

New Program Request Form

CA1

General Information

Institution submitting proposal	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Marie Z. Hall, Assistant Dean Curriculum, Programs & Grants (785) 670-3327 marie.hall@washburn.edu
Identify the person responsible for oversight of the proposed program	Dr. Pam Masters, Assistant Dean Health Occupations
Title of proposed program	Medical Assistant
Standard Occupation Code (SOC) associated to the proposed CIP code	31-9092
SOC description including title and job description (from onetonline.org)	<p><u>Title:</u> Medical Assistants</p> <p><u>Job Description:</u> Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.</p>
Proposed suggested Classification of Instructional Program (CIP) Code	51.0801
CIP code description including Title and Definition (from nces.ed.gov/ipeds)	A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.
Method of program delivery (face to face, online, hybrid)	Face-to-face; Hybrid
Number of credits for the degree <u>and</u> for each certificate requested	Cert B = 38 hours
Proposed Date of Initiation	Fall 2026

Specialty program accrediting agency	N/A – Not being sought
Industry-recognized certification(s) to be earned by students	Certified Clinical Medical Assistant (CCMA) through National Healthcare Association (NHA)
Number of projected enrollments 1 st year	Year 1: 28
	Year 2: 40
	Year 3: 40

Signature of College Official J. Scott Dutcher Date 1/13/26

Signature of KBOR Official _____ Date _____

Institutions requesting subordinate credentials (i.e., requesting a CERTB when an AAS is already approved, and coursework is a subset of existing courses) need only submit the following sections:

- 1) General Information,
- 2) Program Rationale,
- 3) Demand for the Program in Kansas (all 10-year Occupational Outlook data and Perkins CLNA information),
- 4) Complete catalog descriptions (including program objectives) for the proposed program,
- 5) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program,
- 6) 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.
- 7) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),
- 8) CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,
- 9) CA-1d if requesting eligibility for Promise Scholarship, and
- 10) Program Approval at the Institution Level

Note: Changes are often simultaneously being made to existing awards when requesting a subordinate award. The CA1 can be used to document those changes as well, rather than also creating the CA2. The changes can be noted on this application, and the CA2a form can be used in conjunction with explanation in the above items to demonstrate the changes being made to the existing awards.

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).

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include
 - how the institution identified the need in the occupation for which the training is being developed,
 - where the idea to offer the program came from,
 - include business and industry partners that requested the program be offered, and
 - who was involved in the development of the program

Identified Need:

Washburn University Institute of Technology (WIT) offers many health occupations programs that provide a progressive pathway to higher credentials and earnings in the healthcare industry. Medical Assistant (MA) was identified as a program not currently offered by WIT that had high demand in the northeast Kansas region. We reviewed labor market projections, looked at program data for other colleges in our region offering a MA program, and assembled a committee of business & industry partners to obtain their feedback on the need for an MA program.

Idea:

The idea began through conversations with our leadership team, particularly our Assistant Dean for Health Occupations.

Business & Industry:

Advisory Committee members represent Lawrence Memorial Hospital (LMH), The University of Kansas Health System St. Francis Campus (UKHSF), and Stormont Vail Health. All members voted in support of the creation of a MA program and stated they all have current openings for MAs. UKHSF shared that they often hire LPNs to fill roles because of a lack of applications from CCMAs.

Program Development:

The Assistant Dean for Health Occupations and Assistant Dean for Curriculum are responsible for program development. The program was reviewed/approved by the Advisory Committee, Curriculum & Assessment Council, and Washburn University Board of Regents (WUBOR). Other support staff members include Institutional Research (IR) and the Enrollment Management team.

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

Highland Community College offers a MA program, and collaboration from Highland was sought. The most recent K-TIP data shows 10 graduates “exited and employed” from the Highland program. This is not sufficient to meet the workforce need in Northeast Kansas. The *2022-2032 Kansas Occupational Projections* state there is a need for 125 Medical Assistants annually in Northeast Kansas.

Program Description and Requirements

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

Catalog Description:

A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

Program Student Learning Outcomes (PSLOs):

PSLO 1: Students will demonstrate foundational knowledge of human body systems, medical terminology, and factors influencing health and wellness by identifying anatomical structures and functions, recognizing common diseases and conditions, and accurately using medical language in context.

PSLO 2: Students will demonstrate competency in administrative medical assisting by applying knowledge of insurance processes, medical office procedures, legal and ethical standards, communication skills, and human relations to support efficient and compliant healthcare delivery.

PSLO 3: Students will demonstrate proficiency in clinical medical assisting by applying principles of asepsis, sterilization, laboratory procedures, minor surgical techniques, and infection control to ensure safe and effective patient care in compliance with regulatory standards.

PSLO 4: Students will demonstrate the ability to engage effectively in clinical patient care by performing vital assessments, administering treatments, educating patients, and supporting diagnostic and emergency procedures in accordance with professional standards and safety regulations.

- Include any work-based learning requirements of the program, such as clinicals, internships, apprenticeships etc. If clinical experience or apprenticeship is required for the occupation; please identify whether sufficient clinical sites are available, or how the institution is partnering with business and industry to ensure sufficient apprenticeship spaces are available.

Clinicals will be completed in HCT 163 Patient Care I Practicum and HCT 172 Patient Care II Practicum, for a total of 180 hours in a clinical setting. WIT has existing clinical site partnerships and the MA Advisory Committee has committed to acting as clinical sites. Please see attached letters of support.

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

Admissions requirements for WIT are a high school GPA of 2.0 or higher, or an official GED diploma. High School students must be within 3 semesters of high school graduation, as students must possess a High School diploma or equivalent to sit for the CCMA exam.

Graduation requirements: Completion of 38-credit hours to earn the Cert B. See Degree Map for details.

