state in which it is located. Students must provide official transcript, with graduation date posted, and documentation demonstrating that home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- Have submitted official transcripts including High School/ GED (with graduation date posted) and any College/Technical Schools attended.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- For out-of-country High School Graduates' transcripts to be evaluated, they must be submitted through a member of the [National Association of Credential Evaluation Services](#). Students can also contact the Director of Admissions about other possible evaluations.
- Be seeking a degree or certificate (semester length or longer program) from HutchCC.
- Not currently be considered a degree seeking or certificate seeking student (semester length or longer program), at another institution.
- Be a United States citizen or legal resident of the U.S.

## **Ability to Benefit Student**

### **To be admitted as an ability to benefit student the applicant must:**

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not qualify as a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be seeking a degree or certificate from HutchCC, or taking courses for transfer to another accredited institution in order to complete a degree.
- Not currently be considered a degree seeking or certificate seeking student (semester length or longer program), at another institution.
- Submit documentation to the Director of Admissions of satisfactory completion of six credit hours that are applicable toward a degree or certificate offered by the institution.
- Have submitted official transcripts of College/Technical Schools attended.
- Be a United States citizen or legal resident of the U.S.

## **International Students**

Thank you for your interest in Hutchinson Community College. Hutchinson Community College is a comprehensive community college offering two-year associate degree programs in both academic and technical areas. Hutchinson Community College is fully accredited by the Commission on Institutions of Higher Education of the North Central Associations of Colleges and Schools. Established in 1928, the

Hutchinson Community College main campus consists of 47 acres located in the heart of the city. Hutchinson is centrally located in the middle of Kansas with a population of 41,000.

Students from numerous countries such as Japan, Brazil, Bosnia, Australia and Germany have chosen to study at Hutchinson Community College. Before making a formal application for admission, it is suggested that prospective students carefully consider the following essential information and instructions. International applicants must:

- Submit proof of support for an academic year in U.S. dollars for the estimated cost of tuition, fees, books, misc. expenses and room and board. Contact the International Advisor for the current estimated cost. Proof of support must be documented using the HutchCC Financial Resources Verification Form. The student and sponsor must complete the HutchCC Financial Resources Verification Form and request the appropriate financial institution send a verification letter directly to HutchCC.
- Complete and sign the International Student Application.
- Submit a deposit of \$1500 with the International Application. The deposit will be applied against the first semester enrollment if the applicant is accepted as a student at HutchCC. Should the applicant not be accepted, the deposit will be refunded in full.
- Submit copies of Non-United States secondary and post-secondary academic transcripts. Transcripts must include an English translation. International students wishing to transfer coursework from colleges or universities outside of the continental U.S. must first have the transcript evaluated by an official evaluation service. There is a fee for this service.
- Request official copies of United States secondary and post-secondary transcripts be sent directly to HutchCC.
- Document proficiency in English. For all international student applicants whose primary language is not English, the results of one of the following tests must be less than two years old at the expected date of enrollment at HutchCC:
  - A Duolingo English Test score of 85+. The Duolingo English Test can be taken at <https://englishtest.duolingo.com/>.
  - A minimum score of 500 on the TOEFL paper-based test, 173 on the computer-based test, or 61 on the internet-based test. TOEFL scores must be submitted directly to HutchCC from ETS. If you have taken the test, you can request that your scores be sent to HutchCC by writing or calling EDUCATIONAL TESTING SERVICES, Princeton, New Jersey 08540, USA. HutchCC's TOEFL codes are: 6281 Department Code: 00.
    - To be considered to have met the English proficiency requirement, international applicants who have TOEFL scores between 56-60 on the internet-based test can submit a written recommendation from a teacher or other education professional who has experience with the student and knowledge of his/her abilities related to reading, writing, speaking, and understanding of the English language.
- An applicant may have the English proficiency requirement waived if he or she has studied at a U.S. high school for at least one year, completed 12 credits or more at a U.S. college or university with a minimum cumulative GPA of 2.0, or has submitted an official transcript from an accredited U.S. college or university showing completion of an English course with a "C" or better, evaluated by the HutchCC Fine Arts and Humanities Department, equivalent to HutchCC's EN098, Foundations of Composition. The English proficiency requirement may also be waived if the applicant is from a country whose official/primary language is English as indicated on the CIA Factbook web page.
  - International students enrolled in an Intensive English Program must show a certificate of completion to be considered for transfer to HutchCC.

### **Online, Non-US Citizen, Non-US Resident Student**

**To be admitted as an Online, Non-US Citizen, Non-US Resident Student the applicant must:**

- Not be a United States Citizen or legal resident of the U.S.
- Have a legal address outside of the United States.
- Have completed an application for admission.
- Be eighteen years of age or older.
- Certify that the applicant does not intend to enter the United States for study.

**Special Student**

**To be admitted as a Special Student the applicant must:**

- Have completed an application for admission.
- Not be a United States Citizen or legal resident of the U.S.
- Be residing in the United States.
- Be over eighteen years of age.
- Have submitted official transcripts including High School/ GED and any College/Technical Schools attended.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- Home schools must be registered with the State of Kansas in order to be recognized.

**Graduation Requirements**

Students applying for the Associate of Applied Science degree or stackable credential certificate programs are required to complete a minimum of 25 percent of total credit hours at Hutchinson Community College in the technical field for which the degree is granted. Technical coursework transferred from other institutions will be reviewed by the appropriate HutchCC program coordinator, department chair or their representative.

HutchCC posts degrees at three different periods during the school year: the date of the May commencement ceremony, July 31, and December 15. Student diplomas will bear the same dates as the completed transcripts although the College will hold only one commencement exercise per year. Students who have applied for graduation must complete the requirements within a calendar year or must reapply for graduation.

Although faculty advisers, department chairpersons and the Records Office staff assist in checking requirements, students are ultimately responsible for meeting graduation requirements.

Students shall follow the guidelines of the catalog under which they begin, provided they remain continuously enrolled at HutchCC from the semester of entry to the semester of graduation. Continuous enrollment is defined as the successful completion of at least one class during each semester (excluding summer sessions). Students who are not continuously enrolled from the date of entry to the date of graduation shall follow the guidelines of the catalog under which they reenter.

## Demand for the Program

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
  - Labor information included should show demand in the occupation for the level of education being proposed for the program.
  - Include additional data for local and regional employer demand if available.
  - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.
- The Kansas Department of Labor Long-term Occupation Outlook Projections for 2020-2030 indicates a statewide change of employment for Audio and Video Technicians (27-4011) of 2% with an annual median wage of \$45,260 with postsecondary non-degree award as the typical education needed for entry. Annual openings equate to 44 jobs per year.
- ONET OnLine identifies Audio and Video Technicians as a Bright Outlook occupation that is expected to grow rapidly. ONET reports that occupations in this zone require training in vocational schools, related on-the-job training experience, or an associate's degree.
- Up to 27 current job openings in Kansas are available using search engines like LinkedIn and Indeed.
- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.
- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.  
*Audio/Video Technician was not mentioned in our most recent CLNA. There has been local discussion around researching and planning for an Audio/Video Technician program based on review of labor statistics and local industry partner feedback.*
- Describe/explain any business/industry partnerships specific to the proposed program.  
*If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.*  
*Students who complete a certificate in Audio Technology will have various opportunities from our corporate partners in the industry. Private businesses, universities, nonprofits, churches, and contract positions are all on the rise for media professionals including those with audio production skills. Kiowa County Media Center, Sperra Studios, Tallgrass Film Association, Century II Performing Arts, Hutchinson Recreation Commission, and Wichita State University have all hired alumni from our Media program for various positions. This Audio Technology Certificate will allow for expansion in skilled offerings and employability. Our letters of support speak to a commitment from our industry partners to support this audio training, however no formal contractual partnerships are in place this time.*

### 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.  
[Kansas City Community College has a 62 credit hour AAS degree named Audio Engineering with the same CIP code of 10.0203.](#)

Academic Discipline	CIP Code	Program Name	Institution	Total # Declared Majors	Total # Concentrations	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
	10.0203	Recording Arts Technology/Technician	Kansas City Kansas Community College	86	43	45	11	9	8	\$17,503	\$16,473

- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

[Kansas City Kansas Community College’s Audio Engineering Program Coordinator participated in our August 5, 2022 advisory focus group brainstorming session. Input was provided on the necessary courses for a certificate award along with input on the demand for graduates in this program. There are options for students to continue their education after HutchCC Media. Kansas City Kansas Community College offers paths that focus entirely on audio engineering, including an AAS. They provide an opportunity for certificate students to continue their education after HutchCC.](#)

### Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: [https://www.kansasregents.org/workforce\\_development/program-alignment](https://www.kansasregents.org/workforce_development/program-alignment)
- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.
- CORE REQUIREMENTS:**
- MP109 Audio Production I (3)** Introduction to the fundamentals of audio production focusing on the properties of sound, conversion into electronic signals, mixing, blending and the reproduction of audio; emphasizing the application of audio as both a primary and secondary medium to enhance and compliment video.
- MP209 Audio Production II (3)** Fundamental skills from MP109 Audio Production I, through various studio and field projects. Working in studio settings and utilizing field

recording kits, students will produce a variety of audio tracks for processing within DAW software.

- **MU157 Introduction to the Music Recording Studio (1) Prerequisite: MP109 Audio Production I** Overview of equipment and software commonly used in professional and home recording studios. Demonstrations and project-based learning will reinforce basic techniques for microphone placement for instruments and amplifiers and plug-ins for music processing.
- **MP157 Introduction to the Media Recording Set (1) Prerequisite: MP109 Audio Production I** Overview of equipment and software commonly used in various media projects. Workshops will demonstrate real-world scenarios that students will replicate through media projects.
- **Music Track OR Media Track (8)**
  - **MU106 Music Theory I (3)** Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.
  - **MU107 Music Theory II (3) Prerequisite: MU106 Music Theory I** Intermediate music principles regarding inversions, transposition, and harmonic analysis.
  - **MU202 Music Technology I (2) Prerequisite: MU106 Music Theory I and MU157 Introduction to the Music Recording Studio** Expansion on the music production skills developed in MU157 Introduction to the Music Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.

**OR**

- **MP112 Studio & Field Production (3)** In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.
  - **MP113 Video Editing and Post Production I (3)** Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing; the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.
  - **MP220 Media Communication Internship I (2)** A partnership with industry from the Media Communication and Production office designed to provide students with actual on-the-job work experience.
  - **MP218 Media Communication and Production Capstone (2) Prerequisites: MP213 Advanced Production Techniques or MP214 Production Management** Using research skills, video analysis, communication, leadership, time management, and problem-solving skills to create industry standard film reel of personal work for assembly into a professional presentation.
- **Elective Courses:**
    - **MP108 Live Event Production (3)** Hands-on application of the tools and skills necessary to produce and manage content in the contemporary sports communication environment. Operate in multiple roles of sports/live event media production using technical and

- professional interpersonal skills needed for planning, scripting, shooting, and reporting on sports and other live events.
- **MP111 Audio/Video Scriptwriting (3)** Practice of writing and evaluating scripts for film. Using industry-standard screenplay formatting, developing vivid stories with strong characters, and creating scripts for original or adapted screenplays.
  - **MP112 Studio & Field Production (3)** In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.
  - **MP113 Video Editing and Post-Production I (3)** Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing; the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.
  - **MP206 Media Law and Contracts (3) Prerequisites: BU109 Business Communication, or EN107 Business English, or EN101 English Composition IA, or EN100 English Comp IB** Overview of law and formation of contracts; Fire Amendment Law; elements of intellectual property law with emphasis in copyright and trademark; and ethics for creative individuals working in a professional marketplace.
  - **MP218 Media Communication and Production Capstone (2) Prerequisites: MP213 Advanced Production Techniques or MP214 Production Management** Using research skills, video analysis, communication, leadership, time management, and problem solving skills to create industry standard film reel of personal work for assembly into a professional presentation.
  - **MP220 Media Communication and Production Internship I (2)** A partnership with industry from the Media Communication and Production office designed to provide students with actual on-the-job work experience.
  - **MP221 Media Communication and Production Internship II (2) Prerequisite: MP220 Media Communication and Production Internship I** An externship with industry from the Media Communication and Production office designed to provide students with on-the-job work experience.
  - **IS113 Desktop Publishing (3)** Basic tools in desktop publishing software to create layouts for print publications and interactive documents such as stationery sets, flyer, brochure and booklet designs.
  - **IS120 Vector Graphics (3)** Creating vector art files for projects such as logo and t-shirt design using the tools and options available in the Adobe Illustrator program.
  - **IS252 Social Media Platform (3)** Exploration of social media platforms and their strategic use in personally and professionally interconnecting in the world. Knowledge will be applied through participation and interactive class projects using social media.
  - **JL102 Multimedia Writing (3)** Reporting techniques with emphasis on basic principles of journalistic writing; a history of journalism and overview of reporting, writing, editing, and using journalistic style for various media, including print, broadcast and digital.
  - **JL110 Multimedia Editing (3)** Edit copy and digital media, write headlines and cutlines while applying Associated press Style guidelines to both print and digital publications.
  - **JL201 Newspaper Production I (3)** Production of the college newspaper. Writing, copy preparation, editing, advertising, page design, and distribution through digital reporting

- and story enhancements including placing copy, photos, podcasts, and videos on the newspaper web site and social media.
- **JL202 Newspaper Production II (3)** Production of the college newspaper. Includes planning individual schedules for production, writing, copy preparation, editing, advertising, distribution, and page design. Digital reporting and story enhancements include creating and uploading copy, photos, podcasts, and video on the newspaper website and The Collegian social media.
  - **JP118/AR134 Introduction to Digital Imagery (Photoshop) (3)** Explore fundamental techniques and use of basic tools in Adobe Photoshop. Acquire, enhance, and manipulate images for use in print or digital media.
  - **BU100 Small Business Accounting (3)** Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.
  - **BU105 Introduction to Business (3)** Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.
  - **BU120 Job Search & Retention (1)** Job-search skills and career development including topics such as completing an application form and resume, developing interviewing techniques, developing job leads, and investigating career opportunities, job requirements and career ladders.
  - **BU151 Introduction to Entrepreneurship (1)** Introduction to entrepreneurship and venture management as well as elements of success and failure in new ventures; identifying new opportunities and sources of data; the emphasis placed on the importance of development of a business plan
  - **BU152 Marketing Applications for Entrepreneurs (1)** Market analysis, defining target markets and setting marketing objectives for a new or existing small business; specific strategies for achieving marketing objectives and identifying relevant aspects of product, price, place and promotion.
  - **BU153 Financial Management for Entrepreneurs (1)** Basics of financial management for a small business including financial statements, cash flow projections, methods of financing a small business and record keeping systems for the small business.
  - **BU154 Business Management for Entrepreneurs (1)** Operational aspects of setting up and managing a small business including forms of legal ownership, personnel policies, purchasing, inventory control, leadership styles and other management considerations.
  - **BU156 Developing the Business Plan (1)** Developing a comprehensive business plan for a small business venture with guidance and assistance from the instructor in the completion of the business plan.
  - **BU202 Marketing (3)** The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.
  - **AN101 Digital Animation I (3)** 3D tools for film, game, and architectural development using construction, painting, and animation of 3D objects, characters, and cameras inside a 3D environment.

