

New Program Request Form

CA1

General Information

Institution submitting proposal	Northwest Kansas Technical College
Name, title, phone, and email of person submitting the application (contact person for the approval process)	Ben Schears, President 785-89-1501 Ben.schears@nwktc.edu
Identify the person responsible for oversight of the proposed program	Lisa Blair, Ph.D., Vice President for Academic Advancement
Title of proposed program	Health Care Specialist
Method of program delivery (face to face, online, hybrid)	Hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	51.2601 Health Aide
CIP code description (from nces.ed.gov/ipeds/)	Instructional Program Title: Health Aide Instructional Program Definition: A program that prepares individuals to provide routine care and assistance to patients under the direct supervision of other health care professionals, and/or to perform routine maintenance and general assistance in health care facilities and laboratories.
Standard Occupation Code (SOC) associated to the proposed CIP code	31-1131 Nursing Assistants
SOC description (from onetonline.org)	Occupation Title: Nursing Assistants Occupation Description: Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants. Typical level of education required for entry per Kansas Department of Labor Information: Postsecondary non-degree award
Number of credits for the degree <u>and</u> all certificates requested	Cert A = 18 credits Cert B = 35 credits
Proposed Date of Initiation	Fall 2024
Specialty program accrediting agency	n/a
Industry-recognized certification(s) to be earned by students	First Aid/CPR C.N.A. Home Health Aide

	OSHA – HIPAA training medical staff (not treating patients) OSHA – HIPAA training for medical staff treating patients OSHA – Blood-borne pathogens OSHA – ASEPTIC techniques
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Signature of College Official  Date 3-1-24

Signature of KBOR Official _____ Date _____

Narrative

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

Institutions requesting subordinate credentials need only submit the following sections:

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

Program Rationale

- ☐ Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.
- ☐ If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

The Health Care Specialist program came about in response to several needs in the northwest Kansas region.

- ☐ Health care providers (Goodland Regional Medical Center; Topside Manor), an economic development office (Gove County), continue to express a dire need for C.N.A.s and nurses.
- ☐ Local high schools (Quinter, Brewster) have asked for an Early College pathway that trains high school students for employment and educational pre-requisites that will help students enter into advance health care training.
- ☐ Health care providers need C.N.A.s who are willing to advance their careers by pursuing additional education in nursing school or other allied health or professional health specializations.
- ☐ The need for credentialed trainers/instructors is in short supply as nurses are already overworked and not available to take the time off to be adjunct instructors for a single-purpose C.N.A. course. The creation of a full-time position is more likely to attract a qualified instructor who is willing to exchange the high-pay of industry with the low-pay but better hours of instruction.

The creation of this new Health Care Specialist program will allow us to meet the labor market needs of the region while also providing the educational background necessary for students to continue their education into advanced health care programs at other colleges.

Projected Enrollment

Because the program will be offered as a hybrid, we hope to serve high school students and post-secondary students across our 17-county service area. The hybrid arrangement may include online didactic courses, accompanied by specially arranged visits to the Goodland campus for requisite lab skills sessions, and clinical rotations in qualified facilities around the Goodland area for on-campus students, and in qualified facilities in communities where the distance learner is located. With our current partnership with local high schools, we anticipate a starting cohort of at least 10 students.

Program Description and Requirements

- ☐ Provide a complete catalog description (including program objectives/outcomes) for the proposed program.
- ☐ Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.
- ☐ List and describe the admission and graduation requirements for the proposed program.

Catalog Description

The Health Care Specialist program prepare students for entry-level employment into multiple specializations in the health care industry. As students progress, they will gain exposure to the various fields within health care: therapeutic services, diagnostic services, informatics, support services and biotech research and development.

Program Outcomes

Upon successful completion of this program, students will:

1. Demonstrate clinical skills and patient care
2. Demonstrate infection control and safety practices

2. Demonstrate infection control and safety practices
3. Demonstrate CPR, life support and basic first aid skills
4. Differentiate between therapeutic, diagnostic, support, informatics and biotech services
5. Define and exhibit appropriate behaviors associated with Professionalism in the health care industry.
6. Explain and comply with HIPAA regulations.

Work-based Learning Requirements

Clinical Sites Required for Certification

KDADS has established a teacher/student ratio of 1:10 for the clinical experience in the C.N.A. program. This ratio ensures that trainees are appropriately supervised. Further, KDADS has requirements regarding the eligibility of facilities that can serve as clinical training sites. NWKTC is aware of and complies with these requirements.

Additional courses requiring clinical rotations will also adhere to this guideline.

In Goodland, we have three partners who are willing to provide clinical rotations (GRMC, Topside Manor, and Wheatridge Acres). If/when we have online students who cannot feasibly commute to Goodland for clinicals at these facilities, the instructor will work with facilities nearer to those distance learning students to develop an MOU for the clinical rotation.

Admission Requirements

- ☐ The online Application for Admission (<https://www.nwktc.edu/apply#apply>)
- ☐ High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to: admissions@nwktc.edu
 - OR Certificate of GED completion and GED examination results
 - OR Official transcript of home-schooling courses completed, grade levels, and grades earned.
- ☐ Transcripts from all colleges attended, even for dual-credit /CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Parchment; request digital transcripts be sent to registrar@nwktc.edu)
- ☐ ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to NWKTC; our school code is 0006.)
- ☐ If student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.
- ☐ Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)

All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. <https://nwktc.wufoo.com/forms/wbbvdl50sk4mf6/>

Graduation Requirements

To receive the technical certificate or degree, a student must have:

- ☐ Satisfied the residency requirement (completed at least 25% of coursework through Northwest Tech)
- ☐ An overall GPA of 2.0 or better for the entire program of study
- ☐ Completed all coursework and/or testing as required by the program of study
- ☐ Paid in full all account balances

Demand for the Program

- ☐ Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
 - Labor information included should show demand in the occupation for the level of education being proposed for the program.
 - Include additional data for local and regional employer demand if available.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.

- ☐ Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.
- ☐ Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.
- ☐ Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.

SOC Code: 31-1131 Nurse Assistant

Nurse Assistant is listed as a “High-Demand” occupation, with a total demand score of 30 in the KLIC database.

The annual occupational growth is projected to be: 6.4% statewide (6.1% in Northwest KS)

The estimated annual median wages are projected to be: \$31,880 statewide (\$30,485 in Northwest KS)

The typical education level needed for entry: Postsecondary nondegree award with no work experience and no job training required.

Perkins Comprehensive Local Needs Assessment (excerpted from Feb 2022 assessment)

List pathways/programs with too few concentrators for the job openings

Postsecondary Program.

Certified Nurse Aide

CIP 51.3902 SOC 31-1014 Nursing Assistants.

The AY20/AY21 concentrator count was 17 whereas the projected annual openings in NW Kansas are 225. The annual mean wage for NW KS is not available in KLIC, but was reported to be \$27,184 by NWKTC graduates who are employed. The 10 year employment projection is expected to increase by 8.4% in the NW region, and by 2.4% in the entire state of KS.