Demand for the Program in Kansas

- 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 job openings,
 - estimated annual median wages, and
 - typical education level needed for entry
- Labor information included should show demand in Kansas in the occupation *for the specific level of education being proposed for the program*.
- Please utilize the following format to indicate the job postings (and wage/salary) in Kansas which correspond to each educational level being proposed for the new program:

Education level proposed	Data Source utilized – include only Kansas data	# of job openings corresponding to the level of education	Hourly wage/annual salary for jobs for each level of education
CERTB (30-44 CH)	2022-2032 Kansas Occupational Projections	NE KS: 1,251 (total) 125 (annual) Statewide: 7,066 (total) 707 (annual)	\$40,766/yr. \$40,700/yr.

Typical education needed for entry is: Postsecondary non-degree award.

- Include additional data demonstrating local and regional employer demand in Kansas if available.

See attached letters of support.

- 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 to show demand in Kansas. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) in Kansas are examples of additional labor data documentation.

N/A – State level data is available.

- 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. Additional support letters from other organizations may also be included, but at least three letters from potential employers are required.

See attached letters of support.

- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation. Example: “(Data source) listed X number of annual openings for the occupation, with Y number of Concentrators in the matching program area”. If the occupation corresponding to the proposed program was not evaluated in the most recent CLNA, please explain why.

The FY25-26 Perkins CLNA for the Topeka region identified Medical Assistant as a program with “too few concentrators for the job openings”:

51.0801 Medical/Clinical Assistant (Postsecondary)
28 Concentrators; 150 Annual Openings

- 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 CAI materials for review purposes. The agreement will not be published or posted during the comment period.

Area employers act as Clinical sites. See attached letters of support.

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.

2024 K-TIP Data:

* *Indicates no data available*

Institution	Program Title	Declared Majors	Program Graduates	Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
Barton County Community College	Medical/Clinical Assistant	67	*	*	*
Coffeyville Community College	Medical/Clinical Assistant	8	*	*	*
Fort Hays Tech – Northwest	Medical/Clinical Assistant	11	7	*	*

Garden City Community College	Medical/Clinical Assistant	44	*	*	*
Highland Community College	Medical/Clinical Assistant	73	11	10	\$35,372
Kansas City Kansas Community College	Medical/Clinical Assistant	104	14	7	\$23,064
Neosho Community College	Medical/Clinical Assistant	21	*	*	*

- Please explain how collaboration was pursued with similar programs. Institutions proposing a new program should always reach out to existing programs to identify collaboration opportunities. Examples of collaboration include (but are not limited to) sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, structure with business and industry on work-based learning opportunities, etc.
 - Once existing programs have been contacted, if collaboration was not a viable option, please explain why.

Highland Community College: We connected with Lucas Hunziger at Highland Community College, who provided a copy of their Medical Assistant Degree Map (Cert B, 37 credit hours). They also provided copies of all syllabi and noted that the program is very popular with their high school students.

Barton County Community College: We connected with Cathy Smith at Barton Community College. Barton offers a Cert B (44 hours) as well as an AAS (64 hours). The Barton program is completely online except for their internship and phlebotomy lab hours. Students earn the Medical Assistant Certification (CCMA) through the National Health Careers Association (NHA).

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and verify that
 - program title.
 - courses, (including titles and competencies)
 - industry-recognized certifications,
 - all marketing materials and public-facing information meets requirements, and
 - accreditation requirements

are met in the proposal. Listing of aligned programs can be found at:

https://www.kansasregents.gov/workforce_development/program-alignment

Alignment has been reviewed and verified.

Common Courses:

HCT 170 Medical Administrative Aspects (4)
 HCT 167 Emergency Preparedness (1)
 HCT 142 Medical Professional Issues (2)

Support Courses:

HCT 126 Medical Terminology (3)
 HCT 136 & 137 Human Anatomy & Physiology w/ Lab (6)
 HCT 163 Patient Care I Practicum (2) and HCT 172 Patient Care II Practicum (2)
 HCT 153 Principles of Pharmacology (3)
 HCT 147 Medication Administration (1)
 HCT 160 & 164 Fundamentals of Phlebotomy w/ Lab (4)

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

HCT 105 First Aid & CPR (1)

This course is an introduction to basic first aid and included CPR certification. The course provides the basic information and skills needed to meet the American Heart Association standards.

HCT 126 Medical Terminology (3)

The course introduces the students to the language of the medical field, including commonly used abbreviations. Medical prefixes, suffixes, and combining forms are introduced so they may have a thorough knowledge and understanding of what they encounter in the medical field. An emphasis is placed on body systems, conditions, diagnostic terms and medical specialties.

HCT 136 Human Anatomy & Physiology (4)

This course is designed to introduce the student to the structure and function of the following body systems: skeletal, muscular, nervous, sensory, circulatory, respiratory, digestive, and urinary systems. This class offers information concerning normal human structures and functions and the developmental changes that occur during an individual's life span. Students will learn specific information about factors associated with expected and abnormal anatomical and physiological changes associated with the body's major organ systems. This course is designed for students who are interested in pursuing a career in a health occupation.

HCT 137 Human Anatomy & Physiology Lab (2)

This course provides opportunities to observe various anatomical parts and to investigate physiological phenomena. The student will relate specimens, models, microscope slides, and whole body information learned in lecture and read about in the textbook. Study of anatomy of major organ systems includes use of anatomical models and selected preserved animals and organs.

HCT 141 Nutrition (3)

This introductory course provides a basic knowledge of human nutrition. Students will learn the sources and functions of the various nutrients. They will also explore the interaction of diet, disease, prevention, and treatment. Through the use of computerized nutrition program, students will analyze their diets for nutritional deficiencies and excesses.