- **AN103 Storyboard Techniques (3)** The graphical representation of storytelling based upon the organization, layout, content, theme, action, and timing of conceptual designs for multimedia projects.
- **AN202 Digital Animation II (3) Prerequisite: AN101 Digital Animation I** Advanced processes of creating model geometry, materials, lighting, particle systems, wiring parameters, bone systems, inverse kinematics rigs, and character animations.
- **AN204 Character Animation (3) Prerequisite: AN101 Digital Animation I** The creation of three dimensional characters using various digital modeling techniques. Included are rigging, skinning and animation techniques.
- **AN220 Video Game Development (4) Prerequisite: AN202 Digital Animation II** Creating interactive 3D computer games including: modeling, animating, applying textures and materials, characters rigging, game map composition, game map modification, programming and utilizing game engines.
- **TH118 Stagecraft (3)** Construction of technical aspects of departmental theatre productions, including design considerations of properties, sound, scenery, lighting, special effects and stage management with emphasis on practical results through crew work on the public performances of each production.
- **TH122 Voice and Diction (3)** Improving the speaking voice by gaining control over articulation and pronunciation; anatomy of speaking mechanism, the International Phonetic Alphabet and nuances of regional or foreign accents and dialects; performance-oriented but practical for non-performing students who wish to improve their speaking abilities.
- **TH123 Theatre Practicum I (1)** Participation in main stage theatre productions with crew lead responsibilities.
- **TH132 Theatre Practicum II (1) Prerequisite: TH123 Theatre Practicum I** A continuation of TH123, participation in main stage theatre productions with crew lead responsibilities.
- **TH133 Theatre Practicum III (1) Prerequisite: TH132 Theatre Practicum II** A continuation of TH132, participation in main stage theatre productions with crew lead responsibilities.
- **TH134 Theatre Practicum IV (1) Prerequisite: TH133 Theatre Practicum III** A continuation of TH133, participation in main stage theatre productions with crew lead responsibilities.
- **TH201 Stage/Television Lighting (3)** Elements of lighting design for theater and/or television/film/video applications, theatrical lighting equipment, control systems and creation of corresponding technical schedules and drawings necessary for design and control.
- **TH250 Theatre Capstone (2)** Conceptual and technical culmination of the Associate of Fine Arts. Integration of previous theatre course material through creation of project and portfolio.
- **MU106 Music Theory I (3)** Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.
- **MU107 Music Theory II (3) Prerequisite MU106 Music Theory I** Intermediate music principles regarding inversions, transposition, and harmonic analysis.
- **MU110 Class Piano I (1)** Development of basic keyboard and musicianship skills, including reading music, fundamental technique, scale and chord playing, harmonization, and transposition.

- **MU111 Class Piano II (1) Prerequisite: MU110 Class Piano I** Advanced keyboarding and musicianship while increasing skills in sight reading, chords, harmony and transposing.
  - **MU112 Class Piano III (1) Prerequisite: MU111 Class Piano II** This course is designed to develop keyboard and musicianship skills. Content includes reading music, fundamental technique, scale and chord playing, harmonization, and transposition. The course will enable the student to play more advanced music more competently than the level attained at the end of MU111.
  - **MU113 Class Piano IV (1) Prerequisite: MU112 Class Piano III** The course is designed to develop keyboard and musicianship skills. Content include reading music, fundamental techniques, scale and chord playing, harmonization, and transposition. The course will enable the student to play more advanced music more competently than the level attained at the end of MU112.
  - **MU202 Music Technology I (2) Prerequisite: MU106 Music Theory I and MU157 Introduction to the Music Recording Studio.** Expansion on the music production skills developed in MU157 Introduction to the Music Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.
  - **MU206 Music Theory III (3) Prerequisite: MU107 Music Theory II** Advanced music principles regarding modes, secondary function, form, and modulation.
  - **MU207 Music Theory IV(3) Prerequisite: MU206 Music Theory III** Advanced music principles regarding advanced scales, advanced harmonies, and 20th Century composition techniques.
  - **MU250 Music Capstone (2)** Culmination of Associate of Fine Arts. Integration of previous music course material through creation of project and portfolio.
  - **EN217 Podcast Fiction (3) Prerequisite: EN100 English Composition IB or EN101 English Composition IA** Survey of contemporary North American podcast audio dramas. Assessing the rise in popularity of podcast audio dramas, evaluating characteristics of literature, categorizing audience involvement, and critiquing podcast audio dramas’ place among commonly accepted literary canon.
- 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.

**Title: Audio Technology  
CERTIFICATE A**

Course Number	Proposed Program/Concentration Courses	Number of Credits
<b>Semester 1</b>		
	<b>Core Courses:</b>	
MP109	Audio Production I	3
MU157	Introduction to the Music Recording Studio	1

MU106	<b>Music Track:</b> Music Theory I	3	
MP112	<b>OR</b> <b>Media Track:</b> Studio & Field Production		
	<b>Elective Courses:</b>	5	
	Semester 1 Total:	12	
<b>Semester 2</b>			
	<b>Core Courses:</b>		
MP209	Audio Production II	3	
MP157	Introduction to the Media Recording Set	1	
MU107 MU202	<b>Music Track:</b> Music Theory II Music Technology I	5	
MP113 MP220 OR MP218	<b>OR</b> <b>Media Track:</b> Video Editing and Post-Production I Media Communication and Production Internship I OR Media Communication and Production Capstone		
	<b>Elective Courses:</b>		3
	Semester 2 Total:		12
	<b>Total</b>	24	

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

#### **Music Track OR Media Track (8)**

- **MU106 Music Theory I (3)** Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.
- **MU107 Music Theory II (3) Prerequisite: MU106 Music Theory I** Intermediate music principles regarding inversions, transposition, and harmonic analysis.
- **MU202 Music Technology I (2) Prerequisite: MU106 Music Theory I and MU157 Introduction to the Music Recording Studio** Expansion on the music production skills developed in MU157 Introduction to the Music Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.

#### **OR**

- **MP112 Studio & Field Production (3)** In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.
- **MP113 Video Editing and Post Production I (3)** Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing;

the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.

- **MP220 Media Communication Internship I (2)** A partnership with industry from the Media Communication and Production office designed to provide students with actual on-the-job work experience.
- **MP218 Media Communication and Production Capstone (2) Prerequisites: MP213 Advanced Production Techniques or MP214 Production Management** Using research skills, video analysis, communication, leadership, time management, and problem-solving skills to create industry standard film reel of personal work for assembly into a professional presentation.

- List any pertinent program accreditation available:
  - Provide a rationale for seeking or not seeking said accreditation.
  - If seeking accreditation, also describe the plan to achieve it.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

This program falls within the Digital Media Pathway for KSDE. There are currently 199 high schools in the state offering that pathway. As we begin the certificate, we will explore partnerships with area high schools to possibly offer concurrent, Excel in CTE, or tech prep articulations for specific courses. At this time, we will not be targeting this program to local high schools.

## Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
- Joey Ralph
  - AAS - Media Communication and Production, Hutchinson Community College
  - Certificate - Media Live Event Certification, Hutchinson Community College
  - HutchCC Media Advisory Board Member
- Bobby Obermite
  - BGS - Film and Media Studies, The University of Kansas
- Greg Weis
  - BM - Jazz Performance, Missouri State University
  - MM - Jazz Composition, The University of Northern Colorado
  - DA - Music with a Secondary Area in Digital Media Composition (film scoring), The University of Northern Colorado

## 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.).

With a projected enrollment of 22 full-time students and 264 credit hours in our implementation year, we have calculated a budget totaling \$38,118 in expenses. Existing faculty will manage the program initially with no additional full-time faculty. Courses will be taught by existing full-time instructors and/or part-time instructors in year one; costing \$12,918. A budget of \$10,000 is allocated for purchasing equipment using the Capital Outlay Budget and the Program Budget. Those equipment expenses include items such as LAVs, mixers, field recorders, boom poles, and

headphones. In the first year we anticipate these expenses to be the highest with subsequent years being lower and addressing repairs or cyclical replacement of items. An allocation of \$1,500 has been set aside for tools and supplies and \$2,000 for instructional supplies and materials including, SD cards, textbooks, and audio libraries of digital files. Our facilities will require some basic renovations to accommodate this program. We are projecting \$6,000 in facilities updates using tuition and the general fund to cover these costs. We anticipate these small remodels being completed within the first two years and then facility needs will become part of the institution's facility maintenance. The Audio Technology program will also require updated technology and/or software (i.e. Avid software for student use in the existing computer lab) with an initial budget of \$3,500 per year. Professional Development and Marketing each have annual budget allocations of \$1,100 each. This would cover expenses such as instructor training for Avid Certification at \$300 per instructor and marketing events/materials to recruit students to this certificate program. In years two and three we anticipate having two starts (Fall and Spring) for the program, as well, some students that are halfway complete with the certificate option. This would make our anticipated enrollment over the two years 77 students and 924 credit hours. The budget indicates this program option is a sound opportunity for HutchCC and the students we serve.

- Provide detail on **CA-1a form**.
- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
- **Additional cost and funding documents to include as needed:**
  - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.
  - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
  - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

### **Program Review and Assessment**

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.
- Programs follow a 5-year program review cycle involving a review of data related to persistence, enrollment, retention, and completion. During program review time is spent working with faculty to create an action plan with program goals for the next 5 years. The cycle is ongoing with annual updates to the action plan and curriculum mapping. Pending approval, this program will complete program review in 2026-2027 along with HutchCC's other media production programs.

### **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)*

## Audio Certification Board Meeting August 5, 2022

**Members Present:** Veronica Nelson, Aaron Crawford

**Faculty, Staff Present:** Bobby Obermite, Jillene Cunningham, Jessica Fortner, Tom McCauley David Planthold, Greg Weist, Kim Ivancovich, Brooke Lanham

Agenda Item	Discussion
Introductions	Meeting was called to order @ 12:06PM. Bobby welcomed everyone to the meeting.
Discussion: What would you like to see?	Fox Trot – Veronica speaks about Media Arts Studio, it came out of a need to give the local community an outlet for technology. It is based on a Studio center in WA; subsidize equipment, making it easier for the community to utilize technology earlier on.
Review Audio Certificate	<p><b>Job Demand:</b> Basic Skills and certificates in Avid Composer. Veronica places importance on being well rounded, versatile, and having an overall understanding of equipment. The need to understand the science &amp; mechanics of sound/audio to create independence. Bobby talks about criteria in Advanced audio II, less projects, more depth. Aaron stresses the importance of troubleshooting with multiple types of gear and environmental, not just having the best gear. Job demands are audio hands at live events. Content creators and people in the industry are seen as a catch all/easy button; freelancer. Coverage on Conference Room type events, A1, A2, A3, know how to work with Zoom etc. As long as they have skills right now, equipment is not as important. Jessica discusses contracted work possibilities; however, it is difficult to get into a salary position. Jillene speaks on freelancing and seeing things in a different light before stressing salary job.</p> <p>One can look at Indeed for Industry jobs, Mandy.com. IATSE stagehands. Artist Inc. specifically does training for arts industry around business. Many big tours are union and people are looking at union to bring in contract workers. Gig work. Many people are working from home, from their built studios. David talks about the differentiation between A/V and IT, how they go together and could be a great possibility for useful experiences. Jillene states it could be a new course that is potentially a credit hour.</p> <p><b>Curriculum Ideas:</b> Greg weist requests removing Music Appreciation and replacing it with Music Theory. Being able to bond with tour crews etc. by</p>

	<p>showing your knowledge of music allows you to be noticed and get more jobs.</p> <p><b>National Credentials:</b>                  Jess identifies the need to outline program description, list of courses we offer, updating curriculum certificate (without some gen eds). Is there a credential that would benefit students? 50-500 student applicants, being credentialed might be helpful to be better applicant.</p> <p><b>Equipment &amp; Software Needs:</b>                  A broad technical group/kit is valuable in creating full time opportunities for students moving forward. Many times, you might take a call to provide audio support but you end up working in wardrobe or construction too.</p> <p><b>Potential Projects for Students: N/A</b></p>
Next Steps	Implement Certificate by 2023 hopeful. Would like to meet again in the future. Zoom possibility as well. Veronica talks about supporting visibility within Hutch Community, Hutch Rec, etc.
Written Letters of Support	Recommendation letters would be helpful (3), Jessica collects them for submission to Kansas Board of Regions to justify that this is a good idea. Jessica talks about timing, if everything is in by mid-January, we could be approved by mid-February. If we are late getting it submitted, it delays everything such as purchasing etc.
Thank you/Adjournment	Bobby adjourns the meeting at 1:30PM

Submitted by: Brooke Lanham Department II Secretary

**Media Communication and Production  
 Advisory Committee Meeting  
 October 14th, 2022**

Members Present: Todd Peach, Ken Baker, Leann Gleason, Vance Sterlin, Ryan Corwin,  
 Veronika Nelson

Via Zoom: Patrick Calvillo

Faculty, Staff Present: Dr. Cindy Hoss, Jillene Cunningham, Bobby Obermite, Tyler Gibbs,  
 David Planthold, Kim Ivancovich, Greg Weis, Brooke Lanham

The meeting began at 8:10 AM

Agenda Item	Discussion
Introductions	Bobby thanked everyone for coming and introductions were made.
Minutes	February 18th, 2022 minutes are reviewed and approved.

<p>Program Data</p>	<ul style="list-style-type: none"> <li>• Expecting 10-12 Certificate completions Audio-Media</li> <li>• 1 grad in summer, a couple grads in the Fall</li> <li>• Numbers are looking good, we are up about 18%</li> <li>• 22 High school students for 66 credit hours</li> <li>• Opened up script writing in the Fall</li> <li>• Opened up Light Events for the first time since COVID</li> </ul>
<p>Industry &amp; Equipment</p>	<ul style="list-style-type: none"> <li>• David – AI generated imagery and video growing fast; a tool as an asset. Used AI in Macbeth. It's not a matter of if it is when will we adopt it. AI is not just changing the industry it is an asset tool to be utilized for enhancement. App used for the play "Green", others include "Mid Journey" etc. Image editing and generating.</li> <li>• Todd Peach – software. Need for audio production classes. Bobby - Audio cert coming. Need to know basics of audio.</li> <li>• Ryan – Aerial Cinematography. Vertical Video 9x16, social media, having the ability to utilize Adobe Premier. Bobby – studio binder doesn't have 9x16 available (didn't have vertical). Clients will ask for vertical.</li> </ul>
<p>Future Growth</p>	<ul style="list-style-type: none"> <li>• Audio cert 24 hours (see attached overview) Next Fall 2023</li> <li>• Greg Weis – getting fundamentals of music, intro to the recording studio (1 credit hour), music technology (2 credit hours). Bobby reviews Audio Cert overview. Jillene – could use Audio cert to continue to an AAS degree.</li> <li>• New student kits, Panasonic G85 Mirrorless cameras</li> <li>• Sold old T6i kits</li> <li>• NDI apps sharing monitors across platforms; makes it easier to work alongside; great for editing. Students can share back and forth and vice versa.</li> <li>• New Dells, 7 of them, trying to figure out how to get them out of Eco mode; they are much faster as we start to use more advanced tech.</li> <li>• Updated Networking, hopefully through the whole building in the next few weeks.</li> <li>• Ken Baker provided tons of sound effects, which has been really helpful.</li> <li>• Veronika highlights the importance of community/local connections of professional development and contributions to curriculum. Todd highlights the importance of real world experience that helps students to be successful.</li> <li>• Bobby is open to professionals holding workshops</li> <li>• Greg – last meeting talked about Perkins Funding, data needed for funding, how do we get data? Bobby – 3 recommendation letters from industry/professionals. Veronika has tons of data that we can have. Let's get testimonials. Someone create a data drop?</li> </ul>
<p>Accomplishments and Acquisitions since Spring</p>	<ul style="list-style-type: none"> <li>• 8 student's films were screened at the 2022 Doc Sunback Film Festival. 1 student turned in 12 films alone.</li> <li>• Several films from students, staff, and alumni are official selections at Tallgrass 2022.</li> <li>• Attended the No Coast Film Fest in Emporia. Began discussions with Emporia State about starting a media program with potential of 2+2.</li> <li>• KSF parking earned \$2,000 for scholarships, half went to Endowment, and half to scholarships</li> </ul>

	<ul style="list-style-type: none"> <li>• Sport and Live Events offered for the first time since 2019 – Live event production</li> <li>• Scriptwriting offered in Fall 2022 for the first time</li> </ul>
Scholarship or Sponsorship Opportunities	<ul style="list-style-type: none"> <li>• Endowment is looking for individuals or organizations interested in additional scholarships for our media students</li> <li>• Contact Cindy Keast keastc@hutchcc.edu</li> </ul>
Thank you/Adjournment	Bobby thanked everyone for coming and adjourned @ 9:05 AM

Submitted by: Brooke Linn, Department II Secretary

**CURRICULUM COMMITTEE**

**DATE:** *April 17, 2023*

**TIME:** *3:00 p.m.*

**PRESENT:** Nathan Buche, Tracy Chadwick, Jeff Deal, Katherine Eberly, Lael Ewy, Jess Fortner, Kimberly Ivancovich, Frances Johannsen, Mike McCandless, Bryce McFarland, Sandy Pangburn, Dr. Tricia Paramore, Staci Unruh