Core Indicators for NWKTC:

1P1: 94.94% of the student population was retained or placed during the second quarter after program completion.

2P1: 79.23% of the student population received a recognized postsecondary credential during participation in or within one year of program completion.

3P1: 9.09% of concentrators entered non-traditional fields.

Demand from Local Community

- ☐ Please see letters of support in Appendices

Business/Industry Partnerships

- ☐ None at this time

Duplication of Existing Programs

- ☐ Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.
- ☐ Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

From K-TIP: 51.2601 Nurse Aide.

Four institutions have programs with this CIP code.

Name of institution: Allen Community College
Program title: Health Aide
Number of declared majors: 12
Number of program graduates: ^
Number of graduates exiting the system and employed: ^
Annual median wage for graduates exiting the system and employed: ^

Name of institution: Flint Hills Technical College
Program title: Health Occupations Technology
Number of declared majors: 16
Number of program graduates: 16
Number of graduates exiting the system and employed: 5
Annual median wage for graduates exiting the system and employed: \$4,692

Name of institution: Independence Community College
Program title: Health Aide
Number of declared majors: 44
Number of program graduates: 8
Number of graduates exiting the system and employed: 6
Annual median wage for graduates exiting the system and employed: \$22,565

Name of institution: Wichita State University Campus of Applied Sciences and Technology
Program title: Health Aide
Number of declared majors: ^
Number of program graduates: ^
Number of graduates exiting the system and employed: ^
Annual median wage for graduates exiting the system and employed: ^

Collaboration Attempts:

NWKTC reached out to the following institutions/personnel to explain the intention of our proposal and to ask if there is potential for collaboration. Conversations included an overview of the NWKTC proposal, how this program is similar or different from the other institution's program, and common issues related to C.N.A. training and KDADS updates.

- ☐ Allen Community College
- ☐ Flint Hills Technical College
- ☐ Independence Community College
- ☐ WSU Tech

Program Information

- ☐ If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: https://www.kansasregents.org/workforce_development/program-alignment
- ☐ List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.
- ☐ 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.
- ☐ If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- ☐ List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.
 - If seeking accreditation, also describe the plan to achieve it.
- ☐ If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

Program Alignment: n/a

Course Descriptions

BIOL 230 ANATOMY & PHYSIOLOGY I

3 CR

This course is designed to provide the student with a working knowledge of the structure and function of the human body. Systems covered include: integumentary, skeletal, muscular, nervous, and cardiovascular. Co-requisite: BIOL 230L ANATOMY & PHYSIOLOGY I LAB. **This course is approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions as BIO2020, and includes course outcomes established by the Kansas Core Outcomes Group (KCOG).**

BIO: 230L ANATOMY & PHYSIOLOGY I LAB

2 CR

This laboratory course is the co-requisite to BIOL 230 ANATOMY & PHYSIOLOGY I. **This course is approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions as BIO2020, and includes course outcomes established by the Kansas Core Outcomes Group (KCOG).**

This

HLTH 100 MEDICAL TERMINOLOGY (cross-list with MA115A). (BIOL 245)

3 CR

This course emphasizes defining medical prefixes, root words, suffixes, and abbreviations. Students will develop skills in terminology used for charting, electronic record keeping, health care documentation, and office filing.

HLTH 105 BASIC LIFE SUPPORT – Professional

1 CR

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HLTH 110 PHLEBOTOMY

1 CR

This course prepares students to draw blood samples from patients using a variety of intrusive procedures. This class includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations associated with phlebotomy.

HLTH 115 CERTIFIED NURSE AIDE

5 CR

This course provides classroom and clinical instruction for the primary care of clients in long-term and acute-care facilities. Students learn skills for daily hygiene, bedside care, vital sign measurement, positioning and safe transfer of clients. The class prepares and schedules the student to take the Kansas CNA examination.

HLTH 120 HEALTH CARE CLINICAL SKILLS I

3 CR

This course prepares students for performing clinical skills in a variety of health care settings.

HLTH 125 HEALTH CARE INFORMATION TECHNOLOGY

3 CR

This course introduces credentialing, electronic record keeping, organizational personnel management, financials, purchasing, technology selection/maintenance, data management systems, and accreditation compliance services for hospitals and other health care facilities and organizations. Topics include healthcare accreditation and regulatory standards, health care law, meeting and negotiation management, organizational budgets, financials, purchasing/maintaining inventory, and office information systems management.

HLTH 150 HEALTH SCIENCE

2 CR

This course explores the delivery of health care in various settings, including private business and industry, and community organizations.

HLTH 155 HOME HEALTH AIDE

2 CR

This course will teach students how to care for individuals within their homes under the direct supervision of an approved teacher, nurse or physician. Course content will include patient care, comfort, and safety; anatomy and physiology; the prevention of disease and infection; nutrition and meal preparation; human relations; and first aid and CPR. Upon successful completion of the course, students may apply to test for KS certification of Home Health Aide.

HLTH 160 HEALTH CARE CLINICAL SKILLS II

3 CR

This course provides advanced instruction in clinical skills necessary for a variety of health care settings.

HLTH 165 PHARMACOLOGY (cross-list with MA 180) (NURS 340)

3 CR

This course focuses on drug regulations and the legal classifications of drugs. Topics include drug names and references, sources and bodily effects of drugs, variables impacting drug action, calculating dosage, responsibilities and principles of drug administration.

HLTH 170 Nutrition

3 CR

This course focuses on essential nutrients for health and body processes; food fads and fallacies; and the scientific basis of nutrition.

TEC 100 STUDENT SUCCESS SEMINAR.

1 CR.

This course provides an orientation to NWKTC policies, procedures and college life. Strategies for successfully completing programs of study and entering the workforce are the key elements of this class. This course is considered an institution-specific general education course.

Program of Study/Degree Plan

CRS #	TITLE	Credits
First Semester		
TEC 100	Student Success Seminar	1
TEC 120	OSHA Healthcare	1
HLTH 100	Medical Terminology	3
HLTH 105	Basic Life Support (professional)	1
HLTH 110	Phlebotomy	1
HLTH 115	Certified Nurse Aide	5
HLTH 120	Health Care Clinical Skills I	3
HLTH 125	Health Information Technology	3
	CERT A TOTAL	18
Second Semester		
HLTH 150	Health Science	2
HLTH 155	Home Health Aide	2
HLTH 160	Health Care Clinical Skills II	3
HLTH 165	Pharmacology	3
HLTH 170	Nutrition	3
BIOL 230	Anatomy & Physiology I	3
BIOL 230L	Anatomy & Physiology I Lab	1
	Cert B TOTAL	35

Pathways:

Cert A – 18 credits. Early College students may complete this pathway in their junior or senior year.