HCT 142 Medical Professional Issues (2)

Reviews the role and function of the Medical Assistant. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

HCT 147 Medication Administration (1)

This course provides the knowledge and skills necessary to safely and accurately administer medications in a clinical setting. Topics include the rights of medication administration, understanding medication routes, dosage calculations, preparation techniques, and proper documentation. Students will learn best practices for oral, topical, inhalation, and injectable medication administration, as well as infection control and patient education. The course also covers legal and ethical considerations, safety protocols, and recognition of adverse reactions. Through hands-on practice and simulation, students will develop competency in medication administration to support quality patient care.

HCT 149 Clinical Aspects of Medical Assistant Skills (2)

This course teaches foundational and in-depth knowledge and skills needed for success in the Medical Assistant role. Content includes the role of the Medical Assistant in patient outcomes, infection control, patient screenings, vital signs, general and specialty medical assisting, minor procedures and surgical tasks, lab procedures, patient education, and eye, ear, pediatric, cardiac, respiratory, and obstetric/gynecologic procedures. Content is delivered as didactic and lab including demonstration, simulation, and clinical skills check offs.

Pre-requisites: Medical Terminology; Human Anatomy & Physiology w/ Lab

HCT 151 Clinic Communication, Teamwork, and Emotional Intelligence (1)

This course is designed to prepare the healthcare professional with essential skills needed for optimal patient care and interaction. This course will include didactic as well as application and simulation activities and includes content over communication, teamwork, emotional intelligence, and professional conduct.

HCT 153 Principles of Pharmacology (3)

This course introduces the fundamental principles of pharmacology, emphasizing the relationship between drugs and the human body. Topics include drug classifications, mechanisms of action, pharmacokinetics, pharmacodynamics, and the therapeutic use of common medications. Students will explore how drugs are absorbed, distributed, metabolized and excreted, as well as adverse effects, drug interactions, and the role of the Medical Assistant in promoting safe medication practices and providing patient education.

HCT 158 Advanced Healthcare Preparedness and Wellness (2)

This course prepares students for healthcare careers through advanced clinical training and professional competency development. Core instruction includes Patient Care Technician (PCT) skills such as urinary catheter management, infection control, IV removal, EKG acquisition with artifact reduction, and wound care. Emphasis is placed on technical accuracy, safety, documentation, and early identification of complications.

Students also develop resilience and self-regulation strategies essential for sustaining performance in high-demand clinical environments. Specialized training in patient centered dementia care is delivered through creative problem-solving and varied instructional methods. Graduates will be equipped to provide safe, compassionate, and proficient care across diverse healthcare settings.

Clinical skills development includes advanced Patient Care Technician (PCT) competencies, such as urinary catheter management, infection control, IV removal, EKG acquisition with artifact reduction, ostomy management, intake and output monitoring, and wound care practices. Emphasis is placed on proper technique, safety, documentation, and recognizing signs of infection and complications. By the end of this course, students will be well-prepared to deliver compassionate and proficient care in various healthcare settings.

Prerequisites: CNA in good standing or permission of instructor; passed Medical Terminology with a C or higher; grade point average of 2.0 or higher.

HCT 160 Fundamentals of Phlebotomy (2)

This course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the general public. Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. Emphasis will be placed on collection techniques, specimen processing, Order of Draw, departments in the clinical laboratory, the tests analyzed in each department, and workflow practices.

HCT 164 Fundamentals of Phlebotomy Lab (2)

This course provides the student with knowledge and practical application of basic laboratory skills with a focus on patient care. Students learn and practice basic skills in venipuncture, sterile technique, patient safety, and documentation. There is major emphasis on the critical elements of laboratory procedures and the scientific rationale for performing the procedures correctly.

HCT 163 Patient Care I Practicum (2)

This course allows the Medical Assistant student to transition knowledge and skills learned to this point into the clinical setting. The student will complete 90 hours in the clinical setting.

Prerequisite: Eligible students must be in good standing and have successfully completed coursework prior to this point and successfully complete the Competency I check-off during the first week of their practicum.

HCT 167 Emergency Preparedness (1)

Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

HCT 170 Medical Administrative Aspects (4)

Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. Focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

HCT 172 Patient Care II Practicum (2)

This course allows the Medical Assistant student to transition all knowledge and skills learned throughout the program into the clinical setting. The student will complete 90 hours in the clinical setting.

Prerequisites: Students must be in good standing, have successfully completed all program coursework prior to this point, and successfully complete the Competency II check-off during the first week of their practicum.

HCT 174 Medical Assistant Certification Exam Preparation (1)

This course provides a comprehensive review of the test plan, practice exams, and focused review with remediation prior to sitting for the Certified Clinical Medical Assistant (CCMA) exam through the National Healthcare Association (NHA).

Prerequisites: Student must be in good standing and have completed all other required program coursework prior to the exam prep course.

- Provide a Program of Study/Degree Plan for the proposed program for each program exit point including a semester-by-semester outline that delineates required and elective courses.
 - Degree plan/map in application should match degree map on institution website
 - KBOR links individual institution Degree Map landing pages at <https://www.kansasregents.gov/students/advising-resources>
 - Please refer to Guidance on Academic Degree Maps at https://www.kansasregents.gov/academic_affairs/performance-agreements

See attached.

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

N/A – Cert B is the only proposed program.

- 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.

Accreditation not being sought as it is not necessary to deliver the curriculum and credential. The Advisory Committee supports offering the Certified Clinical Medical Assistant (CCMA) credential through the National Healthcare Association (NHA). Programmatic accreditation is not required to offer the CCMA and is not required per KBOR program alignment.

- 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.

See attached.