**ABSENT:** Travis Booe, Taliatha Hudson-Palmer, Derek Law, John Lewis, Christina Long, Dennis Luebbers, Dr. Brian Nuest, Kristie Torgerson

**GUESTS:** Nabil Abdullah, Erin Beavers, Michelle Carey, Alison Casebolt, Jillene Cunningham, Miranda Engelken, David Fry, Heath Hensley, Kim Johnson, Cliff Moore, Dan Naccarato, Jesse Newberry, Blair Pauly, James Shannon, Greg Siepert, Matt Smith, Eric Stambaugh, Sheldon Stewart, Greg Weis

AGENDA	DISCUSSION	ACTION/RECOMMENDATION
<b>1. Dept. I – Allied Health</b> A. Course Modification (Outcomes) – HR203 HIM Virtual Lab I-1 Cr. Hr. B. Course Modification (Outcomes) – RT201 Cardiopulmonary Anatomy and Physiology-3 Cr. Hrs. C. Course Modification (Outcomes) – RT204 Respiratory Care Science-3 Cr. Hrs. D. Course Modification (Outcomes) – RT210 Therapeutic Modalities I-4 Cr. Hrs. E. Course Modification (Description/Outcomes) – RT211 Therapeutic Modalities II-4 Cr. Hrs. F. Course Modification (Description/Outcomes) – RT212 Therapeutic Modalities III-4 Cr. Hrs.	A. Removing outcome #10 and the competencies as the software is no longer available so the activities can no longer be offered.  B. Removing outcomes/competencies that no longer apply to the Respiratory Care practice.  C. Removing outcomes/competencies that no longer apply to the Respiratory Care practice.  D. Adding Arterial Blood Gas analysis to accommodate student application in their first clinical rotation at the request of the clinical sites.	A.-F. Motion was made by Tracy Chadwick to approve the course modifications to HR203, RT201, RT204, RT210, RT211, and RT212

	<p>E. Adding outcome/competencies for Weaning.</p> <p>F. Updating course content to better align with Therapist Multiple Choice Exam content. Eliminating ACLS medications content and advanced home care therapies.</p>	<p>2<sup>nd</sup> by Sandy Pangburn. Motion passed.</p>
<p><b>2. Dept. II – Agriculture, Business, Computers and Technology</b></p> <p>A. Program Modification – AA- Education-Secondary: Journalism</p> <p>B. New Program – AA- Animation &amp; Game Development</p> <p>C. New Program – Certificate A- Visual Media Design-Emphasis in Graphic Design/Web Technologies</p> <p>D. New Course – AE101 Digital Multimeter Principles-1 Cr. Hr.</p> <p>E. Program Modification – AAS Automation Engineering Technology</p> <p>F. Course Modification (Outcomes) – BU101 Accounting I-3 Cr. Hrs.</p> <p>G. Course Modification (Outcomes) – BU102 Accounting II-3 Cr. Hrs.</p>	<p>A. Updating the Secondary Education degree option to include the new ED205 Educating Exceptional Students course. Replacing ED219 with a more current transfer need by adding ED205. Merging Journalism Publication Electives with the Journalism Electives. Increasing the amount of credit hours required for the Humanities Options and the Journalism Electives.</p> <p>B. This transfer degree builds a foundation for students to further pursue an animation and game development program upon graduation. The degree includes courses in art, design, computer technology, digital video and storyboarding. Careers.</p> <p>C. This certificate curriculum is designed to provide students with training in different industry-standard software applications, preparing them for a variety of entry level production positions in the field of graphic design.</p>	<p>A.-C. Motion was made by Tracy Chadwick to approve the program modification to the AA in Education-Secondary: Journalism, the new program AA in Animation &amp; Game Development and the new Certificate A in Visual Media Design-Emphasis in Graphic Design/Web Technologies 2<sup>nd</sup> by Sandy Pangburn. Motion passed.</p> <p>D. Motion was made by Sandy Pangburn to approve the new course AE101 2<sup>nd</sup> by Tracy Chadwick. Motion passed.</p> <p>E. Motion was made by Sandy Pangburn to approve the program modifications to the AAS in Automation Engineering Technology 2<sup>nd</sup> by Tracy Chadwick. Motion passed.</p>

<p>H. Course Modification (Outcomes) – BU201 Managerial Accounting-3 Cr. Hrs.</p> <p>I. Course Modification (Title) – BU204 Small Business Management-3 Cr. Hrs.</p> <p>J. Program Modification – AA Education-Secondary Business</p> <p>K. Program Modification – AAS Business Management and Entrepreneurship</p> <p>L. Program Modification – Certificate B-Business Management and Entrepreneurship-Sales Associate</p> <p>M. Program Modification – Certificate B-Business Management and Entrepreneurship-Supervision</p> <p>N. Course Modification (Description/Prerequisite) – CS121L Programming Language Lab-1 Cr. Hr.</p> <p>O. Course Modification (Title/Description/Outcomes) – IS148 CompTIAA+ Core 1-3 Cr. Hrs.</p> <p>P. Course Modification (Title/Description/Outcomes) – IS149 CompTIA A+ Core 2-3 Cr. Hrs.</p> <p>Q. Course Modification (Outcomes) – IS182 Cisco CCNA I/Networking I-3 Cr. Hrs.</p> <p>R. Course Modification (Outcomes) – IS235 Elements of Linux-3 Cr. Hrs.</p> <p>S. Course Modification (Outcomes/Prerequisite) – IS240 Fundamentals of Networking Security-3 Cr. Hrs.</p> <p>T. Course Modification (Outcomes) – IS264 JavaScript-3 Cr. Hrs.</p> <p>U. Program Modification – AAS Networking</p>	<p>D. Through the program review process it was determined that there was a need to provide a more in-depth study of multimeters.</p> <p>E. Through the program review process it was determined that there was a need for some change. Adding new AE101 Digital Multimeter Principles and existing courses EE117 Conduit Fabrication and EE126 NEC Codeology and removing AE105 Industrial Wiring.</p> <p>F.-H. Changes reflect 2022 KCOG revisions.</p> <p>I. Removing the word “Advanced” from the course title to better represent the course and requirement of only one prerequisite.</p> <p>J. Added new ED205 course and moved the EC100 and EC101 to an option block and to the Education-Secondary</p>	<p>F.-I. Motion was made by Tracy Chadwick to approve the course modifications to BU101, BU102, BU201 and BU204 2<sup>nd</sup> by Kim Ivancovich. Motion passed.</p> <p>J.-M. Motion was made by Tracy Chadwick to approve the program modifications for Business 2<sup>nd</sup> by Mike McCandless. Motion passed.</p> <p>N. – U. Motion was made by Sandy Pangburn to approve the course</p>
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<p>V. Course Modification (Title) – MP108 Live Event Production-3 Cr. Hrs.</p> <p>W. Course Modification (Title) – MP109 Audio Production I-3 Cr. Hrs.</p> <p>X. New Course – MP157 Introduction to the Media Recording Set-1 Cr. Hr.</p> <p>Y. New Course – MP209 Audio Production II-3 Cr. Hrs.</p> <p>Z. New Program – Certificate A Audio</p> <p>AA. Course Modification (Description/Outcomes) – TR121 General Industry Safety/OSHA 10-1 Cr. Hr.</p> <p>BB. Course Modification (Outcomes) – WE101 Welding Safety-1 Cr. Hr.</p> <p>CC. Course Modification (Outcomes) – WE102 Welding Blueprint Reading-3 Cr. Hrs.</p> <p>DD. Course Modification (Outcomes) – WE104 Shielded Metal Arc Welding I-3 Cr. Hrs.</p> <p>EE. Course Modification (Outcomes) – WE105 Shielded Metal Arc Welding II-3 Cr. Hrs.</p> <p>FF. Course Modification (Description/Outcomes/Credit Hours) – WE106 Cutting Processes for Welding-2 Cr. Hrs.</p> <p>GG. Course Modification (Outcomes) – WE110 Gas Metal Arc Welding-3 Cr. Hrs.</p> <p>HH. Course Modification (Description/Outcomes) – WE111 Gas Metal Arc Welding II-3 Cr. Hrs.</p>	<p>Business Option block.</p> <p>K. Combining the two option blocks and updating the list of courses within the option block to remove courses no longer being offered.</p> <p>L. Updating the Accounting Options block from 2 credit hours to 3 credit hours.</p> <p>M. Updating the Accounting Options block from 2 credit hours to 3 credit hours.</p> <p>N. Updating prerequisite to accept either CS111 or CS200 to work with the Networking need for Python language programming.</p> <p>O. &amp; P. Aligning the course title with the KBOR program alignment for Computer Support Specialist. Updating outcomes to reflect the latest changes in the CompTIA national certification.</p> <p>Q. Updating outcomes to align with Cisco CCNA curriculum updates.</p> <p>R. Updating outcomes to align with technology changes.</p>	<p>modifications for CS121L, IS148, IS149, IS182, IS235, IS240, IS264 and the program modification to the AAS in Networking 2<sup>nd</sup> by Tracy Chadwick. Motion passed.</p> <p>V. – Y. Motion was made by Tracy Chadwick to approve the course modifications to MP108 and MP109 and the new courses MP157 and MP209 2<sup>nd</sup> by Mike McCandless. Motion passed.</p> <p>Z. Motion was made by Tracy Chadwick to approve the new Certificate A in Audio 2<sup>nd</sup> by Jeff Deal. Motion passed.</p>
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<p>II. Course Modification (Description/Outcomes) – WE112 Gas Tungsten Arc Welding-3 Cr. Hrs.</p> <p>JJ. Course Modification (Description/Outcomes) – WE113 Gas Tungsten Arc Welding II-3 Cr. Hrs.</p> <p>KK. Course Modification (Outcomes) – WE115 Welding Layout and Calculations-2 Cr. Hrs.</p> <p>LL. Course Modification (Description/Outcomes/Prerequisite) – WE217 Gas Tungsten Arc Welding III-4 Cr. Hrs.</p> <p>MM. Course Modification (Description/Outcomes/Prerequisite) – WE218 Shielded Metal Arc Welding III-4 Cr. Hrs.</p> <p>NN. Program Modification – Certificate A Welding Technology</p> <p>OO. Program Modification – Certificate B Welding Technology</p> <p>PP. Program Modification – Certificate C Welding Technology</p> <p>QQ. Program Modification – AAS Welding Technology</p>	<p>S. Updating outcomes to reflect the latest changes in the CompTIA national certification.</p> <p>T. Updating outcomes to reflect the latest industry changes.</p> <p>U. Eliminating Cisco CCNP options and moved CS111 up from an elective and CS121L for learning Python which is now included with Cisco curriculum. Added the new IS160 Cloud course to the curriculum and moved the IS210 Computer Internship I option to the Networking Electives Block. Also updated the Networking Block to include cybersecurity courses (IS280, IS281, and IS282) and remove CCNP courses.</p> <p>V. Updating course title to show the sequence of Audio Production courses that are part of the proposed Audio Certificate.</p> <p>W. Updating course title to show the sequence of Audio Production courses that are part of the proposed Audio Certificate.</p> <p>X. New course that will be offered as part of the proposed Audio Certificate.</p>	<p>AA. – QQ. Motion was made by Sandy Pangburn to approve the course changes to TR121, WE101, WE102, WE104, WE105, WE106, WE110, WE111, WE112, WE113, WE115, WE217, WE218 and the program changes to welding 2<sup>nd</sup> by Tracy Chadwick. Motion passed.</p>
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	<p>Y. New course that will be offered as part of the proposed Audio Certificate.</p> <p>Z. In collaboration with Departments II and III we have created an Audio Certificate options. This certificate option has great support from our advisory board and industry.</p> <p>AA. Updating terminology to reflect current requirements of the OSHA 10 course as outlined from OSHA.</p> <p>BB. Updating terminology to reflect current requirements of the OSHA 10 course as outlined from OSHA.</p> <p>CC. Updating outcomes to reflect time in course and focus more in needs of the industry.</p> <p>DD. Reflect the course hours better and allow for the usage of donated materials.</p> <p>EE. Open up availability of materials as material cost increase. Tailor course outcomes better to allotted time.</p> <p>FF. Reduction of credit hours reflects the removal of some outcomes due to material costs and availability. Course will still be robust and meet the needs of the industry.</p>	
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	<p>Course was removed from the state alignment requirements so we are able to remove some competencies that are not needed now.</p> <p>GG. Update to meet industry needs in manufacturing.</p> <p>HH. Updating outcomes to reflect time in course and focus more in needs of the industry.</p> <p>II. Through the program review process and advisory board feedback, changes made to the certificates and degree to better align course objectives with industry needs and semester timing between teaching locations.</p> <p>JJ. Updating outcomes to reflect time in course and focus more in needs of the industry.</p> <p>KK. Modification reflects the time available within the course and allows flex time for application principles to actual hands-on type projects. This class is taught in a classroom format and not shop format utilizing scenarios and real-world examples over project construction.</p> <p>LL. Modification due to material costs and pace of course.</p>	
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	<p>MM. Modification due to material costs and pace of course.</p> <p>NN. – QQ. Through the program review process and advisory board feedback, changes made to the certificates and degree to better align course objectives with industry needs and semester timing between teaching locations. This further develops the availability of stackable credentials allowing students to capture each portion of the program. This also will develop a semester long CERT A for the entry level welder that can be obtained in one semester at main campus. Course options will provide more opportunities for students at different locations and allow for completion of stackable credentials when transferring to the main campus program.</p>	
<p><b>3. Dept. III – Fine Arts &amp; Humanities</b>  A. Course Modification (Title/Description/Outcomes) – EN108 Career and Technical Writing-3 Cr. Hrs.</p>	<p>A. Modification of the course name and course description is to clear up confusion about the purpose and content of the course for advisors and students, particularly those in the Career and Technical Education and Public Safety programs.</p>	

<p>B. Course Modification (Description/Outcomes) – EN201 Introduction to Literature-3 Cr. Hrs.                  C. Course Modification (Description/Outcomes) – EN214 Introduction to Cultural Studies: Fairy Tales-3 Cr. Hrs.                  D. Course Modification (Title/Description/Outcomes) – MU132 Symphonic Band I-1 Cr. Hr.                  E. Course Modification (Title/Description/Outcomes) – MU163 Symphonic Band II-1 Cr. Hr.                  F. Course Modification (Title/Description/Outcomes) – MU164 Symphonic Band III-1 Cr. Hr.                  G. Course Modification (Title/Description/Outcomes) – MU165 Symphonic Band IV-1 Cr. Hr.                  H. Course Modification (Outcomes) – SP101 Elementary Spanish I-5 Cr. Hrs.                  I. Course Modification (Outcomes) – SP102 Elementary Spanish II-5 Cr. Hrs.                  J. Course Modification (Description/Outcomes) – SP110 Spanish for Travelers I-2 Cr. Hrs.</p>	<p>The modification of the course Outcomes and Competencies are for the purpose of more accurately aligning the requirements of the course with the skills needed in the workplace.</p> <p>B. Changes made to reflect KCOG revisions and improve transferability.</p> <p>C. Revise the course description, course outcomes and competencies to better clarify and elucidate the purpose and content of the Introduction to Cultural Studies: Fairy Tales course.</p> <p>D. – G. Updating course title, potential students are having difficulty connecting Wind Symphony to the Band ensemble and don't mark the ensemble as an activity on their Scholarship application. Recruitment opportunities are missed.</p>	
<p>K. New Course – GO201 Introduction to Social and Political Thought-3 Cr. Hrs.</p>		
<p>L. New Course – MU157 Introduction to the Music Recording Studio-1 Cr. Hr.</p>	<p>H. Changes are based upon the KCOG conference from October. Spanish I does not use the informal future tense and as a result, this is removed from the competencies.</p>	
<p>M. New Course – MU202 Music Technology I-2 Cr. Hrs.</p>		<p>A.-M. Motion was made by Tracy Chadwick to approve the course modifications to EN108, EN201, EN214, MU132, MU163, MU164, MU165, SP101, SP102, SP110 and</p>