Cert B - 35 credits. Early College students may complete this pathway in their junior or senior year.

These certs can also be taken with other program courses for the AAS in Applied Technologies.

Program Accreditation: n/a

For Early College Program: Please see letters of support from High Schools in Appendices

Faculty

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

To be eligible to teach the HLTH courses in this program, the instructor must have earned an RN/BSN with at least two years' experience in health care, in a long-term care facility (for the C.N.A. course). To teach the general education and transferable science courses, the instructor(s) must have a Master's degree with 18 graduate credits in the field of the course they are teaching.

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

Detailed Budget Narrative

Physical Facilities (\$0)

NWKTC continually evaluates the use of space on campus. Currently, some programs are using classrooms as storage spaces, and some programs have revised their schedules for using lab spaces. The Health Care Specialist program will be allocated existing, yet partially used, classroom space in the Murray Center and the Allied Health building on the NWKTC campus. Lab space will be reallocated from the existing Respiratory Care program, and some labs will share space with the existing Medical Assistant program. Office space for the new faculty will be allocated to either some vacant office spaces in the Murray Center or Allied Health building. These allocations are not expected to cost any money.

Equipment (\$3,000)

With our existing allied health programs, we can share certain equipment (sim labs; mannikins, etc.)

For this program, we anticipate providing the following equipment:

- ☐ Washer/dryer onsite to launder sheets, etc. (\$3000 one-time cost)

Faculty (TOTAL \$66,250; Full-time \$56,250 salary + benefits)

Full time faculty member salary (\$45,000)

Full-time faculty member benefits package (\$11,250)

Instructional Materials (\$43,000)

- ☐ Consumable Personal care items for C.N.A. training (\$3000 annually)
- ☐ Consumable Lab supplies (sharps; bandages; etc) (\$5000 annually)
- ☐ Non-consumable training materials (ace bandages, splints, braces, etc) (\$5000 one-time cost)
- ☐ Stethoscopes, gait belts, wheelchairs and walkers (\$10,000 one-time cost)
- ☐ Microscopes (ten standard lab binocular; slides, sample slides) (\$20,000 one-time cost)

Accreditation costs
(n/a)

Grants/Outside Funding (will pursue if we are eligible)

Excel in CTE for tiered courses

Perkins – we anticipate this will be Perkins eligible

KS Promise Act – as a medical program, this is eligible for KS Promise Act

Program Review and Assessment

- ☐ Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

The following excerpt comes from the NWKTC Program Review Manual.

The Program Review Tool – ACTE Quality Framework

The ACTE Quality CTE Program of Study Framework (Quality Framework or QF) consists of twelve elements, each of which contains up to ten or fifteen criteria. The twelve elements provide a holistic assessment of the program of study. The Quality Framework was retrieved from <https://www.acteonline.org/professional-development/high-quality-cte-tools/high-quality-cte-development/>

Program Review Calendar

Northwest Tech implemented a 5-year rotation for program review. This rotation is subject to change upon the addition/phase out of technical programs.

The proposed program will be reviewed during its fifth year after launch.

Academic Year	Fall Semester	Spring Semester
2023-2024	Carpentry	Welding
2024-2025	Respiratory Care Medical Assistant	Automotive Technology Electrical
2025-2026	Business Technology Crime Scene Investigation	Engineering Tech – Civil Engineering Tech - Mechanical
2026-2027	Diesel Technology Precision Agriculture	Cloud/Crypto Computing Computer Graphics Technology
2027-2028	Child Care Specialist Cosmetology	Powersports Plumbing

Program Approval at the Institution Level

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

See attached approvals in the appendices:

- ☐ Program Advisory committee minutes
- ☐ Curriculum & Assessment Committee meeting minutes
- ☐ Governing Board: Area Board of Control meeting minutes

Program Proposal Submission

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

April Henry
Director of Workforce Development
ahenry@ksbor.org

Charmine Chambers
Associate Director for Workforce Development/Data/Finance
cchambers@ksbor.org

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: NWKTC

Proposed Program: Health Care Specialist

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		5	5	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$	\$56,250	NWKTC
Part-time/Adjunct		\$		
		Amount	Funding Source	
B. Equipment required for program		\$3,000	NWKTC	
C. Tools and/or supplies required for the program		\$n/a		
D. Instructional Supplies and Materials		\$43,000	NWKTC	
E. Facility requirements, including facility modifications and/or classroom renovations		\$n/a		
F. Technology and/or Software		\$n/a		
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		102,250		

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	10	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source: NWKTC
Full-time	#1	\$	\$56,250	
Part-time		\$		
		Amount	Funding Source	
B. Equipment required for program		\$n/a		
C. Tools and/or supplies required for the program		\$n/a		
D. Instructional Supplies and Materials		\$8,000	NWKTC	
E. Facility requirements, including facility modifications and/or classroom renovations		\$n/a		
F. Technology and/or Software		\$n/a		
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		64,250		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

NWKTC anticipates sharing lab space and facilities with existing programs on campus.

We anticipated Perkins funding for professional development and other allowable expenses annually.

Submit the completed application and supporting documents to the following:

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

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

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

Institution Name:	Northwest Kansas Technical College
Program Title:	Health Care Specialist
Program CIP Code:	51.2601

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

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

Course ID	Short Description	Amount
TEC 120	OSHA HIPAA certification for medical workers (patient care)	\$ 29.00
TEC 120	OSHA HIPAA certification for medical workers (office worker)	\$ 29.00
TEC 120	OSHA Aseptic technique certification for medical workers	\$ 25.00
TEC 120	OSHA Bloodborne pathogen certification for medical workers	\$ 20.00
HLTH 100, 110, 120, 125, 150, 160, 165, 170, BIOL 230, 230L	textbooks (Cengage Unlimited bundle - access for 12 months)	\$ 205.00
HLTH 105	First Aid, CPR, basic life support certification	\$ 20.00
HLTH 115	Certified Nurse Aide textbook	\$ 127.00
HLTH 115	C.N.A. test fees (FOR STATE fee and FOR TESTING CENTER fee)	\$ 50.00
HLTH 155	Home Health Aide resource book	\$ 25.00
HLTH 155	H.H.A. test fees (FOR STATE fee and FOR TESTING CENTER fee)	\$ 50.00
	TOTAL for course fees	\$ 580.00



KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

<p>Please list items the student will need to purchase on their own for this program: Institution <u>is not</u> charging students these costs, rather students are expected to have these items for the program.</p>	<p>Short Description</p>	<p>Estimated Amount</p>
Item		
Stethoscope	price varies depending on vendor and quality	\$ 100.00
Gait belt	depends on vendor and quality	\$ 20.00
Scrubs	price varies (suggest 2-3 sets)	\$ 30.00
Shoes	specifications may depend on clinical site	\$ 70.00
TOTAL student costs out of pocket		\$ 220.00

