

New Program Request Form CA1

General Information

Institution submitting proposal	Neosho County Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean 620.432.0364 bkrumm@neosho.edu
Identify the person responsible for oversight of the proposed program	Brenda Krumm
Title of proposed program	Industrial Maintenance Technology
Proposed suggested Classification of Instructional Program (CIP) Code	47.0303
CIP code description	Industrial Mechanics and Maintenance Technology. A program that prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines, and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.
Standard Occupation Code (SOC) associated to the proposed program	49-9041
SOC description	Industrial Machinery Mechanics. Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. May also install, dismantle, or move machinery and heavy equipment according to plans.
Number of credits for the degree and all certificates requested	45
Proposed Date of Initiation	Fall 2020
Specialty program accrediting agency	NA
Industry certification	Certified Maintenance & Reliability Technician (CMRT)

Signature of College Official Sarah R. Robb

Date 4/2/2020

Signature of KBOR Official _____

Date _____

Narrative

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

Program Description

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

Industrial maintenance mechanics work in every industry that uses machinery. Examples include cement manufacturing plants, petroleum refineries, clothing manufacturers, transportation manufacturers, and food processing to name a few.

Industrial maintenance mechanics install and maintain equipment with the goal of ensuring that all machines function properly. They perform preventative maintenance, troubleshoot problems, and repair machines. Students must have technical/mechanical aptitude, the ability to handle and operate hand-held power tools, mobility, and the ability to stand and sit at a workstation for several hours.

The Bureau of Labor Statistics forecasts that employment of industrial maintenance mechanics will grow 5 percent through 2028. The need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for these workers. The average entry wage is \$32,446 according to the Kansas Department of Labor's 2026 employment projections.

This 45-credit hour program is designed to prepare students to obtain the National Center for Construction Education and Research (NCCER) certification as an Industrial Maintenance Mechanic. In addition, the program prepares students to take the Society for Maintenance & Reliability Professionals Certifying Organization's exam titled to become a Certified Maintenance & Reliability Technician (CMRT).

Program Outcomes

1. Demonstrate an understanding of safety, responsibility, and OSHA standards.
2. Assemble, install, and ensure operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines.
3. Utilize diagrams, blueprints, operations manuals, manufacturer's instructions, and engineering specifications to ensure proper mechanical operations.
4. Demonstrate an understanding of electrical control, motor drives, and programmable logic controllers.
5. Demonstrate an understanding of hydraulic and pneumatic installation and troubleshooting.
6. Demonstrate laser shaft alignment.
7. Demonstrate variable frequency drives installation and repair.
8. Demonstrate effective troubleshooting skills.
9. Remove defective parts by dismantling devices using hoists, cranes, and hand and power tools.
10. Determine changes in dimensional requirements of parts by inspection using rules, calipers, micrometers, and other measuring instruments.

11. Adjust functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
12. Demonstrate employability skills necessary for a career as an industrial maintenance mechanic.

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

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

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

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

1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking the ACCUPLACER or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students who were home schooled and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Any student from a non-accredited high school must also take the ACCUPLACER for proper placement;
9. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
10. Students who demonstrate the ability to benefit from college as defined by NCCC policy.

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate.

All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Students in the Industrial Maintenance Technology program must successfully complete the 45 credit hours in the program with a cumulative GPA of 2.0 or higher in all program courses.

Demand for the Program

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

2016-2026 Data: The Kansas Occupational Outlook shows the following for Industrial Machinery Mechanics.

Employment		Change in Employment			Openings due to					Total	
2016	2026	Numerical	Percent	Percent Annual	Exits	Exits Annual	Transfers	Numerical Change	Numerical Change Annual	Openings	Openings Annual
4,807	5,108	301	6.3%	.6%	1,674	167	2,563	301	30	4,538	453

Average Entry Level Wage	\$35,763
Annual Median Wage	\$52,020
Typical Education Needed for Entry	High school diploma or equivalent
Typical On-the-Job Training	Long-term on-the-job training

- **Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.**

The local industrial employers have written letters in support of the program. The specific support is as follows:

ADI, Inc.

1. General support

Ash Grove Cement

1. Train existing employees
2. Hire qualified workers trained through the program

B&W Truckbed

1. Hire qualified workers trained through the program

IBT Industrial Solutions, Inc.

1. NCCC will be a resource for locating qualified candidates for future openings

LaRue Machine, Inc.

1. Need workers, cannot find qualified candidates; support the program

Oil Patch Pump & Supply, LLC.

1. General support

Optimized Process Furnaces, Inc.

1. Support for current employees and for future new hires.

Xcursion Pontoons

1. General support



Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th
Chanute, KS 66720

Dear Brenda,

Our industry utilizes several pieces of machinery and have a need for workers to maintain these pieces of equipment. The training Neosho County Community College has developed will be beneficial to our current employees and for future new hires.

We currently employ 34 employees.

We support the Industrial Maintenance Technology program that NCCC has developed in partnership with local industries.

Sincerely,

Scott Cunningham CEO
ADI Inc.



Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th
Chanute, KS 66720

Dear Brenda,

As you are aware, Ash Grove Cement Company in Chanute Kansas actively collaborated with Neosho County Community College to develop a comprehensive curriculum to train industrial maintenance mechanics. For 137 years, Ash Grove has provided Portland and masonry cements to construct highways, bridges, commercial and industrial complexes. In 2018 Ash Grove shipped 8.3 million tons of cement from our plants and terminals located across the Midwest. It takes an enormous amount of maintenance to keep a plant running smoothly and producing the amount of cement that Ash Grove produces. For this reason, it is necessary that a workforce of trained industrial mechanical maintenance mechanics be available not only for Ash Grove, but for all other industries who rely on machines to turn out product. We have identified and pre-tested 27 current employees who are candidates for this training.

The training we developed with NCCC include topics such as:

Gaskets and Packing	Pumps and Drivers
Valves	Material Handling
Test Instruments	Mobile and Support Equipment
Lubrication	Hydrostatic and Pneumatic Testing
Bearings	Couplings and more

This will be an excellent training program for high school students as well as for college-age students and adults in the community seeking to develop industrial maintenance skills. Ash Grove will hire qualified workers who are trained through this training program.

We support the development of this program and the efforts to obtain grant funding to assist in creating the training center.

Sincerely,

Justin Grunigen
Maintenance Superintendent
Ash Grove Cement Company



P.O Box 186 | Humboldt, KS 66748 | 800.248.6564 | www.turnoverball.com

February 6, 2020

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

To Whom it May Concern:

Supporting Neosho County Community College, USD 257-Iola & USD 413-Chanute effort of developing an Industrial Maintenance Mechanic training program is a very positive development. B&W will hire qualified individuals who have completed the training. It is difficult to find qualified and educated personnel in this field in our area.

We support the development of this program and the efforts to obtain grant funding to assist in creating the training center. This collaboration between the two school districts and NCCC will pay great dividends.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Willis'.

Dan Willis
Safety Manager
620-473-3664
620-473-1032 direct
danwillis@turnoverball.com





(620) 431-0900

IBT Industrial Solutions, Inc.
Branch 44
4291 South Santa Fe Ave
Chanute, KS 66720
FAX (620) 431-0986

February 28th, 2020

Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th
Chanute, KS 66720

Dear Brenda,

We are an industrial distributor servicing all types of industry not only in southeast Kansas but throughout the Midwest. IBT sells a vast array of industrial machinery and components to industrial end users however we have also evolved through necessity to include a variety of Industrial Maintenance services which are outlined in the attached 2 page brochure. The demand for these types of services is strong due to a lack of properly trained candidates in the workforce. The Industrial Maintenance Technology program offered by NCCC would not only help local industries to fill this void of qualified maintenance candidates but also provide a means to properly train existing employees. This type of program also offers IBT a resource for locating qualified candidates for future openings within our own IMT division so we fully support the program and your efforts.

Best regards,

Andrew Pupanek
General Manager

IBT Industrial Solutions

P: 620-431-0900 | C: 620-212-5848 | F: 620-431-0986 | E: apupanek@ibtinc.com

Visit: www.ibtinc.com

4291 S. Santa Fe | Chanute, KS 66720

Social: [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [YouTube](#)

STORES LOCATED IN:

KANSAS - COLORADO - ILLINOIS - INDIANA - KANSAS - MISSOURI - NEBRASKA - OKLAHOMA - TEXAS



Neosho County Community College
Dean of Outreach and Workforce Development
Dean Brenda Krumm
800 West 14th Street
Chanute, KS. 66720

February 28, 2020

Dear Dean Krumm:

Our industry utilizes several pieces of machinery and we have a need for workers with a mechanical background to maintain these pieces of equipment. The training Neosho County Community College has developed will be beneficial to our current employees and for future new hires.

We currently employ eleven (11) employees. We are needing to hire additional employees and simply cannot find qualified candidates that are in the current available labor force. Currently, our industry is fighting to find well suited candidates that have industrial and mechanical expertise. This lack of qualified employees has caused our Southeast Kansas region to miss part of the economic windfall that has been spurred in the last several years. With that said, I believe the largest sector that has been hit so far is manufacturing, especially in small business.

Many people have forgotten in this world, that people make the machines, that make products, that we use everyday, actually work. Machines themselves do not fix themselves. To make the machines work, it takes replacement parts, and skilled labor to repair the machine at some point in time- no matter what the machine should be; whether it should be a Dishwasher or an Airplane, they both take replacement parts. My point is simply this, we need skilled manual labor, and programs such as what Neosho County Community College is working to accomplish.

Our company is proud to see Neosho County Community College implementing such a program. Needless to say, we support the Industrial Maintenance Technology program that NCCC has developed in partnership with local industries.

Sincerely,

A handwritten signature in black ink that reads "Garrett D. LaRue".

Garrett D. LaRue, CFO

220 W. 14th Street
Chanute, Kansas 66720
Ph: (620) 431-3303 Fax: (620) 431-1145
www.laruemachine.com



Oil Patch Pump & Supply, LLC

3290 South Plummer, P.O. Box 591

Chanute, Kansas 66720

Phone 620-431-1890

Fax 620-431-6251

oilpatch@oilpatchpump.com

February 27, 2020

Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th
Chanute, KS 66720

Dear Brenda,

Our industry utilizes several pieces of machinery and have a need for workers to maintain these pieces of equipment. The training Neosho County Community College has developed will be beneficial to our current employees and for future new hires.

We currently employ 14 employees.

We support the Industrial Maintenance Technology program that NCCC has developed in partnership with local industries.

Sincerely,

A handwritten signature in black ink that reads "Merle Boone". The signature is written in a cursive, flowing style.

Merle Boone
General Manager

MB:als



**OPTIMIZED
PROCESS
FURNACES, INC.**

3995 S. Santa Fe
P. O. BOX 706 / CHANUTE, KS 66720-0706
PHONE (620) 431-1260
FAX (620) 431-6631

Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th
Chanute, KS 66720

Dear Brenda,

Optimized Process Furnaces, Inc. (OPF) has been in business for nearly 50 years. OPF is committed to providing quality industrial equipment for the natural gas and petrochemical industry. The training programs that Neosho County Community College has developed will be beneficial to our current employees and for future new hires.

OPF was established in 1972 in Chanute, Kansas and we currently employ 20 people.

We support the Industrial Maintenance Technology program that NCCC has developed in partnership with local industries.

Sincerely,

Jon Burchett, P. Eng. PE
Vice President of Engineering Services & Manufacturing
Optimized Process Furnaces, Inc.



Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th
Chanute, KS 66720

Dear Brenda,

Our industry utilizes several pieces of machinery and we have a need for workers to maintain these pieces of equipment. The training Neosho County Community College has developed will be beneficial to our current employees and for future new hires.