Faculty

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

Instructors must be:

1. currently licensed, certified or registered healthcare professional or have a minimum of two years of work experience in allied health field covered by the CCMA exam or discipline commensurate with or exceeds the scope of practice of that field AND
2. meet all program-specific requirements

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program. Items should include (but are not limited to)
 - physical facilities,
 - equipment and tools,
 - faculty,
 - instructional materials,
 - accreditation,
 - student support services

Implementation Year Initial Budget:

- New Instructor (salary + benefits): \$78,090
- Part-Time/Adjunct pay (for curriculum development): \$4,000
- Equipment: \$5,000
- Instructional Supplies & Materials: \$5,000
- Facility/Classroom (office furniture): \$3,500
- Professional Development: \$3,200

The Healthcare Sim Lab at Washburn Tech already has many items that may be utilized by this program area, such as manikins, chester chest, models, Anatomage table, AR/VR glasses, etc.

Second and Third Years:

- Faculty (salary + benefits, assumes 2.5% pay increase annually): \$162,085
- Instructional Supplies & Materials: \$5,000
- Professional Development: \$6,400

- Provide detail on **CA-1a form. Please include the specific funding source for each item.**

Attached.

- Describe any grants (including requirements of the grant), donations or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

We do not intend to use grants for startup costs.

- **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**.

Attached.

Program Review and Assessment

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

WIT programs are on a four-year review cycle, utilizing the Association for Career and Technical Education (ACTE) Quality CTE Program of Study Framework. Data collection is broken into three yearly submissions with year four being the culmination and program review presentation.

The review schedule for Medical Assistant is:

- Section 1: Partnerships, Career Development & WBL 2027-2028
- Section 2: Instructor Development & Instruction 2028-2029
- Section 3: Curriculum, Program Alignment & Resources 2029-2030
- Section 4: Full Review 2030-2031

Program Approval at the Institution Level

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

Attached.

Program Proposal Submission

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

Charmine Chambers
Director for Workforce Development
cchambers@ksbor.org

Crystal Roberts
Associate Director for Workforce Development
croberts@ksbor.org

Brandi Wells
Workforce Development Program Specialist
bwells@ksbor.org

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution: Washburn University Institute of Technology

Proposed Program: CIP 51.0801 Medical Assistant

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time		Part-Time
A. Headcount:		28/532		--
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time		# 1	\$	\$ 78,090
Part-time/Adjunct		# 1	\$ 4,000	\$
		Amount		Funding Source
B. Equipment required for program		\$ 5,000		General Fund
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$ 5,000		General Fund
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 3,500		General Fund
F. Technology and/or Software		\$		
G. Other (<i>Please identify; add lines as required</i>): PD		\$ 3,200		General Fund
Total for Implementation Year		\$ 98,790		General Fund

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time		Part-Time
A. Headcount:		80/2,220		--
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time		#1	\$ 162,085	\$
Part-time		#	\$	General Fund
		Amount		Funding Source
B. Equipment required for program		\$ 0		
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$ 5,000		General Fund
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>): PD		\$ 6,400		General Fund
Total for Program Sustainability		\$ 173,485		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

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

Additional support may be provided via grant funds to include Carl D. Perkins Local grant, Carl D. Perkins Reserve Fund grants, Washburn Women's Venture Partners (WWVP) grant, etc. If approved, these funding sources would provide additional support for ongoing program costs.

Submit the completed CA-1a application and supporting documents as a PDF included in the CA1 completed application packet.

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:	Washburn University Institute of Technology
Program Title:	Medical Assistant
Program CIP Code:	51.0801

Please list all fees associated with this program:

Only list costs the institution is charging students.

Fee	Short Description	Amount
	Patches & Nametags	\$ 23.00
	CCMA Study Guide & Practice Tests	\$ 82.33
	CCMA Certification Exam	\$ 144.52
	MA SkillsBuilder Clinical Plus eBook	\$ 112.99
	MA SkillsBuilder Administrative Plus eBook	\$ 112.99
	PersonalAbility eBook	\$ 70.07

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
HCT 160 & HCT 164		
Phlebotomy & Lab	Phlebotomy Textbooks	\$ 150.00
HCT 160 & HCT 164		
Phlebotomy & Lab	Lab Fee	\$ 75.00
HCT 105 First Aid & CPR	First Aid & CPR Registration	\$ 40.00

Please list items the student will need to purchase on their own for this program:

Institution is not charging students these costs, rather students are expected to have these items for the program.

Item	Short Description	Estimated Amount
Clothing	Scrubs	\$ 100.00
Verified Credentials	Verified Credentials	\$ 114.50

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Washburn University Institute of Technology
Name, title, phone, and email of person submitting the Perkins Eligibility application (contact person for the approval process)	Marie Z. Hall, Assistant Dean Curriculum, Programs & Grants (785) 670-3327 marie.hall@washburn.edu
Name, title, phone, and email of the Perkins Coordinator	Sarah Velasquez, Grants Facilitator (785) 670-3370 sarah.velasquez@washburn.edu
Program Name	Medical Assistant
Program CIP Code	31-9092
Educational award levels <u>and</u> credit hours for the proposed request(s)	Cert B = 38 hours
Number of concentrators for the educational level	Year 1 anticipated enrollment = 28 Year 2 + anticipated enrollment = 40
Does the program meet program alignment?	Yes
How does the needs assessment address the occupation and the program (provide page number/section number from the CLNA and describe the need for the program)	Perkins V CLNA Topeka FY25-26 Q1, Page 13 “too few concentrators for the job openings” 28 Concentrators: 150 Annual Openings
Justification for conditional approval: (how will Perkins funds will be used to develop/improve the program)	Purchase of equipment, supplies and resources. Professional development for instructors.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? (Contact Board staff for technical assistance if there are questions regarding accessibility)	Yes

Signature of College Official



Date 1/5/26

Signature of KBOR Official

Date

Kansas Promise Eligibility Request Form

CA-1d Form (2024)

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) Transportation, Distribution and Logistics

Name of Institution	Washburn University Institute of Technology
Name, title, and email of person responsible for Academic program	Dr. Pam Masters, Assistant Dean Health Occupations pamela.masters@washburn.edu
Name, title, and email of Financial Aid contact	Andy Fogel, Director andrew.fogel@washburn.edu