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as "Technical Program" in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as "Technical Program" in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Northwest Kansas Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Ben Schears, President 785-89-1501 Ben.schears@nwktc.edu
Name, title, phone, and email of the Perkins Coordinator	Trista Zimmerman Instructor and Perkins Coordinator Trista.zimmerman@nwktc.edu
Program Name	Health Care Specialist
Program CIP Code	51.2601 Health Aide
Educational award levels and credit hours for the proposed request(s)	Cert A = 18 credits Cert B = 35 credits
Number of concentrators for the educational level	Estimated = 10
Does the program meet program alignment?	n/a
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	From the February 2022 CLNA, page 15, there are too few nurses (C.N.A.) for the demand. This proposed Health Care Specialist program will provide certifications that are typically desired by advanced healthcare programs (i.e. nursing school, etc.) thus enabling students to be gainfully employed while furthering their education if they choose to do so. We do have Colby Community College in our local needs assessment report, and CCC offers an A.D.N. program which shows too few graduates for the demand (page 11). Launching our Healthcare Specialist program would hopefully provide additional applicants for that advanced program.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Once the program launches, we anticipate the instructor will request Perkins funding for allowable expenses such as professional development and other items that may be needed.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location	Yes. The program is hybrid, so students may complete some didactic classwork online. The NWKTC campus is ADA compliant. We will work to ensure clinical sites are also ADA compliant (we are thinking that clinical sites probably are already ADA compliant in that these

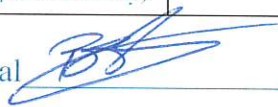
Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	sites serve the elderly and those with disabilities that may require adapted physical facilities).
---	---

Signature of College Official



Date 3-11-24

Signature of KBOR Official

Date _____

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

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

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32,272](#):
 - ☐ Information Technology and Security
 - ☐ Mental and Physical Healthcare
 - ☐ Advanced Manufacturing and Building Trades
 - ☐ Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

Name of Institution	Northwest Kansas Technical College
Name, title, and email of person responsible for Academic program	Lisa Blair, Ph.D. Vice President of Academic Advancement Lisa.blair@nwktc.edu
Name, title, and email of Financial Aid contact	Penny Nemechek Financial Aid Specialist Penny.nemechek@nwktc.edu

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

Information Technology and Security				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Mental and Physical Healthcare				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
51.2601	Healthcare Specialist	High Demand	Cert A, Cert B	Fall 2024

Advanced Manufacturing and Building Trades				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Early Childhood Education and Development				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

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

**If any programs are claiming "critical need" status, please provide supporting documentation:

--

Signature of College Official  Date 3-11-24

Signature of KBOR Official _____ Date _____

Special Note to Kansas Independent Colleges:

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

Matt Lindsey, President KICA
matt@kscolleges.org



COLBY HIGH SCHOOL

1890 South Franklin
Colby, Kansas 67701
www.colbyeagles.org
Telephone (785) 460-5300
Fax (785) 460-5350



Principal

Mr. Matt Sims

Activities Director

Travis Betz

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

RE: Letter of Support for new Health Care Specialist Program at NWKTC

Dear Director of Workforce Development:

My name is Renae Gardner, and I am the College and Career Advocate at Colby High School in Colby Kansas. It is my pleasure to provide this letter of support for the proposed Healthcare Specialist Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I assist students with their Individual Plans of Study and Postsecondary Planning and am excited about the possibility of this opportunity through NWKTC.

We have a number of students who are very interested in pursuing the medical/healthcare pathway. The proposed Healthcare Specialist program appears to offer the necessary certifications and credentials that will help our students get started in their careers. At Colby High School we have a number of students who would like to pursue obtaining their C.N.A. and other health science credentials, however they do not have time to do this independently. This would be a wonderful opportunity for our students to complete these certifications and additional courses and receive high school/ dual concurrent credit as well.

The junior/senior option will allow our students to start their junior year. We understand that there is also a senior year option that would allow students to enroll full-time at NWKTC during their senior year in high school. These options will be greatly appreciated by our school and students. Colby High School has a very strong and established partnership with Northwest Kansas Technical College and we would look forward to expanding our options into the Health Science Field with NWKTC. Thank you for your consideration of the NWKTC proposal for the Healthcare Specialist Program.

Sincerely,

Renae Gardner
1750 Sewell Avenue, Colby KS 67701
rgardner@colbyeagles.org
785-460-5331



An Affiliate of  centura

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

RE: Letter of Support for new Health Care Specialist Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Health Care Specialist Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent **Goodland Regional Medical Center** and am currently serving on the Advisory Board.

We have experienced a shortage of qualified individuals to serve C.N.A.s, C.M.As, health care assistants/aides, nurses and allied health specialists, which impacts the delivery of healthcare to residents of our region. **GRMC** is short staffed in many areas such as: Nursing, Surgery, Radiology, Lab, and Respiratory Therapy.

In order to address this need for keeping our labs staffed, I am willing to contribute in the following ways:

- ◇ Continue to serve on the Advisory Board, meeting once per semester.
- ◇ Offer expertise and feedback regarding the curriculum, facilities, training, and equipment.
- ◇ Offer scholarships to prospective and/or continuing students.
- ◇ Serve as a clinical site for students required practica
- ◇ Serve as a guest speaker in class to discuss current issues or professional development with the students.
- ◇ Give highest consideration for employment to NWKTC graduates.

In summary, it is my professional opinion that this new program will provide training and opportunities for employment that will enhance our local community.

Thank you for your consideration of the NWKTC proposal for the Health Care Specialist Program.

Sincerely,

Allison Mulch
220 W 2nd Street
Goodland, KS 67735
Allison.mulch@goodlandregional.com
785-890-6093



210 Kansas Ave
Goodland KS 67735

February 16, 2024

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

RE: Letter of Support for new Health Care Specialist Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Healthcare Specialist Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent ***Topside Manor***.

We have experienced a shortage of qualified individuals to serve C.N.A.s, C.M.As, health care assistants/aides, nurses and allied health specialists, which impacts the delivery of healthcare to residents of our region. Working in Healthcare it is been an ongoing struggle with getting CNA's and CMA's, having our own employees is our ultimate goal. Having this program will be a great assess to our community.

In order to address this need for keeping our labs staffed, I am willing to contribute in the following ways:

- ◇ Continue to serve on the Advisory Board, meeting once per semester
- ◇ Offer expertise and feedback regarding the curriculum, facilities, training and equipment
- ◇ Serve as a clinical site for students' required practical training experiences
- ◇ Serve as a guest speaker in class to discuss current issues or professional development with the students
- ◇ Give highest consideration for employment to NWKTC graduates

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community.

Thank you for your consideration of the NWKTC proposal for the Healthcare Specialist Program.

Sincerely,

Kim Horinek
Administrator
Topside Manor
785-890-7517



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

RE: Letter of Support for new Health Care Specialist Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Healthcare Specialist Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent Wheat Ridge Acres.