We currently employ 36 employees.

We support the Industrial Maintenance Technology program that NCCC has developed in partnership with local industries.

Sincerely,

A handwritten signature in black ink, appearing to read "Chubby Moore".

HR Manager
Coast Marine Group

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

Neosho County Community College (NCCC) was approached by representatives from Ash Grove Cement Company in Chanute, Kansas to develop a training program for industrial maintenance mechanics. This new workforce development program would correspond with the maintenance needs of the cement plant, providing proven skill sets that make employees and potential employees technically competent. The Ash Grove team wanted the training to include hands-on experiences in addition to written material prepared by subject-matter experts. The maintenance and electrical/instrumentation departments from the Chanute plant coordinated with NCCC to identify the program content.

The goal of the program is to provide competent employees with the ability to reduce downtime for routine outages and fewer redundant downtime hours.

NCCC considered the following points before deciding to move forward and develop a training program.

- No program like this is available in Southeast Kansas, a region where manufacturing is a key economic driver.
- Maintenance and Repair Workers have a demand score of 27 (out of 30) on the Kansas Department of Labor (KDOL) High Demand Occupations List.
- Maintenance and Repair Workers and General Operations Managers in Kansas have a median annual wage of \$59,114. (KDOL Labor Market Information Services – 2017)
- Southeast Kansas is the region of the State that consistently has the highest unemployment rate.

Once the decision was made to move forward with the development of an Industrial Maintenance Mechanic program, NCCC met regularly with Ash Grove administrators to determine the outcomes and competencies necessary to be included in the program. NCCC is an Accredited Training and Education Facility through the National Center for Construction Education and Research and as such has access to curriculum developed with industry leaders from across the globe. The curriculum selected includes maintenance mechanic and electrical/instrumentation competencies.

With help from the Ash Grove team, the following topics were identified to be included in the training:

Core Training (required competence before advancing)

1. Basic Safety
2. Construction Math
3. Hand Tools
4. Power Tools

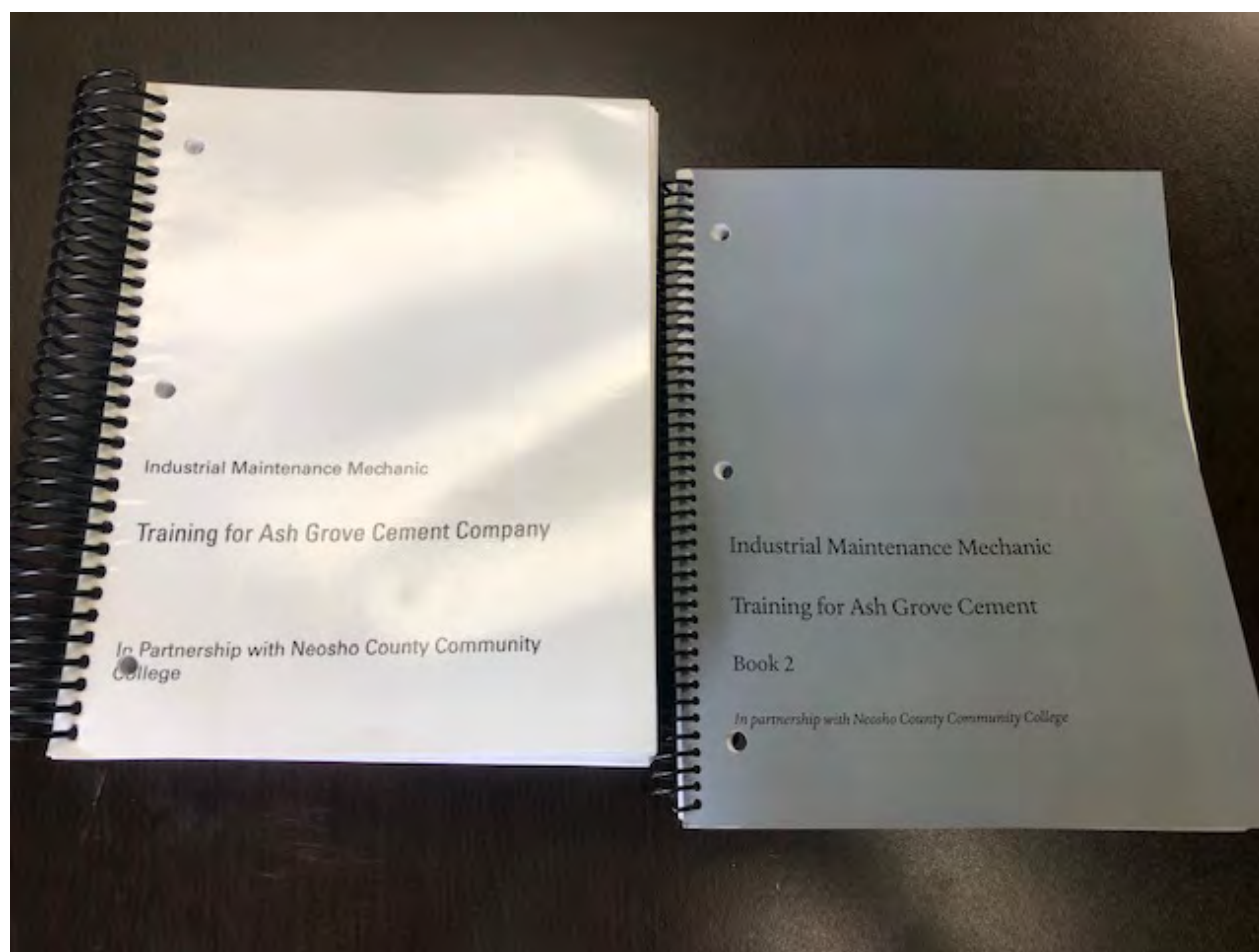
5. Drawings
6. Rigging
7. Communication
8. Employability
9. Material Handling

Content Training

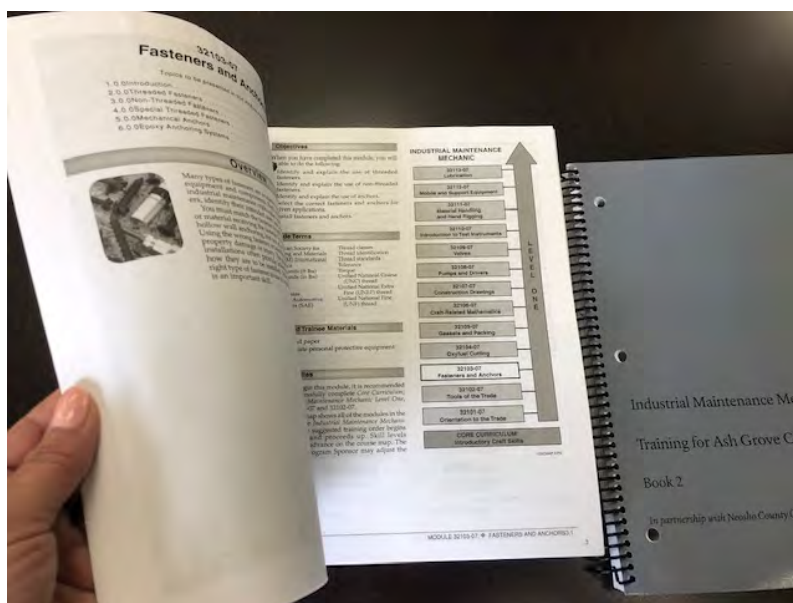
1. Tools of the Trade
2. Craft-Related Mathematics
3. Precision Measuring Tools
4. Fasteners and Anchors
5. Pumps and Drivers
6. Material Handling and Rigging
7. Mobile and Support Equipment
8. Basic Layout
9. Gaskets and Packing
10. Lubrication
11. Introduction to Bearings
12. Installing Bearings
13. Installing Couplings
14. Valves
15. Identify, Install, and Maintain Valves
16. Couplings
17. Introduction to Piping Components
18. Copper and Plastic Piping Practices
19. Introduction to Ferrous Metal Piping Practices
20. Oxyfuel Cutting
21. Hydrostatic and Pneumatic Testing
22. Setting Baseplates and Prealignment
23. Conventional Alignment
24. Installing Belt and Chain Drives
25. Installing Mechanical Seals
26. Preventive and Predictive Maintenance
27. Laser Alignment
28. Heaters, Furnaces, Heat Exchangers, Cooling Towers, and Fin Fans
29. Introduction to Test Instruments
30. Industrial Safety for E & I Technicians
31. Introduction to the National Electrical Code
32. Electrical Theory
33. Alternating Current
34. E & I Test Equipment
35. Flow, Pressure, Level, and Temperature
36. Process Mathematics
37. Hand Bending

38. Tubing
39. Clean, Purge, and Test Tubing and Piping Systems
40. Instrument Drawings and Documents, Part 1
41. Conductors and Cables
42. Conductor Terminations and Splices
43. Hazardous Locations
44. Electronic Components
45. E & I Drawings
46. Motor Controls
47. Distribution Equipment
48. Transformer Applications
49. Conductor Selection and Calculation
50. Temporary Grounding
51. Layout and Installation of Tubing and Piping Systems
52. Machine Bending of Conduit
53. Hydraulic Controls
54. Pneumatic Controls
55. Motor-Operated Valves
56. Standby and Emergency Systems
57. Instrument Calibration and Configuration
58. Basic Process, Control Elements, Transducers, and Transmitters
59. Control Valves, Actuators, and Positioners
60. Performing Loop Checks
61. Troubleshooting and Commissioning a Loop
62. Process Control Loops and Tuning
63. Data Networks
64. Programmable Logic Controllers
65. Distributed Control Systems

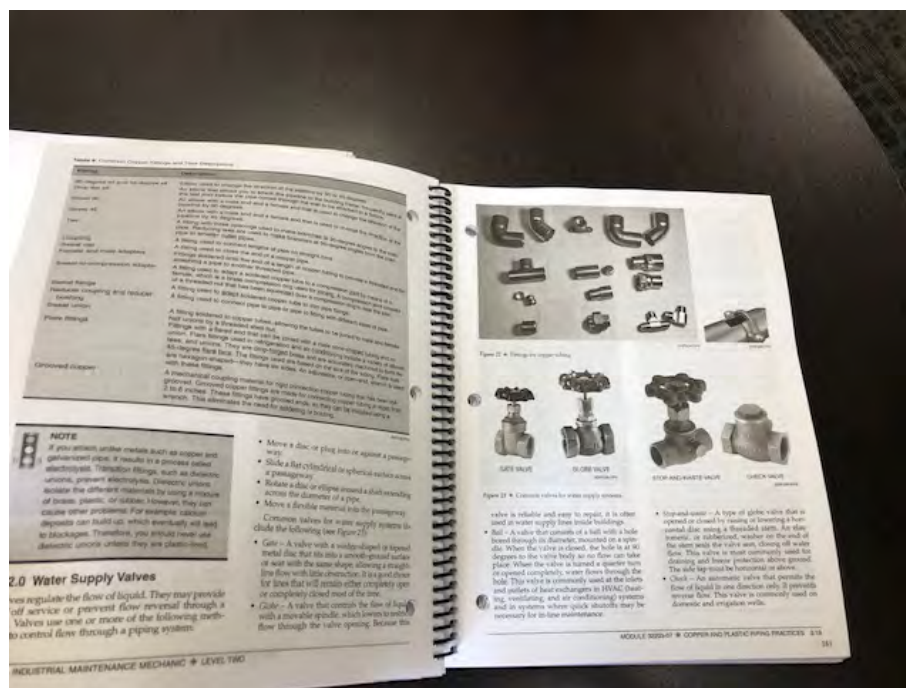
The training manuals have been printed and are ready for use in the program.