	<p>I. Updates to the outcomes are a reflection of changes made at the KCOG conference in October.</p> <p>J. As travel once again becomes more valuable, the need for basic communication in other languages will increase. The course will focus upon travel-related concepts to help create a positive experience for the traveler. This course was taught quite some time ago, but doesn't have a description or outcomes in DragonZone.</p> <p>K. There are four introductory courses most students are required to take in Political Science. We already offer three of those courses (International Relations, Comparative Politics, American Government); this is the final course, introducing students to the field of political theory. Johnson County Community College offers a similar course, which transfers to KU and satisfies their introduction to political theory requirement</p> <p>L. New course that will be offered as part of the proposed Audio Certificate.</p> <p>M. New course that will be offered as part of the proposed Audio Certificate.</p>	<p>the new courses GO201, MU157, and MU202 2<sup>nd</sup> by Jess Deal. Motion passed.</p>
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<p><b>4. Dept. IV – Natural Science, Social Science &amp; Mathematics</b></p> <p>A. Course Modification (Description) – CC101 Introduction to Early Childhood Education-3 Cr. Hrs.</p> <p>B. Course Modification (Prerequisite) – CH101 General Chemistry-5 Cr. Hrs.</p> <p>C. Course Modification (Description/Prerequisite) – MA106 College Algebra-3 Cr. Hrs.</p> <p>D. Course Modification (Description/Prerequisite) – MA108 Elements of Statistics-3 Cr. Hrs.</p> <p>E. New Course – MA117 Contemporary Math-3 Cr. Hrs.</p> <p>F. New Course – MA146 College Algebra with Review-5 Cr. Hrs.</p>	<p>A. The previous textbook used for this course has been in use for over 10 years, with updates only through editions. The content in the book has gotten away from the course outcomes and no longer meets the needs of the course.</p> <p>B. Updating prerequisites to reflect new KBOR math pathway requirements. Removing Intermediate Algebra prerequisite, as Intermediate Algebra will no longer be offered in new pathway options. Students in any of the three math pathway courses may take General Chemistry.</p> <p>C. Updating prerequisites to reflect new KBOR math pathway requirements. Removing Intermediate Algebra prerequisite, as Intermediate Algebra will no longer be offered in new pathway options. Updated prerequisite will include HS GPA, ACT, and Accuplacer benchmarks. Students that meet the requirement will place into 3 credit hour MA106; those that are below the benchmark would place in to the 5 credit hour MA146</p>	<p>A.&amp; B. Motion was made by Sandy Pangburn to approve the course modifications to CC101 and CH101 2<sup>nd</sup> by Tracy Chadwick. Motion passed.</p>

<p>G. New Course – MA147 Contemporary Math with Review-5 Cr. Hrs.</p> <p>H. New Course – MA148 Elements of Statistics with Review-5 Cr. Hrs.</p> <p>I. New Course – BI107 Human Anatomy and Physiology I-4 Cr. Hrs.</p>	<p>College Algebra with Review course.</p> <p>D. Updating prerequisites to reflect new KBOR math pathway requirements. Removing College Algebra prerequisite. Updated prerequisite will include HS GPA, ACT, and Accuplacer benchmarks. Students that meet the requirement will place into 3 credit hour MA108; those that are below the benchmark would place in to the 5 credit hour MA148 Elements of Statistics with Review course.</p> <p>E. This course has been created to fulfill one of the three KBOR math pathways. There will be two options: 1) 3 credit hours (MA117), and 2) 5 credit hours (MA147). The 5-credit hour course will include a developmental “with review” component. Otherwise, the two courses are the same.</p> <p>F. This course has been created to fulfill one of the three KBOR math pathways. MA106 College Algebra will remain as a 3 credit hour course that meets three times a week. MA146 College Algebra with Review will meet the needs of students who have lower high school GPA’s. The 5-credit hour course will include a developmental “with review” component.</p>	<p>C.-I. Motion was made by Sandy Pangburn to approve course modifications to MA106 and MA108 and to approve the new courses MA117, MA146, MA147, MA148 and BI107 2<sup>nd</sup> by Tracy Chadwick. Motion passed.</p>
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	<p>Otherwise, MA106 and MA146 are the same course.</p> <p>G. This course has been created to fulfill one of the three KBOR math pathways. There will be two options: 1) 3 credit hours (MA117), and 2) 5 credit hours (MA147). The 5-credit hour course will include a developmental “with review” component. Otherwise, the two courses are the same.</p> <p>H. This course has been created to fulfill one of the three KBOR math pathways. MA108 Elements of Statistics will remain as a 3 credit hour course that meets three times a week. MA148 Statistics with Review will meet the needs of students who have lower high school GPA’s. The 5-credit hour course will include a developmental “with review” component. Otherwise, MA108 and MA148 are the same course.</p> <p>I. Offer Human A&amp;P I at 4 credit hours, which will be a prerequisite for Human A&amp;P II. This will give transfer students an opportunity to complete 8 credit hours total for A&amp;P.</p>	
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<p><b>5. Dept. V – Public Safety</b>  A. New Course – FS141 Fire Dynamics-3 Cr. Hrs.  B. Program Modification – Certificate C Fire Science</p> <p>C. Program Modification – AAS Fire Science</p>	<p>A. Adding a Fire Dynamics course which is the cornerstone of Fire Science.</p> <p>B. The program modification to add two additional classes of study to the program electives. Fire Dynamics is more in line with education necessary for modern firefighting. Hazardous Materials Awareness is a supplement for Hazardous Materials Operations instruction.</p> <p>C. The program modification to add two additional classes of study to the program electives. Fire Dynamics is more in line with education necessary for modern firefighting. Hazardous Materials Awareness is a supplement for Hazardous Materials Operations instruction.</p>	<p>A. Motion was made by Sandy Pangburn to approve the new course FS141 2<sup>nd</sup> by Kim Ivancovich. Motion passed.</p> <p>B.&amp;C. Motion was made by Sandy Pangburn to approve the program modifications for the Certificate C and the AAS in Fire Science 2<sup>nd</sup> by Kim Ivancovich. Motion passed.</p>
<p><b>6. Other</b>  A. Update on Systemwide General Education</p>	<p>A. After further discussion with other community colleges Bucket #7 will only be systemwide transfer courses. No performance courses will be included.</p> <p>Still looking for a Curriculum Committee representative to help with a professional development session in the fall on Curriculum 101. The how to process for submitting curriculum changes.</p>	<p>Kim Ivancovich volunteered to help with a professional development session on Curriculum 101.</p>
<p>Next meeting</p>	<p>September 18, 2023</p>	

Adjournment	4:02 p.m.	
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Respectively submitted by:  
Marie Gianakon

## **REPRESENTATIVE ASSEMBLY**

### **Minutes**

**Thursday, May 4, 2023 – 3:30 P.M.**

### **Virtual Meeting**

Dr. Carter L. File called the virtual meeting to order.

#### **Roll Call**

In attendance: Dr. Carter L. File, Alison Casebolt, Lisa Davies, Jillene Cunningham, Kim (Parsons) Ivancovich, Frances Johannsen, Erin Beavers, Michelle Carey, Cliff Moore, Tracey Gould, Brooks Mantooth, Dr. Ryan Diehl, Emily Hemmerling, DJ Chastain, Jess Fortner, Denny Stoecklein, Leah Chandler, Ken Baker, Josh Gooch, Mandie Lyons, Kristie Torgerson, Corbin Strobel, Brea Turner, Dana Hinshaw, Dr. Rhonda Corwin, Christopher Lau, Anita Biel, Bryce McFarland

Absent: Ashliona (Student Government) Sheldon Stewart (Dept. 2) Cindy Keast (Endowment), Travis Booe (Institutional Effectiveness) Nathan Buche (Regulatory Compliance & Due Process) Christina Long (Regulatory Compliance & Due Process) Dr. Tricia Paramore (Curriculum Committee/Academic Affairs) Don Rose (Facilities), Dave Mullins (Business & Industry) Nathan Buche (RC&DP) Brad Fenwick (Academic Support) Julie Blanton (Finance & Operations)

#### **Approval of Agenda**

A motion was made by Dr. Ryan Diehl to approve the agenda and seconded by Corbin Strobel and motion passed unanimously.

#### **Approval of Minutes**

A motion was made by Michelle Carey to approve the minutes from the April 11, 2023 meeting and seconded by Josh Gooch and motion passed unanimously.

#### **Enrollment – Brea Turner**

Headcount is down .06% and down 1.41% in credit hours for the Spring. Summer enrollment is looking good with headcount up 23.41% and credit hours up 21.92%. We have continued our agreement with the consultants for Slate CRM and will begin our next round of calls in early June. The Slate inquiry card has gone live and we are starting to compile some insightful data. From March 29<sup>th</sup>, 2023-May 2<sup>nd</sup>, 2023, we have had 272 inquiries come into the system. Of those leads, 77 have been for our LPN Online Bridge program alone and 71 have been for all other Allied Health programs (total 148). 30 inquiries have been guest students and another 27 have been International. The rest have been for various other programs. We are also found that of the 272 students, 124 found us through internet search and 110 discovered us through word of mouth. Data migration will be our focus this summer prior to the launch of the Slate application. Trainings for advisors and staff for Slate CRM will be ongoing.

#### **Committee Reports**

**a. Teaching & Learning – Emily Hemmerling**

In addition to having reports from the Noel-Levitz Data Task Force, IRB Task Force, and OER Subcommittee, Teaching and Learning reviewed teaching tips that were submitted by the HutchCC community. These will be shared during the Fall Professional Learning Days. The committee also approved revisions to the Academic Honesty Policy, which we are bringing as a first reading to Representative Assembly. We also discussed revisions made to the Faculty Absence/Class Cancellation Policy to help better support our students. We are bringing this Level 4 policy to Representative Assembly as an information item. HNFA has reviewed the changes to this policy.

**b. Curriculum Committee – Jess Fortner**

See Attached Report.

**c. Professional Development & Training – Tracey Gould**

No report.

**d. Institutional Effectiveness – Jess Fortner**

April 2023 Report

Institutional Effectiveness held their final meeting of the year. Christopher Lau shared an update on an Onboarding project that he and Steve Kappenman are working on. The Student Satisfaction Survey (Ruffalo Noel-Levitz) taskforce presented their findings and suggested recommendations to Institutional Effectiveness. This included the next steps to address challenges and to celebrate strengths.

- i. Preferred Name Policy document presented in final draft as a level 2 policy for first reading. Send questions and/or comments to Christina Long.

**e. Regulatory Compliance and Due Process – Dr. Ryan Diehl**

- i. Fall, Spring and Summer Enrollment Policy presented to Representative Assembly for first reading; second reading proposed for June 2023 meeting; next step in June submitted to the June BOT meeting for approval for August catalog.

**f. Institutionwide Council – Christopher Lau**

Co-chairs will be announced at all employee meeting Friday, May 5.

**g. Advising – DJ Chastain**

April 18, 2023 meeting. In person enrollment approximately 17-20 students per day. Online still preferred and most popular. In person enrollment continues May 12, June 19 and July 7. Data will be reviewed and determination made whether to continue in person enrollment. Next meeting in fall 2023 followed by enrollment discussion.

**Human Resource Update – Brooks Mantooth**

Late to work funnies by Brooks Mantooth.

**IT Update - (Mandie Lyons)**

Update on MS365 migration. Improvements are underway to begin pilot over the next couple of weeks. Migration working through foundation issues; not date set for rollout.

**Strategic Planning – (Brea Turner for Dr. Tricia Paramore)**

**April 2023 SPST report for Rep Assembly meeting in May 2023**

1. Project reports

- a. Blue Dragon Experience
    - i. Employees are being trained to use Slate and work through the inquiry form process. As of April 19, there have been over one hundred inquiries, most related to Allied Health programs, since the inquiry form launched on March 29, 2023. Data is being gathered.
    - ii. Phase I Slate trainings are being scheduled during the week of April 24 for additional people who will be helping with “warm” leads – those who are asking for more than just general information. Looking ahead, additional data migration will occur over summer.
  - b. Career Services
    - i. The Career Services proposal was presented to President’s Council on April 18, 2023, primarily asking for a Career Services Coordinator who would bring together the various services we are offering across the institution. The group awaits feedback from President’s Council.
  - c. blueRoster
    - i. The group is collecting requirements from various groups on campus that will use the Student Information System (SIS). They have already met with Financial Aid, Student Services, Records, IR, Bookstore, ITS, and will be meeting with Academic Affairs. The requirements collected will be used to develop a software evaluation rubric.
2. The revised Safety & Security strategic planning project proposal was reviewed at the April meeting. While there is some language in the proposal that creates heartburn for a few SPST members, those are minor and could be edited. Ultimately, the facts that 1) students have identified safety and security as problem areas for HutchCC on the Noel-Levitz and Ruffalo Noel-Levitz (RNL) student surveys for the last 6 years, and 2) the strategic planning process is a structure involving monthly reports to help keep processes on task, the group agreed that this is a project that should proceed through strategic planning. Those who have issues with the language were asked to provide their specific feedback to Tricia before notification of approval was sent to those who presented the project. Suggestions for minor edits were included in that notification.
  3. Please share this information with those you represent.
  4. The next meeting of the Strategic Planning Steering Team will be May 17, 2023.

### **Marketing Update – Denny Stoecklein**

Focus on graduation. Radio Show funnies – KWBW.

### **SGA**

No report.

### **State Update – Dr. Carter File**

Dr. File gave an update on the bills sent to Governor’s desk; positive legislation session.

### **Announcements/Upcoming Events**

Policy Posting (Christopher Lau) – Informational.

### **Process Check – Dr. Carter File**

Dr. File Announced:

1. Softball team won the Jayhawk Conference for the first time in 31 years.
2. Co-Chairs announced:
  - Teaching and Learning – Taliatha Hudson Palmer
  - Professional Development and Training – Dr. Rhonda Corwin
  - Institutional Effectiveness – Corbin Strobel

Regulatory Compliance & Due Process – Dr. Ryan Diehl  
Institutionwide Council – Christina Long

### **Adjournment**

Corbin Strobel made the motion to adjourn and was seconded by Dr. Ryan Diehl, meeting adjourned at 4:40 p.m.

Respectfully submitted,  
Becky Rogers  
Administrative Assistant to the President

## **Curriculum Report April 2023**

### **Department I: Allied Health**

4 Course Outcome Modifications:

**HR203 HIM Virtual Lab I-1 Cr. Hr.**

**RT201 Cardiopulmonary Anatomy and Physiology-3 Cr. Hrs.**

**RT204 Respiratory Care Science-3 Cr. Hrs.**

**RT210 Therapeutic Modalities I-4 Cr. Hrs.**

2 Course Description/Outcome Modifications:

**RT211 Therapeutic Modalities II-4 Cr. Hrs.** – Advanced course dealing with concepts of respiratory failure, managing airways, intervention of mechanical ventilators. Respiratory care protocols utilized in providing care for the critically ill patient. Indication of mechanical ventilation, classification of mechanical ventilators, physiological effects of positive pressure, modes of ventilation, non-invasive positive pressure ventilation, patient monitoring and assessment, patient weaning, and discontinuation of ventilator support.

**RT212 Therapeutic Modalities III-4 Cr. Hrs.** – Electrocardiogram (ECG) rhythm measurements and interpretation, nontraditional modes of ventilation, waveform interpretation, advanced cardiac electrophysiology, advanced ventilation management, filtration of the kidney, critical care pharmacology, hemodynamics, chest tube placement and function, and bronchoscopies.

### **Department II: Agriculture, Business, Computers, & Technology**

3 New Courses:

**AE101 Digital Multimeter Principles-1 Cr. Hr.** – In-depth understanding and working knowledge of multimeters. Digital Multimeter Principles will help students develop a working knowledge of troubleshooting techniques to apply in the field.

**MP157 Introduction to the Media Recording Set-1 Cr. Hr.** - Overview of equipment and software commonly used in various media projects. Workshops will demonstrate real-world scenarios that students will replicate through media projects.

**MP209 Audio Production II-3 Cr. Hrs.** – Fundamental skills from MP109 Audio Production I, through various studio and field projects. Working in studio settings and utilizing field recording kits, students will produce a variety of audio tracks for processing within DAW software.