**Kansas Promise
Eligibility Request Form**

CA-1d Form (2024)

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
51.0801	Medical Assistant	High Demand	Cert B	Fall 2026

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 J. Scott Baker Date 1/12/26

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



Medical Assistant, Cert B
CIP 51.0801

First Year					
Fall			Spring		
Number	Title	Hours	Number	Title	Hours
HCT 126	Medical Terminology ^a	3	HCT 142	Medical Professional Issues ^a	2
HCT 136	Human Anatomy & Physiology ^a	4	HCT 149	Clinical Aspects of Medical Assistant Skills ^a	2
HCT 137	Human Anatomy & Physiology Lab ^a	2	HCT 151	Clinic Communication, Teamwork, and Emotional Intelligence ^a	1
HCT 105	First Aid & CPR ^a	1	HCT 153	Principles of Pharmacology ^a	3
HCT 141	Nutrition ^a	3	HCT 158	Advanced Healthcare Preparedness and Wellness ^a	2
			HCT 147	Medication Administration ^a	1
			HCT 163	Patient Care I Practicum ^a	2
Total Hours		13	Total Hours		13

Second Year		
Fall		
Number	Title	Hours
HCT 167	Emergency Preparedness ^a	1
HCT 170	Medical Administrative Aspects ^a	4
HCT 160	Fundamentals of Phlebotomy ^a	2
HCT 164	Fundamentals of Phlebotomy Lab ^a	2
HCT 172	Patient Care II Practicum ^a	2
HCT 174	Medical Assistant Certification Exam Prep ^a	1
Total Hours		12

^a Grade of "C" or higher is required

^b Offered in Fall semester only

^c Offered in Spring semester only

^d Course can also fulfill a general education requirement; discuss with advisor

Systemwide General Education (SGE) Key

010 English

050 Social & Behavioral Sciences

020 Communications

060 Arts & Humanities

030 Math & Statistics

070 Institutionally Designated

040 Natural & Physical Sciences



USD 454-BURLINGAME

100 Bloomquist Dr., Ste. A, Burlingame, KS 66413

785.654.3328

www.usd454.net

Home of the

January 5, 2026

Dr. Pamela Masters, DNP, RN, CNL
Assistant Dean; Health Occupations and Technology Programs
Washburn University Institute of Technology

Dear Dr. Masters:

I am writing on behalf of Burlingame High School, USD 454, to express our strong interest in supporting the development of a Medical Assistant program at Washburn University Institute of Technology and to advocate for an in-person training option that would serve students from our small, rural community.

As you know, our students face unique challenges related to geographic isolation and limited access to specialized career-training opportunities. Despite these barriers, many of our students are highly motivated to pursue careers in the healthcare field—an interest that continues to grow as they witness the critical need for skilled medical professionals in rural areas like ours.

An in-person Medical Assistant program offered through your institution would provide our students with:

- **Direct access to high-quality, hands-on training** that cannot be replicated in a fully virtual environment.
- **A clear and attainable pathway into the healthcare workforce**, with credentials that would allow them to enter essential careers shortly after high school.
- **Opportunities to build confidence and competence** through lab work, clinical simulations, and face-to-face instruction.
- **A meaningful connection to a postsecondary institution**, helping students see themselves as capable and deserving of higher education.

Such a program would not only strengthen our students' futures but also help address the ongoing shortage of healthcare professionals in rural communities. By preparing local students for local careers, we can support both individual growth and regional workforce needs.

We are eager to collaborate in any way that would help make this program a reality—whether through coordinating student interest, sharing facilities for outreach, or establishing dual-credit or career-pathway partnerships. Our goal is to ensure that our students have the opportunity to pursue a career that is both personally rewarding and vital to the well-being of our community.

Thank you for considering this request. We deeply appreciate your commitment to expanding educational opportunities for rural students, and we would welcome the chance to discuss how our schools can work together to support the creation of this Medical Assistant program.

Sincerely,
Dr. Marcy Cassidy
Superintendent

Dustin L. Dick
Principal, Topeka High School & TCALC
Lead High School Principal
District Athletic Director

December 29, 2025

To Whom It May Concern,

I am writing to express strong support for Washburn University Institute of Technology's proposal to begin a Medical Assistant (MA) Certificate B program. This letter is submitted in support of program approval by the Kansas Board of Regents.

Medical Assistants are in high demand throughout Northeast Kansas, and the need for qualified professionals in both clinical and administrative healthcare roles continues to grow. With an average annual wage of approximately \$40,908 in the region, this career pathway provides students with a stable, family-sustaining wage and meaningful employment opportunities in a critical industry.

The proposed 38-credit-hour Certificate B program, designed to be completed in three semesters, offers an efficient and accessible pathway into the healthcare workforce. Students enrolled in the program will gain essential knowledge and hands-on skills necessary to perform both administrative and clinical duties under the direction of a physician. These duties include scheduling appointments, maintaining medical records, billing and coding for insurance purposes, taking and recording vital signs and medical histories, preparing patients for examinations, drawing blood, and administering medications as directed.

Upon completion of the program, students will be eligible to earn the Certified Clinical Medical Assistant (CCMA) credential, a nationally recognized certification that enhances employability and workforce readiness. The program's structure also aligns well with high school students who are within three semesters of graduation, allowing them to begin postsecondary training while meeting eligibility requirements for the CCMA exam.

This program represents an important opportunity to strengthen the regional healthcare workforce while providing students with a clear, attainable credential that leads directly to employment. The Medical Assistant Certificate B at Washburn University Institute of Technology will serve both students and employers by addressing workforce shortages and supporting economic development in Northeast Kansas.

I strongly support the approval of this program and appreciate the Kansas Board of Regents' consideration.