Industrial Maintenance Mechanic Training for Ash Grove Cement Company
In partnership with Neosho County Community College
Book 1 and Book 2



Sample page from Book 1



Sample page from Book 2

After developing the curriculum for Ash Grove Cement, NCCC engaged in the Carl D. Perkins V– Strengthening Career and Technical Education for the 21st Century Act the Comprehensive Regional Needs Assessment, which further validated the need for manufacturing training in Southeast Kansas. In program planning meetings with USD 413 – Chanute and USD 257 – Iola, the concept of administering an interest survey to high school students arose. The survey was developed, administered, and analyzed. The results show that the largest percentage of students selected Industrial Manufacturing Technology as their number one choice, (26.3% of 524 respondents). This was followed by 20.3% aerostructures, 16.3% electrical, 13.9% heavy equipment, 8% HVAC, and then a mix of plumbing, automotive, and masonry.

USD 413 and USD 257 received a Perkins Secondary Reserve Fund Work-Based Learning Pilot Grant and purchased a zSpace All in One Station (4) and Manufacturing Mechanical Site licenses to support this program.

The curriculum for this program was based on the topics requested by Ash Grove and local industries as well as the content required by the Kansas Board of Regent's Technical Education Alignment project.

Duplication of Existing Programs

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

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Graduates	Total # Pursuing Additional Education	Total Graduates Exited	Total Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
47.0303	Industrial Mechanics and Maintenance Technology	Johnson County Community College	Assoc/Cert	*	*	*	*	*	*	*	*
47.0303	Industrial Mechanics and Maintenance Technology	Washburn Institute of Technology	Assoc/Cert	57	50	24	26	20	16	\$50,077	\$53,341
47.0303	Industrial Mechanics and Maintenance Technology	Wichita State Univ Campus of Applied Sciences and Technology	Assoc/Cert	31	29	8	20	*	*	*	*

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

Collaboration was not pursued with other institutions of higher education. This training was requested by Ash Grove Cement, Chanute High School and Iola High School, as well as other Southeast Kansas industries. Collaboration is occurring with these entities. NCCC has experience teaching this content and we are working with industry to acquire much of the required training equipment.

Collaboration was not efficient in this case.

Program Information

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

CMCT 105 *OSHA 10 Safety Orientation

1 credit hour

This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site.

CMCT 106 +Introduction to Craft Skills**

3 credit hours

This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

(math is a learning outcome in this course)

IMT 102 *Mechanical Systems

3 credit hours

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, teaches basic industrial application of mechanical principles with

emphasis on power transmission and specific mechanical components. Students will also design basic mechanical transmission systems using chains, v-belts and gears.

IMT 104 **Industrial Maintenance Technology I **3 credit hours**

This course is the first of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This first course covers an orientation to the trade, tools of the trade and a solid introduction to the variety of responsibilities of an industrial maintenance mechanic.

SEMESTER II

IMT 112 *Industrial Programmable Logic Controls (PLC) **3 credit hours**

This course examines types, installation and troubleshooting of programmable logic controllers (PLC). Hardware and programming aspects, as well as ladder logic symbols and operations necessary to develop a PLC program are covered in this course.

IMT 114 **Industrial Maintenance Technology II **3 credit hours**

This course is the second of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This course covers twelve additional topics that are critical to the occupation from layout to pressure systems and heat exchange units.

HVAC 103 ** + Electrical Fundamentals **4 credit hours**

This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, Ohm's Law, wiring diagrams, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. Students will construct and test both series and parallel circuits. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

SEMESTER III

IMT 202 *Mechanical Systems Reliability **3 credit hours**

This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design mechanical drive systems using right angle gears, bearings and couplings. Students learn how to setup and operate laser shaft alignment and apply vibration analysis to various power transmission systems.

IMT 204 **Industrial Maintenance Technology III **3 credit hours**

This course is the third of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This course covers eight additional topics that are critical to the occupation from advanced trade math to installing mechanical seals.

IMT 206 **Electrical Control Systems I **2 credit hours**

This course covers electric control systems including principles of motor control, control devices, symbols and schematic diagrams.

ETEC 136 +Industrial Internship

2 credit hours

The Industrial Internship course provides credit for work-related experience. The main goal of the industrial internship course is for students to become aware of workplace skills needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied. Students will be asked to document workplace interactions and record reflections and observations in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required per credit hour. This is a repeatable course. Unless otherwise approved, a maximum of 20 hours of credit is allowed for this course.

SEMESTER IV

IMT 210 *Industrial Process Control

3 credit hours

This course provides understanding of different types of process control systems like temperature, flow and level control. The course includes process control principles, thermocouples, RTD's, temperature measurement devices, ON/Off temperature controlled, programmable process heat controllers, transmitters, process loop test and operate system found in industrial application.

IMT 212 **Industrial Fluid Power

4 credit hours

This course covers basic principles of hydraulic and pneumatic power systems. Topics include hydraulic fluids, distribution systems, energy input and output transfer devices, reservoirs, filters, and accumulators.

IMT 214 **Industrial Maintenance Technology IV

3 credit hours

This course is the fourth of a four-level curriculum that leads to the Industrial Maintenance Mechanic credential. This course covers eight additional topics that are critical to the occupation from preventive and predictive maintenance to troubleshooting and repair.

IMT 216 **Electrical Control Systems II

2 credit hours

This course covers electrical control systems with a focus on variable speed control.

ETEC 136 +Industrial Internship

3 credit hours

The Industrial Internship course provides credit for work-related experience. The main goal of the industrial internship course is for students to become aware of workplace skills needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied. Students will be asked to document workplace interactions and record reflections and observations in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required per credit hour. This is a repeatable course. Unless otherwise approved, a maximum of 20 hours of credit is allowed for this course.

*Aligned Courses
**Support Courses
+Existing Courses

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

Not applicable.

3. 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.

Recommended Sequence of Courses		
Semester I		
CMCT 105	OSHA 10 Safety Orientation	1
CMCT 106	Introduction to Craft Skills	3
IMT 102	Mechanical Systems	3
IMT 104	Industrial Maintenance Technology I	3
	Total	10
Semester II		
IMT 112	Industrial Programmable Logic Controls	3
IMT 114	Industrial Maintenance Technology II	3
HVAC 103	Electrical Fundamentals	4
	Total	10
Semester III		
IMT 202	Mechanical Systems Reliability	3
IMT 204	Industrial Maintenance Technology III	3
IMT 206	Electrical Control Systems I	2
ETEC 136	Industrial Internship	2
	Total	10
Semester IV		
IMT 210	Industrial Process Control	3
IMT 212	Industrial Fluid Power	4
IMT 214	Industrial Maintenance Technology IV	3
IMT 216	Electric Control Systems II	2
ETEC 136	Industrial Internship	3
	Total	15
Program Total		45

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

Not applicable.

Faculty

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

A technician with industry certifications and a minimum of 4,000 hours in the industry, will be hired as the adjunct instructor to teach these courses. This meets the HLC requirement. A retired NCCC instructor will train the new instructor.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

Costs:

Physical Facilities:	\$0
No new cost for facilities	
Tools/PPE:	
See chart below	\$7,357
Faculty:	
1 adjunct instructor (19 credit hours/year – YR 1)	\$9,975
1 retired NCCC instructor mentoring costs – YR 1	\$4,200
[OSHA taught by existing NCCC instructor]	
NCCER training for instructor	\$1,100
Ongoing Costs:	
Adjunct instructor	\$9,975 for adjunct #1 in year 2
	\$3,150 for second adjunct in year 2
Replacement parts/consumables	\$4,000/year

Neosho County Community College owns the facility.
There are no accreditation costs.

Initially, one adjunct instructor will be hired to teach the courses in the program. This new instructor will be trained/mentored by NCCC's retired industrial trainer. A second adjunct will be needed in year 2.

While NCCC owns a lot of the items needed to begin the training, but there are some required tools and PPE that need to be purchased prior to the start of the program. This list is provided in the Appendix.

There are Amatrol training modules that would be valuable and are listed on a wish list of future purchases. As grant opportunities arise or other new monies become available, NCCC will seek funding for these items. This list is also provided in the Appendix.

Funding of the start-up tools and salaries will be covered by funds remaining from a Mid-America Manufacturing Technology Center (MAMTC) grant.

Exterior of the NCCC Ross Lane facility where the certificate program will be housed.



- Provide detail on **CA-1a form**. See attached
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

NCCC has remaining Mid-America Manufacturing Technology Center (MAMTC) funds available that may be used for this manufacturing-focused program. It is anticipated that the MAMTC funds will cover all of the start-up costs associated with the program. As additional grants become available, NCCC will submit applications to purchase the wish list items.

Program Review and Assessment

- Describe the institution's program review cycle.

See attached Program Review Guidelines.

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)

Industrial Maintenance Technology Advisory Board				
Company	First	Last	Street	City
Ash Grove Cement	Justin	Grunigen	PO Box 519	Chanute, KS 66720
B&W Truckbed	Dan	Willis	PO Box 186	Humboldt, KS 66748
ADI Inc	Scott	Cunningham	516 W. Cherry	Chanute, KS 66720
Optimized Process Furnaces, Inc	Jon	Burchett	3995 S. Santa Fe	Chanute, KS 66720
Oil Patch Pump & Supply	Merle	Boone	3290 South Plummer	Chanute, KS 66720
LaRue Machine, Inc.	Garrett	LaRue	220 W. 14 th Street	Chanute, KS 66720
Xcursion	HR	Manager	3701 S. Johnson Rd	Chanute, KS 66720
USD 413	Sherri	Bagshaw	1501 W. 36 th St.	Chanute, KS 66720
USD 257	Melissa	Stiffler	300 E. Jackson	Iola, KS 66749
NCCC	Brenda	Krumm	800 W. 14 th St.	Chanute, KS 66720
NCCC	Brian	Inbody	800 W. 14 th St.	Chanute, KS 66720
USD 413	Kellen	Adams	315 Chanute 35 Parkway	Chanute, KS 66720
NCCC	Sarah	Robb	800 W. 14 th St.	Chanute, KS 66720
Chanute Regional Development Authority	Matt	Godinez	1 W. Main St.	Chanute, KS 66720
Chanute Regional Development Authority	Kim	Ewart	1 W. Main St.	Chanute, KS 66720

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

Submit the completed application and supporting documents to the following:

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

APPENDIX

REQUIRED TOOLS AND PPE

Fastenal - Price Quote

<u>Description</u>	<u>Quantity</u>	<u>Price/EA</u>	<u>Extended Price</u>
Portable #916 Roller Groover for 300 Power Drive	1	\$1,089.99	\$1,089.99
4oz Bottle Liquid FMT(REG) Heavy Duty Cutting Lubricant	1	\$4.86	\$4.86
1/2" - 2" NPT Capacity #819 Nipple Chuch Kit	1	\$540.76	\$540.76
8pc SVCM Steel Rock River(REG) Screwdriver Set	1	\$29.99	\$29.99
13pc 12 Point 1/4" to 1" Rock River(REG) Combination Wrench Set	1	\$77.19	\$77.19
6" Rock River(REG) Adjustable Wrench	1	\$13.99	\$13.99
2915 Pcs Assrt Gr5 Z Bolts Nuts & Washers 1/4-20 - 3/4-10	1	\$357.24	\$357.24
12" x 33-3/4" x 42" Blue 72 Compartment Storage Bin	1	\$200.05	\$200.05
1/2" Drive 50-250 ft-lb Rock River Micrometer Adjustable Clicker Torque Wrench	1	\$84.99	\$84.99
Stronghold(REG) 300pcs 1/4"-1-1/4" External Retaining Ring Hand Assortment	1	\$40.61	\$40.61
#9 x 6" Length Carbon Steel Plain Finish Taper Pin	1	\$4.27	\$4.27
205pc Asst Sprg Pin Piece Assortment Plain Spring Pins	1	\$11.66	\$11.66
250pc Assortment Zinc Cotter Pins	1	\$12.09	\$12.09
3/16" Dia .126-.250" Grip Range AB64A Aluminum Mandrel - W/Drill Bit	500	\$0.03	\$14.15
Fastenal Hand Rivet Tool 3/16" Dia.-Aluminim Rivets	1	\$40.42	\$40.42
Fastenal Heavy Duty Hand Rivet Tool	1	\$153.63	\$153.63
16 Gauge 3.5lb Roll Tie Wire	1	\$4.10	\$4.10
3/8" - 16 x 1-1/4" Shoulder Threaded Machinery Eye Bolt	5	\$5.44	\$27.18
1/2" - 13 x 1-1/2" Shoulder Threaded Machinery Eye Bolt	5	\$6.61	\$33.07
1/4-20 (.025-.063: Panel Range) Zinc Electroplate Spring Steel Cage Nut	50	\$0.15	\$7.31

3/8" x 3" Hex Nut Sleeve Anchor Steel Zinc	50	\$0.27	\$13.36
1/2" x 3" Hex Nut Sleeve Anchor Steel Zinc	25	\$0.58	\$14.54
5/16" x 1 1/2" Hex Nut Sleeve Anchor Steel Zinc	100	\$0.19	\$18.54
1/2" x 5-1/2" Zinc Plated Carbon Steel Power-Stud+ SD1 Wedge Expansion Anchor	50	\$0.98	\$49.19
1/2" x 3-3/4" Zinc Plated Carbon Steel Power-Stud+ SD1 Wedge Expansion Anchor	50	\$0.80	\$40.11
3/8" x 3-3/4" Zinc Plated Carbon Steel Power-Stud+ SD1 Wedge Expansion Anchor	50	\$0.52	\$25.91
5/8" x 6" Zinc Plated Carbon Steel Power-Stud+ SD1 Wedge Expansion Anchor	25	\$1.74	\$43.61
1/2" x 6" Plain Steel Bent Anchor Bolt with ASTM A563 Grade A Nut and USS Flat Washer	50	\$0.69	\$34.27
3/8" x 6" Plain Steel Bent Anchor Bolt with ASTM A563 Grade A Nut and USS Flat Washer	50	\$0.43	\$21.33
3/8"-16 x 10ft ASTM A307 Gr A Zinc Plated Low Carbon Steel Threaded Rod	25	\$4.13	\$103.17
1/2"-13 x 10ft ASTM A307 Gr A Zinc Plated Low Carbon Steel Threaded Rod	12	\$7.36	\$88.30
H3 Series Clear Frame/Clear Anti-Scratch Polycarbonate Lens Bod Guard(REG) Safety Glasses	12	\$1.66	\$19.86
8" x 15 1/2" x 0.04" Clear Polycarbonate Body Guard(REG) Die Cut Flat Faceshield Visor	10	\$8.46	\$84.58
Blackstone(REG) 4-1/2" x 5-1/4" Fixed Shade Welding Helmet	1	\$40.02	\$40.02
Orange NRR 32 Body Guard(REG) PU Bullet Uncorded Disposable Earplug Pair	200	\$0.12	\$23.94
12" Aluminum ProFitter(REG) Strap Wrench with 30" x 1-1/8" Woven Nylon Strap	1	\$32.29	\$32.29
18" Aluminum ProFitter(REG) Strap Wrench with 29-1/4" x 1-3/4" Woven Nylon Strap	1	\$42.27	\$42.27
2" to 4-3/4" Black Oxide Proto(REG) Adjustable Hook Spanner Wrench	1	\$52.69	\$52.69
3/4" to 2" Black Oxide Proto(REG) Adjustable Hook Spanner Wrench	1	\$32.89	\$32.89

#269B Taper Gage, .500-1" Range, 2 3/4" Length, 10 Leaves	1	\$177.99	\$177.99
1/8" - 2" OD Capacity Heavy Duty Pipe Cutter	1	\$175.76	\$175.76
4" Replacementment Coarse Stones	1	\$21.53	\$21.53
1-1/4" Carbon Steel Stiff Putty Knife With Polypropylene Handle	1	\$2.89	\$2.89
2" Carbon Steel Stiff Putty Knife With Polypropylene Handle	1	\$4.65	\$4.65
3" Carbon Steel Chisle Putty Knife With Polupropylene Handle	1	\$5.89	\$5.89
3/16" x 1/2" x 9" Alloy Steel Black Oxide Drift Punch	1	\$10.09	\$10.09
1/4" x 5/8" x 11" Alloy Steel Black Oxide Drift Punch	1	\$10.35	\$10.35
13/16" x 8" Carbon Steel Barrel Drift Pin	1	\$6.12	\$6.12
1-3/16" x 9" Alloy Steel Barrel Drift Pin	1	\$21.01	\$21.01
16 oz. Hickory Handle Rubber Mallet	1	\$9.88	\$9.88
24oz Carbon Steel Head Fiberglass Handle Ball Peen Hammer	1	\$18.66	\$18.66
16oz Forged Steel Head Fiberglass Handle Smooth Face Claw Hammer	1	\$12.45	\$12.45
2lb Soft Steel Head Fiberglass Handle Sledge Hammer	1	\$37.54	\$37.54
6" Dipped Handle Diagonal Cutting Pliers	1	\$11.99	\$11.99
8" Polished High Carbon Steel High Leverage Diagonal Angled Head Pliers w/Laser Hardened Cutting Edge	1	\$19.99	\$19.99
WEZSNIP Easy Snip Wiss(REG) Utility Shears	1	\$15.02	\$15.02
39 Piece 4-40 - 1/2"-20 1/8" NPT Alloy Hand Tap & Round Die Set	1	\$102.51	\$102.51
45 Piece 1/4"-20 - 1"-14 Alloy Hand Tap & Round Die Set	1	\$223.64	\$223.64
6-3/4" OAL Stl Double End 1" NeedlePnt/Chisel Scribe	1	\$2.28	\$2.28
2-5/9" Pt x 9-3/16" OAL Double End HD Steel Straight Point/90(DEG) Bend Scribe	1	\$3.54	\$3.54
Engine Cylinder Hone	1	\$42.96	\$42.96
HP-114-2 Ton 2200lb-WLL Double Gear/Pawl Cable Puller	1	\$36.52	\$36.52
1/2" x 4" HSS Black & Bright Finish Straight Shank with Safety Collar Left Hand Spiral Flute Car Reamer	1	\$51.44	\$51.44

5/8" x 4-1/2" HSS Black & Bright Finish Straight Shank with Safety Collar Left Hand Spiral Flute Car Reamer	1	\$56.00	\$56.00
3/4" x 5" HSS Black & Bright Finish Straight Shank with Safety Collar Left Hand Spiral Flute Car Reamer	1	\$72.87	\$72.87
1-1/4" Swivel Head Round Inspection Mirror	1	\$11.51	\$11.51
7-1/4" Black/Polish 90(DEG) External Snap Ring Pliers	1	\$15.99	\$15.99
6 Piece #1 - #6 HSS Tapered Spiral Screw Extractor Set	1	\$14.36	\$14.36
2mm - 6mm Solid Carbide Exocarb(REG) XH-DRL Tap Removal Set	1	\$279.49	\$279.49
0.200" Range x 1.500" Dial x 0.001" Grad Back Plunger Dial Indicator	1	\$152.99	\$152.99
.002 thru. 018 + 7Leaves.022 to.035" (26Leaves) Feeler Gage	1	\$28.99	\$28.99
44-7/8" x 1/2" x 18TPI PortaBand BandSaw Blade	3	\$8.46	\$25.37
44-7/8" x 1/2" x 24 TPI PortaBand BandSaw Blade	3	\$8.84	\$26.53
4-1/2" x 1/4" x 7/8" 24-Grit A/O Blackstone(REG) Premium Steel T27 Grinding Wheel	25	\$3.11	\$77.75
4-1/2" x .045" x 7/8" 46-Grit A/O Blackstone(REG) Premium S/S & Steel T1 Cut Off Wheel	10	\$2.19	\$21.90
4-1/2" x .045" x 7/8" 46-Grit A/O Blackstone(REG) Premium S/S & Steel T27 Cut Off Wheel	10	\$2.12	\$21.24
4oz Bottle Liquid FMT(REG) Heavy Duty Cutting Lubricant	1	\$4.86	\$4.86
1/2" - 2" NPT Capacity #819 Nipple Chuck Kit	1	\$540.76	\$540.76
16" x 24" Epoxy Coated Steel Framing Square	1	\$7.76	\$7.76
5/8"W x 12'L x Chrome Rock River(REG) Pocket Tape Measure	1	\$4.98	\$4.98
1"W x 25'L Chrome Rock River(REG) Pocket Tape Measure	1	\$7.88	\$7.88
16oz Hickory Handle Rubber Mallet	1	\$14.99	\$14.99
Reclaimed Color Fleece Wipers 23.50obs	1	\$31.17	\$31.17
382 Pc Nitrile Small Diameter Hand Kit O- Ring Kit	1	\$24.79	\$24.79

3/8" - 16 x 1-1/4" Shoulder Threaded Machinery Eye Bolt	5	\$5.44	\$27.18
1/2" - 13 x 1-1/2" Shoulder Threaded Machinery Eye Bolt	5	\$6.61	\$33.07
5/8" - 11 x 1-3/4" Shoulder Threaded Machinery Eye Bolt	2	\$9.93	\$19.86
3/8" x 6" 1200 lb WLL Galvanized Eye and Eye Drop Forged Turnbuckle	1	\$13.60	\$13.60
1/2" x 6" 2200 lb WLL Galvanized Eye and Eye Drop Forged Turnbuckle	1	\$13.08	\$13.08
1/4" -20 x 5-1/2" 74lb WLL Aluminum Eye & Eye Midget Turnbuckle	10	\$3.13	\$31.28
2"W x 6'L Type 3 2-Ply Eye & Eye Heavy Duty Web Sling	1	\$24.99	\$24.99
2"W x 8'L Type 3 2-Ply Eye & Eye Heavy Duty Web Sling	1	\$37.99	\$37.99
2"W x 10'L Type 3 2-Ply Eye & Eye Heavy Duty Web Sling	1	\$37.99	\$37.99
1"W x 6'L Type 3 2-Ply Eye & Eye Web Sling	1	\$13.71	\$13.71
27" x 48" 5500lb Capacity Steel Standard Profile Hydraulic Pump Pallet Truck	1	\$379.99	\$379.99
16oz Forged Steel Hand Fiberglass Handle Round Face Ripping Hammer	1	\$13.69	\$13.69
12" Rock River Heavy Duty Deluxe Hacksaw	1	\$36.93	\$36.93
1/4" HSS 6 Flute Taper Pipe Straight Shank Hand Reamer	1	\$77.18	\$77.18
3/8" HSS 8 Flute Taper Pipe Straight Shank Hand Reamer	1	\$86.88	\$86.88
24" OAL 3" Capacity Aluminum Drop Forge Pipe Wrench	1	\$80.73	\$80.73
18" OAL 2-1/2" Capacity Aluminum Drop Forge Pipe Wrench	1	\$58.07	\$58.07
36" OAL 5" Capacity Aluminum Drop Forge Pipe Wrench	1	\$134.03	\$134.03
Sizes 6-32 thru 1-14 (Inch) Check-A-Thread Table Top Bolt Gauge	1	\$48.83	\$48.83
1/2" x 260" 500(DEG)F White Low Density PTFE Tape/Roll	1	\$0.46	\$0.46
2" Standard Pipe & Rigid Conduit Strut Pipe Clamps	1	\$2.85	\$2.85
18oz Steel / Rubber Head Rubber Handle One Piece Dead Blow Hammer	1	\$22.44	\$22.44