12 Course Outcome Modifications:

**BU101 Accounting I-3 Cr. Hrs.**

**BU102 Accounting II-3 Cr. Hrs.**

**BU201 Managerial Accounting-3 Cr. Hrs.**

**IS182 Cisco CCNA I/Networking I-3 Cr. Hrs.**

**IS235 Elements of Linux-3 Cr. Hrs.**

**IS264 Javascript-3 Cr. Hrs.**

**WE101 Welding Safety-1 Cr. Hr.**

**WE102 Welding Blueprint Reading-3 Cr. Hrs.**

**WE104 Shielded metal Arc Welding I-3 Cr. Hrs.**

**WE105 Shielded Metal Arc Welding II-3 Cr. Hrs.**

**WE110 Gas Metal Arc Welding- 3 Cr. Hrs.**

**WE115 Welding Layout and Calculations-2 Cr. Hrs.**

3 Course Title Modifications:

**BU204 Small Business Management-3 Cr. Hrs.**

**MP108 Live Event Production-3 Cr. Hrs.**

**MP109 Audio Production I-3 Cr. Hrs.**

1 Course Description/Prerequisite Modification:

**CS121L Programming Language Lab-1 Cr. Hr.** – Reinforce computer programming techniques previously covered through the use of a new programming language. Languages rotate from semester to semester to further the understanding and application of programming.

2 Course Title/Description/Outcome Modifications:

**IS148 CompTIA A+ Core 1-3 Cr. Hrs.** – Fundamentals of IT (Information Technology) supports skills in hardware, networking, mobile devices, virtualization and cloud computing, hardware and network troubleshooting, and operating systems.

**IS149 CompTIA A+ Core 2-3 Cr. Hrs.** – Advanced IT (Information Technology) supports skills in operating system configurations, security, software troubleshooting, and operational procedures.

1 Course Outcome/Prerequisite Modification:

**IS240 Fundamentals of Network Security-3 Cr. Hrs.**

1 Course Description/Outcome Modification:

**TR121 General Industry Safety/OSHA 10-1 Cr. Hr.** – Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

1 Course Description/Outcomes/Credit Hour Modification:

**WE106 Cutting Processes for Welding-2 Cr. Hrs.** – Types of mechanical and thermal cutting equipment and processes used in the welding trade; safe and correct set up, operation and shut down of the Oxy-Fuel Cutting (OFC) workstation, Plasma Arc cutting (PAC) workstation, and Carbon Arc Cutting with Air (CAC-A) workstations, safe and proper operation of a metal shear, iron worker type equipment, band saw, bench and angle grinders, and inspection of quality and tolerance of cuts according to industry standards.

3 Course Description/Outcome Modifications:

**WE111 Gas Metal Arc Welding II-3 Cr. Hrs.** – Continuation of WE110 Gas Metal Arc Welding; reviewing of safety, workstation set up; electrode classifications; proper electrode selection and use based on metal types and thicknesses; and the use of .035 and .045 electrode diameters in the short circuit and pulse spray transfer methods; performing welds in the vertical (3F and 3G) and overhead (4F & 4G) test positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.

**WE112 Gas Tungsten Arc Welding-3 Cr. Hrs.** – Through classroom and lab/shop activities; theory associated with the handling, preparation and process for common production base metals, GTAW electrode and filler metal classifications relative to base metals and joint criteria; proper electrode and filler metal selection and use based on metal types and thicknesses; safe and correct set up of the GTAW workstation; welding on carbon steel, aluminum and stainless steel base metals covering various weld joints in the flat (1F and 1G) and horizontal (2F & 2G) positions.

**WE113 Gas Tungsten Arc Welding II-3 Cr. Hrs.** – Advanced Gas Tungsten Arc Welding processes including welding of carbon steel, stainless steel, aluminum, and tubing materials.

2 Course Description/Outcome/Prerequisite Modifications:

**WE217 Gas Tungsten Arc Welding III-4 Cr. Hrs.** – Advanced training in GTAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the root pass, hot pass, fill and cap passes with carbon steel filler materials on 6-inch schedule 40 steel pipe in the 2G and 5G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.

**WE218 Shielded Metal Arc Welding III-4 Cr. Hrs.** – Advanced training in SMAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the E6010 root and hot passes, and E7018 fill and cap passes on 6-inch schedule 80 steel pipe in the 2G and 5G and 6G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.

11 Program Modifications:

**AA Education-Secondary: Journalism**

- Eliminate 4 credit hour ED219 Directed Studies in Education; addition of 3 credit hour ED205 Educating Exceptional Students
- Increasing the Humanities Options from 6 credit hours to 9 credit hours
- Increasing the list of Journalism Options from 5 credit hours to 7 credit hours
- Updating the list of Journalism Options to remove the following courses: BU107 Personal Finance, BU118 Introduction to Leadership, BU120 Job Search/Retention, BU121 Customer Service/Professional Image, LE101 Introduction to Criminal Justice, RE106 Introduction to World Religions, SH122 Voice and Diction, SO103 Stress Management, SO104 Assertiveness Training, TR120 Work Ethics. This list also included all classes with the following prefixes: ED-Education, IS-Computer Support Specialist, JL-Journalism, MP-Media Communication and Production, and PE-Physical Education. These are also being removed and only specific classes will be listed as options.
- Adding the following list of courses to the list of Journalism options: BU145 Advertising, ED105 Success Seminar/College Orientation, ED110 Career Decision Making, ED115 College Orientation and Career Exploration, ED126 Psychology of Happiness, IS104 Microcomputer Applications, IS113 Desktop Publishing, MP106 Media Law and Contracts, JL104 Publications Lab I, JL105 Publications Lab II, JL201 Newspaper Production I, JL202 Newspaper Production II, JL203 Publications Lab III, JL204 Publications Lab IV, JL205 Introduction to Magazine Production, JL206 Magazine Production and Planning, JL210 Publication Manager I, JL211 Publication Manager II, JL220 Journalism & Visual Media Internship, JP110 Basic Photography, JP113 Advanced Photography, JP118 Introduction to Digital Imagery-Photoshop, JP119 Advanced Introduction to Digital Imagery-Photoshop, JP216 Studio Portrait Photography
- Eliminate 4 credit hour Journalism Publication Electives which included the following courses: JL201 Newspaper Production I, JL202 Newspaper Production II, JL205 Introduction to Magazine Production, JL206 Magazine Production and Planning. These classes were incorporated into the list of Journalism Options.

### **AAS Automation Engineering Technology**

- Eliminate 3 credit hour AE105 Industrial Wiring; adding it to the list of Contextual Electives
- Addition of 1 credit hour AE101 Digital Multimeter Principles
- Addition of 1 credit hour EE117 Conduit Fabrication
- Addition of 1 credit hour EE126 NEC Codeology

### **AA Education-Secondary Business**

- Addition of 3 credit hour ED205 Educating Exceptional Students
- Eliminate 3 credit hour EC100 Macroeconomics and EC101 Microeconomics; creating a 3 credit hour Economics option block out of these two classes
- Addition of 3 credit hour BU201 Managerial Accounting, EC100 Macroeconomics, and EC101 Microeconomics to the list of Business Electives option block

### **AAS Business Management and Entrepreneurship**

- Increase the credit hours from 12 to 27 and eliminate the following courses from the list of Business Management and Entrepreneurship elective block: BU105 Introduction to Business, BU121 Customer Service/Professional Image, BU204 Advanced Small Business Management, BU205 Business Law I, IS104 Microcomputer Applications, IS116 Spreadsheets III, IS174 Web Tools & Layout, IS210 Computer Internship I, IS211 Computer Support Internship II, and IS212 Networking I
- Eliminate 15 credit hour Business Management and Entrepreneurship Business Core Elective Block

### **Certificate B Business Management and Entrepreneurship-Sales Associate**

- Increase the credit hours from 2 to 3 for the BU100 Small Business Accounting or BU101 Accounting I Option Block
- Increasing the overall credit hours from 32 to 33

### **Certificate B Business Management and Entrepreneurship-Supervision**

- Increase the credit hours from 2 to 3 for the BU100 Small Business Accounting or BU101 Accounting I Option Block
- Increasing the overall credit hours from 32 to 33

### **AAS Networking**

- Addition of 3 credit hour IS160 Cloud Computing
- Eliminate 4 credit hour CISCO Option block that included IS186 Cisco CCNP: Route, IS187 Cisco CCNP: Switch, and IS188 Cisco CCNP: Tshoot
- Addition of 3 credit hour CS111 Visual Basic Programming
- Addition of 1 credit hour CS121L Programming Language Lab
- Eliminate the following courses from the list of Networking Options: IS186 Cisco CCNP: Route, IS187 Cisco CCNP: Switch, and IS188 Cisco CCNP: Tshoot
- Addition of the following courses to the list of Networking Options: IS280 Computer Forensics, IS281 Control Systems Security, and IS282 Secure Coding

### **Certificate A Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Eliminate 2 credit hour WE117 Welding Inspection and Qualification
- Decreasing the overall credit hours from 20 to 17 credit hours

### **Certificate B Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Decreasing the overall credit hours from 33 to 32 credit hours

### **Certificate C Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Decreasing the overall credit hours from 49 to 48 credit hours

### **AAS Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Decreasing the overall credit hours from 64 to 63 credit hours

### **3 New Programs:**

#### **AA Animation & Game Development**

#### **Certificate B Visual Media Design-Emphasis in Graphic Design/Web Technologies**

#### **Certificate A Audio**

### **Department III: Fine Arts & Humanities**

5 Course Title/Description/Outcome Modifications:

**EN108 Career and Technical Writing-3 Cr. Hrs.** – Developing skills that can apply to a variety of technical documents appropriate to each student’s course of study including principle of organizing, writing, and revising to produce clear, readable documents of industry and business.

**MU132 Symphonic Band I-1 Cr. Hr.** – The HutchCC Symphonic Band performs traditional wind band literature.

**MU163 Symphonic Band II-1 Cr. Hr.** – Continuation of MU132 Symphonic Band I. The HutchCC Symphonic Band performs traditional wind band literature.

**MU164 Symphonic Band III-1 Cr. Hr.** – Continuation of MU163 Symphonic Band II. The HutchCC Symphonic Band performs traditional wind band literature.

**MU165 Symphonic Band IV-1 Cr. Hr.** – Continuation of MU164 Symphonic Band III. The HutchCC Symphonic Band performs traditional wind band literature.

3 Course Description/Outcome Modifications:

**EN201 Introduction to Literature-3 Cr. Hrs.** – Apply techniques of scholarly inquiry to the major literary genres, giving students a deeper understanding of literature’s features, reader/writer interactions, and meanings in order to foster an awareness of how literature reflects complex and diverse human experiences.

**EN214 Introduction to Cultural Studies: Fairy Tales-3 Cr. Hrs.** – Introduction to the field of cultural studies through the close analysis of classic fairy tales using both film and theoretical approaches to enhance students’ critical thinking skills as they examine both written and visual texts.

**SP110 Spanish for Travelers I-2 Cr. Hrs.** – Preparation for an individual intending to travel to a Spanish-speaking country with the necessary Spanish to communicate effectively including essential travel phrases and basic vocabulary including greetings, directions, transport, accommodation, and eating with a focus on confidence to make travels memorable in a Spanish-speaking country.

2 Course Outcomes Modifications:

**SP101 Elementary Spanish I-5 Cr. Hrs.**

**SP102 Elementary Spanish II-5 Cr. Hrs.**

3 New Courses:

**GO201 Introduction to Social and Political Thought-3 Cr. Hrs.** – Examination of major political theories and their application to historical events and modern politics. We will explore the relationship of ideas such as freedom, equality, and democracy to various traditions of political thought. The course will introduce leading writers of political theory and key texts.

**MU157 Introduction to the Music Recording Studio-1 Cr. Hr.** – Overview of equipment and software commonly used in professional and home recording studios. Demonstrations and project-based learning will reinforce basic techniques for microphone placement for instruments and amplifiers and plug-ins for music processing.

**MU202 Music Technology I-2 Cr. Hrs.** – This course expands on the music production skills developed in MU131 Introduction to the Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.

#### **Department IV: Natural Science, Social Science & Mathematics**

1 Course Description Modification:

**CC101 Introduction to Early Childhood Education-3 Cr. Hrs.** – Introduction to the field of early childhood education with emphasis on historical perspectives, overview of child development, NAEYC ethics and standards, and environment and curriculum planning.

1 Course Prerequisite Modification:

**CH101 General Chemistry-5 Cr. Hrs.**

2 Course Description/Prerequisite Modification:

**MA106 College Algebra-3 Cr. Hrs.** – Theory of equations, functions, inverse functions, complex numbers, determinants and matrices. Recommended for students majoring in Pre-Health, Science, Engineering, Architecture, Math, and Business.

**MA108 Elements of Statistics-3 Cr. Hrs.** – Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications. Recommended for students majoring in Social Science, Allied Health, Public and Protective Services, and Library and Information Science.

5 New Courses:

**BI107 Human Anatomy and Physiology I-4 Cr. Hrs.** – Understand the structure and function of the human body. This course is the first in a two-semester sequence and will cover biochemistry, cellular organization, cell function, and histology. Gross anatomy, microscopic anatomy, and physiology of the Integumentary, Skeletal, Muscular, Nervous, and Endocrine systems will be covered.

**MA117 Contemporary Math-3 Cr. Hrs.** – Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism, and Communications.

**MA146 College Algebra with Review-5 Cr. Hrs.** – Theory of equations, functions, inverse functions, complex numbers, determinants and matrices. Recommended for students majoring in Pre-Health, Science, Engineering, Architecture, Math, and Business.

**MA147 Contemporary Math with Review-5 Cr. Hrs.** – Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism and Communications.

**MA148 Elements of Statistics with Review-5 Cr. Hrs.** – Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications. Recommended for students majoring in Social Science, Allied Health, Public and Protective Services, and Library and Information Science.

**Department V: Public Safety**

1 New Course:

**FS141 Fire Dynamics-3 Cr. Hrs.** – Study of the dynamic chemical process of fire and how to successfully extinguish it.

2 Program Modifications:

**Certificate C Fire Science**

- Eliminate 2 credit hour FS132 Basic Scuba Diving from the list of Fire Science Electives
- Addition of 1 credit hour FS111 Hazardous Materials Awareness to the list of Fire Science Electives
- Addition of 3 credit hour FS141 Fire Dynamics to the list of Fire Science Electives

**AAS Fire Science**

- Eliminate 2 credit hour FS132 Basic Scuba Diving from the list of Fire Science Electives
- Eliminate 1 credit hour FS114C Fire Science Update from the list of Fire Science Electives
- Addition of 1 credit hour FS111 Hazardous Materials Awareness to the list of Fire Science Electives
- Addition of 3 credit hour FS141 Fire Dynamics to the list of Fire Science Electives
- Eliminate 3 credit hour FS130 Introduction to Fire Grounds Strategy & Tactics from the list of Fire Science Electives; Addition of 3 credit hour FS130 Introduction to Fire Grounds Strategy & Tactics to the list of program required courses
- Decrease the overall credit hours for the Fire Science Electives from 18.5 to 16 credit hours

**Hutchinson Community College**  
**Board of Trustees – Regular Meeting**  
**Thursday, May 11, 2023**

The regular meeting of the Hutchinson Community College Board of Trustees was held on Thursday, May 11, 2023 in the Justice Theater of the Shears Technology Center. Chair Rod Calhoun called the meeting to order at 7:00 p.m.

**MISSION, VISION, VALUE STATEMENTS**

Todd Miller read the mission, vision and value statements of HutchCC.

**OPENING ITEMS**

**A. Roll Call**

Board Present – Todd Miller, Rod Calhoun, David Marshall, Mo Penny, Bob Snyder

Board Absent – Jan Young

Administration – Dr. Carter File, Julie Blanton, Christopher Lau, Dr. Tricia Paramore, Bryce McFarland, Josh Gooch, Ken Baker, Denny Stoecklein

The presence of a quorum was determined.

**B. Approval of Agenda**

Trustee Snyder made a motion to approve the agenda, as presented. Motion was seconded by Trustee Calhoun and passed unanimously.

**BOARD MINUTES**

A motion was made by Trustee Bisbee to approve the minutes from the April 4, 2023 regular meeting, as presented. Motion was seconded by Trustee Penny and passed unanimously.

**APPROVAL OF COLLEGE BILLS**

A motion was made by Trustee Marshall to approve the warrant and invoice list for college bills as presented in the amount of \$3,901, 393.50. Motion was seconded by Trustee Snyder and passed unanimously.