Since,



Dustin Dick
Principal



Learning Without Limits

Seaman Unified School District #345

SEAMAN EDUCATION CENTER

901 NW Lyman Road • Topeka, KS 66608-1900 • 785-575-8600 • Fax 785-575-8680

www.seamanschools.org

Tuesday, December 23, 2025

BOARD OF EDUCATION

Christy Weiler, President

Donna McGinty, Vice President

Dianna Brodine

Michelle Caudill

Kyle McNorton

Chris Travis

Braden Werner

Brad Willson
Superintendent

Assistant Dean Marie Hall
Washburn University Institute of Technology
5724 SW Huntoon Street
Topeka, KS 66604

Assistant Dean Hall,

Thank you for sharing Washburn University Institute of Technology's proposal for a new Medical Assistant program of study. It is an honor for Seaman School District #345 to support Washburn Tech's application to the Kansas Board of Regents for approval of this program. The mission of Seaman Schools is "Working together to prepare each student for lifelong success" and Washburn Tech has been an exemplary partner with Seaman Schools in fulfilling that mission. In particular, Washburn Tech provides essential skills, dispositions, and experience for our students in achieving workplace success.

It is my opinion that there won't be a better place for Seaman students to gain workplace knowledge and experience in becoming a Medical Assistant. All of the programs that Seaman students have participated in at Washburn Tech are of the highest quality and our students are well prepared for success in the workplace in these areas. I have no doubt that the Medical Assistant program will be designed and implemented with the same high quality that Washburn Tech is known for. Medical Technicians and Assistants are in extremely high demand and a program like this will benefit the students at Seaman High School. I appreciate your willingness to expand programming into these essential areas.

Seaman schools is committed to collaborating with Washburn Tech in ensuring our high school students are well informed of these offerings and to working with the admissions team to place students in this program. We fully support Washburn Tech's application for adding a Medical Assistant program and we look forward to continuing the partnership between our organizations in order to staff the many healthcare career opportunities in our community.

Sincerely,

Brad Willson

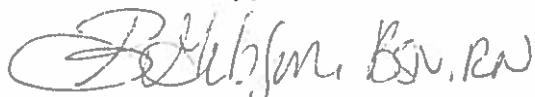
Brad Willson
Superintendent
Seaman School District #345

December 8, 2025
Washburn Institute of Technology
Attn: Dr. Pamela Masters
Assistant Dean, Health Occupations
5724 SW Huntoon St
Topeka, KS 66604

Dear Dr. Masters,

This letter is to state my support for the medical assistant program that is being developed at Washburn Institute of Technology. As a leader in the healthcare industry, I recognize the need for skilled workers in this area in order to meet employment demands. This program will provide a variety of opportunities to the community and surrounding area in a deeply needed field. I will support the medical assistant program by serving on the advisory board, serving as a clinical site, and potentially hiring graduates of the program.

In Partnership,



Brooke Gibson, BSN, RN
Director of Nursing



Stormont Vail Health

January 12, 2026

Attn: Pam Masters, DNP, RN, CNL
Assistant Dean, Health Occupations & Technology Programs

To Whom It May Concern,

I am writing to express my support for the Washburn University Institute of Technology Medical Assistant Program. As an advocate for quality education and workforce development in our community, I believe this program would play a crucial role in preparing students for meaningful careers in healthcare. The curriculum is a solid foundation of medical knowledge and hands-on experience, ensuring graduates are well-equipped to meet the demands of the fast-evolving medical field.

The Washburn University Institute of Technology Medical Assistant Program would strengthen the healthcare infrastructure of our region by supplying competent and compassionate professionals. Washburn University Institute of Technology has a track record of the positive impact its graduates from other healthcare programs that support local clinics and hospitals, contributing to patient care and organizational efficiency.

I strongly support this program. Support is inclusive of providing clinical opportunities and a willingness to hire graduates of the Medical Assistant Program. I am confident that it will continue to benefit both its students and the broader community. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Salena Gillam".

Salena Gillam, MBA, BSN, RN, NE-BC
Vice President, Safety & Nursing Practice

Stormont Vail Health



December 8, 2025

Washburn Institute of Technology
Attn: Dr. Pamela Masters
Assistant Dean, Health Occupations
5724 SW Huntoon St
Topeka, KS 66604

Dear Dr. Masters,

This letter is written in strong support of the Certified Medical Assistant Program that is being developed at Washburn Institute of Technology. We recognize the essential role that Certified Medical Assistants play in delivering high-quality patient care and supporting efficient healthcare operations.

The demand for skilled, credentialed medical assistants is strong in our community and this region. We are excited to collaborate with and support the development of the Certified Medical Assistant Program. We look forward to the opportunity to potentially hire graduates of this program.

Respectfully,

A handwritten signature in blue ink that reads "Jeffrey H. Whitton".

Jeffrey H. Whitton, MSHA, FACHE
Vice President, Physician Services

Washburn Tech Meeting: Medical Assistant Program Advisory Board Meeting

Date/Time: 11/10/25 1100

Attendees Present: Brooke Gibson, LMH; Lori Harris, UKH St. Francis; Aubrey Mink, Stormont Vail Health; Marie Hall, Pam Masters

Agenda Item	Discussion	Follow-Up
Proposed Program <ul style="list-style-type: none">• Labor Market /Workforce Needs• Degree Map• Curriculum• Certification	<ul style="list-style-type: none">• Marie shared that the regional assessment shows 125 annual openings for NE KS with 10 graduates from Highland last year.• Medical Assistant is an aligned program through KBOR, offering a Cert A, B, C, or AAS.• SVH has 12 open positions; salary range \$15-25; role is for rooming, testing, labs, procedure assistance; hire more MAs than LPNs for clinics• UKHSF has 4 openings; prefer certified; work at top of scope-procedures, med administration etc.; hire more LPNs b/c lack of certified MAs applying• LMH has medical students who are hired and train on the job for the MA role; \$17/hr but have tiers with increased pay for certification and competencies; work at top of scope• The 37 credit-hour, certificate B proposed degree plan was shared (below). This would be a half-day program offered to post-secondary and HS high school seniors. Several routes were reviewed and Pam met with Barton County CC to discuss their program before proposing National HealthCareer Association (NHA).• The proposed curriculum is through NHA. They offer the certification exam and four courses that meet the clinical education components, the administrative education components, the soft skills such as customer service and patient care, and the certificate exam preparation course. This includes eBooks and online modules, as well as the exam fees and is \$522.90 per student. The	