We have experienced a shortage of qualified individuals to serve CNA's, CMA's, health care assistants/aides, nurses, and allied health specialists, which impacts the delivery of healthcare to residents of our region.

To address this need for keeping our labs staffed, I am willing to contribute in the following ways. Offer expertise and feedback regarding the curriculum, facilities, training, and equipment.

- ◇ Serve as a clinical site for students required practical training experiences.
- ◇ Offer expertise and feedback regarding the curriculum, facilities, training, and equipment.
- ◇ Give highest consideration for employment to NWKTC graduates.

In summary, it is my professional opinion that this new program will provide training and opportunities for employment that will enhance our local community.

Thank you for your consideration of the NWKTC proposal for the Healthcare Specialist Program.

Sincerely,

Jennie Klinge, LNHA

Jennie Klinge, LNHA
707 Wheat Ridge Circle
Goodland, KS 67735
Goodland@hhmsi.com

MINUTES
Area Board of Control Meeting - Thursday, October 26, 2023

The regular monthly meeting of the Area Board of Control, Northwest Kansas Technical College, Goodland, Kansas, was called to order on Thursday, October 26, 2023, at 5:00 pm MT, by Chairman Dan Wasson with the following present:

Area Board of Control Members

Dan Wasson (via Zoom)	Dick Short
Paul Bruggeman	Brad Bucl (via Zoom)
Randy Balluch (via Zoom)	Robert Loftin (via Zoom)
Ginger Gibson (via Zoom)	Brad Schick
Julia Cheney (via Zoom)	Kris Lemman (via Zoom)
Shane Mann (via Zoom)	Bruce Bolen (via Zoom)
Katelin Koch (via Zoom)	

College Administration, Staff & Guests

Ben Schears, President
Sherri Knitig, VP of Operations

As each member had received a copy of the minutes, the minutes were not read. There being no additions, deletions, or corrections to the minutes, Shane Mann to approve the regular meeting minutes of September 23, 2023, as written, seconded by Brad Bucl. Motion carried.

Brad Schick read for Randy Balluch, Treasurer, the 9/30/2023 reconciled checking, savings, clearing, and ICS account reports. Robert Loftin moved to accept the treasurer's report, seconded by Brad Bucl. Motion carried.

The Board members reviewed a recap of October invoice payments. A detailed electronic listing of all invoices and journal entries was available to members to review as desired. Ben Schears reviewed the monthly fund balance report and unusual expenditures. Brad Bucl moved to approve the expenditures and journal entries for October, Brad Schick seconded the motion. Motion carried.

OLD BUSINESS:

Affiliation Agreement

The presidents of FHSU, NCK Tech, and Northwest Tech have completed a formal draft of the affiliation agreement for each board to approve. This formal document is needed as a part of the Change of Control application for the Higher Learning Commission (HLC). The HLC process is anticipated to conclude in June 2024, allowing the institutions to proceed with full, formal implementation of the Affiliation beginning in Fall 2024. NCK's board passed the current draft language unanimously on Monday. KBOR board unofficially approved the Affiliation Plan draft as well, and it will be on their agenda for official approval in November. Ben reviewed the changes since last month's in-depth review with the board. Ben commented he feels we have managed to retain a lot of local board responsibilities recognizing FHSU still has legal obligations since they are the new governing body.

Joe Bain, FHSU Attorney, did an excellent job keeping the KBOR attorney up to date with the process to ensure efficiency. The Plan will have to be approved one last time this summer after a successful HLC change of control process. Shane Mann commented that he doesn't like the authority of the FHSU President setting the compensation since there is not any funding to help with mandated changes, but in reality we have gained a lot with the affiliation so this is such a small issue to deal with. Schears commented that even though the setting of the compensation lies with the FHSU President, the plan outlines consultation with the local board so he doesn't foresee it likely becoming an issue. Structuring the agreement for future leadership was crucial as it lays out the framework for the partnership to clarify expectations, reduce misunderstandings, and provide a roadmap for how both parties will work together in the future. Essentially, this agreement is a living document that is designed to create conversation and continually improve the partnership. The Wichita merger model does not have this flexibility, which is what we wanted to avoid. Schears commented that Eric Burks, NCK Tech President, has done a lot of great work with the details and has really helped create a sound contract. Brad Buel moved to approve the Affiliation Agreement as presented, Shane Mann seconded the motion. Motion carried unanimously. The final draft agreement is attached and made a part of these official minutes.

Automation Update

Micro Technologies has stepped up to be a driving force in creating an automation branch/pathway for the Electrical Technology program. They have been discussing equipment donations with instructor Logan Dobbs. They are excited to get things going to train students for this industry that is rapidly growing in our region. Northwest Tech will be moving forward with KBOR approval and targeting launching the program in fall 2025. Merchant McIntyre has begun looking for grants that will fit this initiative, and we may be able to pursue an NSF grant to help initially.

Scoular Apprenticeships

Scoular announced earlier this year that it would recommission the former sunflower crush plant outside of Goodland that it purchased in 2021. Scoular is retrofitting the facility to crush both soybeans and canola. Up to 40 new jobs will be created in Goodland. The facility is expected to begin operations in fall 2024. Scoular is partnering with Northwest Tech to create apprenticeship opportunities for advanced manufacturing students. Scoular has also been working to get a housing development organization to Goodland for the influx of employees they will employ. Scoular is a great asset to our community.

NEW BUSINESS:

Grant Report

Northwest Tech was recently awarded \$135k for tool kits (AT EN WD) to eliminate barriers for students (low-income and high school). We initially requested \$68k, but they doubled our ask. Brenna Henry has a pending JIIST application for the Plumbing Technology program for some heavy equipment and a trailer. The mini excavator and skid loader would be used in several other programs as well. We will be able to add some additional OSHA trenching safety credentials as well. If that proposal is successful, we will have to figure out where we are storing the equipment.

Brenna is working with Joseph Dobbs on a Tiny Home project request for Carpentry. The plan is to submit to the Dane G Hansen Foundation a request for seed money to start the project with the sale proceeds expected to continue the project each year.

Endowment Report

Kelly James is getting ready to kick out a big mailer to all the alumni asking them to update their contact information. The Price Convention Center is coming along great. We are planning to host a grand opening event in late January. We will also do an official naming announcement and a special ceremony for Zona Price and her family/friends. Since we are so close to finishing the building, we will hold back progress photos on social media to build up anticipation for the grand opening. Schears commented he is very excited for the board and community to see the finished product.

Academic Advancement Report

President Schears reviewed the student body profile report information with the board. This report breaks down the gender, ethnicity and other informational items regarding our current student population. Lisa Blair is currently working on the change of control process for HLC. NCK and FHSU are amid reviews for site visits. Midterms are finished, and we are already halfway through the semester!