**CONSENT AGENDA**

A motion was made by Trustee Calhoun to approve the Consent Agenda – A. Personnel and B. Bids, as presented. Motion was seconded by Trustee Marshall and passed unanimously.

**A. Personnel**

**FULL-TIME**

Section #	Term	Course Title	Instructor	CR/LD Hours	OvrlD	Notes
WE113 004	222S	GTAW II	Cauble Courtney	4.5	0.5	
EM168 011	222S	Trauma	Deck Dalene	0.5		
HI102 846	222S	Am Hist 1865-Pres	Dudley Eric	3		
EM168 011	222S	Trauma	Friesen Jon	0.5		
BU107 856	222S	Personal Finance	Johnson Kimberly	3		
BU110 816	222S	Records Management	Johnson Roy	2		
AP120 004	222S	CDLEntryLvIDrOper	Krueger David	3	3	
AP131 004	222S	CDLRoad/RangeDriving	Krueger David	1	1	
FS106 012	222S	Bas Vehicle Extricat	McCandless Michael	1		
FS110 012	222S	Firefighter I	McCandless Michael	4		
FS111 012	222S	Haz Mat Awareness	McCandless Michael	1		
FS113 012	222S	Firefighter II	McCandless Michael	3		
FS150 012	222S	Haz Mat Oper Level	McCandless Michael	1.5		
FS151 012	222S	Fireground Operation	McCandless Michael	1		
IS104 866	222S	Micro Applications	Newberry Jesse	3		ARR-4 Stdnts
SO103 836	222S	Stress Management	Shirkey Mike	1	1	
SO103 837	222S	Stress Management	Shirkey Mike	1	1	
FS151 001	222S	Fireground Operation	Watson RC	1	1	
FS153 001	222S	EngineCoOperations	Watson RC	1	1	

**PART-TIME**

Section #	Term	Course Title	Cancel Class	Instructor	CR/LD Hours	Pay	Notes
BI103 896	222S	Human A&P		Abdellah Ahmed	4	1600.00	
BI103L896	222S	Human A & P Lab		Abdellah Ahmed	3	1200.00	
BU154 826	222S	Business Mgmt for En		Ballinger Anna	1	400.00	
HR212 846	222S	Pathophysiology		Benton Carrie	4	1600.00	
HR212 856	222S	Pathophysiology		Benton Carrie	4	1600.00	
MU101 856	222S	Music Appreciation		Blackburn Brandon	3	1200.00	
SH101 866	222S	Public Speaking		Blakemore Stacey	3	1200.00	
SO100 856	222S	Fund of Sociology		Blubaugh Elizabeth	3	1200.00	
EN099 856	222S	Ele of Writing	*	Carpenter Shauna	2	50.00	
EN100 856	222S	English Comp IB	*	Carpenter Shauna	3	75.00	
HR212 866	222S	Pathophysiology		Casebolt Alison	4	2360.00	
SO104 836	222S	Assert Training		Chastain David	2	800.00	
FS124 001	222S	Wildland FF Intern		Copple Jamie	4	1600.00	
AL132 007	222S	Medication Aide		Desmond Jennifer	7	3500.00	
AL134 004	222S	Medication Update		Desmond Jennifer	1	60.00	1 Stdnt
SH210 856	222S	Interpersonal Comm		Farrell Steven	3	1200.00	
HE202 866	222S	Nutrition		Gargin Meaghan	3	1200.00	
BT131 001	222S	Carpentry Basics		Hertel Jay	5	2500.00	
TR100 002	222S	Technical Math		Hertel Jay	3	1500.00	
EN101 856	222S	English Comp IA		Isaacs Brandy	3	1200.00	
BI101 896	222S	Gen Biology		Paramore Tricia	4.5	2790.00	
SO101 856	222S	Marriage & Family		Penner Raymond	3	1200.00	
MA105 856	222S	Inter Algebra		Rankin Sherri	3	360.00	2 Stdnts
MA106 866	222S	College Algebra		Rankin Sherri	3	1800.00	
PS100 859	222S	Gen Psychology		Respress Lindsey	3	1200.00	
PS102 856	222S	Human Gro & Dev		Respress Lindsey	3	1200.00	
BI100 836	222S	Bas Concepts for AH		Rosfeld Erin	1	425.00	
EN102 856	222S	English Comp II		Thompson Jennifer	3	1200.00	
HI101 846	222S	Am Hist 1492-1865	*	Thompson Melissa	3	75.00	
PL105 856	222S	Death & Dying		White James	3	720.00	4 Stdnts
FS109 002	222S	Rope Rescue II		Winton Chad	1.75	700.00	

**B&I AND OUTREACH**

Employee	Amount	Hours	Description	Account #	Notes
Cheek, Jodi	\$295.00		Early College Site Coordination Pay - McPherson High School	1100-4231-521-000	Spring 2023 - 1/4/2023 - 5/11/2023
Crittenden, Jana	\$392.50		Early College Site Coordination Pay - Newton High School	1100-4225-521-000	Spring 2023 - 1/6/2023 - 5/26/2023
DeWitt, Nikole	\$1,000.00		Early College Site Coordination Pay - Buhler High School (Transfer)	1100-4255-521-000	Spring 2023 - 1/6/2023 - 5/18/2023
Glimpse, Jeff	\$4,873.20		KMS Commision and Incentive	1407-1400-521-000	January 1- March 31, 2023

Gordon, Danna	\$392.50		Early College Site Coordination Pay - Newton High School	1100-4225-521-000	Spring 2023 - 1/6/2023 - 5/26/2023
Graber, Tracy	\$500.00		Early College Site Coordination Pay - Hesston High School	1100-4225-521-000	Spring 2023 - 1/6/2023 - 5/9/2023
Gunther, Geoff	\$550.00	21	Motorcycle Safety Class (NC346 002222s)	1900-1900-521-000	4/14/23 - 4/16/23
Gunther, Geoff	\$10.00	0.5	Motorcycle- beginning of year prep/refresher/paperwork	1900-1900-521-000	4/14/2023
Gunther, Geoff	\$60.00	3	Additional duties- Motorcycle fuel run, quick repairs, battery charging, sign DE99s	1900-1900-521-000	4/17/2023
Gunther, Geoff	\$60.00	6	Range Aide duties	1900-1900-521-000	4/15/2023 *pd at \$10/hr
Gustafson, Carla	\$500.00		Kansas Mine Rescue Training	1740--987-521-000	April 19-20, 2023
Hays, Steve	\$500.00		Kansas Mine Rescue Training	1740--987-521-000	April 19-20, 2023
Hiebert, Courtney	\$500.00		Early College Site Coordination Pay - Hesston High School	1100-4225-521-000	Spring 2023 - 1/6/2023 - 5/9/2023
Janzen, Tresny	\$50.00	2.5	Additional duties- Motorcycle Range Aide interview (#2) + prep & training (#1)	1900-1900-521-000	4/13/2023
Janzen, Tresny	\$60.00	3	Additional duties- Motorcycle Range Aide training (#2), beginning of year prep/refresher/paperwork	1900-1900-521-000	
Janzen, Tresny	\$550.00	21	Motorcycle Safety Class (NC346 003222s)	1900-1900-521-000	4/28/23 - 4/30/23
Jordan, Mark	\$550.00	21	Motorcycle Safety Class (NC346 003222s)	1900-1900-521-000	4/28/23 - 4/30/23
Jordan, Mark	\$10.00	0.5	Motorcycle- beginning of year prep/refresher/paperwork	1900-1900-521-000	4/27/2023
Kendrick, Tyson	\$295.00		Early College Site Coordination Pay - McPherson High School	1100-4231-521-000	Spring 2023 - 1/4/2023 - 5/11/2023
Martin-Price, Lori	\$675.00		NC341 004222s - Silversmithing I - 15 students	1401-1400-521-000	4/15/2023 - 5/6/2023
Martin-Price, Lori	\$225.00		NC393 004222s - Silversmithing II - 5 students	1401-1400-521-000	4/15/2023 - 5/6/2023
Moritz, Kirsten	\$617.50		Early College Site Coordination Pay - Garden Plain High School	1100-4255-521-000	Spring 2023 - 1/6/2023 - 5/15/2023
Morris, Carolyn	\$765.00		Early College Site Coordination Pay - Hutchinson High School (Transfer)	1100-4255-521-000	Spring 2023 - 1/6/2023 - 5/8/2023
Murphy, John	\$500.00		Kansas Mine Rescue Training	1740--987-521-000	April 19-20, 2023
Sheppard, Randy	\$550.00	21	Motorcycle Safety Class (NC346 002222s)	1900-1900-521-000	4/14/23 - 4/16/23
Sheppard, Randy	\$10.00	0.5	Motorcycle- beginning of year prep/refresher/paperwork	1900-1900-521-000	4/14/2023
Sheppard, Randy	\$60.00	6	Range Aide duties	1900-1900-521-000	4/16/2023 *pd at \$10/hr
Sheppard, Randy	\$550.00	21	Motorcycle Safety Class (NC346 003222s)	1900-1900-521-000	4/28/23 - 4/30/23
Siepert, Greg	\$960.00		Welding Training at CHS Refinery	1407-1400-521-000	April 4 and April 8th, 2023
Smarsh, Connie	\$825.00		Non Credit CPR/First Aid Training	1404-1400-527-000	April 5-26th, 2023
Smith, Katlyn	\$1,000.00		Early College Site Coordination Pay - Andale High School	1100-4255-521-000	Spring 2023 - 1/6/2023 - 5/15/2023
Snedeker, Loren	\$550.00	21	Motorcycle Safety Class (NC346 003222s)	1900-1900-521-000	4/28/23 - 4/30/23
Snedeker, Loren	\$10.00	0.5	Motorcycle- beginning of year prep/refresher/paperwork	1900-1900-521-000	4/27/2023

Sprunger, Dale	\$1,170.00		NC304 001222s - Basic Woodworking - 9 students	1401-1400-521-000	1/17/2023 - 5/9/2023
Torgerson, Brennan	\$875.00		Early College Site Coordination Pay - Buhler High School (CTE)	1100-4255-521-000	Spring 2023 - 1/6/2023 - 5/18/2023
Yoder, Shirley	\$1,000.00		Early College Site Coordination Pay - Hutchinson High School (CTE)	1100-4255-521-000	Spring 2023 - 1/6/2023 - 5/23/2023
Zeitlow, Jeanne	\$647.50		Early College Site Coordination Pay - McPherson High School	1100-4231-521-000	Spring 2023 - 1/6/2023 - 5/15/2023

**MCPHERSON HIGH SCHOOL**

Section #	Term	Course Title	Instructor	CR/LD Hours	Pay	Notes
HI102 005	222S	Am Hist 1865-Pres	Corcoran Patrick	1.5	600.00	
SP101 002	222S	Elem Spanish I	Krug Neva	5	1000.00	
MA106 033	222S	College Algebra	Malm Cheryl	3	600.00	
SH101 017	222S	Public Speaking	Schopper Aaron	1.5	600.00	
BU100 006	222S	Small Business Acct.	Strathman Christopher	3	600.00	
AM105 001	222S	Brakes II	Walline Michael	2.5	400.00	
AM201 001	222S	Susp & Steering I	Walline Michael	3.75	600.00	
AM201 002	222S	Susp & Steering I	Walline Michael	3.75	600.00	
AM205 001	222S	SuspensnSteering II	Walline Michael	1.25	200.00	
AM205 002	222S	SuspensnSteering II	Walline Michael	1.25	200.00	

**NEWTON HIGH SCHOOL**

Section #	Term	Course Title	Instructor	CR/LD Hours	Pay	Notes
MC104 001	222S	Machine Techn Math	Baughman Clayton	2	160.00	
MC110 001	222S	Bench Work	Baughman Clayton	1.25	20.00	
MC112 001	222S	Qual Con & Inspect.	Baughman Clayton	1.25	60.00	
MC113 002	222S	Metallurgy	Baughman Clayton	1	70.00	
MC114 001	222S	Mach Tool Processes	Baughman Clayton	1.25	60.00	
MC115 001	222S	Machining I	Baughman Clayton	3.75	60.00	
MC116 002	222S	Machining II	Baughman Clayton	3.75	30.00	
MC117 001	222S	CNC Operations	Baughman Clayton	3.75	30.00	
MC204 001	222S	Machine Practices I	Baughman Clayton	3.75	60.00	
MC204 002	222S	Machine Practices I	Baughman Clayton	3.75	30.00	
MC205 001	222S	Machine Practices II	Baughman Clayton	3.75	120.00	
MC205 002	222S	Machine Practices II	Baughman Clayton	3.75	30.00	
MC206 001	222S	CNC Oper Advanced	Baughman Clayton	3.75	120.00	
MC206 002	222S	CNC Oper Advanced	Baughman Clayton	3.75	30.00	
BU100 007	222S	Small Business Acct.	Crabtree Jessica	3	240.00	

FM109 002	222S	Livestock Management	Honeyman Katharine	3	210.00	
PS100 005	222S	Gen Psychology	Kennell Brian	3	180.00	
WE102 002	222S	Wld Blueprint Read	McConnell Michael	3	360.00	
WE104 005	222S	Sh Metal Arc Weld	McConnell Michael	4.5	30.00	
WE110 004	222S	GMAW	McConnell Michael	4.5	390.00	
WE111 004	222S	GMAW II	McConnell Michael	4.5	150.00	
WE111 005	222S	GMAW II	McConnell Michael	4.5	120.00	
WE112 009	222S	GTAW	McConnell Michael	4.5	360.00	
WE112 010	222S	GTAW	McConnell Michael	4.5	30.00	
WE113 008	222S	GTAW II	McConnell Michael	4.5	210.00	
WE113 009	222S	GTAW II	McConnell Michael	4.5	150.00	
WE116 002	222S	FluxCoredArcWelding	McConnell Michael	3	80.00	
WE118 005	222S	IndustRoboticWelding	McConnell Michael	3	200.00	
WE128 004	222S	Welding Metallurgy	McConnell Michael	2	260.00	
MA106 005	222S	College Algebra	Rickard Erica	1.5	210.00	
MA106 017	222S	College Algebra	Rickard Erica	1.5	180.00	
AM105 002	222S	Brakes II	Unruh Cory	2.5	220.00	
AM201 003	222S	Susp & Steering I	Unruh Cory	3.75	330.00	
AM205 003	222S	SuspensnSteering II	Unruh Cory	1.25	110.00	
AM102 001	222S	Electrical I	Ziegler Robert	3.75	690.00	
AM202 001	222S	Engine Performance I	Ziegler Robert	3.75	690.00	
AM204 001	222S	Heat & Air Cond	Ziegler Robert	4	400.00	

**B. Bids**

Bids approved by the Board:

RFP #23-033 – Stringer Fine Arts Intercom Replacement	Peach Production Services	\$29,145.00
RFP #23-035 – Regent Financial Aid Software Module Project Extension	Change Order Contract – Extension of existing installation	\$125.00 per hour/cap at \$18,750.00

**C. Surplus**

Asset ID#	Item Description	Serial Number	Department	Location	Reason for Disposal
100473	HP DL380 G5 PC	2UX637025Y	Radio Kansas	Davis Hall	Obsolete/Replaced
100474	HP DL380 G5 PC	2UX825071A	Radio Kansas	Davis Hall	Obsolete/Replaced
100475	HP DL380 G5 PC	2UX80303YL	Radio Kansas	Davis Hall	Obsolete/Replaced
N/A	HP DL380 G5 PC	2UX90902NP	Radio Kansas	Davis Hall	Obsolete/Replaced
N/A	HP DL380 G5 PC	USE816N78X	Radio Kansas	Davis Hall	Obsolete/Replaced
N/A	Otari MX70 Tape Deck	1.8620686	Radio Kansas	Davis Hall	Obsolete/ReplacedrK

**STUDENT, FACULTY, STAFF, OR PUBLIC COMMENTS**

None.

**REPORTS AND RECOGNITIONS**

**A. Strategic Planning**

Dr. Tricia Paramore provided updates on the ongoing Strategic Planning projects. (see attached report). Terry Bisbee inquired as to student comments on the Slate survey. Jess Fortner addressed the Board and gave a broad overview of student comments.