	<p>only additional textbook required would be for phlebotomy.</p> <ul style="list-style-type: none"> • The proposed certification exam is Certified Clinical Medical Assistant) CCMA. • Discussion: Does this curriculum contain a competency for controlled substances? • All three facilities use MAs for clinical skills and rarely for administrative tasks but feel understanding that role/processes is beneficial to their role. • Scope of practice was discussed since KS Board of Healing Arts hasn't defined the scope for this role. Lori said they have defined areas of scope that are allowed in their clinics. Brooke said they have a scope document that they've developed. 	<ul style="list-style-type: none"> • Brooke will send the LMH MA scope of practice document. • Pam will send the course information forms with the content areas
	<ul style="list-style-type: none"> • All questions have been addressed. • Lori made a motion to accept the curriculum proposal and begin a Medical Assistant Program at Washburn Tech. Brooke seconded. All voted in favor. Motion passed. 	<ul style="list-style-type: none"> • Members will send any other questions that may arise.
<p>Program Needs</p> <ul style="list-style-type: none"> • Equipment • Clinical Partners • Instructor 	<ul style="list-style-type: none"> • Washburn Tech has much of the equipment already. It was suggested to ensure we have a mannequin that has ribs w/ ICS for EKG placement. Members also stressed the importance training for maintaining an aseptic field. No other suggestions at this time. • All three facilities are open to hosting students for clinical rotations. • Instructor requirements would be an LPN or an experienced Medical Assistant that either has or could earn their certificate after hire. The main focus of importance is that the person be they have a high priority on quality, detail, and procedures by the book for initial education. 	<ul style="list-style-type: none"> •

<p>Next Steps</p> <ul style="list-style-type: none"> • Letters of Support • KBOR/TEA 	<ul style="list-style-type: none"> • KBOR/TEA requires letters of support from three community partners. All are willing to write and send letters of support for the Medical Assistant Program. • Next steps include: <ul style="list-style-type: none"> ○ 11/18: WIT Curriculum & Assessment Council ○ 11/20: deadline to submit to WUBOR ○ 12/4: WUBOR Meeting ○ 12/5: TEA deadline to submit ○ 1/8: TEA Curriculum Meeting ○ 1/22: TEA Board Meeting 	<ul style="list-style-type: none"> • Pam will send some examples of a Letter of Support.
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Meeting was adjourned at: 1148

Next Meeting scheduled: April 7th, 5pm

Medical Assistant

Certificate B

CIP51.0801

Certification is the CCMA exam through National Healthcareer Association

1. Instructors

1. currently licensed, certified, or registered as healthcare professional or have a minimum of two years of work experience in allied health field covered by NHA certification exam or discipline commensurate with or exceeds the scope of practice of that field AND
2. meet all program-specific requirements

2. Students

1. Possess a HS diploma or equivalent (can do provisional for up to 12 months until graduated) so can accept HS seniors
3. NHA offers an option of online curriculum for many of the courses which integrate with most LMS platforms

Program is aligned through KBOR (* courses are required).

Post-secondary degree plan:

Semester 1		Credit Hours	Clinical Hours	Total Clock Hours
	*HCT 126 Medical Terminology	3		45
	*HCT 136 & HCT 137 Human A&P w/ lab	6 (4/2)		105
	HCT 105 First Aid & CPR	1		15
	HCT 141 Nutrition	3		45
Semester Total		13		210

Semester 2				
	*HCT xxx Medical Professional Issues	2		30
	*HCT xxx Clinical Aspects of Medical Assistant Skills	5		75
	HCT xxx Clinic Communication, Teamwork, and Emotional Intelligence	1		15
	HCT158 Advanced Healthcare Preparedness and Wellness	2		30
	*HCT xxx Patient Care I Practicum	2	90	90
Semester Total		12	90	240
Semester 3				
	*HCT xxx Emergency Preparedness	1		15
	*HCT xxx Medical Administrative Aspects: Medical Assistant Skills	4		60
	*HCT 160 Fundamentals of Phlebotomy	2		30
	*HCT 164 Fund. of Phlebotomy Lab	2		45
	*HCT xxx Patient Care II Practicum	2	90	90
	HCT xxx Certification Exam Preparation	1		15
Semester Total		12	90	255
Total		37	180	705

This plan uses the NHA online curriculum: Skills Builder Clinical, Skills Builder Administrative, PersonAbility, CCMA Exam Prep and Exam= \$522.90/student. Textbooks needed would be for prerequisites and Phlebotomy only.