37oz Steel / Rubber Head Rubber Handle			
One Piece Dead Blow Hammer	1	\$30.42	\$30.42
0" - 1" Range 0.00005" Gad Ratchet			
Digimatic Micromeater	1	\$135.99	\$135.99
Total			\$7,356.53

Wish List Items

LABORATORY INSTRUCTIONAL EQUIPMENT				
PC to operate Portable Measurement Tools Learning System	Dell OptiPlex 5060	1	\$745	\$745
Mechanical Fabrication I Learning System*	Amatrol training unit 950-MPF1	1	\$8,645	\$8,645
PC to operate Portable Mechanical Fabrication I Learning System	Dell OptiPlex 5060	1	\$745	\$745
Hand Tool Package I – Mechanical	Add on for above, 41227	1	\$1,808	\$1,808
Mechanical Drives II Learning System	Amatrol training unit 97-ME2	1	\$6,390	\$6,390
Visocimeter	18588 – Required for above	1	\$693	\$693
SUBTOTAL LABORATORY INSTRUCTIONAL EQUIPMENT				\$19,026

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Neosho County Community College

Proposed Program: Industrial Maintenance Technology

IMPLEMENTATION COSTS

Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program? 10 students x 20cr = 200cr				
		Full-Time	Part-Time	
A. Headcount:		--	10	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time/Adjunct	#2	\$3,150	\$9,975	MAMTC/Gen Fund
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$7,357	MAMTC/General Fund	
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i> NCCER Training		\$1,100		
Total For Implementation Year		\$21,582	MAMTC/General Fund	

Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program? 20/650 YR 1: 10 students x 20 credits = 200 credit hours. YR 2: 10 continuing students x 25 credits = 250 credit hours and 10 new students x 20 credits = 200 credit hours. Total students= 10 Total credit hours = 650				
		Full-Time	Part-Time	
A. Headcount:		--	20	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time	#2	\$	\$13,125	MAMTC/Gen Fund
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$4,000	Fees, MAMTC, General Fund	
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

G. Other <i>(Please identify; add lines as required)</i>	\$	
Total For Program Sustainability	\$17,125	Fees, Tuition, Excel in CTE, Gen Fund

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

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

NCCC has remaining Mid-America Manufacturing Technology Center (MAMTC) funds available that may be used for this manufacturing-focused program. It is anticipated that the MAMTC funds will cover all of the start-up costs associated with the program.

Submit the completed document to the following:

Director of Technical Programs & Curriculum
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

Program Review Guidelines

Revised 10-6-2017

PROCEDURES OF THE PROGRAM REVIEW

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

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

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

- Endorse completely
- Endorse with required revision
- No Endorsement

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

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

TIMELINES

- Generally, the program review cycle will be every five years. Exceptions may include those programs with additional external accreditation requirements.
- Email Data request to IR, the Coordinator of Assessment, and the CFO: Program faculty must allow a three week timeframe between the data request and receiving data from IR.
- Report: An electronic version is due to the Program Review Committee at least one week prior to the review meeting, hard copies are not necessary. The length of the document is *suggested* to be between 15-20 pages.
- Due Dates: Will be established annually by the Vice President for Student Learning.

Organization of Document

Title Page: Title of Program, Name(s) of Author(s), Date

PLEASE INCLUDE PAGE NUMBERS IN THE DOCUMENT.

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

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

Section 2: Curriculum of Program and Outcomes Assessment

- 1) Program sheet (attach a copy of the program sheet(s))
- 2) Please provide a list of the core courses as shown on the program sheet. If there is important information about any discipline-related electives, list those electives here as well.
- 3) Please describe all methods of assessment used in the program. Does this discipline use a common assessment method? If so, describe the method and if that has any influence at the program level. Please gather information from ALL instructors in the discipline to provide a comprehensive list of assessment methods.
- 4) Program outcomes and matrix (attach copies of the most recent program outcomes and matrix)
- 5) Assessments
 - 1) **Course Assessments:** For each core course, provide the weighted average per course outcome for the four years involved in the review. Also, please provide an analysis of those scores by evaluating the trends (if any), and including information from instructor narratives from assessment report archives when applicable.
Program Assessments: For the program, provide the weighted average per program outcome for the four years involved in the review based on data from the two biennial program assessment reports. Based on the Program Review Schedule, a program assessment report may be due along with a program review. Also, please provide an analysis of those scores by evaluating the trends (if any), relate any important information from the course assessment analysis, and provide any applicable information from the two biennial program assessment reports that were completed during this five-year cycle.

- 2) Discuss any course or program outcome changes with the rationale for the change and make recommendations for any outcome changes in the future (if change is needed). Please note how the change(s) have/may affect instruction and/or curriculum content.
- 6) Efforts to stay current in curriculum
 - 1) Advisory groups
 - 2) Attendance/input from Kansas Core Outcomes Group meetings
 - 3) Professional Development
 - 4) Other
- 7) Identification of any barriers (if present) that are impeding the pursuit of professional development in your discipline.

Section 3: Data – Enrollment and Resources

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

- A. Enrollment numbers per year for the last five years:
 - 1) Each Course
 - a) Headcount
 - b) Credit hours generated
 - c) FTE
 - d) Grade distribution
 - e) Withdraw numbers and percentages
 - 2) Enrollment by site, day/night
 - a) Headcount
 - b) Credit hours generated
 - 3) Instructor Information
 - a) Fulltime instructors (List instructors)
 - b) Adjunct instructors (List instructors)
 - c) Percentage of courses taught by full and part-time instructors
 - 4) For AAS programs and certificates:
 - a) Students in major/program
 - b) Number of graduates/certificate completers
 - c) Job placement information if possible*
 - d) Licensure exam pass rates
 - e) Number of concentrators who did not complete the program of study
 - 5) For AS, AA, AGS programs:
 - a) Transfer information from State Universities*
 - b) Students with program emphasis
 - c) Number of graduates meeting program emphasis requirements
- **Information that is not provided by Institutional Research.*
- B. Cost information for the last five years:

Contact the chief financial officer for data needed in this section.

 - 1) Annual budget with summary of any significant changes

- 2) Provide a list of core course/program specific fees
- 3) Any fund 70 account balance
- 4) Any contributions from outside sources (grants, donations, etc.)

Section 4: SWOT

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

- A. SWOT analysis of **Program** based on above information. Include changes made since the last program review (see last SWOT analysis).
 - 1) Strengths
 - 2) Weaknesses
 - 3) Opportunities
 - 4) Threats

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

- A. Should the program be maintained, strengthened, diminished or removed and why.
 - B. Additional resources needed/requested to maintain or strengthen the program. Recommendations for resources if diminished or removed.
 - C. All recommendations should be tied to outcomes assessment results.
-

New Program Planning Meeting

January 31, 2020

1:30 p.m.

Ross Lane Technical Facility

The meeting was held in the conference room at Ross Lane. Representatives from industry, Chanute High School, Neosho County Community College, and Iola High School discussed the need for additional career and technical training programs.

Dr. Brian Inbody noted that the Kansas Occupational Outlook was utilized to identify industries with high wages and a high number of openings. Dr. Sarah Robb indicated that members of the community (including USD 413 and USD 257) recently completed a Carl Perkins V Needs Assessment and did a similar process of identifying high wage/high demand occupation.

Dr. Kellen Adams noted that it is good to know what jobs are needed, but another thing to know what jobs students are interested in and can get excited about. Melissa Stiffler volunteered to send a survey of occupations out to area counselors to distribute to students.

Sherri Bagshaw and Mandy Lanz discussed the need for a pathway for high school students to earn college credit and learn aerostructures skills. Mandy indicated a rapid need for new hires in the upcoming months. Brenda Krumm indicated that NCCC certainly has all of the tools and equipment needed for this program and the courses are developed, but the certificate itself is not approved by the Kansas Board of Regents. Discussion was held on the timeline to get a program packaged and through the KBOR hoops and it was noted that it would be a little rushed, but it could be done and ready for fall enrollment. Spirit and Orizon have already vetted the outcomes, so if the survey shows positive interest from students, NCCC will move forward with internal and external program approvals.

Another program that is partially complete is an industrial maintenance mechanic program that was developed as a non-credit program for Ash Grove. It was noted that mechanical maintenance was a dying art and few students know how to take care of industrial equipment. A list of industries needing skilled maintenance mechanics was discussed. It was decided to add this program to the survey to see if it appealed to high school students. In addition to offering this training to incumbent workers, it might be a good opportunity for high school students.

Other programs discussed include masonry, heavy equipment, automotive, plumbing, HVAC, and electrical. NCCC has approvals for HVAC and electrical and those are currently offered in our northern service area. If there is sufficient student interest, those programs can be replicated in our Southern service area. Melissa agreed to add these programs to the survey and get it out to counselors the following week. It was suggested to have a short turn around to facilitate getting a jump on the new program approval processes.

Matt Godinez reminded the group of the Memorandum of Understanding that the Chanute Regional Development Authority entered into with USD 413 to be the "connector" of businesses and students in

work-based learning opportunities. He stressed that work-based learning could be a big part of any new CTE program that we establish.

Dr. Brian Inbody took the group on a tour of the Ross Lane facility showcasing the Federal grant offices, the indoor baseball facility, the storage areas, and finally the space devoted to new CTE programs. The aerostructures training area is already set up and space for the industrial maintenance technology program is identified. A classroom, with its own external entrance, has yet to be fully remodeled, but it is currently being used as an emergency medical technician training lab.

AGENDA

March 10, 2020

- I. Call to Order**
- II. Approval of Agenda
Consent Agenda**
- III. Approval of Minutes** – Minutes from the February 10, 2020 meeting were approved via electronic voting and posted to the *myNeosho* Committees tab.
- IV. Informational Item**
- V. New Business**
 - A. HIST KCOG Updates
 - B. HUM KCOG Updates
 - C. MGMK KCOG Updates
 - D. AERO – New Program
 - E. IMT – New Program
 - F. HIT Program Changes
- VI. Old Business**
 - A. Core Course Definition
 - B. IB Exam Equivalents – Liberal Arts Division
- VII. Reports**
 - A. National Community College Benchmarking Project
 - B. General Education Assessment
- VIII. Around the Table**
- IX. Next Meeting** – Wednesday, April 08, 2020 @2:00 p.m. in SU 213
- X. Adjournment**

Curriculum Committee Members 2019-2020

Liberal Arts – Kevin Blackwell, Co-Chair

Fine Arts/Communications – Cathy Gordon

Alternate – Tricia Stogsdill

Social/Behavioral Science – Mark Johnston

Alternate – Ted Babin

Physical Education – Nick Nothern

Alternate – Chelsea Jackson

Developmental – Kim Vanatta

STARS – No Representative

Recorder – Rita Morton

Applied Science – Dr. Luka Kapkiai, Co-Chair

Business/Technology – James Halstead

Alternate – Richard Webber

Math/Science – Paul Walcher

Alternate – Rita Drybread

Allied Health – Tracy Rhine

Alternate – Jennifer Smith

Nursing – Kristin Varner

Alternate – Kristy Snyder

Ex officio:

VP of Student Learning – Dr. Sarah Robb

Dean of Outreach/Workforce Dev. – Brenda Krumm

Dean for Ottawa & Online – Dr. Marie Gardner

Coord. Inst. Research/Reporting – LuAnn Hauser

Registration – Ryan Rose

Advising – Andrew Haworth

Director of Nursing – Pam Covault

Dean of Assessment and I.E. – Stephen Dowell

Committee Charges:

1. Review and take action regarding course and program changes as needed due to faculty recommendations, Kansas Core Outcome Group activities, State alignment processes, or relevant accrediting body recommendations.
2. Review all relevant institutional effectiveness elements related to Student Learning and Student Success and offer appropriate recommendations based on the data. For example:
 - National Community College Benchmarking Project
 - Noel-Levitz
 - General Education Assessment
 - IR Reports (30 Highest Enrollment Classes – Grade Distribution/Retention)
3. Review recommendations and discuss issues associated with work from the Placement Task Force (ACCUPLACER and Beyond) established in 2015-2016.
4. Implement appropriate areas of the Educational Master Plan, Strategic Plan, and Performance Agreements related to reinforcing quality in student learning.