**B. Curriculum Report**

Jess Fortner presented the updated Curriculum Report and status update regarding the completion of the mathematics portion of the Systemwide General Education Framework (Bucket System).

**Curriculum Report  
April 2023**

**Department I: Allied Health**

4 Course Outcome Modifications:

**HR203 HIM Virtual Lab I-1 Cr. Hr.**

**RT201 Cardiopulmonary Anatomy and Physiology-3 Cr. Hrs.**

**RT204 Respiratory Care Science-3 Cr. Hrs.**

**RT210 Therapeutic Modalities I-4 Cr. Hrs.**

2 Course Description/Outcome Modifications:

**RT211 Therapeutic Modalities II-4 Cr. Hrs.** – Advanced course dealing with concepts of respiratory failure, managing airways, intervention of mechanical ventilators. Respiratory care protocols utilized in providing care for the critically ill patient. Indication of mechanical ventilation, classification of mechanical ventilators, physiological effects of positive pressure, modes of ventilation, non-invasive positive pressure ventilation, patient monitoring and assessment, patient weaning, and discontinuation of ventilator support.

**RT212 Therapeutic Modalities III-4 Cr. Hrs.** – Electrocardiogram (ECG) rhythm measurements and interpretation, nontraditional modes of ventilation, waveform interpretation, advanced cardiac electrophysiology, advanced ventilation management, filtration of the kidney, critical care pharmacology, hemodynamics, chest tube placement and function, and bronchoscopies.

## **Department II: Agriculture, Business, Computers, & Technology**

3 New Courses:

**AE101 Digital Multimeter Principles-1 Cr. Hr.** – In-depth understanding and working knowledge of multimeters. Digital Multimeter Principles will help students develop a working knowledge of troubleshooting techniques to apply in the field.

**MP157 Introduction to the Media Recording Set-1 Cr. Hr.** - Overview of equipment and software commonly used in various media projects. Workshops will demonstrate real-world scenarios that students will replicate through media projects.

**MP209 Audio Production II-3 Cr. Hrs.** – Fundamental skills from MP109 Audio Production I, through various studio and field projects. Working in studio settings and utilizing field recording kits, students will produce a variety of audio tracks for processing within DAW software.

12 Course Outcome Modifications:

**BU101 Accounting I-3 Cr. Hrs.**

**BU102 Accounting II-3 Cr. Hrs.**

**BU201 Managerial Accounting-3 Cr. Hrs.**

**IS182 Cisco CCNA I/Networking I-3 Cr. Hrs.**

**IS235 Elements of Linux-3 Cr. Hrs.**

**IS264 Javascript-3 Cr. Hrs.**

**WE101 Welding Safety-1 Cr. Hr.**

**WE102 Welding Blueprint Reading-3 Cr. Hrs.**

**WE104 Shielded metal Arc Welding I-3 Cr. Hrs.**

**WE105 Shielded Metal Arc Welding II-3 Cr. Hrs.**

**WE110 Gas Metal Arc Welding- 3 Cr. Hrs.**

**WE115 Welding Layout and Calculations-2 Cr. Hrs.**

3 Course Title Modifications:

**BU204 Small Business Management-3 Cr. Hrs.**

**MP108 Live Event Production-3 Cr. Hrs.**

**MP109 Audio Production I-3 Cr. Hrs.**

1 Course Description/Prerequisite Modification:

**CS121L Programming Language Lab-1 Cr. Hr.** – Reinforce computer programming techniques previously covered through the use of a new programming language. Languages rotate from semester to semester to further the understanding and application of programming.

2 Course Title/Description/Outcome Modifications:

**IS148 CompTIA A+ Core 1-3 Cr. Hrs.** – Fundamentals of IT (Information Technology) supports skills in hardware, networking, mobile devices, virtualization and cloud computing, hardware and network troubleshooting, and operating systems.

**IS149 CompTIA A+ Core 2-3 Cr. Hrs.** – Advanced IT (Information Technology) supports skills in operating system configurations, security, software troubleshooting, and operational procedures.

1 Course Outcome/Prerequisite Modification:

**IS240 Fundamentals of Network Security-3 Cr. Hrs.**

1 Course Description/Outcome Modification:

**TR121 General Industry Safety/OSHA 10-1 Cr. Hr.** – Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

1 Course Description/Outcomes/Credit Hour Modification:

**WE106 Cutting Processes for Welding-2 Cr. Hrs.** – Types of mechanical and thermal cutting equipment and processes used in the welding trade; safe and correct set up, operation and shut down of the Oxy-Fuel Cutting (OFC) workstation, Plasma Arc cutting (PAC) workstation, and Carbon Arc Cutting with Air (CAC-A) workstations, safe and proper operation of a metal shear, iron worker type equipment, band saw, bench and angle grinders, and inspection of quality and tolerance of cuts according to industry standards.

3 Course Description/Outcome Modifications:

**WE111 Gas Metal Arc Welding II-3 Cr. Hrs.** – Continuation of WE110 Gas Metal Arc Welding; reviewing of safety, workstation set up; electrode classifications; proper electrode selection and use based on metal types and thicknesses; and the use of .035 and .045 electrode diameters in the short circuit and pulse spray transfer methods; performing welds in the vertical (3F and 3G) and overhead (4F & 4G) test positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.

**WE112 Gas Tungsten Arc Welding-3 Cr. Hrs.** – Through classroom and lab/shop activities; theory associated with the handling, preparation and process for common production base metals, GTAW electrode and filler metal classifications relative to base metals and joint criteria; proper electrode and filler metal selection and use based on metal types and thicknesses; safe and correct set up of the GTAW workstation; welding on carbon steel, aluminum and stainless steel base metals covering various weld joints in the flat (1F and 1G) and horizontal (2F & 2G) positions.

**WE113 Gas Tungsten Arc Welding II-3 Cr. Hrs.** – Advanced Gas Tungsten Arc Welding processes including welding of carbon steel, stainless steel, aluminum, and tubing materials.

2 Course Description/Outcome/Prerequisite Modifications:

**WE217 Gas Tungsten Arc Welding III-4 Cr. Hrs.** – Advanced training in GTAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the root pass, hot pass, fill and cap passes with carbon steel filler materials on 6-inch schedule 40 steel pipe in the 2G and 5G positions to meet or

exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.

**WE218 Shielded Metal Arc Welding III-4 Cr. Hrs.** – Advanced training in SMAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the E6010 root and hot passes, and E7018 fill and cap passes on 6-inch schedule 80 steel pipe in the 2G and 5G and 6G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.

## 11 Program Modifications:

### **AA Education-Secondary: Journalism**

- Eliminate 4 credit hour ED219 Directed Studies in Education; addition of 3 credit hour ED205 Educating Exceptional Students
- Increasing the Humanities Options from 6 credit hours to 9 credit hours
- Increasing the list of Journalism Options from 5 credit hours to 7 credit hours
- Updating the list of Journalism Options to remove the following courses: BU107 Personal Finance, BU118 Introduction to Leadership, BU120 Job Search/Retention, BU121 Customer Service/Professional Image, LE101 Introduction to Criminal Justice, RE106 Introduction to World Religions, SH122 Voice and Diction, SO103 Stress Management, SO104 Assertiveness Training, TR120 Work Ethics. This list also included all classes with the following prefixes: ED-Education, IS-Computer Support Specialist, JL-Journalism, MP-Media Communication and Production, and PE-Physical Education. These are also being removed and only specific classes will be listed as options.
- Adding the following list of courses to the list of Journalism options: BU145 Advertising, ED105 Success Seminar/College Orientation, ED110 Career Decision Making, ED115 College Orientation and Career Exploration, ED126 Psychology of Happiness, IS104 Microcomputer Applications, IS113 Desktop Publishing, MP106 Media Law and Contracts, JL104 Publications Lab I, JL105 Publications Lab II, JL201 Newspaper Production I, JL202 Newspaper Production II, JL203 Publications Lab III, JL204 Publications Lab IV, JL205 Introduction to Magazine Production, JL206 Magazine Production and Planning, JL210 Publication Manager I, JL211 Publication Manager II, JL220 Journalism & Visual Media Internship, JP110 Basic Photography, JP113 Advanced Photography, JP118 Introduction to Digital Imagery-Photoshop, JP119 Advanced Introduction to Digital Imagery-Photoshop, JP216 Studio Portrait Photography
- Eliminate 4 credit hour Journalism Publication Electives which included the following courses: JL201 Newspaper Production I, JL202 Newspaper Production II, JL205 Introduction to Magazine Production, JL206 Magazine Production and Planning. These classes were incorporated into the list of Journalism Options.

### **AAS Automation Engineering Technology**

- Eliminate 3 credit hour AE105 Industrial Wiring; adding it to the list of Contextual Electives
- Addition of 1 credit hour AE101 Digital Multimeter Principles
- Addition of 1 credit hour EE117 Conduit Fabrication
- Addition of 1 credit hour EE126 NEC Codeology

### **AA Education-Secondary Business**

- Addition of 3 credit hour ED205 Educating Exceptional Students
- Eliminate 3 credit hour EC100 Macroeconomics and EC101 Microeconomics; creating a 3 credit hour Economics option block out of these two classes

- Addition of 3 credit hour BU201 Managerial Accounting, EC100 Macroeconomics, and EC101 Microeconomics to the list of Business Electives option block

### **AAS Business Management and Entrepreneurship**

- Increase the credit hours from 12 to 27 and eliminate the following courses from the list of Business Management and Entrepreneurship elective block: BU105 Introduction to Business, BU121 Customer Service/Professional Image, BU204 Advanced Small Business Management, BU205 Business Law I, IS104 Microcomputer Applications, IS116 Spreadsheets III, IS174 Web Tools & Layout, IS210 Computer Internship I, IS211 Computer Support Internship II, and IS212 Networking I
- Eliminate 15 credit hour Business Management and Entrepreneurship Business Core Elective Block

### **Certificate B Business Management and Entrepreneurship-Sales Associate**

- Increase the credit hours from 2 to 3 for the BU100 Small Business Accounting or BU101 Accounting I Option Block
- Increasing the overall credit hours from 32 to 33

### **Certificate B Business Management and Entrepreneurship-Supervision**

- Increase the credit hours from 2 to 3 for the BU100 Small Business Accounting or BU101 Accounting I Option Block
- Increasing the overall credit hours from 32 to 33

### **AAS Networking**

- Addition of 3 credit hour IS160 Cloud Computing
- Eliminate 4 credit hour CISCO Option block that included IS186 Cisco CCNP: Route, IS187 Cisco CCNP: Switch, and IS188 Cisco CCNP: Tshoot
- Addition of 3 credit hour CS111 Visual Basic Programming
- Addition of 1 credit hour CS121L Programming Language Lab
- Eliminate the following courses from the list of Networking Options: IS186 Cisco CCNP: Route, IS187 Cisco CCNP: Switch, and IS188 Cisco CCNP: Tshoot
- Addition of the following courses to the list of Networking Options: IS280 Computer Forensics, IS281 Control Systems Security, and IS282 Secure Coding

### **Certificate A Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Eliminate 2 credit hour WE117 Welding Inspection and Qualification
- Decreasing the overall credit hours from 20 to 17 credit hours

### **Certificate B Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Decreasing the overall credit hours from 33 to 32 credit hours

### **Certificate C Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Decreasing the overall credit hours from 49 to 48 credit hours

### **AAS Welding Technology**

- Decrease in credit hours from 3 to 2 for WE106 Cutting Processes for Welding
- Decreasing the overall credit hours from 64 to 63 credit hours

### **3 New Programs:**

#### **AA Animation & Game Development**

#### **Certificate B Visual Media Design-Emphasis in Graphic Design/Web Technologies**

#### **Certificate A Audio**

## **Department III: Fine Arts & Humanities**

5 Course Title/Description/Outcome Modifications:

**EN108 Career and Technical Writing-3 Cr. Hrs.** – Developing skills that can apply to a variety of technical documents appropriate to each student’s course of study including principle of organizing, writing, and revising to produce clear, readable documents of industry and business.

**MU132 Symphonic Band I-1 Cr. Hr.** – The HutchCC Symphonic Band performs traditional wind band literature.

**MU163 Symphonic Band II-1 Cr. Hr.** – Continuation of MU132 Symphonic Band I. The HutchCC Symphonic Band performs traditional wind band literature.

**MU164 Symphonic Band III-1 Cr. Hr.** – Continuation of MU163 Symphonic Band II. The HutchCC Symphonic Band performs traditional wind band literature.

**MU165 Symphonic Band IV-1 Cr. Hr.** – Continuation of MU164 Symphonic Band III. The HutchCC Symphonic Band performs traditional wind band literature.

3 Course Description/Outcome Modifications:

**EN201 Introduction to Literature-3 Cr. Hrs.** – Apply techniques of scholarly inquiry to the major literary genres, giving students a deeper understanding of literature’s features, reader/writer interactions, and meanings in order to foster an awareness of how literature reflects complex and diverse human experiences.

**EN214 Introduction to Cultural Studies: Fairy Tales-3 Cr. Hrs.** – Introduction to the field of cultural studies through the close analysis of classic fairy tales using both film and theoretical approaches to enhance students’ critical thinking skills as they examine both written and visual texts.

**SP110 Spanish for Travelers I-2 Cr. Hrs.** – Preparation for an individual intending to travel to a Spanish-speaking country with the necessary Spanish to communicate effectively including essential travel phrases and basic vocabulary including greetings, directions, transport, accommodation, and eating with a focus on confidence to make travels memorable in a Spanish-speaking country.

2 Course Outcomes Modifications:

**SP101 Elementary Spanish I-5 Cr. Hrs.**

**SP102 Elementary Spanish II-5 Cr. Hrs.**

3 New Courses:

**GO201 Introduction to Social and Political Thought-3 Cr. Hrs.** – Examination of major political theories and their application to historical events and modern politics. We will explore the relationship of ideas such as freedom, equality, and democracy to various traditions of political thought. The course will introduce leading writers of political theory and key texts.

**MU157 Introduction to the Music Recording Studio-1 Cr. Hr.** – Overview of equipment and software commonly used in professional and home recording studios. Demonstrations and project-based learning will reinforce basic techniques for microphone placement for instruments and amplifiers and plug-ins for music processing.

**MU202 Music Technology I-2 Cr. Hrs.** – This course expands on the music production skills developed in MU131 Introduction to the Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing.

**Department IV: Natural Science, Social Science & Mathematics**

1 Course Description Modification:

**CC101 Introduction to Early Childhood Education-3 Cr. Hrs.** – Introduction to the field of early childhood education with emphasis on historical perspectives, overview of child development, NAEYC ethics and standards, and environment and curriculum planning.

1 Course Prerequisite Modification:

**CH101 General Chemistry-5 Cr. Hrs.**

2 Course Description/Prerequisite Modification:

**MA106 College Algebra-3 Cr. Hrs.** – Theory of equations, functions, inverse functions, complex numbers, determinants and matrices. Recommended for students majoring in Pre-Health, Science, Engineering, Architecture, Math, and Business.

**MA108 Elements of Statistics-3 Cr. Hrs.** – Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications. Recommended for students majoring in Social Science, Allied Health, Public and Protective Services, and Library and Information Science.

5 New Courses:

**BI107 Human Anatomy and Physiology I-4 Cr. Hrs.** – Understand the structure and function of the human body. This course is the first in a two-semester sequence and will cover biochemistry, cellular organization, cell function, and histology. Gross anatomy, microscopic anatomy, and physiology of the Integumentary, Skeletal, Muscular, Nervous, and Endocrine systems will be covered.

**MA117 Contemporary Math-3 Cr. Hrs.** – Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism, and Communications.

**MA146 College Algebra with Review-5 Cr. Hrs.** – Theory of equations, functions, inverse functions, complex numbers, determinants and matrices. Recommended for students majoring in Pre-Health, Science, Engineering, Architecture, Math, and Business.

**MA147 Contemporary Math with Review-5 Cr. Hrs.** – Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended

for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism and Communications.

**MA148 Elements of Statistics with Review-5 Cr. Hrs.** – Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications. Recommended for students majoring in Social Science, Allied Health, Public and Protective Services, and Library and Information Science.

## **Department V: Public Safety**

1 New Course:

**FS141 Fire Dynamics-3 Cr. Hrs.** – Study of the dynamic chemical process of fire and how to successfully extinguish it.