A curriculum outline for a proposed new Health Care Specialist program was presented to the board for their review and approval. This pathway is designed to provide students the technical and general education background and skills to enter the healthcare field and build a strong foundation for future healthcare opportunities. Courses in the program include CNA, phlebotomy, A&P, as well as other healthcare coursework that builds credentials for students wanting to pursue additional healthcare opportunities down the road such as transfer to a nursing program etc. We believe this pathway could also provide a way to help high school students with an interest in the healthcare field to pursue early college opportunities. Dick Short moved to approve the development of a Health Care Specialist program, Paul Bruggeman seconded the motion. Motion carried.

Colby CC is committing \$300,000 to the "Colby Commitment Scholarship" which will cover local high school students' (on free and reduced lunch) tuition, fees, and books. This is not a great situation for us, but we have been thinking of ways to combat this and keep the students we have while continuing to grow. We believe the best thing to do is continue to expand options, both gen ed and excel in CTE. We have worked hard the past few years to build strong relationships with area schools thanks to Kayla Luera's hard work. Hopefully, the kids interested in technical education will not be phased by CCC's tactic. We will wait to see how CCC's free classes pan out, as they aren't sustainable. Colby CC might have felt some pressure with the news of the affiliation.

Athletics Report

We welcomed our new assistant women's basketball coach, Jake Marshall.

The men's cross country team did very well at the Fire Starter Classic which was held in Iola, KS. The boys did great and won the 8000-meter run finals. The team is highly anticipated to place at the top this weekend for regionals and all-conference.

AD Rory Kling got quotes for the eventual uniform change across all sports as a result of the affiliation. We are looking at about \$17k for new uniforms. We will try to seek funding to help with this significant cost.

Shooting Sports is doing well. The team recently placed 6th at the Concordia Bulldog Sporting Invitational. They are in Grand Island for the ACUI Greater Midwest Super shoot this weekend.

The wrestling team had a showcase last night. We are excited to see what they will do this season.

The men's basketball had their first Jamboree of the year this month in Wichita. It's a great opportunity for the guys to continue to grow and learn as a team. Men's first game is at home on November 1st.

IT Department Report

Workforce Development and IT projects are progressing well. Brad is currently serving as the point person, working with Merchant McIntyre to develop the apprenticeship program.

Admissions & Outreach Report

Admissions has been busy with high school visits, college fairs, and campus tours. This week, we have the admissions team and several faculty members traveling to Hutch for the annual Hutch Expo. The Hutch Expo brings in about 5-6k students each year. It's a great opportunity to get our name out there. There is a lot of space at this event, which allows our faculty to bring virtual tools or equipment to interact with prospective students. In a few weeks, about 300 students will be on campus for Jr/Sr Tech Expo Day. If you remember, we also invite our industry partners to campus on the same day for an Advisory meeting. It is a logistical challenge, but it is worth it for prospective students to see what Northwest Tech can do for them full circle.

Schears directed the board members to look at the Enrollment Comparison report. The report breaks down incoming numbers into three categories: prospects, current students, and early college/high school students. Applications are starting to flow in for next fall. We are starting off with a more substantial base of students this year, so the Fall 2024 is looking great already. Social media has been getting some big views, most notably on Facebook with the Price CC update pictures. Lots of positive local engagement.

Student Advancement Report

Jason has been having a busy semester so far with plenty of student life events. The events have gone over well with lots of student engagement. It is nice to see student events full with students interacting and having a good time.

National Technical Education Signing Day as promoted by NC3 is on April 18. This day will mirror the common signing practices that are usually associated with student athletes. We will send out hats, t-shirts, and other swag for students who are committing to Northwest Tech.

Ben discussed the first quarter Retention Report percentages with the board. The college retention efforts remain strong. The first quarter retention rate is 98.93%, an excellent percentage.

President's Report

The Diesel expansion is moving along. Concrete has been poured, and now the pillars for the building are being set for our addition to house our new in-ground truck chassis dynamometer and our new AG/PTO dynamometer. Estimated completion is mid-December 2023.

The Price bathrooms are getting tiled, and all the sheetrock is almost done. Can't wait to see the final result. The final deadline has been extended into January.

On October 16, a few staff members went to Hays to attend an FHSU foundation training day. Schears believed everyone found it helpful and NT staff members were able to network with FHSU staff.

Schears reported he provided a presentation at the local Kiwanis Club meeting providing an update on the current construction on campus for both the Price Center remodel and Diesel expansion. Schears also provided a college update at the Colby School Board meeting. Kris Lemman noted the report was great and that it is nice to have him attend.

Family Day is an annual tradition for parents, family members, and supporters to visit, create memories, participate in events as well as explore campus and the local community. This year, the Flatlanders festival went over great and had lots of activities for the families. We had a great turnout.

This Saturday we have about 76 people from NT and NCK signed up to attend the FHSU football game. The weather will be very chilly so we warned everyone to dress accordingly. FHSU is honoring new Hall of Fame athletes during halftime.

Sherri Knitig has been on the road a lot to Hays these past few months for affiliation meetings. Jack Polifka, Ag Instructor, was asked to serve on the FHSU Agricultural Advisory Board. FHSU visited our ag program recently and were very impressed. They do not do much hands-on curriculum and that is where they would like some input from our folks. The FHSU ag operation is a good size, but students don't run the farm- just hired hands.

A few weeks ago, our community suddenly lost our Police Chief, Frankie Hayes due to health complications. He was a great guy to work with. Frankie was just a few courses short at the time of his passing. Dr. Tisa Mason traveled to Goodland to award his degree posthumously. It meant the world to his family.

Schears shared with the members that Northwest Tech was again recognized as a "Top 150 U.S. Community Colleges" that is eligible for the 2025 Aspen Prize. This announcement is not public knowledge until October 31st. The data pull for this application will be a heavy lift, but we are planning to pull everything together and apply. We may pull Merchant McIntyre in to help us with the narrative.

Personnel & Legal

Resignation(s): None. Approval(s): Courtney Knox, Admissions Representative (internal transfer from the Business Office), Jessica Von Lintel, Fiscal Control II/Receptionist, Joshua Whisnant, Title III Career Counselor, Blair Lonneke, CDL Training and Jake Marshall, Assistant Women's Basketball Coach. Brad Bucl moved to approve the above appointments, seconded by Julia Cheney. Motion carried. Other: Schears noted we are still wanting to hire a faculty member to teach in Business in the spring. We possibly have a need for an additional instructor in Cloud and Crypto depending on new spring enrollment numbers, and we will need to fill the power sports instructor position sometime late spring to prepare for the fall program launch date.

MISC. ITEMS:

Board Member Remarks

Bruce Bolen asked Schears if he had driven the rat rod to any meetings yet. Schears reported that this event was very fun and successful. We had 60-70 high school students here during the week of the rat rod build, the instructors were champions through the process, community support was excellent, and KWCH even came out and captured a news story. Wrenching for the Future folks will use the rat rod to promote the program and technical education and eventually when it gets sold some of the proceeds come back to the college for scholarships.