**Curriculum Committee
MINUTES**

March 10, 2020

PRESENT: Kevin Blackwell – Co-Chair, Dr. Luka Kapkiai – Co-Chair, Jim Halstead, Mark Johnston, Tracy Rhine, Jennifer Smith, Kristin Varner, Paul Walcher, Stephen Dowell, LuAnn Hauser, Andrew Haworth, Brenda Krumm, Dr. Sarah Robb, Ryan Rose, Nancy Carpenter-alternate

ABSENT: Cathy Gordon, Nick Nothern, Kim Vanatta, Pam Covault (alternate), Dr. Marie Gardner

I. Call to Order

Dr. Kapkiai called the meeting to order at 1:01 p.m.

II. Approval of Agenda

Consent Agenda

Dr. Kapkiai tabled New Business item C. MGMK KCOG Updates and also tabled Old Business item A. Core Course Definition. With no amendments proposed, Mark moved to approve the agenda. On second from Paul the agenda was approved with the tabled items.

III. Approval of Minutes

Dr. Kapkiai announced that the minutes from the February 10, 2020 meeting were approved via electronic voting and posted to the *myNeosho* Committees tab.

IV. Information Item

Dr. Robb shared that the state continues to have discussions about program alignment and program articulation. We consistently here anecdotal stories of students transferring into universities and that even some of the KCOG course are not being accepted as upper level. There's a problem in the policy through transfer and articulation. She said the receiving institution must call it equivalent but they are not required to identify it as upper level. While there are no specific appeals, but the KCOG process isn't necessarily being realized with our institution partners. KBOR is now upset about that and trying to create pathways and plans for things to occur.

V. New Business

A. HIST KCOG Updates

Heard from Kevin the October KCOG meetings produced some minor updates. For HIST 101 he said there was really no change in the substance of the outcomes and won't require in update to the matrix as it stands right now. There is a program review coming up and the matrix will be completely revised at that time. On motion by Paul and a second from Mark the updates were approved. For HIST 102, Kevin shared that the updates were similar as to those made to 101 with some additional wording. The updates do not at this time impact the matrix. On motion from Paul and a second from Brenda the updates were approved.

B. HUM KCOG Updates

Heard from Kevin that the meeting was physically attended at KU Edwards campus. It was basically some wording revisions to outcomes 5 and 6 with no change in substance. This also will not impact the matrix, but Kevin added that the course will be added to

the History program matrix when they revise it. Paul moved to approve the changes. On second from Brenda the updates were approved.

C. MGMK KCOG Updates

Tabled.

D. AERO – New Program

Heard from Kevin that this program was already approved a few years ago but the syllabi needed to be updated. Brenda shared that all of these courses have already been approved through the Curriculum committee, they're just inactive on KBOR course approval list. There is only one new course to the program.

- AERO 114 – Content of the syllabi did not change. Steve Dowell found some clean up that needed done on outcomes. Discussion for clarity on outcome 6 D. On motion by Paul and a second from Tracy the updates were approved with corrections.
- AERO 115 – Discussion for spelling and grammatical corrections. No content change. Mark moved to approve the updates with corrections. On second from Paul the updates and corrections were approved.
- AERO 116 – Discussion for grammar, clarity and wording revisions. No content change. On motions by Paul and a second from Tracy the updates were approved with revisions and corrections.
- AERO 120 – Discussion on plurality and word tense. Brenda asked for opportunity to check on the technical terminology. No content change. Kevin proposed approving the updates now with the clarity change made later. Paul moved to approve with the clarification pending. On second from Mark the updates were approved.
- AERO 122 – Discussion on a duplicate outcome and clarity on the Employability Skills Matrix. No content change. On motion by Paul and a second from Tracy the updates were approved.
- AERO 124 – New course syllabus. Discussion on typo in course description. On motion by Mark and a second by Paul the new course was approved.
- AERO Matrix – LuAnn addressed the year indicated at the top, the alphabetical and numerical order for the course list and commas to remove. Brenda shared that once this is taught as a full program the instructor will have some modifications to this. She says she's interview a couple of people and a former instructor to assist. She gave some history on the existence of the courses previously and how it came to be a packaged program now. She said we have all the equipment already. This will also be a pipeline for high school students. She briefed on the pay and workforce employability. No one else is really doing this in southeast Kansas and it's just a short certificate program. Paul moved to approve the matrix. On second from LuAnn the matrix was approved.
- AERO Program Sheet – Discussion for a minor correction. Dr. Robb then moved to approve the program sheet. On second from Paul the program sheet was approved.

E. IMT – New Program

Heard from Brenda that the program is new in that it would be offered now for credit, but it was designed originally for Ash Grove. Local high schools are interested in

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

AGENDA

**March 10, 2020 – 5:30 P.M.
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
 - A. Minutes from February 17, 2020
 - B. Claims for Disbursement for February 2020
 - C. Applied Science Division Chair Appointment
 - D. Revised Job Description – Cashier/Accounts Receivable Clerk (Ottawa Campus)
 - E. Revised Job Description – OTA Program Director; Instructor-Fieldwork coordinator and AA to Health Occupations
 - F. Revised Job Description – Dean of Outreach and Workforce Development
 - G. New Programs – Aerostructures Program and Industrial Maintenance Technology
 - H. Personnel
- VI. Reports**
 - A. Faculty – Paul Walcher filling in for Alan Murray
 - B. Online/Ottawa – Dr. Marie Gardner
 - C. Treasurer – Sandi Solander
 - D. President – Dr. Brian Inbody
- VII. Old Business**
 - A.
- VIII. New Business**
 - A. Executive Session – Security Matters
 - B. Executive Session – Employee Matters
 - C. Executive Session – Employee Matters
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**March 10, 2020 – 5:30 P.M.
Student Union – Room 209**

I. CALL TO ORDER

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

II. ROLL CALL

The following members were present: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman

Absent:

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

III. PUBLIC COMMENT

No Speakers

Lori Kiblinger motioned to suspend the meeting and Charlie Boaz second the motion at 5:35 pm. The Trustees presented a certificate to Dr. Brian Inbody for his 10th year of being the College President and thanked him for his leadership. The meeting resumed at 5:40 pm.



Kevin Berthot-David Peter-Brian Inbody-Dennis Peters-Jenny Westerman-Lori Kiblinger-Charlie Boaz

IV. APPROVAL OF THE AGENDA

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

V. CONSENT AGENDA

On motion by David Peter and second by Jenny Westerman, the following items were approved by consent:

A. Minutes from February 10, 2020

B. Claims for Disbursement for February 2020

C. Applied Science Division Chair Appointment

Division Chairpersons are appointed according to Board policy for two-year terms. We stagger the appointments so that there are never two new division chairpersons at the same time. This year nominations were sought for the Applied Science Division Chair and from that list of nominated faculty members, the President selects the chair. The President selected, Dr. Luka Kapkiai for years 2020-2021 and 2021-2022. The Liberal Arts Division Chair will be selected next year.

D. Cashier/Accounts Receivable Clerk (Ottawa Campus)

The job description is being revised to include addition standardized information which was omitted previously.

CASHIER/ACCOUNTS RECEIVABLE CLERK – OTTAWA

Reports to: Dean of Ottawa campus; Chief Financial Officer

Classification: Full-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level IV

Fringe Benefits per Board Policy

Starting Salary Range: \$12.50 - \$13.50

Revised: January 2020

This position reports to the Dean of the Ottawa campus with supervisory oversight from the Chief Financial Officer. This position is responsible for processing and reconciling all business accounting for the Ottawa Campus, including accounts receivable, accounts payable, requisitions, and student payments. The Cashier will support the overall student enrollment process provided within the Ottawa office. Duties include, but are not limited to:

1. Greet patrons at front window and channel requests to the appropriate person;
2. Answer office phone and direct calls to appropriate person; Review and respond to emails.
3. Receive and receipt all revenue including student payments, bookstore deposits, application and testing fees, and all other income for Ottawa campus.
4. Make change and maintain all Ottawa cash accounts.
5. Prepare and balance regular detailed bank deposit receipt groups, and make bank deposits daily.
6. Scan all receipt groups and send originals to the Chief Financial Officer at the Chanut campus.

7. Process Nelnet payment plan deposits. Add/remove "AH" holds to student accounts when appropriate.
8. Maintain change and provide petty cash moneybags to departments, when requested.
9. Receive and record income from vending machines
10. Assist in enrollment by generating charges and advising students of payment options.
11. Work closely with the Outreach Department with the High School Concurrent students.
12. Assist in financial aid disbursement and related paperwork when requested.
13. Assist in secretarial, clerical, and receptionist duties as needed
14. Collect and process Ottawa outgoing mail daily. Process postage budget transfers monthly.
15. Order all Instructional and office supplies for the Ottawa campus. Charge each department for supplies used; monitor supplies inventory and reorder as needed.
16. Approve vehicle requests; deliver key packs and keep the Ottawa vehicle maintenance current. Process monthly reports.
17. Overtime *may* be mandatory at certain times of the year.
18. Perform other duties as assigned by the dean of the Ottawa campus or the Chief Financial Officer

Required Knowledge, Skills and Abilities

1. Fluency, comfort, and familiarity with computers, and outstanding data entry skills.
2. Proficiency in Excel, Word, and Outlook software programs and databases required, proficiency in Access preferred.
3. Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.
4. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
5. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
6. Excellent customer service skills.
7. Ensure confidentiality of information.

Education and Experience

1. Bachelors preferred, preferably in the area of responsibility;
2. Associates degree required, and/or specialized skills required; AND 3 years of experience required, preferably in area of responsibilities;
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required;

Working Conditions

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision capabilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination

The current non-discrimination policy can be found at:

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

E. OTA Program Director; Instructor-Fieldwork coordinator and AA to Health Occupations

The OTA job descriptions have been modified to reflect release time required for program administration. This change was suggested by the accreditation team who reviewed the program in January.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM DIRECTOR

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Salary Range: \$55,000 - \$60,000 (salary not updated)

Revised: February 2020

Purpose of Position: The Occupational Therapy Assistant Program Director reports to the Dean of Outreach and Workforce Development and is responsible for developing all aspects of the Occupational Therapy Assistant Program including recruiting, instructing, evaluating, and modifying the curriculum.

Essential Functions

Provide premiere quality service to all constituencies of the College.

Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Conduct yearly OTA curriculum evaluation and reporting to the OTA Advisory Board.
- b. Modify and update curriculum and textbook requirements as needed.
- c. Review equipment/supply needs for the OTA laboratory.
- d. Update equipment and supplies in the OTA laboratory.
- e. Conduct program and course assessment following established institutional procedures.
- f. Conduct student review and evaluation through required institutional procedures.
- g. Teach assigned courses with a maximum .50 FTE instruction.

2. Student Advising/Evaluation

- a. Develop and implement a program recruitment strategy.
- b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
- c. Maintain student orientation/advising materials.
- d. Assist students in advisement and registration activities.
- e. Track and monitor student progress in the program.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.
- b. Manage the OTA budget within the framework of the department.
- c. Collaborate with OTA Advisory Board and hold two meetings per year.

- d. Continue to establish clinical agreements **in collaboration with the Academic Fieldwork Coordinator.**
- e. Maintain accreditation requirements in accordance with the Accreditation Council for Occupational Therapy Education.
- f. Supervise and establish program articulation agreements with other higher educational institutions.
- g. **Release time for program administration is allotted with the limitation of .50 FTE instructional duties.**

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Dean of Outreach and Workforce Development in reporting and projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of Accreditation Council for Occupational Therapy Education.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to communicate effectively and work independently is a must.
15. Qualified candidates will have experience in task analysis program/curriculum development, student advisement and community outreach.

Education and Experience

1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas (or eligible).
2. Master's Degree with five years professional experience, required. At least one year experience working in an academic setting, preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.
4. Reliable transportation is required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

OCCUPATIONAL THERAPY ASSISTANT INSTRUCTOR/FIELDWORK COORDINATOR

Reports to: Occupational Therapy Assistant Program Director

Classification: Full-time, 11-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$45,000 (salary not updated)

Revised: February 2020

Purpose of Position: The Occupational Therapy Assistant Fieldwork Coordinator/Instructor reports to the Occupational Therapy Assistant Program Director, and is responsible for coordination of clinical and community sites, student placement and tracking, teaching and program maintenance in accordance with requirements set forth by the Accreditation Council for Occupational Therapy Education.

Essential Functions

Provide premiere quality service to all constituencies of the College.

Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Establish clinical agreements with facilities appropriate to meet course and program outcomes.
- b. Review and evaluate clinical facilities for educational value.
- c. Maintain communication with site contact person(s) to ensure site specific objectives are met each semester.
- d. Ensure the development of links between the fieldwork and didactic aspects of the curriculum.
- e. Ensure clinical course assessment and evaluation occurs according to established institutional procedures.
- f. Teach courses in the occupational therapy assistant program with a maximum .50 FTE instruction.
- g. Assist in scheduling occupational therapy assistant courses in sequence with other required courses.
- h. Conduct student review and evaluation through required institutional procedures.
- i. Conduct program and course assessment following established procedures.

2. Student Advising/Evaluation

- a. Assist students in advisement and registration activities.
- b. Assist in development and implementation of OTA student activities.
- c. Provide students with Fieldwork site contact and general information.
- d. Assist the Director in tracking and monitoring student progress in the program, specifically with clinical work.
- e. Monitor student attainment of graduation requirements.

3. Clinical Coordination

- a. Coordinate Fieldwork experiences for students and site supervisors.
- b. Maintain clinical agreement contracts and site data with community and healthcare facilities and develop additional opportunities.
- c. Supervise and evaluate students during fieldwork placements.
- d. Ensure the development of links between the fieldwork and didactic aspects of the curriculum.
- e. Communicate with fieldwork educators regularly.

- f. Release time is allotted to ensure adequate Fieldwork coordination and site visits, e.g., scheduling coverage of coursework through adjunct instructors.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Director and Dean of Outreach and Workforce Development in projects as assigned.
- c. Engage in personal Professional Development.
- d. Participate in the OTA Advisory Board.

Required Knowledge, Skills and Abilities

- 1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
- 2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
- 3. Exceptional ability to organize and coordinate projects.
- 4. Ability to communicate effectively, both orally and in writing.
- 5. Ability to work effectively with diverse populations.
- 6. Attention to detail.
- 7. Knowledge of Accreditation Council for Occupational Therapy Education.
- 8. Excellent computer skills.
- 9. Ability to gather data, compile information and prepare reports.
- 10. Ability to plan and evaluate programs.
- 11. Ability to appropriately exercise independent initiative and judgment.
- 12. Willingness and ability to work as a member of a team.
- 13. Some travel during normal working hours will be required, license mandatory.

Education and Experience

- 1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas
- 2. *Required* – Bachelor's Degree
- 3. *Preferred* – Two years professional experience
- 4. *Preferred* – One year experience working in an academic setting

Working Conditions

- 1. Work is normally performed in a typical clinical setting or classroom/office work environment.
- 2. Some travel and evening hours are required.
- 3. Limited physical effort required.
- 4. Reliable transportation is required.

Non-Discrimination

The current non-discrimination policy can be found at:

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

ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS – OTTAWA

Reports to: Director of Occupational Therapy Assistant Program

Classification: Half-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level III

Fringe Benefits per Board Policy

Salary: ~~\$11.50~~ – \$12.00 - ~~\$12.50~~

Revised: ~~December 2018~~ February 2020

This position performs a variety of administrative assistant functions for the health occupations programs located on the Ottawa campus. The position reports to the Director of the Occupational Therapy Assistant Program in conjunction with Surgical Technology and health occupations located on the Ottawa campus (excluding nursing).

Essential Functions

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

Primary Duties

1. Provide support for the occupational therapy assistant program, director, and academic fieldwork coordinator.
2. Provide support for the surgical technology program, director, and clinical site coordinator.
- 2-3. Maintain current site contracts for each program and updated contact information.
- 3-4. Provide support for other non-nursing health occupation programs located on the Ottawa campus.
- 4-5. Prepare and maintain ~~instructor curriculum notebooks~~ program handbooks and student handbooks.
- 5-6. Monitor student records such as immunizations and all pre-class requirements.
7. Processes requisitions of instructional supplies and equipment.
- 6-8. Assist with admission and registration processes for health occupations students.
- ~~7.~~ ~~Confirm classes with students. Monitor waitlists.~~
- 8-9. Maintain advisory committee databases, minutes, and records.
- 9-10. Support adjunct instructors.
- 10-11. Assist with state and national testing registrations and TEAS proctoring.
- 11-12. Assist in creating awareness of programs through various activities such as Panther Preview Days, 8th grade visits, Kids' College, etc.
- 12-13. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational and computer skills.
- Willingness and ability to work as a member of a team.
- Confidentiality is required.
- Valid Driver's License.

Education and Experience

- Associate's degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
- High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. Some travel during normal working hours will be required, license mandatory.
2. Normal office working environment.
3. Ability ~~to sit in an office chair~~work for long periods ~~while operating~~using a ~~personal~~ computer ~~is required~~.

Non-Discrimination

The current non-discrimination policy can be found at:

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

F. Dean of Outreach and Workforce Development

The Dean of Outreach and Workforce Development's job description had not been updated for several years and did not reflect the current template nor did it include all of the responsibilities associated with that position. This updated version adheres to the current template for job descriptions and better reflects the reality of this position. No salary or organizational changes are needed based on this revision.

DEAN OF OUTREACH AND WORKFORCE DEVELOPMENT

Reports to: Vice President for Student Learning

Classification: Full-time, 11-month Employee

Pay Status: Senior Administrator, Exempt

Starting Salary Range:

Based on Education and Experience

Revised: ~~January 2017~~ March 2020

This position reports to the Chief Academic Officer and has responsibility and administration of in-district outreach and workforce development activities of the college. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Develop and maintain the highest standards of quality possible for areas of responsibility.

Duties and Responsibilities

- Work directly with the Chief Academic Officer in scheduling outreach and workforce development credit courses. The credit course offering of the college must be coordinated entirely for day, evening, and off-campus classes;
- Arrange for adjunct faculty, recommend salaries, class minimums, and class fees to the Chief Academic Officer;
- Direct and supervise the operation of the outreach and workforce development program as well as all special non-credit courses;
- Prepare all necessary course applications, reports, and claims for reimbursement and submit to the Chief Academic Officer for approval;
- Organize and direct in-district off-campus course offerings;
- Organize and direct credit and non-credit classes, seminars, and workshops for the in-district service-area business community;
- Assist business and industry in preparing grant applications provided through the Kansas State Department of Commerce and Housing;
- Be responsible for faculty and course evaluations for outreach and workforce development;
- Serve as the director of the Associate Small Business Center provided through Pittsburg State University;
- Be responsible for instituting and expanding programs of community service in the in-district service area;

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- ~~— Assist in the preparation of promotional brochures and advertising to be used in developing effective promotion of the outreach and workforce development program;~~
- ~~— Assist in the development and implementation of a program of recruitment for outreach and workforce development;~~
- ~~— Coordinate junior, senior and graduate level educational offerings of colleges and/or universities offering classes on campus;~~
- ~~Prepare and administer the outreach and workforce development budget;~~
- ~~— Represent the community college in an official capacity in local, state, regional, or national associations, or agencies which are directly related to outreach and workforce development;~~
- ~~— Participate in civil, recreational, and social activities of the community;~~
- ~~— Supervise the director of the Center for Academic and Vocational Excellence, coordinator of allied health, and coordinator of international student services;~~
- ~~— Oversee the TRIO grant programs;~~
- ~~Perform other duties as assigned by the Chief Academic Officer.~~

1. Provide oversight for programs and personnel in the Outreach and Workforce Development

Department

- a. Coordinate the offerings of courses in high schools in our service area, and in other approved areas.
- b. Assist programs in obtaining and maintaining external accreditations, as appropriate.
- c. Ensure out-district approvals are attained for courses as necessary.
- d. Ensure consistency in northern and southern outreach operations.
- e. Establish and maintain strong communication channels with all direct reports within the department.
- f. Support strong communication channels between direct reports and other departments at the institution.
- g. Empower direct reports to become well-versed in their areas of responsibility and as ambassadors of NCCC.
- h. Develop and oversee departmental budgets, both institutional and grant funded.
- i. Develop, implement, and maintain MOU's with educational and community partners.
- j. Ensure instructor evaluations are performed according to Board policy.
- k. Ensure adjunct and overload contracts are administered appropriately.
- l. Support advisory committee meetings and initiatives.
- m. Support lifelong learning opportunities in the communities served. (Lifetime Learning, Kids' College, etc.)

2. Seek opportunities to expand into new programs and locations to further the College mission.

- a. Initiate and respond to requests for industry training.
- b. Develop new programs as appropriate, including local and state approvals.
- c. Seek additional locations and populations to serve.
- d. Develop new sites for programming.

3. Seek methods to reduce NCCC costs through expanded community partnerships and grant resources.

- a. Submit local, State, and Federal grant applications, as appropriate.
- b. Administer grant awards including budgets, interim and final reports.
- c. Supervise grant employees, as appropriate.
- d. Obtain knowledge on State and Federal regulations regarding administration of grant funds.

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- e. Seek bids on high cost/ consumption items (welding fuels, etc.) annually, beyond minimal Board of Trustees requirements.
- 4. Provide communication and serve as a liaison to various constituents.
 - a. Serve as a liaison between NCCC and the Kansas Small Business Development Center at Pittsburg State University.
 - b. Serve as a liaison between NCCC and local economic development entities.
 - c. Prepare reports for local, State, and Federal entities as necessary.
 - d. Represent NCCC in the areas where services are provided, as appropriate.
 - e. Participate in Local Area II and V Workforce Investment Opportunity Act initiatives.
- 5. Additional duties as assigned.