2 Program Modifications:

### **Certificate C Fire Science**

- Eliminate 2 credit hour FS132 Basic Scuba Diving from the list of Fire Science Electives
- Addition of 1 credit hour FS111 Hazardous Materials Awareness to the list of Fire Science Electives
- Addition of 3 credit hour FS141 Fire Dynamics to the list of Fire Science Electives

### **AAS Fire Science**

- Eliminate 2 credit hour FS132 Basic Scuba Diving from the list of Fire Science Electives
- Eliminate 1 credit hour FS114C Fire Science Update from the list of Fire Science Electives
- Addition of 1 credit hour FS111 Hazardous Materials Awareness to the list of Fire Science Electives
- Addition of 3 credit hour FS141 Fire Dynamics to the list of Fire Science Electives
- Eliminate 3 credit hour FS130 Introduction to Fire Grounds Strategy & Tactics from the list of Fire Science Electives; Addition of 3 credit hour FS130 Introduction to Fire Grounds Strategy & Tactics to the list of program required courses
- Decrease the overall credit hours for the Fire Science Electives from 18.5 to 16 credit hour.

### **C. Insurance Renewal Update**

Bob Fee, Fee Insurance Group, discussed national rates, HutchCC property values, recommendations for property insurance coverage and bid expectations from current and potential new carriers.

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### **NEW BUSINESS**

#### **A. New Position – CDL Trainer (ADM2997)**

Bryce McFarland presented an overview of the CDL Trainer position and the need to enable the program to move students from waiting lists. A Motion was made by Trustee Marshall to approve the new position, seconded by Trustee Snyder and passed unanimously.

#### **B. New Position – CRM Coordinator, Student Services (ADM3271)**

Christopher Lau presented an overview of the CRM Coordinator position and the need for full time support and improvement of the Slate platform. The CRM Coordinator position absorbs the space of two positions currently open in Student Services. A Motion was made by Trustee Snyder to approve the new position, seconded by Trustee Calhoun and passed unanimously.

**C. Preferred Name Policy – 1<sup>st</sup> Reading**

Christopher Lau presented the Preferred Name Policy for first reading by the Board of Trustees. The policy was approved by the Representative Assembly at the May meeting.

**D. Resolution No. 2023-0511 – Sports Arena Bleacher Replacement**

Julie Blanton presented Resolution No. 2023-0511 – Sports Arena Bleacher Replacement. In collaboration with the City of Hutchinson, the cost of the bleacher would be a 50/50 split between the city and HutchCC. The process would be six to eight months after design approval and will most likely be implemented after the 2024 season. A Motion was made by Trustee Bisbee to approve the resolution, seconded by Trustee Snyder and passed unanimously.

**EXECUTIVE SESSION**

**A. Negotiations**

At 7:47 p.m., a motion was made by Trustee Bisbee for the Board to recess for a closed executive session in STC Room 205 pursuant to the exception provided by the Kansas Open Meetings Act for discussion of personnel matters of non-elected personnel and that President File and Vice President Julie Blanton be included in the executive session to advise the Board. The open meeting of the Board would resume in the Justice Theater of the Shears Technology Center at 8:25 p.m. and no binding action would be taken by the Board during such executive session.

*Meeting reconvened at 8:25 p.m.*

**A. Non-elected Personnel**

At 8:26 p.m. a motion was made by Trustee Terry Bisbee for additional time for the Board to recess for a closed executive session in STC Room 205 pursuant to the exception provided by the Kansas Open Meetings Act for discussion of personnel matters of non-elected personnel and that President File and Vice President Julie Blanton be included in the executive session to advise the Board. The open meeting of the Board would resume in the Justice Theater of the Shears Technology Center at 8:35 p.m. and no binding action would be taken by the Board during such executive session

*Meeting reconvened at 8:35 p.m.*

**ADJOURNMENT**

A motion was made by Trustee Snyder to adjourn the meeting. The motion was seconded by Trustee Bisbee and passed unanimously. Meeting adjourned at 8:49 p.m.

*APPROVED* \_\_\_\_\_

*DATE* \_\_\_\_\_

*ATTEST* \_\_\_\_\_ *DATE* \_\_\_\_\_

Respectfully submitted,  
Becky Rogers  
Administrative Assistant to the President

**Program Proposal Submission**

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a PDF of all documents, and submit the completed application to the following:

April Henry  
Director of Workforce Development  
[ahenry@ksbor.org](mailto:ahenry@ksbor.org)

Charmine Chambers  
Associate Director for Workforce Development/Data/Finance  
[cchambers@ksbor.org](mailto:cchambers@ksbor.org)

## KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Hutchinson Community College

Proposed Program: Audio Certificate A

IMPLEMENTATION COSTS				
<b>Part I. Anticipated Enrollment</b>			Implementation Year: 22 full-time students	
Please state how many students/credit hours are expected during the initial year of the program? 264				
			Full-Time	Part-Time
A. Headcount:			22	--
<b>Part II. Initial Budget</b>			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#0	\$	\$	
Part-time/Adjunct	#2-4	\$12,918	\$	Tuition
		Amount	Funding Source	
B. Equipment required for program		\$10,000	Capital Outlay Budget, Program Budget	
C. Tools and/or supplies required for the program		\$1,500	Tuition/Fees and Program Budget	
D. Instructional Supplies and Materials		\$2,000	Program Budget	
E. Facility requirements, including facility modifications and/or classroom renovations		\$6,000	Tuition & General Fund	
F. Technology and/or Software		\$3,500	Program Budget	
G. Other <i>(Please identify; add lines as required)</i>				
Marketing and Recruiting		\$1,100	Program Budget	
Professional Development		\$1,100		
<b>Total for Implementation Year</b>		\$38,118		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
<b>Part I. Program Enrollment</b>		Second and Third Years: 33 and 44 full-time students		
Please state how many students/credit hours are expected during the first two years of the program? 924				
		Full-Time	Part-Time	
A. Headcount:		77	--	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time	#4-6	\$45,213	\$	Tuition
		Amount	Funding Source	
B. Equipment required for program		\$10,000	Capital Outlay Budget, Program Budget	
C. Tools and/or supplies required for the program		\$3,000	Tuition/Fees and Program Budget	
D. Instructional Supplies and Materials		\$4,000	Program Budget	
E. Facility requirements, including facility modifications and/or classroom renovations		\$6,000	Tuition & General Fund	
F. Technology and/or Software		\$7,000	Program Budget	
G. Other <i>(Please identify; add lines as required)</i>				
Marketing and Recruiting		\$2,200	Program Budget	
Professional Development		\$2,200		
<b>Total for Program Sustainability</b>		\$79,613		

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

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

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act

CA-1c Form (2022)

Name of Institution	Hutchinson Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Jess Fortner, Curriculum & Program Improvement Coordinator, 6620-665-3533, <a href="mailto:fortnerj@hutchcc.edu">fortnerj@hutchcc.edu</a>
Name, title, phone, and email of the Perkins Coordinator	Karen Linn, Grant Compliance Manager, 620-694-2470, <a href="mailto:linnk@hutchcc.edu">linnk@hutchcc.edu</a>
Program Name	Audio Technology
Program CIP Code	10.0203
Educational award levels and credit hours for the proposed request(s)	Certificate a (24 credit hours)
Number of concentrators for the educational level	Our projected enrollment number is for 22 students in our implementation year with an increase of 11 students each consecutive year.
Does the program meet program alignment?	N/A
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	This program will blend with Visual Media Design from the Digital Media Pathway listed in Q1 (pg6) in the Needs Assessment. This connecting pathway is new.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Perkins funds will be used to purchase equipment, tools, and updated technology and software.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes.

Signature of College Official *Gricia Paramore* Date 9/15/23

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_



July 20<sup>th</sup>, 2023

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, KS 66612-1368

Dear Kansas Board of Regents:

The media program at Hutchinson Community College is the reason that my business, Red Dot Productions, is alive today. I applied the knowledge and practices I learned from the program and decided to start my own company. We often collaborate on projects and workshop new, innovative ideas for projects with the director of the program, Bobby Obermite.

A key asset to our growing small business is finding capable individuals to fill positions in every aspect of our offerings. Students and graduates of the media program bring robust knowledge and practical experience with them into the workforce. It would be a great pleasure to grant internship opportunities to students, and job placement upon graduation. As a graduate of the program, I can speak to the incredible value that on-the-job experience provided as reinforcement to the information I was learning in class. Here at Red Dot, we value the growth and expansion of the media program at Hutchinson Community College immensely. Our network for qualified, talented, and creative individuals will only grow with the implementation of specialized courses like this.

I hope that Hutchinson Community College receives your full support on this request. Our company aims to be an asset to the program for many years to come, whether that be in an advisory capacity or a home for students to hone and elevate their skills in the industry. Thank you for your time and consideration.

Sincerely,

Jason Anderson

Owner/Video Production Coordinator

Red Dot Productions

Red Dot Productions  
942 Sycamore Pl.  
McPherson, KS 67460  
(620) 755-7367



Public Radio from Hutchinson Community College

**KHCC 90.1 FM**  
Hutchinson/Wichita

**KHCD 89.5 FM**  
Salina/Manhattan

**KHCT 90.9 FM**  
Great Bend/Hays

July 20, 2023

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

Dear Kansas Board of Regents:

Radio Kansas is the not-for-profit public broadcaster serving central Kansas with news, weather, music and entertainment programming that would not otherwise be available in this area. Our services are considered an important *quality of life* issue as employers seek to retain and attract an educated workforce who have certain expectations of the public services available in their area.

As the sole broadcaster serving large swaths of central Kansas, it is essential that we have access to trained, tested staff. Experience in audio and related media enable new employees to focus on *the particular needs of our listeners*, including storm coverage and other critical public service information needed in rural communities.

Businesses of all sorts struggle with attracting and retaining qualified employees. Misconceptions about an industry lead too many individuals to be short-term hires, leading to persistent H.R. issues for the firm. A college program like that proposed by HutchCC allows individuals to *test themselves*, so that they can confirm before applying that they possess the skills and interest to succeed. Outside of actual industry experience, there is no greater determinant of success than one's documented willingness to train academically.

I hope you will give your full support to HutchCC's request. I have served in a curriculum advisory capacity and stand ready to help support their new efforts. We are eager to offer formal and informal opportunities for students in our studios.

With so much disruption in the workplace, Kansans deserve a chance to prepare themselves for a career in which there is clearly a future. *Audio is undergoing a renaissance* with podcasting and other streaming media options. I know that with your help the staff, facilities and program at HutchCC can offer extraordinary instruction at an reasonable cost. Thank you for your consideration.

Sincerely

Ken Baker  
General Manager  
The Radio Kansas Network



# LEVITATE

August 31st, 2023  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1368

Dear Kansas Board of Regents:

I have spent the past 20 years working in the music, production, and music education field. In my early career I toured extensively playing professionally in musical acts. Currently, I'm adjunct faculty at Kansas City Kansas Community College in the Audio Engineering/Music Technology department. I am also the owner of a business called Levitate in Leavenworth, KS. Levitate is a hybrid business model of music education, audio/video studio production, and live event production. I also am a professional musician in an events music group called Lost Wax based in Kansas City, MO. I will usually be performing over 50 dates a year around the country with this group of musicians.

I was one of the first 3 graduates in the KCKCC audio program when it began in 2002. I have seen this program grow and change with the fluctuations of the production/music business. Being active in the music production field over the past 20 years while instructing at the college has allowed me to keep a pulse on the changes in the industry. I am very open to helping in any way since I have a background as a student of a new program, all the way to becoming an adjunct in the same program many years later.

Having a professionally developed workforce in the production field in Kansas not only raises up the quality of work that can be represented by Kansans, but it will enhance the arts that will be produced in the state and the arts coming through the state on a national level. Raising up the arts and quality/care of work in this state helps raise up the hardworking Midwest. Having educated/experienced staff/coworkers is always a preference as I choose a team of people to work with on a production.

The arts, including the technical workers that make arts possible, bring a community closer together and does create an economic impact that can be measured. The growth of a community goes hand in hand with the arts, so I support education for technical arts like HutchCC's audio certificate program.

Aaron Crawford  
Levitate Studio

Kansas City Kansas Community College in the Audio Engineering/Music Technology



## TidalWAV Studios

August 31st, 2023  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1368

Dear Kansas Board of Regents

I am available to give advice or feedback on the program, equipment, tools, and curriculum. I can offer education or training like in a workshop, especially virtually. I can keep in touch to offer real industry knowledge and updates, like current tools, equipment, nationwide employers and production companies, continuing education opportunities, etc.

An audio certificate education program gives industry workers more knowledge, more confidence, which supports the whole arts and entertainment ecosystem, can increase income, and benefit your local tourism and economy. Increased technical arts education means increased arts and quality of life.

I worked in Kansas a few years ago at one of the only Broadway venues, Century II. It's a good space, and the local crew is key to a successful show. Stomp is an audio-heavy show, meaning it's more technically challenging for audio engineers than another type of show, for example, a show might be more focused on dance or writing. Touring audio professionals depend on a robust local labor force that is up to date on equipment, well-trained and able to handle same day load-in/out, dangerous, and high-intensity environments. As production manager, my review of local labor and venues heavily impacts our tour routes in the following years.

In our travels, we learn about areas like central Kansas playing "catch-up" with technical education development. As a nationally touring audio professional, my peers and I are fully behind programs like the new audio certificate at HutchCC.

Technical and media arts education supports Kansas economic development, Kansas quality of life, Tourism, Media arts, technology, innovation, and Kansas digital skills education and equity.

Ricardo Camargo  
North American Broadway Tour Stomp  
TidalWAV Studios

# Mid-Kansas Music

August 31st, 2023  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1368

Dear Kansas Board of Regents

I've trained in various technical and performing arts since childhood in Kansas, and I studied musical theatre at the American Musical and Dramatic Academy in New York City in 2010. After working internationally in entertainment and other seasonal and tourism positions, I returned home to Kansas where my family has a background in technical arts.

Currently, I'm a contractor in the music and arts industry, I can work in public funding and community programming, music performance, audio, rigging (ropes access), and other aspects of music production like stagehand work and managing tours. It is common for entertainment professionals to have a base knowledge of various skills (music theory, lighting design, sound/audio, etc.).

Through the above mentioned contract work, I have strong relationships and networks for arts administration, including with public organizations like the State arts commission, Kansas Creative Arts Industries Commission, and the Mid-America Arts Alliance. I also serve as secretary for the IATSE 190 Training Trust Fund, which provides funding for industry training and connection to nation education resources.

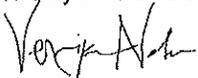
My audio knowledge ranges from simple PA systems for public events, to audio systems that are hung at-heights in arenas and stadiums with national touring acts. I am trained and certified on a variety of programs, equipment, and machinery (like boom lifts). I enjoy doing technical data collection and inventory, especially on local venue equipment, like commonly seen Behringer, Midas, and Digico mixers.

I am familiar with and stay up to date about:

- a variety of certifications, internship programs, and industry unions
- other adjacent technical labor gigs, like radio tower inspections and church sound system installations, that strengthen an audio professional's business model
- opportunities for fulltime and salary based audio work
- best business practices relating to accounting, marketing, insurance, taxes, and more

I am committed to increased access to technical arts education, including audio. As a Hutchinson High School graduate, I experienced a severe disadvantage when beginning my career. There was, and still is, very little training on technical equipment in my field in my home. Today, my peers and I, as well as the Kansas public, are greatly impacted by the state of our technical arts labor force. I work at-heights on two to three shows a week, my safety and ability to be successful in my high-intensity work, and therefore provide for my livelihood, is contingent on a competent crew.

I can refer technical professionals to employers around Kansas, and often in our neighboring states, in the midwest, nationally or internationally. I coordinate technical arts programs and events with teams of technical professionals. I can help make connections to provide HutchCC audio and media arts students with access to additional education and professional development, mentors, work opportunities, and more. I am passionate about supporting data collection and industry reporting, developing and managing inventories of equipment and facilities available for educational use. I enjoy supporting the creation of internships and apprenticeships with our regional industry leaders. I look forward to discovering the ways HutchCC's new audio certificate can integrate into a supportive technical arts ecosystem.



Veronika Nelson  
Mid-Kansas Music  
International Association of Theatrical Stagehand Employees, Training Trust Fund