Program Innovation: Curriculum & Assessment Committee

November 18, 2025

I. Roll Call:

Name	Role/Title	Present
Instructors – Voting Members		
Ali Setayesh	IST, Technology Division	Present
Cody Beauclair	HVAC, Construction Division	Present
Darlene Deters	ADN, Healthcare Division	Present
James Robbins	Welding, Manufacturing Division	Present
Jon Graham	Auto Collision, Transportation Division	
Jordan Rossich	Welding, Manufacturing Division	Proxy
Lindsay Cubbage	Diesel, Manufacturing Division	
Matt Flink	Culinary, Human Services Division	Present
Quinten Bailey	Auto Collision, Transportation Division	
Sandy Siebert	Nursing, Healthcare Division	Present
Teresa Beauclair	Foundations of Healthcare, Healthcare Division	
Enrollment Management – Voting Members		
Jennifer Ewing	Student Records Administrator	Present
Andy Fogel	Director, Financial Aid	Present
Ian Marples	Associate Director, Tech Admissions	
Mattie Stevens	Assistant Director, Academic Advising	
Curriculum & Instruction – Voting Members		
Chaz Havens	Assistant Dean, Instructional Services	
Mandy Cox	Adult Education Director	
Marie Hall	Assistant Dean, Curriculum, Programs & Grants	Present
Pam Masters	Assistant Dean, Health Occupations	Present
Institutional Research – Voting Member		
Tisha Prather	Analyst	Proxy
Resource/Non-Voting Guests		
Beth O'Neill	Associate Provost, Curricula & Program Innovation	Present
Darcy Johnson	Assistant Director, Financial Aid Compliance	
Heather Ramsdell	Advisor, Financial Aid	
Holly Broxterman	Executive Assistant to Provost; Manager Academic Affairs & Curricula	Present
Landon Hall	Assistant Director, Marketing & Community Relations	
Kassy Swain	Technology for Recruiting & Admissions Manager	Present
Kellie Patterson	Senior Administrative Assistant	Present
Sarah Velasquez	Grants Facilitator	Present
Stephanie Lanning	Registrar	Present
Steve Luoma	Interim VP Strategic Enrollment Management	Present

Additional Guests	Alan Beam
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II. Adoption of the proposed agenda (Motion, Discussion, Action)

Motion, Second, Passed.

III. Approval of Minutes (Motion, Discussion, Action)

- a. 10/21/2025

Motion, Second, Passed.

IV. Public Comments (Information – Time for Guest Comments)

No Public Comments

V. Reports (Information ONLY)

- a. Divisions
 - i. Design & Technology (Ali Setayesh)

Ali discussed some equipment needs and shared that the new instructor Trevor is doing well in the program.

- ii. Healthcare (Darlene Deters, Sandy Siebert, Teresa Beauclair)

Sandy shared that we are finishing up the first semester of the ADN program.

- iii. Hospitality & Human Services (Matt Flink)

Matt shared that it is seafood week in Culinary and some of the recipes they are working on. He also shared that the Kansas Board of Regents is meeting on 11/19/2025 to vote on changes to Excel in CTE Funding. There are four WIT program areas on the proposed list of programs that will no longer qualify for Excel in CTE, which covers the tuition for high school students: Business Technology, Cosmetology, Culinary Arts, and Graphics Technology.

- iv. Construction (Cody Beauclair)
- v. Manufacturing (James Robbins, Jordan Rossich)
- vi. Transportation (Jon Graham, Lindsay Cubbage, Quinten Bailey)

- b. Grants (Sarah Velasquez)

Sarah shared that we are working on FY26 Perkins equipment purchases now that the government has re-opened. We were also awarded a \$30K Perkins Reserve Fund Grant to support purchases for the Electrical Program at Tech North.

- c. Curriculum and Instruction

Marie shared that she met with all instructors to work on Program Review and PSLO mapping. Goal is to have both tasks done before Winter Break. Kellie Patterson will then enter the PLSO's in Watermark with the intent of reporting PSLO results in Watermark in Spring 2026.

Marie is meeting with all instructors in December to review syllabi, catalog, and KBOR Program Alignment to ensure all public facing documents are consistent.

- d. Student Services and Enrollment Management

VI. Old Business (Motion, Discussion, Action)

None

VII. New Business (Motion, Discussion, Action)

- a. **Electrical Technology:** Make the following an option in the program, effective Fall 2026:

IND 109 OSHA-30 (2); or

IND 107 OSHA-10 (1) and ELE 145 Workplace Skills (1)

Reasoning: KJCC students are struggling to complete OSHA-30 online. OSHA-10 offered in person will improve student success. Workplace Skills covers valuable employability topics that will benefit this population. Electrical Technology is a 30-credit hour Cert B.

Alan Beam spoke on this item and the benefit to KJCC students. We only have one KJCC student graduating from the Electrical program this December, OSHA-30 seems to be a significant hurdle. We hope to increase graduates if we move to OSHA-10 as an option.

Ali motioned to approve, James seconded, motion passed.

- b. **Medical Assistant:** New Program for Fall 2026:

Cert B, 37 credit-hours

Pam Masters spoke on this item. She shared labor market data and discussions from Advisory Committee members. MAs are in high-demand in Northeast Kansas, with an average pay of \$18-\$20/hour.

Ali motioned to approve, Sandy seconded, motion passed.

- c. **Curriculum Overview** – for Staff Handbook

Marie introduced a draft Curriculum Overview text for inclusion in the Staff Handbook. Intent is to provide some clear guidance to instructors on the process for adopting any curriculum changes. The group stated they would like some time to read the text before discussing it. This topic will be added to the Old Business section of the January meeting agenda.

VIII. Adjournment

Some pursue happiness, others create it. – Unknown



Marc B. Fried
General Counsel and
Secretary to the Board of Regents
785.670.1712
marc.fried@washburn.edu

January 5, 2026

Technical Education Authority
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368

**RE: Washburn University Board of Regents
Confirmation of action taken by Board**

Dear Sir/Madam:

The undersigned, as Secretary to the Washburn University Board of Regents, hereby confirms the Board took the following action at its board meeting on December 4, 2025.

The Washburn University Board of Regents voted unanimously to approve the addition of the Medical Assistant, Certificate B at Washburn Institute of Technology.

Members of the Board who were present and voted on the item were: Shelly Buhler, John Dietrick, John Dicus, Jake Fisher, Linda Jeffrey, John Nave, Michael Padilla, Angel Romero and Jennifer Sourk.

Sincerely,

A handwritten signature in blue ink that reads "Marc B. Fried".

Marc B. Fried
General Counsel and Secretary
to the Board of Regents