Dick Short reported that Jeremy Skrdlant, Cloud and Crypto Instructor, and five students attended a Topside Tip Off meeting. The students have developed a website and App for Topside Tip Off. Short noted how impressive the group was. Schears noted the students were excited to be involved in the project, and also noted the College is again committing to be a sponsor for the event.

The next board meeting is scheduled for Wednesday, November 29 at 5 pm MT/6 pm CT.

At 6:33 pm MT, Kris Lemman moved to adjourn the meeting. Randy Balluch seconded the motion. Motion carried.

MINUTES

October 26, 2023

2:00 Zoom

Members present:

Sandy Barber, current C.N.A. supervisor, Cheyenne Manor

Jaron Caffrey, Kansas Hospital Association

Lisa Blair

Members Absent:

Allison Much, Goodland Regional Medical Center

Kim Horinek, Topside Manor

Agenda: Discuss the Healthcare Specialist program proposal.

Lisa Blair presented the program proposal for the Healthcare Specialist program.

The purpose of the program is to expand enrollment in courses that lead students to further healthcare education. For example, the C.N.A is a pre-req for a nursing degree. The proposed program includes a variety of courses that introduce students to various areas of healthcare – patient care, business, records, auxiliary services, research and development, IT.

The program will be hybrid, hopefully serving high school students in our service region, along with full-time postsecondary education students on campus. Labs will need to be on campus, and arranged to accommodate remote students. Clinical sites will need to be arranged so that high school students can conveniently complete their rotation.

Lisa walked through the courses and the rationale for each of the courses in the AAS degree plan. There was discussion on which courses would be most useful for students who wish to continue their education in nursing or other healthcare areas. Jaron suggested an introductory course in medical imaging. We agreed that Lisa would do more research to bring back to the advisory board for our next meeting.

The board decided to postpone a vote until we have more options on courses to finalize the program guide, and other members can attend and provide feedback.

MINUTES

November 17, 2023

1:00 Zoom

Members present:

Sandy Barber, current C.N.A. supervisor, Cheyenne Manor

Jaron Caffrey, Kansas Hospital Association

Allison Mulch, Goodland Regional Medical Center

Lisa Blair, Vice President Academic Advancement, NWKTC

Ben Schears, President, NWKTXC

Steve Sedbrook, Chair, Department of Health/Human Performance, FHSU

Members Absent:

Kim Horinek, Topside Manor

Agenda: Discuss the Healthcare Specialist program proposal.

Lisa Blair presented the program proposal for the Healthcare Specialist program, including new course options for consideration by the board.

Allison Mulch, representing the nursing perspective, liked the science courses that are pre-reqs for most nursing programs in the state. She wished she had a program like this when she was in high school, to be better prepared for nursing school. Steve Sedbrook mentioned that FHSU not only has a 4-year degree in Health Studies, but the allied health programs that will also appreciate the science pre-reqs that we plan to offer in this program. Jaron Caffrey, representing the Kansas Hospital Association, mentioned that this program seems to be helpful to prepare students for multiple training opportunities in various health careers.

Ben Schears mentioned that as a tech program, we must be sure to include 45 credits of tech courses, and only 15 credits of gen ed (science would be considered gen ed). This might impact our program guide, and Lisa will check with the KBOR staff members for advice on this.

The advisory board voted to approve the program proposal.

MINUTES

February 8, 2024

11:00 a.m. Zoom

Members present:

Sandy Barber, current C.N.A. supervisor, Cheyenne Manor

Jaron Caffrey, Kansas Hospital Association

Lisa Blair

Members Absent:

Allison Much, Goodland Regional Medical Center

Kim Horinek, Topside Manor

Steve Sedbrook, FHSU Department Chair

Agenda: Discuss feedback from the KBOR office staff regarding the Healthcare Specialist program proposal.

Lisa Blair explained the process for a program proposal to pass through all the committees at the state level. Since we submitted our proposal prior to the deadline, we received excellent feedback from the KBOR office staff to help us strengthen our proposal.

The feedback pertained to the following:

- ☐ Advisory board minutes showing approval of the cert A and B rather than the full AAS program
- ☐ Projected enrollment in the program
- ☐ Clinical sites for the program
- ☐ Letters of support from employers
- ☐ Discussions with institutions offering the same type of program
- ☐ Letters of support from high schools
- ☐ Details about fees

REVISION – from AAS to Cert A and Cert B

Lisa shared the original program guide that consisted of four semesters for the AAS degree completion, then compared that with the new program guide consisting of two

semesters culminating in the Cert A and Cert B. Lisa explained the requirements for the AAS include 45 credits of technical education and 15 credits of general education. Our original Healthcare Specialist proposal included too many general education credits (which are indeed helpful for students pursuing further education in health fields but would potentially prevent the approval of the program). By limiting the program to the Cert A and Cert B, students will be eligible for the AAS in Applied Technologies, which means that the student can combine Healthcare Specialist with another technical program on campus (i.e. Business Technology; Medical Assistant; etc.) At this point, we still don't know which of our Healthcare Specialist courses will be deemed "technical" and "tiered" by KBOR, but we have definitely pared down the majority of general education courses.

The group asked some questions to clarify their understanding, and explored how the junior/senior pathway for high school students would compare with the AAS in Applied Technologies pathway. We discussed how to market and promote this to prospective students, and how the "tiered" courses and certifications are significant to high schools and to high school students. Lisa mentioned that certifications such as the OSHA healthcare related training programs would be helpful for high schools, and the group added that students will continue to need these annual certifications once in the healthcare field. We decided to add a credit hour of OSHA Healthcare training into the Cert A.

PROJECTED ENROLLMENTS

The group discussed projected enrollments, and decided that a launch with 10 students would be realistic, and hopefully we will see that number grow.

CLINICAL SITES

The group discussed clarifying the language about clinical sites for distant learners, as this is a hybrid program, along with the KDADS student/teacher ratio that is key.

LETTERS OF SUPPORT

KBOR suggested adding two additional letters of support from employers who are likely to hire our graduates. We currently have letters of support from Goodland Regional Medical Center (employer) and also from FHSU, KHA, Sandy Barber, and Colby High School (because we are targeting high school students to enroll in the program). Lisa mentioned she is phoning longterm care providers in the 17 county service region for NWKTC. We all agreed to reach out to our networks to obtain at least two additional letters of support.