Experience and Education

- 1. Master's degree required, doctoral degree preferred.
- 2. A minimum of five years of supervisory experience required.
- 3. A minimum of five years of higher education experience with progressive responsibility required, community college experience preferred.

Supervision

- 1. Direct: Twenty-two [Including, AA, Northern Outreach Director, Southern Outreach Director, 3 Trio Directors, Director(s) of Youth Services Grant, Director of Allied Health, Director of Occupational Technology Assistant, Director of Surgical Technology, Director of Health Information Technology, RSVP Director, Director(s) of Adult Basic Education, welding faculty, construction faculty, HVAC faculty]
- 2. Indirect: Twenty-eight (varies)

Working Conditions

- 1. Normal office working environment with frequent visits to renovation and construction project sites.
- 2. Ability to sit in an office chair for long periods while operating a personal computer is required.
- 3. Some travel and evening hours will be required.
- 4. Time outside of normal office hours will be required.

Non-Discrimination

The current non-discrimination policy can be found at:
<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

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G. Aerostructures Program and Industrial Maintenance Technology

This new Aerostructures Program combines existing NCCC courses into a 16-credit hour certificate program. This new career and technical education program will provide a pathway for high school students and adult-learners to obtain skills needed to work in the aircraft assembly industry.

The following documents are attached for the new program, Aerostructures.

1. Program Sheet
2. *Syllabi
 - a. AERO 114
 - b. AERO 115
 - c. AERO 116
 - d. AERO 120
 - e. AERO 122
 - f. AERO 124
 - g. CMCT 105

*Note: These syllabi have all been Board approved as individual courses, however most of them are inactive in the KBOR course inventory.

This new Industrial Maintenance Technology program combines four existing NCCC courses and 11 new courses into a 45-credit hour certificate program. The curriculum meets the Kansas Board of Regents alignment requirements. This new career and technical education program will provide a pathway for high school students and adult-learners to obtain skills needed to work in a wide variety of industries.

The following documents are attached for the new program, Industrial Maintenance Technology.

1. Program Sheet
2. Syllabi
 - a. IMT 102
 - b. IMT 104
 - c. IMT 112
 - d. IMT 114
 - e. IMT 202
 - f. IMT 204
 - g. IMT 206
 - h. IMT 210
 - i. IMT 212
 - j. IMT 214
 - k. IMT 216

Courses in the program that are already approved (syllabi not provided on these):

- CMCT 105
- CMCT 106
- HVAC 103
- ETEC 136

H. Personnel

1. Request for Retirement for Occupational Therapy Assistant Program Director - Ottawa

It was the president's recommendation that the Board accept the retirement of Barbara Flett, Occupational Therapy Assistant Program Director – at the Ottawa Campus. Her last day will be effective June 30, 2020.

2. Resignation of Payroll/Accounts Payable Clerk

It was the president's recommendation that the Board approve the resignation of Cassie Vining, Payroll/Accounts Payable Clerk. Her last day will be May 31, 2020.

VI. REPORTS

- A. Faculty – Paul Walcher reported for Alan Murray on what faculty was doing. See attachment.
- B. Online/Ottawa – Dr. Marie Gardner reported on what the Online/Ottawa Department was doing. See attachment.
- C. Treasurer – Sandi Solander gave a treasure's report. Revenue for the month of January was \$2,955,027.06 and disbursements were -\$3,382,298.16. See attachments.
- D. President – Dr. Brian Inbody gave a president's report. See attachment.

VII. OLD BUSINESS

- A.

VIII. NEW BUSINESS

A. Executive Session – Security Matters

On motion by David Peter and second by Jenny Westerman the Board recessed into executive session at 6:18 pm for 25 minutes to discuss the college safety and security plan pursuant to the open meetings exception for matters relating to the security of the Board, the college, its public buildings, facilities or information systems, which if discussed in open meeting might jeopardize the security of the college, its buildings, facilities or information systems, and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included.

No action was taken.

The open meeting resumed here in the Board Room at 6:43 pm.

B. Executive Session – Employee Matters

On motion by David Peter and second by Kevin Berthot the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning, Vice President for Operations, Chief Financial Officer, and the college attorney. The Board entered executive session at 7:05 pm.

Resolution 2020-7

RESOLVED, that the Board of Trustees of Neosho County Community College approved the termination of the employment contract of Rena Snyder. Written notice was given to Ms. Snyder on Monday, March 2, 2020, that she was suspended from her duties. Her employment contract will be terminated effective March 16, 2020.

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

The open meeting resumed here in the Board Room at 7:25 pm.

C. Executive Session – Employee Matters

On motion by Jenny Westerman and second by Charles Boaz the Board recessed into executive session for 5 minutes to discuss an individual employee's performance pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President be on standby and NCCC attorney be included. The Board entered executive session at 7:28 pm.

On motion by Kevin Berthot and second by Jenny Westerman the board went into an additional 5 minutes.

Resolution 2020-8

RESOLVED, by the Board of Trustees of Neosho County Community College that the Employment Agreement with Dr. Brian Inbody as President and Chief Executive Officer of Neosho County Community College be extended for an additional one year, to continue with a four-year contract term now ending in June of 2024, as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with subsequently determined modified compensation and benefits stated, and incorporating the NCCC Strategic Plan 2020-2021 to be prepared by the Board Attorney on or before June 15, 2020.

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

IX. ADJOURNMENT

On motion by David Peter and second by Jenny Westerman, the meeting adjourned at 7:41 pm.

Respectfully submitted,

Dennis Peters, Board Chair

Angela Rowan, Board Clerk

industrial maintenance training. The goal is to package it as a 45 credit hour certificate college bearing program and the completer then hopefully move on into an AA degree. She'd like to be able offer this program and the new AERO program in the Fall.

- IMT 102 – Discussion for spelling correction. On motion by Paul and a second from Mark the syllabus was approved.
- IMT 104 – Heard from Kevin that this course is the first of a four course curriculum with different subjects in each. Brenda shared that this is an aligned program, these four courses were unique to NCCC to bring up to the 45 credit hour requirement. On motion from Paul and a second from Tracy, the syllabus was approved.
- IMT 112 – No comments. Mark moved to approve the syllabus. On second from Paul the syllabus was approved.
- IMT 114 – No comments. Paul moved to approve the syllabus. On second from Mark the syllabus was approved.
- IMT 202 – No comments. Paul moved to approve the syllabus. On second from Tracy the syllabus was approved.
- IMT 204 – Discussion on grammar correction. Mark moved to approve the syllabus. On second from Paul the syllabus was approved.
- IMT 206 – Discussion on spelling error. Paul moved to approve the syllabus. On second from Tracy the syllabus was approved.
- IMT 210 – Discussion about course description. Heard from Brenda that as an aligned course care must be taken about changes to the description. She asked for an opportunity to check with KBOR. Mark moved to approve the syllabus and make any changes later according to KBOR allowance. On second from Paul the syllabus was approved.
- IMT 212 – No comments. Paul moved to approve the syllabus. On second from Tracy the syllabus was approved.
- IMT 214 – No comments. Paul moved to approve the syllabus. On second from Mark the syllabus was approved.
- IMT 216 – No comments. Mark moved to approve the syllabus. On second from Paul the syllabus was approved.
- IMT Matrix - LuAnn addressed the year indicated at the top and the alphabetical and numerical order for the course list. She then moved to approve the matrix. On second from Tracy the matrix was approved.
- IMT Program Sheet – No comments. Mark moved to approve the program sheet. On second from Paul the program sheet was approved.

Heard from Brenda that the goal is to offer in the Fall. There are still several things that have to happen. Dr. Robb commended Brenda for the amount of work that it took for her to put together a program that she is not an expert in. It was amazing to do that in the amount of time she had while also writing the grant to fund it. Brenda also thanked Steve Dowell for helping her to edit it.

F. HIT Program Changes

Heard from Kevin there are changes to ALHT 250. Jennifer explained the changes to the course description to condense it, be easier to understand and more reflective of what they will be doing in that course. It is expected to be offered in the Fall. Previously the

Coding courses were prerequisites and that is no longer necessary as they will be given an introduction to coding in this course. Under texts the change is InsideNC. The course outcomes are reflective of the new AHIMA domains for accreditation. Student Requirements paragraphs were revised for fluidity. The parents after certain domain statements refer to the Bloom's Taxonomy levels. Assessment of Student Gain was copied for standard language. Course notes revised to clarify a need for adequate writing techniques. Steve shared that this course is on a couple of matrices that need to be revised as well. Jennifer said that the whole matrix is going to be revised and will hopefully be ready to bring next month. She explained that she had focused on this one first as it is cross utilized with Medical Assisting. On motion by Paul and a second from Mark all changes to the course syllabus were approved.

VI. Old Business

A. Core Course Definition

Tabled.

B. IB Exam Equivalents – Liberal Arts Division

Heard from Kevin that the division has examined the equivalencies and has determined what would be accepted or not. On motion by Mark and a second from Paul the document was approved. Brief discussion about including the information in the college and how or how often. No other action required after the discussion.

VII. Reports

A. National Community College Benchmarking Project

No report.

B. General Education Assessment

No report.

VIII. Around the Table

None.

IX. Next Meeting

Kevin announced the meeting scheduled for Wednesday, April 08, 2020 at 2:00 p.m. in SU 213.

X. Adjournment

Kevin adjourned the meeting at 2:21 p.m. The minutes were recorded by Rita Morton.

KBOR Excel in CTE Fee Summary for Proposed Academic Programs
CA-1b Form (2020)

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

Program Title:	Industrial Maintenance technology	
Program CIP Code:	47.0303	
<i>Please list all fees associated with this program:</i>		
Program Fee	Short Description	Amount

<i>Please list all courses within the program and any fees associated to those courses:</i>		
Course Fee	Short Description	Amount
CMCT 105 OSHA 10 Safety Orientation	OSHA certification/card	\$ 8.00
IMT 216 Electric Control Systems II	Certified Maintenance & Reliability Technician credentialing exam	\$ 300.00
CMCT 106 Introduction to Craft Skills	Textbook: NCCER Core Curriculum: Introductory Craft Skills	\$ 88.00
IMT 104 Industrial Maintenance Technology I	Textbook: NCCER Industrial Maintenance Mechanic Level I	\$ 102.65
IMT 114 Industrial Maintenance Technology II	Textbook: NCCER Industrial Maintenance Mechanic Level II	\$ 146.65
IMT 204 Industrial Maintenance Technology III	Textbook: NCCER Industrial Maintenance Mechanic Level III	\$ 146.65
IMT 214 Industrial Maintenance Technology IV	Textbook: NCCER Industrial Maintenance Mechanic Level IV	\$ 146.65
Total		\$ 938.60

<i>Please list items the student will need to purchase on their own for this program:</i>		
Item	Short Description	Estimated Amount

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Neosho County Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean 620.432.0364 bkrumm@neosho.edu
Name, title, phone, and email of the Perkins Coordinator	Sarah Robb, Ed.D. Vice President for Student Learning 620.432.0302 sarah_robb@neosho.edu
Program Name	Industrial Maintenance Technology
Program CIP Code	47.0303
Educational award levels and credit hours for the proposed request	Certificate C 45 credit hours
Percentage of tiered credit hours for the educational level of this request	100%
Number of concentrators for the educational level	NA – new program
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	Manufacturing was identified as a needed program. Kansas Labor Market Data shows 1,275 annual openings with an entry wage of \$25,739. Evidence from regional sources included a high demand for manufacturing programs due to new local industries in the region. The curriculum was developed with Ash Grove Cement, see CA1 Form.

Signature of College Official

Sarah R Robb

Date 4-15-2020

Signature of KBOR Official

Date