For the high school letters, Lisa explained that NWKTC is undertaking a huge curriculum revamp project, and that we don't want to ask high schools to submit a separate letter for each program (18-24 programs!) so that is why we provided a generic letter. The group agreed that they can see both sides of the situation – why it would be

2023-2024 Committee members: Sylvia Shores, Rachel Schears, Shea Vrbka, Jeremy Skrdlant, Oura Garrett, Christa Bergsma, Rory Kling, Jason Showalter, Leah Innocci, Morgan Pritchard, Butch Knapp, Kelly Nixon, Tanner Callis, Colothdian Tate

nice to have a specific letter, but also that asking high schools to provide that quantity of letters might be off-putting.

DETAILS ABOUT FEES

Lisa mentioned that she is addressing the fees.

CALL FOR VOTE

Lisa called the vote for approval of the Healthcare Specialist program. Both members present approved. Lisa will email the absent members to obtain their votes by email.

POST SCRIPT:

Absent members subsequently emailed their approval of the changes.

MINUTES

October 26, 2023

3:15 Zoom

Members present:

Jeremy Skrdlant

Leah Innocci

Christa Bergsma

Lisa Blair

Sylvia Shores

Shea Vrbka

Colothdian Tate

Morgan Pritchard

Kelly Nixon

Rachel Schears

Agenda: Discuss the Healthcare Specialist program proposal.

Lisa Blair presented the program proposal that had been presented to the Healthcare Specialist advisory board. The advisory board has indicated that some changes are still to be made.

The purpose of the program is to expand enrollment in courses that lead students to further healthcare education. For example, the C.N.A is a pre-req for a nursing degree. The proposed program includes a variety of courses that introduce students to various areas of healthcare – patient care, business, records, auxiliary services, research and development, IT.

The program will be hybrid, hopefully serving high school students in our service region, along with full-time postsecondary education students on campus. Labs will need to be on campus, and arranged to accommodate remote students. Clinical sites will need to be arranged so that high school students can conveniently complete their rotation.

The advisory board is encouraged by the science courses that are pre-reqs for nursing and other advanced healthcare programs. The only caution is that we, as a technical college, must be sure we have 45 credits of technical courses, and 15 credits of general

education courses. Many of the science courses are considered general education, so we may need to tweak the courses in the program.

Jeremy asked how this new program would impact our existing Medical Assistant and Respiratory Care programs. Lisa responded that these programs would continue to exist and would hopefully be strengthened as we offer additional coursework. Both MA and RC are considering a change to hybrid modalities as well, in an effort to build up a broader enrollment base.

The MA program is enjoying the benefits of a full-ride scholarship for students (paid for by a grant) and the RC program is going to experience either a partnership or a competition for students as NCK Tech launches their new RC program in a year to two.

The group decided to postpone a vote so that further tweaks to the proposed curriculum can be made and approved by the advisory board. Lisa will also work directly with MA and RC faculty to ensure they are comfortable with the direction this program will be taking.

MINUTES

November 20, 2023

3:15 Zoom

Members present:

Jeremy Skrdlant

Morgan Pritchard

Sylvia Shores

Kelly Nixon

Tanner Callis

Christa Bergsma

Shea Vrbka

Colothdian Tate

Lisa Blair

Guests present:

Lois Seibert, Medical Assistant instructor

Angela Kershner, Respiratory Care instructor

Agenda: Discuss the Healthcare Specialist program proposal.

Lisa Blair presented the revised program proposal that the Healthcare Specialist advisory board has approved.

As the intention is to offer a program that meets the needs of high school students in our Early College programs along with our postsecondary students, this required some flexibility in how to sequence the courses. Additionally, the rule about 45 tech credits and 15 gen ed credits needed to be addressed.

The committee discussed the AAS program sequence, but also discussed the possibility of offering Cert A, Cert B, Cert C so that high school students can earn credentials as they progress through the program. This program will be an option for the Applied Technologies program for postsecondary students who want to add courses from other technical programs.

Lois and Angela were present and addressed questions about their own programs, as the faculty seemed concerned about their program viability with another healthcare program being added. Both instructors felt confident that their programs will thrive as this additional program brings more students to the industry. Further, each instructor offered to help out with the program development and mentoring the new instructor when hired.

There were no further questions from the C&A committee.

A vote was taken and the program proposal was approved unanimously.

MINUTES

February 7, 2023

Board Room. 3:00 p.m.

Members Present

Rachel Schears	Leah Innocci	Jeremy Skrdlant
Morgan Pritchard	Jason Showalter	Rory Kling
Tanner Callis	Kelly Nixon	Jacque Thompson
Josh Whisnant	Colothdian Tate	Lisa Blair
Christa Bergsma		

Lisa opened the meeting with a discussion of the semester's huge curriculum revamp project, which includes a review of all programs and courses across campus. These will be submitted to KBOR and to HLC. Division chairs are asked to share this information with their division's faculty.

- o Tiered/non-tiered courses
- o New syllabi for new course submissions to KBOR
- o Cert A, B, C and AAS for each program
- o Prefix changes
- o Gen ed changes – if students plan to transfer
- o Scheduling for federal compliance

Along with the curriculum revamp, we are making many revisions to academic and student life policies. There is a folder in the google drive where faculty and staff can access the proposed policy changes.

The new KBOR gen ed buckets and upcoming math pathways have prompted us to revisit our general education courses. Faculty are encouraged to discuss the general education course selection with their program advisory boards – keeping in mind what they think students need for employment but also for transferability.

Lisa reminded faculty members that minutes from their Advisory Board meetings are needed for curriculum proposals.

Lisa asked about Assessment plans; how are those going? We worked on the assessment plans in August, now that we are in the spring semester, faculty should be gearing up for their assessment reports to be submitted in May.

Capstones; any tweaks? The capstones should be based on program learning outcomes – we reviewed these in the August in-service meetings. Students should now be in the middle of completing their capstones.

Gen Ed assessment – Lisa will call a special meeting with the general education faculty to review the assessment rubric and review last year's results to see if we need to make changes to the process. In the May in-service, gen ed faculty will review random selections of program Capstone projects to assess the general education learning outcomes.

Academic Advising – we are developing a new process using Title III counselors to help with the advising that occurs prior to enrollment/registration. More details will be released as the process becomes more established.

Discuss the Healthcare Specialist program proposal. Feedback from the KBOR staff members suggested we might have better success if our new program consists of just the Cert A and Cert B instead of AAS. Lisa shared ideas of how we would incorporate the Cert A and B in an Applied Technologies AAS degree, and how we would create a specific pathway for junior/senior option students to complete not only the Cert A and B, but also the science general education courses that will help them continue their education in nursing school or other healthcare programs.

Potential for a new Fitness Trainer certification. Lisa mentioned we are still looking for a pathway that will award certificates leading to employment, but also helping our student athletes gain the credits needed for transfer. The group seemed interested in pursuing this opportunity, so we will continue to develop this idea in future meetings.

CALL FOR VOTE:

Question: do you approve of the change in Healthcare Specialist program from the full AAS to the Cert A and Cert B?

The group unanimously approved.

The meeting was adjourned at 3:30 p.m.